Welcome to Coastline! The college is committed to serving the needs of adults pursuing higher educational goals. Coastline uses new instructional technologies and offers classes at convenient times and in many convenient locations.

Students may also take classes from their homes or workplaces by enrolling in broadcast telecourses and live cable television classes that combine “old” technologies such as the telephone, mail and fax, with “new” technologies such as computers, the Internet and CD-ROMs. Coastline also works cooperatively with many companies and agencies to provide education and training both locally and internationally.

By enrolling in Coastline courses, you can work to receive:

- an A.A. degree.
- lower-division course work that will transfer to a four-year college or university.
- a certificate in more than 25 technical and career programs.
- improvement in basic reading, writing and computational skills—including courses for non-English speakers.
- personal enrichment or updating of knowledge and skills.

I hope you will also take advantage of the variety of programs and services we offer such as: educational and career counseling, the Student Advisory Council (SAC), financial aid and information on community resources. The staff and faculty at Coastline are committed to assisting you and answering your questions.

So, again—welcome!
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>4</td>
</tr>
<tr>
<td>General Information</td>
<td>5</td>
</tr>
<tr>
<td>Operations</td>
<td>9</td>
</tr>
<tr>
<td>Services for Students</td>
<td>13</td>
</tr>
<tr>
<td>Policies</td>
<td>21</td>
</tr>
<tr>
<td>Associate in Arts Degree</td>
<td>33</td>
</tr>
<tr>
<td>Occupational Certificate Programs</td>
<td>47</td>
</tr>
<tr>
<td>Courses</td>
<td>63</td>
</tr>
<tr>
<td>College Family–Administration, Faculty and Staff</td>
<td>125</td>
</tr>
<tr>
<td>Index</td>
<td>136</td>
</tr>
</tbody>
</table>
Academic Calendar

FALL SEMESTER 1998

General Calendar Dates
Sept. 7 (Monday) ................ Residency determination date
Sept. 8 (Tuesday) .................. Class instruction begins
Sept. 18 (Friday) ............. Last day to enroll in 18-week and first 9-week classes with instructor permission including distance learning classes
Nov. 9 (Monday) .................. Second 9-week classes begin
Nov. 20 (Friday) .............. Filing deadline—Fall Graduation
Jan. 11-22 .......................... Final examinations
Jan. 22 .................................. End of semester

Holidays
Nov. 13 (Friday) ..................... Veteran’s Day
Nov. 26-28 (Thurs.-Sat.) ............... Thanksgiving
Dec. 21-Jan. 2 ........................ Winter recess
Jan. 18 (Monday) ............. Martin Luther King Jr. Birthday

Drop Dates
Full Semester Courses (9/8-1/22) including television & independent study
Sept. 18 (Friday) ................ Deadline to receive a refund
Oct. 2 (Friday) .................. Deadline to avoid transcript entry
Dec. 11 (Friday) ................ Deadline to receive a “W” grade

First 9-Week Courses (9/8-11/6)
10% of the course—See enrollment printout for date ...... Deadline to receive a refund
Sept. 25 (Friday) ................ Deadline to avoid transcript entry
Oct. 23 (Friday) ................ Deadline to receive a “W” grade

Second 9-Week Courses (11/9-1/22)
10% of the course—See enrollment printout for date ...... Deadline to receive a refund
Nov. 30 (Monday) ............. Deadline to avoid transcript entry
Jan. 8 (Friday) ................ Deadline to receive a “W” grade

All other length courses (15-week, 6-week, 4-week, etc.)
10% of the course—See enrollment printout for date ...... Deadline to receive a refund
First 30% of course ............. Deadline to avoid transcript entry
First 75% of course ............. Deadline to receive a “W” grade

Deadline to Select CR/NC Grading System
Sept. 25 (Friday) ............. First 9-week classes (9/8-11/6)
Oct. 9 (Friday) .................. Full semester classes (9/8-1/22)
Nov. 30 (Monday) ........ Second 9-week classes (11/9-1/22)
First 30% of course ............. All other length courses

SPRING SEMESTER 1999

General Calendar Dates
January 31 (Sunday) ................ Residency determination date
Feb. 1 (Monday) .................. Class instruction begins
Feb. 11 (Thursday) ............ Last day to enroll in 18-week and first 9-week classes with instructor permission including distance learning classes
Apr. 12 (Monday) ................ Second 9-week classes begin
Apr. 23 (Friday) .............. Filing deadline—Spring Graduation
June 4-11 .......................... Final examinations
June 11 ............................. End of semester

Holidays
Feb. 12-14 (Fri.-Sat.) ............... Lincoln’s Birthday
Feb. 15 (Monday) ............. Washington’s Birthday
Mar. 29-Apr. 3 ........................ Spring recess
May 31 (Monday) ................ Memorial Day

Drop Dates
Full Semester Courses (2/1-6/11) including television & independent study
Feb. 11 (Thursday) ............ Deadline to receive a refund
Feb. 26 (Friday) ................ Deadline to avoid transcript entry
May 14 (Friday) ................ Deadline to receive a “W” grade

First 9-Week Courses (2/1-4/10)
10% of the course—See enrollment printout for date ...... Deadline to receive a refund
Feb. 19 (Friday) ................ Deadline to avoid transcript entry
Mar. 19 (Friday) ................ Deadline to receive a “W” grade

Second 9-Week Courses (4/12-6/11)
10% of the course—See enrollment printout for date ...... Deadline to receive a refund
Apr. 30 (Friday) ............. Deadline to avoid transcript entry
May 28 (Friday) ................ Deadline to receive a “W” grade

All other length courses (15-week, 6-week, 4-week, etc.)
10% of the course—See enrollment printout for date ...... Deadline to receive a refund
First 30% of course ............. Deadline to avoid transcript entry
First 75% of course ............. Deadline to receive a “W” grade

Deadline to Select CR/NC Grading System
Feb. 19 (Friday) ............. First 9-week classes (2/1-4/10)
Mar. 12 (Friday) ............. Full semester classes (2/1-6/11)
Apr. 30 (Friday) ............. Second 9-week classes (4/12-6/11)
First 30% of course ............. All other length courses
General Information

Mission Statement
Coastline Community College is committed to offering accessible, flexible, student-centered education within and beyond the traditional classroom.
General Information

About Coastline—History and Location
Coastline Community College has an international reputation as one of the nation’s most innovative institutions. Founded in 1976, Coastline continues to deliver education through technology and a comprehensive curriculum.

Unlike other colleges, Coastline does not have a traditional campus. Instead, instruction is offered in nine different cities within the college service area, at approximately 50 sites close to students’ homes and workplaces. These teaching sites include banks, senior centers, high schools, office buildings, shopping malls, and many other facilities. In addition to these sites, the college has main area learning centers based in Costa Mesa, Fountain Valley, and Westminster. In 1997, the college opened a new center in Garden Grove which features the latest in technology, specialized labs, and large lecture facilities.

Accreditation Review
Coastline Community College 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.

Distribution of Student Data to High Schools
Coastline Community College may send to district feeder high schools academic reports reflecting students who had graduated from high schools within the last five years. These reports include the student’s name, address, identification number, classes, grades, grade point average and major. This data assists the high schools in evaluating their academic program in relation to student activity in college. Students who prefer that their academic record not be included in the documents submitted to the high schools should contact the Admissions office.

Family Rights and Privacy Act of 1974—Compliance Statement
Coastline Community College releases student directory information upon request provided such release is approved by the vice president of student services. Students may request in writing to the Admissions office that directory information not be released. Directory information means one or more of the following items: student’s name, birthdate, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

Coastline Community College maintains in the Office of Student Services the following information on each student:
1. Demographic data supplied to the college by the student through the enrollment process.
2. Transcripts of college work.
3. Placement test data.
4. Semester class enrollment data.
5. Financial aid application information on students who have applied for financial aid.
6. Applications of veterans applying for veterans benefits.
Additional information maintained in other offices on some students includes:
7. Work experience records on students who have taken work experience courses within the past three years.

Students may review the information contained in items 1-7. For items 1-6, a letter requesting review should be directed to the Admissions office. Requests for review of information contained in item 7 may be made to the Office of Instruction. All requests for review will be honored within five days. Students may challenge the contents of any records by notifying the administrator associated with the records in question.

Memberships and Affiliations
- Academic Senate for California Community Colleges
- Accrediting Commission for Community and Junior Colleges
- American Association for Paralegal Education
- American Association of Community Colleges
- American Council on Education
- American Society of Travel Agents, Inc.
- California Association of College Stores
- California Community Council for Staff Development
- California Community Council for Staff Development
- English Council of California Two-year Colleges
- Educational Council of California Two-year Colleges
- Instructional Telecommunications Council
- National Association of College Stores
- National Council for Occupational Education
- National Institute for Staff and Organizational Development, Orange County Forum
- Pacific Association of Collegiate Registrars and Admissions Offices
- Recording for the Blind and Dyslexic Annual Institutional Membership Program
- South Coast Consortium of Schools and Colleges
- Southern California Association of College Stores
- Southern California Broadcasters Association
- Southern California Intersegmental Articulation Council
- The College Board
- The Research and Planning Group for California Community Colleges
- Value Plus—SPSS
- Women in International Trade
General Information

Non-Discrimination Statement
It is the policy of Coastline Community College to provide all persons with equal employment and educational opportunities regardless of race, color, sex, religion, national origin, age, handicap or marital and Vietnam-era veteran status.
Limited English-speaking students who are otherwise eligible, will not be excluded from any vocational education program.
Los estudiantes que estan calificados para entrar en el programa de educacion vocacional no pueden ser excluidos debido a su limitado ingles.

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.

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 post-secondary 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 Dr. Stacey Hunter Schwartz, associate dean, Special Programs and Services for the Disabled, at (714) 241-6214. or Thomas J. Snyder, affirmative action officer at (714) 241-6243.

In accordance with requirements of DVB Circular 20-76-84, Appendix P, Paragraph 6(a), this is to certify that this catalog is true and correct in content and policy.

Leslie Bundy

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.
From the office of the president to maintenance and operations, Coastline administration, faculty and staff are dedicated to making your educational experience successful.
Operations

Academic Senate
The Academic Senate represents Coastline 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. For information, call (714) 241-6157.

President..............................................Margaret Lovig
Vice President ....................................Connie Boehler
Recording Secretary ............................Marilyn Fry
Corresponding Secretary .....................Gayle Noble
Treasurer .............................................Celeste Ryan
Parliamentarian .................................Cheryl Chapman

Administrative Services
Administrative Services provides business services to college students, faculty and staff. These services include budget development and control, accounting, payroll, and maintenance and operations. It also oversees the operation of the Bookstore, safety and security, personnel services, reception, and grants.

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. For further information, call (714) 241-6144.

Affirmative Action office — This office oversees the job-applicant screening process for the college. The goal of this office is to guarantee that the process is non-discriminatory. The college affirmative action officer investigates all employee and applicant complaints of discrimination. This office also handles employee contract grievances.

Vice President, Administrative Services ..........Kevin McElroy
Director, Planning, Development and
  Classified Personnel ............................Thomas Snyder
Manager, Bookstore ............................Michael Bare
Director, Fiscal Services ........................Janet Houlihan
Director, Maintenance
  and Operations ..................................David Cant

Economic Development
To meet identified community needs beyond the instructional credit program, Coastline’s Economic Development/Contract Education programs offer a variety of topics in avocational, occupational, career, business and professional development and cultural credit and non-credit, short-term fee-based classes and training.

Coastline’s fee-based contract education instructional services provide:

• on-site educational and training needs assessment
• customized training for college credit or non-credit

a comprehensive range of consultant services
• customized seminars and workshops
• staff development activities
• pre-employment assessment—specific to company job profiles
• company-specific remedial instruction for those who do not meet entry-level company requirements
• English-as-a Second-Language (ESL)
• Telecourses (for college credit or non-credit)
• company specific video instruction
• NOVELL (computer) networking
• supervisor/management training

California’s present economic position is the primary reason business and industry select community colleges to address their staff development training and competitive edge criteria.

Responsiveness — Coastline can assess needs, define instructional/training strategies, develop customized training and instructional materials delivered in a timely manner.

Flexibility — Coastline’s capabilities include an abundance of training areas and topics, adaptable delivery schedules, college credit or non-credit, a combination of lecture and/or laboratory, location, research analysis and resources.

Cost-Effectiveness — Coastline provides pre-developed instructional materials and curriculum, state-of-the-art equipment and technology, on-staff topic specialists, research and need analysis systems in place, and more than 1,000 training programs to select from.

Coastline has established a reputation and goal to address the competitive edge training philosophy using a continuous improvement program development model through expanded association and organization partnerships. These partnerships include: McDonnell Douglas/BOEING; American Banking Association (ABA); Independent Insurance Agents (IIA); American Association for Quality Control (ASQC); Engineering Society; Purchasing; Project Management Institute; California Building Officials; Southern California Edison; General Telephone and Electric; College Resources International, Inc. and other companies interested in business and industry retention in California. For information, call (714) 241-6197.

Instruction
Coastline offers a comprehensive education program at times, places and in formats designed to serve the diverse needs of area residents. 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. Coastline provides courses, consulting services and a resource center to area firms and individuals interested in doing business abroad. The college’s English as a Second Language (ESL) Institute assists non-native speakers to acquire the necessary communication skills needed for daily living, employment and college study. The Basic Skills Program provides an opportunity for all students to improve their ability to read, write and do mathematics. Special Programs & Services for the Disabled offers an Acquired Brain Injury (ABI) Program and programs for students with developmental disabilities. Weekend College is designed for students interested in getting their A.A. or B.A. degrees in as short a time as possible.

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 20 years’ experience, Coastline’s Distance Learning Department offers a comprehensive selection of distance learning courses for Coastline students to earn college credit or to complete their educational goals with convenience and flexibility. Distance Learning courses are offered through a variety of teaching methods: Telecourses, Cablecast Courses, Independent Study/CD-ROM, CODEC-Interactive, and on the Internet! Each distance learning course is academically proven, well-produced curriculum developed by college faculty, scholars, practitioners and instructional design specialists. Telecourses are pre-produced video lessons broadcast over local TV stations. Students can watch the lessons as they are aired, pre-record lessons to watch or repeat at a more convenient time or watch the lessons at one of seven Coastline Viewing Centers to assignment syllabus through the Information Packet and Student Handbook. Students interact with their instructors by telephone, fax, e-mail or in-person. 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 one week after broadcast at Coastline’s Viewing Centers. Students attend a cablecast course from home or workplace and can telephone their instructor(s) following the cablecast. Students watch and follow their instructor’s lectures, read text books and complete course assignments. Students receive course information and assignment syllabus through the Information Packet and Student Handbook. Students interact with their instructor by telephone, fax, e-mail or in-person. Instructor administers examinations on-site. Independent Study CD-ROM 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, e-mail, fax or in-person. Examinations are administered by the instructor or a proctor on-site. CODEC-Interactive Courses are the latest in interactive videoconferencing technology that allows Coastline to offer point-to-point electronic connections with classrooms anywhere in the world. A Coastline instructor and students see, hear and interact with students in another classroom location in “real time.” Electronic presentations supplement class materials and lectures. Coastline and California State University at Dominguez Hills offer a joint four-year college transfer program called the “2 + 2 Program” through the use of this technology. 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 materials required to complete the Internet course. Examinations are conducted on-site or proctored on-site.

Coastline’s Distance Learning Department schedules more than 40 courses during the fall and spring semesters and over 20 courses in the summer which meet general education requirements for an A.A. degree or certificate requirements, and are fully transferable to the California State University and University of California systems.

Coastline’s faculty is comprised of more than 350 highly qualified, credentialed, full- and part-time career educators and community professionals. Students have full privileges at the Golden West and Orange Coast College Learning Resource Centers and at several public libraries.

Coastline’s goal is to provide comprehensive and state-of-the-art instruction which meets the special needs of the communities it serves. The faculty and staff welcome the participation of all community members in developing an educational program relevant to today’s world.

Vice President, Instruction .......................Dr. Barbara Hollowell
Dean of Instruction, Costa Mesa Center ......Dr. Edward Decker
Dean of Instruction, Garden Grove
Center ...................................................Dr. Chester Platt
Dean of Instruction, Huntington Westminster
Center .................................................. Dr. Linda Orozco
Dean, Distance Learning .............................Ted Boehler
Associate Dean, Special Programs and Services
Operations

for the Disabled.................................. Dr. Stacey Hunter Schwartz
Director, Computer Services....................... Barbara Meguro
Administrative Assistant, Instructional
Services .................................................... Lynn Edwards

Department Chairs

Subject Specialists are elected each 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.

Computers—General ..................Sally Kurz and Cyndee Ely
Computers—MacIntosh Coordinator........... Jeannine Englehart
Computer Networking .................... Nancy Jones and Ruth West
Emeritus .................................................. Dr. Debra Secord

English/Speech/Philosophy/
Humanities ............................................. Marilyn Fry
International Languages ....................... Katherine Watson
Legal Assistant ......................................... Margaret Lovig
Mathematics ............................................. Fred Feldon
Parent Education/Psychology ................... Dottie Apel
Science .................................................... David Licata
Social Science .......................................... Marilyn Kelly
Spanish .................................................... Rosemary Miller
Special Education ................................. Jody Hollinden
Visual and Performing Arts ..................... Stan DeWitt

Instructional Systems Development (ISD)

ISD produces telecourses for use at Coastline and other educational institutions throughout the United States and around the world. These broadcast-quality, Emmy award winning video programs are part of a sophisticated integrated learning system that includes a standard classroom textbook, telecourse student study guide, faculty manual and test bank. To keep its more than 20 telecourses—including such highly regarded and widely used courses as Psychology: The Study of Human Behavior, Marketing, Time to Grow, Faces of Culture, Universe: The Infinite Frontier and Cycles of Life: Exploring Biology—accurate and up-to-date, ISD continually revises or replaces video and print materials.

ISD provides information, training and technical support to assist faculty in using multimedia and other technology in a variety of instructional situations, including at a distance. ISD maintains an Instructional Resource Laboratory where faculty members may develop and test new technology- enriched instructional presentations. ISD also operates the instructional cable channel, provides technical support for CODEC classrooms, audiovisual support for classroom faculty, satellite downlinks and operates the “Live Cable” production studio.

Administrative Dean, ISD......................... Dr. Peter Vander Haegen
Director, Telecourse Marketing .................... Vacant
Director, Telecourse Production/Telemedia ...... Laurie Melby

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. Leslie Purdy

Public Relations and Institutional Advancement

Public Relations serves as the communications arm of the college. It supervises the production of all major publications and coordinates public information activities, media and promotional efforts for the continued enhancement of the college’s relations within the community. The Public Relations office also oversees the Graphics and Publications Department, including the college Web site.

The Coastline Community College Foundation—an IRS-approved, tax-exempt, 501 (c) (3), nonprofit auxiliary organization—was created in 1985 to seek supplemental funding for college programs and specialized services. For further information, call (714) 241-6154.

Director, Public Relations and
Institutional Advancement ..................... Gail McElroy
Supervisor, Graphics & Publications ............ Kevin Chard

Student Services

Student Services is responsible for admissions, records, transcripts, student information, international students, counseling, articulation, matriculation, guidance, financial aid, Extended Opportunity Programs and Services (EOPS), Student Advisory Council (SAC) and Career and Transfer Center (CTC). It also handles student conduct and grievance procedures.

Student Services maintains and provides a full range of matriculation services for students and annually publishes the Career and Transfer Guide. This booklet is available to all students and provides information on career and transfer programs. For more information, call (714) 241-6176.

Vice President, Student Services and
Economic Development............................ Ronald Berggren
Dean, Student Services ............................. Rendell Drew
Director, Admissions and Records .............. Jennifer McDonald
Director, Center for International
Trade Development (CITD) ....................... Caleb Zia
Director, Financial Aid and EOPS ......... Cynthia Pienkowski
Services for Students are an important educational component at Coastline. They supplement and complement the instructional program by providing a wide variety of support services. These services assist students in making educational decisions and in formulating future plans. Take advantage of the many services to facilitate access and success at Coastline.
Services for Students

College Telephone Numbers

Admissions .................................................. (714) 241-6176
Basic Skills Learning Center ....... (714) 241-6184, ext. 17421
Bookstore ....................................................... (714) 241-6101
CalWorks....................................................... (714) 241-6209, ext. 17305
Career & Transfer Center (CTC) ............ (714) 241-6171
Center for International Trade
Development (CITD) ...................................... (714) 241-6258
Centers
College Center, Fountain Valley ........... (714) 546-7600
TDD .............................................................. (714) 241-6283
Costa Mesa Center ....................................... (714) 241-6213
TDD .............................................................. (714) 435-8011
Garden Grove Center ......................... (714) 241-6209
TDD .............................................................. (714) 530-8439
Huntington Westminster Center .......... (714) 241-6184
TDD .............................................................. (714) 896-0810
Coastal County Regional One-Stop Center ..... (714) 718-1200
Cooperative Work Experience (Co-op) ............ (714) 241-6209, ext. 17326
Counseling
Information and Appointments ...................(714) 241-6162
College Center .............................................. (714) 241-6162
Garden Grove Center ......................... (714) 546-7600, ext. 17309
Huntington Westminster Center .......... (714) 241-6184
TDD .............................................................. (714) 896-0810
Distance Learning ............................................. (714) 241-6216
English as a Second Language
(E SL) Institute ........................................... (714) 241-6184, ext. 17409
Extended Opportunity Programs & Services (EOPS)..........................(714) 241-6237
Financial Aid ...................................................(714) 241-6239
Job Training Partnership Act (JTPA) ....... (714) 718-1212
Legal Clinic ..................................................... (714) 241-6298
Remote Educational Access
Program (REAP) ........................................... (714) 241-6142
Scholarships .................................................. (714) 241-6162
Special Programs & Services for the Disabled (DSPS) .........................(voice) (714) 241-6214
................................................................. (TDD) (714) 751-2072
Student Advisory Council (SAC) ......... (714) 241-6253
Veterans Assistance ................................. (714) 241-6167
Weekend College
Coordinator, CM Ctr ............... (714) 241-6213, ext. 17202
Counseling, College Center ..................... (714) 241-6162

Admissions Requirements and Registration Procedures

Application and Registration: Students wishing to enter Coastline Community College should complete the “Application to Register” form contained in the class schedule. 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.

NOTE: Late registration is conducted in the classroom beginning the first day of instruction and extending through the second week of classes, providing the class is not full. (Individuals are encouraged to register early to avoid closed classes and to prevent class cancellations due to low enrollment.)

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.
- Completed the 10th grade and received permission from your high school.

Students attending Coastline Community College are awarded college credit for their course work unless the high school specifies, in writing to the college, that the units are to be counted toward the student’s high school requirements.

NOTE: Students who have not completed the 10th grade may be eligible to enroll in certain advanced courses not available at their high schools. Permission of the dean of student services or designee, the parent and the high school principal or designee is required.

K-12 Grade/High School Students: Coastline Community College may admit, under the provision of Education Code Sections 76001 or 76001.5 as a special part-time or as a special full-time student, any student (in grades K-12) who, in the opinion of college officials, may benefit from the instruction to be taken. Individuals enrolled in the 11th or 12th grade may concurrently attend Coastline providing they have the approval of either their high school counselor or principal. This approval must be made on the “High School Release” form available either at the high school or from Coastline’s Admissions office. Grades K-10 students must have signed permission by a parent, a permission letter from the principal stating the specific classes the student may take and the approval of the dean of student services.

Assessment for Entry Placement

Assessment for entry placement in reading, writing and mathematics is expected of all first-time matriculated
Services for Students

Students, except for those students who have completed required English and mathematics skill courses. Newly matriculated students who have earned an associate degree or higher from an accredited institution are not required to take the assessment tests. Non-matriculated students who plan to enroll in reading, writing and/or mathematics courses are expected to complete the assessment 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. Scheduled group testing dates and times are available through the Counseling office and/or English as a Second Language Institute.

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

Extended Opportunity Programs & Services (EOPS)

The EOPS Program at Coastline Community College began in 1977. This state-funded program provides an “umbrella” of services to qualified students of the college.

Criteria for EOPS eligibility includes qualifying for the Board of Governor’s Fee Waiver under options A or B as determined by the Financial Aid office. (Please refer to “Enrollment Fee Assistance” in Financial Aid section of this catalog.) In addition to California residency and income requirements, EOPS applicants must be educationally disadvantaged according to Title V, Article 2, Section 56220(e). Specifically, one of the following factors must be identified:

1. Student is NOT qualified for the minimum level English (English 099) or mathematics (Math 010) that apply to the A.A. degree at Coastline; OR
2. Student has NOT graduated from high school OR completed GED; OR
3. Student graduated from high school but GPA was BELOW 2.5; OR
4. Student has been previously enrolled in remedial classes in high school or college; OR
5. Special factors approved by the State Chancellor’s office.

Matriculation test results and transcripts of high school and/or for college must be provided in most cases before eligibility can be determined.

Students can only be served by the program to the maximum of six consecutive semesters (excluding summer session) and/or 70 degree-applicable units, and must be full time (12 units) when accepted. The EOPS Program routinely develops new services, and provides activities to support student retention, transition and transfer. Current EOPS “over-and-above” services include: counseling, tutoring, peer advisement, outreach and recruitment, book purchases, emergency loans, EOPS grants, translation assistance, fee waivers for CSU and UC transfer, field trips to the universities, special workshops and transition activities, priority registration and college orientation.

Cooperative Agencies Resources For Education (CARE)

CARE has existed at Coastline Community College since Fall 1994 to serve the unique needs of a special group of EOPS students. It is administered by the EOPS Program at the college. At the time the students are accepted into CARE, they must have at least one child under the age of 14, be a full-time student, a current recipient of Temporary Assistance to Needy Families (TANF), and designated as head of household at least 18 years old. Continuing TANF status is a condition of CARE (but not EOPS).

The program provides additional services to these single-parent students: child care funds, special workshops, classroom supplies, car repair funds, cultural activities and events, CARE grants and counseling.

For more information or an application for EOPS and CARE, call (714) 241-6237.

Financial Aid

Enrollment Fee Assistance

The State of California, through the Chancellor’s office of the California Community College, has established a special financial aid program to assist students who may be unable to pay the enrollment fee. The Board Financial Assistance Program now consists of a single program, the Board of Governors Enrollment Fee Waiver (BOG-W). Eligibility for the program is based on the following:

1. The student must be a California resident.
2. The student must meet one of the following criteria:
   A. Be a recipient of AFDC/TANF, SSI or General Relief at the time of enrollment.
   B. Meet the appropriate income standard.

<table>
<thead>
<tr>
<th>Number in Household</th>
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<tbody>
<tr>
<td>(including yourself)</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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(Add $1,000 for each additional dependent)

C. Be eligible for federal and/or state need based financial aid.

Students must apply for enrollment fee assistance through the Financial Aid office. Check with the Financial Aid office for the latest information.
Services for Students

Financial Aid Eligibility
Students seeking a vocational certificate, associate degree or transfer program may qualify for federal student aid programs if they: (1) are U.S. Citizens; (2) are permanent residents or eligible non-citizens; (3) possess a high school diploma or equivalency; (4) have a valid Social Security number; (5) complete the matriculation process at Coastline; (6) are not in default of any student loan or owe any grant repayment; (7) are enrolled in at least six units, in most cases, and (8) are registered with selective service if required to do so. Students without a high school diploma or equivalency may qualify if they: (1) complete required testing and (2) follow course recommendations. In all cases, students must prove financial need according to budgets and rules developed by the Department of Education and approved by the Congress of the United States. They must also declare a course of study and be enrolled in an eligible program of study.

To remain eligible for financial aid, students must be continuously enrolled, attend classes regularly and make satisfactory academic progress. Once students are awarded, they receive a disbursement schedule. Other factors, however, may affect the receipt of funds. Enrolling in classes which differ from the full 18-week semester schedule (such as, Weekend College classes and six-, eight- or nine-week classes) or changing status from full time to half time will change the dates when scheduled funds can be received. CHECK WITH THE FINANCIAL AID OFFICE IF THERE ARE QUESTIONS ABOUT ELIGIBILITY FOR FINANCIAL AID AND/OR RECEIPT OF FUNDS.

Policy for Satisfactory Academic Progress
Federal Financial Aid Regulations require all colleges to establish, publish and apply qualitative, quantitative and incremental standards which they can use to determine whether students, requesting and/or receiving financial aid funds, are maintaining satisfactory progress in their course of study.

Satisfactory progress standards apply to current and prior academic work within the colleges of the Coast Community College District (Coastline, Golden West, and/or Orange Coast), regardless of whether financial aid was received. Prior course work that is counted toward the course of study, as described in the academic plan, is counted as part of the cumulative total for financial aid purposes. Students continuing at Coastline Community College, who are new financial aid recipients, must be in good standing academically. Students in poor standing must complete one semester of course work satisfactorily with a 2.0 GPA before receiving financial aid.

The satisfactory progress standard for financial aid may differ from the probation and disqualification policy for the college as listed in the college catalog.

Concurrent Enrollment
For financial aid purposes, current units at Orange Coast College and Golden West College may be considered.

However, for each payment period (fall semester or spring semester) a student must be enrolled in a minimum of six units at COASTLINE COMMUNITY COLLEGE in order to receive funds. Students may receive funds at only one college at a time. They should receive their aid at the school where they are completing their major or certificate.

Student Educational Plan/Academic Plan
Students are required to complete a student educational plan or “academic plan.” This plan will state the student’s goal, evaluate prior course work which applies to the selected course of study and list in detail the classes needed to fulfill the educational goal. To receive financial aid, students must enroll in classes as identified by the academic plan. Students wishing to change their course of study must complete a new academic plan. Failure to follow the academic plan (choosing courses not listed on the plan) will result in suspension from financial aid eligibility. Students will only be allowed to pursue one program at a time with their course of study.

Grade Interpretation
Grades of A, B, C, D or CR will be considered as acceptable for courses completed. Grades of F, NCR, W, I or Audit will not be acceptable for courses completed. Students denied aid on the basis of I grades will be re-evaluated when the incompletes are remedied. A course in which students have earned a grade of D, F, NCR, W or I may be repeated once for payment.

Unit Progress (See chart below)
Progress toward the educational goal will be evaluated at the end of each academic year. The following chart indicates the

<table>
<thead>
<tr>
<th>ENROLLMENT STATUS</th>
<th>First Year Units</th>
<th>Second Year Units</th>
<th>Third Year Units</th>
<th>Fourth Year Units</th>
<th>Fifth Year Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MIN CUM</td>
<td>MIN CUM</td>
<td>MIN CUM</td>
<td>MIN CUM</td>
<td>MIN CUM</td>
</tr>
<tr>
<td>Full-Time (at least 12 units/semester)</td>
<td>20 20</td>
<td>20 40</td>
<td>20 60</td>
<td>Not Eligible for Financial Aid</td>
<td>Not Eligible for Financial Aid</td>
</tr>
<tr>
<td>Less Than Full-Time (6-11 units/semester)</td>
<td>12 12</td>
<td>12 24</td>
<td>12 36</td>
<td>12 48</td>
<td>12 60</td>
</tr>
</tbody>
</table>
Services for Students

The minimum number of units to be completed each year and the maximum time frame for receipt of financial aid. Students enrolled full time in a two-year program will be allowed three years to complete the program. Students enrolled less than full time in a two-year program will be allowed five years to complete the program. Students enrolled in less than a two-year program will have their time frames pro-rated accordingly. Students enrolled full time in a one-year program will have one and one-half years to complete the program. Students who change majors will have their maximum time frame adjusted accordingly. Students enrolled full time in a one-year program will have one and one-half years to complete the program.

At the time of evaluation for satisfactory progress, students must not only meet unit progress but also fulfill the following conditions:

1. Have a 2.0 GPA (grade point average).
2. Be in compliance with the student educational plan or academic plan.
3. Have a cumulative unit total of not more than 75 units, including units earned within the Coast Community College District as applied to their course of study.
4. Retain good standing at Coastline Community College as defined by academic standards listed in the college catalog.

Financial Aid Suspension

Students not in accordance with the above conditions will be denied further financial aid at Coastline Community College.

Appeal and Waiver of Financial Aid Suspension

Students who disagree with their suspension, or who can document causes of undue hardship that affected their ability to maintain satisfactory progress, may appeal in writing. Students who have reached the 75-unit maximum, but can demonstrate sound educational reasons for their continuance on aid, may also appeal. Written appeals are forwarded to the Financial Aid Advisory Committee. A one-time waiver of financial aid progress standards may be granted. Students are notified by mail of the final decision in the appeal process.

Financial Aid Reinstatement

Students who remedy grade point average or course completion deficiencies will be reinstated. Financial aid, however, will not be retroactive.

Students, who were suspended at the end of the spring semester and who remedied deficiencies through course work completed in the fall semester, will be awarded for the following spring semester if they remain eligible for financial aid.

The Need Analysis Process

The need analysis is the method used to determine the contribution and eligibility for financial aid. The Free Application for Federal Student Aid (FAFSA), and supporting documents, supply the information used in the analysis. When all required paperwork is submitted to the Financial Aid office, the student’s file is “complete” and a review takes place. Financial need is determined by comparing the cost of education minus the family contribution.

\[
\text{NEED} = \text{COST OF EDUCATION} - \text{TOTAL FAMILY CONTRIBUTION}
\]

The following chart lists the allowable expenses as proposed by the California Student Aid Commission and implemented by the California Community Colleges:

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>AT HOME</th>
<th>AWAY FROM HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$ 300</td>
<td>$ 300</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$2484</td>
<td>$6138</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$ 648</td>
<td>$ 648</td>
</tr>
<tr>
<td>Transportation</td>
<td>$ 693</td>
<td>$ 801</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td>$1485</td>
<td>$1611</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$5610</td>
<td>$9498</td>
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</tbody>
</table>

Fees are subject to vote by the state Legislature and may change at any rate.

Students who are not considered California residents pay additional out-of-state fees.

Dependent and/or child care costs are also considered, on an individual basis.

How to Apply for Financial Aid

1. Obtain and complete the FAFSA and mail it to the processing center. An addressed envelope is included in the application. If you need help, contact the office. Staff will be happy to assist you.
2. In a few weeks (usually between three to six weeks), the student will receive a Student Aid Report (SAR) from the Federal government. It will be mailed to the address listed on the FAFSA, so be careful in the initial application. Hold on to this SAR until you receive a letter from Coastline’s Financial Aid office beginning the aid process.
3. The letter will outline the next steps to take.
4. Students are always notified in writing as to the outcome of their financial aid application, even if they are ineligible for aid. Please read all letters carefully and follow directions. Contact the Financial Aid office for questions about correspondence or financial aid requirements.
Services for Students

Programs Available Through Coastline
There are three types of financial aid programs: grants, loans and work opportunities. Grants do not have to be repaid. Loans are funds that students borrow and must be repaid. Work opportunities are part-time jobs available as part of the student’s award and are arranged through the Financial Aid office.

Federal Pell Grant
This program provides the foundation of all financial aid. Eligible students receive funds according to their unit enrollment: half-time = six to eight units; three-quarter-time = nine to 11.5 units; full time =12 or more units. Pell grants are available to less than half-time students on a limited basis and under very specific criteria.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Limited funds for this grant program are available to those with low expected family contribution, with preference given to Pell grant recipients.

Federal Perkins Loan
This loan has a low interest rate (5 percent) and is available to students with exceptional financial need. The college is the lender for this loan. The average loan at Coastline is $1,500 annually. Although the total limit for undergraduate students is $15,000, limited funds rarely permit maximum funding for this program. A full explanation of the terms of this loan (including grace period, deferment and cancellation provisions) is provided at mandatory entrance and exit loan counseling interviews.

Federal Work Study (formerly College Work Study)
This program provides part-time employment at Coastline. Students may work 19.0 hours weekly (occasionally longer during school recess periods) and earn up to the dollar amount of their award. Students interested in Federal Work Study must go through the financial aid process.

Federal Stafford Loan
Under this need-based program, loans are made to students by private banks, credit unions or thrift institutions and are processed through the school. Limits for this loan vary at Coastline based on whether the student is defined as first or second year. First or second year depends on the number of units earned, not on the number of years attended. First year is completion of up to 30 units; second year is 31 units plus. For example, a student earned six units in the 1996 Fall Semester and 12 units in the 1997 Spring Semester, for a total of 18 units. This student returns to Coastline and enrolls for the 1997 Fall Semester. For purposes of the Stafford Loan, the student is still considered first year even though enrollment in a second year has taken place. Loan limits for each full academic year are $2,625 for first year students and $3,500 for second year students. The total undergraduate limit is $23,000.

The terms of the loan, including interest rates and deferment provisions, vary according to the time period in which the student first received Stafford Loan funds. Complete details are given in the mandatory entrance and exit loan counseling interviews.

Federal Unsubsidized Stafford Loan
A Stafford Loan, in part or in total, can also be non-need based. This means that a student who usually would not be eligible for financial aid may borrow funds. This non-need based loan is referred to as an Unsubsidized Stafford Loan. The name points out the chief difference between the two types. Under the terms of the need based Stafford Loan, the federal government pays the interest to the lender on behalf of the student while the student is in school, in a grace period or during periods of deferment. For the Unsubsidized Stafford Loan (non-need based), none of the interest is paid (subsidized) by the federal government. By arrangement with the lender, payment of the interest may be deferred, but the student is liable for all interest charges. Students who want an Unsubsidized Stafford Loan must also go through the entire financial aid process. Loan limits for both the need based and non-need based Stafford Loans are similar, but in no case may the loan amounts exceed yearly limits or the cost of education.

Cal Grants A, B and C
The State of California provides a limited number of grants in these categories. To apply, students should use the same form as for other programs, but should be aware that the Cal Grants have a much earlier deadline, usually March 2, prior to the Fall Semester the student attends.

CAL GRANT A awards assist low- and middle-income students with tuition/fee costs and are made on the basis of need and grade point average. Students who plan to enroll at a community college before transferring to a four-year college or university may apply for a community college reserve grant through Cal Grant A.

CAL GRANT B awards assist very low-income, first-year students with living expenses, books, supplies, transportation and other non-tuition costs. (Renewals may also cover tuition/fee costs.) All new awards are limited to students who have completed no more than one full-time semester, two full-time quarters, 16 semester units of part-time study or the equivalent or four and one-half months of vocational school.

CAL GRANT C awards assist low- and middle-income vocational students with tuition and training costs. Recipients must be in a program of study that is from four months to two years in duration at a vocational school, community college or independent college.

Pro-Rata Refunds
Student aid recipients, who withdraw before the earlier of either the halfway point in the program of study or six months after the commencement of the student’s program, are entitled...
to refunds if the school has assessed to them charges which may include such items as tuition, fees or room and board. The amount of the refund is not less than that portion of tuition, fees, room and board and other charges equal to the portion of the enrollment period for which the student has been charged that remain on the last recorded day of attendance, rounded downward to the nearest 10 percent. This refund is less any unpaid charges owed by the student for that enrollment period and less a reasonable administrative fee. (A reasonable fee is the lesser of 5 percent of the charges or $100.) The final amount is this refund less the cost of any equipment issued to the student that the student failed to return for reissue following a written request by the school.

Student Rights and Responsibilities
As an applicant for and recipient of financial aid, students have certain rights and responsibilities.
Students have the right to:
1. Information about procedures, deadlines, eligibility requirements and the appeal process.
2. Access to the refund policies of the college.
3. Assurance of the confidentiality of their file.
Students have the responsibility to:
1. Provide complete and accurate information regarding their financial aid, enrollment status and any changes that occur.
2. Pursue an educational objective such as a vocational certificate, associate degree or transfer program.
3. Understand refund policies and academic standards at the institution of attendance.
4. Repay all student loans.

The rules, regulations and funding levels of the financial aid programs are subject to decisions by the Department of Education and the Congress of the United States. Changes may occur anytime throughout the school year. Students may contact the Federal Student Aid Information Center between the hours of 9 a.m.-6 p.m. (Eastern time), Monday-Friday: 1-800-4-FED-AID or 1-800-433-3243. TDD number for the hearing impaired: 1-800-730-8913. For additional information, visit the Financial Aid office in Room 105 of the College Center, or call (714) 241-6239.

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 Community College 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 course work 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:
1. Assisting 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. Enabling students to complete the units they attempt with satisfactory grades and to persist from semester to semester.
3. Identifying the support services that students need to succeed and referring students to college and community resources to meet those needs.
4. Strengthening student motivation to succeed through the above and providing frequent feedback and encouragement.

Matriculation Activities
Admission: Students use telephone, mail-in, walk-in 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 and locations are available for accessibility and convenience. Career interest inventories and other specialized testing tools are 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 television courses. Counselors help students identify their educational goals and develop curriculum plans to achieve them.
Exemption Criteria: All students entering Coast 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
Services for 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 by counselors at the beginning of each semester.

Student Progress Follow-up: Students excelling in their course work 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. For further information regarding matriculation, please contact the Counseling office at (714) 241-6162.

Scholarships
Coastline’s Scholarship Recognition Awards are granted to students who have demonstrated excellence, academic achievement and/or wish to pursue educational or career goals. Students enrolled at Coastline in the fall or spring may apply for scholarships. The awards are granted during the spring semester. Scholarships do not have to be repaid. For further information, contact the Counseling office at (714) 241-6162.

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

Veterans Assistance
Coastline is approved by the Bureau of Scoffer Programs to veterans and eligible persons seeking benefits under the Federal Public Laws and the California Veterans Educational Laws.

Requirements for receiving veterans educational benefits:
1. Every veteran or eligible dependent must contact the veterans clerk in the Admissions office in order to complete the appropriate required paperwork.
2. Counseling is available to assist veterans with class selection and goal setting. A veteran should make an appointment at the time of his/her initial paperwork. The veterans’ counselor is Cynthia Pienkowski (714) 241-6239.
3. It is mandatory that each veteran, veteran’s dependent or widow who has registered for veterans educational benefits notify the veterans clerk when he or she adds or withdraws from classes.
4. Veterans Administration regulations require each eligible person to make satisfactory progress towards a stated objective. Failure to do so could result in termination of veterans educational benefits.

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 veteran benefits, check with the Student Services office.
Policies

Whether your goal is to obtain an A.A. degree or occupational certificate, or to transfer to a four-year college or university, Coastline’s policies are designed to help you successfully complete the requirements.
Policies

Academic Honesty
Coastline Community College 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 in an act of academic dishonesty will be disciplined in the same manner as the act itself.

Academic Renewal
The academic renewal policy for Coastline Community College is issued pursuant to Sections 55764 and 55765 of the California Administrative Code (Title V) and Coast Community College District Board Policy No. 030-4-4. The purpose of this policy is to enable the student to have past substandard academic performance disregarded when such work is not reflective of the student’s current demonstrated ability. It is based on the recognition that due to unusual circumstances beyond the student’s control, past substandard work may negatively impact academic standing and unnecessarily prolong the rate at which the student is able to complete his/her current objectives.

If specific conditions are met, Coastline Community College may disregard up to a maximum of 30 semester units of course work from a maximum of two semesters or three quarters taken at any college, from computation of the
cumulative GPA. To qualify for academic renewal, a student must petition the action formally and present evidence that work completed in the semester(s) to be under consideration is substandard and meets the following conditions:

1. The course work to be removed is substandard. The total GPA is less than 2.0.
2. A minimum of 12 semester units have been completed within the Coast Community College District with a cumulative GPA of at least 2.0 subsequent to the course work to be disregarded.
3. At least two calendar years have elapsed since the most recent course work to be disregarded.
4. All units taken during the semester in question shall be disregarded, even satisfactory units; however, course credit may be recognized when required as a prerequisite or to satisfy a requirement in the student’s “redirected” educational objective.

NOTE: It is important to understand that all course work will remain legible on the student’s permanent records (transcripts), ensuring a true and complete academic history. The student’s permanent record will be annotated, however, so 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 appropriate college office.

If another accredited college has acted to remove previous course work 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 course work eligible to be disregarded at Coastline Community College.

**Academic Standards**

**Honors:** Coastline Community College recognizes academic honor in four ways.

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

*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.

**Probation Status:** The Coast Community College District’s policy on probation states that a student shall be placed on probation if he or she meets one of two conditions:

1. **Academic Probation**
   A student is on academic probation if he or she has attempted at least 12 semester units at a district college and
   a. has a 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 Coast Community College 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 in the Coast Community College District who is on academic or progress probation shall be disqualified whenever he or she meets one of two conditions:

1. **Academic Disqualification**
   Any student on academic probation for two consecutive semesters shall be academically disqualified. 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.
Policies

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. Special programs like the Weekend College may have a mandatory first-class meeting.

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 by telephoning (714) 438-8250, 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

Students may request the instructor to audit courses under the following conditions:

1. The student is ineligible to enroll for credit because he/she has taken it the maximum number of times.
2. Admission of audit students will not result in a credit student being denied access.

Students who audit will be expected to participate in class activities with the exception of examination. The cost to audit a course is $15 per unit in addition to other required college fees and refunds follow the same dates as the credit calendar. The audit fee is subject to change.

Awarding College Credit

Coastline Community College recognizes courses completed at other accredited colleges and experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

College Units: 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.

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. For further information, contact the Coastline Counseling office at (714) 241-6162.

Advanced Placement Credit: Credit may be given for Advanced Placement courses completed in high school. For specific courses and appropriate scores, contact the Coastline Admissions office at (714) 241-6176.

Telecourses: Instructional Television courses provide a practical alternative to classroom instruction. Each semester, 20-30 different telecourses are broadcast over local and cable networks. Telecourses use an “independent study” mode of learning. Students purchase their textbooks and instructional handbook from the Coastline Bookstore, watch the televised lessons, complete the reading assignments and mail in their quizzes or projects. Students also attend two review sessions (midterm and final) and take two written exams (midterm and final). Successful telecourse students are usually highly self-disciplined and enjoy the challenge of self-paced learning. For further information, call the Coastline Distance Learning office at (714) 241-6216.

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.

Credit by Examination: Fee: $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: 1) The student is in good standing, 2) The course is appropriate for credit by examination, 3) The course is listed in the college catalog and 4) The appropriate instructor, currently teaching the classroom course, is willing to assist the student in completing Credit by Examination. The appropriate number of units will 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 CR if the student successfully passes the examination; the grade of NC will be assigned if the student fails the examination.
Individuals who successfully complete a sequential skill course through “Credit by Examination” will receive credit for prerequisite skill courses as follows:

a. The course objective must reflect psycho/motor skill development. Examples include typing, shorthand, stenography and word processing.

b. The grade of CR will be assigned for each prerequisite course. Manipulation tests may be repeated without restriction. Academic courses cannot be repeated during a single semester.

Military Credit: Six units of general elective credit will be awarded for a minimum of one year of active service. In addition, credit will be awarded for work at military service schools according to the standards established in the American Council on Education (ACE) Guide. Equivalent course and unit credit will be awarded United States Air Force Institution (USAFI) courses which parallel Coastline Community College offerings. In addition, credit will be awarded for the college level GED test in the same manner as the CLEP General Examination listed below. Copies of DD214 and appropriate military documentation such as certificates must accompany the Military Evaluation Form obtained from the Coastline Admissions office. The determined number of units (up to a maximum of 40 units) will be posted to the student’s transcript upon completion of 12 units at Coastline College. In agreement with Service Members Opportunity Colleges (SOCNAV), Coastline Community College has agreed to award college credit to military personnel graduating and completing the following programs: 36.0 units for the Navy’s Nuclear degree programs with emphasis in Nuclear Power and Electronics. See Associate in Arts Degree section for details (page xx).

College-Level Examination Program (CLEP): Coastline Community College recognizes examination programs and awards credit based on the subject area and the individual’s test score. The appropriate number of units will be posted to the student’s transcript upon completion of 12 units at Coastline College. CLEP scores will not count for the associate in arts degree under Options III or IV. Also, they will not count toward CSU or IGETC certification.

