



The Leader in Innovative Education

Catalog



Fall Addendum,
November 2019

2019/2020

COASTLINE COLLEGE

2019-2020 Catalog Addendum November 2019

Fountain Valley College Center
11460 Warner Avenue
Fountain Valley, CA 92708
(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

Catalog Comment

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

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

College Accreditation

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

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

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Addendum

Catalog Errors

Economics AAT (pg. 066)

Required Core: Remove MATH C140. It is not required core.

Elementary Teacher Education AAT (pg. 069)

Required Core: GEOL C100 should read GEOG C100

Health Care Management AS/Certificate (pg. 078)

BIOL C221 is listed as 3 units, should read 4 units

Biology C225 Human Physiology (pg. 119)

To clarify the prerequisite, replace with the following:

“Prerequisite: BIOL C220: Human Anatomy; and CHEM C110: Introduction to Chemistry, or CHEM C130: Preparation for General Chemistry, or CHEM C180: General Chemistry A. Courses must have a minimum grade of C or better. Courses may be taken concurrently.”

Course Numbering 001-099 (pg. 111)

Remove English C099 from list of courses applicable to Option 1.

Computer Information Systems (pg. 127)

CIS C250’s title should read “Data Analytics 1: Introduction to Data Analytics” in description and all locations in catalog.

Additions to General Education Patterns

Option 1 – Coastline General Education Pattern

Group B – Natural Sciences:

Biology C102 Introduction to the Concepts of Anatomy and Physiology (3)

Option 2 – Cal State Breadth GE Pattern

Area A3 – Critical Thinking

English C102 Critical Reasoning, Reading, and Writing (3)

Area B2 – Life Sciences

Psychology C250 Psychobiology (3)

Area D – Social and Behavioral Science

Anthropology C175 Global Perspectives of Food and Culture (3)

Area E – Lifelong Learning & Development

English C102 Critical Reasoning, Reading, and Writing (3)

Option 3 – IGETC GE Pattern

Area 3B – Humanities

Biology C122/Philosophy C122 (course crosslisted) Bioethics (3)

American Sign Language C185 American Sign Language 2 (4)

Area 4 – Social and Behavioral Science

Biology C106 Human Ecology (3)

Sociology C233 Racial and Ethnic Relations in America (3)

Sociology C245 Perspectives of Sex and Gender (3)

Area 6 – Language Other Than English

American Sign Language C185 American Sign Language 2 (4)

New Associate of Arts and Science for Transfer Degrees

Biology

Associate of Science for Transfer Degree (Revised) 3_AST_BIOL

Biology is the study of living organisms from the macro level to the molecular level. Examples of biological science fields encompassed by biology are ecology, evolutionary biology, zoology, botany, cell, and molecular biology, genetics, marine science, and biotechnology. Many of the core concepts studied in biology also directly relate to various health care disciplines such as anatomy, immunology, microbiology, and physiology.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Explain three fundamental processes present in biology such as metabolism, homeostasis, growth, reproduction, development, genetics or organism physiology.
2. Given the appropriate laboratory setting, design and apply the process of science to address a hypothesis.
3. Communicate biological concepts effectively in written and/or oral forms.
4. Find, select and evaluate scientific information present in primary research literature, mass media, online or other sources.

Required Core	Units
BIOL C180 Cell and Molecular Biology	4.0
BIOL C185 Diversity of Organisms	5.0
Subtotal	9.0

List A: Supporting science and mathematics (23 units)

Chemistry Requirement:

CHEM C180 General Chemistry A	4.0
CHEM C180L General Chemistry A Lab	1.0
CHEM C185 General Chemistry B	4.0
CHEM C185L General Chemistry B Lab	1.0

Mathematics Requirement:

MATH C180 Calculus 1	5.0
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Physics Requirement:

PHYS C120 Algebra Based Physics: Mechanics and PHYS C125 Algebra Based Physics: Electricity and Magnetism	4.0
OR	4.0

PHYS C185 Calculus Based Physics: Mechanics and PHYS C280 Calculus Based Physics: Electricity and Magnetism	4.0 4.0
Subtotal	23.0

List B: Additional major preparation Choose at least one course or combination of courses, not to exceed a total of 5 units.

