To find out more...

For more information on the programs and services offered at Coastline Community College, contact us via phone, through the Web, or visit one of our main learning centers.

Call 1 (714) 546-7600 or visit us on the Web at:
www.coastline.edu
and
www.myspace.com/coastlinecommunitycollege
www.facebook.com/coastlinecommunitycollege
www.twitter.com/myccc

Coastline Community College—President: Dr. Loretta Adrian
Coast Community College District—Board of Trustees: Mary L. Hornbuckle, Waled A. Honeim, Jon Moreno, Jerry Patterson, Lorraine Prattky, Ph.D., and Lee Puller, Student Trustee
Chancellor: Dr. Ding-Jo H. Currie

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

Non-Discrimination Statement: It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, sex, national origin, religion, age, handicap, marital or Vietnam-era status.

TOMORROW'S COLLEGE TODAY.™
Academic Calendar

FALL 2010

August 29 .............................................................. Residency Determination Date
August 30 ............................................................ Regular Classes Begin (16- and 8-week Classes)
September 6 ........................................................ Labor Day (College Closed/No Classes)
October 25 ............................................................ Second 8-week Classes Begin
November 11 ...................................................... Veteran’s Day (College Closed/No Classes)
November 25-28 ................................................. Thanksgiving Break (College Closed/No Classes)
November 15 ....................................................... Filing Deadline for Fall Graduation
December 19 ........................................................ Last Day of Fall Semester
December 20, 2010 - January 3, 2011 ............... Winter Break (College Closed/No Classes)

SPRING 2011

January 30 .............................................................. Residency Determination Date
January 30 ............................................................ Regular Classes Begin (16- and 8-week Classes)
February 18-20 ................................................... Lincoln’s Birthday (College Closed/No Classes)
February 21 ......................................................... Washington’s Birthday (College Closed/No Classes)
March 28 - April 3 ................................................ Spring Recess (College Closed/No Classes)
April 4 - April 3 ...................................................... Second 8-week Classes Begin
April 11 ............................................................... Filing Deadline for Spring Graduation
May 29 ................................................................. Last Day of Spring Semester

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

Greetings and welcome to Coastline Community College. I am delighted that you have selected Coastline to help you fulfill your educational goals. Our student-centered team of faculty, staff, and administrators look forward to connecting with you and assisting you in mapping out an educational plan that promotes success, and is tailored to your unique needs and life circumstances.

We know that you have many choices when it comes to colleges, and we appreciate that you have chosen to attend Coastline. You have made an excellent choice. Our comprehensive array of programs and services are innovative and responsive to the needs of diverse students. As a unique institution with learning centers in Garden Grove, Costa Mesa and Westminster (and soon in Newport Beach), we are able to provide personalized attention to your needs as students—in terms of your academic and personal development, as well as in your exploration of and preparation for careers. We have extensive partnerships locally, nationally, and globally, including with business leaders and industry experts to ensure that what you learn today will be relevant and marketable in the future.

I encourage you to participate actively in our college events and activities, including leadership opportunities and student-led events sponsored by the Associated Student Government. Become engaged and connect with the many programs and services that we offer to help you succeed, and please do not hesitate to ask for help or call with a question. We welcome your suggestions for any improvement we can make to our classes, programs, and practices.

It is our goal to provide you with the best educational experience while you are here, and to facilitate your success. Best wishes for a wonderful academic year.

Sincerely,

Loretta P. Adrian, Ph. D., President

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**Changes.** This publication is prepared well in advance of the time period it covers; therefore, some program changes may occur. Courses as described are subject to change without notice, and some listed courses may not be offered each year. In addition, some courses or programs offered may be canceled due to insufficient enrollment, elimination or reduction in programs, or for any other reason considered sufficient by the college president or designee. Any questions about courses or programs listed in this catalog should be directed to the Counseling office.

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Choose Community College. Community College is one of the biggest bargains in higher education, saving students thousands of dollars a year in tuition while offering the same quality courses and caring, knowledgeable instructors as four-year colleges or universities. That’s why community colleges throughout the country attract and enroll nearly 12 million students each year. There are more than 1100 community colleges throughout the United States tailored to the needs of busy individuals. Campuses are located near students’ homes and offices, and courses are offered in evenings, on weekends, and in condensed formats making education even more accessible. This flexibility, combined with the affordable nature of a community college, is what has made the dream of a college degree a realistic goal for so many people.

Choose Coastline. Imagine classes that come to you. When you’re on the go, this can be more important than ever. Coastline Community College, founded in 1976, has long been known as a “college without walls.” As one of the nation’s most innovative institutions, Coastline brings classes to you with advanced distance learning options as well as neighborhood campuses located right in your own backyard. In addition, Coastline offers numerous options for degrees and certificates in several popular fields. These programs are in demand by employers, and Coastline faculty and staff work hand-in-hand with business and industry to tailor these programs to apply to today’s working world.

Coastline offers you a small-college feel with big-college benefits. Whether you’re looking to obtain a degree or certificate, or just looking to take classes for fun or recreation, you’ll find that Coastline is your most accessible, flexible, and affordable option.

Our Mission. Coastline Community College is committed to academic excellence by providing accessible, flexible, quality education to students within and beyond the traditional classroom.

Coastline Community College fulfills its mission by providing:
• High-quality instructional programs, services, and entrepreneurial activities that meet the education, economic, and social needs of diverse students from local and global populations;
• General education and transfer courses for a comprehensive Associate in Arts degree plus career and technical courses for occupational certificates;
• Learner-centered strategies supported by a full range of technology-mediated instruction for site-based and distance learning classes;
• A systematic assessment of student outcomes at the course, program, and institutional levels;
• Courses and activities relevant to global responsibilities;
• An organizational culture that encourages and supports continuous learning and professional development;
• A collegial decision-making process that reflects respect for broad collaboration based upon the philosophy of participatory governance.

Approved by the Board of Trustees, May 3, 2006. Updated January 2010.
Coastline Students. Actors Jim Belushi, Arnold Schwarzenegger, and Dustin Hoffman, as well as Astronaut Robert "Hoot" Gibson and NAACP President Kweisi Mfume have all attended community colleges. The current Mayor of the City of Costa Mesa, Alan Mansoor, attended Coastline. Besides future-actors, scientists, and community leaders, Coastline students are fresh-out-of-high-school teens working on their GE credits, working adults getting their degree or certificate for career advancement, retired individuals taking classes for personal growth, moms, dads, sisters, brothers, and friends. They’re just like you, and they’ve discovered the value in attending a community college!

More quick facts about Coastline students:
- English is a second language for 16% of Coastline students.
- 56% of students work full time, including 22% of the full-time students.
- 38% of students plan to go on to attain a BA or BS.
- 15% are first-time students.
- 23% are transfers from another college.
- 45% are continuing students.
- 16% are returning students.
Accreditation Review. Coastline is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Programs. Coastline offers the following degrees and program options, both onsite and through distance learning formats:

- courses leading to the associate in arts (A.A.) degree
- lower-division coursework that will transfer to a four-year college or university
- state-approved occupational certificates in technical and career programs and certificates of completion in several additional occupational areas
- courses and resources to help students improve levels of basic reading, writing and computation, including courses for non-English speakers to become proficient in English.
- courses contributing to personal enrichment and acquisition of life skills and programs for adults with acquired brain injuries and learning disabilities.

In addition, Coastline offers contract education and training services to businesses in the Orange County area and to the U.S. military and other organizations worldwide as part of the economic development function assigned to community colleges by the state of California. Such services, which are fee-based, include basic workforce training programs, high-level computer skills training, and credit courses and degrees.
Campus Locations. Coastline has many. From the very beginning, the college was located in the community, with classrooms in shopping malls, banks, churches, and neighborhood community centers. Today, the college has three main sites: the Le-Jao Center in Westminster, the Garden Grove Center, and the Costa Mesa Center. The administration building is located in Fountain Valley. Here, you’ll find the Admissions Office, the Bookstore, Financial Aid and EOPS, and the Office of the President.
Contact us

If you have a question, there are many ways to reach us. Call us at the numbers listed below, or visit our website to connect with us via email or by using our “Ask Me” online question submission. We look forward to serving you in person, online, or over the phone.

Phone Numbers:

- Admissions and Records: 1 (714) 241-6176
- Assessment Center: 1 (714) 241-6285
- Bookstore: 1 (714) 241-6101
- CalWORKs: 1 (714) 546-7600, ext. 16587
- Career Services: 1 (714) 241-4924
- Corporate/Workforce Contract Education: 1 (714) 241-6161
- Counseling:
  - Information and Appointments: 1 (714) 241-6162
  - College Center: 1 (714) 241-6162
  - Costa Mesa Center: 1 (714) 241-6213, ext. 17278
  - Garden Grove Center: 1 (714) 241-1671
  - Le-Jao Center: 1 (714) 241-6184, ext. 17424
- Developmental Education (English/Math): 1 (714) 241-6295
- Distance Learning (Cablecast, CD-ROM, Independent Study, Internet, or Telecourses): 1 (714) 241-6216
- English as a Second Language (ESL) Institute: 1 (714) 241-6184, ext. 17409
- Extended Opportunity Programs & Services (EOPS): 1 (714) 241-6237
- Financial Aid: 1 (714) 241-6239
- Learning Centers:
  - College Center, Fountain Valley: 1 (714) 546-7600
  - Costa Mesa Center: 1 (714) 241-6213
  - Garden Grove Center: 1 (714) 241-6209
  - Le-Jao Center: 1 (714) 241-6184
- Legal Clinic: 1 (714) 241-6298
- Library (Virtual): 1 (714) 241-6117
- Matriculation: 1 (714) 241-6162
- Media Relations & Marketing: 1 (714) 241-6186
- Military Educational Services: 1 (714) 241-6326
- or toll-free (866) 422-2645
- Orange County One-Stop Center: 1 (714) 241-4900
- Public Safety: 1 (714) 546-7600, ext. 16360
- Scholarships: 1 (714) 546-7600, ext. 16554
- Special Programs & Services for the Disabled (DSPS): 1 (714) 241-6214
- Student Advisory Council (SAC): 1 (714) 241-6253
- Student Success Center (Le-Jao Center): 1 (714) 241-6184, ext. 17420
- Study Abroad Program: 1 (714) 241-6215
- Transfer Center: 1 (714) 241-6171
- Veterans Assistance: 1 (714) 241-6325
- Weekend College: 1 (714) 241-6213, ext. 17202
- Work-based Learning: 1 (714) 241-6209, ext. 17318
- Workforce Investment Act (WIA): 1 (714) 241-4900

E-mail address?

The common format for college e-mail addresses is: [FIRST INITIAL][LAST NAME]@coastline.edu

If you have trouble sending e-mails to any members of our faculty or staff, please call the switchboard at (714) 546-7600 to confirm their correct e-mail addresses.

We’re social!

Coastline has a presence on most social networking sites. Be sure to add us as a “friend” or a connection to keep up with all the latest happenings and to connect with your classmates and instructors!

www.twitter.com/myccc
www.facebook.com/coastlinecommunitycollege
www.myspace.com/coastlinecommunitycollege
Assessment. Assessment for entry placement in English and mathematics 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 degree or 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 are trying to enroll. All students who plan to enroll in English and/or mathematics courses are expected 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. Testing dates and times are available through the Counseling office the English as a Second Language (ESL) Institute, and the Assessment Center.

Assessment results are available immediately after completing the tests. Assessed students are directed to speak with a counselor or faculty advisor to determine course placements which are based upon multiple measures. Multiple assessment measures for entry placement decisions may include, but are not limited to, the following factors: assessment test results, goal definition, motivation, academic status, self-assessment or study skills. For information about the assessment process, please call the Assessment Center at 1 (714) 241-6285.

Job Centers. Coastline is the managing partner of the Orange County Workforce Investment Board’s One-Stop Centers and Business Service Centers. The One-Stop Centers provide adult and youth job search activities, employment resources, career assessment, counseling and vocational training opportunities. The Business Services Centers provide an employer resource library, labor market information, business downsizing or closure assistance, job listing service and applicant referrals.

Orange County One-Stop and Business Service Centers are located at:

- 5405 Garden Grove Blvd., Suite 100
  Westminster, CA 92683
  1 (714) 241-4900

- 125 Technology Drive, Suite 200
  Irvine, CA 92618
  1 (949) 341-8000

The Orange County One-Stop Center, supported by the County of Orange and the Orange County Workforce Investment Board, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made prior to the event by calling California Relay Service TTD/TTY 1-800-735-2922 or 711.
Financial Aid. Financial aid programs attempt to fill the gap that may exist between the cost of education at Coastline and the money available to students from family, employment, savings and other resources. State and federal programs for eligible students include: fee waivers, grants, loans and work study opportunities. Coastline participates in the following programs: Pell Grant, SEOG (Supplemental Equal Opportunity Grant), Federal Workstudy, Perkins Loan, Direct Loans (Subsidized and Unsubsidized), Plus Loan and the California Board of Governors’ Fee Waivers. All recipients of financial aid must be in good academic standing, be participating in required class activities, be working toward a degree or certificate, have a high school diploma, GED or pass an “ability to benefit” test, be a U.S. citizen or eligible noncitizen, have a valid Social Security number, and have financial need as determined by the Free Application for Federal Student Aid (FAFSA).

Useful Telephone Numbers and Web Sites:
• General information about federal aid: 1 (800) 4-FED-AID or 1 (800) 433-3243
• TTY number for hearing-impaired individuals to call with any federal student aid questions: 1 (800) 730-8913
• Federal Student Aid Home Page: http://www.ed.gov/studentaid
• General information about financial aid and educational planning: http://www.mapping-your-future.org or http://www.edwise.org
• Financial Aid Information Page (includes link to Scholarships): http://www.icanaffordcollege.com

Coastline has many unique learning opportunities and programs such as: Access, Distance Learning, and STAR. Students in these programs are eligible for aid. Students not living or attending classes in the Orange County area may still qualify for financial aid. Brochures, guidebooks, and policies relevant to financial aid are available in the Financial Aid office at the College Center. Call 1 (714) 241-6239 for more details, e-mail financialaid@coastline.edu or go to: www.coastline.edu

Scholarships. Scholarships are made available through the generous donations of Coastline Community College’s Foundation, Student Advisory Council (SAC), faculty, staff, businesses, community organizations, and private individuals. Scholarship recipients are selected by the Scholarship Awards Committee. Members include administrators, classified staff, faculty, students, and a College Foundation board member.

Factors for selection can include academic achievement, service and leadership, college and community involvement, and/or financial need. Applicants are required to submit a Scholarship Application and must be enrolled at Coastline in the fall and/or spring semester during the year in which they apply.

Applications are available during the fall and spring semesters and may be obtained from the College Center, the main learning centers, and online. The annual deadline is mid-March. The awards are presented during the Spring Semester at the annual awards reception.

For information about the program criteria and awards available, visit the Coastline Web site at: www.coastline.edu, alpha index, “Scholarships”.

EOPS. Extended Opportunity Programs and Services (EOPS). The EOPS Program at Coastline began in 1977. This is a state-funded program that provides an “umbrella” of services to qualified students of the college who are enrolled in a program that leads to a degree, certificate, or transfer.

Eligible students must be state residents for tuition purposes, and qualify for the Board of Governor's Fee Waiver program under one of the following ways:
Qualify for BOGW/A – currently a recipient and receiving one of the following:

- TANF or CalWORKs (formerly AFDC) or
- Supplemental Security Income (SSI) or State Supplemental Program (SSP) or
- General Assistance (GA)

Qualify for BOGW/B -- total family income for 2008 is:
- EFC = “0” on FAFSA or
- Professional Judgment (unique circumstances may justify special review to be made by Financial Aids Office)

Income standards below the following:

<table>
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<th>Family Size</th>
<th>2009 Income</th>
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<tbody>
<tr>
<td>1</td>
<td>$16,245</td>
</tr>
<tr>
<td>2</td>
<td>$21,855</td>
</tr>
<tr>
<td>3</td>
<td>$26,465</td>
</tr>
<tr>
<td>4</td>
<td>$33,075</td>
</tr>
<tr>
<td>5</td>
<td>$38,685</td>
</tr>
<tr>
<td>Each additional family member</td>
<td>$ 5,610</td>
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Additionally, students must meet one of the following areas for educational disadvantage:

- Test Scores for placement at Math 010 or lower and/or English level at Fundamentals of Composition (099) or Freshman Composition (English 100) or lower.
- Non-high school graduate or did not pass CAHSEE, GED, or Proficiency Certificate
- Low high school grades (below 2.5 GPA)
- Remedial courses – enrolled in non-grade-level courses in high school or college
- Special Admittance (four factors approved by State Chancellor's Office)

EOPS reserves the right to limit new students applying to the program to those students who have completed fewer than 40 units at the time of application from all regionally accredited colleges or universities attended. Students must be full-time (12 units during fall or spring; 6 units during the summer). Most students are expected to continue as full-time during their time as EOPS, though exceptions can be made. The law limits EOPS students to be served a maximum of 6.0 semesters (continuous enrollment) not to exceed 70.0 degree-applicable units. Thirty (30) units of non-degree applicable courses will be excluded from this calculation. The program accepts eligible students based on priority criteria established in law for EOPS.

The Program routinely develops new services and provides activities to support student retention, transition, and transfer. Currently the EOPS “over-and-above” services include: counseling and advisement, outreach and recruitment to local agencies, high schools, and community organizations, emergency loans, books, special workshops and events, new student orientation, priority registration assistance and more. Services are limited to resources and funding for 2010-11. Call the EOPS Program at (714) 241-6237 for more information.
Counseling. Counseling provides opportunities for people to learn life and career planning skills necessary to develop and achieve educational and personal goals. Counselors are available at the College Center, Costa Mesa Center, Garden Grove Center and Le-Jao Center throughout the semester to provide personal, vocational, educational and transfer counseling. Limited walk-in/resource counseling for short questions is also available. Advising is also available online at http://www.coastline.edu/departments/counseling/page.cfm?LinkID=355. Call 1 (714) 241-6162 to schedule an appointment. Academic counseling for military students is available by e-mailing militarycounselor@coastline.edu or by calling toll free (866) 422-2645.

Consejería
Consejería ofrecer oportunidades para que individuos aprendan las habilidades que se necesitan para la vida diaria y el planeamiento de carreras y así puedan desarrollar conocimientos y alcanzar sus metas educacionales y personales. Tenemos consejeros disponibles en las oficinas centrales del Colegio, el Centro de Costa Mesa, el Centro de Garden Grove y el Centro de Le-Jao, durante el semestre ofreciendo consejería personal, vocacional, educacional y de transferencia universitaria. Consejeros contestarán preguntas cortas sin cita. Llame 1 (714) 241-6162 para una cita.

Tiếp nhận sự có vấn
Tiếp nhận sự có vấn sẽ mang lại cơ hội cho tất cả mọi người tìm hiểu thêm về cuộc sống và những khó khăn của bản thân mình để có thể chọn đúng con đường cho mình và đạt được thành công trên con đường học vấn cũng như mục đích cả nhân của từng người. Sinh viên có thể gặp chuyên viên có vấn tại trung tâm chính, trung tâm Costa Mesa, trung tâm Le-Jao, và trung tâm Garden Grove Center trong suốt thời gian mùa học để tham khảo về bản thân, nghề nghiệp, học vấn và sự chuyển chuyển lên đại học. Sinh viên cũng có thể, với sự hạn chế, ghé ngang văn phòng của chuyên viên có vấn để hỏi về những vấn đề ngắn gọn. Xin liên lạc 1 (714) 241-6162 để liên hệ

CARE. Cooperative Agencies Resources for Education (CARE). CARE serves the unique needs of a special group of EOPS students; it is administered by the EOPS Program at the College. When these EOPS students are accepted into the CARE program they must be single, head-of-household, with at least one child 14 years of age or under, enrolled full-time and currently a recipient of CalWORKs or TANF. Students who have been sanctioned by the Department of Social Services but whose family are still CalWORKs participants receiving cash aid still qualify for CARE. Funding for CARE is anticipated to be limited, and services may be impacted. All services are coordinated with the college and county’s CalWORKs program to maximize services to this population of students. Call the EOPS/CARE Program at (714) 241-6237 for more information.
Admissions Information.

Application and Registration: Students wishing to enroll at Coastline Community College must apply on-line at coastline.edu on or after April 1 for summer session; June 14 for fall semester and October 1 for the spring semester. Individuals planning to obtain an associate in arts degree, a certificate of achievement or participate in a four-year college transfer program should send their high school and college transcripts to the Admissions office.

Military personnel wishing to enroll in the Coastline military contract education programs should do so online at http://military.coastline.edu.

Eligibility: Individuals 18 years of age or older who can profit from instruction qualify for admission. If under 18, you will qualify for admission if one of the following has been satisfied:

- Graduated from high school.
- Passed the California High School Certificate of Proficiency Test or equivalent.

K-12 Grade Students: In accordance with California Education Code, Section 48800, K-12 grade students may be eligible to enroll for advanced-level study in instructional areas not available at their school. The school and the college will determine who may enroll based on their judgment of the applicant’s ability to profit from instruction. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, space availability, college policy and state law. The student must be in good academic standing (2.0 or above) and must produce a current transcript along with the signed approval of their high school principal and parent on the “High School Release” form available in the Coastline Admissions office or at www.coastline.edu K-10 students must have the approval of the principal, their parent, and the Dean of Counseling and Special Programs. K-10 students are required to attend high school orientation. To attend call 1(714) 241-6162.

K-12 students attending Coastline are awarded college credit for their coursework unless the school specifies, in writing to the college, that the course(s) are to be used for high school credit only.
What if I don’t have a high school diploma or G.E.D.?

It is possible to complete a certificate program, an associate degree, a transfer program and/or a bachelor’s degree without earning a high school diploma. Many individuals, however, may want to obtain a high school diploma or its equivalent for personal or employment reasons.

The following educational agencies may be contacted regarding obtaining the high school diploma, GED test and/or certificate of proficiency:

- California State University Fullerton
  1 (714) 278-2487
- Garden Grove Unified School District (Chapman Adult Education Center)
  1 (714) 663-6520
- Huntington Beach Adult/Alternative School
  1 (714) 842-4779
- Santa Ana Centennial Education Center
  1 (714) 241-5720

GED preparation is also available at Coastline’s Student Success Center. Call 1 (714) 241-6184, ext. 17420 for information.

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 average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Section 58100 of Title V.

Assistance for students with disabilities. Students with disabilities (e.g., mobility, communication, speech, hearing, learning, vision, acquired brain injury, developmental, psychological) are invited to request assistance from the Special Programs and Services for the Disabled office. Services include, but are not limited to: interpreting services, notetaking, registration assistance, special counseling, special materials/equipment (i.e., digital recorders, enlarged print materials, taped texts and other alternately formatted materials), test proctoring, tutoring, and vocational guidance.

Coastline also offers comprehensive programs and services for students with developmental disabilities, acquired brain injuries and seniors adult fitness.

Students with disabilities who wish to enroll in Coastline classes are invited to call upon the Special Programs office for assistance. Call 1 (714) 241-6214 for information about special classes, site accessibility or support services.
Matriculation

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

Coastline agrees to provide an organized process of admission, orientation, assessment, counseling and student progress follow-up. The students agree to declare a specific educational objective, attend class regularly, complete assigned coursework and maintain satisfactory progress toward the achievement of their educational plan.

Goal
The primary goal of matriculation is to increase student success through institutional effectiveness. Success is measured by the attainment of student educational objectives. Matriculation is a coordinated process designed to:

1. Assist students to make wise educational choices concerning the programs and courses to pursue based upon clear and sensitive appraisals of their skills, interests and aptitudes in relation to the programs and courses offered.
2. Enable students to complete the units they attempt with satisfactory grades and to persist from semester to semester.
3. Identify the support services that students need to succeed and refer students to college and community resources to meet those needs.
4. Strengthen student motivation to succeed through the above, and provide frequent feedback and encouragement.

Matriculation Activities
Admission: Students use CCC Apply or in-class registration to expedite the entry process.
Assessment: Students are evaluated for current skill levels in reading, writing and math. District-approved, no-cost testing instruments are used and feedback is provided. Various testing times are available for accessibility and convenience. Career interest inventories and other specialized testing tools are also available.
Counseling: Students meet with educational counselors through selected classroom visitations and personal appointments. Students learn about Coastline’s educational options including transfer requirements, associate degrees, certificate programs, enrichment courses, weekend offerings and distance learning courses. Counselors help students identify their educational goals and develop curriculum plans to achieve them.
Exemption Criteria: All students entering Coastline Community College District colleges are expected to participate fully in matriculation services. They are also expected to meet course skill level requirements and prerequisites. Students may be exempted from assessment, orientation and/or counseling on the basis of the following criteria:

1. Students who have earned an associate degree or higher from an accredited institution.
2. Students who are enrolling in six or fewer units and who are not pursuing a degree or a certificate.

Upon completion of 12 or more units, however, these students will be apprised of opportunities to participate in matriculation services.

3. Students who, in the opinion of the vice president of student services or designee, would not directly benefit from participating in orientation, assessment and/or counseling.

Orientation: Students obtain current materials on Coastline’s programs, policies, procedures, locations and facilities through semester schedules, career and transfer planning guides, catalogs, mailings, brochures, newsletters and counselor classroom visitations. They obtain additional information on college services and activities from counselors, instructors and other staff members. New student orientations are conducted each semester online at: www.coastline.edu.

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

Summary
Students who participate in matriculation have an increased potential for success. They are more motivated, knowledgeable and prepared to achieve their educational goals. All students are strongly encouraged to participate. Call the Counseling office for information at 1 (714) 241-6162.
Matrícula
Descripción
Matriculación es un programa que ha sido ordenado por el estado de California y está diseñado a asistir a estudiantes para que puedan lograr sus metas educacionales. Es un acuerdo entre el colegio y el estudiante.

Coastline accede a proveer un proceso organizado de: admisión/ingreso, orientación, evaluación, consejería, y seguimiento del proceso académico del estudiante. Los estudiantes acceden a: declarar un objetivo educacional específico, atender clases regularmente, completar el trabajo de cursos asignados, y mantener un progreso satisfactorio que esté dirigido a la realización y el logro de planes educativos.

Meta
La meta principal del programa de matriculación es la de elevar el éxito estudiantil por medio de la efectividad institucional. Este éxito se puede medir a través de los objetivos educacionales alcanzados por nuestros estudiantes.

Matriculación es un proceso coordinado que:
1. Asiste a estudiantes a tomar decisiones educativas juiciosas que estan relacionadas con los cursos y programas que van a completar. Estas decisiones estarán basadas de acuerdo a evaluaciones claras, habilidades personales, intereses y talentos/aptitudes en relación con los programas y cursos ofrecidos.
2. Hacer posible que los estudiantes completen unidades y créditos con grados o calificaciones satisfactorias y que continuen su educación de semestre a semestre.
3. Identifica los servicios de apoyo que los estudiantes necesitan para triunfar y les proporciona recursos y referencias comunitarias y universitarias que necesitarán para satisfacer sus necesidades.
4. Fortalece la motivación estudiantil para que se logren los puntos antes mencionados y provee información general y mucho estímulo y ánimos para nuestros estudiantes.

A los estudiantes se les recomienda que se reúnan con un consejero académico anualmente para discutan sus planes universitarios y analizan sus calificaciones académicas.

Dinh nghĩa
Matriculation là một chương trình bắt buộc của tiểu bang mở ra để giúp sinh viên đạt được hiệu quả trên con đường học vấn. Đây là một hợp đồng giữa trường đại học và người sinh viên.

Trường Coastline giúp đỡ sinh viên trong việc ghi danh, thi xin cấp, hướng dẫn và theo dõi tiến trình học lực. Sinh viên cần chọn một ngành học nhất định, tham dự đầy đủ các buổi học, hoàn tất bài tập và duy trì sự tiến triển khả quan để hoàn tất chương trình học vấn của mình.

Mục đích
Mục đích chính của chương trình này là giúp đỡ sinh viên tiến bộ nhanh hơn để đạt đến sự thành công trong học vấn. Sự thành công này được đo lường bằng sự tiếp thu về ngành học được chọn. Matriculation là một chương trình gồm có:

1. Giúp đỡ sinh viên trong việc lựa chọn ngành học dựa vào khả năng, ý thích và năng khiếu của sinh viên.
2. Tạo điều kiện cho sinh viên đạt được điểm cao trong những khóa học một cách bền bỉ từ mùa học này sang mùa học khác.
3. Chú ý đến những dịch vụ ưng hộ cần thiết cho sinh viên để đạt được sự thành công và những nơi cung cấp những dịch vụ này.
4. Làm tăng trưởng động cơ của sinh viên để đạt được thành công với sự khuyến khích thường xuyên.

Sinh viên cần phải gặp người cố vấn hàng năm để thảo luận về ngành học và để kiểm nghiệm hồ sơ học vấn của mình.
Military Program. Coastline Community College has developed programs with each branch of the U.S. military and has been providing specialized educational opportunities for the military community for nearly 30 years. Coastline is proud to serve our U.S. Service members. Programs and services are delivered utilizing best practices as detailed by Service member Opportunity College (SOC) and predicated upon such principles drawn from the cumulative experience of institutions and agencies judged successful in their work with service members.

The advantages offered by Coastline’s military programs to service members include:

- AA and AS degrees allowing maximum credit for military training and experience
- Degree Road maps in majors related to military rate/MOS
- Free, up-front degree plans (before enrollment)
- SOC Agreements before completion of 2 courses
- Maximum transferability of credits to 4-year institutions
- Textbooks available at substantial savings
- Quality, short-term on-line courses (8 week sessions)
- Experienced and friendly faculty, counselors and staff
- No on-campus residency requirement
- Coastline representatives located on bases worldwide

Distance education classes and associate degree programs offered through the Military Program are available to active duty, veterans, family members and DoD civilians. Coastline is a participant in several military educational programs including Navy College Program Distance Learning Partnership, NCPACE, GoArmyEd, Marine Corps Explorer, Air Force GEM, and SOCCOAST Afloat programs. Other programs & services include the Spouses, and PocketEd (PDA) programs, the Cognitive & Caregivers Boot Camp and our National Testing Centers.

Associate degree programs currently available through the Military Program include:

- Administrative Manager (Office Support Specialist)
- American Studies
- Arts & Humanities
- Business Administration (Business)
- Communications
- Computer Networking: Cisco
- Computer Networking: Microsoft
- Criminal Justice concentration (Sociology and Emergency Management)
- Electronics
- Emergency Management/Homeland Security
- Financial Manager (Office Support Specialist)
- General Business (Business)
- General Office Manager (Office Support Specialist)
- Health Care Management
- History
- Human Resources Management (Business)
- Human Services
- Marketing (Business)
- Psychology
- Science and Math
- Small Business Ownership
- Social & Behavioral Sciences
- Sociology
- Spanish
- Supervision and Management (Supervision)
- Supply Chain Management (Supervision)

Course enrollment fees range from $79 to $223 per credit hour depending on contract, program and/or delivery method. Fees are the same for both in- and out-of-state residents and across branches.

Please visit the military web site for degree road maps, class schedule, and additional information regarding Coastline’s Military Programs at http://military.coastline.edu or call toll free at 1-866-422-2645 (1-866-4CCCMIL).
Veteran’s Assistance.

Coastline is approved by the Bureau of School Approvals, California State Department of Education, to offer programs to veterans and eligible persons seeking benefits under the Federal Public Laws and the California Veterans Educational Laws. Coastline follows the guidelines issued by the Council for Private and Post Secondary and Vocational Education which apply to all institutions enrolling veterans and other eligible persons for veterans benefits. If there are any questions regarding veteran benefits, check with the veterans technician in the Admissions office at 1 (714) 241-6325 or 1 (714) 241-6114.

Eligibility

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.

Reserve Education Assistance Program (REAP) Chapter 1607 is a Department of Defense/VA education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress.

The Post-911 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001. Post-911 GI Bill benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

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 insure continuity of benefits, satisfactory progress must be made toward the stated major.

3. Attendance in enrolled classes is expected at all times.

4. After each registration, the person receiving Veterans benefits must notify the Veterans Technician of any program changes, i.e., complete withdrawal from college, adjustment of units, courses added and dropped, etc.

5. Those with 24 or more units of college work completed and who wish to apply for benefits must have program approval. Contact the Veterans Technician for proper procedure.

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

Unit Load to Qualify for GI Bill:

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<tr>
<td>Full-time</td>
<td>12 units</td>
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<tr>
<td>3/4 time</td>
<td>9-11 units</td>
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<tr>
<td>1/2 time</td>
<td>6-8 units</td>
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CAL-VET: Students who qualify for CAL-VET benefits should contact the Veterans Technician.

It will be the responsibility of the veteran or eligible dependent to adhere to the regulations of the Veterans Administration and Coastline policies. If there are any questions regarding the veteran benefits, check with the veterans technician at 1 (714) 241-6325 or 1 (714) 241-6114.

Registration Priority for Veteran’s:

In accordance with SB272, Coastline Community College will offer priority registration to veterans discharged from active duty within two years of admissions to the college. For additional information, please contact the Veterans Technician in the Admissions and Records office.
The Transfer Center. An extensive library of college and university catalogs is accessible for assistance in transfer decisions. Internet access for transfer research is also offered, and applications for CSU, UC, and private institutions are available. Other services include information on majors, choosing the right college, appointments with university representatives, articulation with four-year colleges, special workshops and the University Transfer Event held each fall. This center serves students, staff and the general public and assists them in making a smooth transition to a four-year institution. Call 1 (714) 241-6171 for more information.

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

For additional information about current programs go online to the Study Abroad Web page, at: www.studyabroad.coastline.edu or you may call Kevin Donahue at 1 (714) 241-6215 or e-mail kdonahue@coastline.edu for more information. Visit Coastline’s Study Abroad Web page at: http://studyabroad.coastline.edu.

Financial Aid may be available on a case-by-case basis. Call 1 (714) 241-6239 for more financial aid information.
Catalog Rights and Continuous Enrollment
For graduation (A.A. Degree) students may follow the catalog requirements that were in effect for the academic year when their attendance began at Coastline Community College or follow the catalog requirements in effect during subsequent years of attendance provided that continuous enrollment has been maintained.

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

The following applies to Military Personnel who have an Official Servicemember Opportunity Colleges (SOC) Student Agreement (SOCAD, SOCMAR, SOCCOAST, SOCNAV) with Coastline: The validity of the SOC Agreement (“contract for degree”) will remain in force for five years. Coastline will honor a SOC Student Agreement beyond 5 years if breaks-in-attendance do not exceed two years. The student’s educational activities will not be exclusively defined by taking courses at Coastline.

General Education Philosophy
General Education Degree-Level Student Learning Outcomes
The term “general education” refers to a broad-based and comprehensive program that introduces students to the major areas of higher education: the humanities, fine arts, social sciences and natural sciences. The general education program is the basis for all degree programs at Coastline Community College and is designed to help students develop the knowledge and skills that will contribute to their intellectual, personal and professional growth.

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

Petition for Graduation
An A.A. degree or a certificate of achievement is not automatically awarded. Students are required to petition for the degree or certificate of achievement at the beginning of the semester in which they will be completing their final requirements. Petitions are available in the Admissions office and online. Military students may obtain a graduation petition online at http://military.coastline.edu/advising.cfm
• Summer filing date: June 15-July 15, 2010
• Fall filing date: September 1-November 10, 2010
• Spring filing date: January 31-April 10, 2011

Military Graduations Filing Period
• Summer filing date: June 21-July 30, 2010
• Fall filing date: August 30-November 12, 2010
• Spring filing date: January 31-April 1, 2011
Diplomas will be mailed approximately one month after the end of the semester in which the application was filed.
Commencement exercises are held once a year at the end of the Spring Semester. Detailed information will be mailed to all graduation candidates in April.

Calendar Year
• January 31-April 10, 2011
• June 15-July 15, 2010
• September 1-November 10, 2010

Transfer Information
Students planning to transfer to a four-year college or university should consider the following:
• A college degree is not a guarantee for a high-paying job. Success usually requires strong motivation and good study habits.
• Grades are the best indicator of success in academic work. A minimum of a “C” average in all transfer courses is a requirement for transfer to most four-year colleges. Grades in the major should be significantly higher.
• Each four-year college has its own admission standards and curriculum requirements. Students should decide as soon as possible on their major and on their transfer college in order to identify the courses that must be completed and the grades that must be achieved.
• By extending the time in lower-division work, it is possible to combine an occupational training program with a college transfer program.
• All college degrees require the completion of certain courses called general education or breadth requirements. The following charts indicate the transfer requirements for those colleges and universities most frequently used by Coastline students.
• Transfer agreements are subject to ongoing review and revision. The transfer agreements listed on the following charts represent agreements at the time of publication. Students may contact the Transfer Center at the Garden Grove Center or the transfer institution of their choice for current information.
Coastline Community College awards the degree of Associate in Arts and Associate in Science. The degree is designed to provide students with the necessary skills to compete successfully in a culturally diverse and global job market. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in a field of knowledge to contribute to lifetime interest.

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

1. General Education:
   Complete one of the three General Education options below.
   - **Option 1**—designed for students pursuing a major or area of emphasis and/or who may not be planning to transfer to a 4-year university. The degree is transferrable to many colleges and universities.
   - **Option 2**—designed for students who are planning to transfer to a university in the CSU system. It may also be appropriate for transfer to some independent colleges.
   - **Option 3**—designed for students who are planning to transfer to a university in the CSU or UC system. It also may be appropriate for transfer to some independent colleges.

2. Field Of Study:
   Complete the required courses in one of the fields of study below. All coursework must be completed with a grade of "C" or higher.
   - **AREAS OF EMPHASIS**—American Studies, Arts and Humanities, Communications, Physical Education and Health, Science and Math, Social and Behavioral Sciences
   - **MAJORS**—Art, Business Administration, Economics, English, French, Gerontology, Health and Fitness, History, Human Services, Liberal Studies, Mathematics, Psychology, Spanish, Sociology

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

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

5. Global And Multicultural Studies Requirement:
   Complete at least 2.5 units from any of the following Global and Multicultural Studies: Anthropology C100, C150; Art C100, C101, C103, C104, C105, C109, C135, C136, C137, C138, C175, C233, C235, C236, C237, C260, C261,C262, C265; Criminal Justice C148; English C144, C145; Foreign Language—any over C100; Geography C185; Gerontology C140; History C115, C122, C124, C128, C130, C160, C165, C180, C185; Humanities C100, C110; Human Services C100; Music C103; Philosophy C100, C113; Sociology C130

6. Additional Graduation Requirements:
   - Earn an overall grade point average of 2.0 or higher from all colleges attended and a 2.0 or higher grade point average at Coastline.
   - Forward all official college transcripts from other colleges attended to Coastline.
   - Be in good academic standing (not on probation and/or disqualification) during the semester graduation is petitioned.
   - Petition for the degree in the beginning of the semester in which final requirements will be completed.

This information is subject to change. For the latest information, please check the Catalog or www.coastline.edu.
This option is designed for students pursuing a major or area of emphasis and/or who may not be planning to transfer to a 4-year institution. Other colleges and universities may accept this degree for transfer. It is important to contact a Coastline counselor or your transfer institution for guidance in preparing your educational plan. In addition to the General Education requirements below, students must complete additional requirements for the Associate in Arts Degree listed in the catalog under Associate in Arts Degree Requirements.

Complete at least 18 units in the specific courses listed in Groups A-E. Students may select courses from any sub-area under each specific group. One course may not be used to satisfy more than one general education requirement; however, the same course may be used to satisfy both a general education requirement and a requirement for the major or area of emphasis. Students may also double-count courses for the Global and Multicultural Studies Requirement.

**Group A – Basic Subjects**
**One course from each area**

- **A1** — Communications C100; Speech C100, C101, or C110.
- **A2** — English Competency: Passing English C100 or C135 (with a grade of "C" or better).
- **A3** — Math Competency: Passing the Math Placement Test or completion of two years of high school algebra with a grade of "C" or better, or passing one of the following with a "C" or better: Math C030*, C040*, C070*, C100, C103, C104, C106, C115, C120, C140, C150, C160, C170, C185, C280, C285.
  *Math C030, C040 C070 can be used to meet the Math competency requirements. They count toward the 60 units required for A.A. degree, but do not count toward the required general education units. All other courses numbered below 100 (other than English 099) do not count toward the A.A. degree.

**Group B – Natural Sciences:**
**Any three units**


- **B2** — Anthropology C110, Biology C100, C101*, C105, C120, C170*, C175*, C210*, C283; Ecology C100; Marine Science C100, C100L*, C105*.

*Course has Laboratory Activity

**Group C – Arts and Humanities:**
**Any three units**

- **C1** — Art C100, C101, C102, C103, C104, C105, C109, C110, C110A, C110B, C111A, C111B, C117, C120, C120A, C120B, C121, C122, C122A, C122B, C123, C126, C127, C128, C129, C130, C131, C132, C133, C134, C135, C136, C147, C149, C150A, C150B, C160, C175, C190, C194, C203, C205, C206; C214, C221, C222A, C222B, C223, C224, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C239, C240, C250A, C250B, C261, C262, C265, C273; English C164; Music C100, C103, C104, C105, C106, C130, C131, C132; Theater C100, C106, C107, C111, C120, C150

**Group D – Social Sciences:**
**Any three units**

- **D1** — Anthropology and Archeology: Anthropology C100, C110, C120, C150
- **D2** — Economics: Economics C100, C180, C185
- **D3** — Ethnic Studies: History C122, C124, C125, C128, C146, C155
- **D4** — Gender Studies: History C120
- **D5** — Geography: Geography C100, C180, C185
- **D6** — History: History C115, C132, C135, C146, C150, C160, C165, C170, C175, C180, C185
- **D7** — Interdisciplinary Social Science: Communications C100, C150
- **D8** — Political Science: Political Science C100, C110, C120, C130, C140
- **D9** — Psychology: Psychology C100, C115, C118, C120, C148, C170, C250, C260, C280
- **D10** — Sociology: Sociology C100, C110, C120, C130

**Group E – Self-Development:**
**Any three units**

- Counseling C100, C105, C120; Dance C101, C102, C105, C106, C107, C108, C110, C111, C113, C114, C116, C120, C124, C125, C126, C130, C140, C141, C150, C160, C162; English C108; Food & Nutrition C170, C175; Gerontology C120, C140; Health Education C100, C175; Leadership C140, C145, C150, C155; Photography C100, C102; Physical Education any course numbered C100 or above; Psychology C115, C118, C130, C150, C151, C152, C153, C154, C155, C161, C170
Designed for students who are planning to transfer to a university in the CSU system. However, it may be appropriate for transfer to some independent colleges. In addition to the General Education requirements below, students must complete additional requirements for the Associate in Arts Degree listed in the catalog. Transfer students are strongly advised to contact a Coastline counselor for guidance in preparing an educational plan. In addition, for the most current articulation information, visit assist.org.

Complete at least 39 units in the specific courses listed in Groups A-E. One course may not be used to satisfy more than one general education requirement; however, the same course may be used to satisfy both a general education requirement and a requirement for the major or Area of Emphasis. Students may also double-count courses for the Global and Multicultural Studies Requirement.

**Certificate Of Achievement In Csu General Education**
Upon completion of this General Education pattern, students may qualify for a Certificate of Achievement in CSU General Education.

**Certification of General Education for Transfer to CSU**
Upon a student’s request, Coastline will verify the completion of lower-division general education requirements for transfer to the California State University. Courses can only be certified if they were on the CSU approved list at the time they were taken by the student. Upon transferring, the student will need to complete any upper-division general education requirements required by the university. Students who transfer without certification will have to meet both lower and upper-division general education requirements of the specific CSU campus to which they are transferring. Meeting these requirements usually necessitates taking additional courses. Students may also request subject-area (partial) certification. To qualify a student must satisfactorily complete the courses required in one or more sub-areas. Coastline will provide a full-certification only once. Certification is not automatic and must be requested after the completion of the last term prior to transfer. This request should be made in the Admissions office when final transcripts are requested to be sent to the transfer university.

**Area A – English Language Communication and Critical Thinking**
Must complete 9 units with a minimum of one course in A1, A2 and A3 (grade of “C” or better).

**A1—Oral Communication**
Speech C100 or C101 or C110

**A2—Written Communication**
English C100

**A3—Critical Thinking**
English C102 or Philosophy C115

**Area B – Scientific Inquiry and Quantitative Reasoning**
Must complete 9 units with a minimum of one course each in B1, B2, and B4. (One of the science courses must be a laboratory course.)

**B1—Physical Science**
Astronomy C100, C101, C102, C103, Chemistry C100, C105, C110, C130, C180, C185, C220, Geology C100, C130, C140, Physics C110, C120, C125, C185

**B2—Life Science**
Anthropology C110, Biology C100, C105, C120, C170, C175, C210, C283, Ecology C100, Marine Science C100, C105

**B3—Laboratory Activity**
Astronomy C100L*, Biology C101, C170, C175, C210, C283, Chemistry C110, C130, C180L, C185L, C221, Geology C141, Marine Science C100L*, C105, Physics C111, C120, C125, C185

*Must be taken with Astronomy C100

**Must be taken with Marine Science C100

**B4—Mathematical/Quantitative Reasoning Concepts** (grade of “C” or better)
Math C100, C103, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285

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**Certificate Of Achievement In Csu General Education**
Upon completion of this General Education pattern, students may qualify for a Certificate of Achievement in CSU General Education.

**Certification of General Education for Transfer to CSU**
Upon a student’s request, Coastline will verify the completion of lower-division general education requirements for transfer to the California State University. Courses can only be certified if they were on the CSU approved list at the time they were taken by the student. Upon transferring, the student will need to complete any upper-division general education requirements required by the university. Students who transfer without certification will have to meet both lower and upper-division general education requirements of the specific CSU campus to which they are transferring. Meeting these requirements usually necessitates taking additional courses. Students may also request subject-area (partial) certification. To qualify a student must satisfactorily complete the courses required in one or more sub-areas. Coastline will provide a full-certification only once. Certification is not automatic and must be requested after the completion of the last term prior to transfer. This request should be made in the Admissions office when final transcripts are requested to be sent to the transfer university.
Area C – Arts and Humanities
Must complete 9 units with a minimum of 3 units in C1 and 3 units in C2.

C1 – Arts
Art C100, C101, C102, C103, C104, C105, C109, C110A, C110B, C111A, C111B, C120, C120A, C120B, C122, C128, C129, C135, C136, C137, C150A, C150B, C214, C261, C262, C265, English C164, Music C100, C103, C105, C106, Theatre Arts C100

C2 – Humanities

Area D – Social Sciences
Must complete 9 units with courses in at least two sub-areas.

D1 – Anthropology and Archeology
Anthropology C100, C120, C150

D2 – Economics
Economics C100, C180, C185

D3 – Ethnic Studies
History C122, C124, C128, C155

D4 – Gender Studies
History C120

D5 – Geography
Geography C100, C180, C185

D6 – History
History C115, C132, C135, C146, C160, C165, C170, C175, C180, C185

D7 – Interdisciplinary Social or Behavioral Science
Communications C100, Speech C100

D8 – Political Science, Government and Legal Institutions
Political Science C100, C110, C120, C130, C140

D9 – Psychology
Psychology C100, C115, C118, C120, C148, C170

C250, C260, C280

D0 – Sociology and Criminology
Sociology C100, C110, C120

Area E – Lifelong Understanding and Self-Development
Must complete 3 units.

Counseling C100, C105, C120, English, C102, C108, Food and Nutrition C170, C175, Gerontology 120, C140, Health Education C100, C175, Psychology C115, C118, C130, C152, C153, C154, C155, Sociology C120

A maximum of one unit may be counted from the following activity courses:
Dance C101, C102, C105, C106, C107, C108, C110, C111, C113, C114, C116; C120, C124, C125, C126, C130, C140, C141, C150, C160, C165
Physical Education C101, C102, C103, C105, C107, C108, C109, C115, C116, C120, C123, C125, C136, C137, C138, C140, C141, C147, C148, C164, C172, C173, C174

American Institutions Requirement
All C.S.U. campuses require that a student demonstrate competence in the Constitution of the United States and in American History. This may be satisfied by taking Political Science C100 and History C170 or C175 at Coastline College or by taking a course at the CSU. These courses also count toward Area D requirements.
Designed for students who are planning to transfer to a university in the CSU or UC system. However, it may be appropriate for transfer to some independent colleges. In addition to the General Education requirements below, students must complete additional requirements for the Associate in Arts Degree listed in the catalog. Transfer students are strongly advised to contact a Coastline counselor for guidance in preparing an educational plan. In addition, for the most current articulation information, visit assist.org.

Complete at least 37 units in the specific courses listed in Groups A-E. One course may not be used to satisfy more than one general education requirement; however, the same course may be used to satisfy both a general education requirement and a requirement for the major or Area of Emphasis. Students may also double-count courses for the Global and Multicultural Studies Requirement.

**CERTIFICATE OF ACHIEVEMENT IN INTERSEGMENTAL GENERAL EDUCATION TRANSFER**

Upon completion of this General Education pattern, students may qualify for a Certificate of Achievement in Intersegmental General Education Transfer (IGETC) and IGETC Certification of General Education.

**Certification of General Education for Transfer to CSU or UC**

Upon a student's request, Coastline will verify the completion of lower-division general education requirements for transfer to the California State University (either the CSU general education breadth requirements of the IGETC) or the University of California (IGETC). Courses can only be certified if they were on the CSU or IGETC approved list at the time they were taken by the student. Students who transfer without certification will have to meet the general education requirements of the specific CSU or UC campus to which they are transferring. Meeting these requirements usually necessitates taking additional courses. Coastline will certify courses only once. Certification is not automatic and must be requested after the completion of the last term prior to transfer. This request should be made in the Admissions office when final transcripts are requested to be sent to the transfer university.

**Partial Certification of IGETC**

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

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**AREA 1 – English Communication**

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

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

**Group A: English Composition**

English C100

**Group B: Critical Thinking**

English C102

**Group C: Oral Communication**

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

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**AREA 2 – Mathematical Concepts and Quantitative Reasoning**

One course. Minimum of 3 units.


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**AREA 3 – Arts and Humanities**

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

**Group A: Arts**

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

English C164

Music C100, C105, C106

Theater Arts C100

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—Continued on next page
Group B: Humanities  
Chinese C185, C280, C285  
English C140, C144, C145, C150, C155, C164, C180, C290, C295  
French C185, C285  
History C108, C120, C122, C124, C128, C132, C135, C155, C160, C165, C170, C175, C180, C185  
Humanities C100, C110, C130  
Italian C185, C280, C285  
Philosophy C100, C113, C120  
Spanish C185, C265, C280, C285  
Vietnamese C185, C280, C285

Area 4 – Social and Behavioral Sciences  
Three courses from at least two disciplines. Minimum of 9 units.  
4A — Anthropology - Anthropology C100, C120  
4B — Economics - Economics C100*, C180, C185  
4C — Ethnic Studies  
4D — Gender Studies - History C120  
4E — Geography - Geography C100, C185  
4F — History - History C115, C132, C135, C146  
4G — Interdisciplinary Studies - Communication C100; Ecology C100  
4H — Political Science - Political Science C100, C110, C130, C140  
4I — Psychology - Psychology C100, C118, C120, C148, C170*, C280  
4J — Sociology - Sociology C100

Area 5 – Physical and Biological Sciences  
Two courses, with one from Group A and one from Group B. Minimum of 7 to 9 units.  
One of the courses must include a lab (indicated by + sign)  

Group A: Physical Science  
Anthropology C110  
Astronomy C100, C100L*, C101, C102, C103  
Chemistry C110*, C130*, C180, C180L+, C185, C185L+, C220, C221+  
Ecology C105  
Geography C180  
Geology C100*, C110, C130, C140, C141+  
Physics C110*

Group B: Biological Sciences  
Biology C100, C101*, C105*, C170*, C175*, C210, 283  
Marine Science C100, C105

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

Area 6 – Languages Other Than English  
(UC REQUIREMENT ONLY): This requirement may be fulfilled by one of the following methods. See a counselor for clarification.  
A. Complete two years of a high school foreign language with grades of "C" or better (high school transcripts must be on file at CCC)  
OR  
B. Completion of a foreign language course numbered 180 or higher with a grade of C or better.  
OR  
C. Earn a satisfactory score on one of the following tests (results must be on file at CCC):  
2 College Board Advanced Placement Examination in a language other than English (score: 3 or better)  
3. International Baccalaureate Higher Level Examination in language other than English (score: 5 or better)  
4. An achievement test administered by a college or university (score: proficiency equivalent to at least two years of high school language).  
OR  
D. Complete, with grades of "C" or better, two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. (documentation must be on file at CCC).
<table>
<thead>
<tr>
<th>AREA A REQUIREMENTS—</th>
<th></th>
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<tbody>
<tr>
<td><strong>English Language Communication and Critical Thinking</strong></td>
<td>Units</td>
</tr>
<tr>
<td>(A2) English C100—Freshman Composition</td>
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<tr>
<td>(A3) English C102—Critical Reasoning, Reading and Writing</td>
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</tr>
<tr>
<td>Philosophy C115—Logic and Critical Thinking</td>
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<table>
<thead>
<tr>
<th>AREA B REQUIREMENTS—</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Scientific Inquiry and Quantitative Reasoning</strong></td>
<td></td>
</tr>
<tr>
<td>(B1) Astronomy C100—Introduction to Astronomy</td>
<td>3.0</td>
</tr>
<tr>
<td>Chemistry C105—Chemistry Explorations for Teachers</td>
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</tr>
<tr>
<td>Chemistry C110—Introduction to Chemistry</td>
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</tr>
<tr>
<td>Chemistry C180—General Chemistry A</td>
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<tr>
<td>Chemistry C185—General Chemistry B</td>
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<tr>
<td>Geology C100—General Geology</td>
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<tr>
<td>Geology C130—California Geology</td>
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<tr>
<td>Physics C110—Introduction to Physics</td>
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<tr>
<td>(B2) Biology C100—Introduction to Biology</td>
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<tr>
<td>Biology C120—Biology of Aging</td>
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<tr>
<td>Biology C210—General Microbiology</td>
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<tr>
<td>Ecology C100—Human Ecology</td>
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<tr>
<td>Marine Science C100—Introduction to Marine Science</td>
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<tr>
<td>Astronomy C100L—Introduction to Astronomy Lab</td>
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</tr>
<tr>
<td>Biology C101—Introduction to Biology Lab</td>
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</tr>
<tr>
<td>Biology C210—General Microbiology</td>
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<tr>
<td>Chemistry C110—Introduction to Chemistry</td>
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<tr>
<td>Chemistry C180L—General Chemistry Lab A</td>
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<tr>
<td>Chemistry C185L—General Chemistry Lab B</td>
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<tr>
<td>Geology C141—Introduction to Geology Lab</td>
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</tr>
<tr>
<td>Marine Science C100L—Marine Science Oceanography Lab</td>
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<tr>
<td>Mathematics C103—Statistics for Elementary Teachers</td>
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</tr>
<tr>
<td>Mathematics C106—Geometry for Elementary Teachers</td>
<td>3.0</td>
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<tr>
<td>Mathematics C115—College Algebra</td>
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<tr>
<td>Mathematics C120—Trigonometry</td>
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</tr>
<tr>
<td>Mathematics C140—Survey of Calculus</td>
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<tr>
<td>Mathematics C150—Finite Mathematics with Applications</td>
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</tr>
<tr>
<td>Mathematics C160—Introduction to Statistics</td>
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</tr>
<tr>
<td>Mathematics C170—Precalculus</td>
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</tr>
<tr>
<td>Mathematics C180—Calculus 1</td>
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<tr>
<td>Mathematics C185—Calculus 2</td>
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</tr>
<tr>
<td>Mathematics C280—Calculus with Analytic Geometry</td>
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<tr>
<td>Mathematics C285—Linear Algebra and Differential Equations</td>
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<table>
<thead>
<tr>
<th>GROUP C REQUIREMENTS—</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>Arts and Humanities</strong></td>
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</tr>
<tr>
<td>(C1) Art C100—History and Appreciation of Art 1</td>
<td>3.0</td>
</tr>
<tr>
<td>Art C101—History and Appreciation of Art 2</td>
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</tr>
<tr>
<td>Art C105—Introduction to Art</td>
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</tr>
<tr>
<td>Art C110—Color and Design: Two Dimensional</td>
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<tr>
<td>Art C120—Survey of Watercolor Painting</td>
<td>1.5</td>
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<tr>
<td>Art C135—Survey of Chinese Brush Painting</td>
<td>2.0</td>
</tr>
<tr>
<td>Music C100—History &amp; Appreciation of Music</td>
<td>3.0</td>
</tr>
<tr>
<td>Music C106—History of Jazz</td>
<td>3.0</td>
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<tr>
<td>Theater C100—Introduction to Theater</td>
<td>3.0</td>
</tr>
<tr>
<td>(C2) Chinese C180—Elementary Chinese</td>
<td>5.0</td>
</tr>
<tr>
<td>Chinese C185—Elementary Chinese 2</td>
<td>5.0</td>
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<tr>
<td>English C140—Introduction to Literature</td>
<td>3.0</td>
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<tr>
<td>English C143—Children’s Literature</td>
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<tr>
<td>English C144—The International Short Story</td>
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<table>
<thead>
<tr>
<th>GROUP D REQUIREMENTS—</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Social Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>(D1) Anthropology C100—Cultural Anthropology</td>
<td>3.0</td>
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<tr>
<td>Economics C180—Principles of Economics (Macro)</td>
<td>3.0</td>
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<tr>
<td>Economics C185—Principles of Economics (Micro)</td>
<td>3.0</td>
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<tr>
<td>(D4) History C120—Women in American History</td>
<td>3.0</td>
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<tr>
<td>(D6) History C145—History of Mexico</td>
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<tr>
<td>History C160—World Civilization to 1500</td>
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<tr>
<td>History C165—World Civilization from 1500</td>
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</tr>
<tr>
<td>History C170—U.S. History to 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>History C175—U.S. History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>History C180—Western Civilization to 1500</td>
<td>3.0</td>
</tr>
<tr>
<td>History C185—Western Civilization Since 1500</td>
<td>3.0</td>
</tr>
<tr>
<td>Communications C100—Mass Communication</td>
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<tr>
<td>Political Science C100—American Government</td>
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<tr>
<td>Political Science C110—Introduction to Physics</td>
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<tr>
<td>Psychology C100—Introduction to Psychology</td>
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<tr>
<td>Psychology C115—Child Growth &amp; Development</td>
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<tr>
<td>Psychology C170—Psychology of Aging</td>
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<tr>
<td>Psychology C250—Brain and Behavior</td>
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<tr>
<td>Psychology C280—Introduction to Research Methods</td>
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<tr>
<td>Sociology C100—Introduction to Sociology</td>
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<tr>
<td>Sociology C110—Marriage &amp; Family</td>
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<tr>
<td>Sociology C120—Introduction to Gerontology</td>
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<table>
<thead>
<tr>
<th>GROUP E REQUIREMENTS—</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Life-long Understanding and Self-Development</strong></td>
<td></td>
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<tr>
<td>Counseling C105—Succeeding in College</td>
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</tr>
<tr>
<td>English C102—Critical Reasoning and Writing</td>
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</tr>
<tr>
<td>English C108—Library Resource and Research</td>
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</tr>
<tr>
<td>Food and Nutrition C170—Nutrition</td>
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<tr>
<td>Health Education C100—Contemporary Health Issues</td>
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<tr>
<td>Psychology C115—Child Growth and Development</td>
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<tr>
<td>Psychology C118—Transitions through the Life Span</td>
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<table>
<thead>
<tr>
<th>ELECTIVES</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other Distance Learning courses numbered between C100 and C299 are transferable to CSU as Electives or Lower-Division major requirements.</td>
<td></td>
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</tbody>
</table>

**NOTE:** Not all of the above listed courses are offered every semester, or summer session. Students are encouraged to confirm the transferability of these classes. Be sure to talk to an academic counselor.