GENERAL EXAMINATIONS: By successfully completing the general examinations with a score of 490 or higher, a student may earn three ungraded units applicable to the associate in arts degree under Option I or II.

Some four-year colleges and universities accept only certain tests within CLEP for transfer credit. Check with the specific transfer institution for further details.

Licensure Credit: Fee: $20 per license. Credit will be awarded for a current license issued by the State of California (or equivalent California agency), in areas where a program is offered at one of the California community colleges, toward an associate in arts degree.

A maximum of 30 units of licensure credit will be posted to the student’s transcript upon completion of 12 units at Coastline. This credit may constitute the major required for the associate in arts degree under Option I or Option II (Occupational Program) if the credit awarded equals a minimum of 18 units. Some of the typical license areas include:

Barber, Certified Public Accountant, Certified Professional Secretary, Certified Shorthand Reporter, Commercial Pilot, Cosmetologist, Dental Assistant, Land Surveyor, Law Enforcement Officer, Licensed Vocational Nurse, Psychiatric Technician, Real Estate Broker, Registered Nurse or Respiratory Therapy Technician

Assessment of Prior Learning (APL): APL is available through Orange Coast College (OCC). A maximum of 30 units of APL credit will be posted to the student’s OCC transcript and acknowledged by Coastline. Contact the APL office at OCC by calling (714) 432-5959.

Special Notes for Awarding of Credit:

1. Duplication of Credit—Students will not receive duplicate credit for experiences in similar subject areas. For example, English credit will not be awarded for the CLEP test if credit has been earned in a similar English course.

2. Transfer Credit—Students planning to transfer credit awarded by Coastline Community College for experience other than classroom attendance should contact the specific transfer institution, since each college has a different policy regarding experiential credit.

3. Maximum Credit—Students may receive a maximum of 40 units through experiential learning (including Military, CLEP, Licensure and/or Assessment of Prior Learning) credit toward the 60-unit associate in arts degree requirement. At least 12 units must be completed at Coastline Community College.

4. Processing Petitions—For further information regarding the awarding of credit for other than classroom college units, contact the Coastline Counseling office at (714) 241-6162.

Classification of Students
Policies

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 Non-credit Student:** A student attending 24 class hours per week.

**Part-time Student:** A student carrying fewer than 12 units of work.

**Graduate Student:** A student who has been awarded the Associate in Arts or higher degree by a recognized collegiate institution.

**Code of Conduct**

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

**Course Repetition**

Course repetition is prohibited by state law as described in California Administrative Code, Title V. However, exceptions are allowed as follows:

1. If grades of D, F, or NC were received for prior course completions, students may repeat those courses at Coastline Community College, Orange Coast College or Golden West College without any special approval.
2. If the grade earned was A, B, C or CR, a college committee will review the repeat petition for appropriate action based on unusual circumstances.
3. Classes which carry the designation AB may be taken two times, and AD may be taken four times. However, students cannot be concurrently registered in more than one section of the same course.

Upon completion of the repeated course, the student must file
the “Petition to Remove D or F” in the Admissions office. The student’s academic transcript shall then be annotated reflecting their re-computed GPA and omitting the prior unsatisfactory grade(s) of D and/or F. However, previously recorded course work will not be removed or otherwise changed on the student’s permanent record.

A course in which the student received a grade of D, F, NC and/or W may be repeated only twice. Students wishing to repeat a course more than twice may appeal for extenuating circumstances by filing a “Petition to Repeat a College Credit Class” prior to registration. Petition forms are available in the Coastline Admissions and Records office.

Expenses
Enrollment Fees: $12 per unit with no maximum. For information on exemptions, contact the Coastline Admissions office at (714) 241-6176.

Health Fee: Students are required to pay a $7 health fee. NOTE: Students who have paid the $10 health fee at OCC or GWC for the current semester are exempt.

Housing: Coastline Community College maintains no dormitories. Housing transactions must be made individually.

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 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.

Student Services Charge: The student services charge is optional and underwrites many student services and instructional programs. Even though the charge is optional, the college administration and the Student Advisory Council (SAC) encourage students to support the college by paying this nominal charge, as most students do.

Textbooks: Students may need to buy textbooks as determined by their instructors. Total cost will vary from approximately $10 per class to $250 per semester for full-time students. In some cases, second-hand textbooks are available at a reduced price. Textbooks may be purchased in the Coastline Bookstore located at the College Center.

NOTE: All fees are subject to change without notice by the state legislature.

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

Symbol — Definition Grade points per unit
A — Excellent 4
B — Good 3
C — Satisfactory 2
D — Passing, less than satisfactory 1
F — Failing 0

To determine your GPA, divide the total number of grade points by the total number of units attempted for the grades of A, B, C, D, F (CR and NC are not used in this calculation).

Credit/no credit classes are not computed into GPA, but successful completion gives additional units of credit. Most universities require a minimum 2.0 GPA for transfer. Coastline’s requirements for graduation include a minimum 2.0 GPA.

<table>
<thead>
<tr>
<th>Class</th>
<th>GPA units (Units Attempted)</th>
<th>Grade Received</th>
<th>Units Earned</th>
<th>Grade Points Per Unit</th>
<th>Grade Points equals</th>
<th>Total Grade Points Earned</th>
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<td>3</td>
<td>A</td>
<td>3</td>
<td>x 4</td>
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<tr>
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<td>1</td>
<td>A</td>
<td>1</td>
<td>x 4</td>
<td>4</td>
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</tr>
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<td>B</td>
<td>3</td>
<td>x 3</td>
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<td>C</td>
<td>4</td>
<td>x 2</td>
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<tr>
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<td>3</td>
<td>x 3</td>
<td>9</td>
<td></td>
</tr>
<tr>
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<td>2</td>
<td>F</td>
<td>0</td>
<td>x 0</td>
<td>0</td>
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</tr>
<tr>
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<td>17</td>
<td></td>
<td>42</td>
<td></td>
<td>42</td>
<td>42</td>
</tr>
</tbody>
</table>

\[
42 \div 17 = 2.47 = \text{GPA}
\]
The following grades are not part of the GPA computations:

### Symbol—Definition

**Symbol** | **Definition** | **Grade Points/Units**
--- | --- | ---
CR | Credit, at least satisfactory progress, equivalent to a C or higher grade | 4.0
NC | No credit, less than satisfactory progress, equivalent to a D or lower grade | 0.0
I | Incomplete | 0.0
IP | Course still in progress | 0.0
RD | Delay in reporting grade | 0.0
NG | Zero unit class | 0.0
W | Withdrawal | 0.0

**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.

**Grades:** Grades will be accessible through the touch-tone telephone system, by calling (714) 438-8249.

### 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 District’s Model Plan. The following information is provided in compliance with those laws.

Except for district priority registration procedures for continuing students and courses or programs with prerequisites or corequisites, all Coastline classes are open to enrollment on a first come, first-served basis until they are filled to maximum capacity.

**Definitions:**

- **“Prerequisite”** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- **“Corequisite”** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- **“Advisory”** means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

**Challenging Limitations on Enrollment:**

- **Closed classes without prerequisites or corequisites:** For courses which do not have prerequisites or corequisites, students may petition directly with the instructor, completing an in-class registration form.
- **Closed classes with prerequisites or corequisites:** For courses which do 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 Student Services. 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 corequisites 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. Coastline students are encouraged to submit their official transcripts as documentation of prerequisite or corequisite completion at the time of registration. The transcripts will usually indicate which completed course work from other colleges is equivalent to the prerequisite or corequisite. This action will avoid the need to file the Prerequisite/Corequisite Challenge Petition.

**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 Student Services.

**Refunds**

Eligibility for a refund occurs for one of the following reasons: an overpayment, a registration problem, a residence restriction, a canceled class, or withdrawal from a class(es). The student must withdraw from class(es) by the refund (RFND) date printed on the confirmation of enrollment (OFFICIAL STUDENT PROGRAM) to be eligible for a refund of fees.

If the student is eligible for a refund, a refund request form will automatically be mailed, based on the following schedule:

1. During the 6th week of the semester
2. During the 11th week of the semester
3. After the semester has ended.

In order to receive a refund for parking, the student must return the parking sticker when refund request form is submitted within, the refund deadline.

Students must complete the form and return it to the Admissions office for processing. Request forms will not be available in the Admissions office. There are no immediate refunds available.

This policy in accordance with state regulations and district policy will apply to any fees paid during the registration process.

**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 Community College 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. Military personnel and dependents of military personnel are granted a one-year exemption from the out-of-state tuition fee provided they are in California for reasons other than educational assignment.
3. 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.
Policies

4. 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.
5. The out-of-state tuition fee will be $121 per unit. The fee is subject to yearly revision.
6. Students who have paid the out-of-state tuition fee and find it necessary to withdraw from college will be given refunds according to the refund policy. See previous section.

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

The faculty, students and staff of Coastline Community College 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 Community College uses more than 60 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 the office of Student Services and Economic Development, Coastline Community College, 11460 Warner Avenue, Fountain Valley, CA 92708-2597.

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

- Our rolling admissions process allows for acceptance to Coastline Community College during the fall, spring and summer sessions. Applicants outside the U.S. should apply at least two months prior to the start of the term. Approximate start dates: fall, in early-August; spring, in early-February; and summer, in mid-June. We recommend early application for the best selection of classes.
- International applicants must complete an International Student Admission Packet and file that application with the Immigration Technician. A $30 application fee, in U.S. dollars must be submitted with the application.
- All evidence of academic achievement which is equivalent to American high school graduation or higher must be submitted. The transcripts of the original records must be accompanied by a notarized English translation.
- All applicants must demonstrate knowledge of the English language sufficient to enable them to profit from instruction. A score of 500 on the Test of English as a Foreign Language (TOEFL) is required for admission. 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 Community College (Institution Code 004086) as the recipient of the test results.

- When available, international students must submit all prior college transcripts along with a notarized English translation of completed courses and their grades.
- International applicants must present satisfactory statements about their character, background and experience. They must include a statement of financial support.
- International students must provide proof of private health insurance during their entire course of studies at Coastline Community College, meeting the minimum requirements.
- International students must complete 12.0 or more units each semester with at least a 2.0 GPA while pursuing their selected academic goal.
- The Immigration and Naturalization Service (INS) restricts international students from off-campus employment. International students must get approval from the INS and the vice president of Student Services and Economic Development before they can be legally employed off-campus.
- International students pay non-resident tuition during their entire attendance at Coastline Community College.

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.

Aliens: Aliens with the types of visas listed below, otherwise eligible for admission, may enroll for a maximum of 6.0 units provided they are proficient in English and have visas that do not expire before the end of the term for which they are enrolling.

A— Career Diplomat
B— Visitor
E— Foreign Investor
G— International Treaty Organization Representative and Dependents
H— Temporary Worker and Dependents
I— Foreign Press
J— Exchange Visitor
K— Fiancé(e)
L— Intra-Company Transferee and Dependents

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 INS to a classification which permits establishing domicile and has met other residency requirements.

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

This notice has been prepared in accordance with Education Policies.
Policies

Student Grievance Procedures
Coastline Community College 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 Student Services office.

Student Records
The Admissions office is responsible for registering students and maintaining active and permanent records. Coastline Community College 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 Community College will be sent to any college or university upon written request from the student. Two requests for transcripts will be honored free of charge. Each additional transcript costs $3.

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

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 Community College 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 term.) 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 for completing each course in which she or he has registered. If a student withdraws from a course, it is the student’s responsibility to officially notify the Admissions office by calling the touch-tone telephonic system at (714) 438-8250.

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 nine-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 fourteenth week of the term for full semester classes (including television and independent study courses), the sixth week of the term for nine-week classes and 75 percent of the class for all other courses.

Failure to withdraw under one of the conditions described above may result in either an NC or F grade on the official college transcript.
Students earn an associate in arts degree upon completion of the equivalent of two full-time years of college work.
Associate in Arts Degree

Degree Requirements
An associate in arts degree may be earned upon the completion of the equivalent of two full-time years of college work. Listed below are the requirements for all options:

- Complete English and math placement testing.
- Forward all official college transcripts to Coastline.
- Complete 60 units of acceptable required and elective course work at one or more regionally accredited institutions with a 2.0 (C) overall GPA and a 2.0 (C) GPA earned at Coastline Community College.
- Be enrolled at Coastline Community College at the time the Petition for Graduation is filed.
- Earn a minimum of 12 units of course work at Coastline Community College, excluding experiential credit.
- Be in good academic standing (not on probation and/or disqualification) during the semester graduation is petitioned.
- Complete at least 2.5 units from any of the following Global and Multicultural Studies: Anthropology 100, 150; Art 100, 101; Geography 185; English 173; Foreign Language-Any over 100; History 130, 180, 185; International Business 100; Philosophy 100; Speech 103.
- Demonstrate computer literacy by approved course work or credit by exam.
- Complete one of the four associate in arts degree options.

Certification of General Education for Transfer to CSU or UC

Upon a student’s request, Coastline Community College will verify the completion of lower division general education requirements for transfer to the California State University (either the CSU general education breadth requirements or 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 they are transferring to. 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.

Students requesting CSU GE Breadth certification from other colleges must complete at least 12 units at Coastline and must have official transcripts on file for these courses to be “passed along” in the certification process.

IGETC certification from other colleges is automatically certified as long as we have official transcripts on file and that Coastline College is the last college attended before transfer.

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 the 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 Community College 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 Counseling office at Coastline Community College or the transfer institution of their choice for current information.

Transfer Suggestions: Students who graduate from Coastline Community College may transfer as juniors to the four-year college or university of their choice upon completion of the following:

- Satisfy the lower-division general education requirements prescribed by the transfer college.
- Fulfill the lower-division major requirements prescribed by the transfer college.
- Remove any subject or grade deficiencies incurred in high school, if required by the transfer college for admission.
- Complete a total of at least 56-60 transferable units.
- Maintain the appropriate grade point average required by the transfer institution.

Graduation Petition

An associate in arts 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
Associate in Arts Degree

requirement. Petitions are available in the Admissions office.

- Fall filing date: September 8 - November 20, 1998
- Spring filing date: February 1 - April 23, 1999

Waiver of Associate in Arts and/or Certificate Requirements

Students wishing to substitute or waive courses which satisfy associate in arts degree or certificate of achievement requirements must see a counselor and complete a “Petition to Waive Academic Requirements and Regulations” form. Forms can be obtained in the Admissions office.

High School Program Completion

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 the high school diploma, GED test and/or certificate of proficiency:

- California State University Fullerton: (714) 278-2487
- Garden Grove Unified School District
  (Chapman Adult Education Center): (714) 663-6520
- Huntington Beach Adult/
  Alternative School: (714) 842-4779
- Newport Mesa Unified School District: (714) 556-3432
- Santa Ana Centennial Education Center: (714) 564-5000

Option I—General Studies

This option is designed for individuals who desire an associate in arts degree with a broad general education background. It also enables individuals to transfer to some of the private, four-year colleges in the area.

General Education Requirements: Requirements for the General Studies Option I include: completion of 18 units in courses numbered 100-299 listed in Groups A-E; to include the specific requirements listed in Group A, at least three units each in Groups B, C and D and E. Students may select courses from any subarea under each specific group. For graduation, students must complete at least three units from the courses listed under the Global and Multicultural Studies category and a total of 60 units. Computer literacy must also be demonstrated.

Major Requirements: At least 18 semester units of study taken in a single discipline or related disciplines. A plan must be developed with a counselor and placed on file prior to graduation.

Students must complete 18 units of general education courses listed in Groups A through E below, including the specific requirements indicated for each area.

Group A: Basic Subjects—One course from each area
A1 Speech 100, 103, 110, 121
A2 English 100, 135; English Competency: Passing English 099
A3 Math Competency: Passing the Math Placement Test or completion of one year of high school algebra or passing elementary algebra or higher level math course at Coastline or another college.

Group B: Natural Sciences and Mathematics—any three units
B1 Astronomy 100, 100L*; Chemistry 100, 110*, 130*; Environmental Studies 100; Geology 100, 110, 130, 140, 141*; Physics 110, 120*, 125*
B2 Biology 100, 101*, 105, 110, 170*; Ecology 100; Marine Science 100, 105*
B3 Laboratory Activity—Any science laboratory course (identified by *)
B4 Mathematics 100, 115, 120 (formerly 130), 140, 150 (formerly 120), 160, 170, 180, 185, 280, 285

Group C: Arts and Humanities—any three units
C1 Arts: Art 100, 101, 103, 106, 110A, 110B, 111A, 111B, 120A, 120B, 121AB, 122A, 122B, 123, 127AB, 128, 135AB, 136AB, 137, 140A, 140B, 150A, 150B, 160AB, 175, 190, 192, 194, 200, 204, 214AB, 222A, 222B, 226, 270AB; Music 100, 101, 102, 110AB, 111AB, 120AB, 130AB, 131AB, 151, 152; Theatre 106, 107, 120AD, 150AD

Group D: Social Sciences—any three units
D1 Anthropology and Archeology: Anthropology 100, 120, 150
D2 Economics: Economics 100, 180, 185
D3 Ethnic Studies: History 122, 124, 128, 130
D4 Gender Studies: History 120
D5 Geography: Geography 100, 150, 180, 185
D6 History: History 115, 170, 175, 180, 185
D7 Interdisciplinary Social Science: Communications 100; History 108
D8 Political Science: Political Science 100, 110, 120, 130, 140
D9 Psychology: Psychology 100, 115, 148, 170
D0 Sociology: Sociology 100, 110, 120
Group E: Self-Development—any three units
Counseling 100, 105, 110, 120; Dance 101AD, 110AD, 120AD, 125AD, 133AD, 150AB, 155AB, 160AD, 165AD; English 108; Gerontology 120; Health Education 100; Leadership 140, 145, 150, 155; Photography 100, 102; Physical Education 101AB, 102AB, 103AB, 105AD, 107, 108AB, 109AB, 115AB, 116AB, 117, 120, 123, 125AD, 136AB, 137, 138, 140AB, 141AB, 147, 148, 150, 152, 164, 172, 173; Psychology 150, 151AB, 152AB, 153AB, 154AB; 155AB; 158, 159, 160

Option II—Occupational
This option is designed for individuals who wish to complete a specific certificate of achievement program as well as an associate in arts degree. It also enables individuals to transfer to some of the private, four-year colleges in the area.

Requirements for the Occupational Option II include completion of all courses required for a certificate of achievement (Occupational Major) and at least 18 units in courses numbered 100-299 listed in Groups A-E; to include the specific requirements listed in Group A and at least three units each in Groups B, C and D. Students may select courses from any subarea under each specific group. For graduation, students must complete at least three units from the courses listed under the Global and Multicultural Studies category and a total of 60 units. Computer literacy must also be demonstrated.

Students must complete 18 units of general education courses listed in Groups A through E below, including the specific requirements indicated for each area.

Group A: Basic Subjects—One course from each area
A1 Speech 100, 103, 110, 121
A2 English 100, [135]; English Competency: Passing English 099
A3 Math Competency: Passing the Math Placement Test or completion of one year of high school algebra or passing elementary algebra or higher level math course at Coastline or another college.

Group B: Natural Sciences and Mathematics—any three units
B1 Astronomy 100, 100L*; Chemistry 100, 110*, 130*; Environmental Studies 100; Geology 100, 110, 130, 140, 141*; Physics 110, 120*, 125*
B2 Biology 100, 101*, 105, 110, 170*; Ecology 100; Marine Science 100, 105*
B3 Laboratory Activity—Any science laboratory course (identified by *)
B4 Mathematics 100, 115, 120 (formerly 130), 140, 150 (formerly 120), 160, 170, 180, 185, 280, 285

Group C: Arts and Humanities—any three units
C1 Arts: Art 100, 101, 103, 106, 110A, 110B, 111A, 111B, 120A, 120B, 121AB, 122A, 122B, 123, 127AB, 128, 135AB, 136AB, 137, 140A, 140B, 150A, 150B, 160AB, 175, 190, 192, 194, 200, 204, 214AB, 222A, 222B, 226, 270AB; Music 100, 101, 102, 110AB, 111AB, 120AB, 130AB, 131AB, 151, 152; Theatre 106, 107, 120AD, 150AD

Group D: Social Sciences—any three units
D1 Anthropology and Archeology: Anthropology 100, 120, 150
D2 Economics: Economics 100, 180, 185
D3 Ethnic Studies: History 122, 124, 128, 130
D4 Gender Studies: History 120
D5 Geography: Geography 100, 150, 180, 185
D6 History: History 115, 170, 175, 180, 185
D7 Interdisciplinary Social Science: Communications 100; History 108
D8 Political Science: Political Science 100, 110, 120, 130, 140
D9 Psychology: Psychology 100, 115, 148, 170
D0 Sociology: Sociology 100, 110, 120

Group E: Self-Development
Counseling 100, 105, 110, 120; Dance 101AD, 110AD, 120AD, 125AD, 133AD, 150AB, 155AB, 160AD, 165AD; English 108; Gerontology 120; Health Education 100; Leadership 140, 145, 150, 155; Photography 100, 102; Physical Education 101AB, 102AB, 103AB, 105AD, 107, 108AB, 109AB, 115AB, 116AB, 117, 120, 123, 125AD, 136AB, 137, 138, 140AB, 141AB, 147, 148, 150, 152, 164, 172, 173; Psychology 150, 151AB, 152AB, 153AB, 154AB; 155AB; 158, 159, 160

Option III—Transfer Plan for CSU (Liberal Arts)
This option is designed for individuals who plan to transfer to the California State University system and who also wish to complete an associate in arts degree. It meets the lower-division California State University System general education certification requirements. This also enables individuals to transfer to some of the private, four-year colleges in the area.

Requirements for the Liberal Arts Option III include completion of 39 units in courses numbered 100-299 listed in Groups A-E; to include the specific requirements listed in Group A, at least nine units each in Groups B, C and D and

Option III—Transfer Plan for CSU (Liberal Arts)
This option is designed for individuals who plan to transfer to the California State University system and who also wish to complete an associate in arts degree. It meets the lower-division California State University System general education certification requirements. This also enables individuals to transfer to some of the private, four-year colleges in the area.

Requirements for the Liberal Arts Option III include completion of 39 units in courses numbered 100-299 listed in Groups A-E; to include the specific requirements listed in Group A, at least nine units each in Groups B, C and D and

Option III—Transfer Plan for CSU (Liberal Arts)
This option is designed for individuals who plan to transfer to the California State University system and who also wish to complete an associate in arts degree. It meets the lower-division California State University System general education certification requirements. This also enables individuals to transfer to some of the private, four-year colleges in the area.

Requirements for the Liberal Arts Option III include completion of 39 units in courses numbered 100-299 listed in Groups A-E; to include the specific requirements listed in Group A, at least nine units each in Groups B, C and D and
Associate in Arts Degree

at least three units in Group E. Students must select courses from the particular subareas within the different groups. For graduation, students must complete at least three units from the courses listed under the Global and Multicultural Studies category and a total of 60 units. Computer literacy must also be demonstrated.

Transfer students are advised to complete History 170 or 175 and Political Science 100 from Group D. Proficiency in these areas is required prior to graduation from the California State University System.

**Students must complete 39 units of general education courses listed in Groups A through E below, including the specific requirements indicated for each area.**

**Group A: Basic Subjects — nine units (one course from each area)**
- A1 Speech 100 or 103 or 110 or 121
- A2 English 100
- A3 English 102 or English 110 or Philosophy 115

**Group B: Natural Sciences and Mathematics — nine units (at least one course from each area)**
- B1 Astronomy 100, 100L*; Chemistry 100, 110*, 130*; Geology 100, 110, 130, 140, 141*; Physics 110, 120*, 125*
- B2 Biology 100, 101*, 105, 110, 170*; Ecology 100; Marine Science 100, 105*
- B3 Laboratory Activity — At least one science laboratory course (identified by *)
- B4 Mathematics 100, 115, 120, 140, 150, 160, 170, 180, 185, 280, 285

**Group C: Arts and Humanities — nine units (at least three units from each area)**
- C1 Arts: Art 100, 101, 103, 106, 110A, 110B, 111A, 111B, 120A, 120B, 128, 135AB, 136AB, 137, 150A, 150B, 214AB, 222A; Music 100, 102, 151, 152

**Group D: Social Sciences — nine units (at least three units from different areas)**
- D1 Anthropology and Archeology: Anthropology 100, 120, 150
- D2 Economics: Economics 100, 180, 185
- D3 Ethnic Studies: History 122, 124, 128, 130
- D4 Gender Studies: History 120
- D5 Geography: Geography 100, 150, 180, 185
- D6 History: History 115, 170, 175, 180, 185
- D7 Interdisciplinary Social Science: Communications 100;

**Option IV—Transfer Plan for UC or CSU with IGETC (Liberal Arts)**

This option is designed for individuals who plan to transfer to the University of California system or the California State University system and who also wish to complete an associate in arts degree. It includes the Intersegmental General Education Transfer Curriculum (IGETC) requirements and meets the lower-division general education certification requirements for both the UC and CSU systems. The IGETC option also enables individuals to transfer to some of the private, four-year colleges in the area.

Requirements for the Liberal Arts Option IV include completion of 37 units in courses numbered 100-299 listed in Areas 1 through 6; to include the specific requirements in Area 1; at least three units in Area 2; at least nine units in Area 3; at least nine units in Area 4 and completion of either Group A or B in Area 6. Students must select courses from the particular groups within the different areas. For graduation, students must complete at least three units from the courses listed under the Global and Multicultural Studies category and a total of 60 units. Computer literacy must also be demonstrated.

**Students must complete 37 units of general education courses listed in Areas 1 through 6 below, including the specific requirements indicated for each area.**

**Area 1: English Communication—CSU: nine units (one course from each group); UC: six units (one course from Group A and one course from Group B)**
- Group A Freshman Composition—English 100
- Group B Critical Thinking—English Composition—English 102

**Group C Oral Communication—Speech 103 or 110 or 121**
(Requirement for CSU and A.A. degree)
**Associate in Arts Degree**

**Area 2: Mathematical Concepts and Quantitative Reasoning—at least three units**

**Area 3: Arts and Humanities—nine units (at least one course must be from Group A and one course must be from Group B)**

*Group A*  
Arts—Art 100, 101; Music 100

*Group B*  
Humanities—English 140, 145, 173, 176; History 108, 120, 122, 124, 128, 130, 170+, 175+, 180, 185; Humanities 100, 110, 130; Philosophy 100, 112, 120, 135; Religious Studies 108, 110; Spanish 280*, 280AB*, 285

**Area 4: Social and Behavioral Sciences—nine units (three courses from at least two different disciplines must be selected)**

Anthropology 100, 120; Ecology 100; Economics 100*, 180, 185; Geography 100, 185; History 115; Political Science 100++, 110, 130, 140; Psychology 100, 148, 170; Sociology 100

**Area 5: Physical and Biological Sciences—seven to nine units (at least one course must be selected from Group A and one from Group B; one of the courses must include a laboratory)**

*Group A*  
Physical Universe—Astronomy 100; Chemistry 110*, 130*; Geography 180; Geology 100*, 110, 130, 140; Physics 110*, 120, 125

*Group B*  
Life Forms—Biology 100, 105*, 170*; Marine Science 100, 105

*Group C*  
Laboratory Activity—Biology 101, 170; Chemistry 110, 130; Geology 141; Marine Science 105; Physics 120, 125

**Area 6: University System Requirements—must complete either Group A or Group B**

*Group A*  
American Institutions (Required by CSU)—Political Science 100 and History 170 or 175

*Group B*  
Foreign Language (Required by UC)—Minimum score of 550 on appropriate College Board Achievement Test in a foreign language; or completion of two years of a foreign language in high school with a grade of C or better; or completion of a foreign language course numbered 180 (five units) or 180AB (five units) or higher level course.

*Indicates that transfer credit may be limited
+This course will meet either the Area 3 or Area 6 requirement, but not both
++This course will meet either the Area 4 or Area 6 requirement for CSU, but not both

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**Specialized Associate in Arts Degree**

**Concentration in Business**

(Meets CSU and IGETC Certification Requirements)

**Offered primarily via Distance Learning**

**GENERAL EDUCATION REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Telecourses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Anthropology</td>
<td>ANTH 100</td>
</tr>
<tr>
<td>Introduction to Biology</td>
<td>BIOL 100</td>
</tr>
<tr>
<td>Introduction to Biology Lab</td>
<td>BIOL 101</td>
</tr>
<tr>
<td>Introduction to Geology</td>
<td>GEOL 140</td>
</tr>
<tr>
<td>U.S. History to/Since 1876</td>
<td>HIST 170</td>
</tr>
<tr>
<td>Humanities through the Arts</td>
<td>HUM 110</td>
</tr>
<tr>
<td>Introduction to Statistics</td>
<td>MATH 160</td>
</tr>
<tr>
<td>From Ethics to Making Moral Choices</td>
<td>PHIL 120</td>
</tr>
<tr>
<td>American Government</td>
<td>POL SC 100</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>PSYCH 100</td>
</tr>
<tr>
<td>Introductory Elementary Spanish</td>
<td>SPAN 180A</td>
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<tr>
<td>Continuing Elementary Spanish</td>
<td>SPAN 180B</td>
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</table>

<table>
<thead>
<tr>
<th>Conventional Classroom Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>ACCT 101</td>
</tr>
<tr>
<td>Managerial Accounting</td>
<td>ACCT 102</td>
</tr>
<tr>
<td>History and Appreciation of Art</td>
<td>ART 100</td>
</tr>
<tr>
<td>Principles of Economics (Macro)</td>
<td>ECON 180</td>
</tr>
<tr>
<td>Principles of Economics (Micro)</td>
<td>ECON 185</td>
</tr>
<tr>
<td>Freshman Composition</td>
<td>ENGL 100</td>
</tr>
<tr>
<td>Critical Reasoning, Reading, Writing</td>
<td>ENGL 102</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>SPCH 110</td>
</tr>
</tbody>
</table>

**Suggested Elective Telecourses:**

Legal Environment of Business | BUS 110 |
Health | HLTH ED 100 |

**Total Minimum Units Required** ................................................. 65.0

Students may substitute other appropriate general education courses. See your counselor for approval of selected courses.
### Specialized Associate in Arts Degree
#### Emphasis in Nuclear Power
*(Designed for Military Personnel)*

EVALUATED CREDIT FROM NAVY’S NUCLEAR POWER SCHOOL

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra &amp; Trigonometry</td>
<td>3.0</td>
</tr>
<tr>
<td>Physics 1 &amp; 2</td>
<td>6.0</td>
</tr>
<tr>
<td>Nuclear Physics</td>
<td>3.0</td>
</tr>
<tr>
<td>Heat Transfer</td>
<td>3.0</td>
</tr>
<tr>
<td>Fluid Mechanics</td>
<td>3.0</td>
</tr>
<tr>
<td>Reactor Physics</td>
<td>3.0</td>
</tr>
<tr>
<td>Nuclear Engineering</td>
<td>3.0</td>
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<tr>
<td>Reactor Physics</td>
<td>3.0</td>
</tr>
<tr>
<td>Radiation Effects</td>
<td>3.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Sub Total: 36.0**

All students must take English and Math Placement Tests.

COASTLINE COMMUNITY COLLEGE REQUIRED COURSES

*(Option 1 Occupational AA Degree)*

| Group A: Basic Subjects             | 6.0   |
| Group B: Natural Sci & Math        | 6.0   |
| Group C: Arts and Humanities       | 3.0   |
| Group D: Social Sciences           | 3.0   |
| Electives:                          | 6.0   |

**Sub Total: 24.0**

**Total: 60.0**

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### Specialized Associate in Arts Degree
#### Emphasis in Electronics
*(Designed for Military Personnel)*

EVALUATED CREDIT FROM NAVY’S ELECTRONIC SCHOOLS & PROGRAMS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Electronic Tech Beg</td>
<td>10.0</td>
</tr>
<tr>
<td>Electronic Repair</td>
<td>1.0</td>
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<tr>
<td>Electronic Tech Adv</td>
<td>10.0</td>
</tr>
<tr>
<td>Electronics Digital</td>
<td>2.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Sub Total: 27.0**

All students must take English and Math Placement Tests.

COASTLINE COMMUNITY COLLEGE REQUIRED COURSES

*(Option 1 Occupational AA Degree)*

| Group A: Basic Subjects             | 6.0   |
| Group B: Natural Sci & Math        | 6.0   |
| Group C: Arts and Humanities       | 3.0   |
| Group D: Social Sciences           | 3.0   |
| Electives:                          | 15.0  |

**Sub Total: 33.0**

**Total: 60.0**
Intersegmental General Education Transfer Curriculum (IGETC)

Transfer students may fulfill the lower-division breadth and general education requirements for campuses of the University of California (UC) or the California State University (CSU) by completing the IGETC listed below. Transfer applicants may either fulfill the IGETC requirements or complete the specific lower-division general education breadth requirements of the campus to which they intend to transfer.

The IGETC must be completed in its entirety. Students not finishing the complete program before transfer will be subject to the requirements of the school or college of the campus to which they have been admitted. All courses must be completed with a grade of C or better. Students should also be aware that specific departments at various UC campuses may require additional prerequisites for admission to those particular departments. A minimum of 60 transferable units is needed for junior status.

**AREA 1—ENGLISH COMMUNICATION**

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

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

**Group A: English Composition**

- English 100—Freshman Composition 3.0

**Group B: Critical Thinking**

- English 102—Critical Reasoning, Reading and Writing 3.0

**Group C: Oral Communication**

- Speech 103—Introduction to Intercultural Communication 3.0
- Speech 110—Public Speaking 3.0
- Speech 121—Argumentation and Debate 3.0

**AREA 2—MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

One course, minimum three units

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 115—College Algebra 4.0</td>
</tr>
<tr>
<td>Math 140—Survey of Calculus* 4.0</td>
</tr>
<tr>
<td>Math 150 (formerly 120)—Finite Mathematics with Applications 3.0</td>
</tr>
<tr>
<td>Math 160—Introduction to Statistics 3.0</td>
</tr>
<tr>
<td>Math 170—Precalculus Mathematics 5.0</td>
</tr>
<tr>
<td>Math 180—Calculus with Analytic Geometry 1* 5.0</td>
</tr>
<tr>
<td>Math 185—Calculus with Analytic Geometry 2 5.0</td>
</tr>
<tr>
<td>Math 280—Calculus with Analytic Geometry 3 5.0</td>
</tr>
<tr>
<td>Math 285—Calculus with Analytic Geometry 4 5.0</td>
</tr>
</tbody>
</table>

**AREA 3—ARTS AND HUMANITIES**

Three courses, with at least one course from Group A and one course from Group B, minimum nine units

**Group A: Arts**

**Group B: Humanities**

English 140—Introduction to Literature 3.0
English 145—American Literature: The Short Story 3.0
English 173—Women’s Writings: A World Perspective 3.0
English 176—Man, Myth and Magic 3.0
History 108—History of Science and Culture 3.0
History 120—Women in American History 3.0
History 122—Latino History and Culture 3.0
History 124—Southeast Asian History 3.0
History 128—History of Modern China 3.0
History 130—History of Multicultural America 3.0
History 170—U.S. History to 1876+ 3.0
History 175—U.S. History Since 1876+ 3.0
History 180—Western Civilization to 1550 3.0
History 185—Western Civilization Since 1550 3.0
Humanities 100—Introduction to the Humanities 3.0
Humanities 110—Humanities Through the Arts 3.0
Humanities 130—History and Appreciation of the Cinema 3.0
Philosophy 100—Introduction to Philosophy 3.0
Philosophy 112—Survey of Modern Philosophy 3.0
Philosophy 120—Ethics 3.0
Philosophy 135—Existentialism 3.0
Religious Studies 108—Bible as Literature 3.0
Religious Studies 110—Religions East and West 3.0
Spanish 280—Intermediate Spanish* 4.0
Spanish 280A—Intermediate Spanish* 2.0
Spanish 280B—Intermediate Spanish* 2.0
Spanish 285—Intermediate Spanish 4.0

**AREA 4—SOCIAL AND BEHAVIORAL SCIENCES**

Three courses from at least two disciplines, minimum nine units

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology 100—Cultural Anthropology 3.0</td>
</tr>
<tr>
<td>Anthropology 120—Introduction to Archaeology 3.0</td>
</tr>
<tr>
<td>Ecology 100—Human Ecology* 3.0</td>
</tr>
<tr>
<td>Economics 100—Problems and Issues 3.0</td>
</tr>
<tr>
<td>Economics 180—Principles of Economics (Macro) 3.0</td>
</tr>
<tr>
<td>Economics 185—Principles of Economics (Micro) 3.0</td>
</tr>
<tr>
<td>Geography 100—Introduction to Geography 3.0</td>
</tr>
<tr>
<td>Geography 185—Cultural Geography 3.0</td>
</tr>
<tr>
<td>History 115—Latin American History and Culture 3.0</td>
</tr>
<tr>
<td>Political Science 100—American Government+ 3.0</td>
</tr>
<tr>
<td>Political Science 110—Current Issues 3.0</td>
</tr>
<tr>
<td>Political Science 130—Comparative Government and Politics 3.0</td>
</tr>
<tr>
<td>Political Science 140—Middle East in World Politics 3.0</td>
</tr>
</tbody>
</table>
Intersegmental General Education Transfer Curriculum (IGETC) continued

Psychology 100—Introduction to Psychology 3.0
Psychology 148—Human Sexual Behavior 3.0
Psychology 170—Psychology of Aging 3.0
Sociology 100—Introduction to Sociology 3.0

AREA 5—PHYSICAL AND BIOLOGICAL SCIENCES
Two courses, with one from Group A and one from Group B, minimum seven to nine units. One of the courses must include a lab.

Group A: Physical Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomy 100—Introduction to Astronomy</td>
<td>3.0</td>
</tr>
<tr>
<td>Chemistry 110—Introduction to Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>with Lab*</td>
<td>5.0</td>
</tr>
<tr>
<td>Chemistry 130—General Chemistry with Lab*</td>
<td>4.0</td>
</tr>
<tr>
<td>Geography 180—Physical Geography</td>
<td>3.0</td>
</tr>
<tr>
<td>Geology 100—General Geology*</td>
<td>3.0</td>
</tr>
<tr>
<td>Geology 110—Physical Geology</td>
<td>3.0</td>
</tr>
<tr>
<td>Geology 130—Geology of California</td>
<td>3.0</td>
</tr>
<tr>
<td>Geology 140—Introduction to Geology</td>
<td>3.0</td>
</tr>
<tr>
<td>Geology 141—Geology Lab*+</td>
<td>1.0</td>
</tr>
<tr>
<td>Physics 110—Introduction to Physics*</td>
<td>3.0</td>
</tr>
<tr>
<td>Physics 120—General Physics 1 with Lab*</td>
<td>4.0</td>
</tr>
<tr>
<td>Physics 125—General Physics 2 with Lab*</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Group B: Biological Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 100—Introduction to Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>Biology 101—Introduction to Biology Lab*</td>
<td>1.0</td>
</tr>
<tr>
<td>Biology 105—Introduction to Anatomy and</td>
<td>3.0</td>
</tr>
<tr>
<td>Physiology*</td>
<td></td>
</tr>
<tr>
<td>Biology 170—Human Anatomy*</td>
<td>4.0</td>
</tr>
<tr>
<td>Marine Science 100—Introduction to Marine</td>
<td>3.0</td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>Marine Science 105—Marine Biology with Lab</td>
<td>4.0</td>
</tr>
</tbody>
</table>

FOREIGN LANGUAGE (UC ONLY)

This requirement may be fulfilled by one of the following methods:
A. Completing two years of a foreign language in high school with a grade of C or better;
B. Earning a minimum score of 550 on an appropriate College Board Achievement Test in a foreign language;
C. Completing a foreign language course numbered 180 (five units) or 180AB (five units) or higher level course.

AMERICAN INSTITUTIONS REQUIREMENTS

Both the California State University and the University of California have a specific American institutions requirement that is separate from their general education requirements. Completion of the IGETC will not satisfy the American institutions requirement. Courses used to meet the CSU and UC American institutions requirement may not be used to satisfy Areas 3 or 4 above.

Students Transferring to CSU: Should take Political Science 100 and History 170 or 175.

Students Transferring to UC: Should consult the catalog of the campus they wish to attend to determine the course(s) needed to meet this requirement.

* Indicates that transfer credit may be limited. See your counselor.
+ If this course is used for the UC or CSU American institutions requirement, it cannot be used to satisfy the social and behavioral sciences requirement.
1998-99 California State University
General Education Requirements

Bakersfield
Chico
Dominguez Hills
Fresno
Fullerton
Hayward
Humboldt
Long Beach
Los Angeles
Maritime Academy
Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego
San Francisco
San Jose
San Luis Obispo
San Marcos
Sonoma
Stanislaus

<table>
<thead>
<tr>
<th>Group A—Communication in the English Language and Critical Thinking</th>
<th>Group B—Physical Universe and Its Life Forms</th>
<th>Group C—Arts, Literature, Philosophy and Foreign Language</th>
<th>Group D—Social, Political, and Economic Institutions and Behavior; Historical Background</th>
<th>Group E—Lifelong Understanding and Self-Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must complete <strong>9 units</strong> with a minimum of 3 units in A1 and A2 and A3. A1—Oral Communication Speech 100 or 103 or 110 or 121 A2—Written Communication English 100 A3—Critical Thinking English 102 or English 110 or Philosophy 115</td>
<td>Must complete <strong>9 units</strong> with a minimum of 3 units in B1 and 3 units in B2 and three units in B4. (One of the science courses must be a laboratory course.) B1—Physical Science Astronomy 100 Chemistry 100, 110, 130 Geology 100, 110, 130, 140 Physics 110, 120, 125 B2—Life Science Biology 100, 105, 110, 170 Ecology 100 Marine Science 100, 105 B3—Laboratory Activity Astronomy 100L Biology 101, 170 Chemistry 110, 130 Geology 141 Marine Science 105 Physics 120, 125 B4—Mathematical/Quantitative Reasoning Concepts Math 100, 115, 120, 140, 150, 160, 170, 180, 185, 280, 285</td>
<td>Must complete <strong>9 units</strong> with a minimum of 3 units in C1 and 3 units in C2. C1—Arts Art 100, 101, 103, 106, 110AB, 111A, 111B, 120A, 120B, 128, 135AB, 136AB, 137, 150A, 150B, 214AB, 222AB Music 100, 102, 151, 152 C2—Humanities English 103, 126, 140, 145, 173, 176, 177, 180 Foreign Language (Any Foreign Language) 101, 102, 160, 160A, 160B, 180, 180A, 180B, 185, 185A, 185B, 203, 204, 280, 280A, 280B, 285 Humanities 100, 110, 120, 130 Philosophy 100, 112, 120, 135 Religious Studies 108, 110</td>
<td>Must complete <strong>9 units</strong> with a minimum of 3 units in 3 different subareas. D1—Anthropology and Archeology Anthropology 100, 120, 150 D2—Economics Economics 100, 180, 185 D3—Ethnic Studies History 122, 124, 128, 130 D4—Gender Studies History 120 D5—Geography Geography 100, 150, 180, 185 D6—History History 115, 170, 175, 180, 185 D7—Interdisciplinary Social or Behavioral Science Communications 100 History 108 D8—Political Science, Government and Legal Institutions Political Science 100, 110, 120, 130, 140 D9—Psychology Psychology 100, 115, 148, 170 D0—Sociology and Criminology Sociology 100, 110, 120</td>
<td>Must complete <strong>3 units.</strong> Counseling 100, 105 Gerontology 120 Health Education 120 Psychology 153AB And a maximum of one unit from the following activity courses: Dance 101AD, 110AD, 120AD, 125AD, 133AD, 150AB, 155AB, 160AD, 165AD Physical Education 101AB, 102AB, 103AB, 105AD, 107, 108AB, 109AB, 115AB, 116AB, 117, 120, 123, 125AD, 136AB, 137, 138, 140AB, 141AB, 147, 148, 150, 152, 164, 172, 173</td>
</tr>
</tbody>
</table>

NOTE: 1. A single course will not meet more than one group requirement.
2. Transfer students are advised to complete History 170 or 175 and Political Science 100 from Group D.
   Proficiency in these areas is required prior to graduation from the CSU System.
### 1998-99 University of California Irvine

#### General Education Requirements**

<table>
<thead>
<tr>
<th>Area 1—Writing</th>
<th>Area 2—Natural Sciences</th>
<th>Area 3—Social and Behavioral Sciences</th>
<th>Area 4—Humanistic Inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete English 100 and 102 or English 100 and 103</td>
<td>Complete two courses from: Biology 100, 105+, 170+ Marine Science 105 or Complete two courses from: Astronomy 100/100L+ Geology 100+, 110 Physics 185 or Complete Physics 120+ and 125+</td>
<td>Complete two introductory courses (marked by <em>) or one introductory course and another course in the same discipline: Anthropology 100</em>, 120* Economics 100*, 180*, 185* Geography 100*, 150, 180*, 185* Political Science 100, 110*, 130 Psychology 100* Sociology 100*</td>
<td>Complete two courses in the same discipline: Art 100, 101 English 140, 145 History 160, 170, 175, 180, 185 Philosophy 100, 112, 120 Women’s Studies: English 173 and History 120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 5—Mathematics and Symbolic Systems</th>
<th>Area 6—Language other than English</th>
<th>Area 7—Multicultural Studies and International/Global Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Math 180+ and 185 or Math 180+ and 160</td>
<td>Effective fall 1993, this requirement was increased to 3 semesters/4 quarters. Completion of Spanish 280+ or the equivalent as described in the UCI general catalogue.</td>
<td>Complete one course from Multicultural Studies and one course from International/Global Issues. NOTE: In completion of Breadth Area 7, students may use courses which are also being used in fulfillment of other breadth areas. Multicultural Studies—one course from: English 173 History 120, 122, 130 International/Global Issues—one course from: French 260, 261 History 124, 160 Italian 195 Japanese 195 Political Science 130, 140 Spanish 260, 261</td>
</tr>
</tbody>
</table>

**Students can follow either the specific UCI requirements or the general IGETC requirements. + UC credit limitations may apply. Please check with a counselor.

### Business Major Requirements

The following courses are typical of those required by most university business programs. However, as requirements do vary by transfer institution, it is best to check with a counselor for requirements of specific universities.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>ACCT 101</td>
<td>4.0</td>
</tr>
<tr>
<td>Managerial Accounting</td>
<td>ACCT 102</td>
<td>4.0</td>
</tr>
<tr>
<td>Legal Environment of Business</td>
<td>BUS 110*</td>
<td>3.0</td>
</tr>
<tr>
<td>Principles of Economics (Macro)</td>
<td>ECON 180</td>
<td>3.0</td>
</tr>
<tr>
<td>Principles of Economics (Micro)</td>
<td>ECON 185</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*For CSU Fullerton does not transfer.

### Four-Year Business Programs

(located in or near Orange County)

- California State University, Fullerton............(714) 278-2211
- California State University, Long Beach......(562) 985-4514
- Chapman University, Orange ...........................(714) 997-6684
- Golden Gate University, Irvine....................(949) 752-1700
- National University, Costa Mesa..................(714) 429-5100
- National University, Orange.........................(714) 429-5300
- Pacific Christian College,
  Fullerton ...............(714) 897-1934 or (800) 8EXCEL1
- Pepperdine University,
  Irvine...........................(714) 739-2506 or (310) 568-5555
- University of La Verne, Fountain Valley ......(714) 964-4215
- University of Phoenix, Fountain Valley ......(800) 888-1968
- University of Redlands, Irvine ....................(949) 833-2006
- University of San Francisco, Orange............(714) 633-5626
1998-99 Chapman University
General Education Requirements

A student who is admitted to Chapman on regular standing and who at the time of first enrollment transfers 60 or more semester units is presumed to have met all PREPARATORY SKILLS.