CHEM C220 Organic Chemistry A and CHEM C220L Organic Chemistry A Lab	3.0 2.0
MATH C160 Introduction to Statistics	4.0
BIOL C210 General Microbiology	5.0
Subtotal	4.0 - 5.0
Subtotal for Major	36.0-37.0

Complete Option 2 (CSU) or Option 3 (IGETC for CSU) General Education options plus electives to meet the 60-unit requirement.

Total for Degree	60.0
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Child and Adolescent Development

Associate of Arts for Transfer Degree (Revised)

3_AAT_CHAD

The Child and Adolescent Development Associate in Arts for Transfer was designed specifically to address the teacher shortage in California and as an alternative choice for students interested in the interdisciplinary field of Child and Adolescent development either as a stand-alone paraprofessional degree or a career ladder for transfer. This degree gives students the lower division preparation required by CSU's to pursue alternative career paths in child and adolescent development such as elementary or special education teaching and other careers working with children and families.

The Child and Adolescent Development Associate in Arts for Transfer is especially designed to meet the needs of students interested in an education/ teaching related career who prefer online classes and/or cannot always attend traditional face-to-face classes due to employment, marital status, family responsibilities, distance, and expenses incurred with traditional education schedules.

Besides the option for a stand-alone degree, coursework is at the same time designed to meet the needs of students planning to transfer for further studies in the interdisciplinary field of Child and Adolescent Development, and to transfer to a CSU into programs in Child Development, Human Development, Child and Adolescent Development, Family and Consumer Sciences, and Liberal Studies (Child Development/Teaching).

Included is the major pattern for students planning to transfer to a CSU. It is strongly recommended that students contact a Coastline counselor to develop an official Student Educational Plan to discuss optimum course selection for a terminal degree for a paraprofessional or optimum course selection for transfer purposes, non-CSU universities, or if they have questions about the Child and Adolescent Development Associate in Arts for Transfer for CSU Transfer.

This degree is separate from the Associate of Science for Transfer in Early Childhood Education, which prepares students to transfer to CSU campuses that offer bachelor's degrees in Child Development and Early Childhood Education. Students interested in preschool teaching and receiving their Child Development Teaching Permit should complete the requirements for an Early Childhood Associate in Science for Transfer. However, students who complete the Child and Adolescent development Associate in Arts for Transfer and choose to take other child development coursework as their electives will also be able to qualify for employment in the field of Early Childhood Education, as well as earn a Child Development Permit issued by the California State Commission on Teacher Credentialing.

Ed Code Section 66746-66749 states students earning the Child and Adolescent Development Associate in Arts for Transfer will be granted priority for admission as a Child Development major to a CSU, as determined by the CSU campus to which the student applies.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Will be eligible (with appropriate GPA) for seamless transfer into the CSU system to pursue a baccalaureate degree in Child and Adolescent Development or related major.
2. Will be able to apply major concepts of child adolescent development, education, and family theory in order to work in programs aimed at supporting children and families.
3. Apply knowledge, skills, experience, and feedback to make an informed choice to be employed and/or to continue study in the interdisciplinary field of child/adolescent development.

Required Core	Units
PSYC C116 Child Growth and Development	3.0
PSYC C100 Introduction to Psychology	3.0
MATH C160 Introduction to Statistics	4.0

Subtotal **10.0**

List A: Complete three courses from the following:

ANTH C100 Cultural Anthropology 3.0

SOC C100 Introduction to Sociology 3.0

EDUC C180 Family, School, and Community Partnerships 3.0

SOC C110 Introduction to Marriage and Family 3.0

PSYC C118 Life Span Developmental Psychology 3.0

BIOL C100 Introduction to Biology 3.0

Subtotal **9.0**

And a minimum of six additional units. Select from courses not completed above or from the following:

EDUC C103 Introduction to Computers In Education:
Technology Proficiencies for Teachers 1 2.0

EDUC C104 Introduction to Teaching and Learning in
Diverse Contemporary Classrooms 1.0

EDUC C200 The Teaching Profession 3.5

MATH C104 Mathematics for Elementary Teachers 3.0

ENGL C143 Children's Literature 3.0

EDUC C210 Introduction to Special Education 3.0

Subtotal **6.0**

Subtotal for Major **25.0**

Complete Option 2 (CSU) or Option 3 (IGETC for CSU) General Education options plus electives to meet the 60-unit requirement.