This information is subject to change. For the latest information please check the Course Catalog or www.coastline.edu.
### Distance Learning Courses That Meet IGETC Transfer Requirements

<table>
<thead>
<tr>
<th>AREA 1 — ENGLISH COMMUNICATION</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Group A</strong>: Freshman Composition</td>
<td></td>
</tr>
<tr>
<td>English C100 — Freshman Composition</td>
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</tr>
<tr>
<td><strong>Group B</strong>: Critical Reasoning</td>
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</tr>
<tr>
<td>English C102 — Critical Reasoning, Reading and Writing</td>
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### AREA 2 — Mathematical Concepts And Quantitative Reasoning

<table>
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<tr>
<th>Units</th>
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<tbody>
<tr>
<td>Mathematics C115* — College Algebra</td>
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<tr>
<td>Mathematics C140* — Survey of Calculus</td>
</tr>
<tr>
<td>Mathematics C220 — Calculus with Analytic Geometry 3</td>
</tr>
<tr>
<td>Mathematics C285 — Linear Algebra and Differential Equations</td>
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<tr>
<td>Mathematics C150 — Finite Mathematics with Applications</td>
</tr>
<tr>
<td>Mathematics C160 — Introduction to Statistics</td>
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<tr>
<td>Mathematics C170* — Precalculus</td>
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<tr>
<td>Mathematics C180* — Calculus 1</td>
</tr>
<tr>
<td>Mathematics C185 — Calculus 2</td>
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</table>

### AREA 3 — Arts & Humanities

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>Art C100 — History and Appreciation of Art 1</td>
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<tr>
<td>Art C101 — History and Appreciation of Art 2</td>
</tr>
<tr>
<td>Art C105 — Introduction to Art</td>
</tr>
<tr>
<td>Music C100 — History and Appreciation of Music</td>
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<tr>
<td>Theater C100 — Introduction to Theater</td>
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<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>Group A: Arts</td>
</tr>
<tr>
<td>Chinese C185 — Elementary Chinese 2</td>
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<tr>
<td>English C140 — Introduction to Literature</td>
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<tr>
<td>English C144 — The International Short Story</td>
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<tr>
<td>English C145 — American Literature: The Short Story</td>
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<tr>
<td>History C120 — Women in American History</td>
</tr>
<tr>
<td>History C160 — World History to 1500</td>
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<tr>
<td>History C170 — U.S. History to 1876</td>
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<td>History C175 — U.S. History Since 1876</td>
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<tr>
<td>History C180 — Western Civilization to 1500</td>
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<tr>
<td>History C185 — Western Civilization Since 1550</td>
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<tr>
<td>Humanities C110 — Humanities through the Arts</td>
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<tr>
<td>Humanities C130 — Cinema History/Appreciation</td>
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<tr>
<td>Philosophy C100 — Introduction to Philosophy</td>
</tr>
<tr>
<td>Philosophy C113 — Philosophical Approaches to Sustainability</td>
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<tr>
<td>Philosophy C120 — Ethics &amp; Moral Choices</td>
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<tr>
<td>Spanish C185 — Elementary Spanish 2</td>
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<td>Vietnamese C185 — Elementary Vietnamese 2</td>
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### AREA 4 — Social And Behavioral Sciences

<table>
<thead>
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<th>Units</th>
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<tbody>
<tr>
<td>4A) Anthropology C100 — Cultural Anthropology</td>
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<tr>
<td>4B) Economics C120 — Principles of Economics (Macro)</td>
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<tr>
<td>4C) Economics C125 — Principles of Economics (Micro)</td>
</tr>
<tr>
<td>4D) Ecology C100 — Human Ecology</td>
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<tr>
<td>4E) Political Science C100 — American Government</td>
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<tr>
<td>4F) Political Science C110 — Current Issues</td>
</tr>
<tr>
<td>4G) Psychology C100 — Introduction to Psychology</td>
</tr>
<tr>
<td>4H) Psychology C118 — Transitions Through the Life Span</td>
</tr>
<tr>
<td>4I) Psychology C120 — Abnormal Psychology</td>
</tr>
<tr>
<td>4J) Psychology C170 — Psychology of Aging</td>
</tr>
<tr>
<td>4K) Psychology C280 — Introduction to Research Methods in Psychology</td>
</tr>
<tr>
<td>4L) Sociology C100 — Introduction to Sociology</td>
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### AREA 5 — Physical And Biological Sciences

<table>
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<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group A</strong>: Physical Sciences</td>
</tr>
<tr>
<td>Astronomy C100 — Introduction to Astronomy</td>
</tr>
<tr>
<td>Astronomy C100L — Astronomy Lab</td>
</tr>
<tr>
<td>Chemistry C180 — General Chemistry A</td>
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<tr>
<td>Chemistry C180L — General Chemistry Lab A</td>
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<tr>
<td>Chemistry C185 — General Chemistry B</td>
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<td>Chemistry C185L — General Chemistry Lab B</td>
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<tr>
<td>Geology C100 — General Geology</td>
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<td>Geology C141 — Geology Lab</td>
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<td>Physics C110 — Introduction to Physics</td>
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<tbody>
<tr>
<td><strong>Group B</strong>: Biological Sciences</td>
</tr>
<tr>
<td>Biology C100 — Introduction to Biology</td>
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<td>Biology C101 — Introduction to Biology Lab</td>
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<tr>
<td>Biology C210 — General Microbiology</td>
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<tr>
<td>Marine Science C100 — Introduction to Marine Science</td>
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</tbody>
</table>

### Language Other Than English

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<th>Units</th>
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<tbody>
<tr>
<td>Chinese C180 — Elementary Chinese</td>
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<tr>
<td>French C180 — Elementary French 1</td>
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<tr>
<td>Italian C180 — Elementary Italian 1</td>
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<tr>
<td>Spanish C180 — Elementary Spanish 1</td>
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<tr>
<td>Vietnamese C180 — Elementary Vietnamese 1</td>
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</tbody>
</table>

**NOTE:** Not all of the above listed courses are offered every semester, or summer session. Students are encouraged to confirm the transferability of these classes. Be sure to talk to an academic counselor.

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

This information is subject to change. For the latest information please check the Course Catalog or www.coastline.edu.
Areas of Emphasis provide an opportunity for students to take courses in their areas of interest and apply them to an A.A. degree. They are appropriate for students who do not plan on transferring as well as those who are transferring. Students who plan to transfer should consult with a counselor to make sure that they select the appropriate courses within the Area of Emphasis for their planned major and selected transfer university. All coursework in the Area of Emphasis must be completed with a grade of “C” or higher.

**American Studies**

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

**Requirements for the major:**

*Select a minimum of 18 units from at least 5 different disciplines. All courses must be completed with a grade of “C” or better.*

Art C102
Gerontology C140
History C120, C122, C150, C155, C170, C175
Humanities C130
English C145, C150, C155
Mass Communications C100
Music C104, C105, C106
Philosophy C120
Political Science C100, C110, C120
Psychology C115, C170
Sociology C110, C120
Speech C100, C101, C110

Total units = at least 18 units

**Arts and Humanities**

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

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

*Select at least 18 units from the following courses: All courses must be completed with a grade of “C” or better.*

Music C100, C103, C105, C130, C131, C151, C152
English C140, C143, C144, C145, C164, C180
History C155, C160, C165
Humanities C100, C110, C130
Philosophy C100, C113, C120
Sign Language C111
Theater Arts C100, C106, C107
Communications

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

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

Select at least 18 units from the following courses: All courses must be completed with a grade of “C” or better.

- Art C203
- Business Computing C171
- English C100, C102, C133, C135, C136
- Mass Communications C100
- Philosophy C115
- Sign Language C111
- Speech C100, C110

Physical Education and Health

Courses within the Physical Education and Health area provide a background in the study and practice of recreational activities, physical fitness, healthy lifestyle issues, and sports.

Some University majors within this area include: Food and Nutrition, Health, Kinesiology, and Physical Education.

Select at least 18 units from the following courses, a minimum of 6 units must be in non-activity courses such as Health Education and Food and Nutrition: All courses must be completed with a grade of “C” or better.

- Dance C101, C102, C105, C106, C107, C108, C110, C111, C113, C114, C116, C120, C124, C125, C126, C130, C140, C141, C150, C160, C162
- Food and Nutrition C170, C175
- Health Education C100, C175
- Physical Education – any course numbered C100 or above

Science and Math

Courses in the Science and Math area develop an understanding of mathematical and scientific methods and knowledge. Continuing study in science and math will prepare students for a wide range of careers in technology, the health field, education, research, engineering and business.

Some University majors within Science and Math include: Accounting, Astronomy, Biology, Biotechnology, Botany, Chemistry, Computer Science, Ecology, Education, Engineering, Marketing, Math, Medicine, Microbiology, Nursing, Pharmacy, Physics, and Veterinary Medicine.

Select at least 18 units from the following courses. At least one course should be a science course and at least one should be a math course. All courses must be completed with a grade of “C” or better.

- Astronomy C100, C100L
- Biology C100, C101, C105, C120, C170, C175
- Chemistry C100, C105, C110, C130, C180, C180L, C185, C185L
- Ecology C100, C105
- Geology C100, C130, C140, C141
- Marine Science C100, C100L, C105
- Math C100, C103, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285
- Physics C110, C120, C125

Social and Behavioral Sciences

Courses in the Social and Behavioral Sciences area focus on understanding human behavior within social, political, cultural, and historical contexts.

Some University majors within the Social and Behavioral Sciences include: Anthropology, Archaeology, Child Development, Criminal Justice, Economics, Geography, History, Political Science, Psychology, Social Work, Sociology.

Select at least 18 units from the following courses: All courses must be completed with a grade of “C” or better.

- Anthropology C100, C120, C150
- Communications C100
- Economics C100, C180, C185
- Geography C100, C180, C185
- History C108, C115, C120, C122, C124, C128, C155, C160, C165, C170, C175, C180, C185
- Political Science C100, C110, C120, C130, C140
- Psychology C100, C115, C118, C120, C148, C170, C250, C280
- Sociology C100, C110, C120
Art Major

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

Requirements for the major:
All courses must be completed with a grade of “C” or better.
Art C110 (or C110A & C110B)—Color and Design: Two Dimensional (3.0 units)
Art C120 (or C120A & C120 B)—Drawing (3.0 units)
Art C121—Life Drawing (3.0 units)
Art C122 (or Art C122A & C122B)—Painting (3.0 units)
Art C100—History and Appreciation of Art 1 (3.0 units)
OR
Art C101—History and Appreciation of Art 2 (3.0 units)
Art C111A and 111B—Three-Dimensional Form (3.0 units)
OR
Art C150A and C150B—Ceramics (3.0 units)

Total units = 18 units

Business Administration Major

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

Requirements for the major:
All courses must be completed with a grade of “C” or better.

Required Core:
Accounting C101—Financial Accounting (5.0 units)
Economics C180—Principles of Economics (MACRO) (3.0 units)
Economics C185—Principles of Economics (MICRO) (3.0 units)

Total: 6 units

Complete one of the following courses:
Math C140—Survey of Calculus (4.0 units)
Math C180—Calculus with Analytic Geometry 2 (5.0 units)

Total: 4-5 units

Complete two of the following courses:
Accounting C102—Managerial Accounting (4.0 units)
Math C160—Introduction to Statistics (4.0 units)
Math C185—Calculus with Analytic Geometry 2 (5.0 units)

Total: 8-9 units

Recommended Electives: Accounting C100 (Intro to Accounting); Math C285 (Linear Algebra and Differential Equations); Business C110 (Legal Environment of Business); Philosophy C115 (Logic and Critical Thinking).

Total units = 18-20 units

Economics Major

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

Requirements for the major:
All courses must be completed with a grade of “C” or better.

Required Core:
Economics C180—Principles of Economics (Macro) (3.0 units)
Economics C185—Principles of Economics (Micro) (3.0 units)

Total: 6 units

Complete one of the following courses:
Math C140—Survey of Calculus (4.0 units)
Math C180—Calculus with Analytic Geometry 2 (5.0 units)

Total: 4-5 units

Complete two of the following courses:
Accounting C101—Financial Accounting (4.0 units)
Accounting C102—Managerial Accounting (4.0 units)
Math C160—Introduction to Statistics (4.0 units)
Math C185—Calculus with Analytic Geometry 2 (5.0 units)

Total: 8-9 units

Recommended Electives: Accounting C100 (Intro to Accounting); Math C285 (Linear Algebra and Differential Equations); Business C110 (Legal Environment of Business); Philosophy C115 (Logic and Critical Thinking).

Total units required = at least 18 units
English Major

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

Requirements for the major:

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

- English C100—Freshman Composition (3.0 units)
- English C150—Critical Reasoning, Reading and Writing (3.0 units)
- English C150—American Lit. to the Civil War (3.0 units)
- English C155—American Lit. 1865 to Present (3.0 units)
- English C290—British Lit. to 1800 (3.0 units)
- English C295—British Lit. since 1800 (3.0 units)

Choose one or more of the following literature courses:

- English C140—Introduction to Literature (3.0 units)
- English C143—Children’s Literature (3.0 units)
- English C144—The International Short Story (3.0 units)
- English C145—American Literature: The Short Story (3.0 units)
- English C164—Introduction to Dramatic Literature (3.0 units)
- English C180—Shakespeare (3.0 units)

Total units required = at least 18 units

French Major

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

Requirements for the major:

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

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

Total units required = 18 units

Gerontology Major

The Gerontology major is designed to provide students with an interdisciplinary approach to studying the human aging process from sociological, psychological and biological perspectives.

Students examine the challenges encountered by older adults and their families as they interact in contemporary society. This major will provide training to work in services and agencies that assist older adults. It also prepares students for transfer to Gerontology or similar programs at universities such as CSU Fullerton.

Requirements for the major:

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

Required core - 12 units

- Biology C120—Biology of Aging (3 units)
- Gerontology C120—Professional Issues (3 units)
- Psychology C170—Psychology of Aging (3 units)
- Sociology C120—Intro to Gerontology (3 units)

6 units from

- F&N C175—Nutrition and Aging (2.0 units)
- Gerontology C123—Activity Leadership (2.0 units)
- Gerontology C124—Aging Policy (3.0 units)
- Gerontology C130—Techniques of Working with Frail Elderly (3.0 units)
- Gerontology C140—Aging in a Multicultural Society (3.0 units)
- Gerontology C273—Careers in Gerontology: Field Practicum (3.0 units)
- Gerontology C281-C284—Work Based Learning (1.0-4.0 units)

Or other Gerontology courses

- Health C175—Health in Later Years (2.0 units)
- Law C148—Elder Law (1.5 units)
- Human Services C100—Introduction to Human Services (3.0 units)
- Human Services/Counseling C101—Helping Theories and Applications (3.0 units)
- Human Services/Counseling C102—Introduction to Crisis Prevention (3.0 units)

Or other Human Services courses approved by the Gerontology Dept.

Total units = at least 18 units
Health and Fitness Major

The Health and Fitness major integrates courses that provide students with information related to physical fitness, health and quality of life. Topics include physical conditioning, food and nutrition and disease prevention and additional health related issues. Related majors for transfer include Physical Education, Health, and Kinesiology. Careers in the Health and Fitness field include Health and Fitness Specialist, Personal Trainer, Wellness Coach, Fitness Instructor and Health Educator.

Requirements for the major:

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

Required core — 10 units
- Food and Nutrition C170—Nutrition (3.0 units)
- Health C100—Contemporary Health Issues (3.0 units)
- PE C101—Personal Fitness and Wellness (1.0 unit)
- PE C190—Physiology of Exercise (3.0 units)
- PE C190L—Physiology/Exercise Lab (1.0 unit)

8 units from
- Biology C170/C170L—Human Anatomy (4.0 units)
- Biology C175/C175L—Human Physiology (4.0 units)
- Biology C120—Biology of Aging (3.0 units)
- Food and Nutrition C175—Nutrition and Aging (2.0 units) or other Nutrition courses;
- Health C120—Creating Your Wellness Lifestyle (0.5-1.0 units)
- Health C175—Health in the Later Years (2.0 units) or other Health courses;

Other PE courses

Total units = at least 18 units

History Major

A major in History provides students with skills in historical research and analysis, a chronological understanding of the past, and factual knowledge of specific historical periods. Study yields an appreciation of U.S. history, as well as the histories of other people and cultures which enhances multicultural understanding in the workplace and everyday society. Historical study is advantageous in developing valuable career skills in research, writing, argumentation (interpersonal communication), and documentation. Such skills and knowledge prepare students for careers in education, law, government, business, management, public relations, writing, and research.

Requirements for the major:

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

History C160—World History to 1500 (3.0 units)
History C165—World History from 1500 (3.0 units)
History C170—U.S. History to 1876 (3.0 units)
History C175—U.S. History Since 1876 (3.0 units)

Select two courses from:
- History C115—Latin American History and Culture (3.0 units)
- History C120—Women in American History (3.0 units)
- History C122—Latino History and Culture (3.0 units)
- History C124—Southeast Asian History and Culture (3.0 units)
- History C125—Modern Iraqi History and Culture (3.0 units)
- History C128—History of Modern China (3.0 units)
- History C146—History of Mexico (3.0 units)
- History C150—History of California (3.0 units)
- History C155—The American West (3.0 units)
- History C180—Western Civilization to 1550 (3.0 units)
- History C185—Western Civilization Since 1550 (3.0 units)

Total units required = at least 18 units
Human Services Major

This major prepares students to work in the expanding field of human services, a growing profession in response to the human needs and problems in the 21st century. It provides a general background for work with families, children and adults and offers the student a pathway to pursue an associate or bachelor level degree. Individuals with a major in Human Services can enhance their professional helping skills, offering them greater work opportunities as social-service technicians, case management aides, mental health technicians, gerontology aides, special-education teacher aides, and residential managers. Additionally, police officers, firefighters, military counselors, and others dealing with the public will benefit from the program training. The major exposes the student to the most current thinking in the field, hands-on experience, and community networking.

Requirements for the major:

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

Human Services C100—Introduction to Human Services (3.0 units)
Human Services/Counseling C101—Helping Theories and Intervention Skills (3.0 units)
Human Services/Counseling C102—Introduction to Crisis Intervention (3.0 units)
Human Services C273—Practicum (3.0 units)

6 units from the following courses:
Anthropology C150—World Cultures (3.0 units)
Biology C120—Biology of Aging (3.0 units)
Counseling C100—Career/Life Planning (3.0 units)
Food & Nutrition C175—Nutrition and Aging (2.0 units)
Gerontology C120—Professional issues (3.0 units)
Gerontology C130—Techniques of Working w/ Frail Elderly (3.0 units)
Gerontology C140—Aging in a Multicultural Society (3.0 units)
Health C100—Health Education (3.0 units)
Health C105—Healthy Aging (2.0 units) Human Services C103—Stress Management (1.5 units)
Human Services C104—Treatment Issues in Substance Abuse (3.0 units)
Human Services C272—Practicum (3.0 units)
Psychology C100—Introduction to Psychology (3.0 units)
Psychology C115—Child Growth and Development (3.0 units)
Psychology C120—Abnormal Psychology (3.0 units)
Psychology C170—Psychology of Aging (3.0 units)
Sociology C100—Introduction to Sociology (3.0 units)
Sociology C110—Marriage and Family (3.0 units)
Sociology C120—Introduction to Gerontology (3.0 units)
Speech C100—Interpersonal Communication (3.0 units)

Total units required = At least 18 units

Liberal Studies Major (for Teaching)

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

Complete one course in each area.

A1 3 units—Oral Communication—Speech C110
A2 3 units—Written Communication—English C100
A3 3 units—Critical Thinking—English C102 or Philosophy 1C15

Select at least one course from B1, one from B2, one from B3, and at least one from B4.

B1 2 to 3 units—Survey of Chemistry and Physics—Chemistry C105, Physics C185
Survey of Earth Science—Geology C100 and C101
B2 3 units—Introduction to Biology—Biology C100
B3 1 unit—Lab—Biology C101
B4 3 units—Math—Math C103, C104, C106

Select at least one course from C1, one from C2, and one additional course from C1 or C2

C1 3 units—Arts—Music C100 or Theater C100
C2 3 units—Literature—English C102 or C140 or C180 (Will add new Amer. Lit and Brit Lit)
Philosophy C100, C112, C120

Take a US History course and an American Government course and at least one additional course from group D.

D 3 units—American Government—Political Science C100
3 units—US History—History C170

3 units from:
World History—History C160
World Geography—Geography C100
California History—History C150

Take one course in group E.

E 3 units—Child and Adolescent Development—Psychology C115

Additional Requirement—Take the following courses:

6.5 units—Education C103, C104 and C200

TOTAL UNITS FOR THE MAJOR—45.5—46.5

Electives—Take additional courses to complete at least 60 units. Select courses based on the program requirements at the University you would like to transfer to. See your counselor when selecting these courses.

Suggested Electives—Education C180 and English C143
Mathematics Major
Mathematics involves the study of numerical calculations, problem solving, logic, quantitative patterns, and more. Students pursuing a Math major take a variety of courses in the areas of algebra, geometry, calculus, mathematical reasoning, and differential equations. Students in mathematics programs can also branch out to several specializations, including teaching, computer science, statistics—mathematics, and bio—mathematics programs.

Requirements for the major:
All courses must be completed with a grade of “C” or better.
Math C180—Calculus with Analytic Geometry 1 (5.0 units)
Math C185—Calculus with Analytic Geometry 2 (5.0 units)
Math C280—Calculus with Analytic Geometry 3 (5.0 units)
Math C285—Linear Algebra and Differential Equations (5.0 units)

Total Units = 20 units

Psychology Major
Psychology begins with foundational information based on the theories and styles of thinking of dominantly influential psychological theorists such as Freud, Adler, Jung, and many others. Some more specified subjects of study include self—analysis, dream theory, free association, and transference theory. There is also a strong focus on correct medical procedure and the importance of the adherence to a strong code of ethics. Social and political influences on the field of psychology are also discussed.

Requirements for the major:
All courses must be completed with a grade of “C” or better.

Required core:
Psychology C100—Introduction to Psychology (3.0 units)
Psychology C160—Introduction to Research Methods in Psychology (4.0 units)

9 units from:
Psychology C115—Child Growth and Development (3.0 units)
Psychology C118—Transitions through the Life Span (3.0 units)
Psychology C120—Abnormal Psychology (3.0 units)
Psychology C130—Health Psychology (3.0 units)
Psychology C148—Principles of Human Sexual Behavior 1 (3.0 units)
Psychology C149—Principles of Human Sexual Behavior 2 (3.0 units)
Psychology C170—Psychology of Aging (3.0 units)
Psychology C250—Brain and Behavior (Psychobiology) (3.0 units)

Total Units Required = At least 20 units

Sociology Major
Sociology is the study of social life and focuses on the interaction between human groups and institutions and their influences on each other. Sociology ranges from the study of relationships in family units in the most primitive cultures to the research of large bureaucratic institutions in major industrialized nations. Sociology also studies more tangible measures of human behavior such as class or social status, social movements, and criminal deviance.

Requirements for the major:
All courses must be completed with a grade of “C” or better.

Required:
Sociology C100—Introduction to Sociology (3.0 units)
Math C160—Introduction to Statistics (4.0 units)

Select four courses from:
Anthropology C100—Cultural Anthropology (3.0 units)
Human Services C100—Introduction to Human Services (3.0 units)
Human Services C101—Helping Theories and Intervention Skills (3.0 units)
Human Services C102—Introduction to Crises Intervention (3.0 units)
Human Services C103—Introduction to Stress Management (1.5 units)
Human Services C104—Treatment Issues in Substance Abuse (3.0 units)
Management and Supervision C102—Human Relations (3.0 units)
Sociology C110—Marriage and Family (3.0 units)
Sociology C120—Introduction to Gerontology (3.0 units)
Sociology C130—Globalization and Social Change (3.0 units)
Foreign Language Course (2.5—5 units)

Total Units Required = 18.5—21 units

Spanish Major
The Spanish major helps develop advanced proficiency in Spanish and provides students with intercultural sophistication to function comfortably and effectively in a Spanish—speaking environment. This major covers several of the aspects of written (grammar, word usage) and spoken (pronunciation and conversational style) Spanish that students will need to work toward fluency. Proficiency in Spanish can open up careers in international trade and politics, or in helping other language communities in your area to receive full access to services and opportunities. Jobs open to language degree holders involve either interpretation (the spoken word) or translation (written documents).

Requirements for the major:
All courses must be completed with a grade of “C” or better.
Spanish C180 (or C180A and C180B)—Elementary Spanish 1 (5.0 units)
Spanish C185 (or C185A and C185B)—Elementary Spanish 2 (5.0 units)
Spanish C280 (or C280A and C280B)—Intermediate Spanish 1 (4.0 units)
Spanish C285 (or C285A and C285B)—Intermediate Spanish 2 (4.0 units)

Total units required = 18 units
# Coastline College Programs

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<tr>
<th>Program</th>
<th>Certificate of Achievement</th>
<th>Certificate of Accomplishment</th>
<th>Certificate of Specialization</th>
<th>AA Degree Major</th>
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*Pending state approval*
Certificate of Achievements

These Certificates of Achievement are all approved majors of 18 units and will be posted on the transcript. They may be used as elective units 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

Certificate 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.

Digital Media
- Animation and Gaming Foundation

Educational Studies
- General Office Assistant
- Human Services

Leadership
- Medical Administrative Office Technician
- Medical Coding Specialist
- Process Technician Fundamentals

Certificate 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.

Business Plan
- Cisco Certified Networking Administrator (CCNA)
- Cisco Certified Networking Professional (CCNP)
- Cognitive & Caregivers Boot Camp
- CompTIA Computer Hardware
- CompTIA Computer Software
- Geographic Information Systems (GIS)
- Home Business
- LINUX Administration
- Network Security Specialist
- Networking Tools
- Real Estate Lending & Mortgage Brokering
- Real Estate Property Salesperson
- SharePoint Server
- Windows Server 2008
- Windows Vista

Certificates of Achievement: A.A. and/or A.S. Degrees

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

Accounting
- 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
- Microsoft® SharePoint Security

Electronics (Contract Education only)

Emergency Management/Homeland Security
- Emergency Management/Homeland Security
- Criminal Justice (Contract Education only)

Gerontology

Health Care Management

Informatics

Management

Management & Supervision

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

Paralegal Studies

Process Technology

Retail Management

Small Business Management

Supply Chain Management
# Accounting Certificate of Achievement

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

**Core Courses Required**

(Students will complete all of the following classes)

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<td>ACCT C102</td>
<td>Managerial Accounting</td>
<td>5.0</td>
</tr>
<tr>
<td>ACCT C106</td>
<td>Excel for Accounting</td>
<td>2.0</td>
</tr>
<tr>
<td>ACCT C107</td>
<td>Accounting with QuickBooks</td>
<td>2.0</td>
</tr>
<tr>
<td>ACCT C112</td>
<td>Intermediate Accounting 1</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Subtotal** .................................................................... 20.0

And Choose any concentration from below:

**Concentration in General Accounting**

Choose 2 of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT C103</td>
<td>Individual Taxation</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT C283-284</td>
<td>Work Based Learning</td>
<td>3.0-4.0</td>
</tr>
<tr>
<td>BUS C100</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C120</td>
<td>Personal Financial Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG C103</td>
<td>Business English</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total elective units** .......................................................... 6.0

Total certificate units (Core + Concentration) ................. 26.0

**Concentration in Bookkeeping**

Choose 2 of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT C283-C284</td>
<td>Work Based Learning</td>
<td>3.0-4.0</td>
</tr>
<tr>
<td>BUS C100</td>
<td>Introduction to the New Economy</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS COMP C147</td>
<td>MS Word Beginning</td>
<td>1.5</td>
</tr>
<tr>
<td>BUS COMP C175</td>
<td>MS Access, Level 1</td>
<td>1.5</td>
</tr>
<tr>
<td>COMP SCI C100</td>
<td>Introduction to Business Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG C103</td>
<td>Business English</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total elective units** .......................................................... 6.0

Total certificate units (Cores+ Concentration) ................. 26.0

**Concentration in Taxation**

Choose 2 of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT C103</td>
<td>Individual Taxation</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT C104</td>
<td>Business Taxation</td>
<td>4.0</td>
</tr>
<tr>
<td>ACCT C283-C284</td>
<td>Work Based Learning</td>
<td>3.0-4.0</td>
</tr>
<tr>
<td>BUS C120</td>
<td>Personal Financial Planning</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total elective units** .......................................................... 6.0

Total certificate units (Core + concentration).... 26.0-27.0

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# Building Codes Technology Certificate of Achievement

The Building Codes Technology Certificate Program consists of five concentrations which focuses on both commercial and residential building code coursework for individuals employed either in the inspection field or the construction industry or for those new to the industry. Coastline’s Building Code courses are designed to help prepare individuals for jobs as either: Combination Building Inspector, Combination Residential Inspector, Code Professional, or as a Permit Technician. This certificate meets Education requirements for state certification and can help prepare students for the International Code Council (ICC) certification exams.

**Core Courses Required**

(Students will complete all of the following classes)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT C250</td>
<td>Introduction to Building Codes Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C300</td>
<td>Introduction to International Building Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C302</td>
<td>California Administrative Code (Title 24)</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C303</td>
<td>Non-Structural Provisions of Building Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C305</td>
<td>Framing Requirements of Building Code</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Subtotal** ..................................................................... 15.0

And Choose any concentration from below:

**Concentration in Combination Building Inspection**

Choose 4 of the following courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT C283</td>
<td>Work Based Learning</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C304</td>
<td>Concrete Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C306</td>
<td>Electrical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C307</td>
<td>Mechanical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C308</td>
<td>Plumbing Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C314</td>
<td>Green Building Codes</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total elective units** .......................................................... 12.0

Total certificate units: Core + concentration ............... 27.0

**Concentration in Combination Residential Inspection**

Choose 4 of the following courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT C301</td>
<td>Residential/Commercial Blueprint Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C304</td>
<td>Concrete Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C311</td>
<td>International Residential Code</td>
<td>3.0</td>
</tr>
</tbody>
</table>

AND (Choose ONLY one course, either BCT 306, 307, or 308)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT C306</td>
<td>Electrical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C307</td>
<td>Mechanical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C308</td>
<td>Plumbing Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C283</td>
<td>Work Based Learning</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total elective units** .......................................................... 12.0

Total certificate units: Core + concentration ............... 27.0
**Concentration in Code Professional**

Choose 4 of the following courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT C290</td>
<td>Building Permit Technicians and Counter Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C304</td>
<td>Concrete Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C306</td>
<td>Electrical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C307</td>
<td>Mechanical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C308</td>
<td>Plumbing Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C311</td>
<td>International Residential Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C316</td>
<td>Masonry Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C283</td>
<td>Work Based Learning</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total elective units: 12.0

Total certificate units: Core + concentration 27.0

**Concentration in Permit Technician**

Choose 4 of the following courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT C290</td>
<td>Fundamentals of Building Permit Technicians</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C301</td>
<td>Residential/Commercial Blueprint Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C311</td>
<td>International Residential Code</td>
<td>3.0</td>
</tr>
</tbody>
</table>

AND (Choose ONLY one course, either BCT 306, 307, or 308)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT C306</td>
<td>Electrical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C307</td>
<td>Mechanical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C308</td>
<td>Plumbing Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C283</td>
<td>Work Based Learning</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total elective units: 12.0

Total certificate units: Core + concentration 27.0

**Concentration in Green Building Technology**

Required Courses for this certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT C251</td>
<td>Introduction to Green Building</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C314</td>
<td>Green Building Code</td>
<td>3.0</td>
</tr>
</tbody>
</table>

AND (Choose 2 of the following courses 6.0 Units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT C306</td>
<td>Electrical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C307</td>
<td>Mechanical Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C308</td>
<td>Plumbing Code</td>
<td>3.0</td>
</tr>
<tr>
<td>BCT C283</td>
<td>Work Based Learning</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total elective units: 12.0

Total certificate units: Core + concentration 27.0

---

**Business**

**Certificate of Achievement**

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

**Core Courses Required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS C100</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C110</td>
<td>Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C150</td>
<td>Introduction to Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C100</td>
<td>Organization and Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Subtotal: 12.0

And Choose any concentration from below:

**Concentration in General Business**

Choose 3 of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT C100</td>
<td>Introduction to Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS C111</td>
<td>Introduction to Information Systems and Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>CIS C100</td>
<td>Introduction to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C120</td>
<td>Personal Financial Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C222</td>
<td>Small Business Operation/Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL C115</td>
<td>Logic and Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL C120</td>
<td>Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C 281-284</td>
<td>Work-Based Learning</td>
<td>1.0-4.0</td>
</tr>
</tbody>
</table>

Total elective units: 9.0-10.0

Total certificate units (Core + concentration): 21.0-22.0

**Concentration in Human Resources Management**

Choose 3 of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS C130</td>
<td>E-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C222</td>
<td>Small Business Operation/Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS C100</td>
<td>Introduction to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C101</td>
<td>Management/Employee Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C102</td>
<td>Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C283-284</td>
<td>Work Based Learning</td>
<td>3.0-4.0</td>
</tr>
</tbody>
</table>

Total elective units: 9.0-10.0

Total certificate units (Core + concentration): 21.0-22.0
Concentration in Marketing

Choose 3 of the following courses:

**Units**
- BC C115 Customer Service: Soft Skills 1.5
- BUS C130 E-Commerce 3.0
- BUS C222 Small Business Operation/Management 3.0
- CIS C100 Introduction to Information Systems 3.0
- COMM C100 Introduction to Mass Communications 3.0
- MS C101 Management/Employee Communication 3.0
- MS C120 Introduction to Successful Selling 3.0
- MS C170 Customer Relations Services 1.5
- MS C283-284 Work Based Learning 3.0-4.0

Total elective units ..............................................9.0-10.0
Total certificate units (Core + concentration)....21.0-22.0

Concentration in Business Administration

Choose 3 of the following courses:

**Units**
- ACCT C100 Introduction to Accounting 3.0
- BUS C130 E-Commerce 3.0
- BUS C222 Small Business Operation/Management 3.0
- CIS C100 Introduction to Information Systems 3.0
- ECON C180 Principles of Economics-Macro 3.0
- ECON C185 Principles of Economics-Micro 3.0
- MS C101 Management/Employee Communication 3.0
- MS C104 Human Resource Management 3.0
- MS C120 Introduction to Successful Selling 3.0
- MS C283-284 Work Based Learning 3.0-4.0

Total elective units ..............................................9.0-10.0
Total certificate units (Core + concentration)....21.0-22.0

Computer Networking

Certificate of Achievement

The Computer Networking Certificate consists of four concentrations that prepare an individual to become a Computer Networking Specialist in a Cisco, Microsoft, Security, or SharePoint Security. Coastline’s Networking courses are designed to provide students with the knowledge and hands-on experience required by Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Technology Specialist (MCTS), Cisco Certified Network Administrator (CCNA), Cisco Certified Network Professional (CCNP), and Security Administrator or Consultant Certificates.

Core Courses Required ............................................. Units
- CST C115 Command Line/Scripting 1.5
- CST C116 A+ Essentials Hardware 3.0
- CST C128 Network +/Introduction to Networking 3.0
- CST C160 Windows XP Professional 3.0
- CST C191 CompTIA Linux 3.0
- CST C201 Cisco Fundamentals/CCNA 1 3.0
- CST C230 Security Essentials 3.0

Subtotal ............................................................. 19.5

And Choose any concentration from below:

Concentration in Cisco

Choose 3 of the following courses:

**Units**
- CST C202 Cisco Router Configuration/CCNA 2 3.0
- CST C203 Cisco Switching/CCNA 3 3.0
- CST C204 Cisco WAN Configuration/CCNA 4 3.0

Total elective units ...................................................... 9.0
Total certificate units (core + concentration)........... 28.5

Concentration in Microsoft

Choose 3 of the following courses:

- CST C161 Installing and Configuring Microsoft Vista OS 3.0
- CST C165 Managing and Maintaining a MS Windows Server 2003 3.0
- CST C172 MS SQL Server 3.0
- CST C173 MS Exchange 3.0
- CST C174 Managing and Maintaining a MS Windows 3.0

Total elective units ...................................................... 9.0
Total certificate units (core + concentration)........... 28.5

Concentration in Security

Choose 3 of the following courses:

- BC C160 Introduction to Geographic Information Systems 3.0
- CST C232 Ethical Hacking 3.0
- CST C248 Certified Wireless Network Administrator 3.0
- CST C253 Cisco ASA, PIX, and Network Security 3.0
- CST C258 Linux Networking and Security 3.0

Total elective units ...................................................... 9.0
Total certificate units (core + concentration)........... 28.5

Concentration in Microsoft SharePoint Security

Choose 3 of the following courses:

- CST C161 Installing and Configuring MS Vista OS 3.0
- CST C165 Managing and Maintaining a MS Windows Server 2003 3.0
- CST C176 Designing Security for Microsoft Servers 1.5
- CST C179 Implementing Microsoft Office SharePoint Server 2007 1.5

Total elective units ...................................................... 9.0
Total certificate units (core + concentration)........... 28.5
Emergency Management / Homeland Security

Certificate of Achievement

This certificate will provide a basic understanding of the field of emergency management and homeland security for personnel in both the public and private sectors. The training will include current NIMS-SEMS-ICS requirements, as well as hands-on practical exercises that integrate all aspects of the emergency preparedness, mitigation, response, and recovery processes. Students will gain an understanding of the functions of an Emergency Operations Center and its various components, and its relationship to other emergency management organizations. An area of concentration is designed in criminal justice studies for those who seek to apply legal, investigative and policing concepts to the emergency management/homeland security field.

Core Courses Required

- EMGT C101 Introduction to Emergency Management 3.0
- EMGT C102 Introduction to Homeland Security 3.0
- EMGT C105 Emergency Preparedness 3.0
- EMGT C110 Emergency Response 3.0
- EMGT C120 Disaster Recovery 3.0
- EMGT C130 Hazard Mitigation 3.0

Subtotal .......................................................... 18.0

And Choose any concentration from below:

Concentration in General Emergency Management/Homeland Security

Choose 2 of the following courses:

- EMGT C140 Crisis Response 3.0
- EMGT C150 Crisis Management of Special Populations 3.0
- EMGT C160 Introduction to Public Information Officer 3.0
- CIS C190 Intro. to Geographic Information Systems 3.0
- CIS C191 Inter. Geographic Information Systems 3.0

Total elective units .................................................. 6.0

Total certificate units (Core + concentration)........... 24.0

Concentration in Criminal Justice

Students may elect to receive the concentration in Criminal Justice by completing 12 units of Criminal Justice courses offered through classroom based courses are also available each semester. Credit earned through military training and experience may satisfy this requirement. Students may also elect to obtain a Sociology Major with a specialization in military training and experience may satisfy this requirement. Students who seek to apply legal, investigative and policing concepts to the emergency management/homeland security field.

Choose 2 of the following courses:

- CJ C110 Criminal Investigation 3.0
- CJ C128 Criminal Procedure 3.0
- CJ C135 Introduction to Policing 3.0
- CJ C140 Introduction to Criminal Justice 3.0
- CJ C141 Criminal Law 3.0
- CJ C146 Written Communications in Criminal Justice 3.0
- CJ C148 Multi-cultural Studies in Criminal Justice 3.0

Subtotal .......................................................... 6.0

Total certificate units (Core + concentration)........... 24.0

Gerontology

Certificate of Achievement

Gerontology, the interdisciplinary study of aging, offers students an understanding of their own aging and of society's response to the increasing population of older people. Biological, psychological and sociological aspects of aging are explored. Gerontology coursework will provide information about the aging process and training to work in services and agencies that interact with older people.

Students have the option of completing the certificate in gerontology or the A.A. degree. The certificate offers training to two groups of individuals; those seeking new careers in gerontology and those who wish to advance their present careers by adding professional gerontology education and training components to their qualifications. Courses for the certificate requirements can be completed on-line. A variety of classroom based courses are also available each semester.

REQUIRED COURSES – 12 units

Select a minimum of 12 units among the following:

- BIOL C120 Biology of Aging 3.0
- PSYCH C170 Psychology of Aging 3.0
- SOC C120 Introduction to Gerontology 3.0
- GERON C120 Professional Issues in Gerontology 3.0

All 12 units of core courses above count toward the certificate, CSU breadth requirements, help you transfer with an emphasis in Gerontology.*

Select a minimum of 2 units of the following elective courses:

- F&N C175 Nutrition and Aging 2.0
- GERON C123 Activity Director Certificate 2.0
- GERON C124 Aging Policy 3.0
- GERON C130 Techniques of Working with Frail Elderly 3.0
- GERON C190-195 Aging Issues 0.5-3.0
- HLTH C175 Healthy Aging 3.0
- Law C142 Probate Administration/Estate Planning 3.0
- Law C148 Elder Law 1.5

FIELD COURSES

Select a minimum of 3 units of the following Field experience courses:

- GERON C273 Career in Gerontology: Field Practicum 3.0
- GERON C281-C284 Work Based Learning 3.0

Choose FROM THE COURSES ABOVE OR OTHER ELECTIVES FOR ADDITIONAL UNITS THAT COMPLETE THE CERTIFICATE.

ADDITIONAL REQUIREMENTS: Students must obtain a current American Red Cross Standard First Aid/CPR Card.

*For information about the Coastline College/Cal State Fullerton degree partnership in human services and gerontology call (714) 241-2613 at Coastline College or Human Services Office, CSUF, (714) 278-2255.
Health Care Management Certificate of Achievement

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

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH C121</td>
<td>Introduction to Healthcare Management</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C126</td>
<td>Legal Aspects of Health Care</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C100</td>
<td>Organization and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C101</td>
<td>Management and Employee Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104</td>
<td>Human Resources Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Subtotal ..................................................................... 15.0

PROGRAM ELECTIVES

Choose 9.0 units from the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT C100</td>
<td>Introduction to Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOL C104</td>
<td>Medical Terminology for Health Professionals</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C145</td>
<td>Medical Administrative Assistant</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOL C105</td>
<td>Introduction to Anatomy and Physiology</td>
<td>3.0</td>
</tr>
<tr>
<td>BIOL C200</td>
<td>Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C100</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C007</td>
<td>Business Math</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C281-284</td>
<td>Work Based Learning</td>
<td>1.0-4.0</td>
</tr>
<tr>
<td>CIS C100</td>
<td>Introduction to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON C185</td>
<td>Principles of Economics (Micro)</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH C160</td>
<td>Introduction to Statistics</td>
<td>4.0</td>
</tr>
<tr>
<td>MS C102</td>
<td>Human Relations</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units ........................................ 24.0-25.0

Informatics Certificate of Achievement

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

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informatics C102</td>
<td>Concepts in Programming Languages II</td>
<td>3.0</td>
</tr>
<tr>
<td>Informatics C141</td>
<td>Informatics Core I</td>
<td>4.0</td>
</tr>
<tr>
<td>Informatics C142</td>
<td>Informatics Core II</td>
<td>4.0</td>
</tr>
<tr>
<td>Informatics C143</td>
<td>Informatics Core III</td>
<td>4.0</td>
</tr>
<tr>
<td>ICS 123</td>
<td>Fundamental Data Structures</td>
<td>3.0</td>
</tr>
<tr>
<td>ICS 141</td>
<td>Concepts in Programming Languages I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total First Year ...................................................................... 21.0

SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informatic C111</td>
<td>Software Methods and Tools</td>
<td>3.0</td>
</tr>
<tr>
<td>Informatic C113</td>
<td>Requirements analysis and Engineering</td>
<td>3.0</td>
</tr>
<tr>
<td>Informatic C115</td>
<td>Software Specification &amp; Quality Engineering</td>
<td>3.0</td>
</tr>
<tr>
<td>Informatic C121</td>
<td>Software Design I</td>
<td>3.0</td>
</tr>
<tr>
<td>Informatic C131</td>
<td>Human-Computer Interaction</td>
<td>3.0</td>
</tr>
<tr>
<td>Informatic C132</td>
<td>Project in Human Computer Interaction</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units .................................................. 39.0
Management and Supervision Certificate of Achievement

Management

The Management Certificate program provides a broad introduction to business management.

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS C100 Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C110 Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C120 Personal Financial Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C102 Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total units</strong></td>
<td><strong>15.0</strong></td>
</tr>
</tbody>
</table>

PROGRAM ELECTIVES

Choose 3 Courses

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT C100</td>
<td>Introduction to Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT C101</td>
<td>Financial Accounting*</td>
<td>5.0</td>
</tr>
<tr>
<td>ACCT C102</td>
<td>Managerial Accounting*</td>
<td>5.0</td>
</tr>
<tr>
<td>BUS C101</td>
<td>Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C130</td>
<td>E-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C222</td>
<td>Small Business Operation and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C101</td>
<td>Management/Employee Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON C180</td>
<td>Principles of Economics (Macro)*</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON C185</td>
<td>Principles of Economics (Micro)*</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL C140</td>
<td>Business Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH C110</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>Any computer classes</td>
<td>1.0-5.0</td>
<td></td>
</tr>
<tr>
<td>MS C283-C284</td>
<td>Co-op Work Experience</td>
<td>3.0-4.0</td>
</tr>
<tr>
<td><strong>Total elective units</strong></td>
<td><strong>9.0-11.0</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total certificate units</strong></td>
<td><strong>24.0-26.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

*These courses are recommended for transfer students majoring in business areas.

Management and Supervision Certificate of Achievement

Supervision and Management

The Management and Supervision Certificate consists of classes that will prepare an individual to have an understanding of sound supervisory skills to help them succeed in their professional and personal business goals.

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS C100 Organization and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C102 Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104 Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>9.0</strong></td>
</tr>
</tbody>
</table>

PROGRAM ELECTIVES

Choose 12.0 Units from the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS C100</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C110</td>
<td>Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C120</td>
<td>Personal Financial Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C150</td>
<td>Introduction to Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C222</td>
<td>Small Business Operation and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C281-C284</td>
<td>Work Based Learning</td>
<td>1.0-4.0</td>
</tr>
<tr>
<td>CIS C100</td>
<td>Introduction to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>LEADE C140</td>
<td>Leadership Development</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH C100</td>
<td>Interpersonal Communication</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total certificate units (Core + Concentration)</strong></td>
<td><strong>21.0</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Office Support Specialist**  
**Certificate of Achievement**

An online and hands-on program consists of six concentrations and is designed to prepare students to work in an office environment. Each concentration utilizes a solid core consisting of keyboarding, computing, and office procedures. Upon completing core, there is a concentration to specialize in an area of office support such as clerical, general office, and financial.

### Core Courses Required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC C104</td>
<td>Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C107</td>
<td>Keyboarding</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C108</td>
<td>Data Entry</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C112</td>
<td>Office Organization</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C150</td>
<td>Microsoft Office Professional</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL C135</td>
<td>Business Writing</td>
<td></td>
</tr>
<tr>
<td>ENGL C136</td>
<td>Business Communication</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**: 13.5

And choose any concentration from below:

### Concentration in Administrative Professional (Assistant)

**Choose 9.0 Units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC C107B</td>
<td>Keyboarding/Formatting Documents</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C109</td>
<td>Keyboarding Speed and Accuracy</td>
<td>1.0</td>
</tr>
<tr>
<td>BC C115</td>
<td>Customer Service; Soft Skills</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C147</td>
<td>Beginning Microsoft Word</td>
<td>2.0</td>
</tr>
<tr>
<td>ENGL C103</td>
<td>Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C281-284</td>
<td>Work Based Learning</td>
<td>1.0-4.0</td>
</tr>
</tbody>
</table>

**Total elective units**: 9.0

**Total certificate units (Core + concentration)**: 22.5

### Concentration in General Office Manager

**Choose 9.0 Units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC C120</td>
<td>Excel 1 OR</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C175</td>
<td>Access 1</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C121</td>
<td>Excel 2 OR</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C176</td>
<td>Access 2 (1.5)</td>
<td></td>
</tr>
<tr>
<td>ACCT C100</td>
<td>Introduction to Accounting OR</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C123</td>
<td>Introduction to Quick Books (3)</td>
<td></td>
</tr>
<tr>
<td>ENGL C103</td>
<td>Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C283-284</td>
<td>Work Based Learning</td>
<td>1.0-4.0</td>
</tr>
</tbody>
</table>

**Total elective units**: 9.0

**Total certificate units (Core + concentration)**: 22.5

### Concentration in Financial Assistant

**Choose 9.0 Units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT C100</td>
<td>Introduction to Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C107B</td>
<td>Keyboarding/Formatting Documents</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C120</td>
<td>Excel 1</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C121</td>
<td>Excel 2 OR</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C175</td>
<td>Access (1.5)</td>
<td></td>
</tr>
<tr>
<td>BC C147</td>
<td>Beginning Microsoft Word</td>
<td>2.0</td>
</tr>
<tr>
<td>BC C281-283</td>
<td>Work Based Learning</td>
<td>1.0-3.0</td>
</tr>
</tbody>
</table>

**Total elective units**: 9.0

**Total certificate units (Core + concentration)**: 22.5

### Concentration in Financial Manager

**Choose 10.0 Units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT C101</td>
<td>Financial Accounting</td>
<td>5.0</td>
</tr>
<tr>
<td>BC C120</td>
<td>Excel 1 OR</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C121</td>
<td>Excel 2 OR</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C176</td>
<td>Access 2</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS C100</td>
<td>Introduction to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C100</td>
<td>Organization &amp; Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C102</td>
<td>Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C283-284</td>
<td>Work Based Learning</td>
<td>1.0-3.0</td>
</tr>
</tbody>
</table>

**Total elective units**: 10.0

**Total certificate units (Core + concentration)**: 23.5

### Concentration in Administrative Manager

**Choose 9 Units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC C120</td>
<td>Excel 1 OR</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C175</td>
<td>Access 1</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C121</td>
<td>Excel 2 OR</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C176</td>
<td>Access 2</td>
<td></td>
</tr>
<tr>
<td>CIS C100</td>
<td>Introduction to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C100</td>
<td>Organization &amp; Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C102</td>
<td>Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C283-284</td>
<td>Work Based Learning</td>
<td>1.0-3.0</td>
</tr>
</tbody>
</table>

**Total elective units**: 9.0

**Total certificate units (Core + concentration)**: 22.5
Paralegal Studies - Paralegal Associate Degree

The American Bar Association (ABA) approves Coastline’s Paralegal Studies Program. The Paralegal Program prepares personnel for the intermediary position between the legal secretary and the attorney, performing work under the supervision of an attorney. Paralegals work in law offices and other legal and law related environments and many interact with clients. This is not a pre-law program and is not designed to prepare the student to become an attorney.

Students who do not already possess an associate in arts or bachelor degree from a regionally accredited college or university must complete an A.A. degree (60 units) as specified below. These requirements are in compliance with the ABA Guidelines for paralegal programs. Paralegal studies course work taken at other institutions, if approved by the paralegal studies department, can be applied in partial fulfillment of these requirements. Paralegal studies courses taken for other than a letter grade are limited to 9 units within the 27 unit total. 14 units of paralegal course work must be completed at Coastline. (Credit by examination applications require approval by the paralegal department and faculty. Practical assignments and projects in addition to regular course examinations will be required for any course approved for challenge.) Upon completion of this program, students will be awarded an associate in arts degree and a certificate of achievement in paralegal studies approved by the American Bar Association.

Students are required to attend a paralegal orientation or a counseling session and complete the English and Math Placement Testing and Group A General Education requirements prior to entering LAW C105, LAW C118, LAW C120, LAW C390 and/or any major elective with a “LAW” designation. The remaining general education units are to be completed concurrently with the remaining paralegal courses. Students must achieve a grade point average of 2.0 or higher in each paralegal studies course. Students possessing a transferable associate in arts or bachelor degree from a regionally accredited college or university, with official transcripts on file at Coastline, will be awarded a certificate of achievement approved by the American Bar Association upon completion of the 27 units of required paralegal courses. All students are required to demonstrate computer* proficiency (see below).

REQUIRED PARALEGAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW C100</td>
<td>Intro to Paralegal Studies</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C127</td>
<td>Legal Procedure 1</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C128</td>
<td>Legal Procedure 2</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C105</td>
<td>Civil Litigation 1</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C118</td>
<td>Legal Analysis &amp; Briefing</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C120</td>
<td>Legal Research</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C122</td>
<td>Computer Assisted Research</td>
<td>1.0</td>
</tr>
<tr>
<td>LAW C390A</td>
<td>Legal Clinic Practicum/Ethics</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Paralegal Courses Subtotal ....................................... 27.0

PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW C110</td>
<td>Civil Litigation 2</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW C115</td>
<td>Criminal Litigation</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW C130</td>
<td>Law Office Management</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW C135</td>
<td>Family Law</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW C142</td>
<td>Probate/Estate Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C148</td>
<td>Elder Law</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW C150</td>
<td>Corporate/Business Organization</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C152</td>
<td>Conflict Analysis and Resolution</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C155</td>
<td>Bankruptcy Law and Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C158</td>
<td>Intellectual Property</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C160</td>
<td>Civil Trial &amp; Evidence</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW C161</td>
<td>Tort Law</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C164</td>
<td>Contract Law</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C165</td>
<td>Contract and Tort Law</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW C170</td>
<td>Computer Applications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

General Education Subtotal ........................................ 21.0

ELECTIVES

*Computer proficiency may be demonstrated by the satisfactory completion of LAWC170, BUSINESS COMPUTING C148 and ENGLISH C106; by completion of similar courses; by transfer credit course work; by workplace substantiation; by Microsoft Certification; or, by other computer industry certification.

**Electives Subtotal.................................................. 12.0

TOTAL UNITS for A.A. degree program ......................... 60.0

**Work Based Learning courses only apply to these elective units and are not a part of the paralegal studies courses. Earn credit for work you do on the job.
PROCESS TECHNOLOGY

Process Technician Certificate of Achievement

The courses offered to obtain this certificate will give the students the basic skills needed to obtain a position as a Processing Technician within a variety of industrial fields. Process technology involves every aspect of chemical processing: extracting and refining chemicals such as oil and natural gas, refining and monitoring them.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTEC C110</td>
<td>Introduction to Process Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>PTEC C111</td>
<td>Safety, Health and Environment</td>
<td>3.0</td>
</tr>
<tr>
<td>PTEC C112</td>
<td>Quality Management</td>
<td>1.5</td>
</tr>
<tr>
<td>PTEC C113</td>
<td>Process Control I: Equipment</td>
<td>3.0</td>
</tr>
<tr>
<td>PTEC C114</td>
<td>Process Control II: Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>PTEC C115</td>
<td>Process Control III: Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>PTEC C116</td>
<td>Instrumentation I</td>
<td>3.0</td>
</tr>
<tr>
<td>PTEC C117</td>
<td>Instrumentation II</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS C100</td>
<td>Intro to Information Systems</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units................................................. 25.5

Retail Management

Certificate of Achievement

This program is approved by the Western Association of Food Chains, and persons completing the prescribed courses are eligible to receive both the CCC Certificate of Achievement and the WAFC Retail Management Certificate.

The WAFC Retail Management 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.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT C100</td>
<td>Introduction to Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C100</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C150</td>
<td>Marketing in the New Economy</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C222</td>
<td>Small Business Operation &amp; Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG C103</td>
<td>Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C100</td>
<td>Organization and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C102</td>
<td>Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH C007</td>
<td>Business Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH C100</td>
<td>Interpersonal Communication</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units................................................. 30.0

Small Business Management

Certificate of Achievement

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

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

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS C150</td>
<td>Introduction to Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C170</td>
<td>Small Business Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C180</td>
<td>Small Business Plan</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS C222</td>
<td>Small Business Operation/Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Course Units.................................................. 11.0

ELECTIVE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS C100</td>
<td>Organization/Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C102</td>
<td>Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C100</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C110</td>
<td>Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C120</td>
<td>Personal Financial Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C130</td>
<td>E-Commerce</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total elective Course Units.................................................. 9.0

Total certificate units..................................................... 20.0
Supply Chain Management
Certificate of Achievement

The courses offered to obtain this certificate will give the students the basic skills needed to obtain a position as a Procurement or Operations Clerk within a variety of logistics organizations. Supply Chain Management involves every aspect of purchasing, transportation, storage and distribution of goods from manufacturers to consumers.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS C100 Organization and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C102 Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C104 Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>SM C101 Principles of Supply Chain Management</td>
<td>3.0</td>
</tr>
<tr>
<td>SM C102 Supply Chain Operations</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Subtotal .......................................................... 15.0

Choose 6.0 Units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTC100</td>
<td>Introduction to Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C007</td>
<td>Business Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C100</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C150</td>
<td>Introduction to Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C222</td>
<td>Small Business Operation and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C281-284</td>
<td>Work Based Learning</td>
<td>1.0-4.0</td>
</tr>
<tr>
<td>BC C112</td>
<td>Office Organization</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS C100</td>
<td>Introduction to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>MS C101</td>
<td>Management / Employee Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>SM C104</td>
<td>Purchasing and Procurement</td>
<td>3.0</td>
</tr>
<tr>
<td>SM C204</td>
<td>Supply Chain Logistics Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total elective course units................................. 6.0

Total certificate units (Core + Concentration) .......... 21.0
Biological Technology
Certificate of Achievement

Biological Laboratory Technician

Biological laboratory technicians are employed in research and development laboratories and process development laboratories. Biological laboratory technicians can be expected to maintain equipment, maintain media stocks, and assist scientists in research projects or developing quality control process. They must demonstrate good laboratory practices, good communication skills, and be computer literate. They must be able to work both independently and in a team, keep good records, and present projects results in a group or company meetings.

REQUIRED COURSES Units
CHEM C110 Introduction to Chemistry 5.0
CHEM C180 General Chemistry 4.0
CHEM C180L General Chemistry Lab 1.0
BIOL C100 Introduction to Biology 3.0
BIOL C101 Introduction to Biology Lab 1.0
BIO TECH C100 Introduction to Biological Technology Skills 4.0
BIO TECH C105 Biological Technology Skills II 4.0
BIO TECH C110 Overview of Quality Assurance 3.0
Total units .................................................................. 25.0

Digital Media Foundation
Certificate of Achievement

Motion Graphic Design

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

The program will emphasize the production process, creativity, problem solving, design skills, project management, and teamwork. Three specialty areas have been established to meet the diverse needs of Southern California residents and workers: Print Design, Web Design, and Digital Video.

REQUIRED COURSES Units
ART C110 Color and Design 3.0
BC C171 Web Design/XHTML 3.0
DGA C116A Adobe Photoshop 1 3.0
DGA C118A Introduction to Adobe Illustrator 3.0
DGA C166A Dreamweaver Basics 3.0
DGA C166C Flash Basics 3.0
DGA C116B Adobe Photoshop 2 3.0
DGA C118B Adobe Illustrator 2 3.0
DGA C121 Adobe Premiere 3.0
DGA C122 After Effects 3.0
Total certificate units ........................................ 30.0 Units
Completion of the Digital Media Foundation Certificate will prepare students for entry-level employment in print, graphic design, multimedia, animation/gaming, web design, and/or other related occupations. Students will establish a strong foundation in both the technical and artistic aspects of the digital industry.

The program will emphasize the production process, creativity, problem solving, design skills, project management, and teamwork. Three specialty areas have been established to meet the diverse needs of Southern California residents and workers: Print Design, Web Design, and Digital Video.

### Print Design

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C110</td>
<td>Color and Design</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C171</td>
<td>Web Design/XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C116A</td>
<td>Adobe Photoshop 1</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C118A</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C166A</td>
<td>Dreamweaver Basics</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C166C</td>
<td>Flash Basics</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C124</td>
<td>Adobe Acrobat</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C116B</td>
<td>Adobe Photoshop 2</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C118B</td>
<td>Adobe Illustrator 2</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C120</td>
<td>InDesign</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units........................................ 30.0 Units

### Web Design

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C110</td>
<td>Color and Design</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C171</td>
<td>Web Design/XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C116A</td>
<td>Adobe Photoshop 1</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C118A</td>
<td>Introduction to Adobe Illustrator</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C166A</td>
<td>Dreamweaver Basics</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C166C</td>
<td>Flash Basics</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C103</td>
<td>Cascading Style Sheets</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C194</td>
<td>Web Accessibility</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C116B</td>
<td>Adobe Photoshop 2</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C118B</td>
<td>Adobe Illustrator 2</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units........................................ 30.0 Units
Digital Media Foundation
Certificate of Achievement

Web Technologies

This certificate provides students with a strong foundation in the technical aspects of web design and programming. The curriculum emphasizes creativity and a systematic approach to problem solving, project management and teamwork. Students will learn “client-side” analysis of what factors make up a reliable and efficient web site.

REQUIRED COURSES 18.0

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC C103</td>
<td>Cascading Style Sheets</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C171</td>
<td>Web Design/XHTML</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C174A</td>
<td>JavaScript for Non-programmers</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C194</td>
<td>Web Accessibility</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C204</td>
<td>Using SQL</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C116A</td>
<td>Adobe Photoshop I</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C174B</td>
<td>JavaScript 2</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C202</td>
<td>Cold Fusion</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C205</td>
<td>PHP and MYSQL</td>
<td>3.0</td>
</tr>
<tr>
<td>DGA C116B</td>
<td>Adobe Photoshop 2</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units .............................. 30.0 Units

Electronics*
Certificate of Achievement

This sequence of classes is designed to give the student a solid foundation in Electronics using applied theory to solve practical applications utilizing the materials and forces of nature for the benefit of society. Students who successfully complete this sequence of classes will be able to pursue a bachelor’s degree in Engineering, Engineering Technology, or be employed as a skilled productive member of an Engineering team in Industry. Areas of interest in this program include: theory and application of electric and electronic systems and components, including circuits, electro-magnetic fields, energy sources, communications devices, computers, and other components and devices powered by electricity. Design, assembly, installation, operation, maintenance, and repair of electronic equipment used in industry and manufacturing including the fabrication and assembly of related components. Design, development, testing, and maintenance of electromechanical and servo-mechanical devices and systems.