An associate in arts degree (Option III or IV Liberal Arts) from Coastline Community College will also waive the PREPARATORY SKILLS. A full certification of general education requirements for the California State University system or the Intersegmental General Education Transfer Curriculum (IGETC) will waive PREPARATORY SKILLS, BASIC SUBJECTS and GENERAL EDUCATION BREADTH REQUIREMENTS.

Lacking the above, the following Coastline Community College classes will transfer and fulfill course requirements as indicated below:

<table>
<thead>
<tr>
<th>Preparatory Skills</th>
<th>Basic Subjects</th>
<th>Social Sciences</th>
<th>Natural Sciences</th>
<th>Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 030 (waives requirement but units do not transfer)</td>
<td>English 100</td>
<td>12 units from 3 areas: Anthropology 100, 120, 150</td>
<td>12 units from 2 areas (one course must have a lab component): Life Science Biology 100, 101, 105, 170 Marine Science 100, 105 Physical Science Astronomy 100, 100L Chemistry 100, 110, 130 Physics 110, 120, 125 Geology 100, 110, 130, 140, 141 Mathematics/Computer Science Math 120 (formerly 130), 170, 180, 185, 280, 285 Computer Science 100</td>
<td>12 units from 3 areas: Fine Arts Art 100, 101 Music 100 Literature English 145, 180 Humanities Humanities 110, 120, 130 Philosophy Philosophy 100, 112, 115, 120 Religion Religion 108, 110, 130, 140</td>
</tr>
<tr>
<td>Speech 110</td>
<td>English 103</td>
<td>Economics 100, 180, 185 History 108, 120, 122, 124, 130, 140, 145, 150, 160, 170, 175, 180, 185 Political Science 100, 110, 130, 140 Psychology 100 Sociology 100, 110, 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History (3 units) 170, 175, 180, 185</td>
<td>Foreign Language—One year in the same language (This requirement can be completed through the 180 and 185 sequence at CCC, GWC or OCC.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pacific Christian College
General Education Requirements

<table>
<thead>
<tr>
<th>Basic Subjects</th>
<th>Natural Science with Lab</th>
<th>Humanities/Fine Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 110</td>
<td>Any 4 units within the CSU-GE or IGETC acceptable pattern</td>
<td>Any 12 units within the CSU-GE or IGETC acceptable pattern (3 different disciplines recommended)</td>
</tr>
<tr>
<td>English 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math 100 or 150 (formerly 120) or 160</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Electives</th>
<th>World Civilization/History</th>
<th>Social/Behavioral Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 14 units of CSU-GE or IGETC acceptable courses or business major requirements</td>
<td>Any 3 units from History 180 or 185 and any 3 units from History 170 or 175</td>
<td>Any 12 units within the CSU-GE or IGETC acceptable pattern (3 different disciplines recommended)</td>
</tr>
</tbody>
</table>
Pepperdine University
General Education Requirements

<table>
<thead>
<tr>
<th>Area 1—English Composition</th>
<th>Area 2—Humanities/Fine Arts</th>
<th>Area 3—Natural Science</th>
<th>Area 4—Social Studies</th>
<th>Area 5—Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 3 units from: English 100</td>
<td>Complete 9 units (at least 3 courses) from: Art, Drama, English, Foreign Language, History, Humanities, Literature, Music, Philosophy, Photography, Religious Studies, Speech, Theater Arts</td>
<td>Complete 3 units (with or without a lab) from: Astronomy 100, 100L Biology 100, 101, 105, 110, 115, 120, 125, 170 Chemistry 100, 110, 130 Ecology 100 Geography 125, 180 Geology 100, 110, 130, 140, 141 Marine Science 100, 105 Physics 110, 120, 125, 185</td>
<td>Complete 3 units from: History 170, 175 Political Science 100 Complete 9 units from: Anthropology 100, 150 Economics 100, 180*, 185* Geography 100, 150, 185 History 108, 120, 122, 124, 130, 140, 145, 150, 160, 180, 185 Political Science 110, 120, 130, 140 Psychology 100, 115, 148, 149, 170 Sociology 100, 110, 120</td>
<td>Complete 3 units from: College Algebra or higher level math</td>
</tr>
</tbody>
</table>

Area A
Writing, Speech, & Communication

A1—Writing (1 course)
English 100
A2—Advanced Writing
(1 course)
Speech 101, 102, 103, 110
A3—Speech Communication
(1 course)
Speech 110

Area B
Natural Sciences, Mathematics, & Computer Systems

B1—Natural Sciences
(1 course)
Astronomy 100
Biology 100, 105, 110, 170
Chemistry 110
Ecology 100
Environmental Studies 100
Geography 100, 125, 180
Geology 100, 110, 140
Marine Science 100, 105
Physics 110, 120, 125
B2—Mathematics
(1 course)
Mathematics 100, 115, 120, 140, 150, 160, 170, 180, 280, 285
B3—Computer Systems
(1 course)
Computer 100, 106, 150, 151
Computer Science 100

Area C
Humanities, Literature, & Fine Arts (2 courses)

Art 100, 101, 102, 103
Chinese 180, 185
English 140, 145, 168, 173, 176, 177, 180
French 180, 185, 260, 261
History 180, 185
Humanities 100, 110, 120, 130
Italian 180
Japanese 180
Music 100
Philosophy 100, 112, 115, 120, 135, 140
Religious Studies 105, 106, 108, 110
Russian 180
Spanish 180, 185, 280, 285
Vietnamese 180, 185

Area D
Social & Behavioral Sciences (2 courses)

Anthropology 100, 150
Communications 100
Economics 100, 180, 185
History 120, 122, 124, 130, 150, 160, 170, 175
Political Science 110, 130, 140
Psychology 100, 148, 149
Sociology 100, 110
Speech 100

National University
General Education Requirements

<table>
<thead>
<tr>
<th>Area A Writing, Speech, &amp; Communication</th>
<th>Area B Natural Sciences, Mathematics, &amp; Computer Systems</th>
<th>Area C Humanities, Literature, &amp; Fine Arts (2 courses)</th>
<th>Area D Social &amp; Behavioral Sciences (2 courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1—Writing (1 course) English 100</td>
<td>B1—Natural Sciences (1 course) Astronomy 100 Biology 100, 105, 110, 170 Chemistry 110 Ecology 100 Environmental Studies 100 Geography 100, 125, 180 Geology 100, 110, 140 Marine Science 100, 105 Physics 110, 120, 125 B2—Mathematics (1 course) Mathematics 100, 115, 120, 140, 150, 160, 170, 180, 280, 285 B3—Computer Systems (1 course) Computer 100, 106, 150, 151 Computer Science 100</td>
<td>Art 100, 101, 102, 103 Chinese 180, 185 English 140, 145, 168, 173, 176, 177, 180 French 180, 185, 260, 261 History 180, 185 Humanities 100, 110, 120, 130 Italian 180 Japanese 180 Music 100 Philosophy 100, 112, 115, 120, 135, 140 Religious Studies 105, 106, 108, 110 Russian 180 Spanish 180, 185, 280, 285 Vietnamese 180, 185</td>
<td>Anthropology 100, 150 Communications 100 Economics 100, 180, 185 History 120, 122, 124, 130, 150, 160, 170, 175 Political Science 110, 130, 140 Psychology 100, 148, 149 Sociology 100, 110 Speech 100</td>
</tr>
</tbody>
</table>
### General Information About California Colleges and Universities

<table>
<thead>
<tr>
<th>California Community Colleges—107 campuses</th>
<th>California State Universities (CSU)—22 campuses</th>
<th>Universities of California (UC)—Nine campuses</th>
<th>Independent California Colleges and Universities—over 100 campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Coastline Community College, Golden West College, Orange Coast College</td>
<td>Example: CSULB</td>
<td>Example: UCLA, UCI</td>
<td>Example: USC</td>
</tr>
</tbody>
</table>

- Residents of California pay approximately $360/year. Nonresidents are required to pay out-of-state tuition.+
- Residents of California pay approximately $2,200/year. Nonresidents are required to pay out-of-state tuition.++
- Residents of California pay approximately $4,500/year. Nonresidents are required to pay out-of-state tuition.+++

- Fall Term Applications accepted beginning at various dates. July 1 of the year of attendance for Coastline Community College
- Fall Term Applications accepted beginning November 1 of preceding year
- Fall Term Applications accepted beginning November 1 of preceding year
- Fall Term Applications accepted beginning at various dates depending on college. Students are encouraged to apply early.

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### Teaching Major

**Elementary School Level:** An individual preparing to teach in a self-contained classroom typical of the elementary grades would normally pursue the multiple subject credential. This credential requires that subjects be taken in many different fields: English, Fine Arts, Natural Sciences, Mathematics and Social Sciences. The first two college years, therefore, are devoted primarily to taking a wide variety of transfer level subjects.

At some universities a student can major in “liberal studies.” Others require an academic major in addition to the completion of an “approved liberal studies program.” No more than 70 transferable units should be earned before transferring.

**Secondary School Level:** A person planning to teach in a high school would pursue a single-subject teaching credential. The approved single-subject credential majors do not directly parallel the corresponding academic degree majors. For example, the individual desiring to teach chemistry would need to earn a credential in the broader area of physical science. The approved single-subject credential majors are:


A student should select courses from lower-division major subjects which parallel or are included under one of the above single-subject areas and from the general education courses required by the particular transfer university.

**Specialist Instruction:** To teach as a credentialed specialist (bilingual, learning handicapped, etc.) a person must possess either a multiple- or single-subject credential in addition to a specialist credential. Students seeking to be specialists should begin one of the above programs of study.

**Community College Teaching:** Effective July 1, 1990, no specific credential is required. The “traditional” route in an academic field is to obtain a master’s degree or doctorate in the subject. In some technical fields, work experience plus some formal education may be considered equivalent.

**College and University Level Teaching:** No credential is required to teach at the university level. The traditional preparation for teaching an academic subject is an earned doctorate in the subject. In many applied or creative fields, knowledge of the subject field may qualify an individual.

**Nursery School Teaching:** A public school credential is not required for a position as a nursery (Early Childhood) school teacher. Many community colleges, such as Orange Coast, offer special programs designed to teach the skills needed to work with nursery school children.

**NOTE:** For specific information, contact the Orange County Department of Education, 200 Kalmus Drive, Costa Mesa, CA 92626, (714) 966-4000 or from University Credentialing offices.
Coastline offers occupational certificates in majors leading to technical competence in a variety of areas. Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training for those already employed.
Occupational Certificate Programs

Certificates of Achievement

Accounting
- Accounting Certificate

Applied Technology
- Applied Technology Certificate

Building Inspection Technology
- Building Inspection Technology Certificate

Computers
- Computer Networking Specialist/Novell Certificate
- Computer Networking Specialist/Microsoft Certificate
- Computer Networking Specialist/Internetwork Certificate

Computer Office Support
- Office Support Specialist Certificate
- Administrative Assistant Certificate
- Legal Secretary Certificate
- PC Applications Support Certificate

Electrical Maintenance
- Electrical Maintenance Certificate

Gerontology
- Gerontology Certificate

International Business
- International Business Certificate

Legal Assistant/Paralegal
- Legal Assistant Associate in Arts Degree

Management and Supervision
- Management Certificate
- Business Administration Certificate
- Supervision Certificate
- Small Business Ownership Certificate

Medical Specialist
- Medical Specialist Certificate

Purchasing
- Purchasing Certificate

Quality Assurance
- Quality Assurance Certificate

Real Estate
- Real Estate Certificate

Telecommunications Technology
- Telecommunications Technology Certificate

Travel & Tourism
- Travel Careers Certificate
- Travel Management Certificate

Certificates of Completion

Art Certificate
Computer Accounting Certificate
Desktop Publishing Certificate
Internet Publications Certificate

Microsoft Office Professional Certificate
Multimedia for Educators Certificate
Multimedia for Web Page Design Certificate
PC Productivity Specialist Certificate
Occupational Certificate Programs

Occupational Program Curriculum Requirements

Majors leading to technical competence in a variety of occupational areas are available at Coastline. The curriculum on the following pages leads to a certificate of achievement or to an associate in arts degree. Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training for those already employed.

Certificates of achievement are awarded when students complete the course requirements of a specific program with a “2.0” grade point average and are in attendance at the time requirements are completed. Those with prior experience may be excused from certain courses. However, 50 percent of the “major” required courses must be completed by attending a Coastline course. Any certificate program may be used as the major for an associate in arts degree (Option II).

CAUTION: The occupational programs reflect the current needs of business and industry. Consequently, the programs are modified occasionally to reflect current demands. If a student breaks continuity in attendance at Coastline for one semester or more, the student will be held responsible for any changes made to the new program during the break in continuity. Students may complete the requirements of the program in force at the time of their semester of enrollment providing they are in continuous enrollment (taking at least one Coastline course during the fall semester and/or spring semester of each academic year), or they may elect to complete the revised requirements.

Accounting

Accounting Certificate

The Accounting Certificate program provides preparation for employment in business firms, banks or the public accounting field as junior accountants or income tax general practitioners.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>Managerial Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>Intermediate Accounting</td>
<td>4.0</td>
</tr>
<tr>
<td>Federal &amp; State Income Tax 1</td>
<td>3.5</td>
</tr>
<tr>
<td>Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>Ten-Key Calculator</td>
<td>2.0</td>
</tr>
<tr>
<td>Excel 1</td>
<td>1.5</td>
</tr>
<tr>
<td>OR Excel 2</td>
<td>1.5</td>
</tr>
<tr>
<td>OR Excel for Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>Access 1</td>
<td>1.5</td>
</tr>
<tr>
<td>OR Access 2</td>
<td>1.5</td>
</tr>
</tbody>
</table>

To be selected from Major Electives below: 3.0

Total Units ........................................ 29.5-31.0

MAJOR ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>Small Business Operation</td>
<td></td>
</tr>
<tr>
<td>and Management</td>
<td></td>
</tr>
<tr>
<td>Introduction to Microcomputers</td>
<td>3.0</td>
</tr>
<tr>
<td>Excel 1</td>
<td>1.5</td>
</tr>
<tr>
<td>Excel 2</td>
<td>1.5</td>
</tr>
<tr>
<td>Excel for Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>Word 1</td>
<td>1.5</td>
</tr>
<tr>
<td>Access 1</td>
<td>1.5</td>
</tr>
<tr>
<td>Access 2</td>
<td>1.5</td>
</tr>
<tr>
<td>Co-op Work Experience</td>
<td>1.0-2.0</td>
</tr>
</tbody>
</table>

Applied Technology

Applied Technology Certificate

Occupational advisory committees continually describe an ideal job candidate as a person who can think and has a background in computers. The purpose of the Applied Technology Certificate program is to prepare students for technical careers through a combination of general education and computer training. The certificate also provides students with a major for the A.A. degree since several of the courses transfer to most colleges and universities. Flexibility is provided through Distance Learning options available in some of the courses. This certificate program equips students with the competencies required to control resources, understand systems, manage information, use technology and possess good interpersonal skills as required by the Secretary of Labor. The certificate also transfers 100% to California State University-Dominguez Hills.
### Building Inspection Technology Certificate

**Building Inspection Technology Certificate**

The Building Inspection Technology Certificate program is designed to provide in-service training for individuals employed in the inspection field or the construction industry. It prepares individuals for jobs as inspectors either for public agencies or for construction companies. It assists individuals in meeting the education requirements for state certification and prepares individuals for the International Conference of Building Officials (ICBO) exams.

#### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Uniform Building Code</td>
<td>3.0</td>
</tr>
<tr>
<td>California Administrative Code (Title 24)</td>
<td>3.0</td>
</tr>
<tr>
<td>Fire and Life Safety Inspection</td>
<td>3.0</td>
</tr>
<tr>
<td>Concrete and Masonry Inspection</td>
<td>3.0</td>
</tr>
<tr>
<td>Steel and Wood Frame Inspection</td>
<td>3.0</td>
</tr>
<tr>
<td><em>To be selected from Major Electives below:</em></td>
<td>12.0</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>27.0</td>
</tr>
</tbody>
</table>

#### Major Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Blueprint</td>
<td>3.0</td>
</tr>
<tr>
<td>Electrical Inspection</td>
<td>3.0</td>
</tr>
<tr>
<td>Mechanical Inspection: Heating/ Air Conditioning</td>
<td>3.0</td>
</tr>
<tr>
<td>Plumbing Inspection</td>
<td>3.0</td>
</tr>
<tr>
<td>Commercial Blueprint</td>
<td>3.0</td>
</tr>
<tr>
<td>Technical Math</td>
<td>3.0</td>
</tr>
<tr>
<td>Co-op Work Experience</td>
<td>3.0-4.0</td>
</tr>
</tbody>
</table>

*Applied computer classes such as PC or Macintosh, Computer Networking, or Telecommunications

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### Computers

**Computer Networking Certificate**

The Computer Networking Certificate program consists of three options that prepare individuals to become computer networking specialists in Novell, Microsoft or Internetworking. Networking courses are designed to provide students with the knowledge and experience required by a Novell Certified Administrator (CNA), Novell Certified Engineer (CNE), Novell Certified Internet Professional (NCIP), Microsoft Certified Product Specialist (MCPS), or Microsoft Certified Systems Engineer (MCSE). The Computer Networking Certificate provides information on selecting and installing network file servers, workstations, network interface cards and network file servers, workstations, network interface cards and network connectivity products (i.e. bridges and gateways). In addition, students receive training in diagnosing and correcting hardware failures and in planning and supervising the installation of network cabling. For the Internetworking option, topics include Web authoring, TCP/IP, and Web server management. The program includes actual installations of software on a network and the administration of a network.

#### Core Courses Required for All Options

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Documentation</td>
<td>1.5</td>
</tr>
<tr>
<td>Introduction to Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>Internetworking</td>
<td>3.0</td>
</tr>
<tr>
<td>Data Communications</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>9.0</td>
</tr>
</tbody>
</table>

**Computer Networking Specialist/Novell Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>OR NetWare 4.X Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>AND NetWare 4.X Advanced Administration</td>
<td>1.5</td>
</tr>
<tr>
<td>Network Installation/Design</td>
<td>3.0</td>
</tr>
<tr>
<td>OR Netware Design &amp; Implementation</td>
<td>1.5</td>
</tr>
<tr>
<td>AND Netware Install &amp; Config</td>
<td>1.5</td>
</tr>
<tr>
<td>Network Troubleshooting</td>
<td>3.0</td>
</tr>
<tr>
<td>Network Application Software</td>
<td>3.0</td>
</tr>
<tr>
<td><em>To be selected from Major Electives below:</em></td>
<td>6-7.5</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>28.5</td>
</tr>
</tbody>
</table>

**Computer Networking Specialist/Microsoft Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NetWare/NT Integration</td>
<td>3.0</td>
</tr>
<tr>
<td>Administering Windows NT</td>
<td>3.0</td>
</tr>
<tr>
<td>Workstation</td>
<td>1.5</td>
</tr>
<tr>
<td>Supporting Microsoft Windows NT</td>
<td>3.0</td>
</tr>
<tr>
<td>Microsoft Windows NT Server</td>
<td>3.0</td>
</tr>
<tr>
<td>Supporting Windows 95</td>
<td>3.0</td>
</tr>
<tr>
<td>TCP/IP for Microsoft NT</td>
<td>3.0</td>
</tr>
<tr>
<td><em>To be selected from Major Electives on next page:</em></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>28.5</td>
</tr>
</tbody>
</table>

**Computer Networking Specialist/Internetwork Certificate**

Core Courses .............................................. 9.0
### UNIX System Administration
CST 140  3.0
### NetWare 4.X Administration
CST 150  3.0
### TCP/IP for NetWare
CST 154  1.5
### Supporting Microsoft Windows NT
CST 161  3.0
### TCP/IP for Microsoft NT
CST 165  3.0
### NetWare Web Authoring
CST 180  1.5
### OR Web Page Design 1
COMP 171A  (1.5)
### NetWare Advanced Web Authoring
CST 181  1.5
### NetWare Web Server
CST 182  1.5

*To be selected from Major Electives below:*

**Total Units**  
28.5

### MAJOR ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabling, Copper</td>
<td>1.5</td>
</tr>
<tr>
<td>Cabling, Fiber Optic</td>
<td>3.0</td>
</tr>
<tr>
<td>PC Preparation for Networks</td>
<td>1.5</td>
</tr>
<tr>
<td>PC Hardware</td>
<td>3.0</td>
</tr>
<tr>
<td>NetWare First Line Support</td>
<td>1.5</td>
</tr>
<tr>
<td>NetWare Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>Network Installation/Design</td>
<td>3.0</td>
</tr>
<tr>
<td>Network Troubleshooting</td>
<td>3.0</td>
</tr>
<tr>
<td>Network Application Software</td>
<td>3.0</td>
</tr>
<tr>
<td>UNIX System Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>NetWare 4.X Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>NetWare 4.X Advanced Administration</td>
<td>1.5</td>
</tr>
<tr>
<td>Building Intranetworks</td>
<td>1.5</td>
</tr>
<tr>
<td>Netware Install &amp; Config</td>
<td>1.5</td>
</tr>
<tr>
<td>NetWare Design and Implementation</td>
<td>1.5</td>
</tr>
<tr>
<td>TCP/IP for NetWare</td>
<td>1.5</td>
</tr>
<tr>
<td>NetWare/NT Integration</td>
<td>3.0</td>
</tr>
<tr>
<td>Administering Windows NT Workstation</td>
<td>3.0</td>
</tr>
<tr>
<td>Supporting Windows NT</td>
<td>3.0</td>
</tr>
<tr>
<td>Microsoft Windows NT Server</td>
<td>3.0</td>
</tr>
<tr>
<td>Supporting Windows 95</td>
<td>3.0</td>
</tr>
<tr>
<td>TCP/IP for Microsoft NT</td>
<td>1.5</td>
</tr>
<tr>
<td>Co-op Work Experience</td>
<td>2.0-4.0</td>
</tr>
<tr>
<td>Microsoft Office Professional 1</td>
<td>1.5</td>
</tr>
<tr>
<td>Microsoft Office Professional 2</td>
<td>1.5</td>
</tr>
<tr>
<td>Microsoft Office Professional 3</td>
<td>1.5</td>
</tr>
<tr>
<td>Web Page Design</td>
<td>3.0</td>
</tr>
<tr>
<td>Intro to Telephony</td>
<td>3.0</td>
</tr>
<tr>
<td>Electronics for Voice and Data</td>
<td>3.0</td>
</tr>
<tr>
<td>Data Communications Network</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Units**  
26.0

### Administrative Assistant Certificate

Administrative assistants generally assume more responsibility without direct supervision. They exercise initiative and judgment to compose correspondence with accurate grammar, spelling, and punctuation skills; have fast and accurate typing skills; use effective time management techniques; organize and prioritize administrative duties; maintain a high level of human relations/interpersonal skills; and achieve a high level of computer competence. They usually work for company executives and possess a high work ethic along with a positive attitude and flexibility, and are team-oriented.

This position usually requires practical work experience with a minimum typing speed of **55 words per minute** or preferably higher. **Bilingual ability** is also desired by some employers.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Accounting</td>
<td>ACCT 100</td>
</tr>
<tr>
<td>10-Key Calculator*</td>
<td>BUS 330</td>
</tr>
<tr>
<td>Speed and Accuracy</td>
<td>COMP 109AB</td>
</tr>
<tr>
<td>Business English</td>
<td>ENGL 105</td>
</tr>
<tr>
<td>Business Writing</td>
<td>ENGL 135</td>
</tr>
<tr>
<td>Human Relations</td>
<td>M&amp;S 102</td>
</tr>
<tr>
<td>Keyboarding Level 2**</td>
<td>OAC 101</td>
</tr>
</tbody>
</table>

**Administrative Procedures & Technology**

**Hands-on Computer Electives**  
7.5

*To be selected from Major Electives on next page:*  
3.0

**Total Units**  
30.5

* Option available to test out
**Keyboarding Level 2—test out option if speed is 55+ on a five-minute timed test
### HANDS-ON COMPUTER ELECTIVES
*(Macintosh or IBM)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel 1</td>
<td>COMP 120</td>
<td>1.5</td>
</tr>
<tr>
<td>Excel 2</td>
<td>COMP 121</td>
<td>1.5</td>
</tr>
<tr>
<td>Excel for Accounting</td>
<td>COMP 122</td>
<td>3.0</td>
</tr>
<tr>
<td>Word Processing Legal 1</td>
<td>COMP 137</td>
<td>1.5</td>
</tr>
<tr>
<td>Word Processing Legal 2</td>
<td>COMP 138</td>
<td>1.5</td>
</tr>
<tr>
<td>Word 1</td>
<td>COMP 147</td>
<td>1.5</td>
</tr>
<tr>
<td>Word 2</td>
<td>COMP 148</td>
<td>1.5</td>
</tr>
<tr>
<td>Internet for Office Professionals</td>
<td>COMP 153</td>
<td>1.5</td>
</tr>
<tr>
<td>PowerPoint 4</td>
<td>COMP 185</td>
<td>1.5</td>
</tr>
</tbody>
</table>

### MAJOR ELECTIVES

#### Small Business Operation and Management
- BUS 222 3.0

#### Introduction to Microcomputers
- COMP 100 3.0

#### Using the Internet
- COMP 170 3.0

#### Web Page Design 1
- COMP 171A 1.5

#### Web Page Design 2
- COMP 171B 1.5

#### Job Search Strategies
- COUNS 120 2.0

#### Co-op Work Experience
- OAC 283-284 3.0-4.0

#### Public Speaking
- SPCH 110 3.0

#### Introduction to Telephony
- TELCOM 125 3.0

### Legal Secretary Certificate

Legal secretaries often work for more than one attorney. For this reason, flexibility to shift priorities to accommodate each attorney’s needs is a must. Fast and accurate typing and excellent spelling, grammar, and organizational abilities are required. Legal secretaries type, edit, proofread, print, and send legal documents, forms, memorandums, correspondence, and a wide variety of documents using the computer and word processing software. They often write correspondence. They are required to be expert time managers. A client service attitude is essential. Many legal secretaries specialize in corporate, real estate, litigation, family or tax law. Job opportunities are excellent for those with the ability to work fast and to accurately meet deadlines and quick turnaround times. **Bilingual ability** is also desired by some employers.

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed and Accuracy</td>
<td>COMP 109AB</td>
<td>1.0</td>
</tr>
<tr>
<td>Excel 1</td>
<td>COMP 120</td>
<td>1.5</td>
</tr>
<tr>
<td>Word Processing Legal Office 1</td>
<td>COMP 137</td>
<td>1.5</td>
</tr>
<tr>
<td>Word 1</td>
<td>COMP 147</td>
<td>1.5</td>
</tr>
<tr>
<td>Word 2</td>
<td>COMP 148</td>
<td>1.5</td>
</tr>
<tr>
<td>Business English</td>
<td>ENGL 105</td>
<td>3.0</td>
</tr>
<tr>
<td>Business Writing</td>
<td>ENGL 135</td>
<td>3.0</td>
</tr>
<tr>
<td>Legal Procedures 1</td>
<td>LA 127</td>
<td>3.0</td>
</tr>
<tr>
<td>Legal Procedures 2</td>
<td>LA 128</td>
<td>3.0</td>
</tr>
<tr>
<td>Administrative Procedures</td>
<td>OAC 114</td>
<td>3.0</td>
</tr>
<tr>
<td>Machine Transcription—Legal</td>
<td>OAC 125B</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**To be selected from Major Electives below:** 4.0

**Total Units** .................................................. 28.0

### PC Applications Support Certificate

The PC Applications Support person already has extensive word processing experience and is usually promoted from within a small- to medium-size company. They are the in-house computer hardware and software troubleshooters in many offices. Skills they must possess are the ability to type quickly and accurately, speak and write clearly and precisely; and use administrative office skills as they work with a variety of computer users. **Bilingual ability** is also desired by some employers. Duties may include some of the following responsibilities: troubleshoot questions about software applications procedures, evaluate software and hardware needs, create simple to complex macros for repetitive tasks, train staff on how to use new software or hardware, write user-friendly instructions on how to use software, add or delete users on the company network, assign or change users’ passwords and maintain current software library.

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel 2*</td>
<td>COMP 121</td>
<td>1.5</td>
</tr>
<tr>
<td>Word 2</td>
<td>COMP 148</td>
<td>1.5</td>
</tr>
<tr>
<td>Microsoft Windows 95</td>
<td>COMP 155</td>
<td>3.0</td>
</tr>
<tr>
<td>Using the Internet</td>
<td>COMP 170</td>
<td>1.5</td>
</tr>
<tr>
<td>Web Page Design 1</td>
<td>COMP 171A</td>
<td>1.5</td>
</tr>
<tr>
<td>Access 2*</td>
<td>COMP 176</td>
<td>1.5</td>
</tr>
<tr>
<td>PowerPoint 4</td>
<td>COMP 185</td>
<td>1.5</td>
</tr>
<tr>
<td>Computer Lab Internship</td>
<td>COMP 305AB</td>
<td>3.0</td>
</tr>
<tr>
<td>OR Web Page Internship</td>
<td>COMP 306AB</td>
<td>(3.0)</td>
</tr>
<tr>
<td>PC Prep for Networks</td>
<td>CST 120</td>
<td>1.5</td>
</tr>
<tr>
<td>PC Hardware</td>
<td>CST 125</td>
<td>3.0</td>
</tr>
<tr>
<td>NetWare First Line Support</td>
<td>CST 126</td>
<td>1.5</td>
</tr>
<tr>
<td>Business Writing</td>
<td>ENGL 135</td>
<td>3.0</td>
</tr>
<tr>
<td>Human Relations</td>
<td>M&amp;S 102</td>
<td>3.0</td>
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</table>

**Total Units** .................................................. 27.0

* *Classes requiring prerequisites

### RECOMMENDED ADDITIONAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office Professional 1</td>
<td>COMP 150</td>
<td>3.0</td>
</tr>
<tr>
<td>Microsoft Office Professional 2</td>
<td>COMP 151</td>
<td>3.0</td>
</tr>
<tr>
<td>Microsoft Office Professional 3</td>
<td>COMP 152</td>
<td>3.0</td>
</tr>
<tr>
<td>Jave Script for Non-Programmers</td>
<td>COMP 174</td>
<td>3.0</td>
</tr>
<tr>
<td>Introduction to Multimedia</td>
<td>COMP 180</td>
<td>2.0</td>
</tr>
<tr>
<td>Introduction to Interactive Multimedia</td>
<td>COMP 182</td>
<td>2.0</td>
</tr>
<tr>
<td>Introduction to Networking</td>
<td>CST 128</td>
<td>3.0</td>
</tr>
</tbody>
</table>
International Business Certificate

The International Business Certificate Program offers training to two groups of individuals: those who seek new careers in international business and those who wish to advance their present careers by adding an international business education and training component to their qualifications. The program stresses a four-part, interdisciplinary approach by combining: (1) General Business Management Studies, (2) International Business Studies, (3) International Area, Culture and Geography Studies and (4) Foreign Language Studies.

A combination of international studies courses is needed to prepare American students to function effectively in the global marketplace with its complex realities of international commerce, cross-cultural communication and negotiation.

The program prepares students for entry-level jobs with international corporations, service and nonprofit organizations and government agencies in the U.S. and possibly abroad. Students who are already engaged in business careers are prepared for middle management positions in the international divisions of their companies. The International Business Program is taught by professionals who are actively engaged in international business and who bring a pragmatic, hands-on approach to the classroom.

**REQUIRED COURSES**

- **Survey of International Business** INTL BUS 100 3.0
- **International Marketing** INTL BUS 115 3.0
- **International Contract Law** INTL BUS 130 1.5
- **Basics of Exporting** INTL BUS 140 1.5
- **Basics of Importing** INTL BUS 150 0.5
- **Letters of Credit** INTL BUS 151 0.5
- **The Business Environment in China and Taiwan** INTL BUS 188 1.5
- **The Business Environment in Southeast Asia** INTL BUS 285 3.0

*Students may substitute International Business Work Experience for: International Contract Law or International Purchasing.

**MAJOR ELECTIVES**

- **Computerized International Business Research** INTL BUS 200 1.5
- **International Business Presentations** INTL BUS 205 1.5
- **International Purchasing** INTL BUS 210 1.5
- **The Business Environment in Southeast Asia** INTL BUS 285 3.0

*Additional courses in health, spreadsheets, word processing, database management, job search strategies and/or business are recommended.

International Business Certificate

Gerontology Certificate

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.

**REQUIRED COURSES**

- **Biology of Aging** BIOL 120 3.0
- **Professional Issues in Gerontology** GERON 120 3.0
- **Cooperative Work Experience** GERON 281-284* 4.0
- **First Aid and CPR** HLTH 110 2.0
- **Psychology of Aging** PSYCH 170 3.0
- **Introduction to Gerontology** SOC 120 3.0

*Additional courses in health, spreadsheets, word processing, database management, job search strategies and/or business are recommended.

Gerontology Certificate

Electrical Maintenance Certificate

The Electrical Maintenance Certificate program is a pre-employment and in-service training program in electrical maintenance areas.

**REQUIRED COURSES**

- **Fundamentals of Electricity** EM 300 3.0
- **Alternating Current Circuits** EM 301 3.0
- **Programmable Logic Controllers** EM 302 3.0
- **Electrical Equipment and Repair** EM 303 3.0
- **Control System Automatic** EM 304 3.0
- **Electric Motor Control** EM 305 3.0

*To be selected from Major Electives below:

**TOTAL UNITS** 21.0
Legal Assistant/Paralegal

Legal Assistant Associate Degree

Coastline’s Legal Assistant Program is approved by the American Bar Association (ABA). The Legal Assistant/Paralegal Program prepares personnel for the intermediary position between the legal secretary and the attorney. Legal assistants work in law offices and other Legal environments and may interact with clients. This is not a pre-law program. It does not prepare the student to become an attorney and it is not transferable to an accredited law school.

Students who do not already possess an associate or bachelor degree from a regionally accredited college or university must complete an associate in arts degree (60 units) as specified below. These requirements are in compliance with the ABA guidelines for Legal Assisting programs. Course work taken at other institutions can be applied in partial fulfillment of these requirements. Upon completion of this program, students will be awarded an associate in arts degree.

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 upon completion of the 26 units of required paralegal courses.

REQUIRED PARALEGAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Legal Assisting</td>
<td>LA 100</td>
</tr>
<tr>
<td>Legal Procedures 1</td>
<td>LA 127</td>
</tr>
<tr>
<td>Legal Procedures 2</td>
<td>LA 128</td>
</tr>
<tr>
<td>Civil Litigation 1</td>
<td>LA 105</td>
</tr>
<tr>
<td>Legal Analysis and Briefing</td>
<td>LA 118</td>
</tr>
<tr>
<td>Legal Research</td>
<td>LA 120</td>
</tr>
<tr>
<td>Legal Clinic Practicum/Ethics</td>
<td>LA 390AB*</td>
</tr>
</tbody>
</table>

*To be selected from Major Electives below: 6.0

Subtotal: 26.0

FOREIGN LANGUAGE ELECTIVES

Select a minimum of 4.0 units from one of the following languages: Arabic, Chinese (Mandarin), Dutch, French, German, Greek, Hebrew, Italian, Japanese, Korean, Norwegian, Persian, Polish, Russian, Spanish, Swedish, Vietnamese or other acceptable foreign language.

MAJOR ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word Processing/Legal 1</td>
<td>COMP 137</td>
</tr>
<tr>
<td>Word Processing/Legal 2</td>
<td>COMP 138</td>
</tr>
<tr>
<td>Civil Litigation 2</td>
<td>LA 110</td>
</tr>
<tr>
<td>Criminal Litigation</td>
<td>LA 115</td>
</tr>
<tr>
<td>Federal Court Practice and Procedures</td>
<td>LA 125</td>
</tr>
<tr>
<td>Law Office Management</td>
<td>LA 130</td>
</tr>
<tr>
<td>Family Law</td>
<td>LA 135</td>
</tr>
<tr>
<td>Probate Administration</td>
<td>LA 140</td>
</tr>
<tr>
<td>Estate Planning</td>
<td>LA 145</td>
</tr>
<tr>
<td>Elder Law</td>
<td>LA 148</td>
</tr>
<tr>
<td>Corporate/Business Organizations</td>
<td>LA 150</td>
</tr>
<tr>
<td>Bankruptcy Law and</td>
<td></td>
</tr>
<tr>
<td>Procedures</td>
<td>LA 155</td>
</tr>
<tr>
<td>Civil Trials and Evidence</td>
<td>LA 160</td>
</tr>
<tr>
<td>Contract and Tort Law</td>
<td>LA 165</td>
</tr>
</tbody>
</table>

*Students entering this program prior to the 1995 summer semester must have completed LA 130 before summer 1995, or take LA 390AB subsequent to summer 1995, or successfully pass the ethics examination prior to graduation.

GENERAL EDUCATION

Students are required to complete at least 18 units in courses numbered 100-299 listed in Groups A through D, including the specific requirements listed in Group A and at least 3 units each in Groups B, C and D. Course work in Group 2C1 is limited to Art 100, Art 101, and/or Music 100 for legal assistant students. Students can meet the general education requirements under Option I, II, III or IV A.A. degree program. (See Table of Contents.)

Subtotal: 18.0

ELECTIVES

Additional courses in business law, technical writing, literature, composition and/or microcomputers (spreadsheets, word processing and database management) are particularly useful for legal assistants.

Subtotal: 16.0

Total Units for Program: 60.0

Management & Supervision

Under Management and Supervision, certificate programs in Management, Business Administration, Supervision and Small Business Ownership are available.

Management Certificate

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

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Accounting</td>
<td>ACCT 100</td>
<td>3.0</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>BUS 100</td>
<td>3.0</td>
</tr>
<tr>
<td>Legal Environment of Business</td>
<td>BUS 110</td>
<td>3.0</td>
</tr>
<tr>
<td>Introduction to Marketing</td>
<td>BUS 150</td>
<td>3.0</td>
</tr>
<tr>
<td>Business Writing</td>
<td>ENGL 135</td>
<td>3.0</td>
</tr>
<tr>
<td>Organization and Management</td>
<td>M &amp; S 100</td>
<td>3.0</td>
</tr>
<tr>
<td>Human Relations</td>
<td>M &amp; S 102</td>
<td>3.0</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>M &amp; S 104</td>
<td>3.0</td>
</tr>
<tr>
<td>Business Ethics</td>
<td>PHIL 140</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*To be selected from Major Electives below: 5.0

Total Units ............................................. 32.0

MAJOR ELECTIVES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting*</td>
<td>ACCT 101</td>
<td>4.0</td>
</tr>
<tr>
<td>Managerial Accounting*</td>
<td>ACCT 102</td>
<td>4.0</td>
</tr>
<tr>
<td>Principles of Economics (Macro)*</td>
<td>ECON 180</td>
<td>3.0</td>
</tr>
<tr>
<td>Principles of Economics (Micro)*</td>
<td>ECON 185</td>
<td>3.0</td>
</tr>
<tr>
<td>Survey of International Business</td>
<td>INTL BUS 100</td>
<td>3.0</td>
</tr>
<tr>
<td>Student Leadership</td>
<td>LEAD 140</td>
<td>3.0</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>SPCH 110</td>
<td>3.0</td>
</tr>
<tr>
<td>Any Computer Classes</td>
<td>M &amp; S 282-284</td>
<td>1.0-5.0</td>
</tr>
<tr>
<td>Co-op Work Experience</td>
<td>M &amp; S 282-284</td>
<td>2.0-4.0</td>
</tr>
</tbody>
</table>

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

**Business Administration Certificate**

The Business Administration Certificate program provides a broad introduction to business administration.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Accounting</td>
<td>ACCT 100</td>
<td>3.0</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>BUS 100</td>
<td>3.0</td>
</tr>
<tr>
<td>Legal Environment of Business</td>
<td>BUS 110</td>
<td>3.0</td>
</tr>
<tr>
<td>Introduction to Marketing</td>
<td>BUS 150</td>
<td>3.0</td>
</tr>
<tr>
<td>Business Writing</td>
<td>ENGL 135</td>
<td>3.0</td>
</tr>
<tr>
<td>Organization and Management</td>
<td>M &amp; S 100</td>
<td>3.0</td>
</tr>
<tr>
<td>Human Relations</td>
<td>M &amp; S 102</td>
<td>3.0</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>M &amp; S 104</td>
<td>3.0</td>
</tr>
<tr>
<td>Business Ethics</td>
<td>PHIL 140</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*To be selected from Major Electives below: 6.0

Total Units ............................................. 32.0

MAJOR ELECTIVES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>ACCT 101</td>
<td>4.0</td>
</tr>
<tr>
<td>Legal Environment of Business</td>
<td>BUS 110</td>
<td>3.0</td>
</tr>
<tr>
<td>Employee Selection</td>
<td>M &amp; S 112</td>
<td>3.0</td>
</tr>
<tr>
<td>Industrial Cost Control</td>
<td>M &amp; S 132</td>
<td>3.0</td>
</tr>
<tr>
<td>Manufacturing Resource Planning</td>
<td>M &amp; S 399AD</td>
<td>3.0</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>PSYCH 100</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Supervision Certificate**

The Supervision Certificate Program provides pre-employment and in-service training for supervisors. The courses in the Supervision Certificate Program address many common problems that occur in a supervisor’s daily routine including setting goals, disciplining workers, motivating individuals and understanding other viewpoints.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Systems</td>
<td>CS 100</td>
<td>3.0</td>
</tr>
<tr>
<td>Business English</td>
<td>ENGL 105</td>
<td>3.0</td>
</tr>
<tr>
<td>Human Relations</td>
<td>M &amp; S 102</td>
<td>3.0</td>
</tr>
<tr>
<td>Introduction to Supervision</td>
<td>M &amp; S 103</td>
<td>3.0</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>M &amp; S 104</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*To be selected from Major Electives below: 6.0

Total Units ............................................. 24.0

MAJOR ELECTIVES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>ACCT 101</td>
<td>4.0</td>
</tr>
<tr>
<td>Legal Environment of Business</td>
<td>BUS 110</td>
<td>3.0</td>
</tr>
<tr>
<td>Employee Selection</td>
<td>M &amp; S 112</td>
<td>3.0</td>
</tr>
<tr>
<td>Small Business Operation</td>
<td>BUS 222</td>
<td>3.0</td>
</tr>
<tr>
<td>Business Writing</td>
<td>ENGL 135</td>
<td>3.0</td>
</tr>
<tr>
<td>Any Computer Classes</td>
<td>MKGT 110</td>
<td>3.0</td>
</tr>
<tr>
<td>Professional Selling</td>
<td>MKGT 113</td>
<td>3.0</td>
</tr>
<tr>
<td>Advertising</td>
<td>MKGT 140</td>
<td>3.0</td>
</tr>
<tr>
<td>Any Computer Classes</td>
<td>MKGT 220</td>
<td>3.0</td>
</tr>
<tr>
<td>Human Relations</td>
<td>M &amp; S 102</td>
<td>3.0</td>
</tr>
<tr>
<td>Computer Ad Design and Copywriting</td>
<td>MKGT 114</td>
<td>3.0</td>
</tr>
<tr>
<td>Advertising Copywriting</td>
<td>MKGT 220</td>
<td>3.0</td>
</tr>
<tr>
<td>Buying and Store Operations</td>
<td>PSYCH 100</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Small Business Ownership Certificate**

The Small Business Ownership Certificate Program provides training to prospective entrepreneurs on how to operate a small business successfully. Market research, sound business planning and the basic accounting cycle are stressed. This program is co-sponsored by the United States Small Business Administration.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>ACCT 101</td>
<td>4.0</td>
</tr>
<tr>
<td>Legal Environment of Business</td>
<td>BUS 110</td>
<td>3.0</td>
</tr>
<tr>
<td>Introduction to Marketing</td>
<td>BUS 150</td>
<td>3.0</td>
</tr>
<tr>
<td>Small Business Operation</td>
<td>BUS 222</td>
<td>3.0</td>
</tr>
<tr>
<td>Business Writing</td>
<td>ENGL 135</td>
<td>3.0</td>
</tr>
<tr>
<td>Any Computer Classes</td>
<td>MKGT 110</td>
<td>3.0</td>
</tr>
<tr>
<td>Professional Selling</td>
<td>MKGT 113</td>
<td>3.0</td>
</tr>
<tr>
<td>Advertising</td>
<td>MKGT 140</td>
<td>3.0</td>
</tr>
<tr>
<td>Any Computer Classes</td>
<td>MKGT 220</td>
<td>3.0</td>
</tr>
<tr>
<td>Human Relations</td>
<td>M &amp; S 102</td>
<td>3.0</td>
</tr>
<tr>
<td>Computer Ad Design and Copywriting</td>
<td>MKGT 114</td>
<td>3.0</td>
</tr>
<tr>
<td>Advertising Copywriting</td>
<td>MKGT 220</td>
<td>3.0</td>
</tr>
<tr>
<td>Buying and Store Operations</td>
<td>PSYCH 100</td>
<td>3.0</td>
</tr>
</tbody>
</table>
# Medical Specialist

**Medical Specialist Certificate**

This certificate is designed for individuals who are interested in transcribing physician dictation, in a hospital, clinic, medical office, transcribing service, insurance company or for those who desire to be self-employed, or home-based. This program offers instruction in medical terminology, medical transcription for the beginning and advanced student, and typing on computers. Fast, accurate typing, excellent spelling, grammar and punctuation skills are a must. Information on local and national medical transcriptionist memberships while training is available.

## REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy</td>
<td>BIOL 170 4.0</td>
</tr>
<tr>
<td>Speed and Accuracy</td>
<td>COMP 109AB 1.0</td>
</tr>
<tr>
<td>Excel 1</td>
<td>COMP 120 1.5</td>
</tr>
<tr>
<td>Word 1</td>
<td>COMP 147 1.5</td>
</tr>
<tr>
<td>Medical Terminology 1</td>
<td>OAC 124A 1.5</td>
</tr>
<tr>
<td>Medical Terminology 2</td>
<td>OAC 124B 1.5</td>
</tr>
<tr>
<td>Medical Transcription 1</td>
<td>OAC 126A 2.0</td>
</tr>
<tr>
<td>Medical Transcription 2</td>
<td>OAC 126 B 2.0</td>
</tr>
<tr>
<td>Intro to Gerontology</td>
<td>SOC 120 3.0</td>
</tr>
</tbody>
</table>

**Total Units** ......................................................... 21.0

---

# Purchasing

**Purchasing Certificate**

The Purchasing Certificate Program is both a pre-employment and an in-service program in the purchasing field. It reviews basic purchasing skills, governmental and institutional purchasing and negotiation techniques.

Purchasing is being recognized as one of the more important functions in a business due to the contribution it can make to the profitability of a company.

Competitive bidding and supplier selection based on the lowest quoted price are no longer the only criteria for source selection. Purchasing is developing long-term relationships with fewer suppliers. The total costs of doing business are established through statistical quality measurement factors. Total costs are reduced through supplier-initiated continuous improvement programs including: dock-to-stock, just-in-time deliveries, cycle time reductions and lower inventories. Other asset management techniques are also used to improve customer service and quality levels within the domestic and global competitive market.

## REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing and Materials Management 1</td>
<td>PURCH 101 3.0</td>
</tr>
<tr>
<td>Purchasing and Materials Management 2</td>
<td>PURCH 102 3.0</td>
</tr>
</tbody>
</table>

---

# Quality Assurance

**Quality Assurance Certificate**

The Quality Assurance Certificate Program provides pre-employment and in-service training for quality assurance personnel in inspection, testing, process control, quality engineering and management positions.

## REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Quality Control</td>
<td>QA 100 3.0</td>
</tr>
<tr>
<td>Statistical Process Control</td>
<td>QA 101 3.0</td>
</tr>
<tr>
<td>Geometric Dimensioning and Tolerancing</td>
<td>QA 107 3.0</td>
</tr>
<tr>
<td>Principles of Metrology</td>
<td>QA 109 3.0</td>
</tr>
<tr>
<td>Materials and Process Control</td>
<td>QA 111 3.0</td>
</tr>
<tr>
<td>Procurement Quality Assurance</td>
<td>QA 113 3.0</td>
</tr>
</tbody>
</table>

To be selected from Major Electives below: ........................................ 6.0

**Total Units** .............................................................................. 24.0

## MAJOR ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business Information Systems</td>
<td>CS 100 3.0</td>
</tr>
<tr>
<td>Reliability Methods</td>
<td>QA 103 3.0</td>
</tr>
<tr>
<td>Nondestructive Testing</td>
<td>QA 105 3.0</td>
</tr>
<tr>
<td>Software Quality Assurance</td>
<td>QA 115 3.0</td>
</tr>
<tr>
<td>Introduction to Total</td>
<td>QA 150 2.0</td>
</tr>
</tbody>
</table>

Co-op Work Experience PURCH 281-284 1.0-4.0
The Real Estate Program is designed to serve individuals planning to enter the real estate profession and individuals wishing to improve their skills to qualify for the real estate appraiser’s or broker’s license.

Real Estate Salesperson
To become a real estate salesperson in California, it is necessary to:
(1) Successfully complete Real Estate Principles—R.E. 100
(2) Pass the California Real Estate Salesperson Examination
(3) Obtain a real estate sales license
Successful completion of Real Estate Principles (R.E. 100) is the only course required for the real estate sales license. Within 18 months after the issuance of a license, however, the licensee must furnish transcripts showing the successful completion of six semester units of college-level courses selected from among the following:
- Real Estate Practice—RE 120
- Real Estate Appraisal—RE 130, 135, 137
- Property Management—RE 160
- Real Estate Economics—RE 150
- Legal Aspects of Real Estate—RE 110
- Business Law/Legal Environment of Business—BUS 110
- Accounting—ACCT 101
- Real Estate Finance—RE 140
- Escrow—ESCROW 300, 301, 302
- Mortgage Loan Brokering and Lending

Real Estate Broker
To become a real estate broker in California, it is necessary to:
(1) Be at least 18 years old
(2) Complete the Real Estate Certificate or the minimum statutory requirements which include the following college courses:
- Real Estate Practice—RE 120
- Legal Aspects of Real Estate—RE 110
- Real Estate Finance—RE 140
- Real Estate Appraisal—RE 130
- Real Estate Economics or Accounting—RE 150 or ACCT 101
And three* courses from the following group:
- Real Estate Principles—RE 100
- Business Law/Legal Environment of Business—BUS 110
- Property Management—RE 160
- Escrow—ESCROW 300, 301, 302
- Mortgage Loan Brokering and Lending
- Advanced Legal Aspects of Real Estate
- Advanced Real Estate Finance
- Advanced Real Estate Appraisal—RE 135, 137
*If applicant completes both Accounting and Real Estate Economics, only two courses from this group are required.
(3) Complete two years of full-time experience as a real estate salesperson (A bachelor’s degree will substitute for two full years of experience as a salesperson.)
(4) Pass the California Real Estate Broker Examination
An expired broker’s license may be renewed by appealing to the California Department of Real Estate, 2201 Broadway, Sacramento, CA 95818, or call (916) 227-0931. Appeal must include evidence of compliance with continuing education requirements.

Real Estate Appraiser
As of November 1, 1992, California law requires that all appraisals involved in “federally-related” real estate transactions be performed by state licensed or certified appraisers. Federally-related transactions include all those involving federal insurance or assistance (federally-insured loans).

TYPES OF REAL ESTATE APPRAISAL CERTIFICATION:
Licensed: Non-complex, one-to-four unit residential properties up to a transaction value of $1 million; complex up to a transaction value of $250,000.
Certified Residential: All residential properties, regardless of transaction value. Federal guidelines limit this practice to one-to-four units.
Certified General: All real estate transactions with any transaction value or complexity.

TRAINING NEEDED FOR REAL ESTATE APPRAISAL CERTIFICATION:
To become a Licensed Appraiser Trainee, it is necessary to:
(1) Successfully complete Real Estate Principles—RE 100
(2) Successfully complete Real Estate Appraisal I—RE 130
(3) Successfully complete a 15-hour workshop on Standards and Ethics.
To become a Certified Residential Appraiser, it is necessary to:
(4) Complete steps 1, 2, 3, above
(5) Successfully complete Real Estate Appraisal 2—RE 135
To become a Certified General Appraiser, it is necessary to:
(6) Complete steps 1, 2, 3, 4, 5, above
(7) Successfully complete Real Estate Appraisal 3—RE 137
Each license requires its own experience and testing requirements. For specific experience and testing information, contact the Office of Real Estate Appraisal, 1225 R Street, Suite 100, Sacramento, CA 95814, or call (916) 322-2500 or fax (916) 322-2603.
Real Estate Certificate
The Real Estate Certificate Program provides pre-employment and in-service training within the real estate field. Courses prepare individuals for the California Real Estate Broker Examination.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Legal Aspects</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Appraisal 1</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Finance</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Select one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>4.0</td>
</tr>
</tbody>
</table>

To be selected from the Major Electives below:

Total Units ........................................ 12.0

MAJOR ELECTIVES
To satisfy California’s requirements for a broker’s license, individuals must complete the required courses above plus two of the following courses. These courses also apply toward a Real Estate Certificate from Coastline Community College.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Appraisal 2</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Appraisal 3</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Property Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

The courses listed below apply toward a Real Estate Certificate from Coastline Community College as additional major electives. They are not required for a broker’s license in California.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escrow Practices</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Math</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Telecommunications Technology

Telecommunications Technology Certificate
Telecommunications technicians troubleshoot telephone and/or computer data systems. They evaluate, select and apply standard telecommunications techniques, procedures and criteria in making adaptations and modifications. They use electronic communication theory, telephone circuitry, sound propagation, switching, trunking and networks. They also work with microwave, cable and satellite transmission systems.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>Network Hardware Troubleshooting</td>
<td>3.0</td>
</tr>
<tr>
<td>Data Communications and Local Area Networks (LAN)</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Travel & Tourism
Travel & Tourism consists of two options. The Travel Careers Certificate Program includes the various aspects of travel agency operation to prepare a person for employment in an agency or firm providing travel services. The Travel Management Certificate Program is recommended for students who have completed the Travel Careers Certificate Program or who have equivalent experience in the travel field.

Travel Careers Certificate

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>Co-op Work Experience</td>
<td>1.0-4.0</td>
</tr>
</tbody>
</table>

Real Estate Certificate
The Real Estate Certificate Program provides pre-employment and in-service training within the real estate field. Courses prepare individuals for the California Real Estate Broker Examination.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Legal Aspects</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Appraisal 1</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Finance</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Select one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>4.0</td>
</tr>
</tbody>
</table>

To be selected from the Major Electives below:

Total Units ........................................ 27.0-28.0

MAJOR ELECTIVES
To satisfy California’s requirements for a broker’s license, individuals must complete the required courses above plus two of the following courses. These courses also apply toward a Real Estate Certificate from Coastline Community College.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Appraisal 2</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Appraisal 3</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Property Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

The courses listed below apply toward a Real Estate Certificate from Coastline Community College as additional major electives. They are not required for a broker’s license in California.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escrow Practices</td>
<td>3.0</td>
</tr>
<tr>
<td>Real Estate Math</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Real Estate Certificate

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>Network Hardware Troubleshooting</td>
<td>3.0</td>
</tr>
<tr>
<td>Data Communications and Local Area Networks (LAN)</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Fundamentals of Electricity                 | 3.0   |
Alternating Current Circuits                | 3.0   |
Introduction to Telephony                   | 3.0   |
Managing Telecommunications Systems         | 3.0   |
Electronics for Voice/Data                  | 3.0   |
Telecommunications                          | 3.0   |
Data Communications Network                 | 3.0   |
Computer Telephone Integration              | 1.5   |

To be selected from Major Electives below:

Total Units ........................................ 3.0

Total Units ........................................ 30.0

MAJOR ELECTIVES

Introduction to Business                    | 3.0   |
Business English                            | 3.0   |
Co-op Work Experience                       | 1.0-4.0 |

Real Estate Certificate

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>Surface Transportation and Packaged Travel</td>
<td>3.0</td>
</tr>
<tr>
<td>Ticketing</td>
<td>3.0</td>
</tr>
<tr>
<td>Domestic Air Transportation</td>
<td>3.0</td>
</tr>
<tr>
<td>Tourist Destinations 1</td>
<td>3.0</td>
</tr>
<tr>
<td>Tourist Destinations 2</td>
<td>3.0</td>
</tr>
<tr>
<td>Tourist Destinations 3</td>
<td>3.0</td>
</tr>
<tr>
<td>International Air Transportation</td>
<td>3.0</td>
</tr>
<tr>
<td>Automated Reservation Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>Selling Travel Services</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Select one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-op Work Experience</td>
<td>4.0</td>
</tr>
</tbody>
</table>

(Must be employed in Travel 20 hours per week)

Travel Industry Trends and Practicum         | 4.0   |

Travel students must demonstrate typing ability of 25 words per minute. This can be accomplished in the following manner: (1) successfully completing Office Automation Careers 100ABC or equivalent, (2) successfully completing Computer 107A or Computer 107B or equivalent, (3) passing Coastline’s typing proficiency test at 25 words per minute or
presenting documentation verifying successful completion of a standardized five-minute 25 words per minute typing test.

**Total Units** ................................................................. **31.5**

**Travel Management Certificate**

**REQUIRED COURSES**

*Recommended Sequence:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Travel Services</td>
<td>2.0</td>
</tr>
<tr>
<td>Selling Travel Services</td>
<td>2.0</td>
</tr>
<tr>
<td>Negotiations for Travel Agents</td>
<td>1.5</td>
</tr>
<tr>
<td>Opening or Buying a Travel Agency</td>
<td>0.5</td>
</tr>
<tr>
<td>Office Management for Travel Agencies</td>
<td>3.0</td>
</tr>
<tr>
<td>Travel Agency Accounting</td>
<td>1.5</td>
</tr>
<tr>
<td>Automated Reservation Systems 2</td>
<td>3.0</td>
</tr>
<tr>
<td>Corporate Travel Planning</td>
<td>1.5</td>
</tr>
</tbody>
</table>

*Select one of the following two courses:* *

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-op Work Experience</td>
<td>4.0</td>
</tr>
<tr>
<td>Travel Industry Trends and Practicum</td>
<td>4.0</td>
</tr>
</tbody>
</table>

(To be selected from Major Electives below:)

**Total Units** ................................................................. **22.0**

**MAJOR ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Air Transportation</td>
<td>3.0</td>
</tr>
<tr>
<td>Cruise Seminar: Class at Sea</td>
<td>2.0-3.0</td>
</tr>
<tr>
<td>Independent Tour Arrangements</td>
<td>1.0-4.0</td>
</tr>
<tr>
<td>Group Tour Development</td>
<td>3.0</td>
</tr>
<tr>
<td>Tour Escorting</td>
<td>1.5</td>
</tr>
<tr>
<td>Outside Sales Travel Career</td>
<td>1.0</td>
</tr>
<tr>
<td>Meeting and Convention Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>Travel Agent Proficiency Review</td>
<td>1.0</td>
</tr>
<tr>
<td>Introduction to Travel and Tourism</td>
<td>3.0</td>
</tr>
<tr>
<td>Principles of Tourism</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Travel 284 is the preferred elective. If students have completed four units of Travel 284 or 390AB under the Travel Careers Certificate Program, another four units from one of those two courses must be completed to meet the requirements for the Travel Management Certificate Program.
Certificates of Completion

Art Certificate
Awarded by the Coastline Community College Art Department
The Art Certificate of Completion is designed to provide students with a balanced background in fine and visual arts. The certificate is helpful to students planning to pursue Art as a lifelong endeavor. It includes many of the requirements needed to transfer to a four-year university or private art school. The certificate may also be used as a portion of the requirements for the associate in arts degree under Option I. To file for the certificate, call (714) 241-6164.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>ART</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Appreciation of Art 1</td>
<td>100</td>
<td>3.0</td>
</tr>
<tr>
<td>History and Appreciation of Art 2</td>
<td>101</td>
<td>3.0</td>
</tr>
<tr>
<td>Color and Design: 2-Dimensional</td>
<td>110A</td>
<td>1.5</td>
</tr>
<tr>
<td>Color and Design: 2-Dimensional</td>
<td>110B</td>
<td>1.5</td>
</tr>
<tr>
<td>Three-Dimensional Form</td>
<td>111A</td>
<td>1.5</td>
</tr>
<tr>
<td>Three-Dimensional Form</td>
<td>111B</td>
<td>1.5</td>
</tr>
<tr>
<td>Drawing 1</td>
<td>120A</td>
<td>1.5</td>
</tr>
<tr>
<td>Drawing 2</td>
<td>120B</td>
<td>1.5</td>
</tr>
<tr>
<td>Life Drawing 1</td>
<td>121AB</td>
<td>3.0</td>
</tr>
<tr>
<td>Painting 1</td>
<td>122A</td>
<td>1.5</td>
</tr>
<tr>
<td>Painting 2</td>
<td>122B</td>
<td>1.5</td>
</tr>
<tr>
<td><em>Select three units from the following three courses:</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceramics 1</td>
<td>150A</td>
<td>1.5</td>
</tr>
<tr>
<td>Ceramics 2</td>
<td>150B</td>
<td>1.5</td>
</tr>
<tr>
<td>Sculpture 1</td>
<td>160AB</td>
<td>3.0</td>
</tr>
<tr>
<td>Additional Art Electives</td>
<td></td>
<td>9.0</td>
</tr>
</tbody>
</table>

Total Units ................................................................. 33.0

Computer Accounting Certificate
Awarded by the Coastline Community College Career and Technical Education Department
The Computer Accounting Certificate focuses on accounting/bookkeeping principles and fundamentals necessary for managing standard financial transactions on the computer. Software used in this program is Peachtree and Excel. Students will learn to create presentation-ready worksheets and graphic charts used for presenting accounting information.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Computer Accounting</td>
<td>105</td>
</tr>
<tr>
<td>Computer Accounting Using Peachtree</td>
<td>110</td>
</tr>
<tr>
<td>Excel For Accounting</td>
<td>122</td>
</tr>
<tr>
<td>Fresman Composition</td>
<td>100</td>
</tr>
</tbody>
</table>

Total Units ................................................................. 15.0

Internet Publications Certificate
Awarded by the Coastline Community College Career and Technical Education Department
The Internet Publications Certificate is designed to meet a new employment field using the World Wide Web on the Internet—the “Information Superhighway.” The Internet is a global network which provides access to the electronic resources of libraries, government agencies, research centers, commercial database services and companies throughout the world. These individuals will design and maintain “home pages” on the Internet. Home page sites are publications that feature text and graphics that can be viewed on the computer and can be accessed by thousands of Internet “surfers”. Some are beginning to add sound and some of the more complex Web pages have begun using animation and virtual reality elements. Students will design and create their own home pages using hypertext markup language (HTML) and will learn how to maintain home pages.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Communication</td>
<td>100</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
</tr>
<tr>
<td><em>Other courses may be added or substituted depending upon the experience and skills of the individual participant.</em></td>
<td></td>
</tr>
</tbody>
</table>

Desktop Publishing Certificate
Awarded by the Coastline Community College Career and Technical Education Department
The Desktop Publishing Mini Certificate covers the applications of PageMaker, Quark Express and PageMill. The student achieving this certificate will be able to present to a potential employer the skills necessary for an entry level job in Desktop Publishing. **Prerequisites:** Computer 100 or Computer 110 and 111.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Graphics</td>
<td>112</td>
</tr>
<tr>
<td>Color and Design</td>
<td>110A</td>
</tr>
<tr>
<td>Color and Design</td>
<td>110B</td>
</tr>
<tr>
<td>Intro to Mass Communication</td>
<td>100</td>
</tr>
<tr>
<td>Desktop Publishing 1:Mac</td>
<td>113</td>
</tr>
<tr>
<td>Desktop Publishing 2:Mac</td>
<td>114</td>
</tr>
<tr>
<td>Quark Xpress</td>
<td>115</td>
</tr>
<tr>
<td>Designing Online (PageMill)*</td>
<td></td>
</tr>
</tbody>
</table>

Total Units ................................................................. 16.5

*To be developed*
Microsoft Office Professional Certificate
Awarded by the Coastline Community College Career and Technical Education Department

The Microsoft Office Professional Certificate covers all the applications in the Microsoft Office Suite. These include Microsoft Word (word processing), Excel (spreadsheet), Access (database) and PowerPoint (presentations). Clients will learn the above skills and will then complete a “cap stone” class that integrates the above applications to create collaborative documents.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Microsoft Excel 2</td>
<td>COMP 121</td>
</tr>
<tr>
<td></td>
<td>Word 2</td>
<td>COMP 148</td>
</tr>
<tr>
<td></td>
<td>Microsoft Office Professional 1</td>
<td>COMP 150</td>
</tr>
<tr>
<td></td>
<td>Microsoft Office Professional 2</td>
<td>COMP 151</td>
</tr>
<tr>
<td></td>
<td>Microsoft Office Professional 3</td>
<td>COMP 152</td>
</tr>
<tr>
<td></td>
<td>Access 2</td>
<td>COMP 176</td>
</tr>
<tr>
<td></td>
<td>PowerPoint 4</td>
<td>COMP 185</td>
</tr>
<tr>
<td></td>
<td>Computer Lab Intern</td>
<td>COMP 305AB</td>
</tr>
</tbody>
</table>

Total Units ........................................................................ 16.5

It is assumed that individuals will have a working knowledge of Microsoft Windows and Windows 95. If not, the following preparatory courses are strongly advised:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Windows 95</td>
<td>COMP 155</td>
</tr>
<tr>
<td>PC Prep for Networking</td>
<td>CST 120</td>
</tr>
</tbody>
</table>

Multimedia for Educators Certificate
Awarded by the Coastline Community College Career and Technical Education Department

This mini-certificate is designed specifically for educators, both K-12 and postsecondary. It will emphasize the use of multimedia for educational purposes. To that end, it includes not only basic multimedia courses, but also courses in instructional design and multimedia authoring. In addition, the coursework will provide the educator with a fundamental understanding regarding appropriate use of color, design principles, and graphics.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Color &amp; Design: 2-Dimensional</td>
<td>ART 110A</td>
</tr>
<tr>
<td></td>
<td>Principles of Graphic Design</td>
<td>ART 192</td>
</tr>
<tr>
<td></td>
<td>Introduction to Multimedia</td>
<td>COMP 181</td>
</tr>
<tr>
<td></td>
<td>Powerpoint</td>
<td>COMP 185</td>
</tr>
<tr>
<td></td>
<td>Interactive Multimedia Using ToolBook II</td>
<td>COMP 186</td>
</tr>
<tr>
<td></td>
<td>Multimedia Hardware Essentials</td>
<td>COMP 380</td>
</tr>
<tr>
<td></td>
<td>Computer-Based Training Design*</td>
<td>COMP</td>
</tr>
<tr>
<td></td>
<td>Learning Theory and Instructional Design</td>
<td>ED 110</td>
</tr>
</tbody>
</table>

Total Units ........................................................................ 16.5

*To be developed

Multimedia for Web Design Certificate
Awarded by the Coastline Community College Career and Technical Education Department

This mini-certificate is designed specifically for individuals interested in using multimedia in Web design. It includes not only basic multimedia courses, but also Web design, photo manipulation, and Web management. In addition, the coursework will provide the student with a fundamental understanding regarding appropriate use of color, design principles, and graphics. Prerequisites: Web Page Design 1 & 2-Computer 171A and 171B.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Color &amp; Design: 2-Dimensional</td>
<td>ART 110A</td>
</tr>
<tr>
<td></td>
<td>Principles of Graphic Design</td>
<td>ART 192</td>
</tr>
<tr>
<td></td>
<td>Digital Imaging &amp; Design</td>
<td>ART 205</td>
</tr>
<tr>
<td></td>
<td>Corporate Web Manager</td>
<td>COMP 172</td>
</tr>
<tr>
<td></td>
<td>JAVA SCRIPT for Non-Programers</td>
<td>COMP 174</td>
</tr>
<tr>
<td></td>
<td>Introduction to Multimedia</td>
<td>COMP 181</td>
</tr>
<tr>
<td></td>
<td>Web Page Internship</td>
<td>COMP 306AB</td>
</tr>
<tr>
<td></td>
<td>Multimedia Hardware Essentials</td>
<td>COMP 380</td>
</tr>
</tbody>
</table>

Total Units ........................................................................ 17.5
PC Productivity Specialist Certificate
Awarded by the Coastline Community College Career and Technical Education Department

This program is designed for individuals who are experienced users needing to upgrade their skills in order to become consultants for special projects offered by employers. While most jobs are as consultants, there are a few permanent positions available. This certificate program focuses on software support, hardware, networking, and researching/problem-solving through the Internet.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office Professional 1</td>
<td>COMP 150</td>
<td>3.0</td>
</tr>
<tr>
<td>Microsoft Office Professional 2</td>
<td>COMP 151</td>
<td>3.0</td>
</tr>
<tr>
<td>Microsoft Office Professional 3</td>
<td>COMP 152</td>
<td>1.5</td>
</tr>
<tr>
<td>Documentation and Help Desk</td>
<td>COMP 178</td>
<td>1.5</td>
</tr>
<tr>
<td>Computer Lab Intern</td>
<td>COMP 305AB</td>
<td>3.0</td>
</tr>
<tr>
<td>PC Hardware</td>
<td>CST 125</td>
<td>3.0</td>
</tr>
<tr>
<td>Netware First Line Support</td>
<td>CST 126</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td><strong>16.5</strong></td>
</tr>
</tbody>
</table>

It is assumed that individuals will have a working knowledge of Microsoft Windows, Windows 95 and the Internet. If not, the following preparatory courses are strongly advised:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Windows 95</td>
<td>COMP 155</td>
<td>3.0</td>
</tr>
<tr>
<td>Using the Internet</td>
<td>COMP 170</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Courses
Course Numbering System

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 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
Non-credit courses.

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 Community College reflect academic rigor by requiring critical thinking on the part of the student.

Correct Use of 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.

ACCOUNTING

ACCOUNTING 100
Introduction to Accounting 3.0 Units
Practical accounting/bookkeeping principles applied to personal services by professional individuals and firms and the small retail operator. Familiarization with accounting forms and practical accounting procedures in completing the accounting cycle. Transfer credit: CSU

ACCOUNTING 101
Financial Accounting 4.0 Units
A course utilizing theory and techniques of accounting. Those concepts essential to administration of a business enterprise; analyzing and recording financial transactions; preparation, analysis and interpretation of financial statements; international accounting issues. Transfer credit: CSU; UC ADVISORY: Accounting 100

ACCOUNTING 102
Managerial Accounting 4.0 Units
Foundation acquired in Accounting 101 will be further developed through application of basic principles. Analysis of accounting statements and reports, management use of accounting data, concepts of cost accounting, budgetary control and responsibility accounting and tax of business decisions are introduced. Transfer credit: CSU; UC ADVISORY: Accounting 101 or equivalent

ACCOUNTING 105
Introduction to Accounting 3.0 Units
Learn professional accounting/bookkeeping principles and fundamentals necessary for managing standard accounting/financial transactions of a business enterprise. Includes familiarization with accounting forms, journals, procedures, terminology and analysis techniques integral to the understanding of and completion of a typical accounting cycle. This course prepares students for learning worksheet reconciliation techniques and in-depth analysis techniques required for participation in computerized accounting activities. Transfer credit: CSU

ACCOUNTING 110
Computer Accounting Using PeachTree Accounting Software 3.0 Units
Learn to maintain the bookkeeping/accounting activities of a business through automated systems. Students will learn how to analyze and computerize typical daily business transactions relating to sales, expense, inventory, payroll, fixed asset purchases and capital structure. Prepares the student to function capably in a retail, construction or service business environment. Transfer credit: CSU ADVISORY: Accounting 105 and Computer 122

ACCOUNTING 167
Microcomputer Accounting 2.0 Units
Designed to provide microcomputer experience using a computerized general accounting system. The course covers computerized general ledger, accounts receivable/payable, financial statement analysis, depreciation and payroll. It also includes I/O variables and the generation of financial reports. Transfer credit: CSU ADVISORY: Accounting 100 or 101

ACCOUNTING 168
Microcomputer Payroll Preparation 1.0 Unit
Methods of computing wages, salaries and payroll records using a microcomputer. This course emphasizes the complete payroll process from calculation to preparing government tax reports. Transfer credit: CSU ADVISORY: Accounting 100 or equivalent

ACCOUNTING 169
Microcomputer Bookkeeping 1.0 Unit
Provides data entry experience on microcomputers using a computerized bookkeeping system while reinforcing accounting concepts. No prior microcomputer experience necessary. Transfer credit: CSU ADVISORY: Accounting 100 or 101 or equivalent experience
ACCOUNTING 210
Cost Accounting 3.0 Units
Principles of cost accounting, cost-determination procedures, control and analysis of costs and managerial problems which depend upon cost accounting for adequate solutions. Includes accounting for materials, labor, factory overhead, job cost systems, process and standard cost accounting. Transfer credit: CSU
ADVISORY: Accounting 102 or concurrent enrollment or equivalent work experience

ACCOUNTING 211
Intermediate Accounting 4.0 Units
Continuation of Accounting 101 and 102. Preparation for advanced accounting; includes the analysis and interpretation of accounting statements and report forms, working capital, funds-flow and ratios and measurements. Asset, liability and stockholder’s equity concepts are significantly expanded. Current terminology, statements and forms are employed throughout the course. Transfer credit: CSU
ADVISORY: Accounting 102

ACCOUNTING 214
Federal/State Income Tax 1 3.5 Units
A review of the underlying theory and application of federal and state income tax regulations. The course provides experience in preparation of individual, partnership and corporation income tax returns. Actual forms are provided and used when possible. This 60-hour course fulfills the educational requirements for California State Tax Preparer. Transfer credit: CSU

ACCOUNTING 215
Federal/State Income Tax 2 3.0 Units
A continuation of Accounting 214 including an in-depth study of the individual and small business form; application in specialized situations. Transfer credit: CSU
ADVISORY: Accounting 214 or equivalent

ACCOUNTING 217AD
Income Tax Update 1.5 Units
An in-depth study of the income tax law changes for the practitioner/preparer. Special emphasis on those areas which generated the greatest number of discrepancies on federal income tax returns in prior years. Transfer credit: CSU
ADVISORY: Accounting 214 and 215 or equivalent

ACCOUNTING 281-284
Cooperative Work Experience 1.0-4.0 Units
To enhance each Cooperative Work Experience 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. Transfer credit: CSU
PREREQUISITE: Be employed or volunteer in the field of Accounting 5 hours per week per 1.0 unit of Cooperative Work Experience
CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

ANTHROPOLOGY 120
Introduction to Archeology 3.0 Units
History, contemporary theory, field and lab methodology and dating techniques in modern archeology studied through Old and New World cultural progress. Emphasis on a conceptual approach to data interpretation. Transfer credit: CSU; UC
ADVISORY: Anthropology 100

ANTHROPOLOGY 150
World Cultures 3.0 Units
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 101
Fundamentals of Arabic 1 2.0 Units
Beginning course in reading and writing Arabic, used in 22 countries; study of alphabet, vocabulary, grammar and simple texts by means of oral and written drills as well as language tapes. Transfer credit: CSU

ARABIC 102
Fundamentals of Arabic 2 2.0 Units
Advanced beginning course in reading and writing standard Arabic used in correspondence, newspapers and radio; study of vocabulary and grammar by means of oral and written exercises as well as language tapes. Transfer credit: CSU
ADVISORY: Arabic 101 or equivalent

ARABIC 108AB
Conversational Arabic 1.0 Unit
Basic conversation. Spoken Arabic which is different from the written one, and much simpler, is presented in dialog, written phonetically in the English alphabet and recorded on tapes. Transfer credit: CSU
ADVISORY: Arabic 101 or equivalent

ARABIC 190
Introduction to Arabic Culture and Geography 1.0 Unit
Brief overview in English of the history, geography, economic and political systems and culture of the Arabic-speaking countries, by means of lectures, films and guest speakers. Transfer credit: CSU

ART 100
History and Appreciation of Art 1 3.0 Units
A multi-cultural survey of art from prehistoric times to the Renaissance period, stressing the basic principles and history 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. Transfer credit: CSU; UC

ART 101
History and Appreciation of Art 2 3.0 Units
A multi-cultural survey of art beginning with the Renaissance and concluding with contemporary art. Illustrated lectures, reading and study of current exhibits. Transfer credit: CSU; UC

ART 102
Contemporary Art History 3.0 Units
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 both 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 103 Asian Art History 3.0 Units
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. Multi-cultural and Group C. Transfer credit: CSU; UC
ADVISORY: Art 100 and 101 recommended

ART 105 Women Artists in History 1.5 Units
A survey of women artists in history from antiquity to the twentieth century. Stresses basic principles and history of art. Illustrated lectures, readings and study of related exhibitions. Transfer credit: CSU; UC

ART 106 History and Culture of Computer Art 2.0 Units
This is a slide/lecture course dealing with the nature and origins of computer-generated art and the impact the computer culture has had in both first world and developing countries. Emphasis is placed on examining how digital imagery reflects history from the perspective of both Eastern and Western Civilization; how style communicates the ideas of the artist and his or her culture and how symbols, techniques, materials, and subjects are used and expanded in artistic expression through digital imagery. Transfer credit: CSU; UC
ADVISORY: Art 100 and 101 or 102 or knowledge of art historical movement

ART 108 Dynamics of the Art Community 2.0 Units
Students will participate in a facsimile museum experience. Symbiotic relationships existing among factions of the art community will be explored. Curating shows, installation dimensions, education, public relations, art criticism, and the professional artist will be discussed in an open-seminar structure. Transfer credit: CSU

ART 110A Color and Design: Two-Dimensional 1.5 Units
The first half of a two-part course in design. Introduction to the use of basic elements and principles of two-dimensional design. Awareness of the creative process both for the viewer as well as the designer. Compositional analysis of student and master works through written and verbal critiques. Creation of authentic designs utilizing black and white and color media. Continuing survey of design in historical, social and multi-cultural contexts. For general education and Art/Design majors. Transfer credit: CSU; UC

ART 110B Color and Design: Two-Dimensional 1.5 Units
The second half of a two-part course in color and design using the basic elements and principles. 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 multicultural contexts. For General Education and Art/Design Majors. Transfer credit: CSU; UC
ADVISORY: Art 110A

ART 111A Three-Dimensional Form 1.5 Units
This course explores three-dimensional (3-D) 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
ADVISORY: Art 110A and 110B

ART 111B Three-Dimensional Form 1.5 Units
The second half of a two-part course in 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. Transfer credit: CSU; UC
ADVISORY: Art 111A

ART 112 Interior Design 3.0 Units
Principles of interior design/decorating applied to planning interiors that satisfy individual and family needs, values and lifestyles. Selection of home furnishings (traditional, transitional and current adaptations) and contemporary design in furniture, wall coverings, fabrics, floor coverings, lighting, accessories, efficient floor planning and furniture arrangement. Transfer credit: CSU
ADVISORY: Art 110A and ART 192

ART 115 Typography, Computer Enhanced 2.0 Units
Introduction to the basic elements and principles of typography. Awareness of the creative process both for the viewer and the designer. Compositional analysis of student and master work through written and verbal critiques. Creation of authentic typographical images. Continuing survey of typographical design in historical, social, and multi-cultural contexts. For general education and visual art/design majors. Transfer credit: CSU
ADVISORY: Art 110A and ART 192

ART 116 Sign and Window Painting 2.0 Units
A survey of basic letterforms to be used in the production of hand-lettered signs: free-standing, window and paper. Orientation is to career art and calligraphy students. Transfer credit: CSU
ADVISORY: one semester of calligraphy

ART 118 Freehand Sketching 2.0 Units
Beginning freehand sketching for persons with little or no previous art experience. Emphasis is on controlling the shapes and directions of three-dimensional objects leading to the use of drawing for visual communication or preparation for additional art classes. Transfer credit: CSU; UC

ART 119 Applied Sketching Techniques 2.0 Units
Review of fundamental elements of freehand drawing and art and the introduction of more advanced techniques and concepts to help the student develop the ability to progress to more difficult and interesting forms of drawing. Previous art experience or completion of prior art course is not required. Transfer credit: CSU

ART 120A Drawing 1 1.5 Units
The first part of a two-part course in drawing of natural and artificial forms from observation, emphasizing composition and proportion, using line, texture, value and various methods of shading. Takes the student from the basics of drawing through finishing, preserving and displaying works. Transfer credit: CSU; UC
ART 120B
Drawing 2
Second part of a two-part course in drawing principles emphasizing composition, value and technical application of diverse drawing materials and techniques including charcoal, ink and colored media. Transfer credit: CSU; UC
ADVISORY: Art 120A or equivalent

ART 121AB
Life Drawing 1
3.0 Units
Figure drawing from the model. Study of visual language of drawing of the figure. Introduction to anatomy. Criticisms and demonstrations by the instructor. Transfer credit: CSU; UC
ADVISORY: Art 120B or demonstrated ability to draw

ART 122A
Painting 1
1.5 Units
First part of a comprehensive two-part course in beginning painting. Involves the student in selection of image, color theory and color mixing, methods, materials and techniques of painting, with emphasis on oil and acrylic painting. Transfer credit: CSU; UC
ADVISORY: Art 110A and 120A or equivalent

ART 123
Perspective Drawing
1.5 Units
Study of the representation of three-dimensional space on the two dimensional plane. Covers diverse methods used by various cultures throughout history. Develops the skills to apply the methods of linear perspective. This includes one, two and multiple-point perspective, circles, inclined planes and shadows. Transfer credit: CSU; UC
ADVISORY: Art 120A, Art 120B

ART 125
Calligraphy 1
1.5 Units
Techniques and application of calligraphic lettering using pen and ink with emphasis on basic alphabets. Demonstrations, lectures and studio work. Transfer credit: CSU

ART 127AB
Portrait Painting and Drawing
2.0 Units
The fundamental proportions of the anatomy of the head and figure are taught using the mediums of charcoal and transparent oil paints. Detailed instruction is given on the preparation and use of a controlled nine-value full-color palette and how to mix paint to achieve accurate color and value. Transfer credit: CSU; UC
ADVISORY: Art 120A and 120B

ART 128
Survey of Watercolor
1.5 Units
A survey of watercolor painting stressing concepts, techniques and personal expression. Compositional and painting concepts as related to watercolor. Techniques and skills including basic washes, dry brush, resists and masking. Development of student’s personal expression in watercolor. Brief survey of watercolor history. Transfer credit: CSU; UC
ADVISORY: Art 120A and 120B

ART 135AB
Survey of Chinese Brush Painting
2.0 Units
Focus on Chinese culture through hands-on practice of brush strokes, designed to lead a beginner from how to hold a brush to producing finished compositions in florals, animals and landscape. Detailed instructions on the use of materials, colors, brushes and the rice paper, seals and Chinese mounting technique. Painting subjects include orchid, bamboo, camellia, amaryllis, peony, panda, horse and landscape. Transfer credit: CSU; UC

ART 136AB
Chinese Brush Painting 1
1.5 Units
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. Transfer credit: CSU; UC

ART 137
History and Appreciation of Chinese Art and Culture
2.0 Units
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
ADVISORY: Completion of one semester of Chinese brush painting

ART 138AB
Watercolors With Oriental Brush
1.5 Units
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. Transfer credit: CSU

ART 139AB
Watercolors on Rice Paper
1.5 Units
Rice paper offers unique potential for watercolors through its absorbency. Learn which colors are most effective on rice paper, the merit and usage of raw and sized rice paper, how to achieve color intensity, contrast and harmony, how to apply even wash for gradation of shades, the technique of rubbing, how to wrinkle paper for special texture and how to use the back side of the paper for special effects. Transfer credit: CSU

ART 140A
Crafts
1.5 Units
The first half of a two-part course in creative three-dimensional design including projects involving fibers, fabrics, leather and jewelry, silversmithing and lost wax casting. Transfer credit: CSU
ADVISORY: Art 110A and 110B or portfolio exhibiting the ability to design

ART 140B
Crafts
1.5 Units
The second part of a two-part course in crafts with emphasis on creative design involving projects in leaded glass, silk screen printing, jewelry and copper enameling. Transfer credit: CSU
ADVISORY: Art 140A or portfolio exhibiting the ability to design

ART 145
Airbrush Painting 1
1.5 Units
Basic airbrush techniques. Exploring opportunities using the airbrush to solve various art problems relating to illustration, graphic arts, fine arts, technical illustration and photography. Air brushes provided. Transfer credit: CSU

ART 147AB
Jewelry Design
1.5 Units
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 art/design majors. Transfer credit: CSU; UC
ADVISORY: Art 110A or Art 111A.
ART 150A
Ceramics 1 1.5 Units
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 150B
Ceramics 2 1.5 Units
Continuation of Art 150A. 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
ADVISORY: Art 150A or equivalent

ART 160AB
Sculpture 1 3.0 Units
Modeling from the human form including techniques, concepts, composition and casting. Transfer credit: CSU; UC
ADVISORY: Art 121AB

ART 161AB
Sculpture 2 3.0 Units
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. Transfer credit: CSU; UC
ADVISORY: Art 160AB

ART 165
Papermaking as Art Form 2.0 Units
The techniques of papermaking. Creation of two and three dimensional forms and shapes using handmade paper made from recycled paper, organic material, lint and cotton rags. Emphasis on the use of paper as a medium for individual expression. Transfer credit: CSU

ART 170
Printmaking Relief 1.5 Units
Theory and execution of fine art woodcuts, wood engravings, linoleum cuts, multiple color relief prints, with emphasis on creative images. Transfer credit: CSU; UC
ADVISORY: Art 110B

ART 175
Mural Painting 3.0 Units
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 180
Fiber Arts 2.0 Units
Elements of design and color for fibers. Basic applied designs on the woven surfaces of fabric and canvas. Non-woven construction methods utilizing a variety of fibers. Transfer credit: CSU

ART 182
Cultural Fiber Design 2.0 Units
A survey of cultural fiber designs representative of different world geographic areas. The origins and characteristic designs are explored by using a variety of needle techniques. Transfer credit: CSU

ART 190
Multimedia With Fractal Painter 3.0 Units
Experience Painter’s infinite paintbox. 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 WWW. Learn how to record algorithm sessions as you work; play back your files in a higher resolution to take to

ART 191
Portfolio Presentation for Digital Imaging 2.0 Units
This class is primarily designed for the student interested in generating an appropriate portfolio for the presentation of computer-generated and/or assisted art work to potential employers, galleries, and four-year colleges. This nine-week course will cover the basics of being an artist. Topics covered include creating a viable/marketable resume; research galleries, schools and art-related jobs; professional reproductions of your art work using both digital and 35 mm photography, fine and commercial art world etiquette. Transfer credit: CSU
ADVISORY: Adobe Illustrator or Photoshop

ART 192
Graphic Design Principles 1.5 Units
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
ADVISORY: Art 110AB, Art 111AB and Art 115

ART 194
Computer Animation: 3D Motion Graphics 3.0 Units
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
ADVISORY: Art 110AB, Art 113AB, Art 120AB, Art 121AB, ART 133 and Computer 110

ART 202
(Formerly Art 200)
Intro to Computer as Medium 3.0 Units
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 205
(Formerly Art 204)
Digital Imaging and Design 3.0 Units
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 in Adobe Illustrator and Adobe Photoshop. Projects assigned will use the capabilities of each program as well as the integration properties of both. Transfer credit: CSU

ART 210AD
Picture Framing 1.5 Units
Principles of picture framing: framing prints, photographs, oil paintings, watercolors, stitchery, needlepoint, etc. Selection of the correct framing for art work, using the correct frame, backing and molding. Transfer credit: CSU

ART 214AB
Figure Composition 3.0 Units
Advanced course in figure drawing and painting, stressing the figure in a specific environment. Emphasis to be on compositional elements, experimentation and contemporary issues. Transfer credit: CSU; UC
ADVISORY: Art 110A and B, 120A and B, and 121AB
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Advisory Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 220</td>
<td>Anatomy for Artists</td>
<td>2.5</td>
<td>A course designed to develop a recognition and appreciation of muscle and skeletal structure, anatomical proportion and their application to drawing. Use of skeletal and live models and drawing practice to integrate knowledge. Includes analysis of master drawings and sculpture. Transfer credit: CSU; UC</td>
<td>Advisory: Art 121AB recommended</td>
</tr>
<tr>
<td>ART 221A</td>
<td>Life Drawing 2</td>
<td>3.0</td>
<td>Advanced drawing from non-draped and costumed models stressing composition and interpretation of the model leading to development of a personal style. Further study of master draughtsmen. Transfer credit: CSU; UC</td>
<td>Advisory: Art 121AB</td>
</tr>
<tr>
<td>ART 222A</td>
<td>Painting 1</td>
<td>1.5</td>
<td>First part of an advanced course in painting concepts with further emphasis on refining technique, image selection and creativity. Discussion of historical and contemporary art techniques and artists, with emphasis on oil and acrylic painting. Transfer credit: CSU; UC</td>
<td>Advisory: Art 122B or equivalent</td>
</tr>
<tr>
<td>ART 222B</td>
<td>Painting 2</td>
<td>1.5</td>
<td>Second part of a two-part course in advanced painting, with advanced content, concepts and emphasizing contemporary issues in art. Transfer credit: CSU; UC</td>
<td>Advisory: Art 222A or equivalent</td>
</tr>
<tr>
<td>ART 224A</td>
<td>Figure Painting 1</td>
<td>1.5</td>
<td>Figure painting from the model in limited color progressing to full color. Analysis of light and color in relation to form. This is the first part of a two-part figure painting course. Transfer credit: CSU; UC</td>
<td>Advisory: Art 121AB and 122B</td>
</tr>
<tr>
<td>ART 224B</td>
<td>Figure Painting 2</td>
<td>1.5</td>
<td>Painting the figure in full color and in relationship to its environment. Emphasis on developing compositional skills using varied approaches. This is the second part of a two-part figure painting course. Transfer credit: CSU; UC</td>
<td>Advisory: Art 224A</td>
</tr>
<tr>
<td>ART 225</td>
<td>Calligraphy 2</td>
<td>1.5</td>
<td>Advanced topics in calligraphy selected from historic alphabets such as humanistic Bookhand, Rustic, Ucial, Carolingian, Gothic, Versals, Italic and Legend. Introduction to design, use of color, book design and commercial process. Transfer credit: CSU</td>
<td>Advisory: Art 125</td>
</tr>
<tr>
<td>ART 226</td>
<td>Cartooning 1</td>
<td>1.5</td>
<td>Introduction to the fundamentals of cartooning. Includes a variety of concepts, techniques, and a range of materials. Examines the creative process of a cartoon from concept to finished product. For general education, visual art, and multimedia majors. Transfer credit: CSU</td>
<td>Advisory: Art 110A</td>
</tr>
<tr>
<td>ART 228AB</td>
<td>Watercolor 1</td>
<td>1.5</td>
<td>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. Transfer credit: CSU; UC</td>
<td>Advisory: Art 120A and 120B or equivalent</td>
</tr>
<tr>
<td>ART 229AB</td>
<td>Watercolor 2</td>
<td>1.5</td>
<td>Lectures and demonstrations related to advanced techniques and composition of watercolor painting. The second part of a two-part watercolor painting course. Transfer credit: CSU; UC</td>
<td>Advisory: Art 228AB or equivalent</td>
</tr>
<tr>
<td>ART 230AB</td>
<td>Landscape Painting 1</td>
<td>1.5</td>
<td>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 first part of a two-part landscape painting course. Transfer credit: CSU; UC</td>
<td>Advisory: Art 122B</td>
</tr>
<tr>
<td>ART 231AB</td>
<td>Landscape Painting 2</td>
<td>1.5</td>
<td>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. Transfer credit: CSU; UC</td>
<td>Advisory: Art 230AB</td>
</tr>
<tr>
<td>ART 233</td>
<td>Chinese Brush Character Design</td>
<td>1.5</td>
<td>Introduction to aesthetics, brush technique and compositional rules for writing of Chinese characters in “k’ai-shu” regular and “ts’ao-shu” styles. Traditional work of famous calligraphers will be presented. Students will learn to write their signature, date and subject title and poetry in Chinese to enhance oriental paintings. This class will encourage development of brush style in linework and will complement the study of Chinese brush painting. Transfer credit: CSU; UC</td>
<td></td>
</tr>
<tr>
<td>ART 235</td>
<td>Chinese Brush Painting 2</td>
<td>1.5</td>
<td>Practice of the three main schools in Chinese brush painting: flower and bird, landscape, animal/figure. Students will explore subjects’ spiritual and cultural significance as well as practice the strokes. Transfer credit: CSU; UC</td>
<td>Advisory: Art 136AB</td>
</tr>
<tr>
<td>ART 236</td>
<td>Chinese Brush Painting 3</td>
<td>1.5</td>
<td>Advanced studies of the various schools of Chinese brush art. Emphasis on techniques and styles of composition using various painting subjects in both black/white and color. Transfer credit: CSU; UC</td>
<td>Advisory: Art 235</td>
</tr>
<tr>
<td>ART 240</td>
<td>Mixed Media Techniques</td>
<td>1.5</td>
<td>The course will emphasize the creative process in painting by combining the media of watercolor, pastel, charcoal, acrylic, ink, collage and oil. Original works of art will be created utilizing the combination of various medias used by the Great Masters of art. Art history and field trip included. Transfer credit: CSU; UC</td>
<td>Advisory: Art 222B or equivalent</td>
</tr>
<tr>
<td>ART 245</td>
<td>Airbrush Painting 2</td>
<td>1.5</td>
<td>Advanced airbrush techniques. Opportunities using the airbrush to solve sophisticated art problems relating to illustration, graphic arts, fine arts, technical illustration and photography. Transfer credit: CSU</td>
<td>Advisory: Art 145</td>
</tr>
</tbody>
</table>
ART 290
Techniques of the Great Masters of Art 1.5 Units
The course will emphasize the creative process in painting by studying the techniques of the Great Masters of Art from Renaissance to Contemporary periods. Original works of art will be created utilizing techniques of Great Masters such as Rembrandt, Rubens, Renoir, Monet, Matisse, Picasso, Pollock and Bonnard. Transfer credit: CSU; UC
ADVISORY: Art 222B or equivalent

ART 292
Techniques of the Old Masters of Art 1.5 Units
This course will emphasize the creative process in painting by studying the techniques of the Old Masters of Art of the Renaissance (1500-1860). Original works of art will be created utilizing dramatic effects of chiaroscuro, sfumato and craquelure and studying Rembrandt, van Eyck, da Vinci and van Ruisdael. Transfer credit: CSU; UC
ADVISORY: Art 222B or equivalent

ART 294
Techniques of the Impressionists 1.5 Units
This course will emphasize the creative process in painting by studying the techniques of the Impressionists (1860-1905). Original works of art will be created utilizing techniques of Impressionist, e.g., “plein air” painting, palette knife, pointillism, wet-on-wet and impasto. Students will study Picasso, Renoir, Degas, Monet, Cassatt, Seurat and van Gogh. Transfer credit: CSU; UC
ADVISORY: Art 222B

ART 400
Arts and Crafts 0.0 Unit
An arts and crafts course designed for older adults. Development and maintenance of visual and manual acuity using art media. Emphasis on creative self-expression and an appreciation for various art forms.