Total for Degree **60.0**

Geology

Associate of Science for Transfer Degree

3_AST_GEOL

The Geology Associate in Science for Transfer is designed to foster in students an understanding of the Earth: the processes that affect its surface and interior, its formation and evolution through time, and its functioning as the physical environment for the living world. Geology students build critical thinking, research, and knowledge application skills that are useful in a variety of fields.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Communicate scientific concepts effectively in written and/or oral forms
2. Find, select, and evaluate scientific information present in primary research literature, mass media, online, or other sources.
3. Design and apply the process of science to address a hypothesis in a laboratory setting.

Required Courses	Units
GEOL C105 General Geology	3.0
GEOL C105L Geology Lab	1.0
GEOL C185 Historical Geology	3.0
GEOL C185L Historical Geology Lab	1.0
CHEM C180 General Chemistry A	4.0
CHEM C180L General Chemistry A Lab	1.0
CHEM C185 General Chemistry B	4.0
CHEM C185L General Chemistry B Lab	1.0
MATH C180 Calculus 1	5.0
MATH C185 Calculus 2	5.0
Subtotal for Major	28.0

Complete Option 2 (CSU) or Option 3 (IGETC for CSU) General Education options plus electives to meet the 60-unit requirement.

Total for Degree	60.0
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New Noncredit Programs

Animal Care Certificate of Completion 3_NCJ_ANIMAL

The Animal Care Certificate of Completion Program is provided for students through Coastline College's Special Programs Career Options through Academic Support and Training (COAST) Program. Classes are taught by Special Programs faculty and mentored by field professionals. Students may elect to take Introduction to Animal Care to learn more about the program or they can take the full series of required courses to receive a Certificate of Completion in Animal Care.

Special Programs is happy to host this two-semester program. Students will learn basic care for a variety of common and exotic animals found throughout Orange County. Classes will be held both at the Coastline College campus in Newport Beach and locally throughout Orange County at appropriate animal training sites including zoos, farms, wetlands, equestrian centers, and beachside.

In addition to learning basic pet care responsibilities, students will have the opportunity to take part in Animal First Aid training, basic grooming and training skills, exotic animal care and animal advocacy/conservancy skills.

Students graduating with an Animal Care Certificate of Completion will be prepared for many entry-level paid opportunities within this industry. These jobs include entry-level Animal Care Giver (ACG), Assistant Animal Care Technician, Assistant Aquarist, Dog Trainer, Pet Groomer, Kennel Attendant and Farm Hand. In addition to vocational options, students are encouraged to volunteer in their communities through non-profit animal care options and participate in community stewardship activities.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Demonstrate skills and experience required to take part in basic animal care activities.
2. Independently recall and perform best practices while participating in work activities alone or with faculty, managers, staff, students and customers.

Required Courses	Hours
Semester 1	
SPED C095N Introduction to Animal Care	40.0
SPED C001N Employability Skills	40.0
Subtotal	80.0
Semester 2	
SPED C096N Introduction to Animal Care Vocations	40.0
SPED C002N Problem-Solving in the Workplace	40.0
Subtotal	80.0
Total Hours	160

Culinary Arts

Certificate of Completion

3_NCK_CLNRY

The Culinary Arts Certificate of Completion Program is provided for students through Coastline College's Special Programs Career Options through Academic Support and Training (COAST) Program. Classes are taught by Special Programs faculty and mentored by field professionals. Students may elect to take Home Economics 1-Food Preparation to learn more about the program, or they can take the full series of courses to receive a Certificate of Completion in Culinary Arts.