REQUIRED COURSES .............................................. Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC C101</td>
<td>Introduction to Electronics</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC C102</td>
<td>D/C Circuits</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC C103</td>
<td>A/C Circuits</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC C104</td>
<td>Digital Circuits</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Select from Program Electives below: 10.0-11.0

Total units ................................................................ 14.0

PROGRAM ELECTIVES

Choose 3 of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC C204</td>
<td>Semiconductor Devices and Circuits</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC C210</td>
<td>Analog Electric Circuit Analysis</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC C230</td>
<td>Advanced Digital Electronics</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC C240</td>
<td>Microcomputer Systems &amp; Assembly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Programming</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC C272</td>
<td>Electronic Manufacturing</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC C280</td>
<td>Basic Electrical Machines</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC C281-284</td>
<td>Work Based Learning</td>
<td>1.0-4.0</td>
</tr>
</tbody>
</table>

Total certificate units ........................................ 24.0-25.0

*Courses for a degree in Electronics at Coastline are offered through our Military/Contract Education Program with distance learning (online) delivery designed to meet the needs of our global military community. The class schedule and degree roadmap for this program can be found at http://military.coastline.edu. Students who wish to pursue a degree or certificate in Electronics who live in the local Orange County or nearby areas and are not eligible for enrollment in our military/contract education programs are encouraged to visit our sister college, Orange Coast College, the home college for Electronics. Information about their Electronics Program may be found at www.orangecoastcollege.edu.
Real Estate Broker
Certificate of Achievement

This is an overall comprehensive program that will provide the student with the requirements needed to become a State of California Real Estate Broker. The program courses are designed to enable the student to reach his/her course requirements to qualify for the real estate broker license exam. These courses also provide the basic background and information needed as a future employer of sales people in real estate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE C100</td>
<td>Real Estate Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C110</td>
<td>Real Estate Legal Aspects</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C120</td>
<td>Real Estate Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C130</td>
<td>Real Estate Appraisal 1</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C140</td>
<td>Real Estate Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C160</td>
<td>Real Property Management</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C105</td>
<td>Real Estate Mortgage Brokering</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C352</td>
<td>Real Estate Loan Processing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total: 24.0

Real Estate Studies
Certificate of Achievement

The certificate in Real Estate Studies is a comprehensive program that will provide the student with unlimited career opportunities. The program courses are designed to enable the student to reach his/her professional goals with the knowledge and skills to meet the overall demands to succeed in a rapidly changing real estate environment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE C100</td>
<td>Real Estate Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C110</td>
<td>Real Estate Legal Aspects</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C120</td>
<td>Real Estate Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C130</td>
<td>Real Estate Appraisal 1</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C140</td>
<td>Real Estate Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C160</td>
<td>Real Property Management</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C352</td>
<td>Real Estate Loan Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C356</td>
<td>Real Estate Loan Underwriting</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total: 24.0
### Digital Media

**Certificate of Accomplishment**

**Animation/Gaming Foundations**

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

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C110A</td>
<td>Color and Design: Two Dimensional</td>
</tr>
<tr>
<td>CIS C100</td>
<td>Intro to Business Information Systems</td>
</tr>
<tr>
<td>CIS C110</td>
<td>Programming with Visual Basic.Net</td>
</tr>
<tr>
<td>DGA C111</td>
<td>3D Simulation and Multimedia</td>
</tr>
<tr>
<td>DGA C166C</td>
<td>Flash Basics</td>
</tr>
</tbody>
</table>

**Total certificate units** ................................................ 12.0

### Educational Studies

**Certificate of Accomplishment**

This certificate is designed to meet the needs of students following various pathways to classroom teaching:

1. The paraprofessional or aspiring paraprofessional teacher aide.
2. The aspiring paraprofessional or currently employed paraprofessional teacher aide seeking a career ladder approach to a teaching credential.
3. The teacher aide paraprofessional who has decided against pursuing an AA and/or credential but would like to retain paraprofessional status.
4. Teacher preparation students on a transfer pathway who desiring educational courses to be recognized via a certificate.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED C200</td>
<td>The Teaching Profession</td>
</tr>
<tr>
<td>(40 hrs fieldwork/tutoring required)</td>
<td></td>
</tr>
<tr>
<td>ED C104</td>
<td>Introduction to Teaching and Learning in Diverse Contemporary Classrooms</td>
</tr>
<tr>
<td>(10 hrs fieldwork/observations required)</td>
<td></td>
</tr>
<tr>
<td>ED C103</td>
<td>Introduction to Computers in Education: Technology Proficiencies for Teachers I</td>
</tr>
<tr>
<td>ED C180</td>
<td>Family, School, and Community Partnerships</td>
</tr>
<tr>
<td>(10 hrs fieldwork/observations required)</td>
<td></td>
</tr>
<tr>
<td>PSYCH C115</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>or</td>
<td>Transitions Through the Life Span</td>
</tr>
<tr>
<td>PSYCH C118</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES**

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

<table>
<thead>
<tr>
<th>ELECTIVE COURSES</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C105</td>
<td>Chemistry Exploration for Teachers</td>
</tr>
<tr>
<td>ED C101</td>
<td>Tutor Training</td>
</tr>
<tr>
<td>ENGL C143</td>
<td>Children’s Literature</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Spanish, Vietnamese, Arabic, Chinese, Italian,</td>
</tr>
<tr>
<td>HLTH C100</td>
<td>Health Education</td>
</tr>
<tr>
<td>HUM SVC C100</td>
<td>Introduction to Human Services</td>
</tr>
<tr>
<td>Java, Korean, Persian, French,</td>
<td></td>
</tr>
<tr>
<td>LING C100</td>
<td>Linguistics/Language Acquisition</td>
</tr>
<tr>
<td>MATH C103</td>
<td>Statistics For Elementary Teachers</td>
</tr>
<tr>
<td>MATH C104</td>
<td>Real Numbers for Elementary School Teachers</td>
</tr>
<tr>
<td>MATH C106</td>
<td>Geometry for Elementary School Teachers</td>
</tr>
<tr>
<td>or Sign Language</td>
<td>1.0-5.0</td>
</tr>
<tr>
<td>SPED C130</td>
<td>Techniques for Paraprofessionals working With the Developmentally Delayed</td>
</tr>
</tbody>
</table>

**Total certificate units (12.5 required + 5.0 elective)**..17.5
General Office Assistant
Certificate of Accomplishment

The General Office Assistant certificate program prepares students to work in an office environment. Students will have a thorough understanding of what it takes to make an office work smoothly and will be prepared to take an entry-level office administrator position.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC C107B</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C108</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C109</td>
<td>1.5</td>
</tr>
<tr>
<td>BC C112</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C147D</td>
<td>1.5</td>
</tr>
<tr>
<td>ENGL C103</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total units ................................................................. 12.0

Human Services
Certificate of Accomplishment

This online certificate enables students to work in the expanding field of human services, a growing profession in response to the human needs and problems in the 21st century. The certificate program provides a general background for work with families, children and adults and offers the student a pathway to pursue an associate or bachelor level degree. Individuals with a certificate can enhance their professional helping skills, offering them greater work opportunities as social-service technicians, case management aides, mental health technicians, gerontology aides, special-education teacher aides, and residential managers. Additionally, police officers, firefighters, military counselors, and others dealing with the public will benefit from the program training. The certificate exposes the student to the most current thinking in the field, hands-on experience, and community networking.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS C100</td>
<td>3.0</td>
</tr>
<tr>
<td>HS/COUNS C101</td>
<td>3.0</td>
</tr>
<tr>
<td>HS/COUNS C102</td>
<td>3.0</td>
</tr>
<tr>
<td>HS C273</td>
<td>3.0</td>
</tr>
</tbody>
</table>

To be selected from the Program Electives below: 3.0-6.0

Total units ................................................................. 15.0-18.0

Leadership
Certificate of Accomplishment

The Leadership Certificate recognizes the formal leadership study, participation and student commitment to student government at Coastline Community College, as well as to student government organizations in the local region and the State of California. Students receiving the Leadership Certificate will have developed skills related to evaluating and assessing leadership characteristics and skills, communicating within groups, managing conflict, setting goals, solving problems creatively, facilitating effective decision-making, delegating tasks, inspiring a shared vision, motivating and enabling others, utilizing parliamentary procedures and conducting effective meetings. Employers and four-year transfer institutions often place value upon involvement in student government or other direct leadership development activities.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEADER C140</td>
<td>3.0</td>
</tr>
<tr>
<td>LEADER C145</td>
<td>3.0</td>
</tr>
<tr>
<td>LEADER C150</td>
<td>3.0</td>
</tr>
<tr>
<td>LEADER C155</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total units ................................................................. 12.0

PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH C100</td>
<td>3.0</td>
</tr>
<tr>
<td>HS C103</td>
<td>1.5</td>
</tr>
<tr>
<td>HS C104</td>
<td>3.0</td>
</tr>
<tr>
<td>GERON C130</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH C100</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH C115</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYCH C170</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCIO C100</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCIO C110</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCIO C120</td>
<td>3.0</td>
</tr>
<tr>
<td>COUN C105</td>
<td>3.0</td>
</tr>
</tbody>
</table>

ADDITIONAL ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHRO C150</td>
<td>3.0</td>
</tr>
<tr>
<td>COUNS C100</td>
<td>1.0</td>
</tr>
<tr>
<td>GERON C120</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Medical Administrative Office Technician

Certificate of Accomplishment

The Medical Administrative Office Technician certificate program is designed to prepare students to work in a medical office environment such as a hospital, managed care facility, private medical office, and multi-specialty clinic. Students who complete this certificate will be prepared to manage front office activities.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC C112</td>
<td>Office Organization</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C145</td>
<td>Medical Administrative Assistant 1</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C163</td>
<td>Medical Terminology 1</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL C103</td>
<td>Business English</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total units ................................................................. 12.0

PROCESS TECHNOLOGY

Process Technician Fundamentals

Certificate of Accomplishment

The courses offered to obtain this certificate will give the students the basic skills needed to obtain an entry level Processing Technician position within a variety of industrial fields. Process technology involves every aspect of chemical processing: extracting and refining chemicals such as oil and natural gas, refining and monitoring them.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTEC C110</td>
<td>Introduction to Process Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>PTEC C113</td>
<td>Process Control I: Equipment</td>
<td>3.0</td>
</tr>
<tr>
<td>PTEC C114</td>
<td>Process Control II: Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>PTEC C115</td>
<td>Process Control III: Operations</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units ................................................. 12.0

Medical Coding Specialist

Certificate of Accomplishment

The Medical Coding Specialist certificate prepares the students to pass the tests to become a Certified Coding Associate (CCA) and/or a Certified Coding Specialist (CCS). These tests are administered by the American Health Information Management Association. This certificate program focuses on preparing the students for an in-depth knowledge of coding.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC C161</td>
<td>Medical Coding I</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C162</td>
<td>Medical Coding 2</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C163</td>
<td>Medical Terminology 1</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C164</td>
<td>Review for Coding Specialist Exam</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total units ................................................................. 12.0
Certificates of Specializations

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.

Business Plan
Certificate of Specialization

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

REQUIRED COURSES
(Students will complete all of the following classes)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS C180</td>
<td>Small Business Plans</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS C222</td>
<td>Small Business Operation/Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Course Units ........................................ 5.0

Cisco Certified Networking Administrator (CCNA)
Certificate of Specialization

This is the first in a series of Cisco certifications. The courses help prepare the students for the CCNA test. Courses are hands-on intensive and cover OSI typology, IP numbering, cabling, topology, router set-up, routing, protocols, LAN switching, OSPF, Frame Relay, variable length subnet masking, natting, and WAN switching.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C202</td>
<td>Cisco Router Configuration/CCNA 2</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C203</td>
<td>Cisco Switching/CCNA 3</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C204</td>
<td>Cisco WAN Configuration/CCNA 4</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units........................................... 9.0

Cisco Certified Networking Professional (CCNP)
Certificate of Specialization

CST C205-C208 build on the foundational Cisco CCNA courses to provide advanced Cisco certifications. This certificate provides for a four-semester sequence of courses that leads to an advanced Cisco certification (CCNP) that is highly regarded in the computer industry.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C205</td>
<td>CCNP: Implementing Cisco IP Routing</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C207</td>
<td>Building Multilayer Switched Networks</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Select from Program Electives below: 3.0

Total units .................................................................... 9.0

PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C206</td>
<td>Implementing Secure Converged Wide Area Networks</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C208</td>
<td>CCNP: Troubleshooting and Maintaining Cisco IP Networks</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units........................................... 9.0

Cognitive & Caregivers Boot Camp
Certificate of Specialization

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

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPED 300</td>
<td>Strategies for Using a PDA</td>
<td>2.0</td>
</tr>
<tr>
<td>SPED 301</td>
<td>Cognitive Strategy Building</td>
<td>3.0</td>
</tr>
<tr>
<td>SPED 302</td>
<td>A Family Guide to Brain Injury</td>
<td>3.0</td>
</tr>
<tr>
<td>SPED 303</td>
<td>Community Re-Integration</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units........................................... 11.0
**CompTIA Computer Hardware**

**Certificate of Specialization**

The courses offered to obtain this certificate will give students the basic skills needed to provide entry level computer support. Topics provide skills necessary to prepare for CompTIA certifications including Network+, A+ Essentials, and Security+.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C116</td>
<td>A+ Essentials Hardware</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C128</td>
<td>Network+ Introduction to Networking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Select from Program Electives Below*  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C191</td>
<td>CompTIA Linux+</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C230</td>
<td>Security Essentials</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total units ......................................................... **9.0**

**CompTIA Computer Software**

**Certificate of Specialization**

The courses offered to obtain this certificate will give students the basic skills needed to provide entry level computer support. Topics provide skills necessary to prepare for CompTIA certifications including Network+, A+ Essentials, Linux+, Project+, and Security+.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C117</td>
<td>A+ Essentials Software</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C230</td>
<td>Security Essentials</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Select from Program Electives Below*  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C128</td>
<td>Network+/Introduction to Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C153</td>
<td>CompTIA Convergence+</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C191</td>
<td>CompTIA Linux+</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total units ......................................................... **9.0**

**Geographic Information Systems (GIS)**

**Certificate of Specialization**

Geographic Information Systems (GIS) this 11 credit unit certificate is designed for those who need immediate skills to initially enter the geographic information systems workplace (GIS) or for those who are already in the field and need to enhance their skills. This certificate will give you background in mapping and spatial analysis capabilities of the ArcView software program.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC C160</td>
<td>Intro to GIS</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C166</td>
<td>Intermediate GIS</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C167</td>
<td>GIS Cartography/Base Map Development</td>
<td>3.0</td>
</tr>
<tr>
<td>BC C282</td>
<td>GIS Work Based Learning</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total certificate units ........................................ **11.0**

**Home Business**

**Certificate of Specialization**

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

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

**REQUIRED COURSES**

*(Students will complete all of the following classes)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS C170</td>
<td>Small Business Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C222</td>
<td>Small Business Operation/Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Required Course Units .................................. **6.0**

*(Students will select one of the following classes)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS C100</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C110</td>
<td>Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C120</td>
<td>Personal Financial Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C130</td>
<td>E-Commerce</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS C150</td>
<td>Introduction to Marketing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Elective Course Units .................................. **3.0**

Total certificate units ........................................ **9.0**
### LINUX Administration
#### Certificate of Specialization
The courses within the Linux Administration Certificate of Specialization prepare students with Linux and Internet skills. Potential certifications for students taking these classes include CompTIA/Linux +, LTI level 1, 2, and 3, and Novell CLE and CLP.

**REQUIRED COURSES**
- CST C191: CompTIA Linux + 3.0
- CST C195: Linux Administration I 3.0
- Select from Program Electives below: 3.0
- Total certificate units ................................................. 9.0

**PROGRAM ELECTIVES**
- CST C196: Advanced Linux Administration 3.0
- CST C197: Linux Engineer 3.0
- CST C258: Linux Networking & Security 3.0

---

### Network Security Specialist
#### Certificate of Specialization
The courses offered to obtain this certificate will give the students the basic skills needed to set up a secure computer network. The courses provide an overview of the entire field of Network Security. Topics covered will include Cisco Security, Windows security, Linux security, Firewalls, Intruder Detection systems, Security policies and procedures, email and Web security, and Windows Operating System security.

**REQUIRED COURSES**
- CST C230: Security Essentials 3.0
- CST C232: Ethical Hacking 3.0

**Total units .................................................................... 6.0**

**PROGRAM ELECTIVES**
- CST C200: Introduction to VMWare 1.0
- CST C112: Introduction to Virtual Software 2.0

---

### Networking Tools
#### Certificate of Specialization
The courses offered to obtain this certificate will give students the basic skills needed to use various industry requested tools. These tools are from specialized areas and will provide students with hands-on training for each of the tools. The tools have been developed by different vendors and are in wide use in the Networking world.

**REQUIRED COURSES**
- CST C112: Introduction to VMWare 1.0
- CST C113: Survey of Virtual Software 2.0
- CST C114: Microsoft Office Visio 2.0

**Total units .................................................................... 5.0**

---

### Real Estate
#### Lending and Mortgage Brokering
Certificate of Specialization
The certificate in Real Estate Lending and Mortgage Brokering is an overall program that will provide the student with career opportunities. The program courses are designed to enable the student to reach his/her professional goal with the knowledge and skills in real estate lending to meet the demands as a future real estate loan officer, or loan office administrator.

**REQUIRED COURSES**
- RE C100: Real Estate Principles 3.0
- RE C120: Real Estate Practice 3.0
- RE C140: Real Estate Finance 3.0
- RE C352: Real Estate Loan Processing 3.0
- RE C356: Real Estate Loan Underwriting 3.0

**Total ........................................................................... 15.0**

---

### Networking Tools
#### Certificate of Specialization
The courses offered to obtain this certificate will give students the basic skills needed to use various industry requested tools. These tools are from specialized areas and will provide students with hands-on training for each of the tools. The tools have been developed by different vendors and are in wide use in the Networking world.

**REQUIRED COURSES**
- CST C112: Introduction to VMWare 1.0
- CST C113: Survey of Virtual Software 2.0
- CST C114: Microsoft Office Visio 2.0

**Total units .................................................................... 5.0**
Real Estate

Property Salesperson

Certificate of Specialization

The certificate in Real Estate Property Salesperson is an overall comprehensive program that will provide the student with basic skills needed to qualify for the State of California real estate salesperson license requirements. The program courses are designed to enable the student to reach his/her professional goals as a licensed real estate salesperson.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE C100</td>
<td>Real Estate Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C120</td>
<td>Real Estate Practice</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE C110</td>
<td>Real Estate Legal Aspects</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C130</td>
<td>Real Estate Appraisal 1</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C140</td>
<td>Real Estate Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>RE C160</td>
<td>Real Property Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total............................................................................. 9.0

SharePoint Server

Certificate of Specialization

The Microsoft (MCTS) Certificate of Completion-SharePoint Server Certificate is designed to give the students the knowledge and skills necessary to understand SharePoint Services including the skills to configure, deploy, monitor, administer, customize, secure, and configure network infrastructure for Windows SharePoint Services. This certificate aligns itself with the Microsoft Certified Technology Specialist: Windows SharePoint Services Configuration certification.

REQUIRED COURSES Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C128</td>
<td>Network +/Introduction to Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C161</td>
<td>Installing and Configuring Microsoft Vista OS</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C179</td>
<td>Implementing Microsoft Office SharePoint Server</td>
<td>1.5</td>
</tr>
<tr>
<td>CST C230</td>
<td>Security Essentials</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units ................................................ 10.5

Windows Server 2008

Certificate of Specialization

The Microsoft (MCTS) Certificate of Specialization for Windows Server 2008 is designed to give the students the knowledge and skills necessary to understand the functions and features of Windows Server 2008 Networking Platform. This certificate aligns itself with the Microsoft Certified Technology Specialist: Windows Server 2008 Certification.

REQUIRED COURSES Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C184</td>
<td>Microsoft Server 2008 Active Directory Config</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C185</td>
<td>Microsoft Server 2008 Network Infrastructure</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C186</td>
<td>Microsoft Server 2008 Applications Infrastructure Configuration</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units ................................................ 9.0

Windows Vista

Certificate of Specialization

The Microsoft (MCTS) Certificate of Completion-Windows Vista Certificate is designed to give the students the knowledge and skills necessary to understand the functions and features of Windows Vista and to troubleshoot network-connectivity and applications issues. This certificate aligns itself with the Microsoft Certified Technology Specialist: Windows Vista-Configuration certification.

REQUIRED COURSES Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C128</td>
<td>Network +/Introduction to Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C161</td>
<td>Installing and Configuring Microsoft Vista OS</td>
<td>3.0</td>
</tr>
<tr>
<td>CST C177</td>
<td>Configuring Windows Vista Mobile Computing and Applications</td>
<td>1.5</td>
</tr>
<tr>
<td>CST C178</td>
<td>Deploying and Maintaining Windows Vista Client 2007 Office Desktop</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total certificate units ................................................ 10.5
Courses Numbered 001-099:
Introductory, developmental, special interest and some technical courses (not transferable to CSU or UC). English 099AB, Math 010, 020 and 030 are applicable to the Option 1 associate degree; other courses numbered below 100 cannot be counted toward the 60 units of credit required for an associate degree. These courses do carry college credit and thus can be used to determine eligibility for full-time or financial aid status.

Courses Numbered 100-299:
Transfer courses to the California State University. Courses transferable to the University of California are noted under the appropriate course descriptions. Depending upon the courses selected, the student’s major, and the specific four-year college/university, these courses will meet various baccalaureate program requirements. Courses numbered 100-199 are usually first-year courses; those numbered 200-299 are usually second-year courses and normally require a prerequisite.

Courses Numbered 300-399:
Highly specialized courses that may be student-negotiated for transfer to baccalaureate-granting institutions, depending upon the courses selected, the student’s major and the specific transfer college/university.

Courses Numbered 400 and Above:
Noncredit courses.

Special Topics:
Special topics courses offer in-depth study of topics not covered in the existing curriculum. Course content and units of credit are determined by the department. Special Topics may be designed as lecture or laboratory. Consult the Schedule of Classes for specific offerings.

Correct Use of English
All courses at Coastline are taught in English. Clear and correct use of English, both on tests and on written assignments, is expected of all students. All students, especially those planning to transfer to a four-year institution, are urged to take a course in English composition as soon as possible.

Critical Thinking
The major role of education in America is to produce an individual who can contribute to society as a well-informed member of a democracy. Competence in critical thinking empowers the student with an ability to distinguish opinion from fact and belief from knowledge. Evaluative skills learned through elementary inductive and deductive reasoning have applications in problem solving in all aspects of everyday existence. Therefore, all examinations, assignments and activities at Coastline reflect academic rigor by requiring critical thinking on the part of the student.
ACCOUNTING

ACCOUNTING C100 3.0 Units
Introduction to Accounting
Elementary theory and principles of elementary accounting applicable to a single-proprietorship business. Practical application of accounting theory to the accounting cycles of service and merchandising businesses: bookkeeping practice, common debit and credit procedure, books of original entry, ledgers, working papers, adjusting and closing entries, income statement, statement of owners equity, balance sheet, cash, payroll, and special journals. Recommended for business students needing a bookkeeping foundation before enrolling in ACCT C101, and for retailing, sales and merchandising, and Office Administration majors. Transfer Credit: CSU

ACCOUNTING C101 5.0 Units
Financial Accounting
Advisory: ACCT C100
A course utilizing the theory and techniques of generally accepted accounting principles essential to administration of a business enterprise. Students will be analyzing and recording various financial transactions along with preparing, analyzing, and interpreting financial statements. Transfer Credit: CSU; UC

ACCOUNTING C102 5.0 Units
Managerial Accounting
Advisory: ACCT C101
Foundation acquired in ACCT C101 will be further developed through application of basic principles. Analysis of accounting statements and reports, management use of accounting data, concepts of cost accounting, budgetary control, responsibility accounting, and tax costs of business decisions are introduced. Transfer Credit: CSU; UC

ACCOUNTING C103 3.0 Units
Individual Taxation
Advisory: ACCT C101
Introduction to income taxation. Emphasis on individual taxation, the income tax formula, the expanded tax formula, introduction to forms 1040EZ, 1040, and 1040A, gross income: inclusions and exclusions, adjustments for adjusted gross income, itemized deductions, self-employed business income, capital gains and other sales of property, rental property, royalties, and income from flow-through entities, tax credits, payroll taxes, retirement and other tax-deferred plans and annuities, special property transactions, at-risk/passive activity loss rules, and the individual alternative minimum tax. Transfer Credit: CSU

ACCOUNTING C104 4.0 Units
Business Taxation
Advisory: ACCT C100 or C101
Topics will include rules related to the organization, life, and dissolution of corporations, partnerships, S corporations, and LLCs. Tax research and planning issues are considered. Case simulation project similar to the new computerized CPA exam will be required. Transfer Credit: CSU

ACCOUNTING C106 2.0 Units
Excel for Accounting
Application of fundamental spreadsheet concepts, principles, functions and formulas in working with problems in the Accounting discipline. Transfer Credit: CSU

ACCOUNTING C107 2.0 Units
Accounting with QuickBooks
Advisory: ACCT C100, C101, or C102
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. Transfer Credit: CSU

ACCOUNTING C108 2.0 Units
Tax Return Preparation using Turbo Tax Software
This course introduces students to federal income tax preparation using Tax Return Preparation with Turbo Tax for Windows, the most popular software package for preparing Individual Income Tax Returns (1040). Transfer Credit: CSU

ACCOUNTING C110 3.0 Units
Intermediate Accounting I
Prerequisite: ACCT C101
Introduction to Intermediate Accounting. Will explore topics such as accounting standards: framework underlying financial accounting, accounting information system, income statement, balance sheet, statement of cash flows, accounting for the time value of money, cash, receivables, and valuation of inventories. Transfer Credit: CSU

ACCOUNTING C112 3.0 Units
Intermediate Accounting II
Prerequisite: ACCT C101
Foundation acquired in ACCT C101 will be further developed through more detailed principles. Topics covered include acquisition and disposition of property, plant, and equipment; depreciation, impairments and depletion, intangible assets, current liabilities and contingencies, long-term liabilities, stockholders equity, dilutive securities, earnings per share, and investments. This is the second semester of a three semester sequence that will explore topics in intermediate accounting. Transfer Credit: CSU

ACCOUNTING C114 3.0 Units
Intermediate Accounting III
Prerequisite: ACCT C101, C102, C110, and C111
Foundation acquired in Accounting C101 will be further developed through more detailed principles. Topics covered are revenue recognition, accounting for income taxes, accounting for pensions and postretirement benefits, accounting for leases, accounting changes and error analysis, statement of cash flows, and full disclosure in financial reporting. This is the third semester of a three semester sequence that will explore topics in intermediate accounting. Transfer Credit: CSU

ACCOUNTING C118 3.0 Units
Fundamentals of Auditing
Advisory: ACCT C101
Topics cover the process of examining and evaluating financial conditions and records. It is designed to provide a basis for an opinion concerning the reliability of the records, as evidenced by a written audit report. Transfer Credit: CSU

ACCOUNTING C281 1.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Accounting. This course may be taken four times. Transfer Credit: CSU

ACCOUNTING C282 2.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Accounting. This course may be taken four times. Transfer Credit: CSU
ACCOUNTING C283 3.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Accounting. This course may be taken four times. Transfer Credit: CSU

ACCOUNTING C284 4.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Accounting. This course may be taken four times. Transfer Credit: CSU

AMERICAN SIGN LANGUAGE
AMERICAN SIGN LANGUAGE C110 3.0 Units
American Sign Language 1
Introduction, through lecture and discussion, to the American Manual Alphabet and American Sign Language, designed to provide basic conversational skills in the language used by most deaf people in the United States. This course may be taken two times. Transfer Credit: CSU

AMERICAN SIGN LANGUAGE C111 3.0 Units
American Sign Language 2
Advisory: SIGN C110
Continuing practice, through lecture and discussion, with the American Manual Alphabet and American Sign Language, including an introduction to the culture of deaf people and a comparison of various sign language systems used in the United States of America. This course may be taken two times. Transfer Credit: CSU

ANTHROPOLOGY
ANTHROPOLOGY C100 3.0 Units
Cultural Anthropology
This course offers an introductory study of the structure and process of culture. It focuses on the major features of culture and the methods of anthropological research and theoretical orientations with examples of culture variations in both traditional and modern societies. Transfer Credit: CSU; UC

ANTHROPOLOGY C110 3.0 Units
Physical Anthropology
This course provides students with an understanding of human evolution and diversity from a biological perspective. Students will explore the central patterns of anatomical, behavioral, and genetic similarities and differences among living primates and humans, in addition to reconstructing the evidence for human evolution fund in the fossil record. Transfer Credit: CSU; UC

ANTHROPOLOGY C120 3.0 Units
Introduction to Archeology
Advisory: ANTH C100
History, contemporary theory, field and lab methodology, and dating techniques in modern archaeology studied through Old and New World cultures. The emphasis will be on a conceptual approach to data interpretation. Transfer Credit: CSU; UC

ANTHROPOLOGY C150 3.0 Units
World Cultures
This course surveys the cultures of the world to provide a foundation for understanding current global developments and the human behavior dynamics when cultural differences are encountered. Practical communication skills for use in culturally diverse settings will also be emphasized. Transfer Credit: CSU

ARABIC
ARABIC C180 5.0 Units
Elementary Arabic 1
ARABIC C180 is an introductory course in Arabic. ARABIC C180 introduces fundamental concepts of the standard, classical Arabic used as the lingua franca of some two dozen countries in the world. Comprehension of written and spoken Arabic will be emphasized, as will pronunciation and simple conversation. Study of the customs and cultures of the Arab peoples will enhance student's global awareness. ARABIC C180A and C180B are equivalent to ARAB C180. Transfer Credit: CSU; UC

ARABIC C180A 2.5 Units
Elementary Arabic 1A
ARABIC C180A is an introductory course in Arabic. ARABIC C180A introduces fundamental concepts of the standard, classical Arabic used as the lingua franca of some two dozen countries in the world. Comprehension of written and spoken Arabic will be emphasized, as will pronunciation and simple conversation. Popular media and literary selections will be used to offer currency, and study of the customs and cultures of the Arab peoples will enhance student's global awareness. ARAB C180A is equivalent to the first half of ARAB C180. Transfer Credit: CSU; UC

ARABIC C180B 2.5 Units
Elementary Arabic 1B
Prerequisite: ARAB C180A
ARABIC C180B is a continuation of ARAB C180A. ARAB C180B enhances the fundamental abilities developed in ARAB C180A both to comprehend and converse in ordinary, standard classical/literary Arabic. Strengthens reading and writing skills through correspondence, popular media, and literary selections, while also noting customs and cultures of the Arabic-speaking world. ARAB C180B is equivalent to the second half of ARAB C180. Transfer Credit: CSU; UC

ARABIC C182 1.0 Unit
Conversational Arabic
Prerequisite: ARAB C180 or C180B
Conversational course emphasizing pronunciation, production, and comprehension of spoken Arabic, using vocabulary and grammar learned in elementary Arabic courses, augmented by structures unique to colloquial dialects, such as Lebanese, Egyptian, Gulf, etc. Transfer Credit: CSU

ARABIC C185 5 Units
Elementary Arabic 2
Prerequisite: ARAB C180 or C180B
Advanced beginning course continuing ARAB C180 or C180B, emphasizing listening and reading comprehension, grammar, oral production, and writing skills in elementary standard classical/literary Arabic and introducing features of the life and culture associated with Arabic language and inherent in Arabic-speaking countries, including discussions of the cultural origins of linguistic expression and studies of systems of cultural transmission through the arts, sciences, and religion. Correspondence, popular media, and literary selections will be discussed and the philosophical bases of Arabic cultures surveyed. Transfer Credit: CSU; UC Credit Limitations, See counselor.

ARABIC C185A 2.5 Units
Elementary Arabic 2A
Prerequisite: ARAB C180 or C180B
Advanced beginning course continuing ARAB C180 or C180B, emphasizing listening and reading comprehension, grammar, oral production, and writing skills in elementary standard classical/literary Arabic, and introducing features of the life and culture associated with Arabic language and inherent in Arabic-speaking countries, including discussions of the cultural origins of linguistic expression and studies of systems of cultural transmission through the arts, sciences, and religion. Correspondence, popular media, and literary selections will be discussed and the philosophical bases of Arabic cultures surveyed. ARAB C185A is equivalent to the first half of ARAB C185. Transfer Credit: CSU; UC Credit Limitations, See counselor.
ARABIC C185B 2.5 Units
Elementary Arabic 2B
Prerequisite: ARAB C185A
Continuation of ARAB C185A. ARAB C185B continues to develop skills in reading, writing, and speaking literary (classical) Arabic. Basic grammar and vocabulary learned in first-year Arabic will be enhanced, and listening and speaking opportunities provided. Further practice and review will be encouraged with audiocassettes and special readings. Listening assignments may be made. Short compositions, expository writings, and themed writings will be assigned. ARAB C185B is equivalent to the second half of ARAB C185. Schedule description: Continuation of ARAB C185A, developing further skills in reading, writing, and speaking literary Arabic. Basic listening skills, vocabulary, and grammar will be enhanced, reading sophistication enhanced, and a variety of writing opportunities offered. Transfer Credit: CSU; UC Credit Limitations. See counselor.

ARABIC C280 4.0 Units
Intermediate Arabic 1
Prerequisite: ARAB C185 or C185B
Intermediate course in Modern Standard Arabic which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning courses will be expanded and students will be able to communicate in the language in the past, present and future, answering questions, refuting statements, and reporting information from another source. Students will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. ARAB C280A and C280B equal ARAB C280. Transfer Credit: CSU; UC

ARABIC C280A 2.0 Units
Intermediate Arabic 1A
Prerequisite: ARAB C185 or C185B
Intermediate course in Modern Standard Arabic which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning courses will be expanded and students will be able to communicate in the language in the past, present and future, answering questions, refuting statements and reporting information from another source. Students will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. ARAB C280A and C280B equal ARAB C280. Transfer Credit: CSU; UC. (Must be taken with C280B for UC credit.)

ARABIC C280B 2.0 Units
Intermediate Arabic 1B
Prerequisite: ARAB C280A
Continuing intermediate course in Modern Standard Arabic which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning courses will be expanded and students will be able to communicate in the language in the past, present and future, answering questions, refuting statements, and reporting information from another source. Students will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. ARAB C280A and C280B equal ARAB C280. Transfer Credit: CSU; UC. (Must be taken with C280A for UC credit.)

ARABIC C285 4.0 Units
Intermediate Arabic 2
Prerequisite: ARAB C280 or C280B
Second half of the Intermediate Modern Standard Arabic series, which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning and early intermediate courses will be expanded, and students will be able to communicate in the language about the past, present, and future, answering questions, refuting statements, and reporting information from another source. Students will learn Arabic morphological structures in greater depth and will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. ARAB C285A and C285B equal ARAB C285. Transfer Credit: CSU; UC

ARABIC C285A 2.0 Units
Intermediate Arabic 2A
Prerequisite: ARAB C280 or C280B
Beginning of the second half of the Intermediate Modern Standard Arabic series, which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning and early intermediate courses will be expanded, and students will be able to communicate in the language about the past, present, and future, answering questions, refuting statements, and reporting information from another source. Students will learn Arabic morphological structures in greater depth and will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. ARAB C285A and C285B equal ARAB C285. Transfer Credit: CSU; UC. (Must be taken with C285B for UC credit.)

ARABIC C285B 2.0 Units
Intermediate Arabic 2B
Prerequisite: ARAB C285A
Continuation of the second half of the Intermediate Modern Standard Arabic series, which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning and early intermediate courses will be expanded, and students will be able to communicate in the language about the past, present, and future, answering questions, refuting statements, and reporting information from another source. Students will learn Arabic morphological structures in greater depth and will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. ARAB C285A and C285B equal ARAB C285. Transfer Credit: CSU; UC. (Must be taken with C285A for UC credit.)

ART

ART C100 3.0 Units
History and Appreciation of Art 1
Advisory: Required for Art majors; Associate Degree credit course.
A multi-cultural survey of art from prehistoric times to Renaissance period, stressing the basic principles of art. Also, introduction to form and content and the media and methods of the visual arts. Illustrated lectures, reading and study of related exhibitions. This is a required course for Art Majors. Transfer Credit: CSU; UC

ART C101 3.0 Units
History and Appreciation of Art 2
Advisory: Required for Art majors; Associate Degree credit course.
A multi-cultural survey of art beginning with the Renaissance period through contemporary art. Illustrated lectures, reading, and study of current exhibits. Transfer Credit: CSU; UC

ART C102 3.0 Units
Contemporary Art History
Advisory: ART C100 and C101 recommended or knowledge of art historical movements.
This is a slide/lecture course dealing with the nature of twentieth century art and its origins in the late nineteenth century. Emphasis is placed on examining how art reflects history from the perspective of Eastern and Western Civilization, how style communicates the ideas of the artist and his culture and how symbols, techniques, materials, and subjects are used and expanded in twentieth-century artistic expression. Transfer Credit: CSU; UC
ART C103 3.0 Units
History of Asian Art
Advisory: ART C100 and C101
A survey of the major Asian cultures focusing on India, China, Japan, Southeast Asia, the Islamic World, and those areas under the sphere of influence. Class covers major religious (Buddhist, Hindu, Shinto, Islam, etc.), philosophical (Confucian, Daoist, etc.), and political currents that affected artistic production in these religions. Discussion of major art forms includes media and their uses including painting, printmaking, sculpture, architecture, and the so-called “minor arts.” Also, contemporary trends in Asian art, Western influence and borrowing, Asian art in Southern California, and local sites for “experiencing” Asian traditions/culture. Transfer Credit: CSU; UC

ART C104 3.0 Units
The History of Impressionist and Post-Impressionist Art
Advisory: ART C100 and/or C101 or knowledge of art historical movements.
This is a slide/lecture course dealing with the culture and nature of the Impressionist and Post-Impressionist art movements that began in France in the late 19th Century and continued into the early 20th century. Emphasis is placed on examining how art reflects history from the perspective of both Eastern and Western Civilization, in particular how 19th century Japanese art and culture helped form Impressionism, how style communicates the ideas of the artist and his/her society, and how symbols, techniques, materials and subject matter are used and expanded in Impressionist and Post-Impressionist artistic expression. Transfer Credit: CSU; UC

ART C105 3.0 Units
Introduction to Art
This course provides an introduction to art from prehistoric times to the present. While examining the role that the visual arts play in the historical development of world cultures, the student will study a wide variety of artistic media such as architecture, painting, drawing, sculpture, graphic design, and photography. This course will also examine the visual elements such as line, color and texture, and explore the principles of design such as unity and balance to discover how they communicate ideas. Transfer Credit: CSU; UC

ART C107 3.0 Units
Art Gallery Production and Portfolio Design
Students will develop skills and knowledge related to gallery management and design, art careers and portfolio design. This course may be taken four times. Transfer Credit: CSU

ART C109 3.0 Units
The History and Appreciation of Italian Renaissance Art
Advisory: ART C101
A multicutural survey of Italian art from the end of the Gothic period through the Renaissance. Discussion of major art forms from the period including painting, sculpture, and architecture. The multicultural influences that formed Italian Renaissance art will be examined. Emphasis will be placed upon how Renaissance art reflected the culture in terms of symbols, techniques, materials, and subject matter. Also included in the course content is an examination of how Renaissance ideas influenced and formed other European cultures and the subsequent Baroque era. Illustrated lecture, reading, assignments and study of related exhibitions. Transfer Credit: CSU; UC

ART C110 3.0 Units
Color and Design: 2D
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 multicultural contexts. For general education and Art/Design majors. This course may be taken two times. Transfer Credit: CSU; UC

ART C110A 1.5 Units
Color and Design: 2D
The first half of a two-part course in design. Students will develop design skills by using the visual elements and principles of two-dimensional design. They will use the creative process as both viewers and designers, solve visual problems and create authentic designs using black-and-white and color media, and study design in historical, social, and multicultural contexts. For general education and Art/Design majors. Transfer Credit: CSU; UC

ART C110B 1.5 Units
Color and Design: 2D
Advisory: ART C110A
The second half of a two-part course in design. Students will apply learned design skills using the visual elements and principles of two-dimensional design. They will use the creative process as both viewers and designers to solve advanced visual problems and create authentic designs using black and white and color media. Students will also study design in historical, social, and multicultural contexts. For general education and Art/Design majors. Transfer Credit: CSU; UC

ART C111A 1.5 Units
Color and Design: 3D
Advisory: ART C110A and C110B
This course explores three-dimensional forms, space manipulation and color interactions with an emphasis on three-dimensional design presentations, through the use of a variety of material and tools. Awareness of the creative process for viewer and artist is emphasized as well as formal analysis for both professional and student works through written and verbal critiques. Included is a survey of three-dimensional design in historical, social, and multi-cultural contexts. Generation of authentic models utilizing learned art elements will be stressed. For General Education and Art/Design majors. Transfer Credit: CSU; UC

ART C111B 1.5 Units
Color and Design: 3D
Advisory: ART C111A
The second half of a two-part course in three-dimensional design using the basic elements and principals. This course continues compositional analysis of student and professional works through written and verbal critiques, creation of authentic forms utilizing shape, volume, space, mass, time, and motion, and a continuing review of three dimensional design in historical, social, and multi-cultural contexts. For General Education and Art/Design majors. Transfer Credit: CSU; UC

ART C117 1.5 Units
Life Drawing
Advisory: ART C110A and C120
A comprehensive course in drawing from the model, which involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line texture, value, modeling, gesture, and contour drawing principles. The technical application of diverse drawing materials and techniques will be included. This course may be taken two times. Transfer Credit: CSU; UC

ART C120 3.0 Units
Drawing 1
A drawing course for the beginning and intermediate student that includes the basic elements of shape, volume, and perspective. The technical application of diverse drawing materials will include charcoal, graphite, ink, and colored media to create illusionistic space and form. This course may be taken four times. Transfer Credit: CSU; UC

ART C120A 1.5 Units
Drawing 1
First segment of a two-part course in beginning drawing emphasizing composition and proportion and basic elements of shape, volume, and perspective. Introduces usage of line, texture, and various methods of shading to create illusionistic space and form. This course may be taken four times. Transfer Credit: CSU; UC
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C120B</td>
<td>1.5</td>
<td>Perspective Drawing</td>
</tr>
<tr>
<td>C122A</td>
<td>1.0</td>
<td>Study of the representation of three-dimensional space on the two-dimensional</td>
</tr>
<tr>
<td>C122B</td>
<td>1.5</td>
<td>plane. Covers diverse methods used by various cultures throughout history.</td>
</tr>
<tr>
<td>C123</td>
<td>1.5</td>
<td>Develops the skills to apply the methods of linear perspective. This includes</td>
</tr>
<tr>
<td>C126</td>
<td>1.0</td>
<td>one, two and multiple-point perspective, circles, inclined planes, and shadows.</td>
</tr>
<tr>
<td>C127</td>
<td>2.0</td>
<td>Includes biographical and technical study of the creative process in</td>
</tr>
<tr>
<td>C128</td>
<td>1.5</td>
<td>making art, and individual research. Students will create a drawing or</td>
</tr>
<tr>
<td>C129</td>
<td>3.0</td>
<td>painted portrait, in the manner of Kahlo. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>C130</td>
<td>3.0</td>
<td>Advanced student to expand expressive and conceptual content beyond basic</td>
</tr>
<tr>
<td>C131</td>
<td>2.0</td>
<td>traditional drawing techniques. Uses both traditional and non-traditional</td>
</tr>
<tr>
<td>C132</td>
<td>1.5</td>
<td>as well as contemporary media to explore the parameters of drawing. Specific</td>
</tr>
<tr>
<td>C133</td>
<td>2.0</td>
<td>to develop an authentic style in drawing will be explored. This course may</td>
</tr>
<tr>
<td>C134</td>
<td>2.0</td>
<td>may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>C135</td>
<td>2.0</td>
<td>和技术的交流和发展。这个课程将通过了解花卉、动物和风景等不同主题来教授画技法，包括如何运用线条、纹理、阴影和水彩等技巧来捕捉美丽的花朵。这门课程可以选修四次。转学学分：CSU；UC</td>
</tr>
</tbody>
</table>
ART C136 1.5 Units
Chinese Brush Painting 1
Study of the essence of Chinese culture. Basic introduction to oriental brush, ink, and colors. Concepts in design and composition. Selection from the basic subjects, four gentlemen (bamboo, orchid, mum, plum), floral, and animal studies. Includes techniques in mounting. This course may be taken two times. Transfer Credit: CSU; UC

ART C137 2.0 Units
History and Appreciation of Chinese Art and Culture
Advisory: Completion of one semester of Chinese brush painting.
A survey of the history, culture, and development of Chinese painting, and calligraphy with an overview, and critique of the works of master painters from each Chinese dynasty. The course will include nature study techniques and skills related to picture formation and composition. Emphasis on calligraphy strokes pertinent to brush painting. Transfer Credit: CSU; UC

ART C138 1.5 Units
Watercolors with Oriental Brush
Brush, the tool for all media, was invented in China. Its expert use has been developed as the main tool for communication and expression for 2000 years. Learn the variety of brushes used for line, texture, shading and washes, and how to deliver strokes with dynamic vitality. Composition includes flower, landscape, animal, and abstract expressions. This course may be taken two times. Transfer Credit: CSU

ART C139 1.5 Units
Watercolors on Rice Paper
Rice paper offers unique potential for watercolors through its absorbency. Learn which colors are most effective on rice paper and the merit and usage of raw and sized rice paper. Learn how to achieve color intensity and contrast and harmony and how to apply even wash for gradation of shades. Learn how to create special effects and texture through this remarkable handmade paper. This course may be taken two times. Transfer Credit: CSU

ART C147A 3.0 Units
Jewelry Design
This course explores jewelry making, space manipulation, surface treatment, and color interactions with an emphasis on jewelry design presentation, through the use of a variety of materials and tools. Awareness of the creative process for viewer and artist is emphasized as well as formal analysis for both cultural, professional, and student works through written and verbal critiques. Generation of authentic designs utilizing learned art elements will be stressed for General Education and visual design majors. This course may be taken four times. Transfer Credit: CSU

ART C150A 1.5 Units
Ceramics 1
Hand-building techniques in the design, forming, glazing, and firing of ceramic materials. Introduction to the use of the potter's wheel. Transfer Credit: CSU; UC

ART C150B 1.5 Units
Ceramics 2
Advisory: ART C150A
Continuation of Art C150A. Hand-building techniques in the design, forming, glazing, and firing of ceramic materials. Use of the potter’s wheel for instruction on basic shapes. Transfer Credit: CSU; UC

ART C160 3.0 Units
Sculpture 1
Advisory: ART C121
Modeling from the human form including, techniques, concepts, composition, and casting. This course may be taken two times. Transfer Credit: CSU; UC

ART C161 3.0 Units
Sculpture 2
Advisory: ART C160
A continued study in the principles and concepts of sculpture, through the creative use of techniques, and materials in carving, modeling, mold - making, and casting. This course may be taken two times. Transfer Credit: CSU; UC

ART C174 3.0 Units
Narrative Painting
Advisory: ART C224
This is a painting course in which the figure is used in a context to tell a story. Students’ learn to utilize the skills learned in figure painting to portray or suggest actual and metaphorical situations. The content of the painting is the focus of the students’ creative explorations using personal, historic, psychological, and symbolic subject matter to express an Idea. This course may be taken four times. Transfer Credit: CSU

ART C175 3.0 Units
Mural Painting
This course explores two-dimensional forms, space manipulation, and color interactions with an emphasis on two-dimensional design presentations on a large scale, through the use of a variety of materials and tools. Awareness of the creative process, for both the viewer and artist, is strengthened by formal analysis of a variety of murals through written and verbal critiques. Included is a survey of mural art in historical, social, and multi-cultural contexts. Production of authentic murals utilizing learned art elements will be stressed. Transfer Credit: CSU; UC

ART C190 3.0 Units
Multimedia with Painter 6.0
Prerequisite: ART C202
Experience Painter’s infinite paint box. Use Photoshop’s filters in conjunction with 3D textures, plus a vast array of media to manipulate photographs or create fine art and drawings from scratch. Design web pages, create interface designs, and learn to use Painter on the World Wide Web. Transfer Credit: CSU

ART C194 3.0 Units
Computer Animation: 3D Motion Graphics
Advisory: ART C110, C120, C121, C133, BC C110
Creative development of animated images through the utilization of three-dimensional motion concepts and techniques using a computer-animation system. Concept development of animation projects from storyboards through a finished video tape-recorded product. Composition analysis of student and professional works through written and verbal critiques, continuing survey of animation design in historical, social, and multicultural contexts. For general education, visual art, and multimedia majors. Transfer Credit: CSU

ART C202 3.0 Units
Introduction to Computer as Medium
In this basic “hands-on” computer class, the three most commonly used digital graphic design programs, Adobe Illustrator, Adobe Photoshop, and QuarkXPress will be explored as design and visual communication tools. Transfer Credit: CSU

ART C203 3.0 Units
Graphic Design Principles
Advisory: ART C110 and C111A and C111B
Fundamentals of graphic design techniques as applied to creative solutions for printed and electronic media. Project work designed to build skills in preparation for computer-assisted design. Compositional analysis of student and master designs through written and verbal critiques. Continuing survey of design in historical, social, and multi-cultural contexts. For general education, visual art, and multimedia majors. Transfer Credit: CSU

ART C205 3.0 Units
Digital Design with Painter and Photoshop
This course will emphasize the use of the computer as an additional medium with which to create images. The extensive drawing and digital image manipulation capabilities of the computer will be explored through the use and integration of images created with Corel Painter and Adobe Photoshop. Projects assigned will use the capabilities of each program as well as the integration properties of both. Transfer Credit: CSU

ART C206 3.0 Units
Publication Design Using QuarkXpress
Advisory: ART C202 and C205
In this advanced course creative graphic design skills are utilized in the creation of such projects as brochures, magazine layouts, and newsletters. An emphasis will be placed on the integration of digital images, illustrations, and typography into well - designed projects. Knowledge of Adobe Illustrator, Adobe Photoshop, and QuarkXPress is required. Transfer Credit: CSU

ART C219 3.0 Units
Painter on the World Wide Web
Transfer Credit: CSU; UC

ART C225 3.0 Units
Creative Graphic Design
Transfer Credit: CSU; UC

ART C226 3.0 Units
Graphic Art Design
Transfer Credit: CSU; UC

ART C227 3.0 Units
Interaction Design With Photoshop
Transfer Credit: CSU; UC
ART C209 3.0 Units
Interactive Media
This course teaches the fundamentals of non-linear multimedia development. Basic presentations will be created using Macromedia Director. Client contact, problem solving and the creative process will be covered. Pre-production support materials such as storyboards, presentation testing, and flow charting will be required. Use of various production tools will also be addressed. Transfer Credit: CSU

ART C211 3.0 Units
Electronic Illustration
Prerequisite: ART C202
Advisory: ART C205
Generating Postscript images is the focus of this course. These vector based images can then be used as stand-alone artwork or be integrated with Desktop Publishing files, allowing a high resolution output. It offers the professional artist the required digital skills needed for employment or advancement in his/her artistic pursuits. Transfer Credit: CSU

ART C212 3.0 Units
Creative Photoshop for Digital Photographs
Advisory: ART C202, C205, or DGA C131
The course uses digital photographs in the creation of raster images and using Photoshop for image manipulation and fine art painting. It offers hobbyists and the professional photographer a comprehensive package of Photoshop skills. Transfer Credit: CSU

ART C214 3.0 Units
Figure Composition
Advisory: ART C224
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. This course may be taken four times. Transfer Credit: CSU; UC

ART C220 3.0 Units
Anatomy for Artists
Advisory: ART C121
A course designed to develop an ability to draw the human form accurately through careful study of the skeletal and muscular systems. Live models are used for observation of surface anatomy and practice of accurate drawing. This course may be taken four times. Transfer Credit: CSU; UC

ART C221 3.0 Units
Life Drawing 2
Advisory: ART C110, C120A, or C121
A comprehensive course in advanced drawing from the model. Involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line, texture, value, modeling, gesture, and contour drawing principles. Includes then technical application of diverse drawing materials and techniques. The concept and creative process of making art will be examined in historical and multi-cultural contexts. This course leads to a development of a personal style that is required for art majors and includes written and verbal critique and analysis. This course may be taken four times. Transfer Credit: CSU; UC

ART C222A 1.5 Units
Painting 3
Advisory: ART C122A and C122B
First segment of a two-part course in intermediate painting, with expanded content and concepts, emphasizing historical and contemporary issues in art. Explores oil and acrylic painting in a social and global context. Includes awareness of the creative process and explores formal analysis of student and professional work through written and verbal critique. This course may be taken four times. Transfer Credit: CSU; UC

ART C222B 1.5 Units
Painting 4
Advisory: ART C222A
Second segment of a two-part course in intermediate painting, with expanded content, concepts, emphasizing historical and contemporary issues in art. Explores oil and acrylic painting in a social and global context. Includes awareness of the creative process and explores formal analysis of student and professional work through written and verbal critique. This course may be taken four times. Transfer Credit: CSU; UC

ART C223 1.5 Units
Painting 5
Advisory: ART C123, C124A, or C124B
Advanced course in painting, with expanded content, concepts, emphasizing historical and contemporary issues in art. Explores oil and acrylic painting in a social and global context. Includes awareness of the creative process and explores formal analysis of student and professional work through written and verbal critique. This course may be taken four times. Transfer Credit: CSU; UC

ART C224 3.0 Units
Figure Painting
Advisory: ART C221
Course in painting the figure from live models. Progress from limited to full color, emphasizing the relationship of light and color to form, and develop compositional skills using various approaches. Analysis of historical and cultural influences on painting styles and techniques with regard to the development of figurative painting. Identification of culturally based concepts as they apply to content and influence design and composition. Transfer Credit: CSU; UC

ART C224B 1.5 Units
Figure Painting 2
Prerequisite: ART C223
Advisory: ART C224B
A continuing course in painting the figure from the model progressing from limited color to full color, analyzing styles and techniques of past and present, relating the figure to the environment to create complete compositions, and exploring new possibilities for personal expression. This course may be taken two times. Transfer Credit: CSU; UC

ART C228 1.5 Units
Watercolor 1
Painting in watercolor. Lectures and demonstrations related to the techniques and history of watercolor painting. This is the first part of a two-part watercolor course. This course may be taken four times. Transfer Credit: CSU; UC

ART C229 1.5 Units
Watercolor 2
Painting and lectures and demonstrations related to advanced techniques and composition of watercolor painting. The second part of a two-part watercolor painting course. This course may be taken four times. Transfer Credit: CSU; UC

ART C230 1.5 Units
Landscape Painting 1
Advisory: ART C120, C122, or C228 and C229
Drawing, composition, and painting of landscape and seascape in watercolor, acrylic or oil. Painting on location. Individual instruction supplemented by demonstrations, criticism, and painting in the studio. Illustrated lectures on the history of landscape painting. This is the second part of a two-part landscape painting series. This course may be taken two times. Transfer Credit: CSU; UC

ART C231 1.5 Units
Landscape Painting 2
Advisory: ART C120, C122, C228 and C229, C230
Drawing, composition, and painting of landscape and seascape in watercolor, acrylic, or oil. Painting on location. Individual instruction supplemented by demonstrations, criticism, and painting in the studio. Illustrated lectures on the history of landscape painting. This is the second part of a two-part landscape painting series. This course may be taken two times. Transfer Credit: CSU; UC

ART C232 1.5 Units
Plein Air Painting
Advisory: ART C120, C122, or C228 and C229
Painting outdoors, on site in oil, watercolor, or acrylic. Study of painting light on form in nature to convey the outdoor experience. Use of values and intensities of color as light, combined with composition, and atmospheric perspective. Presented as a series of challenges with demonstrations and critiques. This course may be taken four times. Transfer Credit: CSU; UC
ART C233 1.5 Units
Chinese Brush Character Design
Introduction to aesthetics, brush techniques, and compositional rules for writing of Chinese characters in “k’ai-shu” regular and “ts’ai-shu” styles. Traditional work of famous calligraphers will be presented. Students will learn to write their signature, date, subject title, and poetry in Chinese to enhance oriental paintings. This class will encourage development of brush style in line work and will complement the study of Chinese brush painting. Transfer Credit: CSU; UC

ART C234 3.0 Units
Contemporary Figure Painting
Advisory: ART C224
Course in painting the figure from live models. Applies knowledge and techniques developed in ART C224 and examines historical as well as contemporary ideas. Evaluates traditional concepts of the figure and integrates the multi-culture experience with personal expression. This course may be taken four times. Transfer Credit: CSU; UC

ART C235 1.5 Units
Chinese Brush Painting 2
Prerequisite: ART C136
Practice of the three main schools in Chinese brush painting: flower and bird, landscape, animal and figure. Students will explore subjects’ spiritual and cultural significance as well as practice the strokes. Transfer Credit: CSU; UC

ART C236 1.5 Units
Chinese Brush Painting 3
Prerequisite: ART C235
Advanced studies of various schools in Chinese Brush Painting. Emphasis on technical variations and development of individual styles. Transfer Credit: CSU; UC

ART C237 3.0 Units
Chinese Flower Paintings
This class offers an artistic way to experience life and nature, with in-depth studies on ten magnificent flowers: Iris, Poppy, Lotus, Begonia, Chrysanthemum, Night-Blooming Cereus, Peony, Hydrangea, Cattleya Orchid, and Magnolia. Each subject has a particular rhythm accompanied with a natural peaceful feeling—a natural blend of strength and grace. Students will learn the strokes to do design and composition, the enchanting background of each of the subjects, and their spiritual meaning in Chinese culture. They will also share a state of mind with inner joy of tranquility. There is an incredible amount of detailed, stroke-by-stroke information. This course may be taken two times. Transfer Credit: CSU

ART C238 3.0 Units
Chinese Flower Painting 2
Learn the brush strokes used for line, texture, shading and washes to capture the beauty of flowers. Students will learn the strokes to do design and composition, the enchanting background of each of the subjects, and their spiritual meanings in Chinese culture. This course may be taken four times. Transfer Credit: CSU

ART C239 3.0 Units
Watercolor 3
Advisory: ART C120 or C120A and C120B, or C229
This advanced level watercolor course explores the use of both traditional and experimental watercolor techniques and methods as well as design concepts in developing expressive and conceptual content in watercolor painting. Emphasis on creative problem solving. This course may be taken four times. Transfer Credit: CSU

ART C240 1.5 Units
Mixed Media Techniques
Advisory: ART C110, C122 or C122B, C229
This course will emphasize the creative process in 2-D and 3-D art by the combining of two or more media in a work of art. Both traditional and experimental techniques, methods, and materials will be explored. This course may be taken four times. Transfer Credit: CSU

ART C242 3.0 Units
Expressive Painting
Advisory: ART C120A and C122A
A painting course in oil and acrylic, for the intermediate and advanced student, to expand expressive and conceptual content, beyond basic traditional painting techniques. Emphasis is on developing the specific skills and techniques relating to contemporary and historical Expressionist painting from the late 19th and 20th century. This course will include both written and verbal critique and analysis. This course may be taken two times. Transfer Credit: CSU; UC

ART C250A 1.5 Units
Ceramics 3
Advisory: ART C150B
Advanced Hand-building techniques in the design, forming, glazing, and firing of ceramic materials. Advanced use of the potter’s wheel. Emphasis on individual creativity. Transfer Credit: CSU; UC

ART C250B 1.5 Units
Ceramics 4
Advisory: ART C250A
Further emphasis on advanced wheel-throwing and hand-building techniques. Concentration on individual skill. Improvement to provide means of personal expression in the medium of clay. Transfer Credit: CSU; UC

ART C261 3.0 Units
The History of Tuscan Art Part 1, From the Etruscan through the Early Renaissance
Advisory: ART C100
A multicultural survey of Tuscan Art from the prehistoric Etruscan period through the Ancient Roman, Byzantine, Medieval, and Early Renaissance periods. Discussion of major art forms from the periods including painting, sculpture, architecture. The multicultural influences that formed pre-modern Tuscan Art will be examined. Emphasis will be placed upon how Tuscan Art reflected the culture in terms of symbols, techniques, materials, and subject matter. Included in the course content is an examination of how Tuscan Art influenced and formed other European and Middle Eastern cultures. Illustrated lectures, field trips, reading, and study of related exhibitions. Transfer Credit: CSU; UC

ART C262 3.0 Units
The History of Tuscan Art Part 2, From the Renaissance through the Modern Era
Advisory: ART C101
A multicultural survey of Tuscan Art from the Renaissance through the Modern Era. Discussion of major art forms from the periods including painting, sculpture, and architecture. The multicultural influences that formed Tuscan Art will be examined. Emphasis will be placed upon how Tuscan Art reflected the culture in terms of symbols, techniques, materials, and subject matter. Included in the course content is an examination of how Tuscan Art influenced and formed other European and Middle Eastern cultures. Illustrated lectures, field trips, reading, and study of related exhibitions. Transfer Credit: CSU; UC

ART C265 3.0 Units
Methods and Materials of Italian Masterworks
Advisory: ART C120A
A multicultural, multi-century survey of Italian art masterpieces with emphasis on the process of how the work was created and by whom. Includes exposure to a selection of the fine art techniques used in mural, fresco, egg tempera and oil painting, Renaissance drawing, mosaic-making, illuminated manuscript-making, ivory carving, and sculpture. Contains a studio art component: students will undertake some projects related to techniques studied. Prior art study not required. This course may be taken four times. Transfer Credit: CSU; UC

ART C280 1.5 Units
Figure Painting/Watercolor
Advisory: ART C224B and C228
Painting the figure in water media, emphasizing observation, analysis, and personal interpretation of the model. Techniques of watercolor and color theory as applied to figure painting. History, established concepts, and experimental approaches. Critiques. This course may be taken four times. Transfer Credit: CSU; UC

ASTRONOMY

ASTRONOMY C100 3.0 Units
Introduction to Astronomy
Origin, characteristics, and evolution of the solar system, stars, 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. Transfer Credit: CSU; UC

ASTRONOMY C100L 1.0 Unit
Astronomy Laboratory
Prerequisite: ASTR C100 or concurrent enrollment in ASTR C100 and understanding of Elementary Algebra.
A beginning astronomy laboratory course for non-science majors. In this course the scientific method is applied to the analysis of experimental astronomical data. Transfer Credit: CSU; UC
ASTRONOMY C101 3.0 Units
Planetary Astronomy
Advisory: ASTR C100
An introduction to the solar system and all its constituents (sun, planets, dwarf planets, moons, asteroids, comets, etc.), their origin and nature, and their development since the time of the creation of the solar system approximately 4.6 billion years ago. Current topics of interplanetary missions, other planetary systems, and development of life in our and in other planetary systems will be discussed. Transfer Credit: CSU

ASTRONOMY C102 3.0 Units
Stellar Astronomy
Advisory: ASTR C100
A detailed study of the formation, structure, and evolution of the sun and stars, including an overview of binary systems, variable stars, Supernova Types I and II, white dwarfs, neutron stars, black holes, and other stellar phenomena. A survey of particle physics and special and general relativity as relevant to the topics discussed will also be included. Transfer Credit: CSU

ASTRONOMY C103 3.0 Units
Cosmology
Prerequisite: ASTR C100 or C102
Advisory: If ASTR C102 is used for the prerequisite; ASTR C100
An introduction to the origin and evolution of the universe with emphasis on the major cosmological models. Galaxy types, galaxy evolution, clustering, gravitational lensing, non-luminous (dark) matter, and the cosmological constant (dark energy) will be studied. An overview of relevant particle physics and special and general relativity will be included. Transfer Credit: CSU

ASTRONOMY C104 3.0 Units
Tools of Astronomy
Advisory: ASTR C100
A coherent state-of-the-art account of the instruments and techniques used in astronomy and astrophysics today. This includes telescopes and their instrumentation, as applicable to different wavelength ranges in the electromagnetic spectrum as well as other “windows” like, e.g. cosmic ray or neutrino detectors, and gravitational wave detectors. Field trips to major astronomical observatories are included. Transfer Credit: CSU

BIOLOGY

BIOLOGY C100 3.0 Units
Introduction to Biology
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. Transfer Credit: CSU; UC

BIOLOGY C101 1.0 Unit
Introduction to Biology Lab
Prerequisite: BIOL C100 or concurrent enrollment. 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. Transfer Credit: CSU; UC credit limitations. See counselor.