ART 410
Exploration in Needlework 0.0 Unit
Expand needleart knowledge and techniques to create heirloom quality work. Counted thread, dimensional embroidery, tape/woven lace, picot and needlelace edging and open canvas work will be explored.

ASTRONOMY
ASTRONOMY 100
Introduction to Astronomy 3.0 Units
Origin, characteristics and evolution of the solar system, the stars, the galaxies and the universe. Historical milestones in the science of astronomy from ancient astronomers to the space probes of today. Consideration of the future of astronomical research and current theories in astronomy. Transfer credit: CSU; UC

ASTRONOMY 100L
Astronomy Laboratory 1.0 Unit
A beginning astronomy laboratory course for non-science majors. In this course the scientific method is applied to the analysis of experimental astronomical data. Transfer credit: CSU; UC
ADVISORY: Astronomy 100 or concurrent enrollment

BANKING AND FINANCIAL SERVICES
BANKING AND FINANCIAL SERVICES 100
Principles of Banking 3.0 Units
Basic banking functions and the principles of bank operations. The course provides an overview of the various departments and duties in the operations of a commercial bank. Transfer credit: CSU
BANKING AND FINANCIAL SERVICES 101
Principles of Bank Management 3.0 Units
This course provides students with an in-depth view of banking operations. Studies include the philosophy and practice of bank management through case studies. Transfer credit: CSU
ADVISORY: Banking and Financial Services 100 or equivalent

BANKING AND FINANCIAL SERVICES 102
Consumer Credit 3.0 Units
Techniques of consumer lending credit evaluation, loan interviewing, credit investigation, collections, leasing and revolving credit. Included are regulatory issues, profitability and legal aspects of lending and credit. Transfer credit: CSU

BANKING AND FINANCIAL SERVICES 104
Analysis of Financial Statements 3.0 Units
An interpretation and analysis of financial statements through the study of characteristics of financial statements and the techniques used in the analysis from a lender’s point of view. Transfer credit: CSU
ADVISORY: Accounting 101 or Banking and Financial Services 102

BANKING AND FINANCIAL SERVICES 106
Money and Banking 3.0 Units
This course covers the role of money, credit and banking in the economy. Students will study the principles of monetary theory, the Federal Reserve System and the interrelationships of commercial banking, money creation and contemporary issues in banking. Transfer credit: CSU

BANKING AND FINANCIAL SERVICES 281-284
Cooperative Work Experience 1.0-4.0 Units
To enhance each Cooperative Work Experience participant’s opportunity for success in the field of Banking/Finance 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 Banking/Finance. Transfer credit: CSU
PREREQUISITE: Be employed or volunteer in the field of Banking 5 hours per week per 1.0 unit of Cooperative Work Experience
CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

BANKING AND FINANCIAL SERVICES 350
Customer Service/Teller Training 1.5 Units
This course provides a student with practical skills needed to gain entry-level employment as a teller. Basic training to include cash handling, checks, deposits, withdrawals, bank services and customer relations.

BANKING AND FINANCIAL SERVICES 352
Real Estate Loan Processing 3.0 Units
This course will prepare the student for an entry-level position as a real estate loan processor. The content will include conventional and government loan processing and completion of required documentation following established industry standards and requirements.

BANKING AND FINANCIAL SERVICES 354
Real Estate Loan Servicing 3.0 Units
This course will prepare the student for an entry-level position in a variety of departments in the Real Estate Loan Servicing field. Students will learn all areas of loan processing.

BANKING AND FINANCIAL SERVICES 356
Real Estate Loan Underwriting 3.0 Units
This course will prepare the student with prior loan processing experience for employment as a Real Estate Loan Underwriter. Course content will include conventional and government loan underwriting.
ADVISORY: Banking and Financial Services 352

BIOLOGY 100
Introduction to Biology 3.0 Units
Biology for non-science majors. A general study of the basic concepts of biology including the human body and the environment. Emphasis on the characteristics of plant and animal life, human body systems, health, genetics and the interaction of organisms in their environment. Transfer credit: CSU; UC

BIOLOGY 101
Introduction to Biology—Lab 1.0 Unit
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.
ADVISORY: Biology 100 or equivalent or concurrent enrollment in Biology 100

BIOLOGY 105
Introduction to Anatomy and Physiology 3.0 Units
This course includes a systematic introduction of the fundamental physical/chemical principles, basic biological concepts and fundamentals of anatomy and physiology. Designed for non-science majors and allied health programs. Transfer credit: CSU; UC credit limitations. See counselor.

BIOLOGY 110
Applied Botany 3.0 Units
A study of plants and their relationship to man. Plant classification, structure, function and the environmental effects on plant growth will be emphasized. Transfer credit: CSU

BIOLOGY 115
Introduction to Study of Insects 3.0 Units
A multidisciplinary survey of insects in literature, art, music, movies, food, house plants, history, phobids, photography and introductory school projects. An appreciation for the diversity and impact of insects on our lives. For the non-science major. Transfer credit: CSU

BIOLOGY 120
Biology of Aging 3.0 Units
This course will explore normal vs. abnormal changes in aging and the human ability to adapt. Each body system will be reviewed, focusing on how age changes relate to the development of disorders and 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 125
Marine Mammals 3.0 Units
An exploration of the life and habitat of the citizens of the water planet; whales, dolphins, pinnipeds, sea otters, sea cows and polar bears. The physiology, reproductive ecology, intelligence, behavior, conservation and management of aquatic mammals will be explained. Field trips to multiple locations as students provide own transportation. Transfer credit: CSU; UC

BIOLOGY 170
Human Anatomy 4.0 Units
Introduction to the structure and design of the human body. Includes structural components and body system interactions. Students will participate in the laboratory, which will include dissection of the cat. Appropriate for students interested in human anatomy; satisfies requirements for nursing, physical therapy and physical education majors. Transfer credit: CSU; UC credit limitations. See counselor.

BIOLOGY 200
Pharmacology 3.0 Units
This course is a survey of homeostasis and drug processes. The course will emphasize fundamental pharmacological principles. Special attention is
devoted to the human organismic reference points, antagonisms, clinical care and binding sites. **Transfer credit: CSU**

**ADVISORY:** Biology 105 or equivalent

### BUILDING INSPECTION TECHNOLOGY

**BUILDING INSPECTION TECHNOLOGY 281-284**

**Cooperative Work Experience** 1.0-4.0 Units

To enhance each Cooperative Work Experience participant’s opportunity for success in the field of Building 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. **Transfer credit: CSU**

**PREREQUISITE:** Be employed or volunteer in the field of Building 5 hours per week per 1.0 unit of Cooperative Work Experience

**CO-REQUISITE:** Be enrolled in a total of 7.0 units including Cooperative Work Experience

### BUILDING INSPECTION TECHNOLOGY 300

**Introduction to the Uniform Building Code** 3.0 Units

The student will gain insight into building laws founded on broad-based performance principles and will become familiar with the proper use of the Uniform Building Code. This includes administrative, occupancy, types of construction, materials, fire resistive standards, exiting and detailed regulating provisions of the document.

**ADVISORY:** Knowledge of building construction

### BUILDING INSPECTION TECHNOLOGY 301

**Residential Blueprint Reading** 3.0 Units

Analysis of blueprints as they apply to residential wood frame construction; architectural graphic representations and their symbols for materials of construction; basic drafting principles related to working drawings.

**ADVISORY:** Knowledge of building construction

### BUILDING INSPECTION TECHNOLOGY 302

**California Administrative Code** 3.0 Units

This course will give the student the ability to apply the California Code of Regulations (Title 24) as it pertains to various types of buildings. Special emphasis will be placed on the handicapped and energy regulations.

**ADVISORY:** Knowledge of building construction

### BUILDING INSPECTION TECHNOLOGY 303

**Fire and Life Safety** 3.0 Units

A comprehensive course designed to give the students an understanding of the fire and life safety requirements as regulated by the Uniform Building Code. Important aspects of this course are regulation of building areas, heights, location on property fire resistance, exiting and fire suppression systems.

**ADVISORY:** Building Inspection Technology 300

### BUILDING INSPECTION TECHNOLOGY 304

**Concrete and Masonry Inspection** 3.0 Units

All facets of concrete, masonry and gunite inspection are covered in this course. In addition to code requirements students will learn field testing of concrete, understand special mix designs, quality control of materials and type and placement of reinforcing steel.

**ADVISORY:** Building Inspection Technology 301 or equivalent

### BUILDING INSPECTION TECHNOLOGY 305

**Steel and Wood Frame Inspection** 3.0 Units

This class will concentrate on the Uniform Building Code chapters concerning: wood and steel framing, roofing and reroofing, drywall, stucco, plaster, plastics, soil classification and foundation investigation.

**ADVISORY:** Building Inspection Technology 300

### BUILDING INSPECTION TECHNOLOGY 306

**Electrical Inspection** 3.0 Units

Basic safety and the use of electricity. Includes basic wiring methods used in residential and commercial buildings in conjunction with the latest edition of the National Electrical Code. Application of the principles of inspection to the details of electrical construction.

### BUILDING INSPECTION TECHNOLOGY 307

**Mechanical Inspection: Heating and Air Conditioning** 3.0 Units

Interpretation of the Uniform Mechanical Code as it pertains to heating and air conditioning installations; includes venting, heater and air conditioning selection; gas, electrical and solar installation specifications.

**ADVISORY:** Knowledge of building construction

### BUILDING INSPECTION TECHNOLOGY 308

**Plumbing Inspection** 3.0 Units

Plumbing code interpretation for inspectors and installers necessary for correct selection of material, sizing of pipe and installation.

### BUILDING INSPECTION TECHNOLOGY 309

**Nonstructural Plan Review** 3.0 Units

A comprehensive course designed to give the student with plan reading ability the skills to conduct a nonstructural plan review of simple and complex structures in accordance with the building code requirements.

**ADVISORY:** Building Inspection Technology 301

### BUILDING INSPECTION TECHNOLOGY 310

**Commercial Blueprint Reading** 3.0 Units

Covers high-rise, Class A and other structures including concrete, masonry and structural steel construction.

### BUILDING INSPECTION TECHNOLOGY 311

** Contractor’s License** 2.0 Units

Assists candidates preparing for the California Contractor’s Examination; terminology, laws pertaining to contracting, estimating and estimation problems.

**ADVISORY:** Knowledge of building construction

### BUILDING INSPECTION TECHNOLOGY 312

**Public Works and Utility Inspection** 3.0 Units

Site, Engineering and Foundation Inspection introduces the many facets of construction site preparation. Soil analysis, grading, trenching, fill or cut, slope protection and erosion control are all part of the inspector’s responsibility and are covered extensively in the course.

**ADVISORY:** General knowledge of algebra, blueprint reading and construction technology

### BUILDING INSPECTION TECHNOLOGY 313

**Advanced Mechanical Code** 3.0 Units

Design of heating, cooling, ventilation and refrigeration for large and complex buildings. Training received in this course will enable students to integrate the Building and Mechanical Codes.

**ADVISORY:** Building Inspection Technology 307

### BUSINESS

**BUSINESS 100**

**Introduction to Business** 3.0 Units

This introductory course provides an in-depth examination of all elements of a business today, from the internal functions to the challenges of business on an international scale. American business, foundation and forms, organizing and managing a business, the internal workings of a business, the environment of business and the challenges of business are covered.

**Transfer credit: CSU**
BUSINESS 110
Legal Environment of Business 3.0 Units
Introduction to basic business law, basic principles of American law, sources of law, the courts and the court system(s). Specific coverage of the law of contracts, torts, administrative agencies and agency, as well as Constitutional law as it pertains to business. Discussion(s) of the regulatory, economic and political environment of business. Transfer credit: CSU; UC

BUSINESS 115
Business Law 2 3.0 Units
Fundamental laws of partnership, corporation, insurance and negotiable instruments. Transfer credit: CSU; UC

BUSINESS 120
Personal Financial Planning 3.0 Units
Various aspects of personal financial planning covering family budgeting, investments, housing, insurance, taxation, estate planning, credit and its use, job selection, planning for retirement, installment buying. Transfer credit: CSU

BUSINESS 125
Business Mathematics 3.0 Units
Topics include discounts, commissions, percents, markup/markdowns, payroll, interest, notes, financial reports, bank reconciliations, property and sales taxes, inventory, annuities, mortgages, insurance, taxes, credit and installment buying and stocks and bonds. Transfer credit: CSU

ADVISORY: Basic arithmetic or equivalent

BUSINESS 150
Introduction to Marketing 3.0 Units
This course presents the problems of marketing and how today’s marketers solve them. The course focuses on concepts and principles by teaching the theory and practice of marketing through the use of practical examples and cases. Studies include: marketing planning, forecasting and research, strategies and elements of product/service marketing, distribution, promotion, pricing, marketing segmentation, consumer-oriented marketing and international and nonprofit marketing. Transfer credit: CSU

BUSINESS 181
Psychological Principles in Business 0.5 Unit
This course includes techniques for analyzing principles in business. Methods for understanding multicultural backgrounds, values, and needs are discussed. Transfer credit: CSU

BUSINESS 221
Starting a Small Business 5.0 Units
A comprehensive introduction to small business including business and market research, development of a business plan, financing, advertising and the accounting cycle. Students receive individual attention regarding their personal business plans. Transfer credit: CSU

BUSINESS 222
Small Business Operation and Management 3.0 Units
An introductory study of small business in the American economy including current trends and opportunities. Emphasis is on retailing and analysis of business operation and management control techniques. Students will construct an actual business plan, including a loan package. Transfer credit: CSU

BUSINESS 281-284
Cooperative Work Experience 1.0-4.0 Units
To enhance each Cooperative Work Experience 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. Transfer credit: CSU

PREREQUISITE: Be employed or volunteer in the field of Business 5 hours per week per 1.0 unit of Cooperative Work Experience

CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

BUSINESS 310
Business Communication 1 1.0 Unit
Part one of a three-part series. A practical writing course designed to improve written communication skills in the workplace. Emphasis on preparation of direct, clear, simple, concise business communications. Includes a brief review of grammar, syntax, punctuation, vocabulary and paragraph development.

BUSINESS 311
Business Communication 2 1.0 Unit

ADVISORY: Business 310 recommended

BUSINESS 312
Business Communication 3 1.0 Unit

ADVISORY: Business 310 and 311 recommended

BUSINESS 320
Fundamentals of Investments 1.5 Units
A basic analysis of the alternatives, risks and returns in any investment. An evaluation of the possible stress and potential risks when investing in stocks, bonds, mutual funds, real estate, CDs, government securities, T-bills, gold, silver, trust deeds and limited partnerships. Methods of analyzing and evaluating current issues in economics today that serve as a basis for successfully predicting future business cycles.

BUSINESS 330
10-Key Calculator 2.0 Units
Emphasizes using the touch method to solve common business calculations, successfully predicting future business cycles.

BUSINESS 350
Effective Meetings 1.0 Unit
This course includes how to plan and conduct effective meetings with an emphasis on group dynamics and participatory decision-making techniques.

BUSINESS 351
The Communication Process 1.0 Unit
Techniques to improve speaking, listening and other forms of communication. Includes blocks to effective communication and how to overcome these with appropriate and effective communication skills.

BUSINESS 352
Dealing with Employees’ Problems 0.5 Unit
Methods to assist in determining and isolating the causes of employees’ problems and effective methods of dealing with these problems. Includes information about employee assistance programs.

BUSINESS 353
How to be Interviewed 0.5 Unit
How to make the best possible impression in an interview. Includes types of interviews, preparation techniques, how to handle stress and illegal questions.

BUSINESS 355
Performance Planning and Evaluation 1.0 Unit
Methods for conducting the evaluation of employees’ performance are discussed. Techniques for utilizing the performance evaluation for planning for improvement are covered.
BUSINESS 357
Motivation and Leadership Techniques 0.5 Unit
The basic elements of motivation and leadership in the workplace are discussed. Motivational theories, leadership styles and their application to productivity are covered.

BUSINESS 358
Quality of Work Life and Productivity 0.5 Unit
The principles for improving the quality of work life and techniques for improving productivity are discussed. How to analyze the existing quality of work life and to develop strategies for improvement are covered.

BUSINESS 359
Managing Stress and Strain 0.5 Unit
Techniques to assist managers and employees in high stress jobs are discussed. The course includes a discussion of job burnout including the stages people experience and coping strategies.

BUSINESS 360
Oral Presentation 1.0 Unit
Develop public presentational skills. Topics include audience analysis, purpose, proper environment, choosing effective support, building self-confidence and analyzing results.

BUSINESS 361
Problem Solving for Supervisors 1.0 Unit
Techniques to improve supervisors’ problem-solving skills using analytical and creative problem-solving methodologies. Pertinent issues and case studies relative to problem solving will be examined.

BUSINESS 362
Oral Presentations for Sales 0.5 Unit
Communication processes and styles will be presented. A discussion of the impact of communication behavior on sales presentations will be included.

BUSINESS 363
Customer Relations 0.5 Unit
The course introduces basic concepts of customer relations. Communication techniques, strategies for conflict resolution and the purposes of customer relations practices are presented.

BUSINESS 364
Strategic Planning and Marketing Plans 0.5 Unit
This course is designed to introduce the purposes and step-by-step process for strategic planning. A marketing plan will be developed.

BUSINESS 365
Proposal Leads and Development 0.5 Unit
This course provides techniques for identifying leads and writing proposals. Includes identifying sources of leads, turning leads into a proposal and writing the proposal.

BUSINESS 370
Basics of Investments 1.0 Unit
This course presents an evaluation of the best investment opportunities today. Includes methods for analyzing and evaluating current issues in economics to assist in predicting the right time to make a specific investment.

BUSINESS MACHINE TECHNOLOGY

BUSINESS MACHINE TECHNOLOGY 300
Business Machine Service Exploration 1.5 Units
Exploration of various training technologies of business machine repair. Includes service presentations for calculators, electric typewriters, photocopiers, word processors, mini and microcomputer processors and their respective industry and business applications.

BUSINESS MACHINE TECHNOLOGY 305
Electrical-Mechanical Functions 4.0 Units
Principles of electrical and mechanical functions as they apply to computers and peripherals. Emphasis on use of test equipment.

CHEMISTRY

CHEMISTRY 100
Chemistry and Living 3.0 Units
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 110
Introduction to Chemistry 5.0 Units
A lab science course in principles of inorganic and organic chemistry for transfer and for A.A. Degree programs in nursing, dietetics, paramedical and other allied health fields. Not for students planning to take Chemistry 130.
Transfer credit: CSU; UC credit limitations. See counselor.
ADVISORY: “C” or better in Elementary Algebra

CHEMISTRY 130
General Chemistry Preparatory 4.0 Units
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 credit limitations. See counselor.
ADVISORY: “C” or better in intermediate algebra

CHEMISTRY 180
General Chemistry A 4.0 Units
A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. Transfer credit: CSU
ADVISORY: Completion of Chemistry 130 or a recent high school chemistry course with a grade of C, and completion of Math 030 or a recent high school course in intermediate algebra with a grade of C or appropriate placement on a math placement assessment

CHEMISTRY 180L
General Chemistry Lab A 1.0 Unit
A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. Transfer credit: CSU
ADVISORY: Completion of Chemistry 130 or a recent high school chemistry course with a grade of C, and completion of Math 030 or a recent high school course in intermediate algebra with a grade of C or appropriate placement on a math placement assessment; co-requisite: Chemistry 180 (may be waived by demonstration of satisfactory completion of AP Chemistry, Chemistry 180, or equivalent)

CHEMISTRY 185
General Chemistry B 4.0 Units
A basic course in the principles of inorganic chemistry with special emphasis on solution chemistry, chemical equilibrium, and quantitative relationships.
Transfer credit: CSU
ADVISORY: Completion of Chemistry 180 or equivalent

CHEMISTRY 185L
General Chemistry Lab B 1.0 Unit
A basic laboratory course in the principles of inorganic chemistry and lab techniques with special emphasis on solution chemistry, chemical equilibrium, and quantitative relationships. Transfer credit: CSU
CO-REQUISITE: Chemistry 185 (may be waived by demonstration of satisfactory completion of AP Chemistry, Chemistry 185, or equivalent)
CHINESE

CHINESE 180
Elementary Chinese 5.0 Units
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.
ADVISORY: Students who have completed two years of high school Chinese with a grade of “C” or better should enroll in Chinese 185.

CHINESE 180A
Introductory Elementary Chinese 2.5 Units
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. Chinese 180A is equal to the first half of Chinese 180. Chinese 180A and 180B are equivalent to Chinese 180.
Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Students who have completed two years of high school Chinese with a grade of “C” or better should enroll in Chinese 185.

CHINESE 180B
Continuing Elementary Chinese 2.5 Units
This course reviews and expands the student’s ability to comprehend and converse in daily spoken Chinese. There is a continued emphasis on grammar, vocabulary, pronunciation, reading and writing. An introduction to Chinese customs and culture is continued. Chinese 180B is equal to the second half of Chinese 180. Chinese 180A and 180B are equivalent to Chinese 180. Transfer credit: CSU; UC credit limitations. See counselor.
ADVISORY: Chinese 180A or equivalent

CHINESE 182AB
Conversational Chinese 1.0 Unit
Speaking, understanding, reading and writing Chinese (Mandarin), with emphasis on tradition and customs of China. Transfer credit: CSU
ADVISORY: Chinese 180, 180B or equivalent

CHINESE 185
Elementary Chinese 2 5.0 Units
Continuation of Chinese 180. Designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures in China, Taiwan and elsewhere. Chinese 180 and 185 together constitute the beginning level of the language. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Chinese 180, 180B, or equivalent

CHINESE 185A
Elementary Chinese 2, Part 1 2.5 Units
Continuation of Chinese 180. Designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures in China, Taiwan and elsewhere. Chinese 180 and 185 together constitute the beginning level of the language. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Chinese 180, 180B, or equivalent

CHINESE 185B
Elementary Chinese 2, Part 2 2.5 Units
Continuation of Chinese 185A. Designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures in China, Taiwan and elsewhere. Chinese 180 and 185 together constitute the beginning level of the language. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Chinese 185A or equivalent

CHINESE 190
Introduction to Chinese Culture and Geography 1.0 Unit
Brief overview in English of the history, geography, economic and political systems and culture of the Chinese-speaking peoples and countries.
Transfer credit: CSU

CHINESE 280
Intermediate Chinese 1 4.0 Units
Chinese 280 is a continuation of Chinese 185 or Chinese 185B; it is designed to develop further the abilities students have attained to comprehend and converse daily in spoken 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
ADVISORY: Chinese 185, 185B, or equivalent

CHINESE 285
Intermediate Chinese 2 4.0 Units
Chinese 285 is a continuation of Chinese 280 or of Chinese 280B; 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
ADVISORY: Chinese 280, Chinese 280B, or equivalent

CLOTHING AND TEXTILES

CLOTHING AND TEXTILES 300AB
Clothing Construction 1 2.0 Units
Techniques of sewing for the beginner. Includes fabric and pattern selection and consumer buying; demonstrations of sewing methods and laboratory work on simple projects and garments. Students to provide own field trip transportation.

CLOTHING AND TEXTILES 301AB
Clothing Construction 2 2.0 Units
A continuation of Clothing and Textiles 300AB. Includes additional construction and fitting techniques and stretch sewing on knits.
ADVISORY: Clothing and Textiles 300AB or equivalent

CLOTHING AND TEXTILES 302AD
Alterations and Restyling 2.0 Units
Basic analysis and techniques related to fitting and altering ready-to-wear garments. Students will develop increased skills using basic clothing repair and restyling techniques, time management, consumer choices and application of design principles.
COGNITIVE RETRAINING SPECIALIST

COGNITIVE RETRAINING SPECIALIST 100
Introduction to Acquired Brain Injury 3.0 Units
Students will learn basic brain structure and function. They will explore the various types of acquired brain injuries (ABI) as well as the physical, cognitive, behavioral, and psychosocial consequences of ABI. The course provides a foundation for applying skills in cognitive retraining to persons with ABI and is an advisory for all other CRS (Cognitive Retraining Specialist) courses. Transfer credit: CSU
ADVISORY: Cognitive Retraining Specialist 100

COGNITIVE RETRAINING SPECIALIST 110
Cognitive Retraining: Overview 2.0 Units
This course is designed to provide students with a basic overview of the field of cognitive rehabilitation, with an emphasis on cognitive retraining in the educational setting. The course includes units covering various approaches to cognitive retraining, sequelae of acquired brain injury (ABI) assessment of deficits, and the practice of cognitive rehabilitation. Computer applications, accommodations, and legal issues will also be discussed. Transfer credit: CSU
ADVISORY: Cognitive Retraining Specialist 100

COGNITIVE RETRAINING SPECIALIST 111
Cognitive Retraining: Attention/Concentration and Memory 1.5 Units
Students will understand the relationship between attention and memory as they explore the various brain structures and mechanisms that underlie these operations. Disorders of attention and memory associated with an acquired brain injury are described and their impact on functional adaption discussed. A framework for assessing attentional and memory impairments is provided and treatment approaches involving a combination of cognitive interventions are presented. Transfer credit: CSU
ADVISORY: Cognitive Retraining Specialist 100 or Education 100

COGNITIVE RETRAINING SPECIALIST 112
Cognitive Retraining: Perceptual Processing 1.5 Units
Students will explore the basic organization of the sensory systems and examine the processes involved with perceptual operations. Disorders of sensation and perception resulting from an acquired brain injury are addressed and their impact on functional adaptation discussed. Cognitive skill training involving the building of both figural and verbal skills is presented and rehabilitation methods designed to remediate and manage deficits are provided. Treatment approaches will emphasize the generalization of skills to everyday life experiences. Transfer credit: CSU
ADVISORY: Cognitive Retraining Specialist 100 or Education 100

COGNITIVE RETRAINING SPECIALIST 113
Cognitive Retraining: Organization and Critical Thinking 1.5 Units
This course will discuss the concepts of organization and critical thinking as they relate to cognitive retraining. The course will focus on the various thinking skills impacted by an acquired brain injury. Emphasis will be placed on compensatory techniques, acquisition of new skills and the generalization of skills to everyday life experiences. Transfer credit: CSU
ADVISORY: Cognitive Retraining Specialist 100 or Education 100

COGNITIVE RETRAINING SPECIALIST 120
Psychological Impact of Brain Injury 3.0 Units
Students will learn how individuals and their families are impacted psychologically by an acquired brain injury. Areas explored will include organic basis of emotional behavior, common psychosocial and emotional changes, important factors related to psychosocial functioning, interventions, and essential traits for clinicians working with the brain-injured population. Transfer credit: CSU
ADVISORY: Cognitive Retraining Specialist 100 or Psychology 100

COGNITIVE RETRAINING SPECIALIST 130
Transition Issues for Acquired Brain Injury Survivors 3.0 Units
This course provides an overview of acquired brain injury rehabilitation as it related to transition issues and services. Topics to be discussed will include issues and laws related to individuals with disabilities, employment preparation skills, assessment of individual needs, instructional and training strategies to be used with persons with acquired brain injuries, and accommodation of curriculum and work sites based on individual needs. Transfer credit: CSU
ADVISORY: Cognitive Retraining Specialist 100

COGNITIVE RETRAINING SPECIALIST 140
Off-Site Practicum in Cognitive Retraining 2.0 Units
The student will observe survivors of acquired brain injuries (ABI) in hospitals, in post-acute treatment centers, or in educational environments in student’s geographical region. Site will be selected by student with instructor approval. Students will present cases to class and participate in discussions about case observations and/or interviews with professionals, care providers, and brain-injury survivors. Transfer credit: CSU
ADVISORY: Cognitive Retraining Specialist 100, Cognitive Retraining Specialist 110 or Psychology 100

COGNITIVE RETRAINING SPECIALIST 141
On-Site Practicum in Cognitive Retraining 1.5 Units
The student will integrate theoretical principles of cognitive retraining learned in previous CRS (Cognitive Retraining Specialist) courses by designing and implementing lesson plans for students enrolled in the Coastline Community College Acquired Brain Injury (formerly known as Traumatic Head Injury) Program. After preparing lesson plans with input from classmates, from the course instructor, and from a master teacher, the student will attend an intensive full-time two-week program. The student will participate in and observe various components of the ABI Program, including pre-admission assessment, student-family orientation, student-family meetings, treatment planning, team meetings, and teaching cognitive retraining classes in small and large groups. Transfer credit: CSU
ADVISORY: At least seven of the following: Cognitive Retraining Specialist 100, 110, 111, 112, 113, 120, 130, 140, Education 100 or Psychology 100

COMMUNICATIONS

COMMUNICATIONS 100
Introduction to Mass Communications 3.0 Units
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 400
Speechreading 0.0 Unit
This is a dual program designed specifically to meet the needs of those who have acquired hearing loss and to increase awareness and effective supportive skills of the normal hearing family member(s) and/or friends. Excellent program for parents of children with hearing loss.

COMPUTER

COMPUTER 050AB
Works Word Processing 1 1.0 Unit
Course is designed to introduce the student to computers, basic word processing and telecommunications skills using Microsoft Works software with direct reference to SeniorNet (55+ club) in a hands-on environment. No typing required. All ages welcome. (NOT APPLICABLE TO A.A. DEGREE)
COMPUTER 051AB
Works Word Processing 2 1.0 Unit
Continued skill building in Microsoft Works word processor and communications software with direct reference to SeniorNet in a hands-on environment. Word processing topics include margin and tab settings, borders, footnotes, headers and footers and the search and replace features. Communication topics include capturing text and exploring SeniorNet. (NOT APPLICABLE TO A.A. DEGREE)
ADVISORY: Computer 050 or equivalent

COMPUTER 055AB
Introduction to Works Spreadsheets and Communications Software for SeniorNet 1.0 Unit
Introductory course designed to provide basic skills using Microsoft WORKS Spreadsheet and communications software with direct reference to SeniorNet in a hands-on environment. (NOT APPLICABLE TO A.A. DEGREE)
ADVISORY: Computer 050AB

COMPUTER 060AB
Introduction to Works Database and Communications Software and SeniorNet 1.0 Unit
Introductory course designed to provide basic skills using WORKS database and communications software with direct reference to SeniorNet in a hands-on environment. (NOT APPLICABLE TO A.A. DEGREE)
ADVISORY: Computer 050AB

COMPUTER 065
Works Word Processing Projects and SeniorNet On-Line 1.0 Unit
Projects class designed to develop skills gained using features from the Microsoft Works word processing and SeniorNet On-Line Communications classes in a hands-on environment. (NOT APPLICABLE TO A.A. DEGREE)
ADVISORY: Computer 050AB or equivalent

COMPUTER 066
Works Spreadsheet Projects and SeniorNet On-Line 1.0 Unit
Projects class designed to develop skills gained using features from the Microsoft Works Spreadsheet and SeniorNet On-Line Communications classes in a hands-on environment. (NOT APPLICABLE TO A.A. DEGREE)
ADVISORY: Computer 055AB or equivalent

COMPUTER 067
Works Database Projects and SeniorNet On-Line 1.0 Unit
Projects class designed to develop skills gained using features from the Microsoft Works Database and SeniorNet On-Line Communications classes in a hands-on environment. (NOT APPLICABLE TO A.A. DEGREE)
ADVISORY: Computer 060AB or equivalent

COMPUTER 075AB
Easy Graphics 1.0 Unit
Slow-paced, hands-on introduction to drawing on the computer and placing pictures in documents. (NOT APPLICABLE TO A.A. DEGREE)

COMPUTER 100
Introduction to Microcomputers 3.0 Units
“Hands on” introduction to computing including terminology, operation, use of Microsoft Works software (word processing, spreadsheet, and database). Intended for beginning students wishing to concentrate on an integrated software package. Transfer credit: CSU

COMPUTER 102
Disk Operating Systems 1 1.5 Units
“Hands-on” introduction to the IBM PC DOS 6.0 operating system, including file naming, wildcards, copying, deleting, renaming, comparing, printing and creating files. Also includes disk formatting and introduction to subdirectories, batch files and Microsoft Windows. Transfer credit: CSU

COMPUTER 104
Microsoft Windows 1 1.5 Units
This course provides an overview of the Windows operating system to enable the student to quickly begin using computer programs in association with the Windows environment. 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. Transfer credit: CSU

COMPUTER 107A
Keyboarding on Computer 1 1.5 Units
Touch keyboarding of alphabetic, numeric, and symbol keys on computers. Designed for data processing students who do not know how to touch type, managers using executive work stations, travel agents using terminals, people seeking data entry and general clerical positions. Transfer credit: CSU
ADVISORY: Concurrent enrollment in OAC 305AD is recommended.

COMPUTER 107B
Keyboarding on Computer 2 1.5 Units
Learn to format and type letters, memorandums, tables and manuscripts on the computer. Develop speed, accuracy and proofreading skills. Transfer credit: CSU
ADVISORY: It is recommended that students enroll in Computer 305AD to build keyboarding speed or Computer 300L to finish projects on the computer.

COMPUTER 108
Data Entry 1.0 Unit
Data entry exercises on microcomputers. Skill and speed development will be accomplished through keying of characters, 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
ADVISORY: Typing speed of 30 words per minute

COMPUTER 109AB
Keyboarding Speed and Accuracy 1.0 Units
This course assumes that the student has had previous typing/keyboarding experience and wishes to increase keyboarding speed and improve accuracy. Emphasis is on techniques of typing and skill development through prescribed drills and timed writings. Transfer credit: CSU
ADVISORY: Prior computer typing experience with a minimum typing speed of 25 words per minute

COMPUTER 110
Macintosh 1 2.0 Units
“Hands-on” introductory course to the Apple Macintosh. Course will cover the fundamental operation of the Macintosh and introduce standard applications for graphics, word processing and spreadsheets. Transfer credit: CSU

COMPUTER 111
Macintosh 2 1.5 Units
This course will cover intermediate level topics of the Macintosh operating system, introduction to databases, introduction to desktop publishing and will continue development of spreadsheet concepts. Transfer credit: CSU
ADVISORY: Computer 110 or equivalent

COMPUTER 112
Introduction to Graphics 3.0 Units
Introduces basic computer graphic concepts using draw and paint software. Use basic tools and techniques to import, create and manipulate layered images. Includes working with CD-ROMs, scanners and printer output. This class is recommended as a prerequisite to Photoshop and Illustrator. No art background required. Transfer credit: CSU
ADVISORY: Computer 110 or equivalent
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COMPUTER 113
Desktop Publishing 1: Macintosh 1.5 Units
Course will cover introduction to producing newsletters, brochures and other printed materials on the Apple Macintosh. Course will include hands-on experience in the PageMaker Desktop Publishing software package. Major features of the course are text and graphics incorporation from other programs, page layout, printing and more. Transfer credit: CSU
ADVISORY: Computer 110 and word processing and graphics experience

COMPUTER 114
Desktop Publishing 2: Macintosh 1.5 Units
This is a “hands-on” experience in intermediate topics of desktop publishing on the Macintosh, including a career project, applying spot color, copying and designing mastheads, handling in-line graphics, printers’ crop marks, newsletters and more advanced work using style sheets. Transfer credit: CSU
ADVISORY: Computer 113 or equivalent experience

COMPUTER 115
Working with QuarkXpress 3.0 Units
The student will learn basic and intermediate QuarkXpress techniques for handling text and graphics, multiple page documents, and designing various publications: such as letters, letterhead, flyers, brochures, newsletters, catalogs, magazine covers, and advertisements. In addition, students will learn about type and desktop publishing techniques, Quark shortcuts to produce projects in less time, use of color, and preparing a document for printing. Working knowledge of a Macintosh or PC is recommended. Transfer credit: CSU
ADVISORY: Computer 110 and 111 and 075AB or 112

COMPUTER 116A
(Formerly Computer 116)
Introduction to Adobe Photoshop 3.0 Units
Introduces basic tools and techniques to explore the graphics capabilities of Adobe Photoshop. Learn how selection and editing tools are used to manipulate graphics and photographs by duplicating, deleting, replacing or changing image elements. Create original images and produce multi-layered graphics from existing photographs. Create eye catching display graphics, color correct and repair old photos. No art background required. Transfer credit: CSU
ADVISORY: Computer 112 or 113

COMPUTER 116B
Intermediate Adobe Photoshop 3.0 Units
The course will take the student beyond the basic skills of Adobe Photoshop, 3D buttons, creating background textures used in Web page design, creating seamless tiles from any given object, changing moods of photographs, repairing photographs, and performing electronic plastic surgery to create exciting effects. Transfer credit: CSU
ADVISORY: Computer 112 and Computer 116A

COMPUTER 117
Introduction to Painter 1.5 Units
An introductory course in the use of simulated art tools on a Macintosh computer using Fractal Design Painter. Transfer credit: CSU
ADVISORY: Computer 112 is strongly advised

COMPUTER 118
Introduction to Illustrator 3.0 Units
Introduces basic tools and techniques to explore the fundamentals of Adobe Illustrator. Use tools to apply strokes, fills and transformation effects. Create and edit paths and textures, use layers and masks. Create colorful digital illustrations that can be incorporated into various business and educational materials. No art background required. Transfer credit: CSU
ADVISORY: Computer 110, 112, 113 or 116A

COMPUTER 120
Microsoft Excel 1 1.5 Units
An introduction to Excel’s spreadsheet, built-in graphics and worksheet-oriented database. Topics covered include development of spreadsheets, using formulas, creating graphics, database analysis and keyboard macros. Transfer credit: CSU

COMPUTER 121
Microsoft Excel 2 1.5 Units
Includes “hands-on” instruction on how to chart worksheet data; choose the appropriate type of chart and visual elements for professional presentations that will display analyses of investments, projects or other financial decisions. Learn to create automatic functions and use multiple summary functions to create reports. Emphasis will be on linking, embedding and consolidating worksheets as well as designing a list or database. Includes database manipulation to extract specific criteria. An introduction to creating and editing visual basic applications (macros) to automate frequently used procedures. This course is offered in both Windows (PC) and Macintosh platforms. Transfer credit: CSU
ADVISORY: Computer 120 or equivalent

COMPUTER 122
Excel for Accounting 3.0 Units
Learn to create presentation-ready worksheets and graphic charts used for presenting accounting information. Emphasis will be placed on creating simple and complex formulas and preparing accounting-related reconciling schedules and customized financial information reports used as supplements to those generated by standard accounting software. Learn techniques for audit-checking and analyzing information obtained from accounting software. Transfer credit: CSU
ADVISORY: Accounting 105

COMPUTER 137
Word Processing for the Legal Office 1 1.5 Units
Learn to apply the features of WordPerfect 5.1 in the most efficient and productive way when creating or editing legal documents. Course includes survival DOS and computer basics for the office, document naming and management and application of WordPerfect 5.1 features to legal documents. Students create and use the style for 28-line numbered pleading paper. Transfer credit: CSU
ADVISORY: Computer 131 and Legal Assistant 127

COMPUTER 138
Word Processing for the Legal Office 2 1.5 Units
Continuation of Computer 137. Use most efficient and productive advanced features of WordPerfect 5.1 to mark and generate cross references, Table of Authorities and table of contents. Other topics include macros, merge, sort and select, envelopes and mailing labels, tables and styles as used in legal offices. Students also learn to use software packages often found in law offices. Transfer credit: CSU
ADVISORY: Computer 137

COMPUTER 139
Desktop Personal Information Managers 0.5 Unit
Overview of electronic desktop personal information managers (PIMs) which are designed to help everyone using microcomputers to communicate more effectively through the use of electronic mail, time management and directory services. Transfer credit: CSU

COMPUTER 140
WordPerfect for Windows 6.1 3.0 Units
An introduction to WordPerfect for Windows 6.1 word processing software. The course reviews basic commands necessary to do WordPerfect in a Windows environment. Topics include formatting and typing letters, memos, and reports, saving, editing, printing, setting margins, tabs, and changing line spacing. It will also cover using cutting and pasting, fonts, search and replace, speller, thesaurus, headers and footers, footnotes, endnotes and Grammatik. Transfer credit: CSU
ADVISORY: Typing speed of 20 words per minute

COMPUTER 141
WordPerfect for Windows 6.1 3.0 Units
Continuation of Computer 140. Create documents containing graphics, watermarks, tables and charts. Topics will also include macros, labels, envelopes, invitations, styles, templates, tables of contents, sorting, merging
and more. This course will help you begin to automate the production of documents. Transfer credit: CSU

ADVISORY: Completion of Computer 140 or prior WordPerfect for Windows 6.0 training

COMPUTER 147
Microsoft Word 1 1.5 Units
Basic word processing operations and techniques using Microsoft Word. Includes hands-on training in creating, editing and formatting of letters, reports and practical office documents. Transfer credit: CSU

ADVISORY: Computer 109AB or equivalent

COMPUTER 148
Microsoft Word 2 1.5 Units
Advanced training and practice with Microsoft Word based on the fundamentals learned in Computer 147. Topics include glossaries, style sheets, merging, form letters, tables and charts, math functions and creating tables of contents. Transfer credit: CSU

ADVISORY: Computer 147 or equivalent

COMPUTER 150
Microsoft Office Professional 1 3.0 Units
An introduction to the main application programs in Microsoft Office Professional—Word, Excel, Access, and PowerPoint. The course also includes an introduction to integrating and exchanging data between the Office programs. Transfer credit: CU

ADVISORY: Computer 104

COMPUTER 151
MS Office Professional - Level 2 3.0 Units
Hands-on continuation of Microsoft Office Professional for Windows, emphasizing integrating MS Office Professional applications Excel, Word, PowerPoint and Access to create powerful collaborative documents. Topics will include creating, gathering, graphics, pictures, sound, video clips, printers, importing, exporting and an overview of macros and modules using Visual Basic for MS Applications. Transfer credit: CSU

ADVISORY: Computer 150 and Computer 104 and strong abilities using Microsoft Windows

COMPUTER 152
MS Office-Level 3:Support 1.5 Units
Installing and troubleshooting MS Office software. Topics include directory structure, shared libraries, DLL’s, INI’s, preferences, add-ins, and Windows registration database. Uninstalling techniques and resources are discussed. Transfer credit: CSU

ADVISORY: Computer 150

COMPUTER 153
Internet for Office Professionals 1.5 Units
Hands-on lecture designed especially for office professionals needing to use the Internet. Emphases include using the Internet, E-Mail, browsing the World Wide Web, making travel arrangements, commercial activities such as banking, shopping for products and services, office management utilizing shipping and tracking tools, locating government and business information, conducting employee searches, posting jobs, and creating and posting a very simple Web page. Transfer credit: CSU

ADVISORY: Keyboarding skills at 25 words per minute

COMPUTER 155
Microsoft Windows 95 3.0 Units
Hands-on lecture using Microsoft Windows 95, emphasizing Windows functions, including controlling computer hardware, running programs, organizing and managing your information. Topics will include Windows’ screen display components, the Explorer, Plug and Play technology, MS Network, E-Mail, customizing your desktop, working with files and folders, using MS applets, system and file management, system and file maintenance. Transfer credit: CSU

ADVISORY: Computer 104 and keyboarding skills at 25 wpm

COMPUTER 169
Internet for Educators 1.0 Unit
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 Netscape Navigator 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 listservs and newsgroups. Copyright, security, and analysis of content integrity will also be covered. Transfer credit: CSU

ADVISORY: Computer 104, 110 or ability to use MS Windows.

COMPUTER 170
Using the Internet 1.5 Units
Learn to research topics and find information using the Internet. Access World Wide Web servers, gopher servers, news servers and library databases. Send and receive E-mail. Discuss security and netiquette. Compare service providers and discuss modem requirements. Transfer credit: CU

ADVISORY: Computer 104 or 110 or the ability to use Microsoft Windows

COMPUTER 171A
Web Page Design I 1.5 Units
Design effective home pages for the World Wide Web. Transfer credit: CSU

ADVISORY: Computer 170 and 147

COMPUTER 171B
Web Page Design II 1.5 Units
Hands-on lecture continuing Web Page Design I elements. Emphases include using animation, sound, video, royalty-free music issues, introduction to Java by example, frames, linked windows, cgi-scripting, image maps, basic forms, Web page maintenance, and managing larger presentations. Transfer credit: CU

ADVISORY: Computer 170 AND 171A

COMPUTER 172
Corporate Web Manager 1.5 Units
Duties of an organization’s Web manager, including policies, costs and management of a Web site. Transfer credit: CSU

ADVISORY: Computer 171

COMPUTER 173
Internet Research I 1.5 Units
Digital archivist or cyberians are among the top twenty hot careers for the year 2000. Hands-on lecture using various search techniques and resources to quickly locate information on the Internet. Emphases include using Internet access tools, data formats and media, search engines, subject guides, library catalogs, commercial and government resources. Learn the secrets that the experts use to efficiently locate people and data. Transfer credit: CSU

ADVISORY: Computer 170 and keyboarding skills at 25 words per minute

COMPUTER 174
Javascript for Nonprogrammers 3.0 Units
A continuing Web page design course for beginning to intermediate level people who know how to create Web pages but who may know next to nothing about programming. Includes many scripts that can be typed into Web pages or grabbed straight from other Web pages using an online companion for Javascript. Utilizes plain English and only those programming terms that are necessary for an understanding of how to work with Javascript. Transfer credit: CU

ADVISORY: Computer 170, 171B and keyboarding skills at 25 wpm.

COMPUTER 175
Microsoft Access 1.5 Units
Improve your productivity by learning how to quickly and easily retrieve information that is an essential part of your daily work. Hands-on introduction to Microsoft Access 2 for Windows, including database planning, creating, editing, querying, forms, printing, expansion, attaching, and importing data from a different source. Emphasis will be on learning to use the built-in Microsoft Wizards to quickly generate all of the essential objects of a database.
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which will organize data in a consistent and logical order. Transfer credit: CSU
ADVISORY: Computer 150, 104 or strong ability to use Microsoft Windows

COMPUTER 176
MS Access, Level 2 1.5 Units
Hands-on continuation to Microsoft Access 2 for Windows, emphasizing relational database design, maintenance, integrity, customized forms, printing, and an overview of macros and modules using Visual Basic for MS Applications. Transfer credit: CSU
ADVISORY: Computer 175

COMPUTER 178
Help Desk 1.5 Units
Techniques and procedures for computer help desk personnel. Sources of technical information. Software for tracking and reporting support calls. Transfer credit: CSU

COMPUTER 180
Introduction to Multimedia 2.0 Units
The course defines multimedia and how it will affect the way we live, learn, work and play. Various real-world applications will be examined, including business presentations, tutorial and interactive training, education, games and entertainment on CD-ROM. Transfer credit: CSU
ADVISORY: Experience using Macintosh and/or IBM Personal Computers

COMPUTER 181
Multimedia Essentials 3.0 Units
This is a hands-on course which defines the individual building blocks involved in multimedia. An emphasis will be placed on the integration of elements into a multimedia production. Both hardware and software issues will be discussed as well as the role multimedia plays on the internet. Transfer credit: CSU
ADVISORY: Experience using Macintosh and/or IBM Personal Computers

COMPUTER 182
Introduction to Interactive Multimedia 2.0 Units
This course is designed for those who have an overview of multimedia and need more specific instruction in interactivity and the application, systems, building blocks and production tools. Students will investigate current and forthcoming interactive multimedia environments and devices, including hardware, software, CD-ROMs and computer networks. Transfer credit: CSU
ADVISORY: Experience using Macintosh and/or IBM Personal Computers

COMPUTER 185
Microsoft PowerPoint 1.5 Units
Create powerful, effective, professional presentations using Microsoft PowerPoint for Windows. Hands-on introduction to Microsoft PowerPoint for Windows, including creating, organizing ideas, editing, communicating ideas and printing presentations. Emphasis will be on learning to use the built-in Microsoft Wizards and drawing tools to quickly generate an electronic presentation utilizing charts, slides, text, color and clip art. Transfer credit: CSU
ADVISORY: Computer 150, 104 or strong ability to use Microsoft Windows

COMPUTER 186
Interactive Multimedia Using ToolBook II 3.0 Units
Students will learn the basics of ToolBook II, an authoring system for creating Windows-based multimedia programs. Additional emphases will be placed on examining interactivity and learning how to design for it. Transfer credit: CSU
ADVISORY: Experience with PowerPoint and Introduction to Multimedia or equivalent

COMPUTER 190
Multimedia With Fractal Painter 3.0 Units
Experience Painter’s infinite paintbox. 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 WWW. Learn how to record algorithm sessions as you work; play back your files in a higher resolution to take to print. Utilize frames to construct a storyboard and create an artistic movie. Transfer credit: CSU
ADVISORY: Computer 112 and 116

COMPUTER 300L
Computer Laboratory 0.5 Unit
Provides computer lab time on IBM PCs and Macs. Instructors provide limited individual attention due to the variety of software used in the lab. ADVISORY: Concurrent enrollment in a Coastline course

COMPUTER 301L
Business Applications Laboratory 0.5 Unit
Provides computer lab time on IBM PCs for students needing “hands-on” practice using DOS, DBase IV, Lotus 1-2-3, Desktop Publishing, Microcomputer Accounting or Hard Disk Management. It is expected that students will bring projects from other classes to the lab. Instructors will provide limited individual attention due to the variety of software used in the lab. ADVISORY: Concurrent enrollment in a Coastline Computer class

COMPUTER 302L
Business Applications Laboratory/Macintosh 0.5 Unit
Provides computer lab time on Macintosh computers for students needing “hands-on” practice using Microsoft Word, Microsoft Excel, Aldus PageMaker or SuperPaint. It is expected that students will bring projects from other classes to the lab. Instructors will provide limited individual attention due to the variety of software used in the lab. ADVISORY: Concurrent enrollment in a Computer course

COMPUTER 305AB
Computer Lab Internship 3.0 Units
This course includes (a) methods of maintaining computers in labs and (b) the duties and responsibilities of lab assistants. Students actually assist in the labs to accomplish both goals. ADVISORY: Pass the test about following lab instructions.