Special Programs at Coastline is happy to host this three-semester program. Students will learn basic food preparation and kitchen safety in their stunning well-equipped modern teaching kitchen. Students will learn entry-level front and back of house commercial kitchen responsibilities. Second-year students earn their ServSafe California Food Handler Certificate of Achievement.

Students graduating with a Culinary Arts Certificate of Completion will be prepared for many entry-level paid employment opportunities within this industry. These jobs include entry-level positions in the fields of Food Preparer, Prep Cook, Dishwasher, Dining Room or Cafeteria Attendant, Food Server, Busser, Expediter, Food Runner, and Cook. In addition to vocational options students are encouraged to volunteer in their communities through non-profit food service options and participate in community stewardship activities.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Demonstrate skills and experience required to take part in basic culinary activities.
2. Independently recall and perform best practices while participating in work activities alone or with faculty, managers, staff, students, and customers.
3. ServSafe certified.

Required Courses	Hours
Semester 1	
SPED C053N Home Economics 1 - Food Preparation	16.0 - 108.0
SPED C001N Employability Skills	40.0
Subtotal	56.0 - 148.0
 Semester 2	
SPED C091N Culinary Basics 1	40.0
SPED C002N Problem-Solving in the Workplace	40.0
Subtotal	80.0
 Semester 3	
SPED C092N Culinary Basics 2	40.0
SPED C009N Applied Academics	40.0
Subtotal	80.0
Total Hours	216 - 308

ESL Intermediate Preparation for Careers

Certificate of Completion

3_NCK_INTER

This is a noncredit certificate program in English as a Second language for intermediate-level English Language Learners. The program, including a course in grammar, reading, and writing and a course in speaking and listening skills, is designed to prepare students for the English language demands of entry-level career training and entry-level employment. After completing this certificate, students may go on to advanced-level ESL classes leading to academic as well as career training programs.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Identify the main idea and supporting details of a level-appropriate reading selection.
2. Write a grammatically-correct paragraph with a topic sentence and supporting details.
3. Listen to a short news report or explanation and demonstrate understanding by taking notes and using them to report information to others accurately.

Required Courses	Hours
ESL C042N Reading, Writing, and Grammar 2B	144.0
ESL C043N Speaking and Listening 2B	72.0
Total Hours	216

Guest Services

Certificate of Completion

3_NCK_GUEST

The Guest Services Certificate is provided for students through Special Programs' COAST Program. Classes are taught by Special Programs faculty and mentored by field professionals. Students take a series of courses to receive a COAST Guest Services Certificate.

Special Programs is happy to host this three-semester course of study where enrolled students will learn basic guest services skills. Students will learn entry-level skills and responsibilities required to work in the expansive hotel and resort environments throughout Orange County.

Students graduating with a Guest Services Certificate will be prepared for many entry-level paid employment opportunities within the hospitality industry. These jobs include entry-level positions in the fields of Cottage or Room Attendant, Server, Lobby Attendant, Ticket Attendant, Usher, Bell Person, Doorman, Security and Food Runner.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Demonstrate skills and experience required to take part in basic guest services activities.
2. Independently recall and perform best practices while participating in work activities alone or with faculty, managers, fellow staff, fellow students and guests.

Required Courses	Hours
Semester 1 Hours	
SPED C085N Maintenance Basics	32.0
SPED C001N Employability Skills	40.0
Subtotal	72.0
 Semester 2	
SPED C086N Guest Services Basics	40.0
SPED C002N Problem-Solving in the Workplace	40.0
Subtotal	80.0
 Semester 3	
SPED C087N Guest Services Vocations	40.0
SPED C061N Vocational Preparation and Readiness	16.0 - 64.0
Subtotal	56.0 - 104.0
Total Hours	208 - 256

Language Preparation for U.S. Citizenship

Certificate of Competency

3_NCH_CTZN

This noncredit program is for non-native English speakers to prepare for the USCIS naturalization process with emphasis on developing reading, writing, listening, and speaking skills necessary for successful completion of the USCIS Naturalization Interview and Test. Students will gain basic knowledge of U.S. geography, government, and history.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Demonstrate knowledge of U.S. geography, government, and history.
2. Provide grammatically correct and appropriate responses to USCIS Naturalization Interview Test questions.
- 3 Respond correctly and appropriately to spoken commands in English.