BIOLOGY C104 3.0 Units
Medical Terminology for Health Professionals
This course introduces students to the subject of Medical Terminology and prepares them for all careers in the medical field. It covers the study of the basic elements of medical terms as well as the basic anatomy and physiology of the human body. In addition, it covers the medical terms used to describe different pathological conditions, diagnostic tests, and therapeutic procedures. Transfer Credit: CSU

BIOLOGY C105 3.0 Units
Introduction to Anatomy and Physiology
This course introduces students to the subject of Anatomy and Physiology of the human body. It highlights the interaction between different body systems to maintain homeostasis. This course prepares students for many programs in the medical field. Transfer Credit: CSU; UC credit limitations. See counselor.

BIOLOGY C120 3.0 Units
Biology of Aging
This course will explore normal vs. abnormal changes in aging and the human ability to adapt. Each body system will be reviewed, focusing on how age changes relate to the development of disorders, and disease in later life. Methods of assisting older persons in adapting to acute and chronic illness and in health promotion and maintenance will be discussed. Transfer Credit: CSU

BIOLOGY C175 4.0 Units
Human Physiology
Prerequisite: BIOL C170
This course introduces students to the basic physiology of different systems of the human body with emphasis on the interaction between them to maintain body homeostasis. This course is designed for paramedical biology majors (nursing, X-ray technology, physical therapy, dental hygiene, etc.) Transfer Credit: CSU; UC

BIOLOGY C200 3.0 Units
Pharmacology
Prerequisite: BIOL C175
Basic principles of pharmacology, classification of drugs, methods and routes of administration, distribution, absorption, excretion, desired and toxic effects, indication and contraindication for use. Transfer Credit: CSU

BIOLOGY C210 5.0 Units
General Microbiology
Advisory: CHEM C110
Major concepts of microbiology are discussed as they relate to the principal classes of microorganisms: bacteria, fungi, algae, protozoa and viruses. Topics covered include 1) functional anatomy of prokaryotes and eukaryotes, 2) microbial metabolism and genetics, 3) characteristics and control of microbial growth, 4) microbial taxonomy and methods of microbial classification, 5) host-microbe interactions, 6) mechanisms of microbial pathogenicity, 7) immunology, 8) biotechnology and human infectious diseases. The laboratory focuses on methods for identifying and characterizing microbes, including aseptic technique, microscopy, staining, cultivation, molecular biology, and bioinformatics. Both lecture and laboratory content relate to general and clinical applications. Transfer Credit: CSU; UC

BIOLOGY C283 4.0 Units
Genetics
Prerequisite: BIOL C100 and CHEM C110
Advisory: ENGL C100
This course covers the principles of Mendelian and non-Mendelian inheritance, eukaryotic and prokaryotic gene transmission, replication, mutation, recombination, gene expression and regulation, cell division, meiosis, human genetic diseases, and ethical implications of genetics. Emphasis is placed on problem solving. Transfer Credit: CSU
BIOLOGY C291 1.0 Unit
Work Based Learning
Prerequisite: Complete 5.0 Units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a biology-related setting for 5 hours per week per unit of credit.
Co-requisite: Be enrolled in a total of 6.0 units including Biology work based learning.
On-campus work consists of instruction and training in all aspects of lab environment, including preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student may also be employed, or serve as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional and faculty member. This course may be taken four times. Transfer Credit: CSU

BIOLOGY C292 2.0 Units
Work Based Learning
Prerequisite: Complete 5.0 Units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a Biology-related setting for 5 hours per week per unit of credit.
Co-requisite: Be enrolled in a total of 6.0 units including Biology work based learning.
On-campus work consists of instruction and training in all aspects of lab environment, including preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student may also be employed, or serve as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional and faculty member. This course may be taken four times. Transfer Credit: CSU

BIOLOGY C293 3.0 Units
Work Based Learning
Prerequisite: Complete 5.0 Units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a Biology-related setting for 5 hours per week per unit of credit.
Co-requisite: Be enrolled in a total of 6.0 units including Biology work based learning.
On-campus work consists of instruction and training in all aspects of lab environment, including preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student may also be employed, or serve as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional and faculty member. This course may be taken four times. Transfer Credit: CSU

BIOLOGY C294 4.0 Units
Work Based Learning
Prerequisite: Complete 5.0 Units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a Biology-related setting for 5 hours per week per unit of credit.
Co-requisite: Be enrolled in a total of 6.0 units including Biology work based learning.
On-campus work consists of instruction and training in all aspects of lab environment, including preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student may also be employed, or serve as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional and faculty member. This course may be taken four times. Transfer Credit: CSU

BIOTECH C100 4.0 Units
Introduction to Biological Technology Skills
Advisory: Successful completion of a math class at least at the MATH C030 level. A course designed to equip students with fundamental biological laboratory skills needed in a biotechnology laboratory. Students will learn good laboratory practices and current good manufacturing practices, participate in group meetings, receive laboratory projects, and use equipment similar to those found in biotechnology laboratories. Skills include proper industry laboratory notebook preparation, laboratory safety, and DNA manipulation, bacterial handling for cloning, sterile technique, media preparation, and quality control protocols. Internet projects assigned to enhance learning of theory and methods. Transfer Credit: CSU

BIOTECH C105 4.0 Units
Biological Technology Skills II
Prerequisite: BIOT C100 A course in advanced biological laboratory techniques used in the biotechnology industry, with an emphasis on protein detection and analysis. Protein techniques include polycyclamid gel electrophoresis, ELISA, Bradford assay, horizontal electrophoresis, column chromatography, Western blot, GFP characterization, affinity column, dialysis, protein standard curve, sonication, ion exchange column purification, and fraction analysis. DNA techniques include PCR, restriction digests, DNA purification, and Southern blot. Students will learn to use a spectrophotometer, plot standard curvers, and use a microplate reader. Internet projects assigned to enhance learning of theory and methods (virtual DNA sequencing, reading output from a DNA sequence, and entering sequences in BLAST database for DNA sequence comparison). Transfer Credit: CSU

BIOTECH C110 3.0 Units
Overview of Quality Assurance and Medical Devices
An overview of quality assurance systems used in the biotechnology industry, organizational functions, engineering technology, analysis, and application in an FDA regulated industry. Emphasizes the importance of adequate lot control, process and product, and record keeping. Transfer Credit: CSU

BUILDING CODES TECHNOLOGY

BUILDING CODES TECHNOLOGY C250 3.0 Units
Introduction to Building Codes Technology
Introduction to Building Codes Technology provides an introduction to the building code professional and the building code environment. The student will learn about the history of codes, what codes and standards are, and how they are developed, along with receiving an introduction to field inspections, plan reading, department administrations, zoning ordinances, and information on the industry and types of positions that work in a building department. The student is introduced to the various types of Building Codes, including Zoning, Grading, Structural/Architectural, Mechanical, Electrical, Plumbing, Energy, Disabled Access, and Sustainable Green Building Codes. Transfer Credit: CSU

BUILDING CODES TECHNOLOGY C281 1.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Building Codes Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Building Codes Technology. This course may be taken four times. Transfer Credit: CSU

BUILDING CODES TECHNOLOGY C282 2.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Building Codes Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Building Codes Technology. This course may be taken four times. Transfer Credit: CSU
BUILDING CODES  
TECHNOLOGY C283  
3.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Building Codes Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Building Codes Technology. This course may be taken four times. Transfer Credit: CSU

BUILDING CODES  
TECHNOLOGY C284  
4.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Building Codes Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Building Codes Technology. This course may be taken four times. Transfer Credit: CSU

BUILDING CODES  
TECHNOLOGY C290  
3.0 Units
Building Permit Technician and Counter Operations
Advisory: BCT C250 and C300
This course covers topics of particular interest to the permit technician, or to the student preparing for a career as a building permit technician. This comprehensive course, along with the Building Permit Technician Certificate, will help students prepare for the national certification examination by covering topics of special interest to the permit technician, including building code, zoning codes, legal aspects, and building standards. Although, this course is primarily focused on topics of specific interest to the Permit Technician, it is also a recommended course for those interested in learning more about the permit process, applicable permit building codes, zoning administration, and legal aspects therein. This course may be taken four times. Transfer Credit: CSU

BUILDING CODES  
TECHNOLOGY C300  
3.0 Units
Introduction to the International Building Code
The student will gain insight into building laws founded on broad-based performance principles and will become familiar with the proper use of the International Building Code. This includes administrative, occupancy, types of construction, materials, fire resistive standards, exiting, and detailed regulating provisions of the document. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C301  
3.0 Units
Residential/Construction Blueprint Reading
Analysis of blueprints as they apply to residential/commercial construction; architectural graphic representations and their symbols for materials of construction and basic drafting principles related to working drawings. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C302  
3.0 Units
California Administrative Code (Title 24)
Applies the California Code of Regulations (Title 24) as it pertains to various types of buildings. Special emphasis will be placed on California State energy regulations, building modifications for the disabled for accessibility, and includes an introduction to the California State Green Building codes. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C303  
3.0 Units
Non-Structural Provisions of Building Codes
Advisory: BCT C300
A comprehensive course designed to give the student an understanding of the non-structural provisions of the International Building Code. Important aspects of this course are regulation of building areas, heights, location on property, fire resistance rated materials, fire suppression systems, and the means of egress of buildings. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C304  
3.0 Units
Concrete Codes
Advisory: BCT C300
All facets of concrete construction and code requirements are covered in this course. In addition, students will become more proficient and professional in relating to concrete field practices, construction, and inspections. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C305  
3.0 Units
Framing Requirements of Building Code
Advisory: BCT C300
This class will concentrate on the International Building Code chapters concerning, wood and steel framing, roofing and reroofing, drywall, stucco, plaster, plastics, soil classification, and foundation investigation. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C306  
3.0 Units
Electrical Code
Basic safety and the use of electricity. Includes basic wiring methods used in residential and commercial buildings in conjunction with the latest edition of the National Electrical Code. Application of the principles of inspection with details of electrical construction. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C307  
3.0 Units
Mechanical Code
Interpretation of the Uniform Mechanical Code as it pertains to heating and air conditioning installations; includes venting, heater and air conditioning selection, gas, electrical, and applicable State Green Building codes. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C308  
3.0 Units
Plumbing Code
Advisory: Knowledge of building construction.
Plumbing code interpretation for inspectors and installers necessary for correct selection of material, sizing of pipe, and installation of conventional and Green Building Plumbing systems. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C311  
3.0 Units
International Residential Code
Comprehensive study of International Residential Code for One and Two-Family Dwellings. Topics include all residential code requirements for building a home according to IRC, including international building, electrical, plumbing, mechanical, and fire codes. Laboratory and classroom experiences are designed to develop skills in noncommercial construction. Field experiences are used when applicable. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C312  
3.0 Units
Construction Estimating
Fundamentals of Construction Estimating takes a comprehensive approach to estimating, offering readers a well-rounded, up-to-date perspective on the estimating process. It is designed for entry level courses and focuses on the process of utilizing the latest technology to compile cost estimates for general contractors. This course may be taken four times.

BUILDING CODES  
TECHNOLOGY C314  
3.0 Units
Green Building Codes
Advisory: BCT C251
Detailed review of California Green Building Code Chapter 11 of Title 24 and ICC 700-2008 National Green building standards. The students will learn the various components for LEED for New Construction and Leadership in Energy and Environmental Design (LEED) for homes. This course may be taken four times. Transfer Credit: CSU

BUILDING CODES  
TECHNOLOGY C316  
3.0 Units
Masonry Codes
Advisory: BCT C300
All facets of masonry construction and inspection are covered in this course. In addition to code requirements, students will learn field-testing of concrete masonry, understand sampling materials, quality control of materials, grouting, and type and placement of reinforcing steel. This course may be taken four times.
BUSINESS C100 3.0 Units
Introduction to Business

Introduction to Business is an introductory course that defines and applies the fundamental principles of economics, management, ethics, leadership, marketing, management information systems (MIS), accounting, and finance to the current business environment. The course will help students select their field of business specialization and will provide the foundation for future study of business and management. It presents an in-depth examination of elements of contemporary business, from the Internet functions to the challenges of business on an international scale. Transfer Credit: CSU

BUSINESS C101 3.0 Units
Project Management (PMP)

The Project Management Professional 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. Transfer Credit: CSU

BUSINESS C110 3.0 Units
Legal Environment of Business

Introduction to basic business law, basic principles of American law, sources of law, the courts and the court system(s). Specific coverage of the law of contracts, torts, administrative agencies and agency, as well as Constitutional Law as it pertains to business. Transfer Credit: CSU; UC

BUSINESS C120 3.0 Units
Personal Financial Planning

Personal Financial Planning provides comprehensive coverage of personal financial planning in the areas of money management, career planning, taxes, consumer credit, housing and other consumer decisions, legal protection, insurance, investments, retirement planning, and estate planning. The goal of the course is to teach students the fundamentals of financial planning so they can make informed choices related to spending, saving, borrowing, and investing that lead to long-term financial security. Personal Financial Planning provides many financial planning tools using a step-by-step approach to help students identify and evaluate choices as well as understand the consequences of decisions in terms of opportunity costs. Transfer Credit: CSU

BUSINESS C130 3.0 Units
E-Commerce: Strategic Thinking and Management

This course provides a comprehensive introduction to e-Commerce/E-Business. The course provides comprehensive coverage of a broad spectrum of e-Commerce essentials from a global perspective centering on four key areas of strategic planning, technology, management, marketing, and finance. The course focuses on the most recent developments in online behavior and what students need to know about developing, managing, and maintaining a successful e-business. Transfer Credit: CSU

BUSINESS C150 3.0 Units
Introduction to Marketing

Introduction to Marketing provides a practical introduction to contemporary marketing principles as applied in an increasingly internet-driven marketplace. Analyze market characteristics, evaluate product and service strategies, and build marketing plans. Topics include pricing, promotion, and distribution; web-based storefronts and other e-commerce channels; product introduction, branding, and packaging; consumer, industrial, and government markets. Internet experience helpful. Transfer Credit: CSU

BUSINESS C170 3.0 Units
Small Business Finance

Upon successful completion of this course, the student should be able to identify and evaluate the various sources available for funding a small business; demonstrate an understanding of financial terminology; read, prepare and analyze a financial statement; and write a loan proposal. In addition, the student should be able to explain the importance of working capital and cash management. The student should also be able to identify financing needs, establish credit policies, and prepare sales forecasts. Transfer Credit: CSU

BUSINESS C180 2.0 Units
Small Business Plan

Upon successful completion of this course, the student will be able to evaluate a business concept and write a sound business plan. In the process of doing so, students will be able to assess the strengths and weaknesses of a business concept, collect and organize market research data into a marketing plan, and prepare the financial projects for their business concept. In addition, students will be able to identify and evaluate various resources available for funding small businesses. Transfer Credit: CSU

BUSINESS C190 3.0 Units
Investments

Advisory: BUS C120 Examination of various investment vehicles and portfolios. This course provides a comprehensive study of stocks, bonds, mutual funds, and related securities that include a detailed study of the nature of these securities and their markets. Emphasis is placed on personal investment objectives for growth, growth with income, and income with preservation of capital. Also covered are portfolio management and the effect of taxes on investment policy. Transfer Credit: CSU

BUSINESS C197 3.0 Units
E-Commerce/Online Business

E-Commerce/Online Business is designed for individuals, entrepreneurs, and small businesses who want to create a presence on the Internet by offering their products and/or services through online transactions. This is a hands-on course that includes setting up an e-Commerce business. Transfer Credit: CSU

BUSINESS C222 3.0 Units
Small Business Operations and Management

Small Business Operations and Management provides a study of the practical problems encountered in finding, organizing and operating small business enterprises. Included are topics related to initiating the business, developing strategies, marketing, financial and administrative control and related topics. Transfer Credit: CSU

BUSINESS C281 1.0 Units
Work Based Learning

Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant’s opportunity for success in the field of Business by bridging the gap between educational theory and on the job practices through individualized performance objectives related to the student’s career or occupational goal in Business. This course may be taken four times. Transfer Credit: CSU
BUSINESS C282 2.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant's opportunity for success in the field of Business by bridging the gap between educational theory and on the job practices through individualized performance objectives related to the student's career or occupational goal in Business. This course may be taken four times. Transfer Credit: CSU

BUSINESS C283 3.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant's opportunity for success in the field of Business by bridging the gap between educational theory and on the job practices through individualized performance objectives related to the student's career or occupational goal in Business. This course may be taken four times. Transfer Credit: CSU

BUSINESS C284 4.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant's opportunity for success in the field of Business by bridging the gap between educational theory and on the job practices through individualized performance objectives related to the student's career or occupational goal in Business. This course may be taken four times. Transfer Credit: CSU

BUSINESS COMPUTING
BUSINESS COMPUTING C080 1.0 Unit
Computers Basics - Internet
Advisory: Basic keyboarding skills helpful.
Introduction to the Internet, including terminology, operation, and navigation. Students will learn to use popular software such as Internet Explorer/Outlook Express. This course may be taken two times. Pass/No Pass Only. (NOT APPLICABLE TO A.A. DEGREE)

BUSINESS COMPUTING C100 3.0 Units
Introduction to Computers
Advisory: Basic keyboarding skills recommended.
An introduction to computers, including terminology, basic operations, and use of basic features of word processing, spreadsheets, database, and presentation software. This course may be taken two times. Transfer Credit: CSU

BUSINESS COMPUTING C103 3.0 Units
Cascading Style Sheets
Advisory: BC C171 or DGA C166
Cascading style sheets are the preferred way to set the "look and feel" of your web sites. In this class, you will learn to use CSS for layout, positioning, styling lists, tables, headings, and many other functions. Transfer Credit: CSU

BUSINESS COMPUTING C104 1.5 Units
Microsoft Windows 1
This course provides an overview of the Windows operating system to enable the student to begin using computer programs in the Windows environment quickly. Topics covered in this overview include: program opening and closing, file saving and storage, file editing, program launching, working with folders and files, performing desktop customization, using Multimedia, communications, and other related topics. This course may be taken four times. Transfer Credit: CSU

BUSINESS COMPUTING C107A 1.5 Units
Keyboarding
Advisory: Computer access required. Students without a computer should enroll in BC C300L to complete assignments.
Introduction to learning to touch-type on the computer. Good for personal or business use. Transfer Credit: CSU

BUSINESS COMPUTING C107B 1.5 Units
Keyboarding and Formatting Documents
Advisory: Computer access required. Students without a computer should enroll in BC C300L to complete assignments.
Develop your typing speed and accuracy. Learn to type simple letters, memos, and more. For personal or business use. Transfer Credit: CSU

BUSINESS COMPUTING C108 1.5 Unit
Data Entry
Advisory: Keyboarding skills of at least 25 words per minute. Computer access required. Students without a computer should enroll in BC C300L to complete assignments.
Data entry exercises on personal computers. Skills, accuracy, and speed development will be accomplished through keying of characters and numerals and the preparation and handling of source documents. Student will become familiar with common business forms and vocabulary through the use of source documents. Transfer Credit: CSU

BUSINESS COMPUTING C109 1.5 Unit
Keyboarding Speed and Accuracy
Advisory: Computer access required. Students without a computer should enroll in BC C300L to complete assignments.
This course assumes that the student has had previous typing/keyboarding experience and wishes to increase keyboarding speed and improve accuracy. Emphasis is on techniques of typing and skill development through prescribed drills and timed writings. This course may be taken two times. Transfer Credit: CSU

BUSINESS COMPUTING C112 3.0 Units
Office Organization
Advisory: Keyboarding skills of at least 25 words per minute.
This course prepares people to work efficiently in today's offices. Topics include how to become a successful employee, customer service, time management, proofreading and editing, punctuation review, business document production, workplace telecommunications, mail processing, filing and records management, computers in the office, office design, employment and career advancement, business etiquette, and using the Internet as a business tool. Transfer Credit: CSU

BUSINESS COMPUTING C115 1.5 Units
Customer Service/Soft Skills
This course teaches the students to be customer service aware. Transcends superficial elements and pinpoints the skills needed to improve and sustain customer satisfaction and business relationships. Transfer Credit: CSU

BUSINESS COMPUTING C120 1.5 Units
Microsoft Excel 1
Advisory: BC C104, basic mathematical skills, and keyboarding skills of at least 25 words per minute.
Students will learn to use Microsoft Excel to create professional worksheets that include formulas, range names, MS Excel Wizards, printing techniques, data analysis, and file management. Transfer Credit: CSU

BUSINESS COMPUTING C121 1.5 Units
Microsoft Excel 2
Advisory: BC C120
Advanced training and practice in Microsoft Excel based on the fundamentals learned in BC C120. Topics include formulas, range names, functions, Windows, spreadsheet linking, advanced charting, databases, and advanced macros. Transfer Credit: CSU

BUSINESS COMPUTING C123 3.0 Units
Introduction to Quick Books
Learn to use QuickBooks to track the financial activity of a small business. Topics include banking, accounts payable/receivable, invoicing, inventory, billing, and customer data management. Students should be familiar with personal computers and the Windows operating system. Transfer Credit: CSU

BUSINESS COMPUTING C124 3.0 Units
Using Adobe Acrobat
Adobe Acrobat is the essential tool for universal document exchange. It is a reliable, efficient, and effective way to share information electronically. Acrobat lets you convert any document into an Adobe Portable Document Format (PDF) file, with its original appearance preserved, and then distribute for viewing and printing on any system. Transfer Credit: CSU
BUSINESS
COMPUTING C145 3.0 Units
Medical Administrative Assistant I
A hands-on course designed for students in medical assisting, nursing, and allied health programs to learn how to successfully support the front or back office of a clinic or hospital. Transfer Credit: CSU

BUSINESS
COMPUTING C147 2.0 Units
Beginning Microsoft Word
Advisory: BC C107A or keyboarding skills of at least 25 words per minute.
This course is designed for students who want to learn how to use Microsoft® Word in a one-hour lab setting. Students learn basic skills to create simple documents that include elements such as text, paragraphs, images, and tables for personal or business purposes. Transfer Credit: CSU

BUSINESS
COMPUTING C148 2.0 Units
Intermediate Microsoft Word
Advisory: BC C147
This course is designed for students who want to learn how to use Intermediate Microsoft Word latest version to create professional-looking documents for workplace, school, and personal communication needs. Topics include how to use these features: custom numbers and bullets, multilevel list numbering, headers and footers, section breaks, charts, spelling, grammar, thesaurus, work count, custom dictionaries, research features, AutoCorrect, Quick Parts, fields, the Quick Access toolbar, themes and styles, links, cross references, special features and references, tables and indexes, comments, track changes, document protection, distribution, and digital signatures. This course may be taken four times. Transfer Credit: CSU

BUSINESS
COMPUTING C148G 1.5 Units
Advanced Microsoft Word Sharing and Publishing Information
Advisory: Keyboarding skills of at least 25 words per minute.
In this advanced Microsoft Word 2003 course students learn to create and compile tables of contents, indexes, figures, and authorities; create, edit, and fill in forms and form templates; track changes, accept/reject changes, and add工作组 users; and integrate data from a Microsoft Office program into Word. Transfer Credit: CSU

BUSINESS
COMPUTING C150 3.0 Units
Microsoft Office Professional 1
An introduction to MS Office applications — Microsoft Word, Excel, Access, PowerPoint, Outlook, and Speech Recognition. This course may be taken two times. Transfer Credit: CSU

BUSINESS
COMPUTING C160 3.0 Units
Introduction to GIS (Geographic Information Systems)
Advisory: BC C121 or C175
An introduction to the concepts and use of Geographic Information Systems (GIS) and its role in analysis and decision making. Course work is based on the mapping and spatial analysis capabilities of the ArcView software program. Students will be introduced to basic cartographic principles, maps, scales coordinate systems, and projections. Through computer lab tutorials and case studies students will learn to use ArcView to view relationships, patterns, or trends that are not possible to see with traditional charts, graphs, and, spreadsheets. Transfer Credit: CSU

BUSINESS
COMPUTING C161 3.0 Units
Health Information Technology - Medical Coding 1
Advisory: BC C104 or ability to use Microsoft Windows.
An introductory course in Current Procedural Terminology (CPT). Systematically learn CPT codes by body system, various procedures and how to code each one. This course includes an introduction to International Classification of Diseases, 9th Revision, Clinical Modification (ICD 9-CM), and information about third party reimbursement. Transfer Credit: CSU

BUSINESS
COMPUTING C162 3.0 Units
Health Information Technology - Medical Coding 2
Prerequisite: BC C161
Advisory: BC C104 or ability to use Microsoft Windows.
A second course in Current Procedural Terminology (CPT) with emphasis on medical coding services such as medical visits, diagnostic testing and interpretation, treatments, surgeries, and anesthesia. This course covers more advanced coding concepts using step-by-step methods that give a more in-depth understanding of the physician-based medical coding to ensure gathering the correct information from documents, selecting the right codes, and determining the correct sequencing of those codes. Transfer Credit: CSU

BUSINESS
COMPUTING C163 3 Units
Health Information Technology - Medical Terminology 1
Advisory: BC C104 or ability to use Microsoft Windows.
Introduction to medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes, word roots, and combined word forms. Includes instruction in spelling, definition, and pronunciation. Transfer Credit: CSU

BUSINESS
COMPUTING C164 3.0 Units
Health Information Technology: Review for (CCS) Certified Coding Specialist Exam
Advisory: BC C161, BC C162, and C163
This course takes a practical approach to assisting the student to prepare for the facility-based Certified Coding Specialist (CCS) examination given by the American Health Information Management Association (AHIMA) of the CPC-H examination given by the American Association of Professional Coders (AAPC). The content reviews anatomy, terminology, pathophysiology, diagnostic and procedural coding, and reimbursement guidelines and issues. This course may be taken two times. Transfer Credit: CSU

BUSINESS
COMPUTING C166 3.0 Units
Intermediate Geographic Information Systems (GIS)
Advisory: BC C160
This intermediate course provides further study in ArcView, it is a continuation of the skills and concepts learned in BC C160, Introduction to Geographic Information System (GIS). Course work is based on the mapping and spatial analysis capabilities of ArcView software. Students will be creating and editing spatial data, geocode data, perform spatial data processing, and conduct spatial analysis. Transfer Credit: CSU

BUSINESS
COMPUTING C169 1.0 Unit
Internet for Educators
Advisory: Ability to use a Web browser.
Designed to provide K-14 instructors with an introduction to how the Internet can be used to enrich learning. Students will learn how to access the Internet and use popular browser menus and toolbars, use search engines to locate web sites and resources, facilitate easy access to sites through well-organized bookmarks, find and create student projects, integrate web resources and projects into classroom lessons, organize the classroom for Internet use, and locate and subscribe to RSS feeds, wikis, and blogs. Copyright, security, and analysis of content integrity will also be covered. Transfer Credit: CSU

BUSINESS
COMPUTING C170 1.5 Units
Using the Internet
Advisory: Keyboarding skills of at least 25 words per minute.
Hands-on course, to learn how to locate information on the Internet; access World Wide Web servers, blogs, wikis, and other resources. Send and receive E-mail. Discuss netiquette, Internet browsers, and computer requirements. Transfer Credit: CSU
The Web Design/XHTML 2 course continues

Advisory: BC C170, C171, C171B, and keyboarding skills of at least 25 words per minute.

A continuation of JavaScript for Non-Programmers, this is a comprehensive hands-on coverage of both client and server side Java Scripting. Individuals learn to create interactive and dynamic user interfaces and integrate databases with Web sites. Transfer Credit: CSU

Advisory: Basic knowledge of HTML.

The Web Accessibility course is designed to enable participants to create new, accessible Web sites and "fix" existing, non-accessible Web sites, all at the HTML coding level. Each unit of the course contains some background information about accessibility, specific strategies for making sites accessible, hands-on practice via several practice activities, assignments related to an individual Web accessibility project, and additional optional resources to expand one's knowledge about Web accessibility. Transfer Credit: CSU

Using Structured Query Language (SQL) to organize, modify, and query databases. Included in the course are simple database-query development environments. ColdFusion is a popular Web server and electronic-commerce systems. Included are ColdFusion tools, ColdFusion Markup Language (CFML), SQL, and the Verity search language. Transfer Credit: CSU

A vendor-neutral course in using Structured Query Language (SQL) to organize, modify, and query databases. Included in the course are simple database-query development environments. ColdFusion is a popular Web server and electronic-commerce systems. Included are ColdFusion tools, ColdFusion Markup Language (CFML), SQL, and the Verity search language. Transfer Credit: CSU

A vendor-neutral course in using Structured Query Language (SQL) to organize, modify, and query databases. Included in the course are simple database-query development environments. ColdFusion is a popular Web server and electronic-commerce systems. Included are ColdFusion tools, ColdFusion Markup Language (CFML), SQL, and the Verity search language. Transfer Credit: CSU
BUSINESS COMPUTING C281 1.0 Unit
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Business Computing. This course may be taken four times. Transfer Credit: CSU

BUSINESS COMPUTING C282 2.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Business Computing. This course may be taken four times. Transfer Credit: CSU

BUSINESS COMPUTING C283 3.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Business Computing. This course may be taken four times. Transfer Credit: CSU

BUSINESS COMPUTING C284 4.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Business Computing. This course may be taken four times. Transfer Credit: CSU

BUSINESS COMPUTING C300L 1.0 Unit
Computer Laboratory
Advisory: Concurrent enrollment in any Coastline Community College class.
Provides Computer lab time on IBM PCS and Macs. Instructors provide limited individual attention due to the variety of software used in the lab. This course may be taken four times.

BUSINESS COMPUTING C306 1.5 Units
Web site Internship
Advisory: BC C171
Create and post web pages and maintain a web site for a specific department, instructor, agency, or company. Enhance websites with tips and tricks discussed in class. This course may be taken four times.

CHEMISTRY C100 3.0 Units
Principles of Chemistry
Analysis of problems of current concern to the individual relating to his/her surroundings and the role that chemistry plays both in these problems and in their possible solutions. Transfer Credit: CSU

CHEMISTRY C105 2.0 Units
Chemistry Explorations for Teachers
A class in basic scientific principles and methods related to chemistry. Emphasis is on developing a molecular understanding of the world, and applying the scientific method to understanding everyday phenomena. Course is designed to introduce future elementary and middle school teachers to the central ideas of chemistry through a series of laboratory experiments, hands-on exercises, and discussions. Topics have been chosen to ensure coverage of the content in state and national science education standards. Letter Grade Only. Transfer Credit: CSU

CHEMISTRY C100L 1.0 Unit
General Chemistry A Laboratory
Prerequisite: CHEM C100 with grade of “C” or better.
A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. Letter grade only. Transfer Credit: CSU; UC

CHEMISTRY C105L 1.0 Unit
General Chemistry B Laboratory
Prerequisite: CHEM C105
This course is the second semester of a two-semester sequence (CHEM C100 and CHEM C105). A basic course in the principles of inorganic chemistry with special emphasis on chemical kinetics, chemical equillibrium, electro chemistry, nuclear chemistry, acids, and bases. Letter grade only. Transfer Credit: CSU; UC

CHEMISTRY C110 5.0 Units
Introduction to Chemistry
Advisory: “C” or better in Elementary Algebra.
A lab science course in principles of inorganic, organic, and biochemistry for transfer and for A.A. Degree programs in nursing, dietetics, paramedical, and other allied health fields. Not for students planning to take CHEM C130. Transfer Credit: CSU; UC

CHEMISTRY C130 4.0 Units
Preparation for General Chemistry
Advisory: “C” or better in Intermediate Algebra.
An introduction to both the principles and calculations of chemistry and lab techniques, especially for those students who will be continuing with future chemistry courses. Transfer Credit: CSU; UC
CHEMISTRY C221 2.0 Units
Organic Chemistry A Laboratory
Prerequisite: CHEM C185 with grade of "C" or better.
Co-requisite: Concurrent enrollment in CHEM C220.
Theory and techniques of separation, purification, synthesis, and analysis of organic compounds, including instrumental methods of chromatography and spectroscopy. Letter grade only. Transfer Credit: CSU

CHEMISTRY C225 3.0 Units
Organic Chemistry B Laboratory
Prerequisite: CHEM C220 with grade of "C" or better.
This course is the second part of 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. Letter grade only. Transfer Credit: CSU

CHEMISTRY C226 2.0 Units
Organic Chemistry B Laboratory
Prerequisite: CHEM C221
Co-requisite: CHEM C225
Theory and techniques of separation, purification, synthesis, and analysis of organic compounds, including instrumental methods of chromatography and spectroscopy. Letter grade only. Transfer Credit: CSU

CHINESE

CHINESE C180 5.0 Units
Elementary Chinese 1
Advisory: Students who have completed two years of high school Chinese with a grade of "C" or better should enroll in CHIN C185 or C185A.
This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Chinese. Early reading and writing skills are introduced, as well as Chinese customs and culture. Transfer Credit: CSU; UC credit limitations. See counselor.

CHINESE C180A 2.5 Units
Elementary Chinese 1A
Advisory: Students who have completed two years of high school Chinese with a grade of "C" or better should enroll in CHIN C185 or C185A.
This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Chinese. Grammar, vocabulary, and pronunciation are emphasized. Early reading and writing skills are introduced, as well as appreciation and understanding of Chinese customs and culture. Transfer Credit CSU; UC credit limitations. See counselor.

CHINESE C185A 2.5 Units
Elementary Chinese 2A
Prerequisite: CHIN C180 or C180B
Continuation of CHIN C180. First half of CHIN C185. Designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Early reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures. Transfer Credit: CSU; UC Credit Limitations, See counselor.

CHINESE C185B 2.5 Units
Elementary Chinese 2B
Prerequisite: CHIN C185A
Continuation of CHIN C185A. CHIN C185B is the second half of CHIN C185. Designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Early reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures in China, Taiwan and elsewhere. CHIN C180 and C185 together constitute the beginning level of the language. Transfer Credit: CSU; UC Credit Limitations, See counselor.

CHINESE C185 5.0 Units
Elementary Chinese 2
Prerequisite: CHIN C180 or C180B
This course is designed to further develop the essential communication skills in Mandarin Chinese based on the Pinyin system, Chinese characters, and basic communicative skills learned in CHIN C180. The goal of this course is to have students carry more sophisticated communicative tasks by increasing their listening, speaking, reading, and writing proficiency. The course presents more complex language structures and further explores aspects of Chinese daily life, culture and customs. Transfer Credit: CSU; UC Credit: CSU; UC credit limitations. See counselor.

CHINESE C185A 2.5 Units
Elementary Chinese 2A
Prerequisite: CHIN C180 or C180B
Continuation of CHIN C180. First half of CHIN C185. Designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Early reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures. Transfer Credit: CSU; UC Credit Limitations, See counselor.

CHINESE C185B 2.5 Units
Elementary Chinese 2B
Prerequisite: CHIN C185A
Continuation of CHIN C185A. CHIN C185B is the second half of CHIN C185. Designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Early reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures in China, Taiwan and elsewhere. CHIN C180 and C185 together constitute the beginning level of the language. Transfer Credit: CSU; UC Credit Limitations, See counselor.

CHINESE C280 4.0 Units
Intermediate Chinese 1
Prerequisite: CHIN C185 or C185B
CHIN C280 is a continuation of CHIN C185 or C185B. It is designed to develop further the abilities students have attained to comprehend and converse in spoken and written Chinese at an intermediate level. Reading and writing skills are stressed and enhanced. Cultural notes, authentic reading materials, literary selections, and grammar beyond the phrasal level present new concepts to stimulate vocabulary acquisition, to provoke expressive ability, and to generate communicative competency. Cultural and philosophical aspects of the Chinese-speaking world will also be discussed. Transfer Credit: CSU; UC

CHINESE C285 4.0 Units
Intermediate Chinese 2
Prerequisite: CHIN C280 or C280B
CHIN C285 is a continuation of CHIN C280 or of C280B. It is designed to develop further the abilities students have attained to comprehend and converse, to read and to write with everyday Chinese at an intermediate level. Reading and writing skills are stressed and enhanced in this last of the basic-skills language sequence for Chinese. Cultural notes, authentic reading materials, literary selections, and grammar beyond the phrasal level present new concepts to stimulate vocabulary acquisition, to provoke expressive ability, and to generate communicative competency. Cultural and philosophical aspects of the Chinese-speaking world will also be addressed. Transfer Credit: CSU; UC

COMMUNICATIONS

COMMUNICATIONS C100 3.0 Units
Introduction to Mass Communications
A study and analysis of the major media: newspapers, magazines, radio, and television covering how they function and affect society. Transfer Credit: CSU; UC

COMMUNICATIONS C140 3.0 Units
Public Relations
Overview and analysis of the management of publicity using the media as a vehicle to persuade and influence groups of people through effective organizational communications. Various examples of successful campaigns will be examined in addition to historical events and contemporary publicity. Transfer Credit: CSU; UC

COMMUNICATIONS C150 3.0 Units
Introduction to Radio, TV, Film
Overview and analysis of the radio, TV, and film industries in the U.S. with emphasis on the historical, cultural, and technical functions of each medium. Broadcast advertising, audience ratings, broadcast law and regulations are also explored in addition to the impact of global broadcasting, cable TV, the Internet, and satellite technologies. Transfer Credit: CSU
**COMPUTER INFORMATION SCIENCE**
(Also, see courses listed under Information and Computer Science)

**COMPUTER INFORMATION SCIENCE C100** 3.0 Units
Introduction to Information Systems
This course prepares students with a non-programming introduction to information systems and personal computer applications including word processing, spreadsheets, database and presentation software. This course may be taken two times. Transfer Credit: CSU

**COMPUTER INFORMATION SCIENCE C110** 3.0 Units
Introduction to Programming with Visual Basic.Net
This course teaches the students the fundamentals of programming with emphasis on programming, coding, and troubleshooting tips using Visual Basic.Net. This course may be taken two times. Transfer Credit: CSU

**COMPUTER INFORMATION SCIENCE C111** 3.0 Units
Introduction to Information Systems and Programming
This course is an overview of information systems and programming. Topics include Visual Basic, file concepts, electronic spreadsheets, database management, and use of Internet software. Course meets the lower division computer requirement for business majors at some CSU and UC campuses. The course may be taken two times. Transfer Credit: CSU

**COMPUTER INFORMATION SCIENCE C150** 3.0 Units
Introduction to C++
This course covers the beginning concepts of C++ programming. Students, with no prior computer programming knowledge, will learn the fundamentals of writing computer programs using C++. This course may be taken two times. Transfer Credit: CSU

**COMPUTER INFORMATION SCIENCE C171** 1.0 Unit
Computer Programming with Alice
Advisory: Ability to use a Graphical User Interface operating system (such as Vista or Mac OS).
Introduces both majors and non-majors to the concepts and topics of computer and simulation programming. Students with develop algorithmic thinking and abstraction through the use of a 3-D animation programming environment. This course is designed for beginning programmers, and web developers who need to understand object oriented concepts. Transfer Credit: CSU

**COMPUTER INFORMATION SCIENCE C190** 3.0 Units
Introduction to Geographic Information Systems
Advisory: BC C121 and C175
An introduction to the concepts and use of Geographic Information Systems (GIS) and its role in analysis and decision making. Course work is based on the mapping and spatial analysis capabilities of the ArcView software program. Students will be introduced to basic cartographic principles, maps, scales, coordinate systems, and projections. Through computer lab tutorials and case studies, students will learn to use ArcView to view relationships, patterns, or trends that are not possible to see with traditional charts, graphs, and spreadsheets. This course may be taken four times. Transfer Credit: CSU

**COMPUTER INFORMATION SCIENCE C191** 3.0 Units
Intermediate Geographic Information Systems
Advisory: GIS C190
This intermediate course provides further study in ArcView; it is a continuation of the skills and concepts learned in CIS C190, Introduction to Geographic Information System (GIS). Course work is based on the mapping and spatial analysis capabilities of ArcView software. Students will be creating and editing spatial data and geocode data, perform spatial data processing, and conduct spatial analysis. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES TECHNOLOGY**

**COMPUTER SERVICES TECHNOLOGY C102** 3.0 Units
Panduit Network Infrastructure Essentials
Authorized Cisco Academy PNIE course. Lecture and labs in this course will include topics such as basic networking concepts, copper cabling, and different modes of fiber optics, safety principles, and cabling installation processes. Emphasis on hands-on training. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES TECHNOLOGY C111** 3.0 Units
VMware vSphere
Advisory: CST C112 or CST C113
Virtualization allows consolidation of several hardware servers into a single hardware server to realize significant cost savings. vSphere allows for whole server farms to be consolidated on only a few physical servers. Students will learn how to partition a physical server into several virtual machines as well as how to centralize and simplify management, including how to expand capacity, optimize performance, and track cost savings using vSphere. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES TECHNOLOGY C112** 1.0 Unit
Introduction to VMware
Advisory: CST C116, C117, and C128
Virtualization allows a business or student to expand the utilization of a computer system. For Business it means consolidating server sprawl, optimizing technology assets, developing business continuity solutions, increasing IT productivity, and saving money. For computer technology students it means running multiple computer operating systems (Microsoft, Linux, & Novell) simultaneously on the same computer. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES TECHNOLOGY C113** 2.0 Units
Survey of Virtual Software
Advisory: CST C116 or C117, or C128
This class is a hands-on survey of several of the Virtualization Software products available. It includes VMWare Server, Microsoft Virtual PC, and SUSE Xen Works as well as several other products. Virtualization Software allows businesses to achieve the maximum use of their computer system potential and better plan for business continuity. Students will find that they can have multiple operating system environments for each class. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES TECHNOLOGY C114** 2.0 Units
Microsoft Office Visio
Examine, visualize, explore, and communicate complex information, data systems, processes and organizations. Learn how to quickly develop computer network diagrams, flowcharts, business process diagrams, timelines, calendars, floor plans, organizational charts, facilities management information, business intelligence, and to model and analyze business processes. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES TECHNOLOGY C115** 1.5 Units
Command/Line Scripting
This course prepares students to use Command Line Utilities and scripting techniques to manage and maintain operating systems and network appliances. This course may be taken two times. Transfer Credit: CSU

**COMPUTER SERVICES TECHNOLOGY C116** 3.0 Units
A+ Essentials Hardware
The A+ Essentials Hardware course maps to CompTIA's A+ Essentials Hardware exam. Course covers topics related to installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware. Lecture and hands-on experience in structured labs is included. This course may be taken two times. Transfer Credit: CSU
Successful completion of DOS test.

Network Service Monitoring

A+ Essentials Software
Advisory: CST C116
The A+ Essentials Software course teaches necessary competencies for an entry-level IT professional. Topics include Personal Computer Components, Operating Systems, Networks, and Security. Lecture and hands-on experience in structured labs is included. The A+ Essentials Software course maps to CompTIA's A+ Essentials exam. This course may be taken two times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C117 3.0 Units

COMPUTER SERVICES TECHNOLOGY C118 1.5 Units
Network +
Advisory: CST C115, C116 and C117
A basic study of networking technologies focusing on the features and functions of networking components, the knowledge and hands-on skills needed to install, configure and troubleshoot basic networking hardware, protocols and services. The course is based on the CompTIA Network+ exam objectives. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C120 1.5 Units
A+ Test Review
Advisory: CST C116 and C117
This course provides a hands-on review of material covered in other CST A+ courses and is designed for those students who currently have a working knowledge of current Computer Hardware and Software configurations and topics. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C126 3.0 Units
A+ Help Desk
Advisory: CST C116
This course is designed for individuals who work as help desk, call center, and remote support technicians with emphasis on troubleshooting, problem identification, and customer service. This course may be taken two times. (CompTIA Test 220-603) Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C128 3.0 Units
Network+Introduction to Networking
Advisory: CST C115 or concurrent enrollment or successful completion of DOS test.
This course provides the networking professional a complete foundation of knowledge for monitoring network services. Students will learn to install and configure software to monitor servers and network devices using methods such as SNMP and SYSLOG. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C138 3.0 Units
Network Service Monitoring
Advisory: CST C128
This course provides the networking professional a complete foundation of knowledge for monitoring network services. Students will learn to install and configure NetWare Administration
Advisory: CST C118 and C128
This course is designed to provide students with basic knowledge about implementing NetWare using its management tools. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C150 3.0 Units

COMPUTER SERVICES TECHNOLOGY C153 3.0 Units
CompTIA Convergence +
Advisory: CST C128 and C215
This course covers convergence skills including basic analysis, specification, implementation and management of basic components of data, voice and multimedia convergence applications and technologies. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C157 3.0 Units
Microsoft SQL Database Development
Advisory: CST C172
Provides an introduction to relational database fundamentals and SQL programming skills in the Microsoft environment. Topics covered include relational database architecture, database design techniques, and simple and complex query skills. This class is intended for students new to the SQL programming language. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C160 3.0 Units
Windows XP Professional
Advisory: CST C128
This course teaches the students to plan, install, configure, and support a Windows XP Professional computer in a standalone or network environment. (Microsoft Test #70-270) Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C161 3.0 Units
Installing and Configuring Microsoft Vista Operating System
Advisory: CST C128
This course teaches the students to plan, install, configure, and support a Windows Vista Professional computer in a standalone or network environment. (Microsoft Test #70-620) Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C165 3.0 Units
Managing and Maintaining a MS Windows Server 2003
Advisory: CST C128
This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. (Microsoft Course #2273, Test #70-290) Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C167 3.0 Units
Installing Windows 2000 Network Infrastructure
Advisory: CST C161
This course is designed for professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Windows 2000 Server products. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C172 3.0 Units
SQL Server Design and Implementation
Advisory: CST C165
Installing, configuring administering and maintaining the Microsoft SQL Server database management system. Students will learn how to design logical and physical databases, create data structures, monitor secure and optimize a database, and evaluate and implement High Availability options. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C173 3.0 Units
MCTS – Microsoft Exchange Server – Configuration
Advisory: CST C165
Microsoft Exchange Server is the e-mail solution offered by Microsoft. In this course students will learn to support, maintain, and secure a reliable messaging infrastructure in a medium to large sized messaging environment. This course is intended to give the student a basis of understanding to both maintain the Microsoft Exchange Server and to be a preparation tool for the Microsoft certified exam. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C176 1.5 Units
Designing Security for Microsoft Servers
Advisory: CST C165
This course provides the knowledge and skills to design and implement Network Security on a Microsoft network, including assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. Microsoft exam 70-298. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C177 1.5 Units
Configuring Windows Vista Mobile Computing and Applications
Advisory: CST C161
This course teaches students the skills to configure mobile computers and applications running on Windows Vista (Microsoft Course 5116). Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C178 3.0 Units
Deploying & Maintaining Windows Vista Client 2007 Office Desktop
Advisory: CST C161
This course teaches the deployment of Vista Professional and the business Desktop including installation, configuration and optimization. (Microsoft Courses 5105 and 5058) Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C179 1.5 Units
Implementing Microsoft Office SharePoint Server 2007
Advisory: CST C161
This course teaches the installation, configuration and optimization of the Microsoft SharePoint server (Microsoft Course 5061). Transfer Credit: CSU
This course provides students with a working knowledge of relational databases using Oracle SQL through design and maintenance. SQL commands, functions and operators supported by Oracle as extensions to standard SQL are emphasized. This course supports "Oracle PL/SQL Developer Certified Associate" certification. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C184 3.0 Units
MS Server 2008 Active Directory Configuration
Advisory: CST C128
This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore and monitor and troubleshoot Active Directory related issues. Covers topics associated with the Microsoft 70-640 MCTS exam. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C185 3.0 Units
MS Server 2008 Network Infrastructure
Advisory: CST C128
This course provides students with the knowledge and skills to configure and troubleshoot a Windows Sever 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies through secure servers and IP-enabled networks. Covers topics associated with the Microsoft 70-642 MCTS exam. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C186 3.0 Units
MS Server 2008 Applications Infrastructure Configuration
Advisory: CST C128
This course provides students with the knowledge and skills to configure and deploy Microsoft 2008 Applications, using applications server, IIS, terminal services, and application services. Covers topics associated with the Microsoft 70-643 MCTS exam. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C187 3.0 Units
MS Exchange Server 2007 Configuration
Advisory: CST C128
This course provides students with the knowledge and skills to install, configure, and maintain Microsoft Windows 2007 Exchange and include managing security and recipient objects/lists, mobile email retrieval, and migration. Covers topics associated with the Microsoft Exchange 2007. 70-236 TS exam. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C188 3.0 Units
Configuring Microsoft Windows 7
Advisory: CST C128
This course provides students with hands-on experience with Windows 7 deployment, upgrades, compatibility, system settings, security features, network connectivity and mobile computing. This course covers the material from the Microsoft MCTS 680 exam. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C191 3.0 Units
CompTIA Linux +
Advisory: CST C116 or CST C117 or CST C128
Linux + is a 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 experience the installation of several of the versions. You will compare and contrast KDE against GNOME, traverse the Linux file system structure, explore the wonders of VI—scripts and the Command Line. What is a Runlevel? You will know at the end of this class. Before it is over, you will document, archive, back up, and secure the workstation. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C195 1.5 Units
Fundamentals of Linux
Advisory: CST C116 or C117
This course teaches students to use the basic Linux OS and Operating System commands. These include file system navigation, Graphical User Interfaces (GUI) such as GNOME and KDE, file permissions, the Linux text editors, command shells, and basic network commands. This class is mapped to the Novell CLP and LPI level 1 guidelines. This class is based upon the Novell SUSE Linux Enterprise Fundamentals, the first fundamentals course in the Novell CLP certification. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C196 3.0 Units
Linux Administration I
Advisory: CST C118 or C128 and C195
This course provides the student with information about the essential tasks of Linux Server and network installations, file system management, backup procedures, process control, user administration, and device management. This is the second in a series of three classes and is targeted at the network administration level. This class maps to the LPI level II, Novell CLA, and CompTIA Linux+ test objectives. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C201 3.0 Units
Cisco Fundamentals/CCNA 1
Lecture and labs in this introductory course will include topics such as the OSI model, IP addressing, basic cabling, network topologies, and an intro to configuring Cisco devices. This is the first in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C202 3.0 Units
Cisco Router Configuration/CCNA 2
Advisory: CST C201
This course covers routing protocols, VLSM and CIDR, and RIP. It provides an introduction to the CLI and Cisco Router Configuration. This is the second in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C203 3.0 Units
Cisco Switching/CCNA 3
Advisory: CST C202
This course covers switch concepts, LAN design, VLAN implementation, interVLAN routing, VTP, and Cisco switch configuration. This is the third in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. Cisco Academy requires that students complete CCNA 1 (CST C201) prior to enrollment in this course. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C204 3.0 Units
Cisco WAN Configuration/CCNA 4
Advisory: CST C201 and C202 and C203
This course includes topics such as WAN technologies; Access Control Lists (ACLs), WAN protocols, Natting, Security, and Frame Relay. This is the fourth and last in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. Cisco Academy requires that students complete CCNA 1 (CST C201) prior to enrollment in this course. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C205 3.0 Units
CCNP: Implementing Cisco IP Routing
Advisory: CST C204 or CCNA
Students will learn to plan designs, perform tasks, and interpret performance measurements. Hands-on activities include configuring and verifying routing and routing protocols. This course covers the material in the current version of Implementing Cisco IP Routing. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C206 3.0 Units
Implementing Secure Converged Wide-Area Networks/CCNP 2
Advisory: CST C204 or CCNA
Introduction to secure enterprise-class network services. Learn to secure and expand the reach of an Enterprise Network. Topics include teleworker configuration and access, MPLS, IPSec VPN, Cisco ZVPN, Cisco device hardening, IOS firewall features. This course may be taken four times. Transfer Credit: CSU
Advisory: CCNA

This course teaches the basics of IP telephony

COMPUTER SERVICES
TECHNOLOGY C207
Building Multilayer Switched Networks/CCNP 3
3.0 Units
Advisory: CCNA
Authorized Cisco Networking Academy CCNP course. This course covers VLAN's, Spanning-tree protocol, interVLAN routing, implementing security features, and designing and implementing a multilayer switched network. Emphasis on hands-on training. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C208
CCNP: Troubleshooting and Maintaining Cisco IP Networks
3.0 Units
Advisory: CST C205
Students will learn to plan tasks, evaluate designs, and interpret performance measurements. Hands-on activities will include configuring, verifying, and troubleshooting a Cisco IP Network. This course covers the material in the current version of Troubleshooting and Maintaining Cisco IP Networks. The course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C209
Introduction to Voice over IP
3.0 Units
Advisory: CST C218
This is the second in a series of courses that will provide the skills necessary to configure and manage Cisco Call Manager. Hands-on training will allow students to set up a Voice over IP (VoIP) network, IP phones, and Voice Gateway. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C219
Introduction to Cisco Call Manager
3.0 Units
This is the second in a series of courses that will provide the skills necessary to configure and manage Cisco Call Manager. Hands-on training will allow students to set up a Voice over IP (VoIP) network, IP phones, and Voice Gateway. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C220
Security Essentials
3.0 Units
Advisory: CST C128
This is a class is a survey of Network/Internet security. It will help prepare you for the CompTIA Security+ Exam as well as for the rest of the Security program at Coastline. Topics will cover: Authentication, Malicious Code, Web Security, Intrusion Detection, Cryptography, and Biometrics. Class will have lecture and hands-on components. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C221
Ethical Hacking
3.0 Units
Advisory: CST C230
What is the motive of a hacker, and how does he or she go about selecting and attacking a system? This course is designed to help the student understand the mind of a hacker. He will look at some of the tools that a hacker uses to gain access to a system and demonstrate ways to strengthen the system against those tools. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C222
Cisco ASA and Network Security
1.5 Units
Advisory: CCNA
Network security is moving towards unified security solutions. This course covers the Cisco Adaptive Security Appliance (ASA) and Cisco Private Internet Exchange (PIX). Students will learn to configure the Cisco ASA and PIX to identify, mitigate, and respond to network attacks. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C223
Cisco ASA and Network Security Essentials
3.0 Units
Advisory: CCNA
Network security is moving towards all-in-one security solutions. This course covers the Cisco Adaptive Security Appliance (ASA). Students will learn to configure the ASA to identify, mitigate, and respond to network attacks. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C224
Exploring Computer Forensics
3.0 Units
Advisory: CST C232 and C238
This course covers topics as how to recognize that a computer crime has occurred and steps to follow when acquiring, authenticating, and analyzing data on a compromised system. Hands-on portion will explore the use of several Computer Forensics tools. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C225
Certified Wireless Network Administrator
3.0 Units
Advisory: CST C247
This course provides the networking professional a complete foundation of knowledge for entering into or advancing in the wireless networking industry. Students will learn to design and construct wireless networking infrastructures, interoperate with other wireless networks, and design and build a wireless antenna. This course follows material suggested for the CWNA Certification. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C226
Cisco Security Virtual Private Networks (VPNs)
1.5 Units
Advisory: CCNA
Students will learn how to implement VPN's on Cisco firewalls and routers. This course uses the same equipment as the Cisco ASA and Network Security class. Lecture and hands-on experience in structured labs will supply students with the skills to design, implement, maintain and troubleshoot a VPN. This course may be taken two times. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C227
Cisco ASA, PIX, and Network Security
3.0 Units
Advisory: CCNA
Network security is moving towards unified security solutions. This course covers the Cisco Adaptive Security Appliance (ASA) and Cisco Private Internet Exchange (PIX). Students will learn to configure the Cisco ASA and PIX to identify, mitigate, and respond to network attacks. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C228
Introduction to Computer Forensics
3.0 Units
Advisory: CST C191
The course will help the student prepare for one of the Cisco CCSP IPS exams. This course covers IPS concepts, Command Line Interface and IPS Device Manager, IPS signature engines, event monitoring, sensor maintenance, and capturing network traffic. Emphasis on hands-on training. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C229
Linix Networking and Security
3.0 Units
Advisory: CST C191
Introductory course exploring the Linux operating system including theory and hands-on application of topics covering command line utilities, graphical tools, networking protocols and services, user and group management, system permissions, and security. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES
TECHNOLOGY C230
CISSP (Certified Information Systems Security Professional)
1.5 Units
Advisory: CST C128 and C230
This course covers the ten domains of information security known as the CISSP Common Body of Knowledge (CBK). Completing this course does not guarantee CISSP certification; however, the course addresses the test objectives defined by (ISC)² for the CISSP examination. Transfer Credit: CSU
COMPUTER SERVICES TECHNOLOGY C271  1.5 Units
Become a Security Consultant
Advisory: CST C128 and C230
This course shows the student how to become a security consultant. Topics will include what a security consultant is and how one becomes a security consultant and will explain the tools used, the type of training needed, and the ethics of security consulting. There will be a lecture and hands-on portions of the course with the hands-on portion demonstrating tools commonly used by a security consultant. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C281  1.0 Unit
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Computer Services Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computer Services Technology. This course may be taken four times. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY C282  2.0 Units
Network Laboratory
Advisory: Concurrent enrollment in any Coastaline Community College class.
The lab provides supervised computer lab time on network computers and servers. Microsoft, CompTIA, Cisco and other networking students can utilize specialized software and hardware for additional "hands-on" practice. This class may be taken four times.

COMPUTER SERVICES TECHNOLOGY C283  3.0 Units
Career/Life Planning
Prerequisite: Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Computer Services Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computer Services Technology. This course may be taken four times.

COUNSELING
COUNSELING C100  1.0 Unit
Career/Life Planning
An introduction to career/life planning including an exploration of interests, skills, values, personality traits, past experiences and life stages. Students will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological and physiological factors related to career/life satisfaction. Transfer Credit: CSU

COUNSELING C101  3.0 Units
(Same as HSVC C101)
Helping Theories and Intervention Strategies
An overview of the major helping theories and strategies in the counseling process. Emphasis will be placed on enabling students to develop theoretical foundations and apply appropriate intervention strategies. Topics covered include dealing with a crisis and disaster, clarifying personal values, solving common problems encountered as a helper, and case management. Transfer Credit: CSU

COUNSELING C105  3.0 Units
Succeeding in College
This course is designed to increase success in achieving educational, career, and life goals. It included information on learning styles and strategies, time management, decision making, goal setting, college resources and services, memory techniques, note-taking, test-taking, and other success techniques. Students will develop educational and career plans. Transfer Credit: CSU; UC

COUNSELING C120  2.0 Units
Job Search Strategies
Meeting the challenges of the current employment environment. Emphasis on traditional and non-traditional coordinated job search strategies and labor market trends. These include application and resume preparation, maliable cover letters and thank-you notes, interview techniques, follow-up procedures and employment-offer evaluation. Transfer Credit: CSU

CRIMINAL JUSTICE
CRIMINAL JUSTICE C110  3.0 Units
Criminal Investigation
This course examines fundamental principles and procedures employed to effectively investigate criminal cases. Students explore traditional methods used to manage crime scenes, preserve evidence and write reports. Students also recognize how to effectively develop sources of information, as well as obtain information from witnesses and suspects. Emphasis is placed on the investigation of specific crimes and the role of the investigator as a liaison in the criminal trial. Transfer Credit: CSU

CRIMINAL JUSTICE C128  3.0 Units
Criminal Procedure
This course explores some of the basic protections the U.S. Constitution affords citizens against government intrusion when individuals are suspected of criminal conduct. It allows students to analyze legal and practical problems related to search and seizure, arrest, and interrogation law from the perspective of both law enforcement and the community member. Emphasis is placed on court decisions involving specific amendments to the Bill of Rights, as well as the Due Process Clause of the Fourteenth Amendment. Topics include important legal concepts such as the exclusionary rule, stop and frisk, probable cause, and Miranda warnings. Transfer Credit: CSU

CRIMINAL JUSTICE C135  3.0 Units
Introduction to Policing
This course gives students an overview of the police and their mission. It examines the evolution of policing as well as methods, issues, and challenges to present day policing. The course also looks at technology in the service of law enforcement and explores the future of policing. Emphasis is placed on the student's developing a proper understanding of police accountability and ethical behavior. Transfer Credit: CSU
CUSTOMER SERVICE ACADEMY

CUSTOMER SERVICE ACADEMY C010 0.5 Unit
Customer Service
This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction, and customer retention. Topics will include communicating with customers, developing a positive attitude, handling complaints, and developing sales skills.

CUSTOMER SERVICE ACADEMY C015 0.5 Unit
Communicating with People
This course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills, and supervisory communication.

CUSTOMER SERVICE ACADEMY C020 0.5 Unit
Team Building
This course is designed to provide the student with an understanding of how to solve common types of problems. Students will learn to recognize various team player styles and will be introduced to team building in the workplace.

CUSTOMER SERVICE ACADEMY C025 0.5 Unit
Stress Management
This course is designed to acquaint the student with various skills the supervisor needs to help employees. Topics include stress recognition and how to manage it, job burnout and what to do about it, and employee counseling in various situations.

CUSTOMER SERVICE ACADEMY C030 0.5 Unit
Time Management
This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered.

CUSTOMER SERVICE ACADEMY C035 0.5 Unit
Conflict Resolution
This course is designed to provide the student with an analysis of attitudes and behavior that create conflict between individuals and groups within an organization.