COMPUTER 306AB
Web Page Internship 1.5 Units
Create and post Web pages for a specific department, instructor, agency, or company. Enhance Web sites with tips and tricks discussed in class. ADVISORY: Computer 171A or Computer Services Technology 180.

COMPUTER 320
Excel Applications 1.0 Unit
Self-study lab that provides additional practice exercises for Excel. ADVISORY: Computer 120 or concurrent enrollment

COMPUTER 380
Multimedia Hardware Essentials 1.0 Unit
Students will learn the basics involved in using multimedia hardware. Hardware components necessary for producing and playing multimedia titles will be reviewed. This course will be offered in the Information Commons and will involve viewing an accompanying CD-ROM. ADVISORY: Computer 180 or concurrent enrollment

COMPUTER SCIENCE

COMPUTER SCIENCE 100
Introduction to Business Information Systems 3.0 Units
Introduction to the concepts of electronic data processing systems and their application in problem solving and management decision-making in business, science and industry. Includes an overview of computer terminology, computer system components, program development and maintenance issues, programming languages, data communications, data management, application and systems software, office automation and computers’ impact on society. Transfer credit: CSU
COMPUTER SERVICES TECHNOLOGY

COMPUTER SERVICES TECHNOLOGY 102
Cabling - Copper

In-depth hands-on study of copper cable installation including Coaxial, Unshielded Twisted Pair, and Shielded Twisted Pair. Students will also design and document cable layouts for a variety of situations. Transfer credit: CSU

COMPUTER SERVICES TECHNOLOGY 103
Cabling - Fiber Optic

In-depth study of Fiber Optic cable installation, including the steps required to install cable, prepare cable ends, install connectors, inspect connectors, make both fusion and mechanical splices, test cable systems, interpret test results, and certify, commission, and troubleshoot installed cable systems. Transfer credit: CSU
ADVISORY: Computer Services Technology 102.

COMPUTER SERVICES TECHNOLOGY 120
PC Preparation for Networks

Study of MS-DOS commands, directory structure, memory utilization, TSR’s, batch files, device drivers, hardware configuration and terminology to provide a solid foundation for the study of network operating systems. Transfer credit: CSU
ADVISORY: At least one hands-on computer course using IBM PCs or compatibles

COMPUTER SERVICES TECHNOLOGY 122
Technical Documentation

Effective writing techniques to document installations of hardware, software and networks. Basic requirements of technical proposals. Reporting and summarization of problem reports. Transfer credit: CSU
ADVISORY: One hands-on computer course and English 095AB or equivalent writing ability

COMPUTER SERVICES TECHNOLOGY 125
PC Hardware

In depth study of the components found in IBM-compatible personal computers with emphasis on 386 and 486 computer configurations. Investigation of computer bases, disk controllers, computer memory and other components. Groups of students will work with computers to add and replace components. Hands-on experience will be provided using diagnostic software and tools. Transfer credit: CSU
ADVISORY: Computer 102 or Computer Services Technology 120

COMPUTER SERVICES TECHNOLOGY 126
Netware First Line Support

Common NetWare 3.1x support topics such as user account management, printing, rights, and log-in scripts are covered in this hands-on course. Intended for small-office network administrators and first-line field technicians. Does not apply to Coastline’s Computer Networking Certificate. Transfer credit: CSU
ADVISORY: Computer Services Technology 120 or knowledge of DOS

COMPUTER SERVICES TECHNOLOGY 128
Introduction to Networking

An in-depth survey of the field of PC networking with an emphasis on terminology, general administration duties and options associated with the various components (hardware and cabling, network software, application software, topologies). The class will examine career opportunities in the Networking field, along with Coastline’s certificate program and other Networking certifications. Transfer credit: CSU
ADVISORY: Computer Services Technology 120 or concurrent enrollment or successful completion of DOS test

COMPUTER SERVICES TECHNOLOGY 129
Network Administration

In-depth study of the duties of a NetWare v 3.1x administrator, including managing users, groups, rights, logins, printing, console and remote console operations, server memory pools, work station and server configurations, performance monitoring and backup. This course covers the material presented in the Novell 3.1x Network Administration and 3.1x Advanced Administration courses. Transfer credit: CSU
ADVISORY: Computer Services Technology 128

COMPUTER SERVICES TECHNOLOGY 130
NetWare 4.X Administration

In-depth study of file systems, network printing, E-mail, performance tuning, tree-structures, NDS, partitioning, replication, time synchronization, and multi-version integration. This course covers the material presented in the Novell 4.1X Network Administration and 4.1X Advanced Administration. Transfer credit: CSU
ADVISORY: Computer Services Technology 128 or working knowledge of NetWare 3.12 or NetWare 4.1

COMPUTER SERVICES TECHNOLOGY 131
Network Needs Analysis, Design and Installation

In-depth study of the selection of network systems and operating systems. Course includes extensive hands-on practice installing local area networks (LANs) including network boards, cables and operating software. A variety of work stations and peripherals will be networked. Transfer credit: CSU
ADVISORY: Computer Services Technology 128 and 129

COMPUTER SERVICES TECHNOLOGY 133
Network Troubleshooting

Explore and implement problem-solving techniques and approaches that lead to solutions for hardware Local Area Network (LAN) troubles; isolate problems while observing faults to discern LAN failure; establish maintenance plans for servicing LAN hardware components. Transfer credit: CSU
ADVISORY: Computer Services Technology 129 and 131

COMPUTER SERVICES TECHNOLOGY 134
Network Application Software

A "hands-on" course about the selection and installation of LAN word processors, databases, spreadsheets, electronic mail and accounting software. Also included are licensing, file and record locking, use of shared printers, security and integrating various software into a smooth running network environment. Transfer credit: CSU
ADVISORY: Computer Services Technology 129

COMPUTER SERVICES TECHNOLOGY 135
Internetworking

In-depth study of internetworking computer network systems via Local Area Networks. The course includes applications of network control, network communications, data traffic analysis, network architecture and general network structuring. Analytical studies of gateway construction, specifying links, data trunks and terminal concentrators, algorithms and/or devices. Connecting minicomputers, mainframes and microcomputers via Local Area Networks. Transfer credit: CSU
ADVISORY: Computer Services Technology 131 and 136

COMPUTER SERVICES TECHNOLOGY 136
Data Communications for LANS

A hands-on course about communications with a LAN, focusing on dial-in and dial-out services. Topics include data packet format, communications standards, OSI model, modems, FAX boards, remote control software and remote network workstations. Transfer credit: CSU
ADVISORY: Computer Services Technology 128, 131 and Telecommunications 125

COMPUTER SERVICES TECHNOLOGY 140
UNIX System Administration

A hands-on course about the duties of the UNIX Systems Administrator
including initial system configuration, establishing user accounts, maintaining and monitoring the files systems, the backups and the printers. Course includes basic instruction in UNIX commands such as cp, grep, lp, man, mv and vi and in UNIX system functions such as redirection, piping, and simple shell scripts. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128 and 129

### COMPUTER SERVICES TECHNOLOGY 142

**Internet Servers**

3.0 Units

Install a Unix Internet server on an Intel platform, including FTP, Usenet news, gopher, WWW, E-mail and other applications. Install and compare Windows NT and NetWare Internet server platforms. Discuss security, firewalls and administrator’s duties. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 140 or knowledge of Unix

### COMPUTER SERVICES TECHNOLOGY 150

**NetWare 4.x Administration**

3.0 Units

In-depth study of the duties of a NetWare v4.x administrator including setup, management, and use of file systems, network printing, security, E-mail and application launcher. This course covers the material presented in the Novell 4.1X Network Administration. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, working knowledge of NetWare 3.12 or NetWare 4.1

### COMPUTER SERVICES TECHNOLOGY 151

**NetWare 4.x Advanced Administration**

1.5 Units

In-depth study of the duties of a NetWare v4.X administrator including setup, management, and use of file systems, network printing, security, E-mail and application launcher. This course covers the material presented in the Novell 4.1X Advanced Network Administration. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 150

### COMPUTER SERVICES TECHNOLOGY 152

**NetWare Design and Implementation**

1.5 Units

In-depth study of the procedures necessary to design a NetWare 4.1X network, including the creation of a design document, implementation schedules, and migration strategies. Students will work as a project team to design solutions to NDS design problems as they relate to real-world situations. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 130 or a working knowledge of NetWare 4.1

### COMPUTER SERVICES TECHNOLOGY 153

**Building Intranetworks**

1.5 Units

This course is designed to provide the students with the necessary skills to implement the non-OS components of IntranetWare including set up and maintenance of an Intranet and implementation of Novell’s IPX/IP gateway, Novell Web Server and FTP Services. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, Computer Services Technology 150 or Computer Services Technology 129.

### COMPUTER SERVICES TECHNOLOGY 154

**TCP/IP For NetWare**

1.5 Units

In-depth study of NetWare’s TCP/IP transport protocol as it relates to the NetWare operating system and LAN Workplace for DOS and Windows. Topics include DOD model, installation, maintenance and connection services. This course covers the material presented in the Novell TCP/IP Transport course. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 129, 130, 135

### COMPUTER SERVICES TECHNOLOGY 155

**Integrating Netware and NT**

1.5 Units

Hands-on course that reviews the fundamentals of NT’s networking features and teaches the students how to integrate Windows NT into an existing IntranetWare network. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 150, 161, 162.

### COMPUTER SERVICES TECHNOLOGY 156

**NetWare Installation and Configuration**

1.5 Units

The course provides students with the skills needed to upgrade and install the NetWare servers. This is an authorized Novell course (804). *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 150, Computer Services Technology 151 or Computer Services Technology 131.

### COMPUTER SERVICES TECHNOLOGY 160

**Administering Windows NT Workstation**

1.5 Units

An authorized study of Microsoft NT Workstation including creating and administering users and groups, setting up permissions, printing, auditing, monitoring resources, and backing up. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 129 or 130, 135

### COMPUTER SERVICES TECHNOLOGY 161

**Supporting Microsoft Windows NT**

3.0 Units

An authorized study of Microsoft NT Workstation Core Technologies including installation, configuration, managing the system policy, file system, partitions and fault tolerance, supporting applications, networking, protocols, services, RAS, interoperating with NetWare, troubleshooting NT problems. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 129 or 130, 135

### COMPUTER SERVICES TECHNOLOGY 162

**Microsoft Windows NT Server**

3.0 Units

In-depth study of Microsoft NT Server including installation and configuration, domains, managing groups and users, trust relationships, directory replication, security, TCP/IP, network resources, optimizing server performance, and multi-platform integration. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 129 or 130, 135, 160, 161 or 146

### COMPUTER SERVICES TECHNOLOGY 164

**Supporting Windows 95 on Networks**

3.0 Units

Techniques of supporting Windows 95 in a networked environment: installation, troubleshooting, network, interoperability, user profiles, system policies, configuration and customization. Not an introductory Windows 95 course. *Transfer credit: CSU*

**ADVISORY:** Computer 155 and Computer Services Technology 128

### COMPUTER SERVICES TECHNOLOGY 165

**TCP/IP for Microsoft NT**

3.0 Units

In-depth study in the configuration, use, support, and installation of Microsoft TCP/IP on Microsoft NT operating system version 3.51. This course covers the material presented in the Microsoft certified course. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 129, 130, 135, 146

### COMPUTER SERVICES TECHNOLOGY 180

**NetWare Web Authoring**

1.5 Units

In-depth study of NetWare’s IntranetWare including Web site design, authoring and publishing HTML pages, links, and features. This course covers the material presented in the NetWare Web Authoring and Publishing course. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 150

### COMPUTER SERVICES TECHNOLOGY 181

**NetWare Advanced Web Authoring**

1.5 Units

In-depth study of NetWare’s IntranetWare including advanced topics in Web site design, authoring and publishing HTML pages, links, and features as well as modifying downloadable scripts and programs. Skills in programming logic and flow of scripts/programs are also covered. This course covers the material presented in the NetWare Advanced Web Authoring and Publishing course. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 150, 180

### COMPUTER SERVICES TECHNOLOGY 182

**NetWare Web Server Management**

1.5 Units

In-depth study of NetWare’s IntranetWare including Web Server installation, configuration and management. This course covers the material presented in the NetWare Web Server Management course. *Transfer credit: CSU*

**ADVISORY:** Computer Services Technology 128, 150, 180, 181
COUNSELING

COUNSELING 085
Career Assessment and Guidance 0.5 Unit
An open entry/open exit course. Designed for students to be assessed for both employment skills and basic skills. Emphasis on developing an educational plan based upon assessment results and guidance assistance in preemployment application preparation. (NOT APPLICABLE TO A.A. DEGREE)

COUNSELING 100
Career/Life Planning 1.0 Unit
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 105
Succeeding in College 2.0 Units
Designed to increase success in achieving educational, career and life goals. Topics include life transitions, learning styles and strategies, time management, decision making, the role of education, college resources, stress management and other success techniques. Students will develop career and educational plans. Transfer credit: CSU

COUNSELING 110
Career Exploration 1.0 Unit
Investigation of employment opportunities, occupational classifications, education and training programs. Emphasis on assisting the student to engage in a personalized exploration of career options and requirements for entry, re-entry, change or advancement in the work world. Transfer credit: CSU

COUNSELING 120
Job Search Strategies 2.0 Units
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, mailable cover letters and thank-you notes, interview techniques, follow-up procedures and employment-offer evaluation. Transfer credit: CSU

COUNSELING 125AD
Career Dimensions 1.0 Unit
Provides students desiring success in the work world the opportunity to increase personal and interpersonal skills and attitudes in the pursuit of career goals. (This class will qualify veterans enrolling in cooperative work experience for Veterans Administration benefits.) Transfer credit: CSU

COUNSELING 130
Accounting/Office Careers 1.0 Unit
Provides individual, self-paced office job training for the 15 most common entry-level jobs available. Student selects from accounts payable/receivable, payroll, purchasing, stock control, stenographic/secretarial, billing clerk and more. Also explore job market, salaries and skills needed. Transfer credit: CSU

COUNSELING 499
Assessment of Prior Learning 0.0 Unit
An open entry/open exit course. Designed for students who wish to petition for credit for prior learning in any of the following areas: accounting, general office, legal secretary, management-personnel/business/marketing and sales, travel careers, real estate and secretary. Requires writing, assembling and submitting a portfolio documenting prior learning. ADVISORY: Occupational experience

COUNTRY DANCE 101AD
Modern Dance 1.0-2.0 Units
A basic course in the fundamentals of beginning modern dance techniques. Offers a preparation of the human body as an instrument for dance. Transfer credit: CSU; UC ADVISORY: Intermediate level: beginning modern dance or equivalent experience

DANCE 102AD
Jazz Technique 1.0-2.0 Units
A course in the fundamentals of jazz technique. Beginning and intermediate levels. Transfer credit: CSU; UC ADVISORY: Intermediate level: beginning jazz or equivalent experience

DANCE 110AD
Ballet 1.0-2.0 Units
A course in fundamental ballet techniques. The course will include French terminology, musicality and ballet origins. Transfer credit: CSU; UC ADVISORY: Intermediate level: beginning ballet or equivalent experience

DANCE 112AD
Advanced Classical Technique 1.0 Unit
An advanced course in classical technique. Longer, more complex combinations with increased use of arms and head. Emphasizes turns and beats. Transfer credit: CSU; UC ADVISORY: Dance 110AD or equivalent experience

DANCE 122
Commercial Video Performance Styles 1.0 Unit
Designed to continue jazz dance using critical analysis of in-class video to emphasize auditioning and performing techniques in the current entertainment industry. Transfer credit: CSU
ADVISORY: Dance 120AD

DANCE 125AD
Tap Dance 1.0-2.0 Units
Fundamentals of tap dance evolving into more complex steps and combinations. Includes advanced rhythms and techniques. Transfer credit: CSU; UC ADVISORY: Intermediate level: beginning tap or equivalent experience
DANCE 133AD
Ethnic Dance 1.0-2.0 Units
Instruction in the dance movement and techniques of selected ethnic groups from around the world with emphasis on skill development and cultural relationships regarding dance. Progression from basic through more complex techniques. Field trips will be required. May include course work with emphasis on any selected ethnic group such as European folk dance, Mexican folk dance, Middle-Eastern dance, American clogging, Asian classical dance, etc. Transfer credit: CSU; UC
ADVISORY: Intermediate level: beginning level or equivalent

DANCE 150AB
Improvisation 1.0 Unit
Directed opportunity to explore the application of human movement to dance motivated by music, words, design and ideas. Transfer credit: CSU; UC

DANCE 155AB
Creative Movement for Children 2.0 Units
Movement fundamentals, rhythms, games and creative dance. Exploration and techniques leading to improvement of perception and locomotor skills for teachers, parents and leaders of children’s groups. Transfer credit: CSU

DANCE 160AD
Choreography 2.0 Units
Learn the fundamentals of dance composition and experience the process of creating dance choreographies. Transfer credit: CSU; UC
ADVISORY: One year of technical training in ballet, jazz or modern dance or permission of instructor

DANCE 165AD
Dance Theater Production 3.5 Units
Provides the student with the opportunity to participate in live dance theater production and be involved in all phases of choreography, rehearsal, technical preparation, publicity and performance. Transfer credit: CSU; UC
ADVISORY: Audition

DANCE 256AB
Tap Dance Repertoire 1.0 Unit
An instructor-choreographed course with emphasis on tap dance. Includes learning, rehearsing and performing one or more routines. Transfer credit: CSU; UC
ADVISORY: Intermediate tap or equivalent

DANCE 257AB
Modern Dance Repertoire 1.0 Unit
An instructor-choreographed class with emphasis on modern dance. Includes learning, rehearsing and performing one or more choreographies. Transfer credit: CSU; UC
ADVISORY: Intermediate modern dance or equivalent

DUTCH

DUTCH 101
Fundamentals of Dutch 1 2.0 Units
Beginning course in speaking, understanding, reading and writing Dutch; study of grammar, vocabulary and pronunciation and of customs and culture of Holland. Transfer credit: CSU

DUTCH 102
Fundamentals of Dutch 2 2.0 Units
Advanced beginning course in speaking, understanding, reading and writing Dutch; study of grammar, vocabulary and pronunciation and of customs and culture of Dutch-speaking countries. Transfer credit: CSU
ADVISORY: Dutch 101 or equivalent

ECOLOGY

ECOLOGY 100
Human Ecology 3.0 Units
Provides students with an understanding of the biological implication of man’s interplay with the planet. The course is focused on the biological prospects of the future as viewed by examining the biosphere and biogeochemical cycles. Future predictions and current topics will be analyzed in relationship to planet management. Transfer credit: CSU; UC

ECONOMICS

ECONOMICS 100
Problems and Issues 3.0 Units
Provides an introduction to the concepts, problems and tools of the science of economics. Topics include inflation, unemployment and the business cycle; deficits and fiscal policy; money and banking; economic growth; international trade and the balance of payments; the price system and demand growth; international government in the economy; the role of large corporations and the problem of monopoly and selected problems such as agriculture, pollution, labor-management negotiations, poverty and pollution. Transfer credit: CSU; UC credit limitations. See Counselor.

ECONOMICS 180
Principles of Economics (MACRO) 3.0 Units
This course examines and analyzes the economic problems of recession, unemployment and inflation. The focus of this investigation centers on business cycles, the measurement of output and income in the economy, the determination of the equilibrium level of national income, money creation and the banking system, monetary and fiscal policy options, international trade and finance and the effects of the public debt. The particular interactions of the domestic and international economies are studied throughout the course. Transfer credit: CSU; UC

ECONOMICS 185
Principles of Economics (MICRO) 3.0 Units
This course offers an introduction to the concepts and tools of economic analysis. The course studies price theory including supply and demand, marginal analysis, utility, cost and revenue concepts, perfect and imperfect competition, production and factor markets. Economic principles are applied to the analysis of such problems as industrial organization, the environment, public choice and the distribution of income. Transfer credit: CSU; UC

EDUCATION

EDUCATION 099
Introduction to Tutoring 0.5 Unit
This course prepares students to conduct effective tutoring sessions for adults.
Students learn how to assess student’s needs, set short-term goals, plan lessons, and conduct tutoring sessions.

EDUCATION 100
Teacher Aide 1.0 Unit
Designed to provide the training for volunteers/paid staff who desire to serve as aides in public or private schools in the K-12 grades. An overview of needs, growth and development of children in K-12; instructional materials development, school and district procedures; use of audio-visual equipment; library procedures and systems; playground activities supervision; preparation for school district examination. Transfer credit: CSU

EDUCATION 101
Basic Literacy-Tutor-Training 1.0 Unit
The basic reading tutor program in conjunction with The Literacy Volunteers of America prepares students to become one-on-one tutors in four techniques of teaching reading: language experience, sight words, phonics, patterned words and how to apply all of these. Tutors learn how to test students, how to plan lessons, set teaching goals and motivate students. Transfer credit: CSU

EDUCATION 102
Bilingual EducationExternship 2.0 Units
An externship class at a designated K-12 public school site as directed/ supervised by a master bilingual teacher. The experiences combine structured bilingual assistant/aide duties and formalized lecture to analyze the role and responsibilities of bilingual teacher assistants/aides. Transfer credit: CSU
ADVISORY: Education 100, Social Science 101, History 122, 124 or 130, Spanish 182AB, 190, 192 or 194 and Vietnamese 18A

EDUCATION 110
Learning Theory and Instructional Design 3.0 Units
Students will learn to apply the principles of learning theory and instructional design to make instruction more effective, efficient and appealing. Transfer credit: CSU
ADVISORY: Comp 181 and Psych 100

ELECTRICAL MAINTENANCE

ELECTRICAL MAINTENANCE 281-284
Cooperative Work Experience 1.0-4.0 Units
To enhance each Cooperative Work Experience participant’s opportunity for success in the field of Electrical Maintenance 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 Electrical Maintenance. Transfer credit: CSU
PREREQUISITE: Be employed or volunteer in the field of Electrical Maintenance 5 hours per week per 1.0 unit of Cooperative Work Experience
CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

ELECTRICAL MAINTENANCE 300
Fundamentals of Electricity: Direct Current 3.0 Units
Fundamentals and basic principles of direct current theory and its applications in series, parallel and combination circuits; electric conductors; relationship of energy and power; electromagnetic induction; D.C. generators, motors and controllers.
ADVISORY: Basic mathematics: decimals, fractions, percentage, ratio and proportion; essentials of Algebra

ELECTRICAL MAINTENANCE 301
Alternating Current Circuits 3.0 Units
An introduction to alternating current circuits. This course reviews the information given in Electrical Maintenance 300 and continues the study of electricity. Additional subjects covered include transformers, power generation and other industrial applications.
ADVISORY: Electrical Maintenance 300

ELECTRICAL MAINTENANCE 302
Programmable Logic Controllers 3.0 Units
Introduction to Programmable Logic Controllers (PLCs). This course reviews the evolution of PLC’s and their advantages over relay logic. The course discusses PLC internal hardware, input/output devices (sensors, switches, counters, contactors, etc.), programming (ladder logic), communications, system considerations, maintenance, troubleshooting and upgrading. The programming discussions include binary arithmetic, Boolean algebra, math and logic instructions.
ADVISORY: Electrical Maintenance 301

ELECTRICAL MAINTENANCE 303
Electrical Equipment 3.0 Units
Electrical principles and their application to industrial electrical equipment repairs including methods, practices and repair technologies.
ADVISORY: Electrical Maintenance 300 or equivalent

ELECTRICAL MAINTENANCE 304
Control System Automatic 3.0 Units
Principles and practical application pertaining to instrumentation including automatic control systems, sensors and actuators.
ADVISORY: Electrical Maintenance 300 or equivalent

ELECTRICAL MAINTENANCE 305
Electric Motor Control 3.0 Units
An introduction to the methods used to control electric motors. The course includes electrical interlocking, speed control and methods of grounding. Additionally, the course teaches the student electrical symbols and diagram reading.
ADVISORY: Electrical Maintenance 300, 301

ELECTRICAL MAINTENANCE 350
Basic Electricity 3.0 Units
An introduction to electricity for the non-technical. A study of basic elements of electricity such as current and voltage, magnetism, circuits, batteries and fundamental residential circuit wiring.

ENGLISH

ENGLISH 012AD
Spelling Techniques 1.0 Unit
An individualized, comprehensive program for those who have always had problems with spelling, as well as for those who need only a brush-up on difficult words. Students will use audio tapes, workbooks and computer-assisted instruction. Students will complete a placement test during the first class session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 015AD
Vocabulary Building 1.0 Unit
A basic individualized program stressing vocabulary building techniques. Emphasis is on using context clues, listening skills and study of roots, prefixes and suffixes. Students will use audio cassettes, computer lessons and workbooks. Students will complete a placement test during the first class session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 020AD
Basic Grammar 1.0 Unit
An individualized, comprehensive basic grammar course covering sentence structure, parts of speech punctuation, and syntax. Emphasis is placed on grammatical structure and correct usage. Students will use audio tapes, workbooks, worksheets and/or computer-assisted instruction. Students will complete a diagnostic assessment during the first class session. (NOT APPLICABLE TO A.A. DEGREE)
ENGLISH 030AD
Basic Writing 1.0 Unit
An individualized basic writing skills course, including grammar, spelling, sentence sense and structure, punctuation and paragraph sense and structure. The emphasis will also be on writing clear, unified paragraphs on assigned topics. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 038AD
College Study Skills 1.0 Unit
An individualized program which provides instruction in skills necessary for academic survival. Areas covered will include study habits, time management, reading skills, reading comprehension, speed reading, how to mark a textbook, how to take notes, listening skills, test taking skills, memory techniques, and using the library. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 039AD
Basic Reading 1.0 Unit
An individualized, self-paced reading program designed to develop and improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary and critical thinking. The student will be given an assessment evaluation on the first day of class. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 042
Memory Techniques 0.5 Unit
A course designed to introduce the student to the major methods of memory improvement. The course provides practice in the techniques of memory improvement and their application to individual learning situations. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 044
Creative Problem-Solving 0.5 Unit
This course analyzes blocks to problem-solving. Common misconceptions are exposed. The relationships between academic achievement and the ability to use the tools of creativity are explored. Students practice a problem-solving process using various techniques to help solve academic problems. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 095AB
Basic English Writing 3.0 Units
Students will write various types of paragraphs as well as review the basics of paragraph writing, grammar and mechanics. PREREQUISITE: Achieve qualifying score on the English Placement Test

ENGLISH 099AB
Fundamentals of Composition 3.0 Units
Analysis of specific problems in writing. Training and practice in the basics of composition, grammar and mechanics to enable the student to express ideas clearly in essay form. Recommended preparation for English 100 (college freshman English) PREREQUISITE: English 095AB-Basic English Writing or achieve a qualifying score on the English Placement Test

ENGLISH 100
Freshman Composition 3.0 Units
The basic principles and process of written composition will be applied through examinations and assigned essays. The process of choosing and shaping a thesis and writing an extended, well-developed essay will be stressed. Practice in research and production of a research paper will be included. Transfer credit: CSU; UC PREREQUISITE: English 099AB-Fundamentals of Composition or achieve a qualifying score on the English Placement Test

ENGLISH 101
Critical Reasoning and Writing: Literature 3.0 Units
Critical reading, writing, and thinking through literature will include written evaluation and critical analysis of fiction, poetry, drama, and prose. Students will learn to identify premises and conclusions and recognize patterns of faulty logic in developing arguments. They will learn to distinguish between deductive and inductive reasoning and will demonstrate this understanding by writing and critiquing essays. Transfer credit: CSU

ENGLISH 102
Critical Reasoning, Reading and Writing 3.0 Units
This course is designed to develop critical thinking, reading and writing skills beyond the level achieved in English 100. This course focuses on critical thinking skills, close textual analysis and expository writing. Students apply critical thinking skills in writing essays of causal analysis, argumentation and evaluation. Transfer credit: CSU

ENGLISH 103
Composition and Literature 3.0 Units
In-depth application of critical thinking/reading/writing/listening skills learned in English 100 with emphasis on written analysis of classical as well as more contemporary pieces of literature by writers of varied cultural backgrounds. Transfer credit: CSU

ENGLISH 104
Mastering College Skills 3.0 Units
Exploration, demonstration and application of a variety of skills necessary for college success. Includes time management, organizational procedures, techniques for note taking, critical reading, vocabulary expansion and spelling mastery. Also covered are strategies for test taking and memory improvement. Transfer credit: CSU ADVISORY: Concurrent enrollment in a course that requires note taking is desirable

ENGLISH 105
Business English 3.0 Units
Review of basic grammar, sentence construction, punctuation, use of dictionary, word usage and business vocabulary. Emphasizes application of standard English principles and the development of a clear, logical and concise writing style for modern business communication. Transfer credit: CSU

ENGLISH 107
Writing and Researching With Computers 1.0 Unit
Designed for non-computer majors, this course provides instruction in ways in which computers can enhance performance in English 100, 135, and other courses that contain a writing component. Students learn how to organize papers in the Modern Language Association format and compose and revise text using Microsoft Word, research the World Wide Web through Netscape and search engines such as Excite and Yahoo, correspond with instructors and On-Line Writing Labs through E-mail, access information from a CD-ROM, and follow fundamental rules of grammar. Transfer credit: CSU

ENGLISH 108
Library Resources and Research Methods 1.0 Unit
How to cope with the ever-expanding world of information through the use of the library. Designed to develop investigative methods for research useful in any size or type of library. Transfer credit: CSU

ENGLISH 110
Critical Thinking 3.0 Units
Developing skills in critical thinking, problem solving and argumentation. Learning to analyze, evaluate and use research materials. Writing will include journal writing and argumentative essays using research sources or a research paper. Transfer credit: CSU

ENGLISH 124
Journal Writing 1.5 Units
Designed for those persons interested in unique methods of personal exploration. The journal method, patterned after Progoff’s concept of creativity
and growth, makes use of writing techniques that create interplay between past and present, conscious and subconscious/unconscious experience; aids in clarifying or restructuring one’s immediate and life goals through writing.

### ENGLISH 126
**Poetry Writing**
3.0 Units
Introduces the traditional forms of poetic expression in English and includes the reading and analysis of both traditional and “free” forms. Major emphasis on the writing of poetry. *Transfer credit: CSU*
*ADVISORY: English 100 or equivalent*

### ENGLISH 130AB
**Creative Writing**
3.0 Units
Principles of creative writing. Creation of original student work of any type: poetry, story, essay, drama. Informal discussion, analysis and critique of student writing by the class and instructor. *Transfer credit: CSU*
*ADVISORY: Ability to read and write sentences in English*

### ENGLISH 132AB
**Professional Writing**
3.0 Units
How to write what sells—how to sell what you write. Principles of writing with emphasis on the commercial aspects of selling and/or publication of magazine articles, trade magazine articles, fiction and non-fiction books and romantic fiction. *Transfer credit: CSU*
*ADVISORY: Ability to read and write sentences in English*

### ENGLISH 133
**Beginning Fiction Writing**
3.0 Units
This is a fiction fundamentals course designed for students who want to learn how to write short stories/novels. Its emphasis is on foundation work such as character development, plotting, setting, scene building and dialogue. *Transfer credit: CSU*

### ENGLISH 134AB
**Advanced Fiction Writing**
3.0 Units
This is a workshop course in novel writing designed for students who want feedback on work in progress. It is an advanced exploration into plot, character development, narrative devices, descriptive and expository writing. *Transfer credit: CSU*
*ADVISORY: English 133 or equivalent*

### ENGLISH 135
**Business Writing**
3.0 Units
Theory and practice in composing and writing effective communications. Topics will be selected from a variety of business situations. Emphasis will be placed on extensive discussion, practice and critique. Topics will include the communication process, word selection, sentence and paragraph structure and preparation of letters, memos, reports and resumes. *Transfer credit: CSU*
*PREREQUISITE: English 099AB-Fundamentals of Composition or English 105-Business English or achieve qualifying score English Placement Test*

### ENGLISH 138
**Book Publishing**
3.0 Units
Practical information, ideas and techniques for writers aspiring to be published authors and for aspiring editors considering a career in publishing. *Transfer credit: CSU*

### ENGLISH 140
**Introduction to Literature**
3.0 Units
Introduction to a variety of literature types, forms, themes, devices, periods and nations. *Transfer credit: CSU; UC*

### ENGLISH 145
**American Literature: The Short Story**
3.0 Units
The American Short Story introduces the student to the works of leading American writers from the nineteenth and twentieth centuries (such as Mark Twain, Stephen Crane, William Faulkner). Plot, character and theme are discussed within the context of the particular story. *Transfer credit: CSU; UC*

### ENGLISH 162
**Literature of Psyche**
3.0 Units
Parapsychology: investigation of the psychic abilities of the human mind (ESP, intuition, telepathy, clairvoyance, etc.) as depicted in novels, biographies and psychological and philosophical literature. *Transfer credit: CSU*

### ENGLISH 164
**Theater History and Appreciation**
3.0 Units
Designed for the General Education student, this course is an introduction to dramatic literature and an examination of the process of play 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 examination of the creative process. *Transfer credit: CSU*

### ENGLISH 168
**Best Sellers**
3.0 Units
Reading and discussion of some excellent best sellers from the post-World War II period—popular books that deal with enduring topics. Historical backgrounds and authors’ lives will be studied. Contemporary books will be compared. *Transfer credit: CSU; UC*

### ENGLISH 173
**Women’s Writings: A World Perspective**
3.0 Units
A study of women’s writings from diverse cultures throughout history to discover the variety of female experience and to illustrate the personal, cultural and social pressures that define that experience. *Transfer credit: CSU; UC*

### ENGLISH 176
**Man, Myth, and Magic**
3.0 Units
Explores the truths, beliefs, dreams, legends, and folklore of many cultures, with an emphasis on the mythic traditions and backgrounds of Western Civilization. *Transfer credit: CSU; UC*

### ENGLISH 177
**Children’s Literature**
3.0 Units
A survey of classic and contemporary literature for pre-school through adolescent children, with an emphasis on selection, analysis and techniques of guiding children’s reading. *Transfer credit: CSU*
*ADVISORY: English 100*

### ENGLISH 180
**Shakespeare**
3.0 Units
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 401
**Life Tapestry 1: Overview of Oral and Written History**
0.0 Unit
A beginning course on the processes involved in recalling and reviewing of one’s life history and how to preserve these memories for children, grandchildren and others. Includes writing techniques, use of computer, audio and video taping, use of photographs and an introduction to genealogy.

### ENGLISH 402
**Life Tapestry 2: Oral Life History**
0.0 Unit
This course is designed to assist students in exploring their own personal history. An oral history will be developed using audio and/or video tapes.

### ENGLISH 403
**Life Tapestry 3: Written Life History**
0.0 Unit
This course is designed for students wishing to develop and document their life history and experiences through a journal writing process. Includes sections on childhood, neighborhood, schooling, travel experiences, parents and siblings, parenthood and careers.
ENGLISH 404
Life Tapestry 4: Presenting Your Life Tapestry 0.0 Unit
Completing the presentation of your life history project—a follow-up to the Life Tapestry series. An opportunity to utilize techniques gained from the Life Tapestry courses to personalize and polish your life history presentation.
ADVISORY: Completion of English 400, 401 or 402, or instructor’s approval

ENGLISH 412
Spelling Techniques 0.0 Unit
An individualized, comprehensive program for those who have always had problems with spelling, as well as for those who need only a brush-up on difficult words. Students will use audio tapes, workbooks, worksheets, and computer assisted instruction. Students will complete a diagnostic assessment during the first class session.

ENGLISH 415
Vocabulary Building 0.0 Unit
A basic individualized program stressing vocabulary building techniques. Emphasis is on using context clues, listening skills, and study of roots, prefixes, and suffixes. Students will use audio cassettes, computer lessons, and workbooks. Students will complete a diagnostic assessment during the first class session.

ENGLISH 420
Basic Grammar 0.0 Unit
An individualized, comprehensive basic grammar course covering sentence structure, parts of speech, punctuation, and syntax. Emphasis is placed on grammatical structure and correct usage. Students will use audio tapes, workbooks, worksheets and/or computer-assisted instruction. Students will complete a diagnostic assessment during the first class session.

ENGLISH 430
Basic Writing 0.0 Unit
An individualized basic writing skills course, including grammar, spelling, sentence sense and structure, punctuation, and paragraph sense and structure. The emphasis will also be on writing clear, unified paragraphs on assigned topics. Students will complete a diagnostic assessment during the first class session.

ENGLISH 438
College Study Skills 0.0 Unit
An individualized program which provides instruction in skills necessary for academic survival. Areas covered will include study habits, time management, reading skills, reading comprehension, speed reading, how to mark a textbook, how to take notes, listening skills, test taking skills, memory techniques, and using the library. Students will complete a diagnostic assessment during the first class session.

ENGLISH 439
Basic Reading 0.0 Unit
An individualized, self-paced reading program designed to develop and improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgements, inferences, vocabulary, and critical thinking. The student will complete a diagnostic assessment during the first class session.

ENGLISH AS A SECOND LANGUAGE INSTITUTE

ENGLISH AS A SECOND LANGUAGE 022AD
ESL: Sentence Structure 2 0.5 Unit
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. Concurrent enrollment in English As a Second Language 024AD and 026AD is recommended.

ENGLISH AS A SECOND LANGUAGE 024AD
ESL: Sentence Structure 3 0.5 Unit
An intensive high 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. Concurrent enrollment in English As a Second Language 034 is recommended.

ENGLISH AS A SECOND LANGUAGE 026AD
ESL: Listening and Conversation 2 0.5 Unit
An intensive intermediate level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. Concurrent enrollment in English As a Second Language 022AD and 024AD is recommended.

ENGLISH AS A SECOND LANGUAGE 029
Citizenship Education for ESL Students 1.0 Unit
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. (This course has the approval of the Orange County Department of Education.)

ENGLISH AS A SECOND LANGUAGE 032
ESL: Sentence Structure 3 0.5 Unit
An intensive high 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. Concurrent enrollment in English As a Second Language 034 is recommended.

ENGLISH AS A SECOND LANGUAGE 034
ESL: Reading and Writing 3 0.5 Unit
An intensive high intermediate level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for accurate reading and writing in English. Concurrent enrollment in English As a Second Language 032 is recommended.

ENGLISH AS A SECOND LANGUAGE 042AD
ESL: Sentence Structure 2 4.0 Units
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. Concurrent enrollment in English As a Second Language 044AD and 046AD is recommended.

ENGLISH AS A SECOND LANGUAGE 046AD
ESL: Sentence Structure 2 4.0 Units
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. Concurrent enrollment in English As a Second Language 044AD and 046AD is recommended.

PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ADVISORY: Concurrent enrollment in English As a Second Language 044AD and 046AD is recommended.
ENGLISH AS A SECOND LANGUAGE 044AD
ESL: Reading and Writing 2 4.0 Units
An intensive 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)
ADVISORY: Concurrent enrollment in English As a Second Language 042AD and 046AD

ENGLISH AS A SECOND LANGUAGE 046AD
ESL: Listening and Conversation 2 4.0 Units
An intensive intermediate-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. (NOT APPLICABLE TO A.A. DEGREE)
ADVISORY: Concurrent enrollment in English As a Second Language 042AD and 044AD

ENGLISH AS A SECOND LANGUAGE 132AB
ESL: Sentence Structure 4 3.0 Units
An intensive advanced-level English grammar course for non-native English speakers. A survey of American English sentence structures. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. Concurrent enrollment in English As a Second Language 134AB and 136AB is recommended. Transfer credit: CSU
PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 134AB
ESL: Reading and Writing 4 3.0 Units
An intensive advanced-level reading comprehension and essay writing course for non-native English speakers. Emphasis on developing communication skills necessary for accurate reading and writing for academic purposes. Transfer credit: CSU; UC
PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 136AB
ESL: Listening and Conversation 4 3.0 Units
An intensive advanced-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. Concurrent enrollment in English As a Second Language 132AB and ESL 134AB is recommended. Transfer credit: CSU
PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 142AB
ESL: Sentence Structure 3 4.0 Units
ADVISORY: Concurrent enrollment in English As a Second Language 144AB

ENGLISH AS A SECOND LANGUAGE 144AB
ESL: Reading and Writing 3 4.0 Units
An intensive high intermediate-level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for accurate reading and writing in English. Transfer credit: CSU
ADVISORY: Concurrent enrollment in English As a Second Language 142AB

ENGLISH AS A SECOND LANGUAGE 152AB
ESL: Sentence Structure 4 4.0 Units
ADVISORY: Concurrent enrollment in English As a Second Language 154AB and 156AB

ENGLISH AS A SECOND LANGUAGE 154AB
ESL: Reading and Writing 4 4.0 Units
An intensive advanced-level reading comprehension and essay writing course for non-native English speakers. Emphasis on developing communication skills necessary for accurate reading and writing for academic purposes. Transfer credit: CSU

ENGLISH AS A SECOND LANGUAGE 156AB
Listening and Conversation 4 4.0 Units
An intensive advanced-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. Transfer credit: CSU
ADVISORY: Concurrent enrollment in English As a Second Language 152AB and 154AB

ENGLISH AS A SECOND LANGUAGE 408
ESL: Preparation 0.0 Unit
A beginning course in English grammar, conversation, reading and writing for students with little or no knowledge of the English language. Emphasis on basic sentence structures and simple, practical conversation skills. PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 412
ESL: Sentence Structure 1 0.0 Unit
PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 414
ESL: Reading and Writing 1 0.0 Unit
An intensive advanced beginning course in English reading and writing for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for survival in the United States. Concurrent enrollment in English As a Second Language 412 and 416 is recommended.
PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 416
ESL: Listening and Conversation 1 0.0 Unit
An intensive beginning level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately. Concurrent enrollment in English As a Second Language 412 and 414 is recommended.
PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 435
ESL: Advanced Pronunciation 0.0 Unit
A pronunciation and communication course for non-native English speakers of intermediate to advanced level English proficiency. Emphasis on highly accurate pronunciation and comprehension of American English speech patterns and communication skills necessary for common business and social situations.
PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment
ENVIRONMENTAL STUDIES

ENVIRONMENTAL STUDIES 100
Introduction to Environmental Science 3.0 Units
Environmental Science for non-science majors. Features armchair field trips on the development of natural resources and related environmental problems, with emphasis on energy resources. 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 175
Nutrition and Aging 2.0 Units
Fundamentals of foods and nutrition and food topics related to the health and well being of older adults. Transfer credit: CSU

FOODS AND NUTRITION 176
International Foods 2.0 Units
Introduction to and student preparation of foods of Europe, Asia, Mexico and North and South America. Students will have hands-on experience in techniques and foods used in each of the countries studied.
Transfer credit: CSU

FRANCOPHONIC STUDIES

FRANCOFRONIC STUDIES 100
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.
ADVISORY: French 060 or equivalent.

FRENCH 180
Introduction to Elementary French 1 5.0 Units
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.
ADVISORY: Students who have completed two years of high school French with a grade of “C” or better should enroll in French 180.

FRENCH 180A
Introduction to Elementary French 2.5 Units
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. French 180A is equal to the first half of French 180.
Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Students who have completed two years of high school French with a grade of “C” or better should enroll in French 185.

FRENCH 180B
Continuing Elementary French 2.5 Units
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.
French 180B is equal to the second half of French 180.
Transfer credit: CSU; UC credit limitations.
ADVISORY: French 180A or equivalent

FRENCH 182AB
Conversational French 1.0 Unit
A conversational course using vocabulary and grammar of elementary French.
Transfer credit: CSU
ADVISORY: French 180 or 180B or equivalent

FRENCH 185
Elementary French 2 5.0 Units
Advanced beginning course emphasizing listening, comprehension, reading, grammar and writing skills in elementary French and introducing features of the life and culture of France and French-speaking countries.
Transfer credit: CSU; UC credit limitations.
ADVISORY: French 180, 180B, or equivalent

FRENCH 185A
Elementary French 2, Part 1 2.5 Units
Advanced beginning course continuing French 180 or 180B, emphasizing listening, comprehension, reading, grammar and writing skills in elementary French and introducing features of the life and culture of France and francophone countries. Transfer credit: CSU; UC credit limitations.
ADVISORY: French 180, 180B, or equivalent

FRENCH 185B
Elementary French 2, Part 2 2.5 Units
Advanced beginning course continuing French 185A, emphasizing listening, comprehension, reading, grammar, speaking and writing skills in elementary French and introducing features of the life and culture of France and francophone countries. French 185B is equal to the second half of French 185. French 185A and 185B are equivalent to French 185.
Transfer credit: CSU; UC credit limitations.
ADVISORY: French 185A or equivalent

FRENCH 186AD
(Formerly French 186AB)
Topics in French 1.0 Unit
Discussion in French using controversial and topical issues as vehicles. Students will be offered two options to enlarge their vocabularies and to increase their abilities to present their own ideas: One option will provide opportunities for listening to and evaluating the ideas of others and for speaking in a spontaneous manner; this is the speaking/listening option; a second option will provide Internet opportunities for reading others' work and writing in response; this is the reading/writing option.
Transfer credit: CSU
ADVISORY: French 185 or equivalent

FRENCH 190
Introduction to French Culture and Geography 1 1.0 Unit
A study of the physical and cultural features of various regions of the world. Class sessions will highlight important geographical features and their effects on the people who live in these regions. (NOT APPLICABLE TO A.A. DEGREE)

FRENCH 261
French Drama and Poetry 3.0 Units
French theater and poetry, both historical and contemporary, 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
ADVISORY: French 185 or equivalent

GEOGRAPHY

GEOGRAPHY 050AD
World Geography 1.0 Unit
Physical and cultural geography of world regions. Class sessions will highlight important geographical features and their effects on the people who live in these regions. (NOT APPLICABLE TO A.A. DEGREE)

GEOGRAPHY 100
Introduction to Geography 3.0 Units
A study of the physical and cultural features of various regions of the world. Examines the relationship between the physical environment and cultural, political and economic development. The tools of geographical analysis will be used to study current and potential world problems.
Transfer credit: CSU; UC

GEOGRAPHY 109
Geography of the United States 1.0 Unit
An overview and study of the geographical (both physical and cultural) concepts of specified areas of the United States and its people. Emphasis on typical and unique places of interest in the United States.
Transfer credit: CSU

GEOGRAPHY 125
Meteorology 3.0 Units
A study of the earth's atmosphere and atmospheric processes; temperature, pressure, moisture, air mass movement, clouds, fronts, storms, icing, fog and their impact on man's environment. The course also covers acquisition and interpretation of weather station instruments, weather maps and weather forecasting. Weather station instruments will be monitored during the course.
Transfer credit: CSU; UC

GEOGRAPHY 131
Regional Geography: North/Anglo America 1.0 Unit
A study of the physical and cultural characteristics by region in the United States, including Alaska, Hawaii and Canada with emphasis on typical places of interest. Transfer credit: CSU; UC credit limitations.