Required Courses	Hours
Semester 1	
ESL C028N* English as a Second Language for Citizenship 1	36.0 - 72.0
<i>*Students who place at ESL level 2A or above through multiple measures are exempt from this course.</i>	
Subtotal	36.0 - 72.0
Semester 2	
ESL C038N English as a Second Language for Citizenship 2	36.0 - 72.0
Subtotal	36.0 - 72.0
Total Hours	72 - 144

Management Skills for Retail (Noncredit)

Certificate of Completion

3_NCI_MSR

The Management Skills for Retail Certificate is a specially recognized program designed to prepare individuals for the fast-paced retail industry. This program is also intended to help students develop an understanding of the retail manager's job and the requirements for success in the retail environment. This program is approved by the Western Association of Food Chains (WAFC).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

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

Required Courses	Hours
MS C011N Introduction to Organizational Management (Noncredit)	54.0
MS C012N Organizational Communication (Noncredit)	54.0
Total Hours	108

New Courses

ART (ART)

ART C155 **3.0 Units**

Basic Non-Laboratory Photography

Fundamentals of black-and-white, color, and digital photography. Includes basic information on lenses, filters, film, lighting methods, flash systems, and other accessories. Includes application of lighting, composition, design and color theory, with shooting sessions and critiques. Recommend students use SLR or DSLR camera. Transfer Credit: CSU. This course is identical to PHOT C105.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY (CUES)

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C100C **2.0 Units**

Introduction: Construction Industry

This course covers orientation and industry awareness, construction trade awareness, heritage of the American worker, diversity in the construction industry, and sexual harassment. This course highlights content aligned with industry and nationally recognized Multi-Craft Curriculum and Certificates. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C100U **2.0 Units**

Introduction: Utilities Sector Infrastructure

This course is an introduction to the utilities sector infrastructure including water, gas and electric. This course highlights content aligned with industry and nationally recognized Multi-Craft Curriculum and Certificates. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C101C **2.0 Units**

Basic Construction Math

This course covers basic math skills related to the construction trades and demonstrates how they apply to the trades. Covers multiple systems of measurement, decimals, fractions, and basic geometry and the opportunity to practice mathematical tasks related to construction activities. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C102C **2.0 Units**

Construction Safety Awareness

This course covers the safety and health hazards associated with confined space hazards, fall hazard awareness, lock out/tag out, and managing excavation standards in the construction industry. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C102U **2.0 Units**

Introduction: Gas Utility Sector

This course is an introduction to the gas utility sector concerning gas principles, transmission, distribution, and meter service. Specific safety information related to confined-space and hazardous-safety issues. This course highlights content aligned with industry and nationally recognized Multi-Craft Curriculum and Certificates. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C103C 2.0 Units

Construction Health and Safety

This course covers general health and safety regulations, lead and asbestos awareness, heat illness prevention, and job readiness. This course highlights content aligned with industry and nationally recognized Multi-Craft Curriculum and Certificates. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C103U 2.0 Units

Introduction: Electric Utility Sector

This course is an introduction to the electric utility sector concerning power and energy, three-phase power, transmission, and distribution. Specific safety information related to lock-out/tag-out, proper protective equipment, and safety issues. This course highlights content aligned with industry and nationally recognized Multi-Craft Curriculum and Certificates. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C281 1.0 Units

Work Based Learning

Work Based Learning enhances a participant's opportunity for success in the field of Construction, Utilities, Energy, and Safety 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 Construction, Utilities, Energy, and Safety. Note: 75 hours of paid work or 60 hours of non-paid work in a field related to Construction, Utilities, Energy, and Safety for each one-semester credit is required. Student must be enrolled in a total of 7 units including Work Based Learning. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C282 2.0 Units