CUSTOMER SERVICE ACADEMY C040 0.5 Unit
Attitude in the Workplace
This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude in the workplace and at home. The student will be introduced to attitude style recognition, attitude communication, and attitude adjustment. Topics will also include the primary causes of bad attitudes, turnaround strategies to battle these bad attitudes, and specific techniques to improve these bad attitudes.

CUSTOMER SERVICE ACADEMY C045 0.5 Unit
Managing Organizational Change
This course is designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization.

CUSTOMER SERVICE ACADEMY C050 0.5 Unit
Decision Making and Problem Solving
This course is designed to introduce the student to decision making and problem solving as a supervisor.

CUSTOMER SERVICE ACADEMY C055 0.5 Unit
Foundation Essential: Values and Ethics
This course is designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor’s carrying out his/her duties will be emphasized.

DANCE

DANCE C101 1.0 - 2.0 Units
Modern Dance 1
Prerequisite: Beginning Level: None, Intermediate Level: Beginning Modern Dance or equivalent experience.
A basic course in the fundamentals of beginning modern dance techniques. Offers a preparation of the human body as an instrument for dance. This course may be taken four times. Transfer Credit: CSU; UC

DANCE C102 1.0 Unit
Performance Studies in Modern Dance
Prerequisite: Successful completion of DANC C101 or equivalent experience.
Beginning/intermediate level course offering accelerated individual instruction in Modern dance technique. This course may be taken four times. Transfer Credit: CSU; UC

DANCE C105 1.0 Unit
Pilates
This course is designed to develop flexibility, strength, and coordination. It will introduce exercises with specific conditioning techniques based on Pilates Principles. This course may be taken four times. Transfer Credit: CSU; UC

DANCE C106 1.0 Unit
Pilates Mat Work
A course based on exercises and concepts developed by Joseph H. Pilates. The course will utilize “mat work” and will focus on exercises for improving body alignment, strength, coordination and breathing. This course may be taken four times. Transfer Credit: CSU; UC

DANCE C107 1.0 Unit
Intermediate Pilates Mat
Prerequisite: DANC C105 or C106
A course based on exercises and concepts developed by Joseph H. Pilates. The course will utilize intermediate mat work and will focus on exercises for improving body alignment, breathing, core strength and stabilization. This course may be taken four times. Transfer Credit: CSU; UC
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE C108</td>
<td>1.0</td>
<td>None</td>
<td>Pilates: Beginning Reformer</td>
</tr>
<tr>
<td>DANCE C110</td>
<td>1.0 - 2.0</td>
<td>Beginning Level: None, Intermediate Level: Beginning Modern Dance</td>
<td>A course in basic ballet techniques including barre, and center work. Schedule indicates beginning or intermediate level. Course includes French terminology and musicality. This course may be taken four times. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>DANCE C111</td>
<td>1.0</td>
<td>Advanced Classical Technique</td>
<td>An introductory course in a classical technique for the very beginning ballet dances. Includes basic ballet terminology, positions and movements. This course may be taken four times. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>DANCE C112</td>
<td>1.0</td>
<td>Advanced Classical Technique</td>
<td>An advanced course in classical technique. Longer and more complex combinations with increased use of arms and head. This course may be taken four times. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>DANCE C114</td>
<td>1.0</td>
<td>Classical Turns and Jumps</td>
<td>Prerequisite: Successful completion of DANC C110 An intermediate level class concentrating on various classical turning and jumping techniques alone and in combination. This course may be taken four times. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>DANCE C116</td>
<td>1.0</td>
<td>Jazz Workshop</td>
<td>An instructor-choreographed class with emphasis on jazz dance. Includes learning, rehearsing, and performing several choreographic works. Beginning and intermediate levels. This course may be taken four times. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>DANCE C120</td>
<td>1.0</td>
<td>Jazz Technique</td>
<td>Prerequisite: Intermediate Level: Beginning Jazz or equivalent experience</td>
</tr>
<tr>
<td>DANCE C122</td>
<td>1.0</td>
<td>Commercial Video Performance Styles</td>
<td>Advisory: DANC C120 or instructor approval of prior experience</td>
</tr>
<tr>
<td>DANCE C124</td>
<td>1.0</td>
<td>Performance Studies in Jazz</td>
<td>Prerequisite: Successful completion of DANC C120 or equivalent experience</td>
</tr>
<tr>
<td>DANCE C125</td>
<td>1.0</td>
<td>Tap Dance</td>
<td>Fundamentals of tap dance evolving into more complex steps and combinations. Includes advanced rhythms and techniques. This course may be taken four times. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>DANCE C126</td>
<td>1.0</td>
<td>Introduction to Percussive Dance</td>
<td>Designed to introduce and develop movement principles and skills necessary to improve in the percussive movement for dance. This course may be taken four times. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>DANCE C130</td>
<td>1.0</td>
<td>Broadway Tap Styles</td>
<td>Prerequisite: Successful completion of DANC C125 or DANC C126. Advisory: Intermediate Tap</td>
</tr>
<tr>
<td>DANCE C140</td>
<td>1.0</td>
<td>Performance Jazz Ensemble</td>
<td>Prerequisite: Audition and/or successful completion of DANC C120 and C257 or equivalent experience</td>
</tr>
<tr>
<td>DANCE C141</td>
<td>1.0</td>
<td>Dance Techniques in Modern Jazz</td>
<td>Prerequisite: Successful completion of DANC C101 or equivalent experience</td>
</tr>
<tr>
<td>DANCE C150</td>
<td>1.0</td>
<td>Improvisation</td>
<td>Directed opportunity to explore the application of human movement to dance motivated by music, words, design and ideas. This course may be taken two times. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>DANCE C160</td>
<td>2.0</td>
<td>Choreography</td>
<td>A course designed to learn the fundamentals of dance composition and experience the process of creating choreographic works. This course may be taken four times. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>DANCE C162</td>
<td>1.0</td>
<td>Dance Production</td>
<td>Specifically designed to learn and perform choreography with emphasis on integrating jazz and modern techniques. Also includes, rehearsing, and performing one or more choreographic pieces. This course may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>DANCE C256</td>
<td>1.0</td>
<td>Tap Dance Repertoire</td>
<td>Advisory: Intermediate tap or equivalent experience</td>
</tr>
<tr>
<td>DANCE C257</td>
<td>1.0</td>
<td>Jazz Repertoire</td>
<td>Advisory: Intermediate jazz or equivalent experience.</td>
</tr>
<tr>
<td>DANCE C259</td>
<td>1.0</td>
<td>Modern Dance Repertoire</td>
<td>Advisory: Intermediate modern dance or equivalent experience.</td>
</tr>
</tbody>
</table>

**DIGITAL GRAPHICS APPLICATIONS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIGITAL GRAPHICS APPLICATIONS C110</td>
<td>1.5</td>
<td>Animation I</td>
<td>Advisory: DGA C116A</td>
</tr>
<tr>
<td>DIGITAL GRAPHICS APPLICATIONS C111</td>
<td>1.5</td>
<td>3-D Simulation and Multimedia</td>
<td>Advisory: DGA C116A</td>
</tr>
</tbody>
</table>
### DIGITAL GRAPHICS

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICATIONS C116A</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Adobe Photoshop 1</strong></td>
<td></td>
</tr>
<tr>
<td>The course will introduce basic tools and techniques to explore the graphic</td>
<td></td>
</tr>
<tr>
<td>capabilities of Adobe Photoshop. Learn how selection and editing tools are</td>
<td></td>
</tr>
<tr>
<td>used to manipulate graphics and photographs by duplicating, deleting,</td>
<td></td>
</tr>
<tr>
<td>regrouping or changing image elements. Create original images and produce</td>
<td></td>
</tr>
<tr>
<td>multi-layered graphics from existing photographs. Create eye catching</td>
<td></td>
</tr>
<tr>
<td>display graphics, color correct, and retouch photos. No art background</td>
<td></td>
</tr>
<tr>
<td>required. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C116B</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Adobe Photoshop 2</strong></td>
<td></td>
</tr>
<tr>
<td>Advisory: DGA C116A</td>
<td></td>
</tr>
<tr>
<td>This project-based course will focus on the intermediate tools and</td>
<td></td>
</tr>
<tr>
<td>techniques that expand the graphic capabilities of Adobe Photoshop. Learn</td>
<td></td>
</tr>
<tr>
<td>how editing tools and actions are used to enhance images and</td>
<td></td>
</tr>
<tr>
<td>retouch photographs by compositing, deleting, replacing, or changing image</td>
<td></td>
</tr>
<tr>
<td>elements with filters, masks, channels, and paths. Create original images</td>
<td></td>
</tr>
<tr>
<td>and produce multi-layered graphics for print and the web. No art background</td>
<td></td>
</tr>
<tr>
<td>required. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C116C</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Adobe Photoshop 3</strong></td>
<td></td>
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<tr>
<td>Advisory: DGA C116A or C116B</td>
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<tr>
<td>The course will take the student beyond the skills studied in Adobe</td>
<td></td>
</tr>
<tr>
<td>Photoshop 2. Study more effects such as complex texture creation, text</td>
<td></td>
</tr>
<tr>
<td>techniques, fabric pattern design, and 3-D picture frames. Advanced photo</td>
<td></td>
</tr>
<tr>
<td>retouching and color correction techniques will be applied to images.</td>
<td></td>
</tr>
<tr>
<td>Investigate the principles used in reducing file size for quick loading</td>
<td></td>
</tr>
<tr>
<td>web pages. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C118A</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Introduction to Adobe Illustrator</strong></td>
<td></td>
</tr>
<tr>
<td>This course is primarily designed for the student wishing to master the</td>
<td></td>
</tr>
<tr>
<td>basics of Adobe Illustrator. Topics covered include the working</td>
<td></td>
</tr>
<tr>
<td>environment using appropriate tools or filters for illustrations,</td>
<td></td>
</tr>
<tr>
<td>applying strokes and color fills, creating and editing paths, using</td>
<td></td>
</tr>
<tr>
<td>layers, transformation effects, and gradients, working with images, and</td>
<td></td>
</tr>
<tr>
<td>creating basic object shapes. Course is hands-on environment with lecture.</td>
<td></td>
</tr>
<tr>
<td>No artistic background is required. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C118B</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Adobe Illustrator 2</strong></td>
<td></td>
</tr>
<tr>
<td>Advisory: DGA C118A</td>
<td></td>
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<tr>
<td>This course is primarily designed for the student wishing to expand their</td>
<td></td>
</tr>
<tr>
<td>basic knowledge and enhance their skills using Adobe Illustrator. Topics</td>
<td></td>
</tr>
<tr>
<td>include using Illustrator’s effect and appearance features, expanded edge</td>
<td></td>
</tr>
<tr>
<td>techniques, special effects filters, styled palettes, transformation tools,</td>
<td></td>
</tr>
<tr>
<td>and preparing illustrations for the web. Create impressive illustrations</td>
<td></td>
</tr>
<tr>
<td>utilizing features such as transparency, text, masking, and shadow &amp; glow</td>
<td></td>
</tr>
<tr>
<td>elects. Course is hands-on environment with lecture. No artistic background</td>
<td></td>
</tr>
<tr>
<td>required. Transfer Credit: CSU</td>
<td></td>
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<tr>
<td><strong>APPLICATIONS C120</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Introduction to InDesign</strong></td>
<td></td>
</tr>
<tr>
<td>This project-based course will introduce the basic tools and techniques to</td>
<td></td>
</tr>
<tr>
<td>explore the graphic and type capabilities of Adobe InDesign. Learn how to</td>
<td></td>
</tr>
<tr>
<td>import and edit text; create and manipulate styles, tables, and graphs; and</td>
<td></td>
</tr>
<tr>
<td>use effects and blend modes to create multi-page documents, such as</td>
<td></td>
</tr>
<tr>
<td>letterhead, tri-fold brochures, flyers, and booklets for print and the web.</td>
<td></td>
</tr>
<tr>
<td>No art background required. Transfer Credit: CSU</td>
<td></td>
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<tr>
<td><strong>APPLICATIONS C121</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Introduction to Adobe Premiere</strong></td>
<td></td>
</tr>
<tr>
<td>This project-based course will introduce the basic tools and techniques to</td>
<td></td>
</tr>
<tr>
<td>explore the capabilities of Adobe Premiere in storytelling using video.</td>
<td></td>
</tr>
<tr>
<td>Learn how to import and edit video and audio; create; and apply</td>
<td></td>
</tr>
<tr>
<td>transitions, effects, and animations to create movies that can be exported</td>
<td></td>
</tr>
<tr>
<td>in various formats. No art background required. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C122</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Introduction to After Effects</strong></td>
<td></td>
</tr>
<tr>
<td>This project-based course will introduce fundamental techniques used to</td>
<td></td>
</tr>
<tr>
<td>integrate text, graphics, sound, video, and 2D/CG animation into</td>
<td></td>
</tr>
<tr>
<td>video projects. Learn the skills used to create compelling digital</td>
<td></td>
</tr>
<tr>
<td>effects and motion graphics to enhance storytelling and bring a new</td>
<td></td>
</tr>
<tr>
<td>dimension to the finished video. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C130</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Adobe Web Tech</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to the Web design process including the integrated use of</td>
<td></td>
</tr>
<tr>
<td>Adobe’s Web design products: Photoshop, Illustrator, Acrobat, and InDesign.</td>
<td></td>
</tr>
<tr>
<td>Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C131</strong></td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Photoshop Elements for Digital Photographers</strong></td>
<td></td>
</tr>
<tr>
<td>Advisory: Student must have access to own a digital camera. This basic,</td>
<td></td>
</tr>
<tr>
<td>introductory course will teach you how to use a digital camera with Adobe</td>
<td></td>
</tr>
<tr>
<td>Photoshop Elements to perform the basic image editing techniques to</td>
<td></td>
</tr>
<tr>
<td>enhance and correct images. Learn basic camera controls, camera support</td>
<td></td>
</tr>
<tr>
<td>systems, basic lighting techniques, file formats, transfer of files, and</td>
<td></td>
</tr>
<tr>
<td>saving options. This course may be taken four times. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C166A</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Dreamweaver Basics</strong></td>
<td></td>
</tr>
<tr>
<td>To be competitive, web site developers need to stay current in the newest</td>
<td></td>
</tr>
<tr>
<td>web technology tools. Learn to use Dreamweaver to produce visually</td>
<td></td>
</tr>
<tr>
<td>appealing web sites with concise editable code while allowing you to use</td>
<td></td>
</tr>
<tr>
<td>the most advanced features of this web editor. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C166B</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Flash Basics</strong></td>
<td></td>
</tr>
<tr>
<td>From basic drawing to simple frame animations to complex video-enhanced</td>
<td></td>
</tr>
<tr>
<td>materials, learn to build requisite skills with Flash, while allowing</td>
<td></td>
</tr>
<tr>
<td>creative talent to emerge. Develop projects for the web or digital media</td>
<td></td>
</tr>
<tr>
<td>projects. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C166C</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>ActionScript and Flash</strong></td>
<td></td>
</tr>
<tr>
<td>Advisory: DGA C166C</td>
<td></td>
</tr>
<tr>
<td>ActionScript is a powerful, object-oriented programming language that</td>
<td></td>
</tr>
<tr>
<td>signifies an important step in the evolution of the capabilities of the</td>
<td></td>
</tr>
<tr>
<td>Flash program and player. Design and build rich internet applications</td>
<td></td>
</tr>
<tr>
<td>using the consistent, industry standard, programming model found in</td>
<td></td>
</tr>
<tr>
<td>ActionScript and Flash. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C166F</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Introduction to Survey of Multimedia Entertainment</strong></td>
<td></td>
</tr>
<tr>
<td>This course will present a survey of the multimedia industry. It will</td>
<td></td>
</tr>
<tr>
<td>focus on entry-level jobs and responsibilities, career paths, and the</td>
<td></td>
</tr>
<tr>
<td>necessary skills for success. The regional differences in employment and</td>
<td></td>
</tr>
<tr>
<td>types of projects and products will be explored. An introduction of the</td>
<td></td>
</tr>
<tr>
<td>production processes from concept to publication will be researched and</td>
<td></td>
</tr>
<tr>
<td>discussed. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C168</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Character Design</strong></td>
<td></td>
</tr>
<tr>
<td>Advisory: ART C121</td>
<td></td>
</tr>
<tr>
<td>In this course, students will learn the principles of hand drawn</td>
<td></td>
</tr>
<tr>
<td>character design as it pertains to the animation, comic book, feature</td>
<td></td>
</tr>
<tr>
<td>film, and other multimedia entertainment industries. Transfer Credit: CSU</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS C170</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Computer Programming with Alice</strong></td>
<td></td>
</tr>
<tr>
<td>Introduces both majors and non-majors to the concepts and topics of</td>
<td></td>
</tr>
<tr>
<td>computer and simulation programming. Students with develop algorithmic</td>
<td></td>
</tr>
<tr>
<td>thinking and abstraction through the use of a 3-D animation programming</td>
<td></td>
</tr>
<tr>
<td>environment. This course is designed for beginning programmers, and web</td>
<td></td>
</tr>
<tr>
<td>developers who need to understand object oriented concepts. Transfer Credit</td>
<td></td>
</tr>
<tr>
<td>CSU</td>
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The course will demonstrate the principles of traditional 2-D animation. Students will create animation using techniques such as acting, timing, staging, weight, and physics. The course places an emphasis on drawing skills. Work from different studios and production will be explored. Transfer Credit: CSU

DIGITAL GRAPHICS APPLICATIONS C174 3.0 Units
Introduction to 3-D Animation
Advisory: DGA C172
In this course students will apply 2-D animation principles to a 3-D platform. Students are introduced to basic 3-D animation concepts such as applying key framing, camera control, and editing. Work from different studios and production will be explored. Transfer Credit: CSU

DIGITAL GRAPHICS APPLICATIONS C176 3.0 Units
Web Animation
The course uses industry standard animation tools in which the principles of animation are developed for web animation. Students are expected to create one short webisode with sound of at least one minute in length using these tools. Transfer Credit: CSU

DIGITAL GRAPHICS APPLICATIONS C182 3.0 Units
Simulation Building
Advisory: DGA C174
Students will learn to apply basic design principles to the solution of visual problems using elements of 3-D design. The student will conceptualize his/her intended design from concept into a 3-D environment. The use of primitive shape based design, 3-D coordinate systems and construction of 3-D models will be explored. Transfer Credit: CSU

DIGITAL GRAPHICS APPLICATIONS C184 3.0 Units
Interface Design
Same as Informatics C184
This course covers the basics of designing media using authoring software and creating animation, interactivity, and basic programming techniques. Emphasis is on interface design and development. Transfer Credit: CSU

DIGITAL GRAPHICS APPLICATIONS C185 3.0 Units
Interface Design Project
Advisory: DGA C184
Students, working in teams, will design and implement a multimedia entertainment software system, paying particular attention to human computer/interface issues. Transfer Credit: CSU
EDUCATION C121 2.0 Units
Expert Learning 1
This course focuses on students’ acquisition of expert learner skills in the areas of text comprehension and summarization, note-taking, test-taking, memory tools, graphic organizers, and time management. Transfer Credit: CSU

EDUCATION C122 2.0 Units
Expert Learning 2
Prerequisite: EDUC C121
This course focuses on students’ acquisition of expert learner skills in the areas of textbook reading and comprehension, note-taking, listening skills, and visual notes and study tools. Transfer Credit: CSU

EDUCATION C180 3.0 Units
Family/School/Community Partnerships
A course for prospective teachers about current family, school, and community partnership models and approaches that 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, or high school). Letter Grade Only, Transfer Credit: CSU

EDUCATION C200 3.5 Units
The Teaching Profession
Advisory: Eligibility for ENGL C100.
Designed for students considering teaching as a career or for those interested in a class that focuses on issues facing teachers and students in today’s schools. The course examines opportunities, requirements, responsibilities, and rewards in teaching as well as skills needed and problems often encountered in the classroom. Additional focal points include ethical, 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. Letter Grade Only. Transfer Credit: CSU; UC

ELECTRONICS
The Electronics courses below are offered online through the Military/Contract Education Program only.

Students who reside in the local Orange County area and who are not eligible for export/transfer to a global military/contract education program are encouraged to visit our sister college, Orange Coast College, for local course offerings.

EDUCATION C101 3.0 Units
Introduction to Electronics with Computer Applications
Advisory: MATH C010
This class is an introduction to the field of Electronics. It is designed to familiarize the student with the fundamental equations, calculations, and numeric representations used by Engineers and Technicians. Topics covered will include understanding the range of magnitude of numbers (data) and their SI representation in Scientific and Engineering notation. Base conversion of numbers (hex to decimal). Analog to digital (A/D) and digital to Analog (D/A) conversion. Charting and Graphing of data and how to interpret data on different graphs (semi-log, log-log). Transfer Credit: CSU

ELECTRONICS C102 4.0 Units
DC Circuit Analysis
Advisory: MATH C010
Students learn to conduct an experiment using modern tools, collect data, analyze data, and write a report to professional standards. Students learn to analyze DC networks with applied scientific principles. Students develop an understanding of the function of resistors, capacitors, and inductors in a functioning circuit. Students are required to perform computer analysis using modern software tools to validate calculations and experimental results. Transfer Credit: CSU

ELECTRONICS C103 4.0 Units
AC Circuit Analysis
Advisory: ELEC C101 and MATH C010
Students learn to conduct an experiment using modern tools, collect data, analyze data, and write a report to professional standards. Students learn to analyze AC networks with applied scientific principles. Students develop an understanding of the function of resistors, capacitors, and inductors in a functioning circuit. Students are required to perform computer analysis using modern software tools to validate calculations and experimental results. Transfer Credit: CSU

ELECTRONICS C104 3.0 Units
Digital Computer Electronics
Advisory: ELEC C101 and C102
This class is a continuation of the digital logic portion of ELEC C101 and C102 (binary numbers, Logic gates AND / OR). It starts with an introduction to one-bit memory cells (Flip-Flops), comparators, ADDITION and 2’s complement using discreet logic gates (XOR), decision making circuitry, sequential circuits, program counter, instruction sequencing. This class gives the student a “behind the scene look” at what makes every digital computer work. Transfer Credit: CSU

EDUCATION C204 4.0 Units
Semiconductor Devices and Circuits
Advisory: ELEC C101, C102, and C103
The student will learn the characteristics of semiconductor devices including diodes, BJTs, and FETs. Biasing and DC and AC load-lines are presented in each of the three configurations -- CB/CG, CE/CS, and CC/CD, followed by analysis and design of amplifier circuits at mid-band with emphasis on input/output impedance and gain. Students repeat learn to design and analyze diode and transistor circuits, simulate test results with a circuit simulation package. Transfer Credit: CSU

ELECTRONICS C210 4.0 Units
Analog Electric Circuit Analysis
Advisory: ELEC C102 and C103 and MATH C310
Students will learn to write transfer functions of low, high, and band pass RC filters; phase lead and lag RC networks; and use complex conjugates to separate functions into gain/magnitude and phase components and sketch bode plots on semi-log axes. Write transfer functions, convert them to parallel and series resonant circuits and plot their response. Determine h-parameters from device curves and convert them into small signal models to compute input/output impedance and gain.

Work with four idealized forms of amplifiers -- VV, VI, IV, and II. Students learn to analyze passive RC, RC, and RLC circuits, simulate test results with EWB or PSpice, set-up test apparatus, and gather data and to prepare technical reports to professional standards. Transfer Credit: CSU

ELECTRONICS C230 3.0 Units
Advanced Digital Electronics
Advisory: ELEC C101, C102, and C104
The student will use discrete integrated circuits, glue logic, TTL or CMOS to simulate then prototype or breadboard functional components from the ELEC C104 class such as Multiplexers, Adders, Shift registers, and decoders. These components will be coded in the subsets of American National Standards Institute (ANSI) “C.” The student will learn to download programs to the microcomputer after they have been converted on a host computer with an assembler or C compiler.

The first few programs will duplicate some of the hardwired processes developed in the Advanced Digital Logic class then progress to more complex time dependant processes and develop the programs in ELEC C240 to run on a M86HC11 controller. Transfer Credit: CSU

ELECTRONICS C240 4.0 Units
Microcomputer Systems & Assembly Programming
Advisory: ELEC C101, C102, and C104
The student will learn to design, write, and debug programs in assembly and a subset of American National Standards Institute (ANSI) “C.” The student will learn to download programs to the microcomputer after they have been converted on a host computer with an assembler or C compiler.

The first few programs will duplicate some of the hardwired processes developed in the Advanced Digital Logic class then progress to more complex time dependant processes such as Temperature measurement, motor speed control, metering the flow of liquids. This class is the logical continuation of ELEC C104 and will rely on information learned in other electronics classes such as ELEC C204 and C210. Transfer Credit: CSU
ELECTRONICS C272 3.0 Units
Electronic Manufacturing
Advisory: ELEC C102, C103, C104, C215 and MATH C010
This course is designed to fulfill the needs of technicians seeking competency in all aspects of electronic design and fabrication techniques. It serves as a practical and realistic guide for developing skills in planning, designing and constructing electronic equipment. Students learn the process of design, from concept to completion of a piece of working hardware. Students learn the importance of safety in regards to AC wiring and protection. Students learn about modern manufacturing techniques with Printed circuit boards and automation. Students learn how to use modern CAD software to design a project, and use an outside vendor to produce a product using CAM files. Students learn to work in a group setting to design and manufacture a device. Transfer Credit: CSU

ELECTRONICS C280 4.0 Units
Basic Electrical Machines
Advisory: ELEC C101, C102, C104, and C210
This class will provide students with a broad understanding of modern electric power, where it comes from, how it is transmitted and how it is turned into useful work. The scope of the class reflects the rapid changes that have occurred in power technology over the past few years—allowing the entrance of power electronics into every facet of industrial drives, and expanding the field to open more career opportunities. Transfer Credit: CSU

ELECTRONICS C281 1.0 Unit
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning experience participant’s opportunity for success in the field of Electronics by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Electronics. Transfer Credit: CSU

ELECTRONICS C282 2.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning experience participant’s opportunity for success in the field of Electronics by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Electronics. Transfer Credit: CSU

ELECTRONICS C283 3.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning experience participant’s opportunity for success in the field of Electronics by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Electronics. Transfer Credit: CS

ELECTRONICS C284 4.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning experience participant’s opportunity for success in the field of Electronics by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Electronics. Transfer Credit: CS

EMERGENCY MANAGEMENT/HOMELAND SECURITY

EMERGENCY MANAGEMENT C101 3.0 Units
Introduction to EMERGENCY MANAGEMENT
This course introduces the student to the fundamental aspects of emergency management. It examines the roles and responsibilities of government and non-profit agencies when responding to disasters and emergencies with emphasis on man-made, natural, and technological events most likely to affect the United States. The course emphasizes the four concepts of emergency management: preparedness, mitigation, response, and recovery. Transfer Credit: CSU

EMERGENCY MANAGEMENT C102 3.0 Units
Introduction to Homeland Security
This introductory course explores the history, development, and organization of homeland security in the United States. It examines the roles and functions of the various components of the Department of Homeland Security and its relationship to state and local agencies. Topics include the threat of terrorism and countermeasures, the importance of the intelligence community, and how government systems can effectively prepare for and respond to security threats on American soil. Emphasis is placed on homeland security practices of the emergency manager. Transfer Credit: CSU

EMERGENCY MANAGEMENT C105 3.0 Units
Emergency Preparedness
(Formerly EMGT C100)
This course is designed for individuals from both the private and public sector who may be responsible for developing and implementing their organization's emergency planning guide. This course will identify steps of preparedness and the importance of community involvement, education, and disaster preparedness. Preparedness levels will include natural disaster, terrorism, incidents, and events. Transfer Credit: CSU

EMERGENCY MANAGEMENT C110 3.0 Units
Emergency Response
This course is designed for individuals from both the private and public sector who may be responsible for developing and implementing their organization's emergency response due to incidents and/or man-made occurrences. This course will introduce the Incident Command System, identify necessary capabilities for effective response, and demonstrate coordination between various levels of government and the private sector. The course will also demonstrate how to effectively transition between the normal and emergency operations. Transfer Credit: CSU

EMERGENCY MANAGEMENT C120 3.0 Units
Disaster Recovery
This course is designed for individuals from both the private and public sector who may be responsible for developing and implementing their organization's emergency recovery team during contingencies. The course will define and discuss short-term restoration and long-term recovery, discuss common restoration and recovery measures and activities and challenges related to this phase of emergency management, and identify recovery planning considerations and key elements of the recovery process. Transfer Credit: CSU

EMERGENCY MANAGEMENT C130 3.0 Units
Hazard Mitigation
This course is designed for individuals from both the private and public sector, who may be responsible for developing and implementing their organization’s hazard mitigation strategies, based upon a defined hazard analysis process. This course will review advanced concepts of mitigation, in both the pre and post disaster or man-made occurrence, with an emphasis on strategy development. Transfer Credit: CSU
Students will learn how to identify and correct sentence errors. (NOT APPLICABLE TO A.A. DEGREE)

**Avoiding Punctuation Errors**

Students will learn how to identify and correct punctuation errors. (NOT APPLICABLE TO A.A. DEGREE)

**Making Subjects and Verbs Agree**

This course is designed to improve students’ understanding of subject-verb agreement. In English, the two major forms of agreement are that between subject and verb and that between pronoun and antecedent. Students will learn how to identify and eliminate subject/verb and pronoun agreement errors. (NOT APPLICABLE TO A.A. DEGREE)
ENGLISH C037 0.5 Unit
Study Skills
Co-requisite: Must be enrolled in a college-level course
Learning to study is more important than acquiring bodies of information. In learning to study you are learning to think and live. Students will learn the meaning of study and the fundamental requirements of study, including concentrating, scheduling, reading, listening and note taking, memorizing, taking examinations, and actively putting one’s knowledge to use. (NOT APPLICABLE TO AN A.A. DEGREE)

ENGLISH C040 0.5 Unit
Reading Skills 1
Introduction to an individualized, self-paced, computerized reading program designed to develop reading skills in comprehension, main idea, context clues, facts, and details. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C041 0.5 Unit
Writing Skills 1
Introduction to an individualized, self-paced, computerized writing program designed to improve or refresh basic writing skills for college placement exams or job placement. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C050 0.5 Unit
Reading Skills 2
A beginning self-paced, computerized reading program designed to develop reading skills in comprehension, main idea, context clues, and facts and details, conclusions, and judgments. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C051 0.5 Unit
Writing Skills 2
A beginning individualized, self-paced, computerized writing program designed to improve or refresh basic writing skills for college placement exams or job placement. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C060 0.5 Unit
Reading Skills 3
An intermediate self-paced, computerized reading program designed to develop reading skills in comprehension, main idea, context clues, and facts and details, conclusions, judgments, inferences, and vocabulary. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C061 0.5 Unit
Writing Skills 3
An intermediate self-paced, computerized writing program designed to improve or refresh basic writing skills for college placement exams or job placement. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C070 0.5 Unit
Reading Skills 4
An advanced intermediate self-paced, computerized reading program designed to develop reading skills in comprehension, main idea, context clues, and facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking skills. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C071 0.5 Unit
Writing Skills 4
An advanced intermediate self-paced, computerized writing program designed to improve or refresh basic writing skills for college placement exams or job placement. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C080 0.5 Unit
English Assessment for Student Success
An individualized assessment course to determine current reading and writing skill levels. Emphasis will be on short term, computerized, prescriptive development in these two areas as preparation for the college English placement test or for pre-employment mastery of these skills. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C090 0.5 Unit
(Formerly ENGL C039)
Basic Reading I
This course provides an individualized reading program designed to develop and improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH C091 0.5 Unit
Basic Reading II
This course provides an individualized reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced.

ENGLISH C097 3.0 Units
Basic Grammar and Writing
This basic grammar and writing course covers sentence structure, parts of speech, punctuation, syntax, unity, and paragraph structure.

ENGLISH C098 3.0 Units
Basic English Writing
Prerequisite: ENGL C097 or achieve a qualifying score on the English placement test.
This basic grammar and writing course covers sentence structure, parts of speech, punctuation, syntax, and paragraph structure. Students will learn to write short unified paragraphs. Students will write various types of paragraphs as well as review the basics of paragraph writing, grammar and mechanics. This course may be taken two times.

ENGLISH C099 3.0 Units
Fundamentals of Composition
Prerequisite: ENGL C098 or achieve a qualifying score on the English placement test.
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 English C100 (Freshman Composition).

ENGLISH C100 3.0 Units
Freshman Composition
Prerequisite: ENGL C099 or achieve a qualifying score on the English placement test.
The basic principles and process of written composition will be applied through examinations and assigned essays. The process of choosing and shaping a thesis and writing an extended, well developed essay will be stressed. Practice in research and production of a research paper will be included. Letter grade only. Transfer Credit: CSU; UC

ENGLISH C102 3.0 Units
Critical Reasoning, Reading, and Writing
Prerequisite: ENGL C100
This course is designed to develop critical thinking, reading and writing skills beyond the level achieved in ENGL C100. This course focuses on critical thinking skills, close textual analysis and expository writing. Students apply critical thinking skills through readings derived from themes and works in various disciplines and cultures. Students also apply critical thinking skills in writing expository argumentative essays. Letter grade only. Transfer Credit: CSU; UC

ENGLISH C103 3.0 Units
Business English
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 businessperson’s viewpoint. Emphasis is placed on finding and correcting types of errors people make while speaking and writing. Transfer Credit: CSU; UC
ENGLISH C108 1.0 Unit
Library Resources and Research
How to use today's information resources 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, Word Works, and other media. Transfer Credit: CSU; UC

ENGLISH C133 3.0 Units
Beginning Fiction Writing
This course focuses on the study and practice of fiction writing, and it is appropriate for students who want to learn more about writing short stories and novels. Course work will emphasize foundational fiction techniques such as developing effective plots, characters, settings, scenes, and dialogue. This course may be taken four times. Transfer Credit: CSU

ENGLISH C135 3.0 Units
Business Writing
Prerequisite: ENGL C099, C103, or achieving qualifying score on ENGL placement test.
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. Transfer Credit: CSU

ENGLISH C136 3.0 Units
Business Communication
Prerequisite: ENGL C100
Advisory: ENGL C105
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, technologies, and research tools, students will learn how to write effective memos, letters, reports, and proposals; present effective oral and multimedia presentations; and prepare successful resumes and employment documents. Transfer Credit: CSU

ENGLISH C140 3.0 Units
Introduction to Literature
Advisory: ENGL C100
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. Letter Grade Only. Transfer Credit: CSU; UC

ENGLISH C143 3.0 Units
Children's Literature
Advisory: ENGL C100
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. Letter Grade Only. Transfer Credit: CSU

ENGLISH C144 3.0 Units
The International Short Story
Advisory: ENGL C100
Designed for the General Education student, this course is an introduction to the modern short story, emphasizing multicultural stories from countries throughout the world. Each story will be studied with regard to character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. In addition, each story will be analyzed to understand the particular culture from which it comes. Transfer Credit: CSU; UC

ENGLISH C145 3.0 Units
American Literature: The Short Story
Advisory: ENGL C100
Designed for the General Education student, this course is an introduction to the American short story, emphasizing major American writers from the nineteenth and twentieth century's and from various cultures in modern/contemporary America. Included is a view of each historical period and mindset and the study of character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. Transfer Credit: CSU; UC

ENGLISH C146 3.0 Units
Introduction to 20th Century Military Fiction
A survey of 20th century military fiction. This course will provide an overview of the literary content and social values found in selected works of military literature. Transfer Credit: CSU

ENGLISH C150 3.0 Units
American Literature to the Civil War
Advisory: ENGL C100
This course is designed to expose students to the legends, poetry, short stories, and essays of early American writers beginning with Native Americans, through Colonialism to the Civil War. Students will examine the philosophical, cultural, religious, and historic elements related to these texts. Attention will be paid to literary devices and styles evident in individual works and the commentary made by these works on moral and social issues. Writers include Mary Rowlandson, Benjamin Franklin, Phills Wheatley, William Apess, Frederick Douglass, Harriet Beecher Stowe, Edgar Allen Poe, Louisa May Alcott, Washington Irving, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville, and many others will be included. Transfer Credit: CSU; UC

ENGLISH C155 3.0 Units
American Literature 1865 to Present
Advisory: ENGL C100
This course is designed to expose students to the poetry, short stories, essays, and novels of American writers after the Civil War to the present. Students will examine the philosophical, cultural, religious, and historic elements related to these texts. Attention will be paid to literary devices and styles evident in individual works and the commentary made by these works on moral and social issues. The course includes major writers such as Walt Whitman, Emily Dickinson, Mark Twain, F. Scott Fitzgerald, Langston Hughes, Robert Frost, Ernest Hemingway, William Faulkner, T.S. Elliott, Toni Morrison, Alice Walker, and many others. Transfer Credit: CSU; UC

ENGLISH C164 3.0 Units
Introduction to History and Literature of Theater
Designed for the General Education student, this course is an introduction to dramatic literature and an examination of the process of theater production. Included is a view of each period of dramatic literature in the context of history and mind set, the study of characterization and theme, and an examination of the creative process. Transfer Credit: CSU; UC

ENGLISH C180 3.0 Units
Shakespeare
Advisory: ENGL C100
Analysis and interpretation of the plays of Shakespeare, representing his comedies, histories, tragedies and romances. Includes analysis of structure, plot, characterization, staging and the use of language in a minimum of six plays. Transfer Credit: CSU; UC

ENGLISH C290 3.0 Units
British Literature to 1800
Advisory: ENGL C100
Analysis and interpretation of British Literature from the Middle Ages through the Restoration period in the eighteenth century. The course includes the literary characteristics of the major forms during this time period. Writers from this period may include Chaucer, Mallory, Elizabeth I, William Shakespeare, John Donne, Andrew Marvell, John Milton, Jonathan Swift, Samuel Johnson, and others. Transfer Credit: CSU; UC

ENGLISH C295 3.0 Units
British Literature after 1800
Advisory: ENGL C100
Analysis and interpretation of British Literature from the Romantic Period through the twentieth century. The course includes the literary characteristics of the major forms during this time period. Writers from this period may include William Blake, Robert Burns, Mary Wollstonecraft, William Wordsworth, Samuel Taylor Coleridge, John Keats, Robert Browning, Christina Rossetti, Matthew Arnold, Oscar Wilde, Joseph Conrad, Salman Rushdie, and many others. Transfer Credit: CSU; UC
ENGLISH C296  3.0 Units
Gothic Victorian Literature
Advisory: ENGL C100
This course is a survey of Gothic literature written during England's 19th century. The course will begin with the origins of the genre and its major conventions and go on to trace the changes in the genre as measured by its historical and social contexts. Important Gothic texts, including the pre-Victorian works Frankenstein and canonical Victorian texts Dracula and Jane Eyre will be studied in order to identify the components of 19th century British Gothic literature. Transfer Credit: CSU

ENGLISH C297  3.0 Units
Contemporary Gothic Literature
Advisory: ENGL C100
This course is a survey of Gothic literature, concentrating on critically-acclaimed novels written during the 20th century in the United States, which demonstrate the use of Gothic conventions in contemporary narrative. The course will begin with the initial development of the genre, and focus on 20th century American Gothicism and its major conventions. The course will study Nobel Prize winner Toni Morrison's "Beloved", Joyce Carol Oates's National Book award-winning "Them" and Jeffrey Eugenides "The Virgin Suicides". The course will also study the 19th century short story "Carmilla" by Le Fanu that illustrates vampire themes, and compare the story's literary conventions to contemporary Gothic themes. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE INSTITUTE

ENGLISH AS A SECOND LANGUAGE C001  3.0 Units
Grammar Preparation
Advisory: Placement by ESL assessment process.
This is a very basic course designed to provide interactive practice in comprehending and generating simple English sentences. Focus on the verb be and the simple present tense. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C002  3.0 Units
Grammar 1A
Advisory: Placement by ESL assessment process.
This is a low, beginning course designed to provide interactive practice in comprehending and generating simple English sentences. Focus on imperatives, forms of the verb be, and the present progressive tense. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C003  3.0 Units
Reading / Writing Preparation
Advisory: Placement by ESL assessment process.
This is a very basic course designed to provide practice in reading simple, short paragraphs and writing simple sentences in English. Focus on vocabulary building and reading comprehension. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C004  3.0 Units
Reading / Writing 1A
Advisory: Placement by ESL assessment process.
This is a low, beginning course designed to provide practice in reading simple, short paragraphs and writing simple sentences in English. Focus on vocabulary building and reading comprehension. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C005  3.0 Units
Listening / Conversation Preparation
Advisory: Placement by ESL assessment process.
This is a very basic course designed to provide practice in comprehending rudimentary spoken English, speaking clearly, and engaging in simple conversations. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C006  3.0 Units
Listening / Conversation 1A
Advisory: Placement by ESL assessment process.
This is a low, beginning course designed to provide practice in comprehending simple spoken English, speaking clearly, and engaging in simple conversations. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C007  3.0 Units
Listening / Conversation 1A
Advisory: Placement by ESL assessment process.
This is a low, beginning course designed to provide practice in comprehending and generating simple English sentences in the simple present and present progressive tenses. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C008  3.0 Units
Grammar 1B
Advisory: Placement by ESL assessment process.
This is an intermediate course designed to provide interactive practice in comprehending and generating English sentences in the simple past, past progressive, and past perfect tenses. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C009  3.0 Units
Grammar 1C
Advisory: Placement by ESL assessment process.
This is an intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses, introduction to modal auxiliaries, adjective clauses, and the passive voice. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C010  3.0 Units
Grammar 2A
Advisory: Placement by ESL assessment process.
This is a low, intermediate course designed to provide practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C011  3.0 Units
Grammar 2B
Advisory: Placement by ESL assessment process.
This is an intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C012  0.5 Unit
Esl: Sentence Structure 2
Prerequisite: Placement by ESL assessment process
Advisory: Concurrent enrollment in ESL C024 and C026.
An intensive, intermediate-level grammar course for non native English speakers. A survey of common sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C013  3.0 Units
Reading / Writing 1B
Advisory: Placement by ESL assessment process.
This is a beginning course designed to provide practice in reading short narrative and descriptive paragraphs and writing simple sentences in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C014  3.0 Units
Reading / Writing 1C
Advisory: Placement by ESL assessment process.
This is a high, beginning course designed to provide practice in reading narrative, descriptive, and informative text and writing short paragraphs in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C015  3.0 Units
Reading / Writing 1B
Advisory: Placement by ESL assessment process.
This is a beginning course designed to provide practice in reading simple, short paragraphs and writing simple sentences in English. Focus on vocabulary building and reading comprehension. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C016  3.0 Units
Reading / Writing 1C
Advisory: Placement by ESL assessment process.
This is a high, beginning course designed to provide practice in reading narrative, descriptive, and informative text and writing short paragraphs in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)
ENGLISH AS A SECOND LANGUAGE C024  0.5 Unit
ESL: Reading and Writing 2
Prerequisite: Placement by ESL assessment process.
Advisory: Concurrent enrollment In ESL C022 and C026.
An intensive, intermediate-level reading comprehension and writing course for non-native English speakers with emphasis on developing vocabulary and communication skills necessary for effective reading and writing in English. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C025  3.0 Units
Reading / Writing 2B
Advisory: Placement by ESL assessment process.
This is an intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C026  0.5 Unit
ESL: Listening and Conversation 2
Prerequisite: Placement by ESL assessment process.
Advisory: Concurrent enrollment In ESL C022 and C024.
An intensive, intermediate-level course in English listening comprehension and oral communication for non-native English speakers with emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C028  3.0 Units
Listening / Conversation 2
Advisory: Placement by ESL assessment process.
This is a low, intermediate listening, speaking, and pronunciation course designed to provide practice in engaging in conversations in response to lectures, dialogs, and narratives. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C029  1.0 Unit
Citizenship Education for ESL Students
A competency-based course designed to aid adults in becoming naturalized citizens. Students enrolled in English as a Second Language citizenship classes can prepare for the naturalization examination administered by the federal government. The course deals with the rights, privileges and responsibilities of citizenship in the United States. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C030  3.0 Units
Grammar 3A
Advisory: Placement by ESL assessment process.
This is a high, intermediate course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including modal auxiliaries, adjective clauses, and adverb clauses. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C032  2.0 Units
ESL: Sentence Structure 3
Prerequisite: Placement by ESL assessment process.
An intensive, condensed, high, intermediate-level grammar course for non-native English speakers. This course presents common sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically-correct English sentences. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C033  3.0 Units
Reading / Writing 3A
Advisory: Placement by ESL assessment process.
This is a high, intermediate course designed to provide practice in reading and analyzing expository text selections and writing unified, coherent paragraphs with a topic sentence and well-developed supporting details. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C034  3.0 Units
ESL: Reading and Writing 3
Advisory: Placement by ESL assessment process.
An intensive, condensed, high intermediate-level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for effective reading and writing in English. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C035  3.0 Units
Listening / Conversation 3A
Advisory: Placement by ESL assessment process.
This is a high intermediate, listening, speaking, and pronunciation course designed to provide interactive practice in responding to short lectures, dialogs, narratives, and an introduction to simple note taking. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C038  3.0 Units
Listening / Conversation 3A
Advisory: Placement by ESL assessment process.
This is a high intermediate course designed to provide interactive practice in comprehending and generating English sentences in the simple present and present progressive tenses. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C040  4.0 Units
Intensive Grammar 1B
Advisory: Placement by ESL assessment process.
This is an intensive, beginning course designed to provide practice in reading, writing, and pronunciation. Emphasis is placed on skills necessary for comprehending and generating short paragraphs in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C041  4.0 Units
Intensive Grammar 1C
Advisory: Placement by ESL assessment process.
This is an intensive, beginning course designed to provide practice in reading, writing, and pronunciation. Emphasis is placed on skills necessary for comprehending and generating simple sentences in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C042  4.0 Units
ESL: Sentence Structure 2
Prerequisite: Placement by ESL assessment process.
An intensive, intermediate-level grammar course for non-native English speakers. A survey of common sentence structures in American English. Emphasis placed on developing proficiency and fluency in constructing grammatically-correct English sentences. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C043  3.0 Units
INTENSIVE READING / WRITING 1B
Advisory: Placement by ESL assessment process.
This is a beginning course designed to provide practice in reading short narrative and descriptive paragraphs and writing simple sentences in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C044  3.0 Units
ESL: Reading and Writing 2
Advisory: Placement by ESL assessment process.
An intensive, condensed intermediate-level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for effective reading and writing in English. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C045  4.0 Units
Intensive Reading / Writing 1C
Advisory: Placement by ESL assessment process.
This is a high, beginning course designed to provide practice in reading, writing, and pronunciation. Emphasis is placed on skills necessary for comprehending and generating short paragraphs in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C046  4.0 Units
ESL: Listening and Conversation 2
Prerequisite: Placement by ESL assessment process.
An intensive, intermediate-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on developing proficiency and fluency in comprehending and generating English sentences. (NOT APPLICABLE TO A.A. DEGREE)
Advisory: Placement by ESL assessment process.
This is an intensive, high beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English, speaking clearly, and engaging in simple conversations. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C048 4.0 Units
Intensity Listening/Conversation 1C

ENGLISH AS A SECOND LANGUAGE C050 4.0 Units
Intensive Grammar 2A
Advisory: Placement by ESL assessment process. This is an intensive, low intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, perfect, and perfect progressive tenses including modal auxiliaries, adjective clauses, and adverb clauses. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C051 4.0 Units
Intensive Grammar 2B
Advisory: Placement by ESL assessment process. This is an intensive, intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, perfect tenses, and an introduction to modal auxiliaries, adjective clauses, and the passive voice. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C053 4.0 Units
Intensive Reading/Writing 2A
Advisory: Placement by ESL assessment process. This is an intensive, low intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C055 4.0 Units
Intensive Reading/Writing 2B
Advisory: Placement by ESL assessment process. This is an intensive, intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C058 4.0 Units
Intensive Listening/Conversation 2
Advisory: Placement by ESL assessment process. This is an intensive, low intermediate listening, speaking, and pronunciation course designed to provide practice in engaging in conversations in response to lectures, dialogs, and narratives. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C060 4.0 Units
Intensive Grammar 3A
Advisory: Placement by ESL assessment process. This is a high, intermediate course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including modal auxiliaries, adjective clauses, and adverb clauses. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C063 4.0 Units
Intensive Listening/Conversation 3A
Advisory: Placement by ESL assessment process. This is an intensive, high intermediate listening, speaking, and pronunciation course designed to provide interactive practice in responding to short lectures, dialogs, narratives, and an introduction to simple note taking. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE C068 4.0 Units
Intensive Listening/Conversation 3B
Advisory: Placement by ESL assessment process. This is a low, advanced course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including noun, adjective, adverb clauses, and an introduction to conditionals. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C106 3.0 Units
Grammar 3B
Advisory: Placement by ESL assessment process. This is a high, intermediate level course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including noun, adjective, adverb clauses, and an introduction to conditionals. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C130 3.0 Units
ESL: Sentence Structure 4
Prerequisite: Placement by ESL assessment process.
Advisory: Concurrent enrollment in ESL C154 and ESL C156.
An intensive, advanced-level English grammar course for non-native English speakers. A survey of American English sentence structures. Emphasis is placed on developing proficiency and fluency in constructing grammatically correct English sentences. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C132 3.0 Units
ESL: Sentence Structure 4
Prerequisite: Placement by ESL assessment process.
Advisory: Concurrent enrollment in ESL C154 and ESL C156.
An intensive, advanced-level English grammar course for non-native English speakers. A survey of American English sentence structures. Emphasis is placed on developing proficiency and fluency in constructing grammatically correct English sentences. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C133 3.0 Units
Reading/Writing 3B
Advisory: Placement by ESL assessment process. This is a low, advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed classification, comparison/contrast, cause/effect and persuasive paragraphs. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C134 3.0 Units
ESL: Reading and Writing 4
Prerequisite: Placement by ESL assessment process.
An intensive, advanced-level reading comprehension and essay writing course for non-native English speakers. Emphasis is placed on developing communication skills necessary for accurate reading and writing for academic purposes. Transfer Credit: CSU; UC

ENGLISH AS A SECOND LANGUAGE C138 3 Units
Listening/Conversation 3B
Advisory: Placement by ESL assessment process. This is a low, advanced level course in English listening comprehension and oral communication for non-native English speakers. Emphasis is placed on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C140 3.0 Units
Grammar/Writing 4A
Advisory: Placement by ESL assessment process. This is an advanced course in paragraph writing. Students will refine their use of English syntax and write extended, fully-developed definition, process, descriptive, opinion, and narrative paragraphs. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C141 3.0 Units
Grammar/Writing 4B
Advisory: Placement by ESL assessment process. This is a high, advanced course in paragraph writing. Students will refine their critical thinking skills and use of English syntax. Course curriculum includes introduction to short essays. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C143 3.0 Units
Reading/Writing 4A
Advisory: Placement by ESL assessment process. This is an advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed classification, comparison/contrast, cause/effect and argument paragraphs. Transfer Credit: CSU
ENGLISH AS A SECOND LANGUAGE C145 3.0 Units
Reading/Writing 4B
Advisory: Placement by ESL assessment process.
This is a high, advanced ESL course designed
to provide practice in reading and analyzing
a variety of essays and articles and writing
extended, well-developed definition,
comparison/contrast, opinion, and argument
paragraphs. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C147 3.0 Units
Listening/Conversation 4A
Advisory: Placement by ESL assessment process.
This is an advanced listening, conversation,
and pronunciation course designed to
provide practice in taking effective notes
on short lectures and academic topics. Students
will also work on refining oral communication
skills. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C148 3.0 Units
Listening/Conversation 4B
Advisory: Placement by ESL assessment process.
This is a high, advanced listening,
conversation, and pronunciation course designed
to provide practice in taking effective notes
on short lectures and academic topics. Students
will also work on refining oral communication
skills. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C150 4.0 Units
Intensive Grammar 3B
Advisory: Placement by ESL assessment process.
This is an intensive, low advanced course
designed to provide interactive practice
in comprehending and generating English
sentences in the simple, progressive, perfect,and perfect progressive tenses including
noun, adjective, adverb clauses, and an
introduction to conditionals. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C153 4.0 Units
Intensive Reading/Writing 3B
Advisory: Placement by ESL assessment process.
This is a low, advanced course designed
to provide practice in reading and analyzing
a variety of essays and articles and writing
extended, well-developed comparison/
contrast, cause/effect and persuasive
paragraphs. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C155 4.0 Units
Intensive Listening/Conversation 3B
Advisory: Placement by ESL assessment process.
This is an intensive, low advanced listening,
speaking, and pronunciation course designed
to provide interactive practice in
comprehending and responding to short
lectures, dialogs, and narratives. Focus on
guided note taking. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C160 4.0 Units
Intensive Grammar/Writing 4A
Advisory: Placement by ESL assessment process.
This is an advanced course in paragraph
writing. Students will refine their use of English
syntax and write extended, fully-developed
definition, process, descriptive, opinion, and
narrative paragraphs. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C161 4.0 Units
Intensive Grammar/Writing 4B
Advisory: Placement by ESL assessment process.
This is a high, advanced course in paragraph
writing. Students will refine their critical
thinking skills and use of English syntax.
Course curriculum includes introduction to
short essays. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C163 4.0 Units
Intensive Reading/Writing 4A
Advisory: Placement by ESL assessment process.
This is an advanced course designed
to provide practice in reading and analyzing
a variety of essays and articles and writing
extended, well-developed classification,
comparison/contrast, and cause/effect and
argument paragraphs. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C165 4.0 Units
Intensive Reading/Writing 4B
Advisory: Placement by ESL assessment process.
This is a high, advanced course designed
to provide practice in reading and analyzing
a variety of essays and articles and writing
extended, well-developed definition,
comparison/contrast, and opinion and
argument paragraphs. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C167 4.0 Units
Intensive Listening/Conversation 4A
Advisory: Placement by ESL assessment process.
This is an intensive, advanced listening,
conversation, and pronunciation course designed
to provide practice in taking effective notes
on short lectures on academic topics. Students
will also work on refining oral communication
skills. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C168 4.0 Units
Intensive Listening/Conversation 4B
Advisory: Placement by ESL assessment process.
This is an intensive, high advanced listening,
conversation, and pronunciation course designed
to provide practice in taking effective notes on short
lectures on academic topics. Students will also work on refining oral
communication skills. Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE C408 0.0 Unit
ESL: Preparation
Advisory: Placement by ESL assessment process.
A beginning course in English grammar,
conversation, reading, and writing. This
course is for students with little or no
knowledge of the English language. Emphasis
is placed on basic sentence structures and
simple, practical conversation skills.

ENGLISH AS A SECOND LANGUAGE C412 0.0 Unit
ESL: Sentence Structure 1
Advisory: Placement by ESL assessment process.
An intensive, beginning English grammar
course for non-native English speakers.
A survey of simple sentence structures in
American English. Emphasis on developing
proficiency and fluency in constructing
grammatically-correct English sentences.

ENGLISH AS A SECOND LANGUAGE C414 0.0 Unit
ESL: Reading and Writing 1
Advisory: Placement by ESL assessment process.
A beginning-level course in English reading
and writing for non-native English speakers.
Emphasis on developing vocabulary and
communication skills necessary for reading
and comprehending simple, short paragraphs
and writing simple sentences.

ENGLISH AS A SECOND LANGUAGE C416 0.0 Unit
ESL: Listening and Conversation 1
Advisory: Concurrent enrollment in ESL C412 and
C414.
An intensive, beginning-level course in English listening comprehension and
oral communication for non-native English
speakers. Emphasis is placed on skills
necessary to comprehend spoken English
and to speak English fluently and accurately.

ENVIRONMENTAL STUDIES
ENVIRONMENTAL STUDIES C100 3.0 Units
Introduction to Environmental Science
Environmental Science for non-science
majors, which features armchair field trips
on the development of natural resources
and related environmental problems, with
emphasis on energy resources. This course
includes real field trips to a geothermal
power plant, a solar power plant, a wind
farm, a Superfund cleanup project, and the
headquarters of the South Coast Air Quality
Management District. Transfer Credit: CSU

FOODS AND NUTRITION
FOODS AND NUTRITION C170 3.0 Units
Nutrition
Scientific concepts of nutrition relating to
the functioning of nutrients in the basic
life processes, individual needs, and food
sources of nutrients, current nutrition issues,
and diet analysis will be emphasized. Transfer
Credit: CSU

FOODS AND NUTRITION C175 3.0 Units
Nutrition and Aging
Fundamentals of foods and nutrition and food
topics related to the health and well being of
older adults. Transfer Credit: CSU
FRENCH

FRENCH C061 2.0 Units
Intermediate Practical French
Advisory: FREN C060
This is a continuing course in the fundamental skills of spoken and basic written French. Students will refine correct pronunciation and basic structural patterns and will acquire vocabulary necessary to understand and carry on simple conversations in French. They will be introduced to print media and will come to understand simple documents written in French.

FRENCH C107 0.5 Unit
French Grammar Fundamentals
Introduction to and practice with basic grammatical processes and terminology in French. Transfer Credit: CSU

FRENCH C108 0.5 Unit
French Grammar Practicum
Practical applications of basic grammatical processes and terminology in French. Transfer Credit: CSU

FRENCH C109 0.5 Unit
French Grammar Review
Review of basic grammatical processes and terminology in French. Transfer Credit: CSU

FRENCH C119 0.5 Unit
French Language and Culture Basics
Introduction to the French language culture, and the francophone world. Transfer Credit: CSU

FRENCH C120 0.5 Unit
French Culture in Media
A survey course concentrating on media-sourced readings and writings of the countries, customs, and cultures where French is or has been spoken, included in its dialectal or historical forms. Global interconnections are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Students will learn and employ vocabulary and writing styles consistent with social and regional dialects. Transfer Credit: CSU

FRENCH C144 2.0 Unit
Introduction to French Short Stories
Introduction to the short story in French and the francophone world, emphasizing the uniqueness of the genre. Features will be emphasized that make the stories of various countries and traditions similar, and distinctive ways will be discussed in which each country has realized this traditionally French genre. Stories will be analyzed with regard to plot, character, theme, point of view, setting, tone, style, and other literary devices. In addition, each story's particular linguistic features and socio-cultural context will be examined. Transfer Credit: CSU

FRENCH C158 2.0 Units
French for Business
Prerequisite: FREN C180
Introduction to fundamental skills of spoken French, developing ability to communicate using vocabulary and structures especially serviceable in travel and business. Emphasis is on development of aural/oral skills through practical "situational dialogues" mimicking likely encounters that students will have. Finding one's way; changing currency; discussing issues of finance and international affairs in a simple manner; using telephones and taking telephone messages; and making reservations for lodging, eating, and transport will be among the situations presented. Student participation is encouraged, and an intensive format may be employed to expedite learning. Transfer Credit: CSU

FRENCH C160 2.0 Units
Beginning Practical French
Introduction to fundamental skills of French, concentrating on pronunciation and structural patterns especially useful in travel and business. Sound pattern production and perception as well as listening will be emphasized, and simple reading and writing introduced. Situational dialogues will offer students opportunities to learn specialized vocabulary for special circumstances, such as finding their way, changing currency, using telephones, and making reservations for lodging, eating, and transport. Schedules and short news items, as well as cultural vignettes and language/country profiles, will provide extra-linguistic context. Transfer Credit: CSU

FRENCH C176 1.0 Unit
Introductory Conversational French
Prerequisite: FREN C180 or C180B
Conversational course using vocabulary and grammar of elementary French, concentrating on customs, words, and structures useful to the Anglophone who would do business with or in the francophone world, including Canada, Senegal, Côte d'Ivoire, Belgium, and Switzerland, among others. Transfer Credit: CSU

FRENCH C177 1.0 Unit
Elementary Conversational French
Prerequisite: FREN C180 or C180B
Conversational course using vocabulary and grammar of elementary French, concentrating on customs, words, and structures useful to the Anglophone who would do business with or in the francophone world, including Canada, Senegal, Côte d'Ivoire, Belgium, and Switzerland, among others. Transfer Credit: CSU

FRENCH C178 1.0 Unit
Intermediate Conversational French
Prerequisite: FREN C180 or C180B
Conversational course using vocabulary and grammar of elementary French, concentrating on words and structures useful to the Anglophone who would interact with the francophone world, including Canada, Senegal, Côte d'Ivoire, Belgium, and Switzerland, among others. Transfer Credit: CSU

FRENCH C179 1.0 Unit
Advanced Conversational French
Prerequisite: FREN C180 or C180B
Conversational course using vocabulary and grammar of colloquial French, concentrating on words and structures useful to the Anglophone who would interact with the francophone world, including Canada, Senegal, Côte d'Ivoire, Belgium, and Switzerland, among others. Transfer Credit: CSU

FRENCH C180 5.0 Units
Elementary French 1
Introduction to French language, culture and thought with emphasis upon listening, comprehension, speaking, reading and basic writing skills. Students will become acquainted with fundamental sounds, forms and structures of French and will be aware of the cultural and linguistic backgrounds of Francophone countries. Transfer Credit: CSU; UC Credit Limitations, See counselor.

FRENCH C180A 2.5 Units
Elementary French 1A
Introduction to French language, culture and thought with emphasis upon listening, comprehension, speaking, reading and basic writing skills. Students will become acquainted with fundamental sounds, forms and structures of French and will be aware of the cultural and linguistic backgrounds of Francophone countries. Transfer Credit: CSU; UC Credit Limitations, See counselor.

FRENCH C180B 2.5 Units
Elementary French 1B
Prerequisite: FREN C180A
This course is designed to enhance the fundamental abilities developed in students in Introductory Elementary French to comprehend and to converse in ordinary, standard colloquial French. Reading and writing skills are strengthened, and customs and cultures of the Francophone world are noted. FREN C180B is equal to the second half of FREN C180. Transfer Credit: CSU; UC credit limitations. See counselor.