GEOGRAPHY 132
Regional Geography: Central America and the Caribbean 1.0 Unit
A study of the physical and cultural characteristics of Central America and the Caribbean with emphasis on typical places of interest.
Transfer credit: CSU; UC credit limitations.

GEOGRAPHY 133
Regional Geography: South America 1.0 Unit
A study of the physical and cultural characteristics by region in South America with emphasis on typical places of interest. Transfer credit: CSU; UC credit limitations.

GEOGRAPHY 134
Regional Geography: Australia, New Zealand and the South Pacific 1.0 Unit
A study of the physical and cultural characteristics by region in Australia, New Zealand and selected island groupings with emphasis on typical places of interest. Transfer credit: CSU; UC credit limitations. See Counselor.
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GEOLOGY 100
General Geology 3.0 Units
A study of the composition and structure of the earth and the internal and external processes which modify the crust and the surface. A non-laboratory science class. Transfer credit: CSU; UC credit limitations. See Counselor.

GEOLOGY 110
Physical Geology 3.0 Units
A beginning course in physical geology for science and engineering majors. Detailed study of the earth’s processes, internal and external structures, rocks and minerals and environmental issues. One required weekend field trip. Transfer credit: CSU; UC

GEOLOGY 125
Rocks and Minerals 3.0 Units
The detailed study of the identification, origin, use and methods of prospecting for varied rocks and minerals. Field trips as necessary. A major foci of the course is matter; its states and symmetry. Transfer credit: CSU

GEOLOGY 130
Geology of California 3.0 Units
This course is designed to acquaint the student with the physical and historical geology of California. Topics include the interrelationship of geology with agriculture, transportation, construction, mining, oil and gas industry, recreation and public welfare. Transfer credit: CSU; UC

GEOLOGY 135
Regional Geography: Orient and Southeast Asia 1.0 Unit
A study of the physical and cultural characteristics by region in the Orient and Southeast Asia with emphasis on typical places of interest. Transfer credit: CSU; UC credit limitations

GEOLOGY 136
Regional Geography: Middle East and Southern Asia 1.0 Unit
A study of the physical and cultural characteristics by region in the Middle East and Southern Asia with emphasis on typical places of interest. Transfer credit: CSU; UC credit limitations

GEOLOGY 137
Regional Geography: Africa 1.0 Unit
A study of the physical and cultural characteristics by region in Africa with emphasis on typical places of interest. Transfer credit: CSU; UC credit limitations. See Counselor.

GEOLOGY 138
Regional Geography: Western Europe 1.0 Unit
A study of the physical and cultural characteristics by region in Western Europe with emphasis on typical places of interest. Transfer credit: CSU; UC credit limitations. See Counselor.

GEOLOGY 139
Regional Geography: Soviet Union and Eastern Europe 1.0 Unit
A study of the physical and cultural characteristics by region in the Soviet Union and Eastern Europe with emphasis on typical places of interest. Transfer credit: CSU; UC credit limitations. See Counselor.

GEOGRAPHY 150
California Geography 3.0 Units
A study of California’s topography, natural resources and economic patterns with emphasis on current problems related to geographic factors. Transfer credit: CSU; UC

GEOGRAPHY 180
Physical Geography 3.0 Units
A study of the physical elements of geography and their integrated patterns of world distribution with particular attention to the earth as a planet, its structural features, landforms, oceanography, meteorological and climatological phenomena. Transfer credit: CSU; UC

GEOGRAPHY 185
Cultural Geography 3.0 Units
A study of the patterns of human occupation and land use over the earth’s surface and their correlation with the natural environment. Particular emphasis will be given to population characteristics and distribution and agricultural and industrial economies. Transfer credit: CSU; UC

GEOGRAPHY 400
Regional Geography 0.0 Unit
The human adventure of life in different world regions with their unique history and cultural contributions will be reviewed and analyzed. Geography, economics and their interrelationship with the United States will be emphasized. This program is intended for senior citizens.

GERMAN

GERMAN 101
Fundamentals of German 1 2.0 Units
Beginning course in speaking, understanding, reading and writing German; study of grammar, vocabulary and pronunciation and of customs and culture of German-speaking countries. Transfer credit: CSU

GERMAN 102
Fundamentals of German 2 2.0 Units
Advanced beginning course in speaking, understanding, reading and writing German; study of grammar, vocabulary and pronunciation and of customs and culture of German-speaking countries. Transfer credit: CSU ADVISORY: German 101 or equivalent

GERMAN 108AB
Conversational German 1.0 Unit
A conversational course using vocabulary and grammar of elementary German in conversation, pronunciation and oral practice. Transfer credit: CSU ADVISORY: German 101 or equivalent

GERMAN 203
Fundamentals of German 3 2.0 Units
Intermediate course in speaking, understanding, reading and writing German; study of grammar, vocabulary and pronunciation and of customs and culture of German-speaking countries. Transfer credit: CSU ADVISORY: German 102 or equivalent
GERONTOLOGY

GERONTOLOGY 105
Safety Security for Seniors 1.0 Unit
Designed to provide training for individuals who wish to be certified to enter the households of elderly persons to perform assessments for safety and security. Transfer credit: CSU

GERONTOLOGY 120
Professional Issues in Gerontology 3.0 Units
This multi disciplinary course addresses the current issues relevant to the older adult population and those working with this population. Biological, psychological, and sociological issues that affect the aged such as health, housing, legislation, education, safety, employment, and grief are covered. Professional issues such as ethics, job burnout, and dealing with loss are also discussed. Emphasis is placed on meeting these needs in the local area with an investigation of community resources. Transfer credit: CSU
ADVISORY: Sociology 120

GERONTOLOGY 121A
Basic Course for Activity Professionals-Part 1 3.0 Units
Fundamental knowledge of therapeutic activity practice with institutionalized adults. Students will learn to function effectively as members of the health care team whose common objective is to improve the quality of life for the dependent adult. The first part of a two-part course in activity practice. Transfer credit: CSU
ADVISORY: Gerontology 121A

GERONTOLOGY 121B
Basic Course for Activity Professionals-Part 2 3.0 Units
Fundamental knowledge of therapeutic activity practice with institutionalized adults. Students will learn to function effectively as members of the health care team whose common objective is to improve the quality of life for the dependent adult. The second part of a two-part course in activity practice. Transfer credit: CSU
ADVISORY: Gerontology 121B

GERONTOLOGY 123A
Advanced Course for Activity Professionals-Part 1 3.0 Units
An advanced activity course that includes information required by practitioners to assume managerial responsibilities for activities designed for senior adults. Activity planning, implementation and management skills, along with activity department leadership responsibilities, are the topics covered. Transfer credit: CSU
ADVISORY: Gerontology 121B

GERONTOLOGY 123B
Advanced Course for Activity Professionals-Part 2 3.0 Units
The second part of a two-part advanced course in activity practice, including topics such as community relations, use of volunteers, communication skills and fund raising. Transfer credit: CSU
ADVISORY: Gerontology 122A

GERONTOLOGY 281-284
Cooperative Work Experience 1.0-4.0 Units
To enhance each Cooperative Work Experience participant’s opportunity for success in the field of Gerontology 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 Gerontology. Transfer credit: CSU
PREREQUISITE: Be employed or volunteer in the field of Gerontology 5 hours per week per 1.0 unit of Cooperative Work Experience
CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

GREEK

GREEK 101
Fundamentals of Greek 1 2.0 Units
Beginning course in speaking, understanding, reading and writing Greek; study of grammar, vocabulary and pronunciation and of customs and culture of Greece. Transfer credit: CSU

GREEK 102
Fundamentals of Greek 2 2.0 Units
Advanced beginning course in speaking, understanding, reading and writing Greek; study of sentence structure, grammar, vocabulary and pronunciation and of customs and culture of Greece. Transfer credit: CSU
ADVISORY: Greek 101 or equivalent

HEALTH EDUCATION

HEALTH EDUCATION 100
Health 3.0 Units
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

HEALTH EDUCATION 110
First Aid and CPR 2.0 Units
Stresses injury prevention, early medical care, first aid for common injuries and life-saving skills, including CPR. Successful completion qualifies students for the American Red Cross standard first aid card. Transfer credit: CSU; UC

HEALTH EDUCATION 120
Creating Your Wellness Lifestyle 1.0 Unit
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. Transfer credit: CSU
HEALTH EDUCATION 300
Home Bound Health Aid Training 1.0 Unit
Course will provide an overview of physiological and psychosocial aspects of aging, communication, nutrition, safety principles and job preparedness. Designed to provide training to senior citizens and limited English proficient persons who will work as a team to acquire skills necessary for supportive care and assistance to home bound elders. Of special interest and value to those seeking employment in home care and those currently caring for an elderly relative in the home.

HEALTH EDUCATION 400
Health in Later Years 0.0 Unit
Physical and emotional aspects of healthful living in later years. Emphasis on health changes that occur during the aging process, ways of coping with these changes and preventative measures to maximize good health. This course is designed for the layman and is presented in non-medical, non-technical language.

HEBREW

HEBREW 101
Fundamentals of Hebrew 1 2.0 Units
Beginning course in speaking, understanding, reading and writing Hebrew; study of Hebrew vocabulary, alphabet (script and manuscript), grammar and pronunciation. Course includes some Judaic culture. Transfer credit: CSU

HEBREW 102
Fundamentals of Hebrew 2 2.0 Units
Advanced beginning course in speaking, understanding, reading and writing Hebrew; study of grammar, vocabulary and pronunciation and of customs and culture of Israel. Transfer credit: CSU
ADVISORY: Hebrew 101 or equivalent

HEBREW 108AB
Conversational Hebrew 1.0 Unit
Designed for conversational skill development for more effective communication in Hebrew for practical application. Emphasis will be placed on situational dialogue. Transfer credit: CSU
ADVISORY: Hebrew 101 or equivalent

HEBREW 190
Introduction to Jewish Culture and Geography 1.0 Unit
Brief overview, in English, of the history, religion, geography, economic and political systems, culture and traditions of the Jewish people. Transfer credit: CSU

HEBREW 203
Fundamentals of Hebrew 3 2.0 Units
Intermediate course in speaking, understanding, reading and writing Hebrew; study of grammar, vocabulary and pronunciation and of customs and culture of Israel. Transfer credit: CSU
ADVISORY: Hebrew 102 or equivalent

HISTORY

HISTORY 108
Science and Culture 3.0 Units
A survey of significant scientific and cultural events/discoveries that profoundly changed Western society’s view of the universe, culture and society itself. Transfer credit: CSU; UC

HISTORY 115
Latin American History and Culture 3.0 Units
Introductory course in Latin American history and culture covering Mexico, the Caribbean area, Central America, and South America with an emphasis on the social institutions, economic influences, and political developments of these countries and cultures. This interdisciplinary course will then focus on the socialization processes, value structures, and complex economic and political issues of the area. Transfer credit: CSU; UC
ADVISORY: Social Science 101 or equivalent

HISTORY 120
Women in American History 3.0 Units
The course will examine the traditional and developing roles of women in American history. Emphasis will be on the nineteenth 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 122
Latino History and Culture 3.0 Units
Introductory course on Latino history and culture as influenced by the Mexican/Latino heritage and the ramifications of life in the United States mainstream society. This interdisciplinary course focuses on the socialization process of the Chicano/Latino and its intricate value structure. Transfer credit: CSU; UC
ADVISORY: Social Science 101 or equivalent

HISTORY 124
Southeast Asian History and Culture 3.0 Units
Introductory course on Southeast Asian history and culture and the ramifications of life in the United States mainstream society. This interdisciplinary course focuses on the socialization process of the Vietnamese and its intricate value structure. Transfer credit: CSU; UC

HISTORY 128
History of Modern China 3.0 Units
A survey of Chinese civilization from the seventeenth century to the present. Emphasis on the impact and consequences of China’s contact with western nations; focused primarily on 20th century issues and problems. Transfer credit: CSU; UC

HISTORY 130
History of Multicultural America 3.0 Units
A survey of representative groups originating in Europe, Asia (including the American Indian), the Americas, the Pacific and Africa and their contributions to American culture. Transfer credit: CSU; UC

HISTORY 140
Great Americans 1.0 Unit
In-depth biographical study of a select group of great Americans such as Washington, Jefferson and Lincoln, to discover their leadership characteristics as related to their contribution to American historical development. Class may help select others to be studied. Transfer credit: CSU

HISTORY 150
History of California 3.0 Units
The development of California from discovery and occupation to the present. Overview of native American, Spanish, Mexican and other cultures pertinent to California’s economic, political and social development. The periods of the gold rush, railroad, population growth and industrial development eras are also covered in the course. Transfer credit: CSU; UC

HISTORY 160
The American West 3.0 Units
An interpretation of the American West focusing on exploration, settlement and development. Emphasis on the roles played by native Americans, Spaniards, Mexicans, Black Americans and Anglo Americans. Transfer credit: CSU; UC
**HUMANITIES**

**HUMANITIES 100**  
Introduction to the Humanities  
A survey of historical movements beginning with the Greeks and concluding with the Twentieth Century in the arts/humanities of Western Civilization. Considers religious, intellectual, social and political values as they directly influence artistic expressions. Transfer credit: CSU; UC

**HUMANITIES 110**  
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

**INDUSTRIAL ARTS**

**INDUSTRIAL ARTS 130**  
Introduction to Woodworking  
Basic woodworking processes, procedures, materials, hand and some power tools and equipment. Includes safety aspects, joinery, fasteners, adhesives and some finishing techniques. Transfer credit: CSU

**INDUSTRIAL ARTS 140**  
Introduction to Drafting  
Fundamentals of industrial drawing, including sketching, instrument drawing, scale measuring, multiview drawing, pictorials drawing and engineering drawing, including dimensioning, auxiliary views, sections, developments and intersections. Transfer credit: CSU

**INDUSTRIAL ARTS 142**  
Mechanical Drafting  
Course covers preparation of working drawings for machine, piping and structural assemblies. Emphasis is on proper use of drafting instruments and on the development of lines and lettering as they relate to the various methods of drafting including pictorials, sections, auxiliary projections and dimensioning. Transfer credit: CSU

**ADVISORY:** Industrial Arts 120

**INTERNATIONAL BUSINESS**

**INTERNATIONAL BUSINESS 100**  
Survey of International Business  
A comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, international marketing and the operation of multi-national corporations. Classes will feature expert guest lecturers who will present practical solutions to actual problems in international trade. Transfer credit: CSU

**INTERNATIONAL BUSINESS 115**  
International Marketing  
This course presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing through the use of practical examples and actual case studies of international, both United States and foreign, marketing organizations. Studies include: international marketing position of the United States, market entry strategies, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion and sales. Transfer credit: CSU

**INTERNATIONAL BUSINESS 130**  
International Contract Law  
This course examines the laws and regulations in the United States and other countries, governing the establishment and enforcement of commercial contracts. The course includes analysis of supplier and distributor contracts, case studies and the Foreign Corrupt Practices Act. Transfer credit: CSU

**INTERNATIONAL BUSINESS 135**  
Basics of Exporting  
Marketing, organization, regulation, terms of access, documentation, shipment and financing involved with international movement of merchandise; trade patterns by countries and commodities. This course covers the different aspects of exporting and affords the student a working knowledge of the various terms and techniques essential to exporting. Transfer credit: CSU

**INTERNATIONAL BUSINESS 140**  
Basics of Importing  
An overview of the steps involved in importing a product or service from beginning to end. Course includes an introduction to the United States Customs Service, what customs brokers do, duty rate structure and determination, basic laws affecting imports, currency exchange and letters of credit. Practical advice about storage and transportation of shipments after they have cleared customs will also be shared. Transfer credit: CSU

**INTERNATIONAL BUSINESS 150**  
Export Licensing and Regulations (Advanced Topics in Exporting)  
This course examines United States requirements for the licensing of exports and foreign market entry requirements. Topics included are the Commodity Control List (CCL) and Export Control Commodity Numbering (ECCN), validated licenses and general licenses, license applications, license amendments, general distribution licenses, reexports, international import requirements, shipping tolerances, export clearance and enforcement and the services of the Bureau of Export Administration (BXA) in Newport Beach. Transfer credit: CSU

**INTERNATIONAL BUSINESS 151**  
United States Customs, Duties and the Harmonized System (Advanced Topics in Importing)  
This course presents advanced concepts in the requirements for importing into the United States including the role of United States Customs in international trade, the valuation methods of merchandise, the new tariff classifications
under the International Harmonized System, opportunities for duty savings through the use of foreign trade zones, bonded warehouses and duty drawback. Special customs issues are included such as quotas and visas, labeling and country of origin marking, customs audits, antidumping and countervailing duties, fines and penalties. Transfer credit: CSU

INTERNATIONAL BUSINESS 153
Export Management and Trade Companies 0.5 Unit
The course will analyze the advantages and disadvantages of export trading companies, export management companies and foreign sales corporations as distinct means for foreign market entry for United States exporters. Each company structure will be examined in terms of corporate tax considerations, commission and export pricing agreements with supplier companies, overseas product promotion, costs of forming and administering each corporation. Transfer credit: CSU

INTERNATIONAL BUSINESS 154
International Payments and Collections 0.5 Unit
Advanced course on export finance. Sources of export financing are discussed, including advantages and disadvantages. Various methods of payment and their uses are reviewed including the different types of letters of credit, drafts, open account and cash in advance. Transfer credit: CSU

INTERNATIONAL BUSINESS 156
Letters of Credit 0.5 Unit
Methods of structuring, negotiating and processing letters of credit, discussing costs and defining fees involved. Rights and obligations of the bank, the customer and the beneficiary are examined, including sources of technical advice, typical problems, payment arrangements and ways of working with the bank’s international division. Transfer credit: CSU

INTERNATIONAL BUSINESS 157
Worldwide Transportation and Distribution 1.0 Unit
An introduction to international transportation and distribution options in export and import operations, including air freight, shipping, freight forwarders and distributors in competitive markets. Specialized services in various world markets will be explored. Transfer credit: CSU

INTERNATIONAL BUSINESS 158
International Distributors and Agents 1.0 Unit
An overview of international distribution channels focusing on distributors and agents. Emphasis will be on selection, management and evaluation of overseas distributors and agents. Included is the study of marketing, legal, tax and economic factors. Examination of different distribution systems in different parts of the world. Transfer credit: CSU

INTERNATIONAL BUSINESS 172
The Business Environment in the European Union 1.5 Units
This course examines the trade and investment climate in the 15 member states of the European Union (E.U.) plus Norway, Switzerland, Poland, Bohemia, Hungary and Turkey. The export and investment implications of the E.U. for U.S. firms are also analyzed. This course includes the study of the commercial history of Europe in this century, business practices and opportunities for strategic alliances. Transfer credit: CSU

INTERNATIONAL BUSINESS 180
The Business Environment in Latin America 1.5 Units
This course examines the trade and investment climate in Mexico, Central and South America, and the Caribbean Islands. The course also includes analysis of the North American Free Trade Agreement (NAFTA) and Mercosur, the South American Customs Union. The course includes the study of the commercial history of Latin America and its business practices. Transfer credit: CSU

INTERNATIONAL BUSINESS 186
The Business Environment in Korea and Japan 1.5 Units
This course examines the trade and investment climate in Korea and Japan. The course includes the study of the commercial history of Korea and Japan in the post World War II era. The course also discusses Korean and Japanese direct investments in the United States, as well as case studies of U.S. employees and suppliers of North American subsidiaries of Korean and Japanese corporations. The course also features an analysis of the commercial relationships between Korea and Japan and with Asia, Europe and the Americas. Transfer credit: CSU

INTERNATIONAL BUSINESS 188
The Business Environment in China and Taiwan 1.5 Units
This course examines the trade and investment climate in China (including Hong Kong) and Taiwan. The course includes the study of the commercial history of China and Taiwan in this century and Chinese business practices. The course also discusses Chinese and Taiwanese direct investment in the United States. The course also features an analysis of the commercial/political relationships between China and Taiwan and their commercial relations with other Asian countries. Transfer credit: CSU

INTERNATIONAL BUSINESS 199
Australia: International Business Environment 0.5 Unit
Overview of the Australian business environment. Topics include trends in Australian labor unions, management, government policies, as well as current political, economic and cultural issues. Transfer credit: CSU

INTERNATIONAL BUSINESS 200
Computerized International Market Research 1.5 Units
Introduction to the research and assembly of international marketing data utilizing electronic sources of information. Sources include the U.S. Department of Commerce’s National Trade databank and the World Wide Web. Transfer credit: CSU

INTERNATIONAL BUSINESS 205
International Business Presentations 1.5 Units
Introduction to the development and delivery of business briefings on commercial opportunities in a specified country or region and topics related to world trade and investment. Transfer credit: CSU

INTERNATIONAL BUSINESS 281-284
Cooperative Work Experience 1.0-4.0 Units
To enhance each Cooperative Work Experience participant’s opportunity for success in the field of International 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 International Business. Transfer credit: CSU

INTERNATIONAL BUSINESS 285
South East Asia: International Business Environment 3.0 Units
Thorough analysis, with practical examples, of the business climate and export opportunities for U.S. companies in Indonesia, Vietnam, Malaysia, Singapore and Thailand. Transfer credit: CSU

ITALIAN

ITALIAN 180
Elementary Italian 5.0 Units
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 180A
Elementary Italian, Part 1 2.5 Units
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 first half of Italian 180. Transfer credit: CSU; UC credit limitations. See Counselor.

ADVISORY: Students who have completed two years of high school Italian with a grade of “C” or better should enroll in Italian 185.

ITALIAN 180B
Elementary Italian, Part 2 2.5 Units
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 Italian 180. Transfer credit: CSU; UC credit limitations. See Counselor.

ADVISORY: Italian 180A

ITALIAN 182AB
Conversational Italian 1.0 Unit
Conversational course in Italian designed to promote comprehension, build vocabulary and review specific grammar points through readings and oral exercises. Transfer credit: CSU

ADVISORY: Italian 101 or equivalent

ITALIAN 185
Advanced Elementary Italian 5.0 Units
Continuation of Italian 180 or Italian 180B, 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

ADVISORY: Italian 180, 180B, or equivalent

Italian 185A
Continuing Elementary Italian 2.5 Units
A continuation of elementary level coursework, augmenting basic skills in reading, speaking, understanding, and writing simple Italian. Italian 185A is equivalent to the first half of Italian 185, the second level of elementary Italian language studies. Transfer credit: CSU

ADVISORY: Italian 180, 180B, equivalent.

ITALIAN 185B
Advanced Elementary Italian, Part 2 2.5 Units
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

ADVISORY: Italian 185A or the equivalent

ITALIAN 190
Introduction to Italian Culture and Geography 1.0 Unit
Brief overview in English of the geography, history, economic and political systems and culture of Italy. Transfer credit: CSU

ITALIAN 195
Survey of Italian Culture and Geography 3.0 Units
A study in English of the geography, history, culture, political and economic system of Italy, including Italian literature, art and music. Transfer credit: CSU; UC

JAPANESE

JAPANESE 180
Elementary Japanese 5.0 Units
This course is designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Japanese. Early reading and writing skills are introduced, as well as the Japanese customs and culture. Transfer credit: CSU; UC credit limitations. See Counselor.

ADVISORY: Students who have completed two years of high school Japanese with a grade of “C” or better should enroll in Japanese 185.

JAPANESE 180A
Introductory Elementary Japanese 2.5 Units
This course is designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Japanese. Grammar, vocabulary and pronunciation are emphasized. Early reading and writing skills are introduced, as well as an appreciation and understanding of Japanese customs and cultures. Japanese 180A is equal to the first half of Japanese 180. Transfer credit: CSU; UC credit limitations. See Counselor.

ADVISORY: Students who have completed two years of high school Japanese with a grade of “C” or better should enroll in Japanese 185.

JAPANESE 180B
Continuing Elementary Japanese 2.5 Units
This course reviews and expands the student’s ability to comprehend and converse in daily spoken Japanese. There is a continued emphasis on grammar, vocabulary, pronunciation, reading and writing. An introduction to Japanese customs and culture is continued. Japanese 180B is equal to the second half of Japanese 180.

Transfer credit: CSU; UC credit limitations. See Counselor.

ADVISORY: Japanese 180A

JAPANESE 182AB
Conversational Japanese 1.0 Unit
A conversational course using vocabulary and grammar studied in elementary Japanese courses. Transfer credit: CSU

ADVISORY: Japanese 180A or equivalent

Japanese 185
Elementary Japanese, Level 2 5.0 Units
Advanced beginning course continuing Japanese 180 or 180B 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

ADVISORY: Japanese 180, 180B, or equivalent

Japanese 185A
Elementary Japanese 2, Part 1 2.5 Units
Advanced beginning course continuing Japanese 180 or 180B 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. Japanese 185A is equal to the first half of Japanese 185. Japanese 185A and 185B are equivalent to Japanese 185.

Transfer credit: CSU

ADVISORY: Japanese 180, 180B, or equivalent

Japanese 185B
Elementary Japanese 2, Part 2 2.5 Units
Advanced beginning course continuing Japanese 180 or 180B 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. Japanese 185B is equal to the second half of Japanese 185. Transfer credit: CSU

ADVISORY: Japanese 180, 180B, or equivalent

JAPANESE 186AB
Topics in Japanese 1.0 Unit
A conversational Japanese course using vocabulary and grammar studied in the intermediate level of Japanese fundamentals. The topics will be a continuation of Japanese 108AB and suggested topics may be selected by students and the instructor. Transfer credit: CSU

ADVISORY: Japanese 180 and 182AB or 203
KOREAN

KOREAN 180
Elementary Korean 5.0 Units
Introduction to Korean language, culture, and thought, with emphasis upon listening, comprehension, reading, speaking, and basic writing skills. Students will become acquainted with fundamental sounds, forms, and structures of Korean, and they will master simple writing and reading in the Korean alphabet. Cultural and linguistic features unique to Korea and to its language will augment student appreciation of the Korean language.
Transfer credit: CSU

KOREAN 180A
Elementary Korean 1 2.5 Units
Introduction to Korean language, culture, and thought, with emphasis upon listening, comprehension, reading, speaking, and basic writing skills. Students will become acquainted with fundamental sounds, forms, and structures of Korean, and they will master simple writing and reading in the Korean alphabet. Cultural and linguistic features unique to Korea and to its language will augment student appreciation of the Korean language. Korean 180A is equivalent to the first half of Korean 180. Korean 180A and Korean 180B together comprise Korean 180. Transfer credit: CSU

KOREAN 180B
Elementary Korean 2 2.5 Units
Continuation of introductory course in Korean language, culture, and thought, with emphasis upon listening, comprehension, reading, speaking, and basic writing skills. Students will become acquainted with fundamental sounds, forms, and structures of Korean, and they will master simple writing and reading in the Korean alphabet. Cultural and linguistic features unique to Korea and to its language will augment student appreciation of the Korean language. Korean 180B is equivalent to the second half of Korean 180. Korean 180A and Korean 180B together comprise Korean 180. Transfer credit: CSU
ADVISORY: Korean 180A

KOREAN 182AB
Conversational Korean 1.0 Unit
A conversational course using vocabulary and grammar of elementary Korean.
Transfer credit: CSU
ADVISORY: Korean 101 or equivalent

KOREAN 190
Introduction to Korean Culture and Geography 1.0 Unit
Brief overview in English of the geography, history, economic and political systems and culture of Korea. Transfer credit: CSU

LATIN

LATIN 101
Fundamentals of Latin 1 2.0 Units
Beginning course in understanding, reading and writing and simple speaking of Latin; study of grammar, vocabulary and pronunciation, mythology, English derivatives, Latin expressions in English and customs and culture of the Romans. Transfer credit: CSU

LATIN 102
Fundamentals of Latin 2 2.0 Units
Advanced beginning course in understanding, reading, writing and simple speaking of Latin; study of grammar, vocabulary and pronunciation, mythology, English derivatives, Latin expressions in English and customs and culture of the Romans. Transfer credit: CSU
ADVISORY: Latin 101

LEADERSHIP

LEADERSHIP 140
Leadership Development 3.0 Units
An introductory participatory 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. Students are required to participate in the Student Advisory Council and practice skills taught in this course.
Transfer credit: CSU

LEADERSHIP 145
Leadership Development 3.0 Units
An introductory participatory 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 involvement in 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. Students are required to participate in the Student Advisory Council and practice skills taught in this course.
Transfer credit: CSU

LEADERSHIP 150
Leadership Development 3.0 Units
An introductory participatory course designed for individuals wanting to improve their current leadership and management skills. Topics include reviewing leadership myths and communication realities, studying the different phases of group development, analyzing the various task and social dimensions within groups, evaluating both competitive and cooperative group climates and moving from defensive to supportive group environments. Additional topics include evaluating leadership roles within groups, analyzing defective and effective decision-making and problem-solving techniques, reviewing power and conflict management strategies, handling difficult people and becoming an effective leader through the Student Advisory Council (student government). Students are required to participate in the Student Advisory Council and practice skills taught in this course.
Transfer credit: CSU

LEADERSHIP 155
Leadership Development 3.0 Units
An introductory participatory 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 organization. Students practice their creative leadership skills through the Student Advisory Council student government. Students are required to participate in the Student Advisory Council and practice skills taught in this course. Transfer credit: CSU
LEGAL ASSISTANT

LEGAL ASSISTANT 100
Introduction to Legal Assisting 3.0 Units
Introductory course covering the relationship between legal assistants and attorneys and interaction with clients. Includes structure of the profession, federal and state court structure, ethical standards vital to the profession, legal terminology, investigation techniques, research and case and statute analysis, communications, office management and human relations. Transfer credit: CSU

LEGAL ASSISTANT 105
Civil Litigation 1 3.0 Units
Learn, analyze and examine the basic principles of civil procedure as applicable to jurisdiction, venue and preparation of pleadings in an action by both plaintiffs and defendants in the California court system. Transfer credit: CSU
ADVISORY: Legal Assistant 100, 127 and 128 or consent of instructor

LEGAL ASSISTANT 110
Civil Litigation 2 3.0 Units
Learn basic principles of civil procedure as applicable to discovery, injunctions, attachments and summary judgment, develop and improve legal writing skills and style. Transfer credit: CSU
ADVISORY: Legal Assistant 105 and 120 or related work experience and permission of instructor

LEGAL ASSISTANT 115
Criminal Litigation 3.0 Units
The criminal court system and litigation in criminal cases, constitutional law, criminal law, criminal procedure including investigation, prosecution, discovery, motions, trial preparation and appeal in criminal cases. Transfer credit: CSU
ADVISORY: Legal Assistant 100 and 120

LEGAL ASSISTANT 118
Legal Analysis and Briefing 3.0 Units
Learn the methods and procedures of statutory and case law analysis, including proper briefing and persuasive writing techniques. Transfer credit: CSU
ADVISORY: Legal Assistant 100, 127 and 128

LEGAL ASSISTANT 120
Introduction to Legal Research 3.0 Units
Introductory course covering legal research methods and legal writing through examination of how to locate and analyze the law and present legal memoranda; step-by-step instruction through lecture and supervised library assignments. After completion of the course, students will have a working knowledge in the use of statutory and case law, secondary sources and computerized research techniques. Transfer credit: CSU
ADVISORY: Legal Assistant 100 or 127 and 128

LEGAL ASSISTANT 125
Federal Court Practice and Procedure 3.0 Units
A focus on Federal trial practice in the Central District of California and Federal Rules of Civil Procedure, Local Rules, the “local-local” rules and the clerk’s rules. Major emphasis will be on pre-trial preparation, motions and discovery. Skills are easily transferable to other jurisdictions. Students will produce pleadings that may serve as writing exemplars. Federal research will be examined and practiced. This course is designed to include associate attorneys and legal secretaries. Transfer credit: CSU
ADVISORY: Legal Assistant 100, 120 and 127

LEGAL ASSISTANT 127
Legal Procedures 1 3.0 Units
Knowledge and skills required of legal secretaries and legal assistants, including: procedures and functions required in the court structure and litigation procedures involving personal injury and general civil cases; probate; guardianships and conservatorships; family law, dissolution, separation and nullity; adoption; and bankruptcy. Transfer credit: CSU

LEGAL ASSISTANT 128
Legal Procedures 2 3.0 Units
Continuation of Legal Assistant 127. Instruction in the use of the law office library; preparation of pleadings and documents before and after trial (with an overview of law and motion procedures); real property matters; landlord-tenant (unlawful detainer) actions; formation of corporations (contracts and agreements); arbitration guidelines; criminal law and procedures (appeals and briefs) and related terminology skills and abilities. Transfer credit: CSU
ADVISORY: Legal Assistant 127

LEGAL ASSISTANT 130
Law Office Management 3.0 Units
A study of the systems and procedures for management and administration of legal entities, including structure and decision process, delegation, personnel selection, performance evaluation, file systems, calendar systems, records management, new matter procedures and client conflicts, facilities design, group dynamics, communication, technology, budgets, financial analysis, time management, leadership, risk management, ethics and motivation in preparation for legal assistant employment. Transfer credit: CSU
ADVISORY: Legal Assistant 100 or 127 and 128

LEGAL ASSISTANT 135
Family Law 3.0 Units
Family Law including jurisdiction, marriage, annulment, dissolution (divorce), marital and non-marital property agreements, relationship of the child and preparation for trial, appeal and enforcement of judgments. Transfer credit: CSU
ADVISORY: Legal Assistant 100 and 127 or equivalent

LEGAL ASSISTANT 140
Probate Administration 3.0 Units
Organization and jurisdiction of a California probate court; administration of estates, including gift, income, inheritance and estate taxes; document preparation; estate litigation and will contests. Transfer credit: CSU
ADVISORY: Legal Assistant 100 and 127 or equivalent

LEGAL ASSISTANT 145
Estate Planning 3.0 Units
Preparation of wills, disposition of property other than by will, review of intestate succession, review of probate avoidance mechanisms including joint tenancy, review of probate administration, examination of trusts and tax planning. Transfer credit: CSU
ADVISORY: Legal Assistant 100 or Legal Assistant 127 and 128

LEGAL ASSISTANT 148
Elder Law 3.0 Units
Learn substantive and procedural law, Federal, State and Administrative Regulations, as it pertains to the Senior population, including Social Security, Medicare, Medi-Cal/SSI, funding sources, pensions, residential and/or long-term care and applicable California Family Law.

LEGAL ASSISTANT 150
Corporate/Business Organizations 3.0 Units
Introduction to corporations (general, subchapter S, professional and non-profit), partnerships, sole proprietorships, limited liability company (LLC), securities, regulations, buying and selling a business, including preparation of articles, minutes, buy-sell agreements and related documents. Transfer credit: CSU
ADVISORY: Legal Assistant 100 and 128

LEGAL ASSISTANT 155
Bankruptcy Law and Procedures 3.0 Units
An overview of federal bankruptcy law and procedures for the legal assistant; introduction to the functions and working of bankruptcy court, the United States trustee and bankruptcy counsel, examination of Chapter 7, 11, 13, schedules preparation, creditor representation and bankruptcy research. Transfer credit: CSU
ADVISORY: Legal Assistant 100, 127, 105 and 110 or equivalent
LEGAL ASSISTANT 160
Civil Trials and Evidence 4.0 Units
Learn the principles of preparing a civil case for trial, including preparation of the trial brief, trial notebook, pre-trial and post-trial motions, jury instructions, verdicts, judgments, cost memorandum, and the principles of evidence and its preparation for presentation in court. Transfer credit: CSU
ADVISORY: Legal Assistant 105, 120 and 128 or consent of instructor

LEGAL ASSISTANT 165
Contract and Tort Law 3.0 Units
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 legal assistants. Transfer credit: CSU
ADVISORY: Legal Assistant 100

LEGAL ASSISTANT 281-284
Cooperative Work Experience 1.0-4.0 Units
To enhance each Cooperative Work Experience participant's opportunity for success in the field of Legal Assistant 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 Legal Assistant. Transfer credit: CSU
PREREQUISITE: Be employed or volunteer in the field of Legal Assistant five hours per week per 1.0 unit of Cooperative Work Experience
CO-REQUISITE: Be enrolled in a total of 7.0 units including Co-operative Work Experience

LEGAL ASSISTANT 300
Computer Applications for the Legal Assistant 3.0 Units
This course is designed to acquaint the legal assistant with the basic design and use of a computer. It will introduce the legal assistant to various software programs currently utilized in law offices, including DOS, word processing, spreadsheets, document databases, law-related public databases, non-law public databases, systems management, time and billing, field-specific resources and state-of-the-art applications.
ADVISORY: Legal Assistant 100 and 127

LEGAL ASSISTANT 390AB
Legal Clinic Practicum/Ethics 2.0 Units
Students in the clinic will work directly under the direction and supervision of clinic attorneys and experienced legal assistant instructors. Students will interview clinic clients, prepare and monitor client files, set up interview schedules and perform various management duties relating to clinic operations. Students will examine and evaluate the regulation of lawyers and legal assistants and the unauthorized practice of law.
ADVISORY: Legal Assistant 100, 127 or permission of instructor

MANAGEMENT AND SUPERVISION

MANAGEMENT AND SUPERVISION 100
Organization and Management 3.0 Units
An introduction to organizations and the theory and practice of management. Emphasis on organizational functions, design and decision making and the application of leadership and managerial skills in various organizational environments. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 101
Management/Employee Communication 3.0 Units
Developing speaking, listening and writing skills for managers/supervisors consistent with good human relations principles. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 102
Human Relations 3.0 Units
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. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 103
Introduction to Supervision 3.0 Units
Introduction to and understanding of the role of a supervisor in the workplace today. Materials presented include challenges of the supervisor/manager, planning, directing/controlling, communicating, styles of leadership, staffing and orientation of new employees, managing money resources, time management, automation in the workplace, discipline and ethics. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 104
Human Resource Management 3.0 Units
Students are introduced to current human resource management practices in the following areas: equal opportunity and affirmative action, personnel planning and recruiting, job analysis, interviewing techniques and testing, compensation and benefits, career planning, human resource strategic planning, and employee development and training. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 107
Women in Management 1.5 Units
Problems faced by women in management/supervision roles in a male-oriented society; concepts and methods to overcome these obstacles. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 120
Introduction to Successful Selling 3.0 Units
Analysis and application of the behavioral sciences as related to selling. Emphasizes the fundamentals of communications, economics, marketing and management for concepts and principles that are basic to selling. Theory and practice of creative techniques used in making effective oral and written sales presentations. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 124
Introduction to Advertising 3.0 Units
Fundamentals of advertising, including its purpose, institutions and functions; planning an advertising program and budget; merchandising; media/types of advertising. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 126
Sales Management 3.0 Units
Functions and objectives of sales executives; duties and responsibilities of sales administration and organization. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 129
Buying and Store Operations 3.0 Units
Principles and techniques of buying for a retail organization, including merchandise selection, planning, control, use and interpretation of merchandise management reports. Store operations procedures and sales promotion. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 132
Industrial Cost Control 3.0 Units
Fundamental concepts of costs and cost control in industry including labor, material, quality control, waste and salvage. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 136
Production Control 3.0 Units
Functions concerned with production in various manufacturing processes. Directed towards production and related department supervisory personnel. Course work will consist of scheduling, decision flow, production flow and computerized manufacturing systems. Transfer credit: CSU

MANAGEMENT AND SUPERVISION 170
Customer Relations Services 1.5 Units
Techniques in performing basic contact activities involving sales support, upgrading selling, customer consultation and satisfaction. Emphasis on
interpersonal skills, interview techniques, managing objections, presentation skills, gaining customer commitment and written proposals.  
Transfer credit: CSU

**MANAGEMENT AND SUPERVISION 180**

**Train the Trainer**  3.0 Units  
Designed for new trainers in the private and public sector or for those wishing a refresher course in the training basics. Includes the fundamentals of instructional design, program building and evaluation. Recommended for teachers who would like to switch careers to private industry.  
Transfer credit: CSU

**MANAGEMENT AND SUPERVISION 281-284**

**Cooperative Work Experience**  1.0-4.0 Units  
To enhance each Cooperative Work Experience 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.  
Transfer credit: CSU  
PREREQUISITE: Be employed or volunteer in the field of Management and Supervision five hours per week per 1.0 unit of Cooperative Work Experience  
CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

**MANAGEMENT AND SUPERVISION 390**

**A Day With Peter Drucker**  0.5 Unit  
Use analytical and creative problem solving to apply and reinforce the insights of Dr. Peter Drucker, presented live via satellite, on the organization in transition. Emphasis will be on the changing of traditional functions; the triumphs, failures and dilemmas of economic development; and the alienation of middle managers and professionals.

**MANAGEMENT AND SUPERVISION 391**

**Service Management “Keys To Service Distinction”**  0.5 Unit  
This program reinforces the necessity of having a solid service strategy, focusing on key aspects of service management and supervision. It gives managers specific strategies to more effectively manage quality service delivery. The course video-conference includes a special presentation by Ron Zemke, author of Service America! Doing Business In The American Economy.

**MANAGEMENT AND SUPERVISION 392**

**Managerial Decision-Making**  0.5 Unit  
This course presents a highly interactive process for managers at all levels of the organization. It provides a decision-making process that can be used by both individuals and teams and techniques to help managers become more decisive, confident and effective. This course includes a special videoconference presentation by Peter Tobia, decision-making consultant and author.

**MANAGEMENT AND SUPERVISION 393**

**Motivation: The Key to Performance**  0.5 Unit  
This course explores the relationship between behavior and motivation. It focuses on reinforcement and the consequences of behavior. Specific strategies will be applied to the principles presented that will help managers and supervisors stimulate commitment and increase productivity. This course includes a special videoconference presentation by Fran Tarkenton, author of How To Motivate People, The Team Strategy For Success.

**MANAGEMENT AND SUPERVISION 394**

**Managerial Communication**  0.5 Unit  
This program focuses on managerial communication as the key to increased productivity, responsibility and compensation in business. It emphasizes quality communication skills and strategies to handle any communication situation with greater flexibility, confidence and impact. This course includes a special videoconference presentation by Dan d’Arcy, speech/video consultant, professional speaker and writer.
Mathematics 010
Elementary Algebra 4.0 Units
Numerical and algebraic operations including number systems, linear and quadratic equations, polynomials, factors, roots and exponents and applications.
PREREQUISITE: Math 008-Pre-Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test I

Mathematics 020
Plane Geometry 3.0 Units
Construction, congruence, proof, geometric inequalities, parallel lines, perpendicular lines, planes, coordinate geometry, circles and similarity
PREREQUISITE: Math 010-Elementary Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test II

Mathematics 030
Intermediate Algebra 4.0 Units
Review of elementary algebra, linear and quadratic equations; curve plotting, exponents, radicals, logarithms, progressions, binomial theorem, variation, permutations, combinations, systems of equations and determinants; with applications.
PREREQUISITE: Math 010-Elementary Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test II

Mathematics 100
Fundamental Concepts 3.0 Units
An introduction to the nature of modern mathematics for liberal arts students. History of mathematics, introduction to the axiomatic method and the nature of proof, relations and functions; a discussion of the real number system with applications, computers and calculators; metric measurement; geometry; probability; statistics and graphing. The emphasis is not on the development of computational skills but on the nature of mathematics and its structure.
Transfer credit: CSU
PREREQUISITE: Math 030-Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test III

Mathematics 105
Technical Mathematics 4.0 Units
A mathematical course designed for students in technical curriculum, vocational certificate programs, or for those who need general mathematical skills with emphasis on technical applications. Topics include algebra, geometry, trigonometry, functions, inequalities, variations and numerical computations.
Transfer credit: CSU
PREREQUISITE: One year of high school mathematics or eligibility for Math 010-Elementary Algebra

Mathematics 115
College Algebra 4.0 Units
Basic concepts of algebra, equations and inequalities along with functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems, matrices and determinants, linear programming conic sections, sequences, series and combinatorics.
Transfer credit: CSU; UC
PREREQUISITE: Math 030-Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test III

Mathematics 120
Trigonometry 3.0 Units
Topics include circular functions, trigonometric identities, inverse functions, triangles, vectors, applications and imaginary and complex numbers.
Transfer credit: CSU; UC
PREREQUISITE: Math 020-Plane Geometry and Math 030-Intermediate Algebra (each with a grade of "C" or better) or achieve qualifying score on Math Placement Test III

Mathematics 140
Survey of Calculus 4.0 Units
Topics include functions, graphs, limits, derivative, exponential and logarithmic functions, integration, applications, multivariables, differential equations, polynomials and trigonometric functions.
Transfer credit: CSU; UC credit limitations. See Counselor.
PREREQUISITE: Math 030-Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test III

Mathematics 150
Finite Mathematics With Applications 3.0 Units
Topics include sets, logic, number bases, number theory, mathematical systems, equations, graphs, probability, statistics and matrices with appropriate applications.
Transfer credit: CSU; UC
PREREQUISITE: Math 030-Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test III

Mathematics 160
Introduction to Statistics 3.0 Units
Topics covered include collection of data, sampling, probability, hypothesis testing, variance and correlation for applications in the natural sciences, social sciences, business and management.
Transfer credit: CSU; UC
PREREQUISITE: Math 030-Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test III

Mathematics 170
Precalculus Mathematics 5.0 Units
Topics include algebra review, complex numbers, sequences and series, polynomial rational, exponential, logarithmic, trigonometric and inverse functions, vectors, analytic geometry, linear systems, matrices, elementary theory of equations and polar coordinates. This course is designed for those students planning to study calculus.
Transfer credit: CSU; UC
PREREQUISITE: Math 120-Trigonometry with a grade of "C" or better or achieve a qualifying score on Math Placement Test IV

Mathematics 180
Calculus with Analytic Geometry 1 5.0 Units
Elements of analytic geometry and an introduction to differential and integral calculus. Application is critical to this course. There is a prerequisite requirement for this course.
Transfer credit: CSU; UC credit limitations. See Counselor.
PREREQUISITE: Math 120-Trigonometry or Math 170-Precalculus Mathematics (with a grade of "C" or better in either course) or achieve a qualifying score on math Placement Test IV

Mathematics 185
Calculus with Analytic Geometry 2 5.0 Units
Techniques of integration, vectors, partial differentiation and multiple integration; with applications.
Transfer credit: CSU; UC
PREREQUISITE: Math 180-Calculus with Analytic Geometry 1 with a grade of "C" or better or achieve a qualifying score on Math Placement Test IV

Mathematics 280
Calculus with Analytic Geometry 3 5.0 Units
Techniques of differential and integral calculus, analysis of functions of several variables; differential equations, infinite series, Green’s theorem and surface integral.
Transfer credit: CSU; UC
PREREQUISITE: Math 185-Calculus with Analytic Geometry 2 with a grade of "C" or better or achieve a qualifying score on Math Placement Test IV

Mathematics 285
Linear Algebra and Differential Equations 5.0 Units
Introduction to linear algebra and linear differential equations, matrices, determinants, vector spaces and linear systems of algebraic and differential equations.
Transfer credit: CSU; UC
PREREQUISITE: Math 280-Calculus with Analytic Geometry 3 with a grade of "C" or better or achieve a qualifying score on math Placement Test IV

Mathematics 403
Basic Math 0.0 Unit
An individualized beginning math program covering addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and
MUSIC

MUSIC 051
Reading Music 2.0 Units
A basic course for students who are new to music reading and performance. Introduction to notation of rhythm, pitch, dynamics, tempo and character of music. Emphasis on notation of classical music, twentieth century music, computer music, popular music and music of other cultures. (NOT APPLICABLE TO A.A. DEGREE)

MUSIC 060AD
Adventures in Singing 0.5 Unit
Introduction to choral singing for those with little or no previous choral experience. Includes training in voice production, developing choral skills and ear training. (NOT APPLICABLE TO A.A. DEGREE)

MUSIC 100
History and Appreciation of Music 3.0 Units
Study of the major genres, forms, styles and historical periods in music since the Middle Ages. Emphasis on listening techniques, appreciation of classical and popular music and recognition of styles, composers and periods. Transfer credit: CSU; UC

ADVISORY:
Ability to read music. Some performance experience helpful.