Work Based Learning

Work Based Learning enhances a participant's opportunity for success in the field of Construction, Utilities, Energy, and Safety 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 Construction, Utilities, Energy, and Safety. Note: 75 hours of paid work or 60 hours of non-paid work in a field related to Construction, Utilities, Energy, and Safety for each one-semester credit is required. Student must be enrolled in a total of 7 units including Work Based Learning. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C283 3.0 Units

Work Based Learning

Work Based Learning enhances a participant's opportunity for success in the field of Construction, Utilities, Energy, and Safety 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 Construction, Utilities, Energy, and Safety. Note: 75 hours of paid work or 60 hours of non-paid work in a field related to Construction, Utilities, Energy, and Safety for each one-semester credit is required. Student must be enrolled in a total of 7 units including Work Based Learning. Transfer Credit: CSU.

CONSTRUCTION, UTILITIES, ENERGY, AND SAFETY C284 4.0 Units

Work Based Learning

Work Based Learning enhances a participant's opportunity for success in the field of Construction, Utilities, Energy, and Safety 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 Construction, Utilities, Energy, and Safety. Note: 75 hours of paid work or 60 hours of non-paid work in a field related to Construction, Utilities, Energy, and Safety for each one-semester credit is required. Student must be enrolled in a total of 7 units including Work Based Learning. Transfer Credit: CSU.

ENGLISH AS A SECOND LANGUAGE (ESL)

ENGLISH AS A SECOND LANGUAGE C042N 144.0 hours

Reading, Writing, and Grammar 2B

ADVISORY: Placement by ESL process.

This is an intensive, noncredit, integrated reading, writing, and grammar course for intermediate-level English Language Learners (ELL) who are preparing for college coursework. This course provides practice in reading and analyzing short text selections; writing sentences in the simple, progressive, and perfect past, present, and future tenses; and writing paragraphs that include a topic sentence and supporting details. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C043N 72.0 hours

Speaking and Listening 2B

ADVISORY: Placement by ESL process.

This is a noncredit oral-communication, accent-reduction, and listening-comprehension course for intermediate-level English Language Learners (ELL) who are preparing for general college coursework or career training. This course focuses on communication and listening skills necessary for classroom situations. (NOT DEGREE APPLICABLE.)

FOODS AND NUTRITION (FN)

FOODS AND NUTRITION C160 3.0 Units

ADVISORY: FN C170

The basic principles of bacteriology, safety, equipment selection, and facility layout for food service operations. Includes cause and control of food-borne illnesses, cleaning materials and procedures, general safety regulations, food processing methods, first aid, and fire prevention. National food handler certification exam will be given. Transfer Credit: CSU.

FOODS AND NUTRITION C180 3.0 Units

PREREQUISITE: FN C170

Fundamentals of nutrition needs for common and uncommon health conditions/diseases including lifecycle variations. Review of the Nutrition Care Process (NCP), scope of practice, screening for nutritional risk, assessment of dietary needs, medical nutrition therapy interventions, modified diets, meal planning, and menu writing. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION (MS)

MANAGEMENT AND SUPERVISION C011N

54.0 hours

Introduction to Organizational Management (Noncredit)

This course is designed to provide an introduction to the study of Business Organization and Management. It will provide an introduction to and discussion of the functions managers perform in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The focus will be on current workplace requirements, including efficiency, flexibility, and creation of a strategic advantage with customer-focused leadership and employee participation and empowerment. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Management Skills for Retail (Noncredit) Certificate of Completion.

MANAGEMENT AND SUPERVISION C012N 54.0 hours

Organizational Communication (Noncredit)

This course applies the principles of effective communication to the creation of letters, memos, emails, and written and oral reports for 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 to assist students in developing writing skills needed to be successful in the business environment. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Management Skills for Retail (Noncredit) Certificate of Completion.