FRENCH 183 2.0 Units
Review of Elementary French
Prerequisite: FREN C180 or C180A and C180B
Advisory: Students who have completed two years of high school French with a grade of “C” or better should enroll in FREN C185.
This course is designed to improve the student’s fundamental skills in both comprehension and communication through writing in basic French. A review of vocabulary and grammar will be provided through interactive lessons. Audio and video materials in French will be included to continue development of listening and reading comprehension skills. This course may be taken four times. Transfer Credit: CSU
FRENCH C184 2.0 Units
Introduction to French Phonetics and Phonology
Prerequisite: FREN C180, or one semester, minimum, of college-level French.
Study and practice of the sounds of French, emphasizing the historical development of the French sound system as well as pronunciation, sound patterns, and a history of French vocabulary and intonation. Course uses language history texts as well as poetry, songs, folk tales, and other literary devices, emphasizing pronunciation, production, and comprehension of spoken French, including vocabulary and sound systems unique to colloquial dialects. This course may be taken two times. Transfer Credit: CSU

FRENCH C185 5.0 Units
Elementary French 2
Prerequisite: FREN C180 or FREN C180B, or completion of two years of high school French with a grade of "C" or better.
Continuation of FREN C180 or C180B, designed to enhance the student's abilities to comprehend and converse, to read and to write in standard French at the second-semester college level. Diverse cultural and philosophical features of the francophone world will be discussed, and reading and writing skills broadened and deepened. The notions of language, dialect, and socio-cultural variation will be discussed. FREN C185 comprises the single-semester equivalent of FREN C185A and FREN C185B combined. Transfer Credit: CSU; UC Credit Limitations, See counselor.

FRENCH C185A 2.5 Units
Elementary French 2A
Prerequisite: FREN C180 or C180B, or completion of two years of high school French with a grade of "C" or better.
Continuation of FREN C180 or C180B, designed to enhance the student's abilities to comprehend and converse, to read and to write in standard French at the second-semester college level. Diverse cultural and philosophical features of the francophone world will be discussed, and reading and writing skills broadened and deepened. The notions of language, dialect, and socio-cultural variation will be discussed. FREN C185A comprises the first half, and FREN C185B the second half, of FREN C185. Transfer Credit: CSU; UC Credit Limitations, See counselor.

FRENCH C185B 2.5 Units
Elementary French 2B
Prerequisite: FREN C185A or completion of three years high school French with a grade of "C" or better.
Continuation of FREN C185A, designed to enhance the student's abilities to comprehend and converse, to read and to write in standard French at the second-semester college level. Diverse cultural and philosophical features of the francophone world will be discussed, and reading and writing skills broadened and deepened. The notions of language, dialect, and socio-cultural variation will be discussed. FREN C185B comprises the second half, and FREN C185A the first half, of FREN C185. Transfer Credit: CSU; UC credit limitations. See counselor.

FRENCH C186 1.0 Unit
Topics in French
Prerequisite: FREN C180
Discussion in French using controversial and topical matters. Opportunities will be proposed to enlarge the vocabulary and to increase the ability to present ideas. Listening to and evaluating the ideas of others will precede spontaneous self-expression. Readings from popular and traditional sources will comprise writing prompts. Transfer Credit: CSU

FRENCH C190 1.0 Unit
Introduction to French Culture and Geography
Advisory: Some knowledge of French language, history, arts, or culture will be most beneficial.
Brief overview in English of the history, geography, economic and political systems and culture of the French speaking people and countries. Transfer Credit: CSU

FRENCH C191 1.0 Unit
French Culture and Geography 2
Advisory: FREN C190 or some knowledge of French.
In depth study of related aspects of France and the French, including culture and cultural traits, tourism, geology and geography, politics and government, demographics, agriculture and industry, all examined both with relation to historical development and to current status. Transfer Credit: CSU

FRENCH C193 2.0 Units
(Formerly French C196)
Introductory Readings in French
Prerequisite: FREN C180 or FREN C180B
A survey course introducing readings and writings from the countries, customs, and cultures where French is or has been spoken, are included in its dialectal or historical forms. Global interconnections are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Transfer Credit: CSU

FRENCH C194 1.0 Unit
Intermediate Reading and Writing in French Culture
Prerequisite: FREN C180, C180B, or C193
A survey course employing readings and writings from the countries, customs, and cultures where French is or has been spoken, are included in its dialectal or historical forms. Global interconnections are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Students will learn and employ vocabulary and writing styles consistent with social and regional dialects. Transfer Credit: CSU

FRENCH C195 1.0 Unit
Intermediate Reading in French
Prerequisite: FREN C180 or C180B
A survey course using readings and writings to improve awareness of the countries, customs, and cultures where French is or has been spoken, are including in its dialectal or historical forms. Global interconnections, as well as diverse vocabulary and structures are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Transfer Credit: CSU

FRENCH C197 2.0 Units
CLEF (Culture, littérature, écriture en français) and/or (Culture, Literature, and Writing in French)
Introductory French culture through literature and writing, concentrating on themes, styles, philosophies, and argumentation patterns characteristic of francophone Canada, Polynesia, and Africa, as well as Europe. Folklore, songs, poetry, drama, fiction, and non-fiction will be discussed; "explication de texte" style criticism will be performed. Transfer Credit: CSU

FRENCH C198 2.0 Units
Current Issues in French Culture and Communication
Prerequisite: One semester, minimum, of college-level French.
Course emphasizing fluency and comprehension improvement in French, using vocabulary and grammar learned in elementary French courses, augmented by structures unique to colloquial dialects, to understand and produce written French in a number of contexts. Current issues of importance to French and francophone society will be studied, with the aim of improving linguistic and cultural competence. This course may be taken four times. Transfer Credit: CSU

FRENCH C260 3.0 Units
French Short Story and Novel
Advisory: FREN C185
French fictional literature, both historical and contemporary, that is for intermediate to advanced-level students. Course is designed to excite and augment student awareness of French fiction through readings, analyses and discussions in French. Transfer Credit: CSU; UC

FRENCH C261 3.0 Units
French Drama and Poetry
Advisory: FREN C185
French theater and poetry, both historical and contemporary designed for intermediate to advanced-level students. Course is designed to challenge and enrich student knowledge through readings, discussions and media presentations in French. Emphasis is placed upon improvement of speaking, reading and comprehension skills through studies and practice of drama and poetry. Transfer Credit: CSU; UC

FRENCH C280 4.0 Units
Intermediate French 1
Prerequisite: FREN C180 or at least two semesters of college-level French.
Continuation of FREN C180, designed to develop further the student’s ability to read, write, comprehend, and converse in daily spoken and written French at an intermediate level. The course emphasizes the improved unique of reading and writing proficiency as the basis for improved speaking and listening skills. Cultural notes, authentic reading materials, literary selections, and grammar practice are offered to broaden the vocabulary and to improve communicative competence. Sociocultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. FREN C280A + C280B = FREN C280 sequence. Transfer Credit: CSU; UC
Continuation of FREN C185 or C185B, designed to develop further the student's ability to read, write, comprehend, and converse in college-level French. A study of the arts, cultures, histories, economies, and civilizations of the varied areas comprising the francophone world, dating from before their contact with France and the French to the present time. The course will develop language competencies such as reading and writing and will enhance students' listening and speaking skills, offering them practice in hearing and using forms of French commonly heard outside France. Authentic materials originating from francophone cultures will be used to stimulate group discussions on a variety of topics ranging from current events to global issues. Transfer Credit: CSU; UC credit limitations. See counselor.

Continuation of FREN C280A, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French at a third-semester, or intermediate-level, course emphasizes the improvement of reading and writing proficiency as the basis for improved speaking and listening skills. Cultural notes, authentic reading materials, literary selections, and grammar practice are offered to broaden the vocabulary and to improve communicative competence. Socio-cultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. FREN C280A is the first half of a FREN C280A + C280B = FREN C280 sequence. Transfer Credit: CSU; UC credit limitations. See counselor.

Continuation of FREN C280A, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French at a fourth-semester, or intermediate-level, course emphasizes the improvement of reading and writing proficiency as the basis for improved speaking and listening skills. Cultural notes, authentic reading materials, literary selections, and grammar practice are offered to broaden the vocabulary and to improve communicative competence. Socio-cultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. FREN C280B is the second half of a FREN C280A + C280B = FREN C280 sequence. Transfer Credit: CSU; UC credit limitations. See counselor.

Continuation of FREN C280, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French as it is produced in France and in other francophone countries. The course emphasizes improvement of intermediate-level reading and writing proficiencies as the bases for improving speaking and listening skills and as the sources for enhancement of inter-cultural understanding. Transfer Credit: CSU; UC

Continuation of FREN C180, which is designed to develop further advanced competence in French. The course will develop language competencies such as reading and writing and will enhance students' listening and speaking skills, offering them practice in hearing and using forms of French commonly heard outside France. Authentic materials originating from francophone cultures will be used to stimulate group discussions on a variety of topics ranging from current events to global issues. Transfer Credit: CSU; UC credit limitations. See counselor.

This course examines the physical elements of geography with particular attention to the earth as a planet. Students will study the interactions between the atmosphere, biosphere, hydrosphere, and lithosphere, how these interactions create particular environments, and the impact of human actions upon earth's environments. Transfer Credit: CSU; UC

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. Transfer Credit: CSU; UC
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites/Co-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERONTOLOGY C123</td>
<td>Activity Leadership</td>
<td>2.0</td>
<td>Co-requisite: 36 hours of employment or volunteer work in the activity department in a Health Care setting. Provides the information and knowledge needed to plan, direct, and implement activity programs in compliance with state and federal regulations. Training in leadership skills, management, and supervision of employees and volunteers. Provides the 36-hour certificate of attendance required to meet State Title 22 and OBRA (Federal Regulations for a &quot;Qualified Activity Director&quot;) in RCFE and Skilled Nursing Facilities. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C124</td>
<td>Aging and Public Policy</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>GERONTOLOGY C130</td>
<td>Techniques in Working with the Frail Elderly</td>
<td>3.0</td>
<td>Advisory: SOC C120 Specificity targeted for students interested in working in the field of aging as an aide in adult day care, assisted living, or residential care facilities; or homemaker agencies; or as care givers for family members. Provides in-depth practical information on how to work with elderly clients who are frail due to advanced age or dementia. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C140</td>
<td>Aging in a Multicultural Society</td>
<td>3.0</td>
<td>A multicultural course that addresses how one’s ethnic background impacts health care attitudes, the delivery of social services, care-giving expectations, and attitudes towards death and dying. Students completing this course will learn the importance of establishing culturally competent health care and social programs for ethnically diverse aging populations. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C193</td>
<td>Issues in Gerontology</td>
<td>2.0</td>
<td>A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester. This course may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C194</td>
<td>Issues in Gerontology</td>
<td>2.5</td>
<td>A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester. This course may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C195</td>
<td>Issues in Gerontology</td>
<td>3.0</td>
<td>A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester. This course may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C197</td>
<td>Activity Leadership</td>
<td>3.0</td>
<td>Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning. Enhances opportunities for success and bridges the gap between educational theory and on-the-job practices through individualized performance objectives related to career or occupational goals in the field of Gerontology. This course may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C198</td>
<td>Activity Leadership</td>
<td>3.0</td>
<td>Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning. Enhances opportunities for success and bridges the gap between educational theory and on-the-job practices through individualized performance objectives related to career or occupational goals in the field of Gerontology. This course may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C281</td>
<td>Work Based Learning</td>
<td>1.0</td>
<td>Prerequisite: Be employed or volunteer in the field of Gerontology for 5 hours per week per 1.0 unit of Work Based Learning. Enhances opportunities for success and bridges the gap between educational theory and on-the-job practices through individualized performance objectives related to career or occupational goals in the field of Gerontology. This course may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C282</td>
<td>Work Based Learning</td>
<td>2.0</td>
<td>Prerequisite: Be employed or volunteer in the field of Gerontology for 5 hours per week per 1.0 unit of Work Based Learning. Enhances opportunities for success and bridges the gap between educational theory and on-the-job practices through individualized performance objectives related to career or occupational goals in the field of Gerontology. This course may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>GERONTOLOGY C283</td>
<td>Work Based Learning</td>
<td>3.0</td>
<td>Prerequisite: Be employed or volunteer in the field of Gerontology for 5 hours per week per 1.0 unit of Work Based Learning. Enhances opportunities for success and bridges the gap between educational theory and on-the-job practices through individualized performance objectives related to career or occupational goals in the field of Gerontology. This course may be taken four times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>HEALTH C100</td>
<td>Personal Health</td>
<td>3.0</td>
<td>Examination of personal and community 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. Transfer Credit: CSU; UC</td>
</tr>
<tr>
<td>HEALTH C120</td>
<td>Personal Wellness Lifestyle</td>
<td>0.5 - 2.0</td>
<td>Skills and strategies for promoting the total well being of the person, including physical fitness, nutritional awareness, coping with stress through relaxation, and taking responsibility for one’s health. Decisions affecting individual and social health will be emphasized. This course may be taken two times. Transfer Credit: CSU</td>
</tr>
<tr>
<td>HEALTH C121</td>
<td>Introduction to Health Care Management</td>
<td>3.0</td>
<td>This course introduces students to the subject of Health Care Management and prepares them to start their career in that field. It covers all aspects of management such as communication, coordination, leadership, planning, and decision making. In addition, it also covers organization design, staffing, and budgeting within the context of health care management and administration. Transfer Credit: CSU</td>
</tr>
</tbody>
</table>
HEALTH C175 3.0 Units
Healthy Aging
Physical and emotional aspects of healthful living in the later years. Emphasis is placed on the healthy changes that occur during the aging process, ways of coping with these changes, and preventative measures to maximize good health. Transfer Credit: CSU

HEALTH C281 1.0 Unit
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7 units including Work Based Learning.
This course will enhance students’ ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU

HEALTH C282 2.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7 units including Work Based Learning.
This course will enhance students’ ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU

HEALTH C283 3.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7 units including Work Based Learning.
This course will enhance students’ ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU

HEALTH C284 4.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7 units including Work Based Learning.
This course will enhance students’ ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU

HISTORY C115 3.0 Units
Latin American History and Culture
This introductory course in Latin American history covers the Caribbean, Central America, and South America from pre-Columbian times to the present. It emphasizes the development of the cultures, social institutions, political forms, and economic structures of this region, including the complex interactions between Native-American, African, and European societies and the significance of international political and economic connections. Transfer Credit: CSU

HISTORY C120 3.0 Units
History of American Women
The course will examine the traditional and developing roles of women in American history. Emphasis will be on the 19th century struggle to gain equal status legally, the struggle of the twentieth century woman to solidify and build on these gains, comparisons of the images developed through literature and mass media with the realities of women’s lifestyles and women’s contributions to economic, political and social change particularly in the twentieth century. Transfer Credit: CSU; UC

HISTORY C122 3.0 Units
Chicano History
This introductory course explores the role played by peoples of Mexican heritage in the development of the United States with a particular focus upon the Southwest. This class will evaluate the significance of Mexican/Latino culture, the status of Chicanos as a minority group within the U.S. society, and the struggles for civil rights. Transfer Credit: CSU; UC

HISTORY C124 3.0 Units
Vietnamese - American History and Culture
An introductory course on the history of the Vietnamese-American experience in the 20th century. This course will examine Vietnamese culture, the impact of foreign intervention on the Vietnamese, and finally migration and integration into the U.S. society. Transfer Credit: CSU; UC

HISTORY C125 3.0 Units
Modern Iraqi History and Culture
An introductory course on the modern history of the Iraqi experience. This course will examine Iraqi culture, the impact of foreign intervention on Iraq, and 20th century historical developments. Topics will include the British Occupation, Sykes-Picot Treaty, World War II, Baathist politics, and conflict with the United States. The challenges of regional Middle Eastern politics, petroleum, and religious life will be studied, and connections to the present situation will be debated and analyzed. Transfer Credit: CSU; UC

HISTORY C128 3.0 Units
History of Modern China
The course surveys the social, cultural, economic, and political development of China from the 17th century to the present, with a particular emphasis upon the 20th century. The class will focus on the transformation of traditional Chinese society in the context of the collapse of the Qing Empire and the rise of Communism. Transfer Credit: CSU; UC

HISTORY C132 3.0 Units
History of Britain and Ireland I
This course surveys the history of the British Isles from the Neolithic age through the 17th century. It explores how various cultures synthesized to create English, Scottish, Welsh, and Irish identities. Major topics include Celtic culture, Roman imperialism, Viking impact, and the Tudor and Stuart monarchies as well as the development of parliamentary institutions and the Common Law. Transfer Credit: CSU

HISTORY C135 3.0 Units
History and Britain and Ireland II
This course surveys the history of the British Isles from the 17th century to the present. Content spans the major political, economic, social, cultural, and intellectual forces that have shaped the United Kingdom and Eire. Historical emphasis is placed on constitutional development, the impact of the industrial revolution, and the origins and consequences of British imperialism, Irish nationalism, the world wars, the Cold War, decolonization, the growth of the European community, and contemporary British and Irish culture. Transfer Credit: CSU

HISTORY C146 3.0 Unit
History of Mexico
An introductory course on Mexican history and culture from pre-history to modern times. Emphasis will be on ancient civilizations, colonization, independence, foreign intervention, the Revolution of 1910, and modern developments. Transfer Credit: CSU; UC

HISTORY C150 3.0 Units
History of California
This course covers the development of California from the earliest times to the present, analyzing the different cultures which have inhabited this region and the diverse societies they have created. Topics include the impact of the natural environment, the relationship between California and the nation, the growth of differences between Northern and Southern California, the role of myth and dreams in the evolution of the state, and the impact of social diversity, including but not limited to categories such as race, ethnicity, class, and gender. Transfer Credit: CSU; UC

HISTORY C155 3.0 Units
The American West
This class will evaluate the significance of the West in the American experience, the impact of frontiersmen and Native American societies, the role of government in the creation of the West; and the evolving role of the West within the context of the nation and the world. Transfer Credit: CSU; UC
HISTORY C160 3.0 Units
World History 1
A survey of the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas, from antiquity to 1500 C.E. This course covers the origin and early development of human civilizations in each region as well as unique cultural traditions and the beginnings of interactions between different societies. Transfer Credit: CSU; UC

HISTORY C165 3.0 Units
World History 2
This course traces the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from 1500 to the present. It covers the varied impact of industrialization and the creation of a global economy, the evolution and interaction of disparate political systems, and the development of diverse cultural, social, and ideological trends. Transfer Credit: CSU; UC

HISTORY C170 3.0 Units
U.S. History to 1876
A comprehensive examination of the history of the United States from the beginnings of exploration to the end of reconstruction after the Civil War. It covers the political, economic, diplomatic, social, and cultural aspects of American life during this time span. This course fulfills the UC and CSU requirements for the BA degree and is transferable to all state institutions of higher learning. Transfer Credit: CSU; UC

HISTORY C175 3.0 Units
U.S. History Since 1876
A comprehensive examination of the history of the United States from Reconstruction to the present time that covers the political, economic, diplomatic, social, and cultural aspects of American life. This course fulfills the UC and CSU requirements for the BA degree and is transferable to all state institutions of higher learning. Transfer Credit: CSU; UC

HISTORY C180 3.0 Units
Western Civilization I
A study of the development of western culture from the earliest beginnings to 1550 with an emphasis upon the impact of philosophical, social, and economic factors upon western civilization. Transfer Credit: CSU; UC

HISTORY C185 3.0 Units
Western Civilization II
A survey of the development of present day Western society from 1550 to the present, the course will emphasize the cultural, and socio-economic changes wrought by the Reformation, the Enlightenment, the Scientific Revolution, industrialization and imperialism. It will also trace the political evolution of the West by examining a variety of political trends, including liberalism, nationalism, socialism, communism, and fascism. Transfer Credit: CSU; UC

HUMAN SERVICES

HUMAN SERVICES C100 3.0 Units
Introduction to Human Services
A comprehensive survey of the development and scope of the human services field, with a global sensitivity, covers the history of human services, current theories and models of helping, ethics, administration, and careers in human services. Transfer Credit: CSU

HUMAN SERVICES C101 3.0 Units
( same as COUN C101)
Helping Theories and Intervention Strategies
An overview of the major helping theories and strategies in the counseling process the emphasis will be placed on enabling students to develop theoretical foundations and apply appropriate intervention strategies. Topics covered include dealing with a crisis and disaster, clarifying personal values, solving common problems encountered as a helper, and case management. Transfer Credit: CSU

HUMAN SERVICES C102 3.0 Units
Introduction to Crisis Intervention
This course examines crisis theory, types of crises, crisis intervention strategies and referral procedures. Topics will include: ethical and cultural issues, death and dying, substance abuse, suicide, victimization, AIDS and HIV, and PTSD. Students become familiar with the assumptions of crisis theory and how it shapes interventions. Transfer Credit: CSU

HUMAN SERVICES C103 1.5 Units
Introduction to Stress Management
The course examines stress management in the helping professions and its relationship to health, disease, motor performance, and life quality. Everyday stressors and intervention strategies for managing stress effectively are analyzed. Transfer Credit: CSU

HUMAN SERVICES C104 3.0 Units
Treatment Issues in Substance Abuse
This course will introduce students to the theoretical and intervention models involved in the treatment of substance dependencies. Students will explore the effects of substance abuse on the individual, the family unit, workplace, and the community. Topics include counselor characteristics, legal and ethical issues facing substance abuse counselors, pharmacology, and substance abuse assessment, issues of diversity and treatment, group counseling, family counseling, codependency and enabling, and modalities of treatment. Transfer Credit: CSU

HUMAN SERVICES C115 0.5 Units
Youth Mentoring
Designed to prepare students to become mentors, this course will cover mentoring goals and strategies. Participants will learn how to communicate and develop a relationship with a child or adolescent, and how to plan age-appropriate activities, set goals, problem-solve, and handle crises. Transfer Credit: CSU

HUMANITIES

HUMANITIES C100 3.0 Units
Introduction to the Humanities
A cultural survey of Western Civilization from its roots in prehistory to its influence throughout the world. Consideration of religious, intellectual, sociopolitical, and cultural values as they have influenced artistic expressions in specific historical periods. Transfer Credit: CSU; UC

HUMANITIES C110 3.0 Units
Humanities through the Arts
A survey of cultural achievement as expressed through the art mediums of music, literature, drama, film, painting, sculpture and architecture. Emphasis will be on the history, techniques, interpretation, and evaluation of individual works of Western art. Transfer Credit: CSU; UC

HUMANITIES C130 3.0 Units
History and Appreciation of the Cinema
Historical development of film in America as an art form and as a business. Transfer Credit: CSU; UC
INFORMATICS C102  3.0 Units
Concepts of Programming Languages II
Prerequisite: INFM C111, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C225 with a "C" or better grade.

In-depth study of major programming paradigms: imperative, functional, declarative, object-oriented, and aspect-oriented. Understanding the role of programming languages in software development and the suitability of languages in context, including domain-specific languages. Designing new languages for better software development support. Transfer Credit: CSU

INFORMATICS C111  3.0 Units
Software Methods and Tools
Prerequisite: INFM C141, C142, C143, and C144; ICS C123; PHIL C115; ENGL C100; MATH C225 with a "C" or better grade.

Concepts and techniques of constructing software in a systematic fashion, including detailed design techniques, specifications, programming methods, quality-inducing procedures, development tools, team techniques, testing, estimation, and performance improvement. Laboratory work involves exercises to illustrate important concepts, methods, and tools. Transfer Credit: CSU

INFORMATICS C113  3.0 Units
Requirements Analysis and Engineering
Prerequisite: INFM C111, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C160 and C225 with a "C" or better grade.

Students learn the systematic process of developing requirements through cooperative problem analysis, representation, and validation. Develop techniques of software-intensive systems through successful requirements analysis techniques and requirements engineering. Transfer Credit: CSU

INFORMATICS C115  3.0 Units
Software Specification and Quality Engineering
Prerequisite: INFM C102, C111, C113, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C160 and C225 with a "C" or better grade.

A hands-on course in producing high-quality software through the use of software specifications and other techniques. What constitutes software quality; how to specify it; how to plan for it; how to measure it; software specification; testing; and software process. Transfer Credit: CSU

INFORMATICS C121  3.0 Units
Software Design 1
Prerequisite: INFM C102, C111, C113, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C160 and C225 with a "C" or better grade.

An introduction to software and design principles, paradigms, tools, and techniques. Topics include alternative and architectural styles, iterative refinement, and design patterns, mapping design onto code, design tools, and design notations. The course includes extensive practice in creating designs and in the study of existing designs. Transfer Credit: CSU

INFORMATICS C131  3.0 Units
Human Computer Interaction
An introduction to human-computer interaction with an emphasis placed on user interface design. Students learn about Human Computer Interaction (HCI) theory, guidelines for effective interface design, and the evaluation of user interfaces. Transfer Credit: CSU

INFORMATICS C132  3.0 Units
Project in Human Computer Interaction and User Interfaces
A project based course in which students, working in teams, will design and implement new software/web based systems, paying particular attention to human computer interface issues. Transfer Credit: CSU

INFORMATICS C141  4.0 Units
Informatics Core Course I
Fundamental concepts of computer software design and construction that includes data, algorithms, functions, and abstractions. Overview of computer systems: data representation, architectural components, operating systems, and networks. Introduction to information systems: parties involved, architectural alternatives, usability, and organizational and social concerns. Transfer Credit: CSU

INFORMATICS C142  4.0 Units
Informatics Core Course II
Advisory: INFM C141
This course introduces object-oriented programming concepts and techniques classes, objects, inheritance, interfaces, formal languages, automata, and the Java programming language. It introduces additional data structures (hash tables and balanced trees) and explores the basis for making tradeoffs and design decisions among alternative data structures and implementations. Transfer Credit: CSU

INFORMATICS C143  4.0 Units
Informatics Core Course III
Advisory: INFM C141 and C142
This course describes the development process for large-scale software systems, explores the tools and techniques available to facilitate development and enhance quality, and provides students with the opportunity to apply these tools and techniques to a problem of significant size. Transfer Credit: CSU

INFORMATICS C144  1.0 Unit
Seminar in Informatics Research Topics
Advisory: INFM C141, C142, and C143.
This seminar course explores the current research topics in Informatics. Experts, faculty members, and student team present topics related to software/interface design, programming and interface design. Transfer Credit: CSU

INFORMATICS C168  1.5 Units
Introduction/Survey of Multimedia Entertainment
This course will present a survey of the multimedia industry. It will focus on entry-level jobs and responsibilities, career paths, and the necessary skills for success. The regional differences in employment and types of projects and products will be explored. An introduction of the production processes from concept to publication will be researched and discussed. Transfer Credit: CSU

INFORMATICS C171  1.0 Unit
Computer Programming with Alice
This course introduces both majors and non-majors to the concepts and topics of computer and simulation programming. Students with develop algorithmic thinking and abstraction through the use of a 3-D animation programming environment. This course is designed for beginning programmers, and web developers who need to understand object oriented concepts. Transfer Credit: CSU

INFORMATICS C176  3.0 Units
Web Animation
The course uses industry standard animation tools in which the principles of animation are developed for web animation. Students are expected to create one short webisode with sound of at least one minute in length using these tools. Transfer Credit: CSU

INFORMATICS C182  3.0 Units
Simulation Building
Advisory: DGA C174
Students will learn to apply basic design principles to the solution of visual problems using elements of 3-D design. The student will conceptualize his/her intended design from concept into a 3-D environment. The use of primitive shape based design, 3-D coordinate systems and construction of 3-D models will be explored. Transfer Credit: CSU

INFORMATICS C184  3.0 Units
Interface Design
Same as DGA C184
This course covers the basics of designing media using authoring software and creating animation, interactivity, and basic programming techniques. Emphasis is on interface design and development. Transfer Credit: CSU

INFORMATICS C185  3.0 Units
Interface Design Project
Advisory: INFM C184
Students, working in teams, will design and implement a multimedia entertainment software system, paying particular attention to human computer/interface issues. Transfer Credit: CSU

INFORMATION AND COMPUTER SCIENCE
(Also, see Courses Listed under Computer Information Science)

INFORMATION AND COMPUTER SCIENCE C123  3.0 Units
Fundamental Data Structures
Prerequisite: INFM C141 and C142, PHIL C115; ENGL C100 with a "C" or better grade.

An introduction to computer science that is primarily concerned with the topic of data structures: what various ones are and how they are used, and the pros and cons, in terms of execution time and memory usage, of choosing one over another. Transfer Credit: CSU; UC
CONCEPTS OF PROGRAMMING LANGUAGES 1
Prerequisites: INFM C141, C142, and C144; ICS C123; PHIL C115; ENGL C100 with a "C" or better grade.

Explore a broad range of approaches to programming, the technical principles and characteristics of different programming languages, and the issues that programming language designers must consider. Transfer Credit: CSU; UC

ITALIAN

ITALIAN C180 5.0 Units
Elementary Italian 1
Advisory: Students who have completed two years of high school Italian with a grade of "C" or better should enroll in ITAL C185 or ITAL C185A.

Beginning course designed to develop students’ fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills, and introduces basic aspects of the life and culture of Italy. Transfer Credit: CSU; UC credit limitations. See counselor.

ITALIAN C180A 2.5 Units
Elementary Italian 1A
Advisory: Students who have completed two years of high school Italian with a grade of "C" or better should enroll in ITAL C185.

Beginning course designed to develop students’ fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills, and introduces basic aspects of the life and culture of Italy. Transfer Credit: CSU; UC credit limitations. See counselor.

ITALIAN C180B 2.5 Units
Elementary Italian 1B
Prerequisite: ITAL C180A
Second half of beginning course designed to develop students’ fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills, and introduces basic aspects of the life and culture of Italy. Equivalent to the second half of ITAL C180. Transfer Credit: CSU; UC Credit Limitations. See counselor.

ITALIAN C182 1.0 Unit
Conversational Italian
Advisory: ITAL C180 or C180A and C180B

Conversational course in Italian designed to promote comprehension, build vocabulary and review specific grammar points through readings and oral exercises. Transfer Credit: CSU

ITALIAN C185 5.0 Units
Elementary Italian 2
Prerequisite: ITAL C180 or C180B
Continuation of ITAL C180 or C180B, emphasizing acquisition of proficiency in listening comprehension, fluency in speaking, and competence in writing and reading. Cultural traditions including an introduction to Italian folkways, arts, architecture, literature, drama, dance, geography, history, government, and religions will be emphasized. Transfer Credit: CSU; UC Credit Limitations. See counselor.

ITALIAN C185A 2.5 Units
Elementary Italian 2A
Prerequisite: ITAL C180 or C180B
A continuation of elementary level coursework, augmenting basic skills in reading, speaking, understanding, and writing simple Italian. ITAL C185A is equivalent to the first half of ITAL C185, the second level of elementary Italian language studies. Transfer Credit: CSU; UC Credit Limitations.

ITALIAN C185B 2.5 Units
Elementary Italian 2B
Prerequisite: ITAL C185A
Advanced elementary course in speaking, listening, reading, and writing Italian to achieve simple competence in production, perception, and comprehension. Study of grammar, vocabulary, pronunciation, literature, the media, customs, and culture of Italy. Practice of writing using Italian stylistics. Transfer Credit: CSU; UC Credit Limitations. See counselor.

ITALIAN C280 4.0 Units
Intermediate Italian 1
Prerequisite: ITAL C185 or C185B with a grade of "C" or better.
Continuation of ITAL C185 or C185B, with further development of language skills at the intermediate level and exploration of cultures related to the Italian language. Additional emphasis on reading and writing, with an introduction to selected literary works.

ITALIAN C285 4.0 Units
Intermediate Italian 2
Prerequisite: ITAL C280 with a grade of "C" or better.
Continuation of ITAL C280, with further refinement of language skills at the intermediate level and investigation of cultures related to the Italian language in preparation for higher level specialized work.

JAPANESE

JAPANESE C180 5.0 Units
Elementary Japanese 1
Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.

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. JAPN C180A is equal to the first half of JAPN C180. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C180A 2.5 Units
Elementary Japanese 1A
Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.

This course reviews and expands the student’s fundamental ability developed in introductory elementary Japanese to comprehend and converse in daily spoken Japanese. Reading and writing skills are strengthened. An introduction to Japanese customs and culture is continued. JAPN C180B is equal to the second half of JAPN C180. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C180B 2.5 Units
Elementary Japanese 1B
Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.

Advanced beginning course continuing JAPN C180 or C180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C182 1.0 Unit
Conversational Japanese
Prerequisite: JAPN C180A
A conversational course using vocabulary and grammar studied in elementary Japanese courses. Transfer Credit: CSU

JAPANESE C185 5.0 Units
Elementary Japanese 2
Prerequisite: JAPN C180 or C180B
Advanced beginning course continuing JAPN C180 or C180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C185A 2.5 Units
Elementary Japanese 2A
Prerequisite: JAPN C180 or C180B
Advanced beginning course continuing JAPN C180 or C180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C185B 2.5 Units
Elementary Japanese 2B
Prerequisite: JAPN C180 or C180B
Advanced beginning course continuing JAPN C180 or C180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C180A 2.5 Units
Elementary Japanese 1A
Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.

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. JAPN C180A is equal to the first half of JAPN C180. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C180B 2.5 Units
Elementary Japanese 1B
Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.

This course reviews and expands the student’s fundamental ability developed in introductory elementary Japanese to comprehend and converse in daily spoken Japanese. Reading and writing skills are strengthened. An introduction to Japanese customs and culture is continued. JAPN C180B is equal to the second half of JAPN C180. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C182 1.0 Unit
Conversational Japanese
Prerequisite: JAPN C180A
A conversational course using vocabulary and grammar studied in elementary Japanese courses. Transfer Credit: CSU

JAPANESE C185 5.0 Units
Elementary Japanese 2
Prerequisite: JAPN C180 or C180B
Advanced beginning course continuing JAPN C180 or C180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C185A 2.5 Units
Elementary Japanese 2A
Prerequisite: JAPN C180 or C180B
Advanced beginning course continuing JAPN C180 or C180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C185B 2.5 Units
Elementary Japanese 2B
Prerequisite: JAPN C180 or C180B
Advanced beginning course continuing JAPN C180 or C180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C180A 2.5 Units
Elementary Japanese 1A
Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.

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. JAPN C180A is equal to the first half of JAPN C180. Transfer Credit: CSU; UC Credit Limitations. See counselor.

JAPANESE C180B 2.5 Units
Elementary Japanese 1B
Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.

This course reviews and expands the student’s fundamental ability developed in introductory elementary Japanese to comprehend and converse in daily spoken Japanese. Reading and writing skills are strengthened. An introduction to Japanese customs and culture is continued. JAPN C180B is equal to the second half of JAPN C180. Transfer Credit: CSU; UC Credit Limitations. See counselor.
### JAPANESE C185B
**Elementary Japanese 2B**

2.5 Units

**Prerequisite:** JAPN C185A

Advanced beginning course continuing JAPN C185A emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. JAPN C185B is equal to the second half of JAPN C185. Transfer Credit: CSU; UC credit limitations. Transfer Credit: CSU

### JAPANESE C186
**Topics in Japanese**

1.0 Unit

**Advisory:** JAPN C180, C180B or C185A

A conversational Japanese course using vocabulary and grammar studied in the intermediate level of Japanese fundamentals. The topics will be a continuation of JAPN C182 and suggested topics may be selected by students and the instructor. Transfer Credit: CSU

### LEADERSHIP

#### LEADERSHIP C140
**Leadership 1**

3.0 Units

An introductory participative course designed for individuals wanting to improve their current leadership and management skills. Emphasis is on assessing leadership skills; analyzing management styles; evaluating interactions among leaders, followers, and situations, communicating within groups; reducing conflicts; setting goals; delegating tasks; utilizing parliamentary procedure; and conducting effective meetings through the Student Advisory Council. Transfer Credit: CSU

#### LEADERSHIP C145
**Leadership 2**

3.0 Units

**Advisory:** LEAD C140

A participative course designed for individuals wanting to improve their current leadership and management skills. Topics include knowing what leadership is, challenging the process, inspiring a shared vision, enabling others to act, modeling the way, recognizing contributions and accomplishments, and becoming a caring and effective leader through the Student Advisory Council. Other topics include evaluating personal leadership and management skills, solving problems creatively, communicating supportively, gaining power and influence, managing conflict, and motivating others. Transfer Credit: CSU

#### LEADERSHIP C150
**Leadership 3**

3.0 Units

**Advisory:** LEAD C140 and C145

An introductory participative course designed for individuals wanting to improve their current leadership and management skills. Topics include assessing the connection between leadership and communication; comparing various communication styles and leadership approaches; and analyzing the similarities and differences among leadership, power, influence, and motivation. Additional topics include evaluating leadership characteristics and qualities within individuals, small groups, and large organizations. Students practice their creative leadership skills through the Student Advisory Council (student government). Transfer Credit: CSU

#### LEADERSHIP C155
**Leadership 4**

3.0 Units

**Advisory:** LEAD C140, C145, and C150

A participative course designed for individuals wanting to improve their current leadership and management skills. Topics include assessing the connection between leadership and communication; comparing various communication styles and leadership approaches; and analyzing the similarities and differences among leadership, power, influence, and motivation. Additional topics include evaluating leadership characteristics and qualities within individuals, small groups, and large organizations. Students practice their creative leadership skills through the Student Advisory Council (student government). Transfer Credit: CSU

### LEARNING SKILLS

#### LEARNING SKILLS C921
0.0 Units

**Supervised Tutorial Services Attendance**

This course provides tutorial assistance to students requesting educational support to increase student success. Permission to register will be given at the Student Success Center.

### LEGAL ASSISTANT

SEE PARALEGAL STUDIES

### LIBRARY/INFORMATION SCIENCE

#### LIBRARY/INFORMATION SCIENCE C100
**Introduction to the Virtual Library**

1.0 Unit

Introduction to electronic information resources and services available through the Coastline Virtual Library. Students will develop basic research skills, such as creating a search topic, developing a search strategy, using electronic search tools, and distinguishing between the different types of resources available. Students will learn to apply critical thinking skills to the research process. Knowledge and skills from this course will provide a foundation upon which future research skills may be built. Transfer Credit: CSU

### LINGUISTICS

#### LINGUISTICS C100
**Introduction to Linguistics**

3.0 Units

Introduction to the study of human language and systems of communication, providing a theoretical basis for practical applications, such as diagnosis and treatment of language disorders, planning of “language arts” curricula, fights against illiteracy, learning of foreign language and acquisition of native tongues, and the development of computerized speech products. Human language will also be examined as a special form of communication, within the context of other human and non-human signing systems. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION

#### MANAGEMENT AND SUPERVISION 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 are creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with increased emphasis on employee participation and empowerment. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C101
**Management and Employee Communication**

3.0 Units

Management and Employee Communications is designed to provide communication strategies applied in the supervisory and management roles and responsibilities in today’s rapidly changing workplace environments. Topics include development of speaking, listening, and writing skills for managers/supervisors, consistent with good human relations, leadership, and problem solving principles. The course content emphasizes memos and letters, reports, career communications, oral communication, global and multicultural issues, legal and ethical situations, and communication technology. Transfer Credit: CSU
MANAGEMENT AND SUPERVISION C102  3.0 Units
Human Relations
Explores the influence of individual differences, interpersonal dynamics and culture on human relations. Focus is on learning to apply the principles of these social sciences as skills. Emphasis is on improving working relationships and dealing with a variety of people and situations. This course is designed for on-the-job trainees or mid-management trainees who are seeking further insights in dealing with coworkers and management. Transfer Credit: CSU

MANAGEMENT AND SUPERVISION C104  3.0 Units
Human Resource Management
This course is an introduction to current human resource management practices in equal opportunity and affirmative action, personnel planning and recruiting, job analysis, interviewing techniques, human resource strategic planning, and employee development and training. A practical “hands-on approach” will blend skill-building opportunities with traditional management principles to help prepare to become effective supervisors and managers in today's workplace environments. Transfer Credit: CSU

MANAGEMENT AND SUPERVISION C283  3.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Management and Supervision for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Management and Supervision by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Management and Supervision. This course may be taken four times. Transfer Credit: CSU

MANAGEMENT AND SUPERVISION C284  4.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Management and Supervision for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant’s opportunity for success in the field of Management and Supervision by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Management and Supervision. This course may be taken four times. Transfer Credit: CSU

MARINE SCIENCE
MARINE SCIENCE C100  3.0 Units
Introduction to Marine Science
A general study of the marine environment. Examines the chemical, biological and geological properties of the sea, the sea as a natural resource and its geo-political and economic impact. Transfer Credit: CSU; UC

MARINE SCIENCE C100L  1.0 Unit
Marine Sciences Oceanography Laboratory
An orientation to marine science research process, techniques, equipment, institutions, and training/education centers. Investigations of physical and chemical properties of the sea, conditions of the air/sea/land interface, review of biological taxonomy and classification, study of longitude, latitude, ocean basin geography and geology. Evaluation of the exams, job placement, or general math placement test.

MARINE SCIENCE C105  4.0 Units
Marine Biology
Prerequisite: MRSC C100
A study of the marine environment, interaction of species, populations, and communities. Taxonomy of marine plants and animals through invertebrates, fish, reptiles, birds, and mammals. Transfer Credit: CSU; UC

MATHEMATICS
MATHEMATICS C004  0.5 Unit
Math Skills 1
An individualized, self-paced, computerized math program designed to develop, improve, or refresh math skills for college placement exams, job placement, or general math usage. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS C005  3.0 Units
Beginning Mathematics
Advisory: Take Math placement test.
Fundamental operations of arithmetic including operations on whole numbers, fractions, decimals, percents, and descriptive statistics, geometry, and consumer applications. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS C006  0.5 Units
Math Skills 2
An intermediate self-paced, computerized math program designed to develop, improve, or refresh math skills for college placement exams, job placement, or general math usage. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS C007  3.0 Units
Business Mathematics
Business Mathematics provides a practical, up-to-date coverage of widely-used topics in business including basic math, bank services, payroll, discounts and markups, simple and compound interest, stocks and bonds, consumer loans, taxes and insurance, depreciation, financial statements, and business statistics. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS C008  3.0 Units
Pre-Algebra
Prerequisite: MATH C005 or MATH C007 with a grade of “C” or better or achieve qualifying score on Math placement test.
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.

MATHEMATICS C010  4.0 Units
Elementary Algebra
Prerequisite: MATH C008 with a grade of “C” or better or achieve qualifying score on Math placement test.
Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, polynomials, factors, roots and exponents, and applications.

MATHEMATICS C020  3.0 Units
Plane Geometry
Prerequisite: MATH C010 with a grade of “C” or better or achieve qualifying score on Math placement test.
Construction, congruence, proof, geometric inequalities, parallel lines, perpendicular lines, planes, coordinate geometry, circles and similarity.

MATHEMATICS C030  4.0 Units
Intermediate Algebra
Prerequisite: MATH C010 with a grade of “C” or better or achieve qualifying score on Math placement test.
Review of elementary algebra, linear and quadratic equations, curve plotting, exponents, radicals, polynomials, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications.

MATHEMATICS C040  4.0 Units
Intermediate Algebra for Liberal Arts Students
Prerequisite: MATH C010 with a grade of “C” or better, or achieve qualifying score on Math placement test.
Modeling and real-world applications of linear, quadratic, polynomial, radical, rational, logarithmic, and exponential functions. Graphing calculator is required. Designed for Liberal Arts students needing to demonstrate proficiency in Intermediate Algebra.
Successful MATH C040 students may enroll in MATH C100 or MATH C160.
Intermediate Algebra and Trigonometry
Prerequisite: MATH C010 with a grade of "C" or better, or achieve qualifying score on Math placement test.
Advisory: MATH C020 with a grade of "C" or better.
Topics covered will be functions, linear and quadratic equations, curve sketching, exponents, rational expressions, rational exponents, logarithms, systems of equations, determinants, Cramer’s rule, conic sections, trigonometric and inverse trigonometric, triangles, and complex numbers. This is an intense and fast-paced course designed for students intending to continue into pre-calculus.

Math Assessment for Student Success
An individualized assessment course to determine current math skill level. Emphasis will be on short term, computerized, prescriptive development in math as preparation for the college math placement test or for pre-employment mastery of math. (NOT APPLICABLE TO A.A. DEGREE)

Liberal Arts Math
Prerequisite: MATH C030 with a grade of "C" or better or achieve qualifying score on Math placement test.
This course will focus on the mathematics involved in current issues, topics and applications that directly affect students’ lives. Topics may include personal finance, environmental issues, the social sciences, politics and voting, business and economics, graph theory, fractals, art, and music. Transfer Credit: CSU

Statistics for Elementary Teachers
Prerequisite: MATH C030 with a grade of "C" or better or achieve qualifying score on Math placement test.
This course is designed for prospective teachers. It is an activity-based exploration of statistics aligned with the California State Mathematics Standards for K-12. Topics include data representation and analysis, randomization and sampling, measures of central tendency and dispersion, hypothesis testing, and statistical inference. Letter Grade Only. Transfer Credit: CSU

Real Numbers for Elementary Teachers
Prerequisite: MATH C030 with a grade of "C" or better or achieve qualifying score on Math placement test.
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. Letter Grade Only. Transfer Credit: CSU; UC

College Algebra
Prerequisite: MATH C030 with a grade of "C" or better or achieve qualifying score on Math placement test.
Basic concepts of algebra, equations and inequalities along with functions and graphs, polynomial, rational, exponential, and logarithmic functions, systems, matrices and determinants, linear programming, conic sections, sequences, series, and combinatorial. Transfer Credit: CSU; UC

Trigonometry
Prerequisite: MATH C030 with a grade of "C" or better or achieve qualifying score on Math placement test.
Advisory: MATH C020
Circular functions, trigonometric identities and graphs, inverse functions, triangles, vectors, applications, and imaginary and complex numbers. Transfer Credit: CSU

Business Calculus
Prerequisite: MATH C115 or MATH C170 with a grade of "C" or better or achieve qualifying score on Math placement test.
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. Transfer Credit: CSU; UC

Finite Mathematics with Applications
Prerequisite: MATH C030 with a grade of "C" or better or achieve qualifying score on Math placement test.
Topics include sets, logic, number bases, number theory, mathematical systems, equations, graphs, probability, statistics, matrices, Markov chains, and game theory, with applications. Transfer Credit: CSU; UC

Introduction to Statistics
Prerequisite: MATH C030 with a grade of "C" or better or achieve qualifying score on Math placement test.
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. Transfer Credit: CSU; UC
MUSIC

MUSIC C100 3.0 Units
History and Appreciation of Music
The study of the major genres, forms, styles, and periods of musical history since the Middle Ages with an emphasis on listening with an increased awareness of the musical material of the composers and characteristics of each period. Transfer Credit: CSU; UC

MUSIC C103 3.0 Units
World Music
This course will give the student an appreciation of the elements of music through recorded or performed examples from each of the continents of the world. Emphasis is given to the music of the Americas, Asia, and Africa, and the folk music of Europe, as well as the primary composers of the Western classical tradition. Transfer Credit: CSU

MUSIC C104 3.0 Units
History of Popular Music in America
A study of the major popular musical styles of American music from 1840 to the present, with an emphasis on their definition, differentiation, interaction, influence, development, and transformation. Many performers and musical styles will be examined through lectures, demonstrations, and audio or visual presentations. Transfer Credit: CSU

MUSIC C105 3.0 Units
History of Rock Music
An overview of the social and musical characteristics of music in the Rock and Roll era, 1950's through the present, with emphasis on its impact on American culture today. Multimedia selections will be used. Transfer Credit: CSU; UC

MUSIC C106 3.0 Units
History of Jazz
An overview of the social and musical characteristics of music in the Jazz era from the early 20th century to the present, with an emphasis on its impact on American culture and the world. An appreciation of Jazz History will be achieved through compact discs, videos, live performances, and multimedia. Transfer Credit: CSU; UC

MUSIC C130 2.0 Units
Beginning Guitar
Prerequisite: Must have own acoustic or electric guitar.
For the beginning player, or a player with no prior professional instruction. Studies include basic chord forms, scales and music theory. Focus is on music styles of the last 40 years and is very “rock” oriented. Students learn songs of their choice as part of the curriculum. Student must provide own acoustic or electric guitar. Daily practice is necessary for satisfactory progress. This course may be taken four times. Transfer Credit: CSU; UC

MUSIC C131 2.0 Units
Intermediate Guitar
Prerequisite: Must have own acoustic or electric guitar.
Advisory: MUS C130
Continuation of MUS C130 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. This course may be taken twice. Transfer Credit: CSU; UC

PARALEGAL STUDIES

LAW C100 3.0 Units
Introduction to Paralegal Studies
Introductory course covering the relationship between paralegals and attorneys and clients. Topics include structure of the profession, federal and state court systems, ethical standards, legal terminology, investigation techniques, research, case and statute analysis, overview of legal practice areas, and communication. Transfer Credit: CSU

LAW C105 3.0 Units
Civil Litigation 1
Advisory: LAW C100 and C127
Learn, analyze, and examine the basic principles of civil litigation as applicable to jurisdiction, venue, and preparation of pleadings, discovery, motions, trial preparation, and alternative dispute resolution by plaintiffs and defendants in the California court system. Transfer Credit: CSU

LAW C110 1.5 Units
Civil Litigation 2
Advisory: LAW C105 and C120
Basic principles of civil litigation as applicable to discovery, injunctions, attachments, summary judgment, dispute resolution, and develop and improve legal writing skills and style. Transfer Credit: CSU

LAW C115 1.5 Units
Criminal Litigation
Advisory: LAW C110 and C120
The criminal court system and litigation in criminal cases, constitutional law, criminal law, criminal procedure; including investigation, prosecution, defenses, discovery, motions, trial preparation, and appeals in criminal cases. Transfer Credit: CSU

LAW C118 3.0 Units
Legal Analysis and Briefing
Advisory: LAW C100, C127, and/or C128
Learn the methods and procedures of statutory and case law analysis, including proper briefing and persuasive writing techniques. Transfer Credit: CSU

LAW C120 3.0 Units
Legal Research
Advisory: LAW C100 or C127, C118, and C128
Course in legal research methods and writing by examination and analysis of the law, written legal memoranda, and supervised library assignments. Students will have a working knowledge of statutory and case law, secondary sources, and computerized research techniques. Transfer Credit: CSU

LAW C122 1.0 Unit
Computer Assisted Legal Research
Prerequisite: LAW C120 or concurrent enrollment.
Advisory: LAW C118
This course is a continuation of LAW C120, solving legal research problems with computer assisted legal research resources. Transfer Credit: CSU

LAW C126 3.0 Units
Legal Aspects of Health Care Administration
This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Transfer Credit: CSU

LAW C127 3.0 Units
Legal Procedure 1
Knowledge and skills required of paralegals and legal assistants, including procedures and functions in the court structure and litigation procedures including personal injury and general civil cases, probate, family law, dissolution, adoption, and bankruptcy. Transfer Credit: CSU

LAW C128 3.0 Units
Legal Procedure 2
Advisory: LAW C127 or concurrent enrollment.
Continuation of LAW C127, including civil procedures in unlimited and limited courts with emphasis on preparing, filing, and bringing 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 and business law, dissolution, adoption, and bankruptcy. Transfer Credit: CSU

LAW C129 1.0 Unit
Law Office Management
Advisory: LAW C100 or C120 and C128
A study of the systems and procedures for management and administration of legal entities, including structure and decision process, delegation, personnel selection, job descriptions, office policies, file systems, calendar systems, records management, new matters and client conflicts, facilities, communication, technology, billing systems, risk management, ethics, and paralegal employment. Transfer Credit: CSU

LAW C130 1.5 Units
Legal Aspects of Health Care
Advisory: LAW C100 or C120 and C128
This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Transfer Credit: CSU

LAW C131 1.0 Unit
Computer Assisted Legal Research
Prerequisite: LAW C120 or concurrent enrollment.
Advisory: LAW C118
This course is a continuation of LAW C120, solving legal research problems with computer assisted legal research resources. Transfer Credit: CSU

PARALEGAL STUDIES

Legal Aspects of Health Care Administration
This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Transfer Credit: CSU

LAW C127 3.0 Units
Legal Procedure 1
Knowledge and skills required of paralegals and legal assistants, including procedures and functions in the court structure and litigation procedures including personal injury and general civil cases, probate, family law, dissolution, adoption, and bankruptcy. Transfer Credit: CSU

LAW C128 3.0 Units
Legal Procedure 2
Advisory: LAW C127 or concurrent enrollment.
Continuation of LAW C127, including civil procedures in unlimited and limited courts with emphasis on preparing, filing, and bringing 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 and business law, dissolution, adoption, and bankruptcy. Transfer Credit: CSU

LAW C129 1.0 Unit
Law Office Management
Advisory: LAW C100 or C120 and C128
A study of the systems and procedures for management and administration of legal entities, including structure and decision process, delegation, personnel selection, job descriptions, office policies, file systems, calendar systems, records management, new matters and client conflicts, facilities, communication, technology, billing systems, risk management, ethics, and paralegal employment. Transfer Credit: CSU

LAW C130 1.5 Units
Legal Aspects of Health Care
Advisory: LAW C100 or C120 and C128
This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Transfer Credit: CSU
LAW C135 1.5 Units  
Family Law  
Advisory: LAW C100 or C127  
Topics include organization and jurisdiction of the Family Law Court, marriage, annulment, dissolution, and non-marital property agreements, custody, support, visitation, use of family code and current case law applications, preparation for trial, temporary orders, appeals, and judgment enforcement. Transfer Credit: CSU

LAW C142 3.0 Units  
Probate Administration/Estate Planning  
Advisory: LAW C100 or C127  
Organization and jurisdiction of the Probate Court, administration of estates, including gift, income, inheritance and estate taxes, estate litigation, and fiduciary concepts; conservatorships, guardianships and intestate succession, wills and other disposition of property, review of probate avoidance mechanisms, trust administration after death, and elder law. Transfer Credit: CSU

LAW C148 1.5 Units  
Elder Law  
Advisory: LAW C100 or C142  
Substantive and procedural law and federal, state, and administrative regulations, as they pertain to the senior population, including Social Security, Medicare, Medi-Cal/SSI, funding sources, pensions, residential and/ or long term care, and applicable probate statutes. Transfer Credit: CSU

LAW C150 3.0 Units  
Corporate/Business Organizations  
Advisory: LAW C100 and C128  
Introduction to the formation, maintenance and dissolution of corporations (C and S, professional, and non-profit), partnerships, sole proprietorships, limited liability companies (federal and state), securities regulations; including corporate reorganizations, stock and asset sales, mergers and consolidations and the simple sale of small business. Transfer Credit: CSU

LAW C152 3.0 Units  
Conflict Analysis and Resolution  
Advisory: LAW C100  
This course introduces the student to the basic skills needed to begin evaluating client needs regarding the use of alternative solutions to resolving conflicts and explore the changing climate of litigation-oriented practices, including ethical considerations. Transfer Credit: CSU

LAW C155 3.0 Units  
Bankruptcy Law and Procedures  
Advisory: LAW C100 or C127and C105  
An overview of federal bankruptcy law and procedures for the paralegal; introduction to the functions and working of bankruptcy court, the United States Trustee and bankruptcy counsel, examination of Chapters 7, 11, 13, schedules preparation, creditor representation, and bankruptcy research. Transfer Credit: CSU

LAW C158 3.0 Units  
Intellectual Property  
Advisory: LAW C100 and C105  
A study of the requirements and procedures for obtaining and maintaining patent, trademark, copyright protection, and trade secret under the laws of the United States and foreign laws, including regulations, formulate search requests, preparation of applications, forms and documents, maintenance of records and protection of information through litigation or licensing. Transfer Credit: CSU

LAW C160 1.5 Units  
Civil Trial and Evidence  
Advisory: LAW C105 and C120  
Basic principles of preparing a civil case for trial, including preparation of a trial notebook, pre-trial and post-trial motions, jury instructions, verdicts, judgments, and the principles of evidence and its preparation for presentation in court. Transfer Credit: CSU

LAW C161 3.0 Units  
Tort Law  
Advisory: LAW C100, C105, and C127  
The substantive and procedural law of tort law principles in intentional tort, negligence, and strict liability in tort in a study and instruction developed for paralegals. Transfer Credit: CSU

LAW C164 3.0 Units  
Contract Law  
Advisory: LAW C100 and C128  
The substantive and procedural law of contracts [transactional and litigation] in a study and instruction developed for paralegals. Transfer Credit: CSU

LAW C165 3.0 Units  
Contract and Tort Law  
Advisory: LAW C100  
The substantive and procedural law of contract (transactional and litigation) and of tort law principles in intentional tort, negligence, and strict liability in tort in a study and instruction developed for paralegals. Transfer Credit: CSU

LAW C170 3.0 Units  
Computer Applications for the Paralegal  
Advisory: LAW C100 and keyboarding skills at 30 words per minute.  
This course is designed to acquaint paralegals with basic computer use, including software programs utilized by attorneys (word processing, spreadsheets, and document databases), law-related public databases, non-law public databases, systems management, research, time and billing, and other applications. Transfer Credit: CSU

LAW C281 1.0 Units  
Work Based Learning  
Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1.0 unit of Work Based Learning.  
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.  
To enhance each Work Based Learning participant’s opportunity for success in the field of 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. This course may be taken four times. Transfer Credit: CSU

LAW C282 2.0 Units  
Work Based Learning  
Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1.0 unit of Work Based Learning.  
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.  
To enhance each Work Based Learning participant’s opportunity for success in the field of 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. This course may be taken four times. Transfer Credit: CSU

LAW C283 3.0 Units  
Work Based Learning  
Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1.0 unit of Work Based Learning.  
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.  
To enhance each Work Based Learning participant’s opportunity for success in the field of 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. This course may be taken four times. Transfer Credit: CSU

LAW C284 4.0 Units  
Work Based Learning  
Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1.0 unit of Work Based Learning.  
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.  
To enhance each Work Based Learning participant’s opportunity for success in the field of 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. This course may be taken four times. Transfer Credit: CSU
PHILOSOPHY

PHILOSOPHY C100 3.0 Units
Introduction to Philosophy
This course provides an introduction to the main ideas, methods, and problems of philosophy. Topics include the nature of philosophy and reality, questions of human nature and free will, relationship between mind and body, the question of God, sources of knowledge, and personal and social ethics. Multicultural and feminist issues are woven into traditional Western material, including contributions from India (Hinduism and Buddhism), China (Confucianism), Japan (Zen Buddhism), and Native American philosophy, among others. Transfer Credit: CSU; UC

PHILOSOPHY C113 3.0 Units
Philosophical Approaches to Sustainability
A philosophical course focusing upon global environmental issues such as scarcity of resources, world hunger, animal welfare, conservation, and preservation. Transfer Credit: CSU; UC

PHILOSOPHY C115 3.0 Units
Logic and Critical Thinking
Introduction to thinking logically and critically. It will cover the concepts of persuasion, argument, and semantic and logical consistency. It will identify deductive and inductive proofs through categorical and sentential logic. It will address the accurate use of language, both meaning and structure. It will evaluate the effects of advertising, politics, religion, the news media, and textbook creation. It will address the critical thinking issues in such world effecting aspects as philosophies, religions, cultural influences, and history. It will explore the gulf between theory and practice. Transfer Credit: CSU; UC

PHILOSOPHY C120 3.0 Units
Ethics
A comprehensive look at major ethical and moral issues of today. Transfer Credit: CSU; UC

PHILOSOPHY C140 3.0 Units
Organizational Ethics
The elements of moral ethical reasoning appropriate to individuals in organizations in all fields, including business, finance, law, engineering, government, media, social services, scientific research, medicine and neonatal units, and the environment. The focus is on the ethical and social responsibilities of professionals, wherever employed. Transfer Credit: CSU; UC

PHOTOGRAPHY

PHOTOGRAPHY C100 2.0 Units
Introduction to Photography and Laboratory
Prerequisite: Students must provide own adjustable lens camera. Emphasis on camera technique, film processing, printing and presentation of black and white and color photographs. For those interested in photography vocationally and non-vocationally. Transfer Credit: CSU; UC

PHOTOGRAPHY C102 2.0 Units
Photography Techniques and Appreciation
An introductory course in photography which approaches photography as an art form and means of communication as well as a technical skill. Covers basic mechanical principles of the camera and techniques of responding to the content and structure of photographs. Television guests include renowned photographers, museum curators, historians and critics exploring the many dimensions of photography. Specific photographic assignments are designed to expand photographic vision. Transfer Credit: CSU

PHOTOGRAPHY C105 3.0 Units
Basic Non-Laboratory Photography
Fundamentals of black and white and color photography for personal use. Includes basic information on lenses, filters, film, lighting methods, flash systems, and other accessories. Course will also include application of lighting, composition, design and color theory, with shooting sessions and critiques. Recommend students use 35mm camera. This course may be taken two times. Transfer Credit: CSU

PHOTOGRAPHY C107 1.0 Unit
Black and White Darkroom
Advisory: PHOT C105
Production of custom quality black and white enlargements from personal negatives. Processing techniques of black and white film. Students purchase their own photographic paper and have personal black and white negatives to print or be willing to shoot black and white film to print. This course may be taken two times. Transfer Credit: CSU

PHOTOGRAPHY C110 1.5 Units
Creative Darkroom Techniques
Explores special darkroom techniques which can be employed vocationally or non-vocationally. Includes high contrast, negative sandwich, texturizing, toning, light tracings, and solarization. Transfer Credit: CSU

PHOTOGRAPHY C120 2.0 Units
Special Subjects 1
Advisory: Basic fundamental knowledge of photography.
Introduction to photographic specialty areas including photographing natural and artificial light; photography during inclement weather, photographing people; still life, land, sea and nightscapes, techniques for emphasizing motion; the use of specialized photographic equipment including lenses, filters, and flashes; the understanding of special effects photography including multiple exposure, slide manipulation, and color theory. Class also includes photography as an art form, a study, and a recreation. Recommend students use a 35 mm camera. This course may be taken two times. Transfer Credit: CSU

PHYSICAL EDUCATION

PHYSICAL EDUCATION C101 1.0 Unit
Personal Fitness and Wellness
Individualized program of exercise, fitness, stress control and body weight control to improve muscle strength, endurance, flexibility, and overall physical fitness to achieve and maintain a healthy lifestyle. Transfer Credit: CSU; UC

PHYSICAL EDUCATION C102 0.5 - 1.0 Unit
Lifetime Fitness
Individualized program for adults to achieve and maintain physical fitness. This course may be taken four times. Transfer Credit: CSU; UC See counselor.

PHYSICAL EDUCATION C103 0.5 - 1.0 Unit
Physical Conditioning
Participation in selected activities designed to improve endurance, strength, flexibility, and body contour personalized to the needs of individual. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C105 0.5 - 1.0 Unit
Weight Training
A weight training exercise program designed to improve muscle strength, endurance, and physical fitness. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.
PHYSICAL EDUCATION C107 0.5 - 1.0 Unit
Gymnastics
Basic skills of gymnastics to develop conditioning, tone, balance, strength, endurance, and flexibility. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C108 0.5 - 1.0 Unit
Aerobics 1
A beginning aerobic exercise program designed to maximize optimum cardiovascular conditioning, overall flexibility, endurance, strength and physical fitness. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C109 0.5 - 1.0 Unit
Cardiovascular Fitness
An intermediate exercise program focusing on cardiovascular fitness and conditioning. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C112 0.5 - 1.0 Unit
Step Aerobics
Contemporary workout designed to improve each participant’s strength and cardiovascular endurance level through steady-state stepping movements using various platform heights requiring gradually increased strength and endurance. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C114 0.5 - 1.0 Unit
Cross Training
A multi-dimensional approach to total body fitness. Cross training will encompass aerobics, running, and weight training and will provide the student an opportunity to develop and maintain a complete conditioning program which balances cardiovascular conditioning, strength, flexibility, and coordination. See counselor. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C115 0.5 - 1.0 Unit
Tai Chi Beginning
A focus on movement, balance, and concentration for greater health and well-being. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C116 0.5 - 1.0 Unit
Tai Chi Intermediate
Advisory: PE C115
An intermediate level of Tai Chi skills including movement, balance, and concentration. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C118A 0.5 - 1.5 Units
Introduction to Yoga 1
An overview course in yoga, the integrated study of health and movement. It includes breathing techniques, yoga postures, meditation, and relaxation. Emphasis is on practicing the principles of breathing and deep relaxation to reduce stress as well as practicing the postures to improve flexibility, balance, and strength. The first segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C118B 0.5 - 1.5 Units
Introduction to Yoga 2
An overview of yoga, which is an integrated study of health. It includes breathing techniques, yoga postures, meditation, and relaxation. Emphasis is on practicing the principles of breathing and deep relaxation to reduce stress as well as practicing the postures to improve flexibility, balance, and strength. The second segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C119A 0.5 - 1.5 Units
Hatha Yoga 1
Designed to teach a variety of yoga postures. Breathing, concentration/meditation and relaxation techniques will be presented as a method of personal development encompassing body, mind, and spirit. The first segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C119B 0.5 - 1.5 Units
Hatha Yoga 2
Designed to reach a variety of beginning and intermediate yoga postures. Breathing, concentration/meditation and relaxation techniques will be presented as a method of personal development encompassing body, mind, and spirit. This course may be taken four times. Transfer Credit: CSU; UC credit limitations.

PHYSICAL EDUCATION C120 0.5 - 1.0 Unit
Swimming
A basic course to improve swimming skills and increase performance. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C121A 0.5 - 1.5 Units
Power Yoga 1
Power Yoga is an ancient Eastern practice, connecting movement using mind, body, and breathing practice. The course focuses on dynamic movement to keep the body strong, flexible, and relaxed. The first segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C121B 0.5 - 1.5 Units
Power Yoga 2
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. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C122 1.0 Unit
Lifesaving
Prerequisite: Ability to swim 500 yards continuously using crawl, sidestroke, backstroke and breaststroke, surface dive in deep water, standing front dive, and tread water for one minute. All the basic skills required for the American Red Cross Lifesaving Certificate. Transfer Credit: CSU; UC

PHYSICAL EDUCATION C124 2.0 Units
Water Safety Instructor
Advisory: Current American Red Cross Advanced Lifesaving Certificate.

PHYSICAL EDUCATION C125 0.5 - 1.0 Unit
Swimmastics
Exercise using the resistance and buoyancy of water in a program of physical conditioning for swimmers and non swimmers alike. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

PHYSICAL EDUCATION C126A 0.5 - 1.5 Units
Relaxation Movements 1
The students will participate in a variety of techniques from various Eastern healing traditions which can include Hatha Yoga, Qigong, Taiji (Tai Chi) that are designed to improve quality of life on all levels—physical, emotional, and spiritual. Breathing, concentration/meditation, self-massage, gentle flowing movement, strengthening poses, and relaxation techniques will be presented. The first segment of a two-part course and may be taken four times. Transfer Credit: CSU; UC

PHYSICAL EDUCATION C126B 0.5 - 1.5 Units
Relaxation Movements 2
The students will participate in a variety of techniques from various Eastern healing traditions which can include Hatha Yoga, Qigong, Taiji (Tai Chi) that are designed to improve quality of life on all levels—physical, emotional, and spiritual. Breathing, concentration/meditation, self-massage, gentle flowing movement, strengthening poses, and relaxation techniques will be presented. The second segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>EDUCATION C136</td>
<td>Tennis Beginning</td>
<td>0.5 - 1.0 Unit</td>
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<tr>
<td>EDUCATION C137</td>
<td>Tennis 2</td>
<td>0.5 - 1.0 Unit</td>
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<td>EDUCATION C140</td>
<td>Golf Beginning</td>
<td>0.5 - 1.0 Unit</td>
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<tr>
<td>EDUCATION C141</td>
<td>Golf Intermediate</td>
<td>0.5 - 1.0 Unit</td>
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<td>EDUCATION C147</td>
<td>Volleyball Beginning</td>
<td>0.5 - 1.0 Unit</td>
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<tr>
<td>EDUCATION C148</td>
<td>Volleyball Intermediate</td>
<td>0.5 - 1.0 Unit</td>
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<tr>
<td>EDUCATION C164</td>
<td>Bicycling</td>
<td>0.5 - 1.0 Unit</td>
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<tr>
<td>EDUCATION C169A</td>
<td>Self-Defense Arts</td>
<td>0.5 - 1.5 Unit</td>
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<tr>
<td>EDUCATION C169B</td>
<td>Self-Defense Arts Part 2</td>
<td>0.5 - 1.5 Unit</td>
</tr>
<tr>
<td>EDUCATION C172</td>
<td>Karate Beginning</td>
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<tr>
<td>EDUCATION C173</td>
<td>Karate Intermediate</td>
<td>0.5 - 1.0 Unit</td>
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<td>EDUCATION C174</td>
<td>Cardio-Kickboxing</td>
<td>0.5 - 1.0 Unit</td>
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<tr>
<td>EDUCATION C190</td>
<td>Physiology of Exercise</td>
<td>3.0 Units</td>
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<td>EDUCATION C190L</td>
<td>Physiology of Exercise Lab</td>
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**PHYSICAL EDUCATION C136:** Tennis Beginning

Fundamentals of tennis including rules, equipment, footwork, strokes, and general playing skill development. This course may be taken two times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C137:** Tennis 2

Intermediate tennis -- includes continued skill development in the volley, lob and smash, consisting of ground strokes and serves as well as singles and doubles games strategy. This course may be taken two times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C140:** Golf Beginning

Fundamentals of golf, including stance, grip, swing, selection and care of equipment, and skill development. Driving range and playing experience will include instruction and tips on driving and fairway shots, putting, chipping, and sand shots. This course may be taken two times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C141:** Golf Intermediate

Intermediate golf -- includes skill development with woods and irons, rules, etiquette, and scoring. This course may be taken two times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C147:** Volleyball Beginning

Fundamentals of volleyball including skill development, rules, selection and care of equipment, drills, and team competition. This course may be taken two times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C148:** Volleyball Intermediate

Prerequisite: PE C147 or equivalent competency
Continuation of Volleyball 1. Includes continued skill development, offensive and defensive team strategies and tactics, and team competition. This course may be taken two times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C164:** Bicycling

Prerequisite: Student must furnish own bicycle.
Fundamentals of cycling for health, recreation, and competition. Course includes selection and care of equipment, cycling skills and techniques, safety factors, time trials, individual and group competition. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C169A:** Self-Defense Arts

The first segment of a two-part course. The student will participate in and sample a variety of techniques from various Martial Arts, which can include Aikido, Judo, Karate, and Hawaiian Lua that are designed to increase self-awareness, confidence, and assertiveness when faced with a physical confrontation. The Laws of Self-Defense will also be covered in the course. This course may be taken four times. Transfer Credit: CSU

**PHYSICAL EDUCATION C169B:** Self-Defense Arts Part 2

The second segment of a two-part course. The student will participate in and sample a variety of techniques from various Martial Arts, which can include Aikido, Judo, Jujitsu, Karate, and Hawaiian Lua that are designed to increase self-awareness, confidence, and assertiveness when faced with a physical confrontation. The Laws of Self-Defense will also be covered in the course. This course may be taken four times. Transfer Credit: CSU

**PHYSICAL EDUCATION C172:** Karate Beginning

Fundamentals of karate, including preparation/conditioning, balance, flexibility, and development of skills and techniques. This course may be taken two times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C173:** Karate Intermediate

Prerequisite: PE C172
Intermediate techniques in karate including preparation/conditioning, balance, flexibility, and development of intermediate skills. This course may be taken two times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C174:** Cardio-Kickboxing

Increase student's balance and strength while sculpting his/her body and reducing his/her reaction time. Basic movements of kickboxing will be introduced and practiced. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL EDUCATION C190:** Physiology of Exercise

This course is designed for the student who has an interest in health, wellness, fitness, or sports, or who is planning a career in the fitness industry. This course will cover the basic principles and functions of the three main systems of the body: cardiovascular-respiratory system, metabolic system, and neuromuscular system. Emphasis will be placed on the body's response to exercise conditioning. Transfer credit CSU, UC
POLITICAL SCIENCE C110  3.0 Units
Comparative Politics
This class provides a comparative analysis of governments in various regions of the world, including Latin America, Asia, Europe, Africa, and the Middle East by examining the differences in the structures and functions of major political systems, including democratic, communist, and monarchic types of government. Transfer Credit: CSU; UC

POLITICAL SCIENCE C140  3.0 Units
Politics of the Middle East
An introduction to the principles and problems of government, with particular attention to the American political system at all levels. Emphasis is on the human factor in politics and the realities of government at work. This course satisfies the state college requirement on the Constitution of the United States and California State and local government. Transfer Credit: CSU; UC

PROCESS TECHNOLOGY
PROCESS TECHNOLOGY C110  3.0 Units
Introduction to Process Technology
Introduction to Process Technology provides an overview of various process industries (oil and gas, chemical, mining, power generation, pulp and paper, water and waste water treatment, food and beverage, and pharmaceutical), basic chemistry, basic physics, safety, health, environment and security, quality, teams, process drawings, and process equipment. Transfer Credit: CSU

PROCESS TECHNOLOGY C111  3.0 Units
Health, Safety, and Environment
Advisory: PTEC C110
The purpose of this course is to provide an introduction into the field of Health, Safety, and Environment within the process industry. Within this course, students will be introduced to various types of plant hazards, safety and environmental systems, equipment, and regulations under which plants are governed. Transfer Credit: CSU

PROCESS TECHNOLOGY C112  1.5 Units
Quality Management
The purpose of this course is to provide an introduction to the field of Quality within the process industry. Within this course students will be introduced to many process industry-related quality concepts, including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC). Transfer Credit: CSU

PROCESS TECHNOLOGY C113  3.0 Units
Process Technology I: Equipment
Advisory: PTEC C110
The purpose of this course is to provide an introduction to the field of equipment within the process industry. Within this course, students will be introduced to many process industry-related equipment concepts including purpose, components, operation, and the Process technician’s role for operating and troubleshooting the equipment. Transfer Credit: CSU

PROCESS TECHNOLOGY C114  3.0 Units
Process Technology II: Systems
Advisory: PTEC C113
The purpose of this course is to study the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems, describe the purpose and function of specific process systems, explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Transfer Credit: CSU

PROCESS TECHNOLOGY C115  3.0 Units
Process Control III: Operations
Advisory: PTEC C114
The purpose of this course is to provide an introduction to the field of operations within the process industry. Within this course, students will use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit. Students study concepts related to commission, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations as well as the process technician’s role in performing the tasks associated with these concepts within an operating unit. Transfer Credit: CSU

PROCESS TECHNOLOGY C116  3.0 Units
Instrumentation I
Advisory: PTEC C115
The purpose of this course is to study the interrelation of instrumentation used in the petrochemical and refining industries. Students will be able to identify instrumentation loops and explain how industrial processes are controlled by instruments and loops. Transfer Credit: CSU

PROCESS TECHNOLOGY C117  3.0 Units
Instrumentation II
Advisory: PTEC C116
The purpose of this course is to study the advanced instrumentation used in the petrochemical and refining industries. Students will be able to select instrumentation loops and describe industrial processes controls. Transfer Credit: CSU

PROCESS TECHNOLOGY C281  1.0 Unit
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant’s opportunity for success in the field of Process Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Process Technology. This course may be taken four times. Transfer Credit: CSU
PROCESS TECHNOLOGY C282 2.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant's opportunity for success in the field of Process Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Process Technology. This course may be taken four times. Transfer Credit: CSU

PROCESS TECHNOLOGY C283 3.0 Units
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning.
Co-requisite: Be enrolled in a total of 7.0 units including Work Based Learning.
To enhance each Work Based Learning participant's opportunity for success in the field of Process Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Process Technology. This course may be taken four times. Transfer Credit: CSU

PSYCHOLOGY C104 3.0 Units
Drama Therapy: For Clinical and Personal Application
This class serves as an introduction to drama therapy. It will expose students to the theory of drama therapy, its evolution as a profession, its roots in both theater and psychology, as well as providing students experiential learning about its application in both clinical and everyday situations. Transfer Credit: CSU

PSYCHOLOGY C115 3.0 Units
Child Growth and Development
Examination of human development from conception through adolescence. Includes the biological, psychological, and socio-cultural aspects of the maturation process. Letter Grade Only. Transfer Credit: CSU

PSYCHOLOGY C118 3.0 Units
Transitions through the Life Span
This course offers an engaging look at human development across the life span, paying particular attention to the biological, cognitive, and psychosocial processes that people experience as they adapt to life circumstances. Transfer Credit: CSU; UC

PSYCHOLOGY C120 3.0 Units
Abnormal Psychology
Prerequisite: PSY C100
An introduction to emotional and mental disorders from a biological, socio-cultural, and psychological approach. The course covers the field's historical approaches and the range of psychological disorders as well as their symptoms, treatment, and the prevention of mental problems. Transfer Credit: CSU; UC

PSYCHOLOGY C130 3.0 Units
Health Psychology
Research and theory about the biological, social, and psychological approaches to the study of health and Illness. Individual difference variables will be examined. Topics include genes and environment, cancer, cardiovascular disease and diabetes, HIV and AIDS, stress, pain, substance abuse, nutrition, health care settings, and analysis of applications of psychology to preventing, counseling, and treating of major health problems. Transfer Credit: CSU; UC

PSYCHOLOGY C148 3.0 Units
Principles of Human Sexual Behavior
An interdisciplinary analysis of the biological, statistical, psychological and emotional aspects of human sexual behavior. Emphasis on sexual patterns, sexual identity, physiological and biological processes, reproduction, and object choice. Transfer Credit: CSU; UC

PSYCHOLOGY C150 1.5 Units
Infant/Parent Education
Advisory: Parents of infants, expectant parents, and adults making parenting decisions, newborn to infant (not yet walking), attend class with parents.
Parent and infant interactive activities and parent lecture/discussion topics including: bonding, early learning and language development, home and car safety, baby-proofing, teething, selecting child care, common fears, and positive infant guidance. This course may be taken two times. Transfer Credit: CSU

PSYCHOLOGY C151 2.0 Units
Parent Education: Toddler
Advisory: Proof of child's age.
Parent and toddler interactive activities and parent lecture/discussion, emphasizing positive guidance techniques, toddler growth and development, sleep, health, nutrition, safety, toiletting concerns, and issues for both younger and older toddlers (from walking to 24 months). This course may be taken four times. Transfer Credit: CSU

PSYCHOLOGY C152 3.0 Units
Parent Education: Two-Year-Old
Advisory: Proof of child's age.
Parent and child interactive activities and parent lecture/discussion, emphasizing positive guidance techniques, two-year-old growth and development, sleep, health, nutrition, safety, toiletting concerns, and issues for two year olds (24 months to 36 months). This course may be taken four times. Transfer Credit: CSU

PSYCHOLOGY C153 3.0 Units
Parent Education: Preschool
Advisory: Proof of child's age.
Lecture/discussion/observation activities for parents of preschool aged children 2 years 6 months to 5 years 6 months. Preschoolers attend with parents and participate in music, art, and other preschool activities. Parents study growth and development and positive guidance techniques. Topics include cognitive, physical, social and emotional development, as well as other current topics. This course may be taken four times. Transfers to CSU under E category. Transfer Credit: CSU

PSYCHOLOGY C154 1.5 Units
Preschool/Parent Education for Working Parents 1
Prerequisite: Minimum age 2 years 6 months, preferably 2 years 9 months.
Evening parent education class for working parents and their preschool children aged 2 years 6 months to 5 years 6 months emphasizing quality, interactive time. Lecture/discussion topics include discipline, nutrition and Day Care Provider. Active participation in music and art activities includes both parent and preschooler. This course may be taken two times. Transfer Credit: CSU

PSYCHOLOGY C155 1.5 Units
Preschool/Parent Education for Working Parents 2
Prerequisite: Minimum age 2 years 6 months, preferably 2 years 9 months.
Parent education class for working parents and their preschool children aged 2 years 9 months to 5 years 6 months emphasizing quality, interactive time. Lecture/discussion topics include language development, intellectual development and sex topics. Active participation in music and art activities includes both parent and preschooler. This course may be taken two times. Transfer Credit: CSU

PSYCHOLOGY C156 2.0 Units
Parent Education: Preschool
Advisory: Proof of child's age.
Parent and child interactive activities and parent lecture/discussion, emphasizing positive guidance techniques, preschool growth and development, sleep, health, nutrition, safety, toiletting concerns, and issues for children (24 months to 36 months). This course may be taken four times. Transfer Credit: CSU

PSYCHOLOGY C157 3.0 Units
Psychological Aspects of Human Sexual Behavior
This course is an introduction to the biological, psychological, and cultural aspects of human sexual behavior. Topics may include the role of hormones, the effects of the environment, and the influence of culture on sexual behavior. Transfer Credit: CSU; UC
Advisory:	SOC	C120
Psychology of Aging

Advisory:	Although	 not	 a	 prerequisite,	 PYSC	C100
Concoctions, and other Science
Preschool/Parent Education: Cooking,
Principles and practice of effective parenting.
Transfer Credit: CSU;

PSYCHOLOGY C156 1.5 Units
Preschool/Parent Education for
Spanish-speaking Parents
Class for Spanish speaking parents and
their preschool children ages 2 years 6
months to 5 years 6 months. Lecture and
discussion time for parents includes topic of
school readiness. Parents and preschoolers
participate in music and art activities. Curso
para padres de habla hispana y sus hijos en
edad pre-escolar (entre dos y medio y cinco
y medio anos). Symposium y practica para
padres. Actividades preparativas en actitudes
escolares, artisticas, y musicales para padres
e hijos. Bring proof of children’s ages. Must
be competent in Spanish language. Trae
certificando de nacimiento o de bautismo para
hijos. Trae almuerzo. This course may be
taken four times. Transfer Credit: CSU

PSYCHOLOGY C158 1.5 Units
Principles and Psychology of Parenting
(Birth to 5 years)
Principles and practice of effective parenting.
Includes research and range of applicable
viewpoints covering developing parental
process from birth to age five. Explores child/
parent growth and behavior. Methods of
guidance and democratic family life. Adults
only. This course may be taken two times.
Transfer Credit: CSU

PSYCHOLOGY C161 1.5 Units
Preschool/Parent Education: Cooking,
Concoctions, and other Science
Experiences
Advisory: Proof of preschooleer's age.
Lecture / Discussion / Observation. Science
activities for parents of preschool age
children. Preschoolers attend with parents and
participate in cooking and other science
activities that are geared for preschoolers.
Course will include several class field trips.
This course may be taken two times.
Transfer Credit: CSU

PSYCHOLOGY C168 3.0 Units
Peer Counselor Training for Adolescents
Advisory: Although not a prerequisite, PSYC
C100 is recommended.
This course will instruct the student in the
skills necessary to become an effective peer
counselor. The primary emphasis will be
divided between instruction, demonstration,
and practice of peer counseling techniques
including active listening and problem
solving skills. A second emphasis will focus
on issues that face today’s adolescents
such as sexuality, drug use, suicide, stress
management, relationship problems, sexual
assault, and eating disorders. Transfer Credit:
CSU

PSYCHOLOGY C170 3.0 Units
Psychology of Aging
Advisory: SOC C120
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. Transfer Credit:
CSU; UC credit limitations. See counselor.

PSYCHOLOGY C172 3.0 Units
Counselor Training for Older Adults
Assists adults in working with other older
adults in a supportive capacity to help
them deal with problems unique to seniors.
Students will become aware of the special
social, emotional, physical and economic
concerns of the elderly and explore various
ways of providing support and counseling.
Transfer Credit: CSU

PSYCHOLOGY C182 0.5 Unit
Personal Motivation and Achievement
The basic elements of motivation will be
discussed. Motivational theories, goal
setting, decision-making processes, and
self-esteem techniques are covered. Transfer
Credit: CSU

PSYCHOLOGY C250 3.0 Units
Brain and Behavior (Psychobiology)
Prerequisite: PSYC C100
This course will provide an introduction to
how the brain and nervous system influence
our thinking and behavior. Students will
examine neuroanatomy of the brain, the
neuron, the peripheral and central nervous
systems, and the endocrine system. Students
will study the five major senses, perception,
and higher cognitive processes. Students
will understand how these nervous system
components contribute to basic biological
functions (e.g., sleep, wakefulness, and
drive states), feelings, memory, movement,
language, thinking, and behavioral actions.
Transfer Credit: CSU;

PSYCHOLOGY C260 3.0 Units
Social Psychology
The scientific study of the influence of the
group on an individual's mental processes
and behavior. Topics include self-perceptions,
attitudes and behavior, group influence and
persuasion, attraction and relationships,
stereotypes, prejudice, discrimination,
aggression, belonging, helping, and the
application of social psychology to law,
health, and business. Transfer Credit: CSU;

PSYCHOLOGY C280 4.0 Units
Introduction to Research Methods in
Psychology
Prerequisite: PSYC C100
Co-require: ENGL C160
Advisory: ENGL C100
This course introduces to students
psychological research methods and critical
analysis techniques that may be applied to
diverse research studies and issues. Transfer
Credit: CSU; UC

PURCHASING
(SEE SUPPLY MANAGEMENT)

QUALITY ASSURANCE
QUALITY ASSURANCE C100 3.0 Units
Overview of Quality Assurance
An overview of quality control systems,
the organizational structure functions,
engineering technology, analysis and
application in the work environment.
Emphasizes the importance of adequate
product requirements and the process of
evaluation. Transfer Credit: CSU

REAL ESTATE
REAL ESTATE C100 3.0 Units
Real Estate Principles
Introductory course to Real Estate. Topics
covered include contracts, manner of holding
title to real property, escrow, appraisal,
marketing, financing, property management,
and many other topics. This course is one of
the three required for the State Real Estate
License exam. Transfer Credit: CSU

REAL ESTATE C105 3.0 Units
California Mortgage Loan Brokering and
Lending
Advisory: RE C100
Introduces student to Mortgage Brokering
operations including office setup, loan
processing by computer, lending regulations,
types of loans, A to D paper, loan submission,
quality control, FICO credit scoring, and loan
packaging and shipping. Transfer Credit: CSU

REAL ESTATE C110 3.0 Units
Real Estate Legal Aspects
Advisory: RE C100
The legal aspects of real estate law as
encountered by brokers and others who deal
with real property. Includes escrows, sales
contracts, trust deeds, landlord-tenant, liens,
probate sales, joint tenancy, and others.
Transfer Credit: CSU

REAL ESTATE C120 3.0 Units
Real Estate Practice
Introduction to the day-to-day activities
performed by a licensed real estate
salesperson. Students will examine various
methods of prospecting for buyers and
sellers, disclosure requirements, types of
financing available. This course is one of three
required courses for the State Real Estate
Salesperson Exam and Broker License.
Transfer Credit: CSU

REAL ESTATE C125 1.5 Units
Real Estate Development Management
Advisory: RE C100 strongly recommended.
Designed for brokers, salesmen, building
designers, and architects to understand
development potentials for residential,
commercial, or industrial properties as well
as constraints in compliance with state and
local land use regulations. The emphasis will
be on proper planning and determination of
development potentials. Transfer Credit: CSU

REAL ESTATE C130 3.0 Units
Real Estate Appraisal 1
Advisory: RE C100
Basic principles and methods of appraisal
generally used in establishing the market
value of real estate, along with the knowledge
and skills necessary for application and
interpretation of basic entry-level appraisals.
Time will be devoted to discussion and
reference to the Uniform Standards of
Professional Appraisal Practice (USPAP)
Transfer Credit: CSU
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<td>Computer Skills for Real Estate</td>
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SPANISH C176 1.0 Unit
Beginning Conversational Spanish 1
Prerequisite: SPAN C180 or SPAN C180B
Basic communication skills with emphasis on oral communication and pronunciation. This course is designed to develop the student's ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, the internet, and selected texts. Grammar is taught only as it will facilitate conversations. Transfer Credit: CSU. See counselor.

SPANISH C177 1.0 Unit
Beginning Conversational Spanish 2
Prerequisite: SPAN C180 or SPAN C180B
Students will continue to develop basic oral skills in speaking in Spanish during guided conversations with other classmates. This course is designed to develop the student's ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, the internet, and selected texts. Grammar is taught only as it will facilitate conversations. Transfer Credit: CSU. See counselor.

SPANISH C178 1.0 Unit
Intermediate Conversational Spanish 1
Prerequisite: SPAN C180 or SPAN C180B
Students will continue to develop basic oral skills in speaking in Spanish during guided conversations with other classmates and the instructor. This course is designed to develop the student's ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, the internet, and selected texts. Grammar is taught only as it will facilitate conversation. Transfer Credit: CSU. See counselor.

SPANISH C179 1.0 Unit
Intermediate Conversational Spanish 2
Prerequisite: SPAN C180 or SPAN C180B
Students will continue to develop basic oral skills in speaking in Spanish during guided conversations with other classmates and the instructor. This course is designed to develop the student's ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, the internet, and selected texts. Grammar is taught only as it will facilitate conversation. Transfer Credit: CSU. See counselor.

SPANISH C180 5.0 Units
Elementary Spanish
Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185 or C185A.
This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as customs and cultures of the Spanish-speaking world. SPAN C180A is equivalent to the first half of SPAN C180. SPAN C180A and C180B are equivalent to SPAN C180. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C180A 2.5 Units
Elementary Spanish 1A
Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185. This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as customs and cultures of the Spanish-speaking world. SPAN C180A is equivalent to the first half of SPAN C180. SPAN C180A and C180B are equivalent to SPAN C180. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C180B 2.5 Units
Elementary Spanish 1B
Prerequisite: SPAN C180A
This course reviews and expands the student's ability to comprehend and converse in daily spoken Spanish. There is increased emphasis on reading and writing. An introduction to Hispanic culture is continued. SPAN C180B is equivalent to the second half of SPAN C180. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C183 1.0 Unit
Review of Elementary Spanish
Prerequisite: SPAN C180, C180A, and C180B
Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185.
This course is designed to improve the student's ability to both comprehend and communicate through writing in basic Spanish. A review of vocabulary and grammar will be provided through interactive lessons. Videos in Spanish will be included to continue development of listening and reading comprehension skills. Transfer Credit: CSU; UC

SPANISH C184 2.0 Units
The Hispanic World
Advisory: SPAN C180, or C180A and C180B
Group participation to develop skills in using Spanish through listening, reading, writing, and speaking. Study and discussion of topics and issues of current interest in the Hispanic world and the cultures of Spain, Latin America, and the United States. Transfer Credit: CSU

SPANISH C185 5.0 Units
Elementary Spanish 2
Prerequisite: SPAN C180, C180B, or completion of two years of high school Spanish with a grade of "C" or better.
This course is a continuation of SPAN C180 or C180B and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. SPAN C185A is equal to the second half of SPAN C180. SPAN C185A and C185B are equivalent to SPAN C185. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C185A 2.5 Units
Elementary Spanish 2A
Prerequisite: SPAN C180, C180B, or completion of two years of high school Spanish with a grade of "C" or better.
This course is a continuation of SPAN C180 or C180B and 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 selected reading materials and discussion. Spanish 185A and 185B are equivalent to Spanish 185. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C185B 2.5 Units
Elementary Spanish 2B
Prerequisite: SPAN C185A
This course is a continuation of SPAN C185A and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. SPAN C185B is equal to the second half of SPAN C185. SPAN C185A and C185B are equivalent to SPAN C185. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C186 1.0 Unit
Spanish Topics
Advisory: SPAN C185, C185A and C185B
An intermediate conversational Spanish course using selected readings and activities as vehicles for discussion. Students will be encouraged to enlarge their vocabulary and ability to speak and write in a spontaneous manner, using various verb tenses. Transfer Credit: CSU.

SPANISH C260 5.0 Units
Spanish for Spanish Speakers 1
Prerequisite: SPAN C180, C180B, or completion of two years of high school Spanish with a grade of "C" or better.
This course is designed to address the particular linguistic needs of the Spanish-English population who speaks the Spanish language but needs formal instruction in the language. Emphasis is placed on improving the Spanish communicational skills of formal oral expression, grammar, reading and composition. The course explores the Hispanic culture through an introduction to Hispanic readings, plays, music and film. The course is conducted primarily in Spanish. Transfer Credit: CSU; UC

SPANISH C260A 2.5 Units
Spanish for Spanish Speakers 1A
Prerequisite: SPAN C260
SPAN C260A is the first part of SPAN C260. It is designed to enrich the communicational skills of the Spanish-English bilingual student. The course focuses instruction on improving the communicational skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition. The course explores Hispanic culture through readings, plays, and film. Transfer Credit: CSU; UC
SPANISH C260B  2.5 Units
Spanish for Spanish Speakers 1B
Prerequisite: SPAN C260A
SPAN C260B is the second part of SPAN C260. It reviews and expands the communication skills of Spanish-English bilingual students. The course focuses instruction on improving the communication skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition. The course explores Hispanic culture through readings, plays, and film. The course is conducted mainly in Spanish. Transfer Credit: CSU; UC

SPANISH C265  5.0 Units
Spanish for Spanish Speakers 2
Prerequisite: SPAN C260 or C260B
SPAN C265 is the continuation of SPAN C260. It is designed to advance the communication skills of Spanish-English bilingual students who are native or near native speakers of Spanish. The course focuses instruction on improving the communication skills in formal speaking, reading, grammar, spelling, vocabulary building, and composition. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted mainly in Spanish. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C265A  2.5 Units
Spanish for Spanish Speakers 2A
Prerequisite: SPAN C260 or C260B
SPAN C265A is equal to the first half of SPAN C265. It is designed to advance the communication skills of formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition of Spanish-English bilingual students who are native or near native speakers of Spanish. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted mainly in Spanish. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C265B  2.5 Units
Spanish for Spanish Speakers 2B
Prerequisite: SPAN C260A
SPAN C265B is the continuation of SPAN C265A. It is designed to advance the communication skills of formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition of Spanish-English bilingual students who are native or near native speakers of Spanish. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted mainly in Spanish. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C280  4.0 Units
Intermediate Spanish 1
Prerequisite: SPAN C185 or C185B
This course is a continuation of SPAN C185 or C185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary, and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C280A  2.0 Units
Intermediate Spanish 1A
Prerequisite: SPAN C185 or C185B
This course is a continuation of SPAN C185 or C185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third-semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C280B  2.0 Units
Intermediate Spanish 1B
Prerequisite: SPAN C280A
This course is a continuation of SPAN C280A and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. Transfer Credit: CSU; UC credit limitations. See counselor.

SPANISH C285A  2.0 Units
Intermediate Spanish 2A
Prerequisite: SPAN C280 or C280B
Continuation of SPAN C280 or C280B. Designed to further develop student's ability to comprehend, converse, read and write in Spanish at the fourth-semester level. Discussion of literature and culture through selected readings. Transfer Credit: CSU credit limitations; UC credit limitations. See counselor.

SPANISH C285B  2.0 Units
Intermediate Spanish 2B
Prerequisite: SPAN C285A
Continuation of SPAN C285A. Designed to further develop student's ability to comprehend, converse, read and write in Spanish at the fourth-semester level. Discussion of literature and culture through selected readings. Transfer Credit: CSU credit limitations; UC credit limitations. See counselor.

SPECIAL EDUCATION

SPECIAL EDUCATION C007  1.5 Units
Post-Concussion Cognitive Retraining
Prerequisite: Acceptance into ABI Program and completion of SPED C470.
Advisory: Individual should be currently employed or attending school full-time.
Cognitive retraining designed for individuals who have sustained a mild brain injury at or after age 13. Course work includes emphasis on fundamental cognitive skills, critical thinking skills, memory compensation techniques, and psychosocial and transition issues. This course may be taken five times. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION C055  3.0 Units
Cognitive Retraining for Acquired Brain Injury Survivors
Prerequisite: Acceptance into ABI program and completion of SPED C470.
Cognitive retraining designed for individuals with acquired brain injury sustained at or after age 13. Course work includes emphasis on fundamental cognitive skills, critical thinking skills, memory compensation techniques, attention, and psychosocial and transition issues. This course may be taken fifteen times. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION C057  1.5 Units
Post-Concussion Cognitive Retraining
Prerequisite: Acceptance into ABI program and completion of SPED C470.
Advisory: Individual should be currently employed or attending school full-time.
Cognitive retraining designed for individuals who have sustained a mild brain injury at or after age 13. Course work includes emphasis on fundamental cognitive skills, critical thinking skills, memory compensation techniques, and psychosocial and transition issues. This course may be taken fifteen times. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION C059  2.0 Units
Cognitive Retraining for Acquired Brain Injury Survivors
Prerequisite: Acceptance into ABI program and completion of SPED C050.
Cognitive retraining designed for individuals with acquired brain injury sustained at or after age 13. Course work includes emphasis on fundamental cognitive skills, critical thinking skills, memory compensation techniques, and psychosocial and transition issues. This course may be taken three times. (NOT APPLICABLE TO A.A. DEGREE)
SPECIAL EDUCATION C300 2.0 Units
Strategies for Using PDAs after Brain Injury
Survivors of brain injury and individuals who work with survivors will learn how to use a PDA (Personal Digital Assistant) to help with memory compensation, organization, and time management after a brain injury.

SPECIAL EDUCATION C301 3.0 Units
Cognitive Strategy Building
This course is designed to help survivors of brain injury and their caretakers learn to build and apply cognitive strategies to help with adjustment to life after brain injury. Transfer Credit: CSU

SPECIAL EDUCATION C302 3.0 Units
A Guide to Brain Injury
This course is designed to help family members of brain injured adults deal with the cognitive, physical and social changes that can be associated with life after brain injury. Transfer Credit: CSU

SPECIAL EDUCATION C303 3.0 Units
Community Re-Integration
This course is designed to help survivors of brain injury and their caretakers learn about how to re-enter the community. Transfer Credit: CSU

SPECIAL EDUCATION C403 0.0 Unit
Oral Communication I - Beginning Communication Skills
Designed to assist students with developmental disabilities in acquiring and improving basic receptive and expressive language skills. Students will develop listening skills and will learn to express their needs and thoughts. Emphasis of the course will be on the functional application of communication skills in everyday life situations. This course may be taken four times.

SPECIAL EDUCATION C404 0.0 Unit
Oral Communication II - Conversational Language
Designed to assist students with developmental delays in acquiring and improving receptive and expressive language skills. Students will develop communication skills and will learn to express their needs and thoughts. Emphasis of the course will be on the functional application of communication skills in everyday life situations. This course may be taken four times.

SPECIAL EDUCATION C406 0.0 Unit
Manual Communication
Basic sign language for non-verbal and hearing-impaired developmentally delayed learners to acquire the ability to communicate with others. Emphasis on understanding and utilizing signs related to everyday living. Students enrolled in the course receive an individualized Student Educational Contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

SPECIAL EDUCATION C407 0.0 Unit
Beginning Reading
Designed to assist students with developmental delays to acquire beginning reading skills. Emphasis of the course will be on pre-reading skills, knowledge of the alphabet, phonetic pronunciation, and sight word vocabulary. This course may be taken four times.

SPECIAL EDUCATION C408 0.0 Unit
Reading and Writing Development
Designed to assist students with developmental delays in acquiring basic reading and writing skills or improving their present skills. Emphasis of the course will be on reading, comprehension, communication, and the functional application of those skills in everyday situations. This course may be taken four times.

SPECIAL EDUCATION C409 0.0 Unit
Applied Academics
Designed to assist students with developmental delays in acquiring basic academic skills or improving their present skills. Emphasis of the course will be on mathematics, reading, and writing skills and the functional application of those skills in everyday life situations. Students will identify their personal academic goals, and Student Educational Contracts will be developed for students based on their goals and ability level. This course may be taken four times.

SPECIAL EDUCATION C410 0.0 Unit
Critical Thinking
Designed to assist students with disabilities in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations and environments. Emphasis on problem-solving and decision-making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies. This course may be taken four times.

SPECIAL EDUCATION C412 0.0 Unit
Mathematical Concepts
Designed to assist students with developmental delays in acquiring and applying the following number, money, time, and measurement concepts. Students and teacher will identify the student's personal academic goals, and Student Educational Plans will be developed for students based on their goals and ability level. This course may be taken four times.

SPECIAL EDUCATION C413 0.0 Unit
Functional Math
Designed to assist students with developmental delays in acquiring and applying basic math skills in everyday life situations. Emphasis will be on using basic math operations, using money, and telling time. This course may be taken four times.

SPECIAL EDUCATION C421 0.0 Unit
Orientation to Art
Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking, and ceramics for adults with developmental delays. Emphasis on use of tools and materials necessary to render finished artwork. Skills will be assessed to determine placement in more advanced art classes. Students enrolled in the course receive an individualized student educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

SPECIAL EDUCATION C422 0.0 Unit
Art
Art class for adults with developmental disabilities. Focus is on the development of skills related to specific art processes, e.g., fiber arts, painting/drawing, mixed media, and three-dimensional art forms and processes. Participants will be expected to utilize skills to produce one or more art projects in a chosen medium. Students receive an individualized student educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

SPECIAL EDUCATION C423 0.0 Unit
Orientation to Music
Introduction to vocal and instrumental music, including individual and group singing and knowledge and use of a variety of musical instruments. Skills will be assessed to determine placement in more advanced music classes. This course may be taken four times.

SPECIAL EDUCATION C424 0.0 Unit
Beginning Instrumental Music
Introduction to instrumental music for students with developmental delays. Course concentrates on the utilization of a variety of melodic and percussive instruments, with an emphasis on using improvisation techniques to facilitate individual development. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.
SPECIAL EDUCATION C425 0.0 Unit
Advanced Instrumental Music
Advanced instrumental music for students with developmental delays. Focus is on the development of music skills for performing simple instrumental arrangements in a group format. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

SPECIAL EDUCATION C426 0.0 Unit
Vocal Music
Designed for students with developmental delays in acquiring skills to participate in individual and or small to large choral singing, utilizing unison and two and/or three part music as well as emphasizing voice production, tone, dictation, breath control, and posture. This course may be taken four times.

SPECIAL EDUCATION C430 0.0 Unit
Adult Fitness for Seniors
Co-requisite: Limitations may be temporary or permanent. A signed Coastline College Doctor’s Disability Verification will be requested from the student’s physician.
Course designed for older adults with physical limitations to increase cardiovascular health and 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. This course may be taken fifteen times.

SPECIAL EDUCATION C431 0.0 Unit
Balance and Mobility for Seniors
Co-requisite: Limitations may be temporary or permanent. A signed Coastline College Doctor’s Disability Verification will be requested from the student’s physician.
Group exercise class for older adults to reduce the risk of falls by using a multidimensional approach to maintain/improve balance and mobility. This course may be taken fifteen times.

SPECIAL EDUCATION C432 0.0 Unit
Adapted Fitness for Seniors
Co-requisite: Limitations may be temporary or permanent. A signed Coastline College Doctor’s Disability Verification will be requested from the student’s physician.
A course designed to meet the health related fitness needs of disabled seniors who require individualized approaches to curriculum and adapted methodologies pursuant to each student’s unique needs affording goal achievement. Activities are designed and implemented to achieve improved levels in all categories of fitness: muscle strength, muscle endurance, cardio-respiratory and cardiovascular functions, anaerobic efficiency, general flexibility, and range of motion. All levels of body management, mobility/agility, and ambulation/locomotion are included. This course may be taken fifteen times.

SPECIAL EDUCATION C433 0.0 Unit
Seated Adapted Fitness for Seniors
Co-requisite: Limitations may be temporary or permanent. A signed Coastline College Doctor’s Disability Verification will be requested from the student’s physician.
A course designed to meet the health related fitness needs of disabled seniors who are severely limited in their ability to perform fitness activities while standing and who require adapted curriculum and methodologies pursuant to being disabled. Activities are designed and implemented to achieve improved levels in all categories of fitness: muscle strength, muscle endurance, cardio-respiratory and cardiovascular functions, respiratory volumes, general flexibility, and range of motion. Progressions to improve body management techniques, mobility/agility, and ambulation/locomotion are included. This course may be taken fifteen times.

SPECIAL EDUCATION C435 0.0 Unit
Rhythmic Movement
An aerobic class for special education students. Focus on utilizing movement combined with a variety of musical rhythms to facilitate and strengthen the development of coordination, mobility, spatial orientation, socialization skills, body awareness, and flexibility. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

SPECIAL EDUCATION C436 0.0 Unit
Adult Fitness
A fitness class designed for students with developmental delays. This course is designed to utilize calisthenics, jogging, exercise, race walking, and weight training to increase muscular strength and endurance, to improve posture and mobility, and to increase breath control. Exercises are tailored to the abilities of the students. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

SPECIAL EDUCATION C437 0.0 Unit
Aerobics
A fitness class for adults with developmental delays. Course designed to combine dance, stretching, movement with a variety of musical rhythms in order to increase fitness, flexibility, endurance, and coordination. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

SPECIAL EDUCATION C438 0.0 Unit
Adaptive Physical Education 1
A basic motor skills program designed for students with developmental delays. Course focuses on the development of coordination, balance, conditioning, spatial orientation, and socialization skills utilizing sequential motor exercises and elements of structured sports activities. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

SPECIAL EDUCATION C450 0.0 Unit
Customs, Cultures, and Holidays
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. This course may be taken four times.

SPECIAL EDUCATION C451 0.0 Unit
Personal and Social Development
Course designed to assist students with developmental delays in acquiring skills necessary to establish and maintain productive interpersonal relationships. Includes social interaction as well as basic etiquette and manners related to home, community, and vocational settings. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

SPECIAL EDUCATION C452 0.0 Unit
Health Concepts
Designed to provide developmentally disabled learners with information regarding general health related concepts. Emphasis of the course will be on developing self esteem and confidence in dealing with others as well as making informed choices regarding human relationships. The course will include a review of basic body structure and function, human sexuality, and reproduction, development and maintenance of good emotional habits and relationships, and how to maintain good physical health through exercise, diet, and self care. This course may be taken four times.

SPECIAL EDUCATION C453 0.0 Unit
Home Economics I - Food Preparation
Designed to assist the student with developmental delays to achieve greater independence within the home. This course emphasizes practical skills related to healthy and nutritious food preparation, including menu planning, using kitchen hygiene and safety, cooking, serving, and storing food properly. This course may be taken four times.

SPECIAL EDUCATION C454 0.0 Unit
Home Economics II - Home Maintenance
Designed to assist students with disabilities in independently caring for his/her home. This course emphasizes housekeeping skills (including cleaning and laundry skills), home repairs, safety, and home decorating. This course may be taken four times.
SPECIAL EDUCATION C455 0.0 Unit
Mobility Training
Designed to teach students with developmental disabilities to travel within their communities with minimal dependence upon others. Simulated experiences in the classroom will be combined with training in the neighborhood and community at large. Class size will be limited, and all students will be tested for class readiness prior to enrollment. This course may be taken four times.

SPECIAL EDUCATION C456 0.0 Unit
Community Resources
This course is designed to provide the student with developmental disabilities with skills necessary to function safely and independently within the community. The class will focus on utilizing free and low cost community resources for entertainment and knowledge. The student may also gain knowledge of community services, including fire, police, library, and other social services. This course may be taken four times.

SPECIAL EDUCATION C457 0.0 Unit
Consumer Skills
Designed to provide students with disabilities with skills necessary to function independently as a consumer. Course emphasizes consumer skills related to shopping, budgeting, and banking. This course may be taken four times.

SPECIAL EDUCATION C460 0.0 Unit
Vocational Exploration
Designed to assess behavioral and vocational ability levels; this course will evaluate the student's readiness for vocational training. Simulated vocational activities will be used to assess the individual's potential for benefiting from vocational instruction. Course may only be repeated with administrative approval.

SPECIAL EDUCATION C461 0.0 Unit
Vocational Preparation and Readiness
Advisory: SPED C460
Designed to prepare persons for work assignments and/or competitive employment, this course will emphasize development of social and vocational skills necessary for success in a job setting. Attention to task, task completion, self evaluation of work, tool use, and acquisition of new skills will be included. Job specific training will be provided for students preparing to enter pre-identified work placement.

SPECIAL EDUCATION C462 0.0 Unit
Career Development
Prerequisite: Concurrent employment, volunteer service, or training within the college or community for a minimum of for 5 hours per week.
Provides supervised career exploration opportunities and the specialized counseling and guidance support necessary to enhance the student's opportunity for on-the-job success by bridging the gap between educational theory and on-the-job practices. Emphasis on individualized performance objectives relative to the student's special needs and occupational or career goals. This course can be taken ninety-nine times.

SPECIAL EDUCATION C463 0.0 Unit
Introduction to Career Planning
Advisory: Verification of disability.
Introduction to career planning for individuals with disabilities. Includes evaluation of interests, skills and abilities as they relate to career areas, and how to determine transferable skills. Emphasis will be placed on how to explore career options and develop goal setting strategies to begin making a career plan. This course may be taken ten times.

SPECIAL EDUCATION C464 0.0 Unit
Identify Career Options
Advisory: Verification of disability.
Career planning for persons with disabilities. Emphasis will include investigation of various career areas and assessment of student interests, values, and strengths in relationship to career options. Students will be guided in self assessment of skills and abilities and how to utilize effective decision making strategies in career planning. Community training options will be explored. This course may be taken ten times.

SPECIAL EDUCATION C465 0.0 Unit
Job Search Strategies and Skills
Advisory: Verification of disability.
Designed to teach persons with disabilities effective job search strategies. Students will learn how to develop job leads, prepare applications and resumes, contact employers, and prepare for interviews and how to follow up. Emphasis will be placed on turning “disability” into “ability” in the minds of prospective employers. This course may be taken ten times.

SPECIAL EDUCATION C470 0.0 Unit
ABI Program Pre-Admission Evaluation
Advisory: Referral by Acquired Brain Injury program admission committee.
Designed for adults who have acquired brain injuries and who have been referred by Coastline’s ABI Program Admissions Committee for evaluation of cognitive and psychosocial skills for consideration for admission to the ABI Program. This course may be taken two times.

SPECIAL EDUCATION C475 0.0 Unit
ABI Cognitive Refresher Course
Prerequisite: Graduation from Coastline’s Acquired Brain injury program.
This is a refresher course in cognitive skills and compensation strategies as related to job school, and home settings. The course will also teach students to self-assess job and school performance and to develop and implement plans for improving performance. This course may be taken five times.

SPECIAL EDUCATION C480 0.0 Unit
Introduction to Computers
An individualized course designed to introduce adults with developmental delays to computer instruction. Computer Education topics will include basic equipment operation, keyboard knowledge, and basic word processing (WP) commands. This course may be taken four times.

SPECIAL EDUCATION C481 0.0 Unit
Introduction to Desktop Publishing
Advisory: SPED C480
An individualized course designed to introduce adults with developmental disabilities to the use of desktop publishing in the classroom. Students will learn to express thoughts in text and graphic forms using basic word processing and desktop publishing software. This course may be taken four times.

SPECIAL EDUCATION C482 0.0 Unit
Introduction to the Internet
A slow paced introduction to the Internet primarily designed for but not limited to students with developmental disabilities. Will familiarize students with terms, protocol, and hazards of Internet, WWW, search engines, and e-mail. Will help students find resources in the community. This course may be taken four times.

SPEECH
SPEECH C100 3.0 Units
Interpersonal Communication
Language use and effective interpersonal communication, both verbal and non verbal. Recommended for students wanting to understand and improve their communication skills in interpersonal relationships. Content areas include: conversation, listening, perception, non verbal communication, language, self concept, and self disclosure. Transfer Credit: CSU

SPEECH C101 3.0 Units
Human Communication
This course is an introduction to the fundamentals and principles which underlie effective speech communication. Practical experience, emphasizing content, organization and delivery, will be required in at least three speaking situations, specifically including persuasive and informative speaking. Particular emphasis will be on Milton Rokeach’s value theory (1968) as an explanation for the relationship between self-concept and behavior. Transfer Credit: CSU; UC

SPEECH C110 3.0 Units
Public Speaking
Principles of public speaking, including planning, preparation and delivery of an effective oral presentation. Consideration of and practice in problem solving, information, persuasion and communication techniques. Emphasis on developing self confidence and skill in communicating to and with groups. Transfer Credit: CSU; UC

SPEECH C200 3.0 Unit
Public Communications
This course focuses on the preparation, presentation, and delivery of informative and persuasive public speeches. Particular emphasis is on organizing and outlining, reasoning and arguing, and analyzing audiences and adapting to different audiences. Transfer Credit: CSU
SUPPLY MANAGEMENT

SUPPLY MANAGEMENT C101 3.0 Units
Principles of Supply Chain Management
Principles of Supply Chain Management encompass purchasing, operations, and explain logistics activities and explain how these aspects of supply chain activity are accomplished effectively and efficiently. The course follows a natural flow through the supply chain, demonstrating the practical applications of supply chain management in the workplace. Transfer Credit: CSU

SUPPLY MANAGEMENT C102 3.0 Units
Supply Chain Operations
Supply Chain Operations provide a strong foundation and solid understanding of key supply chain processes. Topic highlights include supply chain strategy development; process evaluation and design; and planning, control, and scheduling with a focus on value-added approaches to link suppliers, the organizations, and customers. Strategic and operational issues are covered with an emphasis on tools and techniques. Transfer Credit: CSU

SUPPLY MANAGEMENT C104 3.0 Units
Purchasing and Procurement
Purchasing and Procurement provides contextual insight and knowledge into the strategies, processes, and practices of purchasing. Topics include supplier integration, evaluation, cost analysis, negotiations, contracts, managing inventory and information, e-systems, sourcing, supply measurement, and evaluation. Transfer Credit: CSU

SUPPLY MANAGEMENT C204 3.0 Units
Supply Chain Logistics Management
Supply Chain Logistics Management provides a strategic focus that blends logistics theory with practical applications showing how all the pieces fit together. Topics include logistics management, operations, design, administration, and changes in the way business is being conducted. Emphasis is on the integration technology developments to Supply Chain Managerial concepts and logistical practices. Transfer Credit: CSU

THEATER ARTS

THEATER ARTS C100 3.0 Units
Introduction to Theater
A course designed for those who wish to explore the performing arts with special attention given to a survey of all the contributing elements in a production, such as, stage craft, direction, and the actor’s contribution. Attendance at a live performance is mandatory at the student’s expense. Transfer Credit: CSU; UC

THEATER ARTS C103 2.0 Units
Acting Skills for Life
This unique hands-on interactive course incorporates the best practices from the world of theater to strengthen human interaction and leadership skills for greater success in life. Students from diverse backgrounds will benefit from this practical experience. Topics include: style and power, body language, active listening, creative collaboration, vocal essentials, and the nature of leadership. Transfer Credit: CSU; UC

THEATER ARTS C104 3.0 Units
Drama Therapy: For Clinical and Personal Application
This class serves as an introduction to drama therapy. It will expose students to the theory of drama therapy, its evolution as a profession, and its roots in theater and psychology, as well as providing student’s experiential learning about its application in both clinical and everyday situations. Transfer Credit: CSU; UC

THEATER ARTS C105 3.0 Units
Theater Games and Exercises
A beginning class for anyone interested in drama. The course covers the basic principles and techniques of acting through the use of interactive theater games and improvisational exercises. Development of expressive freedom; creativity; relaxation; sensory awareness concentration; and the acting instruments of voice, body, and imagination will be emphasized. Minimal memorization. Transfer Credit: CSU; UC

THEATER ARTS C106 3.0 Units
Acting Fundamentals
An interactive course analyzing the art of acting, including vocal and movement exercises, character development, and examination of various acting techniques and styles. Emphasis is placed on class participation in scene work to develop a concrete understanding of the creative process. This course may be taken four times. Transfer Credit: CSU; UC

THEATER ARTS C107 3.0 Units
Fundamentals of Acting 2
Advisory: THEA C106
An interactive course further developing skills addressed in THEA C106, including character development and examination of various acting techniques. Scene work and development of an audition piece will produce further familiarity with the creative process of the actor. Transfer Credit: CSU; UC

THEATER ARTS C111 3.0 Units
The Show: Creating and Performing for Television and the Web
This course introduces students to the process of creating and performing in television productions intended for distribution to television and the Internet (Web). Both sides of the camera will be experienced: acting for television as well as the process of creating and taping a television program. Skill building through hands-on experience will be emphasized. Students will learn the process of television acting, including creating a character, auditioning, and performing monologues and dialogues, as well as movement. Students will also learn the fundamentals of television show creation including camera work, audio recording, scriptwriting, producing, and directing. Finally, each student will have a hand in the creation of a television program that is uploaded to the Web. This course is designed for those interested in careers in acting and television as well as those just curious about the mysterious process of making television programs. No previous experience is required. The course may be taken three times. Transfer Credit: CSU; UC

VIETNAMESE

VIETNAMESE C180 5.0 Units
Elementary Vietnamese 1
Advisory: Students who have completed two years of high school Vietnamese with a grade of “C” or better should enroll in VIET C185.
A beginning course in speaking, understanding, reading, and writing Vietnamese; study of grammar, vocabulary and pronunciation, and of customs and culture of Vietnam. Transfer Credit: CSU; UC credit limitations. See counselor.

VIETNAMESE C185 5.0 Units
Elementary Vietnamese 2
Prerequisite: VIET C180, C180B
Advanced beginning course continuing VIET C180 emphasizing correct pronunciation, basic structural patterns, and extensive vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple and short supplementary readings on Vietnamese culture and civilization will be included. Transfer Credit: CSU; UC credit limitations. See counselor.

VIETNAMESE C260 4.0 Units
Vietnamese for Vietnamese Speakers
Advisory: Native or near-native fluency in Vietnamese recommended.
VIET C260 is designed to enrich the communication skills of the Vietnamese bilingual student. The course focuses instruction on improving the communications skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building and composition. The course explores culture through readings, plays and films. Class is conducted primarily in Vietnamese. Transfer Credit: CSU

VIETNAMESE C280 4.0 Units
Intermediate Vietnamese 1
Prerequisite: VIET C185 or C185B
VIET C280 is a continuation of VIET C185 or C185B; it is designed to develop further the abilities students have attained to comprehend and converse daily in spoken and written Vietnamese at an intermediate level. Reading and writing skills are stressed and enhanced. Cultural notes, authentic reading materials, literary selections, and grammar beyond the phrasal level present new concepts to stimulate vocabulary acquisition, to provoke expressive ability, and to generate communicative competency. Cultural and philosophical aspects of the Vietnamese-speaking world, including the world of Vietnamese-Americans, will also be discussed. Transfer Credit: CSU; UC

VIETNAMESE C285 4.0 Units
Intermediate Vietnamese 2
Prerequisite: VIET C280, C280B
VIET C285 is a continuation of VIET C280 with continuing emphasis on student’s ability to comprehend and converse in daily spoken Vietnamese at the fourth semester level. The course focuses on enriching the communication skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building and composition. The course explores culture through readings, plays and films. Transfer Credit: CSU; UC
Policies and Regulations

**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 030-3-1.5 as approved 02/05/03.

**Academic Honesty**
Coastline has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility and weaken our society. Administrators, faculty and classified staff at Coastline all support this policy. Faculty have the primary responsibility to ensure that academic honesty is maintained in their classes. Students share that responsibility and are expected to refrain from all acts of academic dishonesty. The Coast Community College District Student Code of Conduct and Disciplinary Procedures shall be applied to any violation of academic honesty.

An instructor who has evidence that an act of academic dishonesty has occurred may, 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; lower the overall class grade; assign an “F” grade for the course.

NOTE: A grade of “F” assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a “W” will not replace an “F” assigned for academic dishonesty.

**Examples of Violations of Academic Honesty**
Academic dishonesty includes, but is not limited to, the following:

**Cheating**
- Obtaining answers from another student before or during an examination.
- Communicating answers to another student during an examination.
- Knowingly allowing another student to copy one’s work.
- Taking an examination for another student or having someone take an examination for oneself.
- Using unauthorized material during an examination.
- Sharing answers for a take-home examination unless otherwise authorized by the instructor.
- Altering a graded examination or assignment and returning it for additional credit.
- Receiving help in creating a speech, essay, report, project or paper unless otherwise authorized by the instructor.
- Turning in a speech, essay, report, project or paper done for one class to another class unless specifically authorized by the instructor of the second class.
- Misreporting or altering the data in laboratory or research projects.

**Plagiarizing**
- Offering another person’s work as one’s own: copying a speech, essay, report, project or paper from another person or from books or other sources.
- Allowing another person or company to do the researching and/or writing or creating of an assigned speech, essay, report, project or paper for oneself.
- Writing or creating a speech, essay, report, project or paper for another student. Doing research for another student’s project or report.
- Using outside sources (books, periodicals or other written or spoken sources) without giving proper credit (by naming the person and putting any exact words in quotation marks).

**Committing Other Acts of Dishonest Conduct**
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grade change cards.
- Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment or by creating a distraction meant to impair performance.
- Forging or altering attendance records.

**Engaging in Collusion**
Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion is an act of academic dishonesty and will be disciplined in the same manner as the act itself.
Procedures for Dealing with Violations of Academic Dishonesty

**Action by the Instructor:** An instructor who has evidence that an act of academic dishonesty has occurred shall, after speaking with the student, take one or more of the following actions:

- Issue a reprimand.
- Give the student an “F” grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination.*
- Assign an “F” grade for the course. NOTE: A grade of “F” assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a “W” grade will not replace an “F” assigned for academic dishonesty.*

*For any incident of academic dishonesty that is sufficiently serious for the instructor to take disciplinary action that can lower the student’s grade (for example, an “F” given for all or part of an assignment), the instructor shall report the incident to the Dean of Counseling & Special Programs on an “Academic Dishonesty Report” form.

**Action by the Administration:** Upon receipt of the first “Academic Dishonesty Report” form concerning a student, or upon satisfactory investigation of allegations brought by other staff or students, the Dean of Counseling & Special Programs shall send a letter of reprimand to the student, which will inform the student that he/she will be on disciplinary probation for the remainder of his/her career at Coastline.

Upon receipt of a second reported incident of cheating by the student, the Dean of Counseling & Special Programs shall suspend the student for one calendar year. If, after the student returns from a suspension for academic dishonesty, the Dean of Counseling & Special Programs receives yet another “Academic Dishonesty Report” form, he/she shall recommend to the College president and the CCCD Board of Trustees that the student be expelled from the District.

For more serious incidents of academic dishonesty, the student shall be suspended from the College on the first offense and could be recommended for expulsion by the CCCD Board of Trustees. Offenses warranting suspension or expulsion on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

*For any incident of academic dishonesty that is sufficiently serious for the instructor to take disciplinary action that can lower the student’s grade (for example, an “F” given for all or part of an assignment), the instructor shall report the incident to the Dean of Counseling & Special Programs on an “Academic Dishonesty Report” form.

**Academic Renewal**

The academic renewal policy for Coast Community College District is issued pursuant to Sections 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances or circumstances beyond the student’s control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives.

If specific conditions are met, Coastline may disregard from all consideration associated with the computation of a student’s cumulative grade point average (GPA) to a maximum of 30 units of coursework from a maximum of two semesters or three quarters taken at any college for graduation or GPA purposes only. These conditions are:

1. The coursework to be disregarded is substandard. The total GPA of the semester is less than 2.0 units.
2. A minimum of 12 semester units have been completed at any regional accredited college or university with a cumulative GPA of at least 2.0 units subsequent to the coursework to be disregarded.
3. At least 12 months have elapsed since the most recent coursework to be disregarded.
4. All substandard coursework shall be disregarded except those courses required as a prerequisite or to satisfy a requirement in the students’ redirected educational objective.
5. Credit for courses from other colleges or universities can be disregarded in order to meet the GPA requirements for an A.A. degree or certificate of achievement toward graduation.

NOTE: It is important to understand that all coursework will remain legible on the student’s permanent records (transcripts), ensuring a true and complete academic history. However, students permanent records will be annotated that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the Student Services office.

If another accredited college has acted to remove previous coursework from consideration in computing the grade point average, such action shall be honored in terms of its policy. However, such units disregarded shall be deducted from the 30 semester units maximum of coursework eligible to be disregarded at Coastline.

**Academic Standards**

**Honors:** Coastline recognizes academic honor in four ways.

1. **PRESIDENT’S LIST:** A student is eligible to be included on the President’s List after completing a
semester of at least 12 units in courses awarding letter grades during which a GPA of 4.0 is earned.

2. **DEAN’S LIST:** A student is eligible to be included on the Dean’s List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 3.50 to 3.99 is earned.

3. **HONOR’S LIST:** A student is eligible to be included on the Honor’s List after completing a semester of 6.0 to 11.9 units in courses awarding letter grades during which a GPA of 3.75 to 4.0 is earned.

4. **GRADUATION WITH HONORS:** A student is eligible for Graduation with Honors* if he or she meets one of two conditions:
   1. **Academic Probation**
      A student is on academic probation if he or she has attempted at least 12 semester units at a District college and
      a. has a GPA of less than 2.0 in the most recent semester completed, or
      b. has a cumulative GPA of less than 2.0 in all units attempted.
   2. **Progress Probation**
      A student is on progress probation if he or she has attempted at least 12 semester units at a District college and the percentage of units with "W, I and NC" grades reaches or exceeds 50 percent.

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

**Disqualification Status:** The approved disqualification policy states that a student shall be disqualified whenever he or she meets one of two conditions:

1. **Academic Disqualification**
   Any student on academic probation for two consecutive semesters shall be academically disqualified. However, students on academic probation whose most recent semester GPA equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.

2. **Progress Disqualification**
   Any student on progress probation for two consecutive semesters shall be disqualified for lack of satisfactory progress. However, students on progress probation whose most recent semester work indicates less than 50 percent of "W, I or NC" entries shall not be disqualified but shall be continued on progress probation.

Students on disqualification at one District college shall be disqualified at all District colleges. Students shall be notified of disqualification status near the beginning of the semester that it shall take effect but, in any case, no later than the start of the Fall Semester.

Upon notification of eligibility for disqualification, students shall be informed of appeal procedures and of counseling and other appropriate services. If circumstances warrant, exceptions may be made and reinstatement granted at the discretion of and under the conditions established by the Probation and Disqualification Review Committee.

* Spring grades will not be used in computing the GPA for the graduation ceremony, but will be used in determining the final GPA for the diploma.

**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.

**Attendance**
**Class Attendance:** Regular and prompt attendance is expected of every student. Instructors may drop students who incur excessive absences. Excessive absences could lead to a lower grade, even a failing grade.

It is especially important that students attend the first class meeting of every class in which they are registered since a full period of instruction will begin the first day of the semester. Instructors may drop students who miss the first class meeting to make room for students who may wish to enroll. Registered students who must miss the first class should notify their instructors through the appropriate area center prior to the first meeting to avoid being dropped from the class.

Each instructor will determine the attendance policy for his or her class and its implication for successful completion of the course. The instructor will explain to students during the first class meeting the policy for attendance and grading to be used in the course.

It is the student’s responsibility to officially drop classes that he or she is no longer attending (see the Withdrawal from Class Policy). If a student stops attending class, but does not officially withdraw from the course via MYCCC, by mail or in person, he or she could receive a failing grade.

**Continuous Attendance:** Defined as the completion of at least one course during a regular semester in an academic year.

**Auditing**
Effective summer 2010, the college is no longer offering students the option to audit a course.
Awarding College Credit

Coastline recognizes college credit, except sectarian courses, earned at any institution of higher education which is accredited by one of the regional accrediting associations of schools and colleges as identified by the Council on Postsecondary Accreditation. Upon completion of 12 units at Coastline, students may receive a maximum of 40 units through experiential learning, including American Council on education (ACE) Credit by Examination recommendations, Military, CLEP, DSST, and Advanced Placement towards the experiences in similar subject areas.

Students planning to transfer credit awarded by Coastline for experience other than classroom attendance should contact the specific transfer institution, since each college has a different policy regarding experiential credit.

Advanced Placement Credit: Credit may be granted for Advanced Placement courses completed in high school. The credit may be applied toward the Associate degree and/or CSU General Education Certification. Official test scores must be submitted to Coastline’s Admissions and Records Office. The following chart indicates required scores and degree application. See AP Chart on page 150.

CLEP (College Level Examination Program)
The College Entrance Examination Board offers examinations covering material taught in courses that most students take in the first two years of college.

- CLEP credits will count towards general education, major, or elective credits for the Associate of Arts degree or CSU General Education Certification. (See chart for required scores and applicability.)
- The University of California does not grant credit for CLEP.
- CLEP may or may not be accepted by other colleges and universities. A student must check with the specific transfer institution to determine regulations regarding CLEP. General CLEP policies can be found in the college catalogs.
- CLEP exams may not be used to retake or improve a grade in a course at Coastline or any other institution.
- CLEP credit posted to another institution’s transcript will be reevaluated based on Coastline’s standards and may or may not be equal to credit received at another institution.
- Coastline has established CLEP and DSST National Testing Centers on base at Dyess AFB, Fallon NAS, Gulfport NCP, Holloman AFB, Pensacola NAS and Point Loma

Credit by Examination: $25 per course. Students with appropriate post high school experience may petition for “Credit by Examination” and receive college credit in courses reflecting this experience, providing the:

1) student is in good standing;
2) course is appropriate for credit by examination;
3) course is listed in the college catalog and
4) appropriate instructor, currently teaching the classroom course, is willing to assist the student in completing “Credit by Examination.”

The appropriate number of units may be posted to the student’s transcript upon completion of 12 units at Coastline. This credit will be designated “Credit by Examination” and will be awarded the grade of “Pass” if the student successfully passes the examination; the grade of “No Pass” will be assigned if the student fails the examination.

DANTES (Defense Activities Non-Traditional Education Support) Subject Standardized Tests (DSSTS)

- Coastline accepts DANTES (DSSTs) with scores of 50 or above.
- DSST credits will count towards general education, major, or elective credits for the Associate of Arts degree. (See DSST chart for applicability)
- DSST scores may not count toward CSU and IGETC certifications.
- DSST scores may or may not be accepted by other colleges and universities. A student must check with the specific transfer institution to determine regulations regarding DSST credit.
- DSST exams may not be used to retake or improve a grade in a course at Coastline or any other institution.
- CLEP/DSST credit posted to another institution’s transcript will be reevaluated based on Coastline’s standards and may or may not be equal to credit received at another institution.
- Coastline has established CLEP and DSST National Testing Centers on base at Dyess AFB, Fallon NAS, Gulfport NCP, Holloman AFB, Pensacola NAS and Point Loma

See Dantes chart on page 153.

Foreign College Units: Coastline is unable to evaluate foreign transcripts. International students are encouraged to utilize the Credentials Evaluation Service provided by the International Research Foundation, Inc. This agency is familiar with educational systems throughout the world and can properly evaluate international transcripts. Although the agency charges a fee for the service, the expense is usually much less than repeating the courses at an American institution of higher education. Coastline will accept the official evaluation and will count the units and/or degrees toward the student’s educational program. Call the Counseling office for information at 1 (714) 241-6162.

Independent Study: Students whose past experiences and present activities provide an accepted alternative method for completing course objectives may petition for Independent Study:

1) If the course is offered during the petition semester;
2) If the course is appropriate for this method of instruction and
3) If the petition is approved by the specific instructor teaching the class, the discipline dean and the vice president of instruction.

Military Credit: Coastline recognizes that U.S. Service members receive intensive training and educational instruction unmatched by many others in our society. Coastline will award a maximum of 40 units of credit for military training and experience as recommended by the American Council on Education (ACE). The determined number of units may be posted to the student’s transcript upon completion of 12 units at Coastline.

- Military transcripts are evaluated to verify credit applicable to a degree. Transcript documentation includes SMART (Sailor/Marine ACE Registry Transcript) AARTS (Army/ACE Registry Transcript System), Coast Guard Institute Transcript, DD 295 and DD 2586.
- Military credits may count towards general education, major, areas of emphasis, certificate, and elective credits and are applicable to an associate degree at Coastline.

Work-based Learning: Students pursuing any vocational major at Coastline may earn elective credit for learning on the job through a planned program of goal setting, site visits and evaluations. Concurrent enrollment in Coastline’s vocational classes is required. For further information, contact the Work-based Learning office at 1 (714) 241-6209.

Classification of Students
Students are classified as follows:
Freshman: A student who has completed fewer than 30 units.
Sophomore: A student who has completed 30 or more units
Full-time Credit Students: A student carrying 12 units or more of work.
Full-time Noncredit Student: A student attending 24 class hours per week.
Part-time Student: A student carrying fewer than 12 units of work.

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 Coast Community College District. The Code of Conduct has been established by the District 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 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, placed on probation or given a lesser sanction:

- 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 (4.13)
- 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)
- misrepresentation (4.23)
- misuse of college identification (4.24)
- possession of alcohol, narcotics or prohibited substances (4.25, 4.26)
- sexual harassment of 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)
Upon completion of the repeated course, the student's academic transcript shall then be annotated reflecting exclusion of the previously recorded course work with the substandard grade for purposes of grade point calculation and for all considerations associated with the awarding of certificates and degrees. However, previously recorded course work shall neither be removed nor otherwise obliterated from the permanent record.

3. Special classes which meet the needs of students with a documented disability may be repeated in compliance with Title 5, Section 56029, of the Education Code. NOTE: Some transfer institutions may elect to include both courses or may choose to use only the first grade taken in their computation of the grade point average to establish entrance requirements.

Note: There is current State and District policy pending regarding changes to the Course Repetition Policy. Please check with the Admissions & Records Office or Counseling for updated information.

### Expenses

**Enrollment Fees:** $26 per unit. The enrollment fee is subject to change by the state legislature.

**College Services Charge (formerly Student Services Charge):** $6 per semester. This charge underwrites many student services, classes and programs. It is not mandatory. A portion of each $6 charge goes to instructional grants and student scholarships. Information about specific programs funded by this charge and requests for waiver of the charge are available and granted only in the Admissions and Records office during the registration period. Waivers must be secured in advance and submitted at the time of a student’s initial enrollment.

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

**Non-resident Tuition:** $183.00 per unit + $4.00 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.

**Materials Fees:** Students may need to purchase materials for classes, as follows:

1. **Required instructional materials** of continuing value outside of the classroom *must* be paid for by the student. These are tangible materials that are essential to satisfy course objectives, have value to the student outside the classroom, belong to the 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

• 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 Coast Community College District Student Code of Conduct and Disciplinary Procedures, which includes complete definitions of the above violations, are available in the Dean of Counseling & Special Programs. Copies are available in Vietnamese upon request.

### Course Repetition

In accordance with Title 5, sections 55024, 55040-55045 only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course in the same term or part of term is not permitted.

1. The course schedule and catalog descriptions state that a course may be repeated a pre-approved number of times, which may be once, twice, or three times. If the description states that: This course may be repeated one time ................. it may be taken twice for credit; two times........it may be taken three times for credit; three times .......it may be taken four times for credit.

2. Students who wish to repeat a course in which a substandard grade (D, F, and/ or NP) was received may retake the course at any regionally accredited college or university to alleviate the substandard grade earned at Coastline Community College provided the repeated course is equivalent to the one taken at CCC. Equivalency will be determined by the appropriate department at CCC. Prior to repeating a course, students should consult the CCC Admissions and Records Office or CCC Counseling Office to ensure the original CCC course is equivalent to the course being repeated. Students who repeat a course in which a substandard grade was earned at CCC may repeat that course only one additional time, except upon appeal for extenuating circumstances. Appeal forms are available in the Admissions and Records Office and online at www.coastline.edu. Students who are approved to take a specific course for the third time do not receive registration priority for that course and must wait until the week prior to the start of the term to register.

   Upon completion of the repeated course, the student must file a Repeated Course Grade Petition in the Admissions and Records Office. For repeated courses taken outside of the Coast Community College District students must include official transcripts and a copy of the catalog descriptions and/or course outlines from colleges or universities where courses were repeated. The student’s
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: $10 per Fall/Spring Semester. $5 for Summer Session. See “Parking Regulations” in this section for more information.

Health Services Fee: All students enrolling in one or more courses are required to pay the Health Services Fee of $10 effective Fall 2010. This is a mandatory fee unless the student presents a waiver. Students who qualify for a waiver are:

- Students who depend solely upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. Call 1 (714) 241-6160 for information.
- Students enrolled only in courses of two weeks or less in duration.
- Students enrolled only in non-credit courses.
- Students enrolled in an approved Study Abroad Program.
- Students enrolled in an approved apprenticeship training program.

Textbooks: Students may need to buy textbooks as determined by their instructors. Total cost will vary from approximately $75 per class to $600 per semester for full-time students. In some cases, secondhand textbooks are available at a reduced price. Textbooks may be purchased in the Bookstore located at the College Center or online at: www.coastlinebookstore.com. Information about textbook pricing and ordering for courses delivered through the Military Program may be found online at http://military.coastline.edu/text50.cfm.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The grade point average is calculated by dividing the number of grade points by the number of units attempted for the grades of A, B, C, D, or F.

The following grades are not part of the GPA calculation:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>P/CR</td>
<td>Pass-satisfactory, C or better</td>
</tr>
<tr>
<td>NP/NCR</td>
<td>Not passing, less than satisfactory or failing</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>MW</td>
<td>Military withdrawal</td>
</tr>
<tr>
<td>I, IB, IC, ID, IF, INP</td>
<td>Incomplete*</td>
</tr>
<tr>
<td>IP</td>
<td>In progress</td>
</tr>
<tr>
<td>RD</td>
<td>Report delayed</td>
</tr>
</tbody>
</table>

*Incompletes were expanded to include the grade that the incomplete will revert to in one year if the student does not make up the coursework with the instructor (i.e. ID= incomplete which will revert to a “D” in one year if the student does not make up missing coursework).

An “E” to the far right of a course indicates that the grade has been excluded from the GPA calculation. The reason for the exclusion may be notated as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACDRN</td>
<td>Academic renewal</td>
</tr>
<tr>
<td>HS or HSC</td>
<td>High school credit only</td>
</tr>
<tr>
<td>UR</td>
<td>Unauthorized repeat</td>
</tr>
<tr>
<td>SUBSTND</td>
<td>Repeated substandard grade</td>
</tr>
</tbody>
</table>

Other Notations

APL = Assessment of Prior Learning
CE = Credit by Exam
(I) = Course taken during Winter Intersession
(H) = Honors Course

<table>
<thead>
<tr>
<th>Class</th>
<th>GPA units</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Total Grade Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 100</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Biology 101</td>
<td>1</td>
<td>A</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 100</td>
<td>3</td>
<td>B</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics 115</td>
<td>4</td>
<td>C</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Art 100</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>History 100</td>
<td>2</td>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| TOTALS | 17 |                          |                           |

42 ÷ 17 = 2.47 = GPA
Students are encouraged to complete courses with letter grades since many four-year colleges and universities place a limit on the number of units acceptable with credit grades.

It is possible, however, to be evaluated under a “P/NP” grading system, which removes the pressure commonly associated with an “A-F” grading system. Some classes are offered on a pass/no pass grading system only. All other classes have an optional grading system of either “A-F or P/NP.” Under the optional grading system:

1. Students must select the “P/NP” option prior to completion of the first 30 percent of the course.
2. Students must select the “P/NP” option by downloading the form on our web site and turning it in to the Admissions and Records office, by the appropriate deadline. These cards are sent to all students with their confirmation packet. They are also available at any of the area offices.
3. A “P” protects the GPA for those students desiring general education experiences outside their major and should be avoided as a substitute for a letter grade in a major field of study.
4. Most four-year colleges and universities require at least a 2.0 GPA in community college work for admission of transfer students. Transfer students are encouraged to request letter grades in their classes.

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

Incomplete Grades: Incomplete academic work for justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s transcript (permanent record). The “I” may be made up no later than one year following the end of the term in which it was assigned. Students are notified by the College regarding the conditions necessary to receive a grade. An “I” not made up within the one-year limit shall be changed to the alternate grade assigned by the instructor at the time the “I” was issued.

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.

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

Parking Regulations
Permit Required: Parking permits are required at the Costa Mesa and Garden Grove Centers. Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the inside lower left corner of the windshield in clear view. Permit hangers are not recommended. However, if you choose to use one you must ensure the permit is visible at all times. Motorcycles (mopeds) will have the permit affixed to the left front fork. Cars without permits properly displayed will be cited. Vehicles may park only in spaces or areas designated for vehicle parking. PURCHASE OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE ON CAMPUS.

Purchase parking permits online: Current semester permits are now available online at www.coastline.edu. Daily parking permits can also be obtained from the office at each area site. Coastline parking permits are not valid at Golden West or Orange Coast Colleges.

Parking Areas: Designated parking areas are color coded:

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

All designated permit parking areas will be enforced Monday-Friday, 8 a.m.-10 p.m.

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

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

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

Parking, Traffic Rules and Regulations:
ARTICLE 1—ENFORCEMENT
The West Orange County Municipal Court has granted authorization to the Campus Safety Department to issue parking citations within the confines of any Coastline Community College site. PARKING AND TRAFFIC RULES AND REGULATIONS WILL BE IN EFFECT 24 HOURS A DAY.
Prerequisites, Corequisites and Other Limitations on Enrollment

All prerequisites or corequisites identified in Coastline’s catalog and class schedule were established according to state laws as outlined in the Coast Community College District’s Model Plan. The following information is provided in compliance with those laws.

Limitations on Enrollment

Prerequisites, Corequisites and Other Limitations on Enrollment

Closed classes with prerequisites or corequisites: For courses that do not have prerequisites or corequisites, students must have completed all prerequisites or corequisites. Students who have not met the appropriate prerequisites or corequisites and who complete in-class registration may not be officially enrolled or may be involuntarily dropped from the course.

Open courses with prerequisites or corequisites: Students may challenge prerequisites or corequisites based on the types of challenges listed below which are established by law. It is the student’s responsibility, however, to provide satisfactory evidence that the challenge should be upheld. “Prerequisite/Corequisite Challenge Petition” forms are available in the Admissions office. Students wishing to challenge prerequisites or corequisites should first speak with the Dean of Counseling. They must then complete the petition form and submit it, along with supporting documentation, to the Admissions office. Petitions will be approved or denied within five working days. If approved, the petitioner will be allowed to enroll in the course of choice. If the desired course is already closed when the challenge is filed, the challenge shall be resolved prior to the beginning of the registration for the next term. If the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Authorized Grounds for Challenge (Title V—Section 55201): Colleges are required to notify students about the types of challenges that are established by law, and to advise students of the circumstances under which they are encouraged to make a challenge.

Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing with documentation that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if
the challenge is upheld, the student shall be permitted
to enroll in the course or program in question. Grounds
for challenge are:

1. The prerequisite or corequisite has not been
   established in accordance with the District’s process
   for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is a violation of this
   article;
3. The prerequisite or corequisite is either unlawfully
discriminatory or is being applied in an unlawfully
discriminatory manner;
4. The student has the knowledge or ability to succeed
   in the course or program despite not meeting the
   prerequisite or corequisite;
5. The student will be subject to undue delay in attaining
   the goal of his or her educational plan because the
   prerequisite or corequisite course has not been made
   reasonably available; and
6. Such other grounds for challenge as may be
   established by the district governing board.

Coastline has established all prerequisites or corequisites
in full compliance with the District’s process for
establishing prerequisites and corequisites. The existing
prerequisites and corequisites are not in violation of
state law. The District has not established any grounds
for challenge other than those already permitted by
law. Therefore, students are not advised to challenge a
prerequisite or corequisite based on items 1, 2 or 6 above.

Student Rights to Appeal: If a challenge is denied based
upon the determination of one person and not a
committee, the student has the opportunity to appeal to
the Dean of Counseling and Special Programs.

Refund Policy
In accordance with State regulations and District Board
policy, registration fees will be refunded upon according
to the following:

1. Enrollment Fees, Nonresident Tuition, Material Fees: 100% of the fees paid at registration for the affected
class(es) will be refunded provided the student
withdraws by the refund deadline date printed
next to the class on the student’s class program. Withdrawals after the printed refund date for the class
are not eligible for refund.
2. Parking Fee, Health Fee College Services Charge: 100% of the fees paid at registration will be refunded
if the student totally withdraws from all classes in
accordance with the refund deadline date for each of
the classes being dropped as printed on the student’s
class program, and the student returns the Parking
Permit Decal within the refund deadline.

Refund Procedure
In accordance with district policy refunds will automatically
be issued by check from the district office.
Payments made by credit card will be automatically
processed as a check refund unless a request is made
in person at the college to have the refund credited back
directly to the credit card. For security purposes credit
information is not maintained by the college, therefore
the student must supply the card number and expiration
date for processing.

In addition, there is a fifteen working-day waiting period
for refunds when the original payment of fees was made
by check unless the student shows proof of the cancelled
check.

Please note: The refund deadline printed on your student
class program is the deadline to drop a class in order to
be eligible for a refund.

Refund procedures are subject to change.

Cancelled Classes
If Coastline Community College cancels a class,
registration fees for that class will be refunded. If you
purchased a parking decal, it must be returned within 2
weeks of the class cancellation date.

Returned Checks
Any check returned unpaid (stop payment or insufficient
funds) does not constitute automatic withdrawal from
class. A check returned from the bank for any reason is
subject to a $25 service charge. A hold will be placed
on student records for any financial obligation, until the
obligation is cleared.

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

1. If the applicant is under the age of 18, his or her
   parents must have had legal residence within
   California for 12 consecutive months preceding the
   first day of the semester.
2. If the applicant is 18, but not yet 19 years of age, the
   applicant and the applicant’s parents must have had
   legal residence within California for 12 consecutive
   months preceding the first day of the semester.
3. If the applicant is 19 years of age or older, the
   applicant must have had legal residence within
   the state of California for 12 consecutive months
   preceding the first day of the semester.
Non-California Residents: An individual who does not meet the California residency requirements may be admitted to Coastline under the following conditions:

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

Nonresident Tuition Exemptions:

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

Nonresident Tuition: $183.00 per unit + $4.00 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 more than 30 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 for admissions from: Linda Maynard, Le-Jao Center, 14120 All American Way, Westminster, CA 92683.

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

- Our rolling admissions process allows for acceptance to Coastline during the Fall and Spring semesters. Applicants outside the U.S. should apply at least two months prior to the start of the term. Approximate start dates: fall, in late August; spring, in late January; and summer, in mid-June. We recommend early application for the best selection of classes.
- International applicants must complete an international student admission packet including:
  1. International student application
  2. A $30 non-refundable application fee, in U.S. dollars (check, money order, cash, or credit card) must be submitted with the application.
  3. International Student Financial Support Information Form
  4. Bank Certification Form
  5. All evidence of high school graduation or higher must be submitted. The "official" transcripts of the original records must be accompanied by a notarized English translation.
  6. TOEFL score: A minimum score of 450 (paper based) or 133 (computer-based) in order to be accepted into the regular college program. Students who plan to enroll in the English as a Second Language Institute (ESL) are not required to take the TOEFL test. To make arrangements to take the TOEFL, write to: TOEFL, Educational Testing Service, P.O. Box 592, Princeton, New Jersey, 08540. International students must designate Coastline (Institution Code 004086) as the recipient of the test results.
  7. Notice of Intent to Transfer if transferring from a college in the U.S.
  8. International students must provide proof of private health insurance during their entire course of studies at Coastline, meeting the minimum requirement of $30,000 of health insurance.
9. International students must complete 12.0 or more units each semester with at least a 2.0 GPA while pursuing their selected academic goal.

10. The Bureau of Citizenship and Immigration Services (BCIS) restricts international students from off-campus employment for the first year of study. After the first year of study, International students are allowed to work part-time. International students must get approval from the BCIS and the vice president of student services before they can be legally employed off-campus.

11. 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.

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**Sexual Assault Prevention**

Coastline Community College recognizes that sexual assault is a serious issue, and will not tolerate acts of sexual assault on district property or district-sponsored activities. The Coastline Community College District will investigate all allegations of sexual assault that occur on District property or at sponsored activities and take appropriate criminal, disciplinary or legal action, with prior consent of the victim.

Coastline is committed to its students’ safety as a vital ingredient to student learning and success. Coastline encourages victims of sexual violence to report the crime.

**Coastline Community College Campus Response to Student Reports of Sexual Assault:** The following is a description of the series of coordinated actions that take place when a Coastline student reports being the victim of sexual violence on District property or on a District-sponsored event:

1. When a victim of sexual assault is identified, he or she will be referred to the Vice President of Student Services.

2. The Vice President will conduct an assessment and report the incident to law enforcement. Referral to Student Health Services or to the Student Health Center at either Orange Coast College or Golden West College will be offered as well as community resources, specifically the designated sexual assault victim services program for Orange County.

3. If the victim takes advantage of Student Health Services, staff will assess the situation and offer care as needed, including physical and mental health care/counseling. As mandated reporters, the staff must report the incident to law enforcement. Referral to the designated Orange County sexual assault victim services program will also be offered. A follow-up call will be made by the Vice President of Student Services to assess how the victim is coping and to check if additional resources are needed to assist the victim.

**Coast Community College District Sexual Assault Policy:**

The Coast Community College District (CCCD) Web site describes the district’s policy regarding sexual assault and provides several informative links (e.g., definitions, filing a complaint, common victim reactions, resources for help and advice, etc.):

http://www.cccd.edu/students/sexualAssault/default.aspx

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**Student Grievance Procedures**

Coastline extends to all students the right to petition for redress of grievances. The right to petition may be initiated at any time when a student has a grievance against any employee, policy or procedure of Coastline. Grievance petitions are available in the Dean of Counseling and Special Programs office.

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**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.

**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, withdrawals from class, name and address changes, etc.).

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

Transcripts: Transcripts of academic work taken at Coastline will be sent to any college or university upon the student’s written request. Transcript requests may be submitted in person in the Admissions and Records office, by mail or via Internet at: Coastline.edu. Allow at least five working days for processing. End of semester transcripts may be requested beginning two weeks prior to the end of the semester, and are processed approximately 10-15 working days after the semester ends. The first two requests for transcripts are free of charge, unless ordering through the Internet. Each additional transcript costs $3. An extra fee of $5 will be charged to students who request records to be sent within 24 hours.  

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

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

Students’ Rights 
The Coast Community College District and Coastline are committed to the concept and principles of providing all persons with equal opportunity in employment and education by prohibiting discrimination based on race, color, gender, sexual orientation, religion, national origin, age, disability, or marital status. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students and the general public.

Rights of Students with Disabilities: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination on the basis of disability against persons in programs or activities receiving or benefiting from federal assistance. Thus, in postsecondary education settings, Section 504 mandates “reasonable accommodation” for adults with professionally documented physical or learning disabilities. Any person with a disability who believes that he or she has been discriminated against on the basis of disability should contact: Pat Arlington, Americans with Disabilities Act (ADA) officer, 1 (714) 241-6173 or Carolyn Loy, Equal Employment officer, 1 (714) 241-6146.  

Sexual Harassment: It is the policy of the Coast Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal statutes. It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting a student or employee, or who is otherwise authorized to transact business or perform other acts or services on behalf of or for the Coast Community College District, to engage in sexual harassment as stated in the definition. Within the Coast Community College District, sexual harassment is prohibited regardless of the status and/or relationships the affected parties may have. Contact one of the following college administrators: Dr. Shalomon Duke, Dean of Counseling and Special Programs, 1 (714) 241-6257; Carolyn Loy, Equal Employment Officer, 1 (714) 241-6146; or Cynthia Pienkowski, Sexual Harassment Prevention Coordinator, 1 (714) 241-6160 for further information.  

Study Load   
College work is measured in terms of the “unit.” In a lecture course, a college unit is normally defined as one hour of lecture and two hours of homework per week. In a laboratory course, three hours in the classroom per week with no outside work constitutes one unit of work. Coastline recognizes 19 units as a maximum load during the Fall and Spring Semesters and nine units during the Summer Session. (Full-time student status is achieved by completing 12 or more units during the Fall or Spring Semesters and six or more units during the Summer Session.) Students wishing to carry more than the maximum load must petition through the Counseling office and must have a cumulative GPA of 3.0 at all colleges attended. Petitions for overload must be submitted to the Counseling office at least one week prior to the beginning of the semester.  

Withdrawal From Class  
A student who has officially registered assumes the responsibility by completing each course in which she/ he has registered. It is the STUDENT’S responsibility to officially withdraw from their course(s). To officially withdraw from a course, the student must drop via the Web site http://myccc.coastline.edu, by mail or in person in the Admissions and Records Office. Although instructors may request the withdrawal of a student from a course for absences, IT IS NOT the instructor’s responsibility. Students who never attended a class or stop attending a class at any time, MUST officially withdraw, according to the stated deadlines printed on the Student Class Program/Web Schedule Bill located at MyCCC. Failure to officially withdraw may result in either an “NP” or “F” grade on the official college transcript.
The following policies apply when dropping a class:

1. **No transcript entry** will be made on the transcript for students who officially withdraw prior to the end of the fourth week of the term for full semester classes (including television and independent study courses), the third week of the term for eight-week classes, and 30 percent of the class for all other courses.

2. **A “W” grade** will be assigned for students who officially withdraw prior to the end of the twelfth week of the term for full semester classes (including television and independent study courses), the sixth week of the term for eight-week classes and 75 percent of the class for all other courses.

**Failure to withdraw under one of the conditions described above will result in either an “NP or F” grade on the official college transcript.**
Academic Senate
The Academic Senate represents Coastline Community College faculty concerns on academic and professional matters to the college administration and to the Board of Trustees. The Senate office is located in the College Center on the second floor. Call 1 (714) 241-6157 for information.

President .................................................. Nancy Jones
Vice President Committees .................... Pedro Gutierrez
Legislative Issues .................................. Jeanne Oelstrom
Recording Secretary ........................... Marilyn Fry
Corresponding Secretary .......................... Ken Leighton
Treasurer .............................................. Ann Holliday
Parliamentarian ................................. Cheryl Chapman

Administrative Services
Administrative Services provides planning and business services to college students, faculty and staff. These services include budget development and control, accounting, payroll, college facilities management, and maintenance and operations. It also oversees the operation of grants, government relations, personnel services, Equal Employment office, reception, safety and security, and Computer Services.

The office processes student requests for refunds which are approved and submitted by the Bookstore. The office also disburses student loans, scholarships and grant checks.

The Equal Employment office oversees the job-applicant screening process for the college. The goal of this office is to guarantee that the process is fair and nondiscriminatory. The college equal employment officer investigates all employee and applicant complaints of discrimination. This office also handles employee contract grievances. Call 1 (714) 241-6145 for information.

Vice President, Administrative Services .......... Vacant
Director, Computer Services .......................... Vacant
Director, Fiscal Services .......................... Christine Nguyen
Director, Maintenance and Operations .......... David Cant
Dean, Planning, Development and Government Relations ........................................... Vacant
Director, Personnel Services and Equal Employment Officer .......................... Carolyn Loy
Coordinator, Security .......................... Gary Stromlund

Contract Education
(Contract, Workforce and Military)

The Department of Contract Education delivers contract, fee-based, credit, non-credit, and not-for-credit programs and services to meet the unique needs of the military, workforce, corporate, industry, global and local communities. Training and educational services are offered through distance learning, or site based at our college centers, on military bases, at company locations and more.

For information about Military Programs and Services, call 1 (866) 422-2645.
For information about Corporate, Workforce and Career Services, call 1 (714) 241-4924.

Dean, Military/Corporate Education ................................. Joycelyn Groot
Assistant Manager, Contract Education .................. Rozanne Capoccia-White
Corporate Education/Workforce Programs Coordinator .......................... Rosanne Freilich
Director, Contract Education .......................... Shawn Mann
Manager of Military Programs, Outreach and Off-Campus Operations .................. Vacant
Manager, Military Programs/Instructional Services .......................... Vacant

Instruction
Coastline offers a comprehensive education program at times, places and in formats designed to serve the diverse needs of its students. The college’s instructional program includes a full range of courses leading to an A.A. degree and/or a transfer to a four-year institution; more than 25 occupational programs preparing students to enter into or advance in the workplace; courses in basic language and mathematics skills to help students prepare for college studies or employment; special programs for students with disabilities; and a wide range of courses for those wishing to broaden their general education and acquire special skills and knowledge needed in today’s fast-changing world.

Coastline offers several programs designed to serve the needs of specific community groups. The Emeritus Institute provides special study opportunities for older adults. The college’s English as a Second Language (ESL) Institute assists nonnative speakers to acquire the necessary communication skills needed for daily living, employment and college study. The Student Success Center provides an opportunity for all students to improve their ability to read, write and do mathematics, and to review their skills before taking the college placement tests. Special Programs & Services for the Disabled offers
an Acquired Brain Injury (ABI) Program and programs for students with developmental disabilities. The STAR Program and Weekend College are designed for students interested in getting their degrees in as short a time as possible and Access is a daytime A.A. degree program. Courses are offered both day and evening and on weekends to accommodate the busy schedules of Coastline students, most of whom are employed full or part time while attending the college. Coastline also provides courses on-site at local businesses and industries for the convenience of their employees as well as of the general public; it also contracts on a fee basis to provide individually designed programs for specific firms. With more than 30 years’ experience, Coastline’s Distance Learning Department offers a comprehensive selection of distance learning courses for Coastline students to earn college credit and to complete their educational goals with convenience and flexibility. Distance learning courses are offered through a variety of delivery methods. Each distance learning course is academically proven, well-produced curriculum developed by college faculty, scholars, practitioners and instructional design specialists. Students interact with their instructors by telephone, fax, e-mail, electronic bulletin boards, chatrooms or in person. **Telecourses** are pre-produced video lessons broadcast over local TV stations. Students can watch the lessons as they are aired, record lessons to watch or repeat at a more convenient time or watch the lessons at one of the Coastline Viewing Centers. The instructor conducts review sessions, administers examinations on-site and may have optional workshops. **Cablecast Courses** are locally produced lessons shown on cable TV from Coastline’s Cable Television Center. For students who do not have cable access within the District, cablecast lessons are available at Coastline’s Viewing Centers. Students watch their instructor’s lectures, read text books and complete course assignments. The instructor administers examinations on-site. **Independent Study** Courses are specially prepared with course materials including reading materials, text books, study guides, self-paced assignments and video materials. Courses may also include CD-ROM multimedia materials, Internet access or lab kits. Although these courses are designed for students to study independently, students can interact with their instructor by telephone, fax, e-mail, electronic bulletin boards, chatrooms or in person. Examinations are administered by the instructor or a proctor on-site. **Internet Courses** enable students to complete course work online at their own time, place and speed! The course Web site features text lectures, video clips, sound files, images, site links, assignments, online quizzes, instructor interaction, and discussion forums for student-to-student interaction. Textbooks, as well as possible multimedia and video materials, are required to complete the Internet course. Examinations are conducted on-site or proctored.

Coastline’s Distance Learning Department schedules more than 200 courses during the fall and spring semesters and many courses in the summer which meet general education requirements for an A.A. degree or certificate requirements. These are fully transferable to the California State University and University of California systems.

Coastline’s faculty is comprised of more than 300 highly qualified, credentialed, full- and part-time career educators and community professionals. The faculty and staff welcome the participation of all community members in developing an educational program relevant to today’s world.

In addition, students have full privileges at Golden West College and Orange Coast College Learning Resource Centers, at several public libraries and access to Coastline’s Virtual Library System at: http://library.coastline.edu.

Coastline’s goal is to provide comprehensive and state-of-the-art instruction which meets the special needs of the communities it serves.

**Vice President, Instruction** .................Dr. Cheryl Babler  
**Supervisor, Instructional Services** ..........Vacant  
**Dean of Instruction,**  
**Costa Mesa Center** ......................................Vacant  
**Dean of Instruction,**  
**Garden Grove Center** ...............................Dr. Joumana McGowan  
**Dean of Instruction, Le-Jao Center** .........Vinicio Lopez  
**Dean, Distance Learning** .............................Vince Rodriguez  
**Dean, Military & Corporate**  
**Contract Education** ....................................Joycelyn Groot  

**Department Chairs** are elected every other spring. Their primary activities include acting as a liaison among and between faculty, the Academic Senate and administrators, as well as assisting deans with class scheduling, faculty evaluations, curriculum development, faculty interviews and staff development.

**Accounting** ...........................................Stephen Whitson  
**Business Computing** .................................Mark Worden  
**Business/Management** ...............................Frederick Lockwood  
**Counseling** .............................................Ailene Nguyen  
**CST and Digital Media** ...............................Michael Warner  
**Emergency Management/Homeland Security** ..............................................Dr. Kevin Sampson  
**Gerontology/Health/PE** ...........................Dr. Debra Secord  
**Humanities** .............................................Marilyn Fry & Ken Leighton  
**International Languages** ............................Rosemary Miller  
**Mathematics** ...........................................Fred Feldon  
**Paralegal Studies** ......................................Margaret Lovig  
**Performing Arts** .......................................Jean Proppe  
**Psychology/Parent Education** ....................Jeanette Ellis  
**Science** .................................................Pedro Gutierrez  
**Social Science** ........................................Dan Johnson  
**Special Education/ABI** ............................Celeste Ryan & Michelle Wild  
**Visual/Performing Arts/Digital Art** .............Desiree Devigilio
ISD develops and markets courses as Coast Learning Systems, for use at Coastline and other educational institutions throughout the United States and around the world. These broadcast-quality, Emmy award-winning video courses are part of a sophisticated integrated learning system that includes a standard classroom textbook, telecourse student study guide, faculty manual, test bank, CD-ROM, and Internet components. Coast has produced more than 35 telecourses, including such highly acclaimed and widely used courses as Child Development: Stepping Stones, Cycles of Life: Exploring Biology, Dollars & Sense: Personal Finance for the 21st Century, Faces of Culture, Concepts in Marketing, Mastering the College Experience, Psychology: The Human Experience, Transitions Throughout the Life Span, and Universe: The Infinite Frontier.

Executive Dean, ISD ................................Dan C. Jones
Dean, Learning Technology
Innovation & Support ............................Ted Boehler
Director, Marketing ..............................Lynn M. Dahnke
Director, Production ............................Laurie R. Melby
Director, Electronic Media & Publishing .Judy M. Garvey
Director, Instructional Design & Faculty Support ............................Robert D. Nash
Director, eLearning Research & Development ............................David L. Thompson

Institutional Research
Knowing our students and community is important to Coastline Community College. The Research Office provides support to the staff, faculty, administration, and the Student Advisory Council (SAC). Located on the second floor of the College Center in Fountain Valley, the Research Office conducts studies to assist in planning and evaluation; designs and conducts “special” studies addressing a variety of research needs (e.g., evaluation of services and grant projects); and provides assistance and guidance to faculty and staff engaged in their own research activities.

Supervisor of Research ..........................Jorge Sañchez
Research Assistant ..............................Shañon Gonzalez

President
The President is responsible for the conduct of all college programs, functions and activities and reports directly to the chancellor of the Coast Community College District.

President ...........................................Dr. Loretta Adrian

Foundation
Coastline Community College Foundation (CCCF) is an IRS-approved, tax-exempt, 501(c)(3) nonprofit auxiliary organization. Its goal is to support students with scholarships and provide funds for college programs and specialized services. The Foundation receives gifts of time, talent, and resources from hundreds of donors each year who are committed to changing a life . . . one student at a time.

Current giving programs include but are not limited to: Scholarships, President’s Circle, Planned Giving, and Visionary Awards. Call 1 (714) 241-6154 for information.

Director, College Foundation ............Mariam Khosravani

Marketing and Public Relations
Marketing and Public Relations serves as the communications arm of the College. The office coordinates public information activities, media and promotional efforts, and printing/publication services for the College.

Director, Marketing and Public Relations ....Michelle Ma

Student Services and Economic Development
Student Services is responsible for admissions, registration, records, transcripts, student information, international students, counseling, articulation, matriculation, guidance, Special Programs and Services for the disabled, financial aid, Extended Opportunity Programs and Services (EOPS), Student Advisory Council (SAC), career and transfer services, and the Orange County One Stop Center. It also manages student conduct and grievance procedures. Student Services maintains and provides a full range of matriculation services for students. The Economic Development arm of the College is responsible for workforce development, contract and fee-based training, and business and community outreach and employer services.

Vice President, Student Services and Economic Development ............................Vacant
Dean, Counseling and Special Programs ............................Dr. Shalamon Duke
Director, Admissions and Records ............................Jennifer McDonald
Administrative Director, Orange County One-Stop Centers ............................Lois Wilkerson
Director, Financial Aid and EOPS ....Cynthia Pienkowski
Director, Contract Development and Operations ............................Vacant
Coastline is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Statement of Accreditation Status

Coastline Community College
11460 Warner Avenue, Fountain Valley, CA 92708-2597
1 (714) 546-7600 • www.coastline.edu

Chief Officer ........................................................................... Dr. Loretta Adrian, Ph.D., President
Legal Status ..................................................................................... public, two-year institution
Enrollment—unduplicated head count, credit only ........................................... 9,790 (Fall 2007)
Degrees Associate in Arts
Certificates..................................................................................... 18 Technical and Career Programs
Other Program Features ............................... credit offerings through telecommunications
Accreditation History—
  Granted candidacy ........................................................................... 1976
  Initial accreditation ........................................................................... 1978
  Last comprehensive evaluation ....................................................... 2007
  Next comprehensive evaluation ...................................................... 2012-2013
Current status .................................................................................. accredited
Reports Required................................................................................ none
Other Visits Required......................................................................... none
Accepted Annual Report ..................................................................... June 2007
Administration

Adrian, Loretta (2010)
President
M.A., University of the Pacific
Ph.D., Claremont Graduate University

Babler, Cheryl (2006)
Vice President, Instruction
A.A., Chabot College
B.S., M.A., California State University, Chico
Ph.D., Berne University

Bell, Evelyn (2004)
Program Supervisor, Orange County One-Stop Center
A.A., Los Angeles Southwest College

Dean, Learning Technology Innovation and Support
B.A., M.A., California State University, Long Beach
Ph.D., Pepperdine University

Cant, David K. (1993)
Director, Maintenance and Operations
California State Contractors License

Capoccia-White, Rozanne (2003)
Assistant Manager, Contract & Military Education Programs
A.A., Golden West College
B.A., California State University, Fullerton
M.A., Chapman University

Director, Telecourse Marketing
Certificate, Fundraising, University of Southern California
Certificate, Sawyer College of Business

Duke, Shalamon (2007)
Dean of Counseling and Special Programs
B.A., Grambling State University
M.A., San Diego State University
Ed.D., University of Southern California

Duncan, Jane E. (2005)
Program Supervisor, Orange County One-Stop Center
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Furlong, Kimberly  
Receptionist, College Center

Garcia, Nick  
Groundskeeper III, Maintenance and Operations

Genova, Lori  
Developmental Disabilities Program Assistant, Special Programs and Services for the Disabled

Giaconia, John  
Information Systems Technician II, Telemedia Services

Giordano, Trudie  
Workforce Specialist, One-Stop Center

Gomez, Angela  
Military/Contract Education Technician, Intermediate, Military Education Programs

Gonzalez, Shañon  
Research Analyst, Senior, Research

Gould III, Harry  
Contract Education Production Editor, Instructional Systems Development

Gracia, Esequiel  
Corporate Developer, One-Stop Center

Grane, Beth  
Area Facilitator, Costa Mesa Center

Graves, Ashley  
Military/Contract Education Technician, Intermediate, Military Education Programs

Guray, Minerva  
Military/Contract Education Technician, Military Education Programs

Ha, Tran  
Accounting Technician, Fiscal Services

Hargrove, Leslie  
Administrative Specialist, One-Stop Center

Harguess, Dale  
Accounting Technician, Senior, Computer Services

Harner, James  
Workforce Specialist, One-Stop Center

Harrison, Nathaniel  
Contract Education Operations Coordinator, Senior, Contract Education

Hauri, Gail  
Workforce Specialist, One-Stop Center

Hayes, Laura  
Military/Contract Education Technician, Intermediate, Contract Education

Hein, Jerry  
Multimedia Production Specialist, Telemedia Services

Hill, Elaine  
Telecourse Marketing Coordinator, Instructional Systems Development

Ho, Charlene  
Financial Aid Technician, Financial Aid

Hou, Anthony  
Workforce Specialist, One-Stop Center

Hulett, Marie  
Contract Education Video Production Coordinator, Instructional Systems Development

James, Teresa  
Staff Aide, Distance Learning

Jensen, Kathryn  
Workforce Specialist, One-Stop Center

Jones, Jeffrey  
Campus Security Officer, Maintenance & Operation

Jones, Shirley  
Military/Contract Education Technician Intermediate, Military Education Programs

Juno, Thomas  
Information Systems Technician, Senior, Computer Services
Karr, Beverly  
WIA Support Clerk, One-Stop Center

Katz, Linda  
Military/Contract Education Staff Aide, Military Education Programs

Kelly, Patrick  
Maintenance, Skilled, Maintenance and Operations

Kennedy, Ann  
Workforce Specialist, One-Stop Center

Keough, Janell  
Military/Contract Education Application Project Coordinator, Contract Education

Kilayko Cruz, Sheila  
Administrative Assistant to the Vice President, Student Services

Kistler, John  
Maintenance, Skilled, Maintenance and Operations

Krasney, Isabelle  
Corporate Relations Executive, One-Stop Center

Le, Jenny  
Military/Contract Education Technician, Intermediate, Contract Education

Le, Kristen  
Staff Assistant - Special Projects, President’s Office

Lee, Jeanette  
Graphic Designer, Graphics and Publications

Lewis, Deborah  
Workforce Specialist, One-Stop Center

Lopez, Rachelle  
Staff Aide, Incarcerated Student Program

Lubanski, Donna  
Administrative Assistant to the Vice President, Office of Instruction

Maharaj, Peter  
Internet Services Coordinator, Public Relations

Mai, Maria  
Admissions and Records Specialist, Admissions and Records

Marin, Iliana  
Grant Project Assistant, Garden Grove Center

Martinez, Carlos  
Job Center Clerk, One-Stop Center

Martinez, Tannia  
Military Contract Education Technician, Intermediate, Contract Education

McCollom, Dorothy  
Staff Assistant, Instructional Systems Development

McCord, Diane  
Workforce Specialist, One-Stop Center

McKindley, Katherine  
Staff Specialist, Maintenance and Operations

Mellor, Linda  
Staff Specialist, One-Stop Center

Mihatov, Steven  
Information Systems Technician, Senior, Computer Services

Miles, Susie  
Counselor Aide, Counseling and Guidance

Moon, Bill  
Bookstore Shipping and Receiving Clerk, Bookstore

Moulton, Janette  
Financial Aid Specialist, Financial Aid

Needham, Carol  
Receptionist, College Center

Nguyen, JohnPaul  
Counseling & Guidance Office

Nguyen, Kim  
Instructional Associate, ESL, Le-Jao Center

Nguyen, Kimlan  
Military/Contract Education Technician I, Contract Education

Nguyen, Minh  
WIA Support Clerk, One-Stop Center

Nguyen, Thomas  
Offset Press Operator III, Graphics and Publications

Nguyen, Trang  
Accounting Assistant III, Fiscal Services

Nibeel, Anna  
Military/Contract Education Technician Intermediate, Contract Education

Nibeel, Deborah  
Staff Assistant Senior, Personnel Services

O'Steen, Kelly  
Admissions and Records Technician II, Admissions and Records

Perdue, Brenda  
Staff Assistant, Office of Instruction

Perez, Arturo  
Groundskeeper III, Maintenance and Operations

Pham, Hai  
Information Systems Technician II, Computer Services

Pham, Jonathan  
Workforce Specialist, One-Stop Center

Phan, Sheena  
Accounting Assistant III, Extended Opportunity Programs and Services

Phomprasack, Tracee  
Military/Contract Education Technician, Intermediate, Contract Education

Pok-Bruno, Thida  
Workforce Specialist, One-Stop Center

Poush, Irene  
Typist Clerk, Intermediate, Le-Jao Center

Quach, Helen  
Military Program Course Assistant I, Distance Learning

Ramah, Anna  
Secretary, Administrative, Graphics and Publications

Rewers, Keven  
Instructional Associate/Computer Lab, Garden Grove Center

Rhoades, Victoria  
Workforce Specialist, One-Stop Center

Riley, Richard  
Custodian, Senior, Maintenance and Operations

Rivera, Irma  
WIA Support Clerk, One-Stop Center

Rodriguez, Jodi  
Telecourse Marketing Coordinator, Instructional Systems Developer

Rogers, Stephani  
Military/Contract Education Technician III, Military Education Programs

Rojas, Mario  
Custodian, Senior, Maintenance and Operations

Romeo, Erika  
Military/Contract Education Technician, Intermediate, Admissions and Records

Rose, Lynn  
Military/Contract Education Technician, Military Education Programs

Rusamiprasert, Laila  
Receptionist, College Center

Sacket, Wendy  
Electronic Media Publishing Project Coordinator, Instructional Systems Development

Salcedo, Veronica  
Staff Assistant, Instructional Systems Development
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Santoro, George</td>
<td>Offset Press Operator III, Graphics and Publications</td>
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<td>Sayasy, Khen</td>
<td>Accounting Analyst, One-Stop Center</td>
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<td>Siu, Anna</td>
<td>Program Compliance Assistant, One-Stop Center</td>
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<td>Spencer, Shirley</td>
<td>Administrative Assistant to the Vice President, Administrative Services</td>
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<td>Spoja, Caroline</td>
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<td>Stewart, Kerry</td>
<td>Contract Education Application Programmer Analyst Assistant, Contract Education</td>
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<td>Strube, Kathy</td>
<td>Graphic Designer, Graphics and Publications</td>
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<td>Suos, Soronit</td>
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<td>Susanto, Agustinus</td>
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<td>Swancutt, Laureen</td>
<td>Executive Assistant to the President, President’s Office</td>
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<td>Ta, Cindy</td>
<td>Military Program Course Assistant I, Distance Learning</td>
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<td>Tetnowski, Deborah</td>
<td>Systems Analyst Special, Admissions and Records</td>
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<td>Tiongco, Lanie</td>
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<td>Xa, Tina</td>
<td>EOPS Care Specialist, Extended Opportunity Programs and Services</td>
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<td>Zaki, Shohair</td>
<td>Seaport Learning Management System Analyst/Programmer Instructional Systems Development (ADD)</td>
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<td>Yanalunas, Margaret</td>
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<td>Ratner, Harry</td>
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<td>Sirianni, George</td>
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</table>
Vocational Certificates
Major courses ONLY. Number of units required varies. A series of special major courses, all related to a particular occupational skill. Offered by community colleges and private educational organizations. Certificates help students prepare for new careers or upgrade current employment skills.

Associate Degree
Major courses plus general education courses and electives, 60 units required. Usually referred to as Associate of Arts (A.A.) or Associate of Science (A.S.) degrees.

Bachelor's Degree
Major courses plus general education and electives, 120-132 total units required. Usually referred to as Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) degrees. You may complete the first two years at a community college and then transfer to a four-year university.

Master's Degree
Bachelor's degree plus graduate courses in a specialized area. Bachelor's degree units (120-132) plus approximately 36 units. Usually referred to as Master of Science (M.S.) or Master of Arts (M.A.) degrees. Normally requires two additional years full-time work AFTER completion of bachelor's degree.

Doctorate Degree
Advanced training beyond a bachelor's or master's degree. Units vary, depending on field of study. Usually referred to as Doctor of Philosophy (Ph.D.) or Doctor of Education (Ed.D.). Normally requires three to five additional years of full-time work AFTER completion of master's degree.
College Credit for Advanced Placement (AP) Tests

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general Education (GE) and/or major requirements. Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the A.A. or GE patterns.

Course credit and units granted at Coastline College may differ from course credit and units granted by a transfer institution.

### Advanced Placement Chart

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>CCC AA (Subject Credit and / or GE) Units &amp; Area</th>
<th>CSU GE Area for Certification</th>
<th>Total CSU Semester Transfer Units</th>
<th>IGETC Area for Certification</th>
<th>Total UC Semester Transfer Units</th>
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<tbody>
<tr>
<td>AP French Literature Note*</td>
<td></td>
<td>*If taken prior to Fall '09</td>
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<tr>
<td>German Language</td>
<td>N/A / 5 units / Area C</td>
<td>C2 6 sem. Units*</td>
<td>3</td>
<td>3B &amp; 6A sem. units</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*6 units C2 if taken prior to F'09</td>
<td></td>
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<td></td>
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<tr>
<td>Government &amp; Politics:</td>
<td>PSCI C130 / 3 units / Area D</td>
<td>D8 3 sem. units</td>
<td>3</td>
<td>4H sem. units</td>
<td>3</td>
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<tr>
<td>Comparative</td>
<td></td>
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</tr>
<tr>
<td>Government &amp; Politics:</td>
<td>PSCI C100 / 3 units / Area D</td>
<td>D8+ US-2* 3 sem. units</td>
<td>3</td>
<td>4H sem. units</td>
<td>3</td>
</tr>
<tr>
<td>United States</td>
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<tr>
<td>AP Govt. Exam*</td>
<td></td>
<td>*Doesn't fulfill Calif. Gov. req.</td>
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<td></td>
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<tr>
<td>Human Geography</td>
<td>Geog C185 / 3 units / Area D</td>
<td>D5 3 sem. units</td>
<td>3</td>
<td>4E sem. units</td>
<td>3</td>
</tr>
<tr>
<td>Italian Language and Cultures</td>
<td>Ital C185 / 5 units / Area C</td>
<td>C2 3 sem. Units*</td>
<td>6</td>
<td>3B or 6A sem. units</td>
<td>3</td>
</tr>
<tr>
<td>Italian Language and Culture Note*</td>
<td></td>
<td>*If taken prior to Fall '10</td>
<td></td>
<td></td>
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<tr>
<td>Japanese Language and Cultures</td>
<td>Japn C185 / 5 units / Area C</td>
<td>C2 3 sem. units</td>
<td>6</td>
<td>3B or 6A 3 sem. units</td>
<td>5.3</td>
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<tr>
<td>Latin Literature</td>
<td>N/A / 3 units / Area C</td>
<td>C2* 3 sem. units</td>
<td>6</td>
<td>3B or 6A sem. units</td>
<td>3</td>
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<tr>
<td>AP Latin Literature Exam Limitations*</td>
<td></td>
<td>*If taken prior to Fall '09</td>
<td></td>
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<tr>
<td>Latin : Vergil</td>
<td>N/A / 3 units / Area C</td>
<td>C2 3 sem. units</td>
<td>3</td>
<td>3B or 6A sem. Units</td>
<td>3</td>
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<tr>
<td>Macro Economics</td>
<td>Econ C180 / 3 units / Area D</td>
<td>D2 3 sem. units</td>
<td>3</td>
<td>4B sem. units</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Econ C185 / 3 units / Area D</td>
<td>D2 3 sem. units</td>
<td>3</td>
<td>4B sem. units</td>
<td>3</td>
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<tr>
<td>Music Theory</td>
<td>Mus C151 &amp; C152 / units / Area C</td>
<td>C1* 3 sem. units</td>
<td>6</td>
<td>N/A</td>
<td>5.3</td>
</tr>
<tr>
<td>AP Music Theory Exam Limitations*</td>
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<td>*If taken prior to Fall '09</td>
<td></td>
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<tr>
<td>Physics B</td>
<td>Phys C110 / 3 units / Area B</td>
<td>B1 &amp; B3* 4 sem. units</td>
<td>6</td>
<td>5A with Lab sem. units</td>
<td>4</td>
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<tr>
<td>AP Physics B Note*</td>
<td></td>
<td>*6 units B1 + B3 prior to F'09</td>
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</tbody>
</table>
### AP Examination

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>CCC AA (Subject Credit and / or GE) Units &amp; Area</th>
<th>CSU GE Area for Certification</th>
<th>Total CSU Semester Transfer Units</th>
<th>IGETC Area for Certification</th>
<th>Total UC Semester Transfer Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Physics C: Mechanics</strong></td>
<td>Phys C120 / 4 units / Area B</td>
<td>B1 &amp; B3* sem. units</td>
<td>4</td>
<td>5A with Lab sem. units</td>
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<tr>
<td><strong>Physics C: Electricity and Magnetism</strong></td>
<td>Phys C125 / 4 units / Area B</td>
<td>B1 &amp; B3* sem. units</td>
<td>4</td>
<td>5A with Lab sem. units</td>
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<td>*Max. 4 sem. units for GE and 6 for transfer</td>
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<tr>
<td><strong>Psychology</strong></td>
<td>Psyc C100 / 3 units / Area D</td>
<td>D9 sem. units</td>
<td>3</td>
<td>4I sem. units</td>
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<td><strong>Spanish Language</strong></td>
<td>Span C145 / 5 units / Area C</td>
<td>C2 sem. units</td>
<td>3</td>
<td>3B &amp; 6A sem. units</td>
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<tr>
<td><strong>AP Spanish Language Note</strong></td>
<td>*6 units in C2 if taken prior to F'09</td>
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<td><strong>Spanish Literature</strong></td>
<td>N/A / 3 units / Area C</td>
<td>C2 sem. units</td>
<td>3</td>
<td>3B &amp; 6A sem. units</td>
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<tr>
<td><strong>AP Spanish Literature Note</strong></td>
<td>*6 units in C2 if taken prior to F’09</td>
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<td><strong>Statistics</strong></td>
<td>Math C160 / 4 units / Area A3</td>
<td>B4 sem. units</td>
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<td>2A sem. units</td>
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<td><strong>Studio Art: 2D Design</strong></td>
<td>Art C110 / 3 units / Area C</td>
<td>N/A</td>
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<td><strong>Studio Art: 3D Design</strong></td>
<td>N/A / N/A / N/A</td>
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<td><strong>Studio Art: Drawing</strong></td>
<td>N/A / N/A / N/A</td>
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<td><strong>AP Studio Art Exam Limitations</strong></td>
<td>*Only 5.3 UC Sem. units max. for all 3 exams</td>
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<td><strong>United States History</strong></td>
<td>Hist C170 &amp; C175 / 6 units / Area C or D</td>
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</table>

**AA:** Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Coastline College course. A student who receives AP credit and then takes the equivalent Coastline College course will have the unit credit for such duplication deducted prior to being awarded the A.A. degree. Advanced Placement exam results and courses for which credit is granted will be posted on a student’s transcript, with units assigned and no grade.

**CSU GE:** The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

**IGETC:** AP exams must be used in area indicated regardless of where the certifying CCC’s discipline is located.
<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>Passing Score</th>
<th>Coastline Units Earned &amp; Application Toward Associate Degree</th>
<th>CSU Units Earned &amp; GE Breadth Certification Area or Elective Credit</th>
<th>Minimum Semester Credits Earned</th>
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<tr>
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<td>History, United States I</td>
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<td>Introductory Educational Psychology</td>
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<td>Pre-Calculus</td>
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<tr>
<td>Principles of Accounting</td>
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<tr>
<td>Principles of Macroeconomics</td>
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<td>Principles of Management</td>
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<td>Trigonometry (discontinued)</td>
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<td>Western Civilization I</td>
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### DANTES SUBJECT STANDARDIZED TESTS (DSST) Credit

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<tr>
<th>Required Score</th>
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<th>Area Satisfied</th>
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<tr>
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<tr>
<td><strong>GROUP A1 – SPEECH/COMMUNICATIONS</strong></td>
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<tr>
<td>Principles of Public Speaking</td>
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<td><strong>GROUP A3 – MATH COMPETENCY</strong></td>
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<tr>
<td>Fundamentals of College Algebra</td>
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<td>Principles of Statistics</td>
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<td><strong>GROUP B - SCIENCES</strong></td>
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<td>Astronomy</td>
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<td>Environment &amp; Humanity: The Race to Save the Planet</td>
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<td>Physical Geology</td>
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<td>Principles of Physical Science 1</td>
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<td><strong>GROUP C – ARTS &amp; HUMANITIES</strong></td>
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<td>Art of the Western World</td>
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<td>Ethics in America</td>
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<td>Introduction to World Religions</td>
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<td>A History of the Vietnam War</td>
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<td>General Anthropology</td>
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<td>Human/Cultural Geography</td>
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<td>Introduction to the Modern Middle East</td>
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<td>Lifespan Developmental Psychology</td>
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<td>Rise &amp; Fall of the Soviet Union</td>
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<td>The Civil War &amp; Reconstruction</td>
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<td>Western Europe Since 1945</td>
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<td><strong>BUSINESS MAJOR/ELECTIVES</strong></td>
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<td>Business Mathematics</td>
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<td>Human Resource Management</td>
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<tr>
<td>Introduction to Business</td>
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<tr>
<td>Introduction to Computing</td>
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<td>Management Information Systems</td>
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<td>Money and Banking</td>
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<td>Organizational Behavior</td>
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<td>Personal Finance</td>
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<td>Principles of Finance</td>
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<td>Principles of Financial Accounting</td>
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<td>Principles of Supervision</td>
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<td><strong>MAJOR/ELECTIVES</strong></td>
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<td>Criminal Justice</td>
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<td>Foundations of Education</td>
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<td>Fundamentals of Counseling</td>
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<td>Here’s to Your Health</td>
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<td>Introduction to Law Enforcement</td>
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<tr>
<td>Technical Writing</td>
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</table>

9/1/08
To find out more...

For more information on the programs and services offered at Coastline Community College, contact us via phone, through the Web, or visit one of our main learning centers.

Call 1 (714) 546-7600 or visit us on the Web at:
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and
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www.facebook.com/coastlinecommunitycollege
www.twitter.com/myccc

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