MUSIC 101
Introduction to the Symphony 3.0 Units
Designed to expose students to symphonic performances in Southern California. Class meetings will include attendance at concerts, critiques of those concerts attended and previews of future performances. Attendance at assigned concerts is mandatory. A payment of approximately $60 will be collected at the first class to cover the cost of tickets. Bus transportation will be provided. Transfer credit: CSU

MUSIC 102
Latin American Music 3.0 Units
A music appreciation course that studies the relationship between the folk, popular, and art music styles of Latin America and those of the United States. Emphasis is placed on the various genres of music and dance in Latin America (e.g., samba, mariachi, reggae) and their influence on the popular music styles of the United States, jazz and rock. Transfer credit: CSU; UC

MUSIC 110AB
Voice 1 2.0 Units
Voice production and use of the vocal mechanism, breath control, developing interpretative skills, introduction to vocal literature. Class and individual performance opportunities. Transfer credit: CSU; UC

MUSIC 111AB
Voice 2 2.0 Units
Continuation of Voice 1. Expanded repertoire to include a broader range of literature. Class and individual performance opportunities. Transfer credit: CSU; UC

MUSIC 115AD
Community Chorale 2.0 Units
A performing chorus for singers with music-reading skills and previous choral experience. Representative choral literature from all periods. Transfer credit: CSU; UC

MUSIC 116
Coastline Choral Ensemble 2.0 Units
A small choral ensemble that will give advanced singers an opportunity to perform a variety of choral works in conjunction with the Coastline Chorale. Representative choral music from all periods and styles. Students are expected to be available for scheduled public performances. Transfer credit: CSU; UC

ADVISORY:
Music 115AD or equivalent

MUSIC 120A
Piano 1 1.0 Unit
Beginning course in piano for persons with no keyboard experience, or for students seeking refresher training. The course is an introduction to keyboard techniques, including reading music notation, playing by ear, major scales and keyboard harmony. Thirty to forty minutes of daily practice is essential for satisfactory progress. Transfer credit: CSU; UC

ADVISORY:
Piano available for regular practice

MUSIC 120B
Piano 1 1.0 Unit
Continuation of Music 120A. Reading music at the keyboard and playing by ear in all major keys. Scales and keyboard harmony necessary for the development of these abilities. Thirty to forty minutes of daily practice is necessary for satisfactory progress. Transfer credit: CSU; UC

ADVISORY:
Music 120A or equivalent

MUSIC 130AB
Guitar 1 2.0 Units
Beginning instruction for the serious guitar student. Includes first and second position studies, chord structures, basic picking and music reading techniques for all styles of playing. Daily practice is necessary for satisfactory progress. Student must provide own acoustic guitar. Transfer credit: CSU; UC

ADVISORY:
Music 130AB or equivalent

MUSIC 131AB
Guitar 2 2.0 Units
Continuation of Guitar 1, with emphasis on first position, related chords and their inversions, right hand techniques for all styles of playing, scales and arpeggios. Continued development of repertoire, both solo and ensemble, in all styles. Student must provide own acoustic guitar. Transfer credit: CSU; UC

ADVISORY:
Music 130AB or equivalent

MUSIC 140AD
Coastline Jazz Ensemble 2.0 Units
This course is designed for a group of intermediate or advanced musicians who desire to learn and perform contemporary jazz, swing, Latin and rock music. Emphasis is placed on interpretation of style, phrasing, articulation, tone, dynamics and ensemble balance. Improvisation and ensemble music will be rehearsed each meeting with possible performances during the course. Transfer credit: CSU; UC

ADVISORY:
Ability to read music and instrumental expertise

MUSIC 145AD
Community Show Band 2.0 Units
A performing band for those with music reading and performing skills on their instruments. Ensemble skills and musicianship will be developed through studying and playing the standard band repertoire. Transfer credit: CSU

ADVISORY:
Instrumental expertise

MUSIC 148
Instrumental Performance Ensemble 0.5 Unit
Designed to benefit all age groups and ability levels from intermediate to advanced. Ensemble skills and musicianship will be developed through the study of literature designed especially for performances in conjunction with radio and television. Transfer credit: CSU; UC

ADVISORY:
Ability to read music. Some performance experience helpful
MUSIC 151
Theory and Musicianship 1 3.0 Units
A basic theory course designed as a foundation for an understanding of music theory. Review of symbols and basic music reading. Introduction to basic diatonic melody and harmony. Ear-training, triads, scales and basic harmonic analysis. Transfer credit: CSU; UC

MUSIC 152
Theory and Musicianship 2 3.0 Units
A continuation of Music 151. More advanced studies in music theory to build understanding of musical structure and harmony. Seventh chords, secondary dominants, modulation, altered and chromatic harmony. Advanced sight reading, melodic and harmonic dictation. Transfer credit: CSU; UC

MUSIC 400
Rhythm and Music 0.0 Unit
A music course for older adults emphasizing rhythm, music appreciation and student participation in music activities.

NORWEGIAN

NORWEGIAN 101
Fundamentals of Norwegian 1 2.0 Units
Beginning course in speaking, understanding, reading and writing Norwegian. Study of grammar, vocabulary and pronunciation and of customs and culture of Norway. Transfer credit: CSU

NORWEGIAN 102
Fundamentals of Norwegian 2 2.0 Units
Advanced beginning course in speaking, understanding, reading and writing Norwegian. Study of grammar, vocabulary and pronunciation and of customs and culture of Norway. Transfer credit: CSU

NORWEGIAN 108AB
Conversational Norwegian 1.0 Unit
A conversational course using vocabulary and grammar of elementary Norwegian. Transfer credit: CSU

OFFICE AUTOMATION CAREERS

OFFICE AUTOMATION CAREERS 100ABC
Keyboarding Level 1 1.0-3.0 Units
Beginning keyboarding course using a simple software program. Students will develop computer-confidence using a simple “user-friendly” menu structure to learn touch typing skills and speed development through error analysis and remedial drills. Students will learn the basic features of the computer and the formatting skills for simple letters, memos, reports, and tables. Transfer credit: CSU
ADVISORY: Concurrent enrollment in Office Automation Careers 305AD

OFFICE AUTOMATION CAREERS 101
Keyboarding Level 2 2.0 Units
Intermediate-level keyboarding course designed to continue developing speed and accuracy techniques and advanced skills in business letters, memorandums, tabulated and financial materials, formal business memorandums and manuscripts with footnotes, RFPs, conference reports, minutes of meetings, business agendas, outlines, and resumes. Transfer credit: CSU
ADVISORY: Computer 107AB, OAC 100ABC or equivalent or typing speed of 30 words per minute

OFFICE AUTOMATION CAREERS 108
Typing Review 1.0 Unit
Emphasis on reviewing skill-building techniques, basic technical information, machine parts, simple tables, personal and business letters, basic manuscript setup and tabulations, letter of application and resume writing. Transfer credit: CSU
ADVISORY: Knowledge of typewriter keyboard

OFFICE AUTOMATION CAREERS 112
Office Organization 1.0-3.0 Units
Provides a practical approach to mastering the basics in the home or business office of the future. Experience using the computer, 10-key calculator and other automated office equipment. Other topics covered include FAX, electronic mail, current filing rules, proofreading techniques and phone etiquette. Transfer credit: CSU
ADVISORY: Concurrent enrollment in a typing class or ability to type 25 words per minute

OFFICE AUTOMATION CAREERS 114
Administrative Procedures and Technology 3.0 Units
This multi-disciplinary class covers office systems, information management, communications, technology, and administrative procedures. Designed to teach applied systems thinking to students pursuing both administrative support and information management careers. Support SCANS skills. Transfer credit: CSU
ADVISORY: OAC 100ABC, or equivalent of typing speed of 30 words per minute and concurrent enrollment in OAC 305AD

OFFICE AUTOMATION CAREERS 124A
(Formerly Office Automation Careers 124)

Medical Terminology 1 3.0 Units
Introduction to the basic principles of medical terminology and vocabulary needed to work in the health care field. The emphasis will be on work components—combining forms, prefixes, and suffixes—spelling, pronunciation, abbreviations and definition of medical terms. The inclusion of two software disks contain questions to test understanding of terminology in each chapter. Transfer credit: CSU

Medical Terminology 2 3.0 Units
Continuing the introduction to the basic principles of medical terminology and vocabulary needed to work in the health care field. The emphasis will be on word components—combining forms, prefixes and suffixes—spelling, pronunciation, abbreviations, and definition of medical terms. The inclusion of two software disks contain questions to test understanding of terminology in each chapter. Transfer credit: CSU

OFFICE AUTOMATION CAREERS 125A
Machine Transcription—General 2.0 Units
Machine transcription skills and techniques for the automated office. Rules of English grammar, punctuation, word division, spelling, business correspondence and report formats reviewed. Transfer credit: CSU
ADVISORY: Comp 107A or Comp 107B or typing speed of 40 words per minute

OFFICE AUTOMATION CAREERS 125B
Machine Transcription—Legal 2.0 Units
ADVISORY: Comp 107A or Comp 107B or typing speed of 40 words per minute

OFFICE AUTOMATION CAREERS 126A
Medical Transcription 1 2.0 Units
Hands-on use of transcribing unit and computer using WordPerfect skills and techniques for the automated office. Rules of English grammar, punctuation, word division and spelling. Emphasis on medical terminology and report formats for the beginning/intermediate medical transcriptionist. Transfer credit: CSU
ADVISORY: Comp 107A or Comp 107B or typing speed of 40 words per minute
PHOTOGRAPHY

PHOTOGRAPHY 100
Introduction to Photography and Laboratory 2.0 Units
Emphasis on camera technique, film processing, printing and presentation of black and white and color photographs. For those interested in photography vocationally and avocationally. Students must provide own adjustable lens camera. Transfer credit: CSU; UC

PHOTOGRAPHY 102
Photography Techniques and Appreciation 2.0 Units
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 105AB
Basic Non-Laboratory Photography 3.0 Units
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. Transfer credit: CSU

PHOTOGRAPHY 107AB
Black and White Darkroom 1.0 Unit
Production of custom quality black and white enlargements from personal negatives. Processing techniques of black and white film. Students purchase their own photographic paper. Transfer credit: CSU
ADVISORY: Photography 105AB or equivalent

PHOTOGRAPHY 110
Creative Darkroom Techniques 1.5 Units
Explores special darkroom techniques which can be employed vocationally or avocationally. Includes high contrast, negative sandwich, texturizing, toning, light tracings and solarization. Transfer credit: CSU

PHOTOGRAPHY 120AB
Special Subjects 1 2.0 Units
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. Transfer credit: CSU
ADVISORY: Basic fundamental knowledge of photography

PHOTOGRAPHY 121AB
Special Subjects 2 2.0 Units
Introduction to advanced photographic specialty areas; photography as a career including commercial, portraiture, fashion, wedding and stock photography. Photography as an art including gallery showings, composition, self-promotions, the designing of a photograph, travel and nature photography. Special effects photography emphasizing on “how it is done.” Recommend students use a 35 mm camera. Transfer credit: CSU
ADVISORY: Basic fundamental knowledge of photography

PHYSICAL EDUCATION 060
Youth Soccer 2.0 Units
A course for parents, coaches and officials interested in youth soccer programs. Course emphasizes team strategies and tactics, officiating rules and regulations, youth programs organization and administration, coaching and refereeing skills. (NOT APPLICABLE TO A.A. DEGREE)

PHYSICAL EDUCATION 065
Youth Baseball 1.5 Units
A course for parents, coaches, officials and statisticians interested in participating in youth baseball programs. Course emphasis: teaching youngsters fundamentals, umpiring, rules of play, statistics and emergency procedures. (NOT APPLICABLE TO A.A. DEGREE)

PHYSICAL EDUCATION 101AB
Personal Fitness Program 0.5 Unit
Individualized program of exercise, weight control and relaxation techniques to achieve and maintain a healthy body. Transfer credit: CSU; UC

PHYSICAL EDUCATION 102AB
Lifetime Fitness 1.0 Unit
Individualized program for adults to achieve and maintain physical fitness. Transfer credit: CSU; UC

PHYSICAL EDUCATION 103AB
Physical Conditioning 1.0 Unit
Participation in selected activities designed to improve endurance, strength, flexibility and body contour personalized to the needs of individual students by use of circuit and interval training. Transfer credit: CSU; UC

PHYSICAL EDUCATION 105AD
Weight Training 1.0 Unit
A weight training exercise program designed to improve muscle strength, endurance and physical fitness. Transfer credit: CSU; UC

PHYSICAL EDUCATION 107
Gymnastics 1.0 Unit
Rudiments and skills of gymnastics to develop conditioning, tone, balance, strength, endurance and flexibility. Transfer credit: CSU; UC

PHYSICAL EDUCATION 108AB
Aerobics 1 0.5-1.0 Unit
A program of aerobic exercises designed to achieve optimum cardiovascular conditioning, improve overall flexibility, coordination, endurance and strength and maintain physical fitness. Transfer credit: CSU; UC

PHYSICAL EDUCATION 109AB
Aerobics 2 0.5-1.0 Unit
An advanced aerobic exercise program designed to maximize optimum cardiovascular conditioning, overall flexibility, endurance, strength and physical fitness. Transfer credit: CSU; UC
ADVISORY: Physical Education 108AB or equivalent

PHYSICAL EDUCATION 112AD
Step Aerobics 1.0 Unit
Contemporary workout designed to improve each participant’s strength and cardiovascular fitness level through steady-state stepping movements. The student will be exposed to a graduated continuous system of rhythmic stepping at various platform heights, emphasizing strength, flexibility and endurance. Transfer credit: CSU; UC

PHYSICAL EDUCATION 114
Cross Training 1.0-2.0 Units
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. Transfer credit: CSU; UC

PHYSICAL EDUCATION 115AB
Tai Chi Chuan 1 1.0 Unit
A 1200-year old Chinese art of movement that teaches coordination of mind, emotions and body harmonized in a unity through physical action. The synthesis of internal energy and outer action and its application for greater health and well-being is emphasized. Transfer credit: CSU; UC
ADVISORY: Physical mobility

PHYSICAL EDUCATION 116AB
Tai Chi Chuan 2 1.0 Unit
Continuation of Tai Chi Chuan 1. A 1200-year old Chinese art of movement that teaches coordination of mind, emotions and body, harmonized in a unity through physical action movements at an intermediate level based upon skills developed. Transfer credit: CSU; UC
ADVISORY: Physical Education 115AB or equivalent
PHYSICAL EDUCATION 117
Tai Chi Chuan 3
Continuation of Tai Chi Chuan 2. A 1200-year old Chinese art of movement that teaches coordination of mind, emotions and body, harmonized in a unity through physical action. Movements at an advanced level based upon skill developed. Transfer credit: CSU; UC
ADVISORY: Physical Education 116AB or equivalent

PHYSICAL EDUCATION 120
Swimming
Fundamental skill and coordination development leading to successful performance. Transfer credit: CSU; UC

PHYSICAL EDUCATION 123
Lifesaving
Combination lecture, demonstration and pool performance course, including all the basic skills required for the American Red Cross lifesaving certificate. Transfer credit: CSU; UC
ADVISORY: 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

PHYSICAL EDUCATION 124
Water Safety Instructor
American Red Cross water safety instructor training course. Principles and methods of teaching swimming, basic diving, lifesaving and water safety. Transfer credit: CSU; UC
ADVISORY: Current American Red Cross Advanced Lifesaving Certificate

PHYSICAL EDUCATION 125AD
Swinmastics
Exercise using the resistance and buoyancy of water in a program of physical conditioning for swimmers and non-swimmers alike. Transfer credit: CSU; UC

PHYSICAL EDUCATION 136AB
Tennis 1
Fundamentals of tennis including rules, equipment, footwork, strokes and general playing skill development. Transfer credit: CSU; UC

PHYSICAL EDUCATION 137
Tennis 2
Continuation of Tennis 1. Includes continued skill development in the volley, lob and smash, consisting of ground strokes and serves as well as singles and doubles game strategy. Transfer credit: CSU; UC
ADVISORY: Physical Education 136AB or equivalent

PHYSICAL EDUCATION 138
Tennis 3
Continuation of Tennis 2. Includes advanced techniques and tactics in play patterns, and competitive singles and doubles play experience. Transfer credit: CSU; UC
ADVISORY: Physical Education 137 or equivalent

PHYSICAL EDUCATION 140AB
Golf 1
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. Transfer credit: CSU; UC

PHYSICAL EDUCATION 141AB
Golf 2
Continuation of Golf 1. Includes continued skill development with woods and irons, rules, etiquette and scoring. Students must furnish minimum equipment. Transfer credit: CSU; UC
ADVISORY: Physical Education 140AB or equivalent

PHYSICAL EDUCATION 147
Volleyball 1
Fundamentals of volleyball including skill development, rules, selection and care of equipment, drills and team competition. Transfer credit: CSU; UC

PHYSICAL EDUCATION 148
Volleyball 2
Continuation of Volleyball 1. Includes continued skill development, offensive and defensive team strategies and tactics and team competition. Transfer credit: CSU; UC
ADVISORY: Physical Education 147 or equivalent

PHYSICAL EDUCATION 150
Ski Conditioning
An exercise program designed to prepare students for skiing. Course includes proper warm-up techniques, calisthenics and aerobic conditioning. Transfer credit: CSU; UC
Student must furnish own equipment and transportation for field trips.
Transfer credit: CSU; UC

PHYSICAL EDUCATION 164
Bicycling
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. Transfer credit: CSU; UC

PHYSICAL EDUCATION 172AB
Karate 1
Fundamentals of karate, including preparation/conditioning, balance, flexibility and development of skills and techniques. Transfer credit: CSU; UC

PHYSICAL EDUCATION 173AB
Karate 2
Advanced techniques in karate leading toward a black belt ranking. Transfer credit: CSU; UC
ADVISORY: Physical Education 172AB

PHYSICAL EDUCATION 190
Physiology of Exercise
A course designed to acquaint students with the effects of exercise on the body, the structure and functions of various organ systems and the impact of exercise on the functioning of these systems. This class will provide a basis for the study of physical fitness and athletic training. Transfer credit: CSU; UC

PHYSICAL EDUCATION 400
Individual Activities
0.0 Unit
Individual conditioning activities to fit the personal health and fitness needs of older adults. This course may be repeated.

PHYSICS

PHYSICS 110
Introduction to Physics
3.0 Units
The course discusses the fundamental laws of nature. A general overview of Newton’s laws, energy and momentum, dynamics of rotation, harmonic motions, wave behavior, fluid properties and other pertinent physical theories, properties and principles. Transfer credit: CSU; UC
ADVISORY: Competency in intermediate algebra and trigonometry recommended
**PHYSICS 120**  
Physics  
4.0 Units  
The course covers mechanics, waves and thermodynamics. It satisfies the physics requirement of biological science programs (except University of California Programs) and technical programs, except physics, chemistry or engineering. It satisfies requirements as a liberal arts elective.  
*Transfer credit: CSU; UC*  
**ADVISORY:** Mathematics 120 or concurrent enrollment

**PHYSICS 125**  
Physics  
4.0 Units  
Continuation of Physics 120. The course covers electricity, magnetism, optics, atomic and nuclear physics.  
*Transfer credit: CSU; UC*  
**ADVISORY:** Physics 120

**PHYSICS 185**  
General Physics  
3.0 Units  
This course presents the story of a revolution in human thought, the Copernican revolution, that led to the eventual synthesis of the physics of the heavens with that of the earth. The text explores varied phenomena in the world and develops the necessary concepts in calculus along with physical ideas. Topics include kinematics and dynamics in one and two dimensions; Newton's laws of motion; energy and momentum; conservation principles; statics; kinematics and dynamics of rotation; elasticity; Hook's law; simple harmonic motions; wave behavior; interference and standing waves properties of fluids; Pascal's and Bernoulli's principles; temperature, heat, calorimetry, the gas laws; and the laws of thermodynamics.  
*Transfer credit: CSU; UC*  
**ADVISORY:** Mathematics 030, 130 and 140 or 120

**POLITICAL SCIENCE 100**  
American Government  
3.0 Units  
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.  
*Transfer credit: CSU; UC*  

**POLITICAL SCIENCE 110**  
Current Issues  
3.0 Units  
An analysis of crucial current political problems and issues in American society and the world. The study will be directed toward a definition of the issues selected, an assessment of the relevancy and validity of available data and a determination of ideological value conflict. Alternative ways to achieve desired goals and evaluation of problem solutions will be emphasized.  
*Transfer credit: CSU; UC*  

**POLITICAL SCIENCE 120**  
Shaping Public Policy  
1.0 Unit  
A practical examination of the American political system at all levels, with emphasis on how an individual or group can participate in the day-to-day shaping of public policy.  
*Transfer credit: CSU*  

**POLITICAL SCIENCE 130**  
Comparative Government  
3.0 Units  
Comparative analysis of the structure, institutions, function and patterns of government in major foreign systems, including Latin America, Middle Eastern monarchies, Asia, European governments of nationalism and socialism and developing nationalist governments.  
*Transfer credit: CSU; UC*  

**POLITICAL SCIENCE 140**  
Middle East in World Politics  
3.0 Units  
Examines and analyzes the history and politics of the contemporary Middle East. Issues include inter-Arab and Arab-international relations, world powers, Arab-Israeli conflict, oil politics and changing concepts that may reshape the economic and political future of the Middle East.  
*Transfer credit: CSU; UC*  

**PORTUGUESE**

**PORTUGUESE 101**  
Fundamentals of Portuguese  
2.0 Units  
A beginning course in speaking, understanding, reading and writing Portuguese; study of grammar, vocabulary and pronunciation and of customs and culture of Portuguese-speaking countries.  
*Transfer credit: CSU*  
**ADVISORY:** Portuguese 101 or equivalent

**PORTUGUESE 102**  
Fundamentals of Portuguese  
2.0 Units  
Advanced beginning course in speaking, understanding, reading and writing Portuguese; study of grammar, vocabulary and pronunciation as well as study of the land and the people, the customs and culture of Poland and Polish-speaking communities.  
*Transfer credit: CSU*  
**ADVISORY:** Portuguese 101 or equivalent

**PORTUGUESE 108AB**  
Conversational Portuguese  
1.0 Unit  
A conversational course using the vocabulary and grammar learned in elementary Portuguese courses.  
*Transfer credit: CSU*  
**ADVISORY:** Portuguese 102 or equivalent

**PSYCHOLOGY**

**PSYCHOLOGY 100**  
Introduction to Psychology  
3.0 Units  
Fundamentals of human psychology. Using a scientific approach to the study of human behavior, this course examines and integrates physiological, intrapsychic and social/behavioral perspectives on human thought and behavior. Major units include: biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality and social psychology.  
*Transfer credit: CSU; UC*  

**PSYCHOLOGY 115**  
Child Growth and Development  
3.0 Units  
Examination of human development from conception through adolescence. Includes the biological, psychological and sociocultural aspects of the maturation process.  
*Transfer credit: CSU*  

**PSYCHOLOGY 143**  
Behavior Modification  
2.0 Units  
This course is designed to develop an understanding of human behavior through the principles of theory of behavior modification. Methods of analysis as well as specific strategies for behavior change will be considered. Current research to applications of behavior modification techniques will be evaluated.  
*Transfer credit: CSU*
PSYCHOLOGY 144
Gestalt Psychology 3.0 Units
Theory and practice of Gestalt psychology and the practice of Gestalt principles. Develops an understanding and critical analysis of psychological processes and promotes increased awareness of personal and interpersonal behavior(s) through individual and group exercises. Transfer credit: CSU
ADVISORY: Psychology 100

PSYCHOLOGY 145
Nonverbal Behavior 1.5 Units
Fundamentals of nonverbal behavior in human interaction, with emphasis on Western cultural patterns. Includes gesture, spatiality, body positioning, expression, laughter, foundations and developmental patterns of nonverbal dimensions. Examines the use of body language for power, success and relationships. Transfer credit: CSU

PSYCHOLOGY 146
Biofeedback/Stress Management 1 1.5 Units
Fundamentals of biofeedback and other stress management techniques including self-hypnosis and meditation. This course examines the management of personal stress, the stress in others and its relationship to general well-being. Transfer credit: CSU

PSYCHOLOGY 147
Biofeedback/Stress Management 2 1.5 Units
Advanced bio-feedback and stress management techniques. Includes advanced relaxation techniques, reduction of job stress and thought restructuring. Transfer credit: CSU
ADVISORY: Psychology 146 or permission from instructor

PSYCHOLOGY 148
Principles of Human Sexual Behavior 1 3.0 Units
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 149
Principles of Human Sexual Behavior 2 3.0 Units
Advanced topics in sexual behavior and intimate relationships. Emphasis upon examining comparative, social and clinical sexual research and forming objective conclusions. Popular books and movies will also be scientifically studied. Sexual options will be discussed within the context of research, historical patterns, contemporary social phenomenon and current legal parameters. Both human and animal studies will be discussed. Transfer credit: CSU; UC
ADVISORY: Psychology 148 or equivalent

PSYCHOLOGY 150
Infant/Parent Education 1.5 Units
Parent and infant interactive activities and parent lecture/discussion topics including: bonding, early learning and language development, home and car safety and babyproofing, teething, selecting child care, common fears and positive infant guidance. Transfer credit: CSU

PSYCHOLOGY 151A
Toddler/Parent Education 1.5 Units
Parent and toddler interactive activities and parent lecture/discussion emphasizing positive management techniques, toddler growth and development and positive parenting principles for younger toddlers (walking to 18 months). Transfer credit: CSU

PSYCHOLOGY 151B
Older Toddler/Parent Education 1.5 Units
Parent and toddler interactive activities and parent lecture/discussions emphasizing positive management techniques, toddler growth and development, sleep and toiletting concerns and health and safety issues for older toddlers (19-25 months). Transfer credit: CSU

PSYCHOLOGY 152AB
Preschool Parent Education 1 2.5 Units
Lecture/discussion/observation/activities for parents of preschool age children. Preschoolers attend with parents and participate in music, art and other preschool activities. Parents study growth and development and positive parenting techniques. Topics include ages and stages; elimination; health care; nutrition; safety; emotional; social and personality development; discipline; siblings; television. Transfer credit: CSU
ADVISORY: Psychology 152AB and 153AB

PSYCHOLOGY 153AB
Preschool Parent Education 2 2.5 Units
Lecture/discussion/observation activities for parents of preschool age children. Preschoolers attend with parents and participate in music, art and other preschool activities. Parents study growth and development and positive parenting techniques. Topics include nursery schools, day care, intellectual development, speech and language development, fathers, parents, physical development and sex behavior/gender books. Transfer credit: CSU
ADVISORY: Psychology 152AB and 153AB

PSYCHOLOGY 154AB
Preschool/Parent Education for Working Parents 1 1.5 Units
Evening parent education class for working parents and their preschool children ages 2 years 9 months to 5 years 6 months emphasizing quality, interactive time. Lecture/discussion topics including discipline, nutrition and daycare provider. Active participation in music and art activities includes both parent and preschooler. Transfer credit: CSU

PSYCHOLOGY 155AB
Preschool/Parent Education for Working Parent 2 1.5 Units
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. Transfer credit: CSU

PSYCHOLOGY 156AD
Preschool/Parent Education for Spanish-speaking Parents 1.5 Units
Class for Spanish speaking parents and their preschool children ages 2 1/2 to 5 1/2 years. Lecture and discussion time for parents includes topics 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). Symposum y practica para padres. Actividades preparativas en actitudes escolares, artisticas, y musicales para padres e hijos. Trae certificado de nacimiento o de bautismo para hijos. Trae almuerzo. Transfer credit: CSU

PSYCHOLOGY 158
Principles and Psychology of Parenting 1 (Birth To 5) 1.5 Units
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. Transfer credit: CSU

PSYCHOLOGY 159
Preschool/Parent Education 3 2.5 Units
Lecture/discussion/observation/activities for students of parent education (after taking Psychology 152AB and 153AB) enrolling with a second preschooler. Preschoolers attend with parents and participate in music, art and other preschool activities. Parents study growth and development and positive parenting techniques. Topics include nursery schools, day care, intellectual development and sex. Transfer credit: CSU
ADVISORY: Psychology 152AB and 153AB

PSYCHOLOGY 160
Preschool/Parent Education 4 2.5 Units
Lecture/discussion/observation/activities for students of parent education. Preschoolers attend with parents and participate in music, art and other preschool activities. Parents study growth and development and positive parenting techniques. Topics include nursery schools, day care, intellectual development and sex. Transfer credit: CSU
ADVISORY: Psychology 152AB and 153AB
PSYCHOLOGY 168
Peer Counselor Training for Adolescents 3.0 Units
Preparation for becoming a peer counselor in family life and human relationships, with an emphasis on adolescence. The course covers the topics of active listening communication, values, human sexuality, roles and stereotypes, decision making, self-esteem and the range of human relationships. The focus of this course is on skill development and practice to become a peer counselor. Transfer credit: CSU

PSYCHOLOGY 170
Psychology of Aging 3.0 Units
Examines the psycho-dynamics of aging as related to human development in the adult years. Psychological needs and responses of the individual during the aging process are explored. Emphasis will be placed on the promotion of good mental health and optimum development. Transfer credit: CSU; UC credit limitations. See Counselor.

PSYCHOLOGY 172
Counselor Training for Older Adults 3.0 Units
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 181
Psychological Principles in Business 0.5 Unit
This course includes techniques for analyzing psychological principles in business. Methods of understanding multicultural backgrounds, values, and needs are discussed. Transfer credit: CSU

PSYCHOLOGY 182
Personal Motivation and Achievement 0.5 Unit
The basic elements of motivation will be discussed. Motivational theories, goal direction, decision-making processes, and self-esteem techniques are covered. Transfer credit: CSU

PSYCHOLOGY 400
Psychology of Adjustment 0.0 Unit
Principles of adjustment to the processes of aging. Includes an examination of attitudes, interpersonal relationships, intervention strategies and community resources.

PURCHASING

PURCHASING 101
Purchasing and Materials Management 1 3.0 units
The first part of a two-semester sequence in Purchasing and Materials Management including function, organization, quality considerations, pricing and cost policies, supplier selection, negotiations, ethical and legal aspects. Transfer credit: CSU

PURCHASING 102
Purchasing and Materials Management 2 3.0 Units
The second part of a two-semester sequence in Purchasing and Materials Management including purchasing procedures, value analysis, inventory control, warehousing and traffic, capital equipment, make-or-buy, automation, purchasing research, personnel policies, budgets, departmental evaluation, institutional and governmental purchasing practices. Transfer credit: CSU
ADVISORY: Purchasing 101 or equivalent

PURCHASING 203
Legal Aspects of Purchasing 3.0 Units
The Law of Agency, Contract Law and the many Federal, State and Local regulations that directly affect purchasing professionals are presented.

PURCHASING 204
Purchasing Case Studies 3.0 Units
Issues and problems covered in beginning purchasing courses will be examined through application of theories to actual case studies. Topics to be covered will include: source selection, inventory control, quality assurance, cost/price/profit, value engineering, organization and legal and ethical considerations. Transfer credit: CSU
ADVISORY: Purchasing 101 and 102 or equivalent

PURCHASING 205
Purchasing Negotiation Techniques 3.0 Units
The course will cover the principles and practices of negotiations for corporate or institutional procurement. Negotiation theory will be studied as well as practiced through role playing techniques. Transfer credit: CSU
ADVISORY: Purchasing 101 and 102

PURCHASING 207
Materials Management 3 3.0 Units
Course presents concepts and techniques normally encountered at the senior buyer level and above. These concepts cover cost/price analysis, improvement curves, inventory control concepts, analysis of financial data, forecasting and economic conditions as they affect company profitability. Transfer credit: CSU
ADVISORY: Purchasing 101 and 102

PURCHASING 210
International Purchasing 1.5 Units
This course provides an overview of international purchasing. Topics include key background information, fact-finding and negotiation, cultural, legal and economic problems, payment provisions and letters of credit, purchasing methods, references, transportation modes, documentation, the customs clearance process and trends and predictions. Transfer credit: CSU
ADVISORY: International Business 205 or concurrent enrollment

PURCHASING 281-284
Cooperative Work Experience 1.0-4.0 Units
To enhance each Cooperative Work Experience participant’s opportunity for success in the field of Purchasing 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 Purchasing. Transfer credit: CSU
PREREQUISITE: Be employed or volunteer in the field of Purchasing one hour per week per 1.0 unit of Cooperative Work Experience
CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

QUALITY ASSURANCE

QUALITY ASSURANCE 100
Overview of Quality Assurance 3.0 Units
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
ADVISORY: High school mathematics and English

QUALITY ASSURANCE 101
Statistical Process Control 3.0 Units
Review of basic mathematical operations and development of statistical methods for use in quantitative approaches to Quality Assurance and reliability including basic algebraic notation and formulation, functions, graphical analysis, probability laws, measures of central tendency and dispersion, frequency distributions, sampling plans and risks, control charts and process capability studies. Transfer credit: CSU
ADVISORY: Mathematics 010 or equivalent
QUALITY ASSURANCE 103  Reliability Methods  3.0 Units
Basic concepts of modern reliability methods with emphasis on the principles of reliability design, prediction methods and analysis of reliability data.  Transfer credit: CSU
ADVISORY: Quality Assurance 101 or equivalent

QUALITY ASSURANCE 105  Nondestructive Testing  3.0 Units
This is a survey course designed to familiarize the student with nondestructive testing theory and applications. The major emphasis is on the “basic five” nondestructive testing methods: liquid penetrant, magnetic particle, radiographic, ultrasound and eddy current. Student will learn to use these methods and to evaluate available NDT methods as they apply to quality control. Transfer credit: CSU

QUALITY ASSURANCE 106  Industrial Blueprint Reading  3.0 Units
The course provides a study of working drawings and blueprints used in the metal working industries. Assigned problems include simple production drawings and complex assembly drawings in addition to the sketching of simple machine parts. Transfer credit: CSU

QUALITY ASSURANCE 107  Geometric Dimensioning and Tolerancing  3.0 Units
Methodology of determining the exact limits of dimensional parts utilizing accepted industry and government standards. Transfer credit: CSU
ADVISORY: Mathematics 005 or equivalent

QUALITY ASSURANCE 109  Principles of Metrology  3.0 Units
Principles of measurement systems, units, measurement standards and calibration control systems. Detection, evaluation and expression of systematic and random errors including application of statistical methods to measurement processes. Metrication, basic standards and traceability, applications of instruments and gauges used in the modern production industry. Transfer credit: CSU
ADVISORY: Quality Assurance 101 or equivalent

QUALITY ASSURANCE 111  Materials Process Control  3.0 Units
Basic principles of manufacturing processes from ore extraction through material working, forming, joining and surface treatments. Includes the inspection and controls associated with these manufacturing processes. Transfer credit: CSU

QUALITY ASSURANCE 113  Procurement Quality Assurance  3.0 Units
Procurement Quality Assurance methods, techniques, systems and practices. This includes: the procurement cycle, procurement document review, requirements definition, supplier survey, supplier rating systems, procurement quality planning, corrective action systems, supplier certification methods, non-conforming material control, lot control and traceability, receiving/source inspection, sampling methods/plans, just-in-time concepts, use of statistical process control techniques and supplier relationships. Transfer credit: CSU
ADVISORY: Quality Assurance 101 or equivalent; familiarity with industrial/commercial/aerospace software application

QUALITY ASSURANCE 115  Software Quality Assurance  3.0 Units
Covers industrial, commercial and aerospace requirements for assuring that appropriate software quality requirements are met for a “deliverable” software environment. Begins with descriptions and evaluations of software quality processes and published requirements and continues through software quality disciplines affecting documentation, coding, configuration management, problem reporting, testing and records. Transfer credit: CSU
ADVISORY: Quality Assurance 101 or equivalent; familiarity with industrial/commercial/aerospace software application

QUALITY ASSURANCE 135  Introduction to Structural Assembly  3.0 Units
This course provides a study of working drawings and blueprints used in the metal working industries and “hands-on” learning experiences in layout, drilling, fastener installation and assembly of aircraft/aerospace products.  Transfer credit: CSU

QUALITY ASSURANCE 136  Basic Structural Assembly Training  3.0 Units
This course provides a study of layout, drilling, fastener installation and assembly of aircraft/aerospace products. Transfer credit: CSU

QUALITY ASSURANCE 138  Advanced Structural Assembly Training  3.0 Units
This course provides advanced “hands-on” learning experiences in assembly technology relating to the aerospace field. Transfer credit: CSU
ADVISORY: Quality Assurance 106 and 136

QUALITY ASSURANCE 150  Total Quality Management (TQM) Introduction  2.0 Units
This course covers the introduction to the new philosophy of TQM: Deming (Fourteen) Points, Statistical Process Control and Just In Time. This course will provide the student with a plan for implementation of TQM in the workplace. Transfer credit: CSU

QUALITY ASSURANCE 281-284  Cooperative Work Experience  1.0-4.0 Units
To enhance each Cooperative Work Experience participant’s opportunity for success in the field of Quality Assurance 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 Quality Assurance. Transfer credit: CSU
PREREQUISITE: Be employed or volunteer in the field of Quality Assurance 5 hours per week per 1.0 unit of Cooperative Work Experience
CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

QUALITY ASSURANCE 335  Quality Assurance Mathematics Review  0.5 Unit
Mathematics and statistics refresher to prepare students for QA exam review and related QA courses. Includes a review of exponents, logarithms, formulas, equations, graphs and elements of algebra.

QUALITY ASSURANCE 340  Control Charts  0.5 Unit
Participants will be trained in the use, construction and application of mean and range charts in medium to high volume industrial processing.

QUALITY ASSURANCE 345  Quality Technician Examination Review  1.5 Units
Prepares quality assurance personnel for the ASQC certified quality technician examination. Includes quality concepts, applications and statistical methods.

QUALITY ASSURANCE 346  Quality Engineer Examination Review  2.0 Units
Prepares quality assurance personnel for the American Society of Quality Controllers Certified Engineer Examination. Includes theory and statistics.

QUALITY ASSURANCE 350  ASQC Mechanical Inspector Certification Review  1.5 Units
Prepares students for the American Society of Quality Control Certified Mechanical Inspector certification exam.
REAL ESTATE

REAL ESTATE 100
Real Estate Principles 3.0 Units
An introductory course for students who want a general knowledge of all phases of real estate. Required for students who intend to take the California State Real Estate Examination. Topics covered include: real property laws, contracts, land titles, liens, escrows, leases, property management, appraisal, land descriptions, brokerage, sales and financing. Transfer credit: CSU
ADVISORY: Real Estate 100 or equivalent

REAL ESTATE 105
Mortgage Brokering and Lending in California 3.0 Units
Introduces students to the aspects of mortgage brokering operation 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
ADVISORY: Real Estate 100

REAL ESTATE 110
Real Estate Legal Aspects 3.0 Units
The legal aspects of real estate law as encountered by brokers and others who deal with real property. Includes escrows, sales contracts, trust deeds, landlord-tenant, liens, probate sales, joint tenancy and others. Transfer credit: CSU
ADVISORY: Real Estate 100 or equivalent

REAL ESTATE 118
Real Estate Mathematics 3.0 Units
Designed for students who may take licensing exams in real estate. Reviews basic arithmetic through applications of mathematics to all areas of real estate activities. Transfer credit: CSU
ADVISORY: Competence in arithmetic

REAL ESTATE 120
Real Estate Practice 3.0 Units
Introduction to the day-to-day activities performed by a licensed real estate agent. Students will examine various methods of: obtaining clients, prospecting for inventory (listings), types of financing currently available, disclosure requirements. Students will be able to formulate/construct a personal path for success in real estate. Transfer credit: CSU
ADVISORY: Real Estate 100 or California Real Estate License

REAL ESTATE 130
Real Estate Appraisal 1 3.0 Units
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. Transfer credit: CSU
ADVISORY: Real Estate 100 or equivalent

REAL ESTATE 135
Real Estate Appraisal 2 3.0 Units
An advanced course in real estate appraisal with emphasis on report writing; designed to meet the licensee or residential certification requirements of the State of California. Includes an in-depth study of the Sales Comparison Approach and the Cost Approach to Value. Also covers the Income Approach and Appraisal Statistical concepts to the level necessary to meet state requirements. Transfer credit: CSU
ADVISORY: Real Estate 130 or equivalent

REAL ESTATE 137
Real Estate Appraisal 3 3.0 Units
Designed for appraisers, brokers, investors and others interested in evaluation of real property. A lecture, drill problem and case study course designed to provide a comprehensive study of the principles and concepts underlying the appraisal of income properties. Transfer credit: CSU
ADVISORY: Real Estate 135 or equivalent

REAL ESTATE 140
Real Estate Finance 3.0 Units
Sources of money, money terms, appraisal for real estate, math of real estate as well as appropriate economic and legal terms. Open-end trust deeds, ARM loans, conventional, VA and FHA loans, construction loans. Qualifying the property and borrower. Transfer credit: CSU
ADVISORY: Real Estate 100 or equivalent

REAL ESTATE 150
Real Estate Economics 3.0 Units
Economic aspects of real estate and land use, emphasizing factors creating real property values, urban land development, marketing of real estate, financial appraisal, business fluctuations and government policies affecting real estate markets. Transfer credit: CSU
ADVISORY: Real Estate 100

REAL ESTATE 160
Real Property Management 3.0 Units
Principles and practices of managing income properties, including types of property management, collections, leases, tenants, purchasing. Elective for Real Estate Broker license requirements. Transfer credit: CSU
REAL ESTATE 170
Real Estate Exchange 1  3.0 Units
The principles, economics, working concepts, forms and terminology of the real estate exchange. Emphasis is on solving “people problems” related to real estate with the medium of the exchange. The course will enable the broker to expand his/her mental horizons in order to solve clients’ problems when conventional methods have failed. Transfer credit: CSU

REAL ESTATE 175
International Real Estate  3.0 Units
Comprehensive overview of real property issues, financing and practices affecting the real estate of fifteen countries. Includes cultural issues and government regulations. Samples of the countries covered are Mexico, China, Japan, Canada, Vietnam, South Korea, Great Britain, Brazil and Russia. Transfer credit: CSU
ADVISORY: Real Estate 100

REAL ESTATE 281-284
Cooperative Work Experience  1.0-4.0 Units
To enhance each Cooperative Work Experience participant’s opportunity for success in the field of Real Estate 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 Real Estate. Transfer credit: CSU
PREREQUISITE: Be employed or volunteer in the field of Real Estate 5 hours per week per 1.0 unit of Cooperative Work Experience
CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

REAL ESTATE 300
Real Estate Investments  1.5 Units
Fundamental evaluation and comparison of real estate investments. Formulate the techniques to judge an investment by considering the effects of property characteristics, the financial market and taxation. The principles of acquisition, sale, installment sales and exchanges will be categorized.

REAL ESTATE 301
Advanced Real Estate Investments  1.5 Units
Advanced evaluation and comparison of real estate investments enabling the choice of an investment considering market effects and advanced tax concepts. The principles of negotiating, management and decision-making techniques will be used to differentiate between properties.
ADVISORY: Real Estate 300

REAL ESTATE 330
Real Estate Appraisal License Review  1.5 Units
Prepares students for the State of California Real Estate Appraiser Licensing Examination through an intensive review of the principles and methods of appraisal taught in Real Estate 130 and Real Estate 135 or equivalent courses. Practice examinations are utilized to prepare for test.
ADVISORY: Real Estate 130 or equivalent course; appraisal experience recommended

REAL ESTATE 335
Advanced Appraisal Review  1.5 Units
Prepares students for State of California Real Estate Certified General Appraiser Licensing Examination. Emphasis is on advanced income capitalization principles and procedures.
ADVISORY: Real Estate 130 and 135 or equivalent courses

REAL ESTATE 340
Real Estate License Review  1.5 Units
Prepares students for the state of California Real Estate Licensing Examination through an intensive review of the fundamentals taught in Real Estate 100, Real Estate Principles. Practice examinations are utilized to prepare for the test.
ADVISORY: Real Estate 100

RELIGIOUS STUDIES
RELIGIOUS STUDIES 105
The Old Testament  3.0 Units
The literature, history and religion of the Old Testament will be discussed in view of modern archaeological, religious and textual criticism. Particular attention will be given to the Torah (first five books), the historical accounts and the prophets. Transfer credit: CSU; UC

RELIGIOUS STUDIES 106
The New Testament  3.0 Units
The literature, history and religion of the New Testament.
Transfer credit: CSU; UC

RELIGIOUS STUDIES 110
Religions East and West  3.0 Units
An introduction to the world’s ancient and contemporary religions. The course will address man’s basic concerns about the meaning of life. A brief overview of all major world religions is also presented.
Transfer credit: CSU; UC

RELIGIOUS STUDIES 130
Life and Times of Jesus  3.0 Units
The historical period of Jesus, His person, life and teachings will be assessed through analytical readings from the Gospels, archaeological findings and materials from Josephus and the Dead Sea Scrolls. Transfer credit: CSU; UC

RELIGIOUS STUDIES 140
History of Judaism  3.0 Units
The history of the Jewish people and Judaism from ancient times to modern times. Transfer credit: CSU; UC

RELIGIOUS STUDIES 140A
History of Judaism  1.5 Units
The history of the Jewish people and Judaism from ancient times to the destruction of the Second Temple. Transfer credit: CSU

RELIGIOUS STUDIES 140B
History of Judaism  1.5 Units
The history of the Jewish people and Judaism from ancient times to modern times: the second half of Religious Studies 140. Transfer credit: CSU

RELIGIOUS STUDIES 180
Bible as Literature  3.0 Units
A survey study of the types and styles of biblical literature. Course emphasis will be on the basic and textual patterns underlying the literary characteristics of the poetry, myth, story and other literature types found in the Bible. Transfer credit: CSU; UC

RUSSIAN
RUSSIAN 180
Elementary Russian  5.0 Units
Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing. Transfer credit: CSU; UC credit limitations. See Counselor.

RUSSIAN 180A
Elementary Russian, Part 1  2.5 Units
Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing. Russian 180A is equivalent to the first half of Russian 180. Transfer credit: CSU; UC credit limitations. See Counselor.
RUSSIAN 180B
Elementary Russian, Part 2  2.5 Units
Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing. Russian 180B is equivalent to the second half of Russian 180.
Transfer credit: CSU; UC credit limitations. See Counselor.

RUSSIAN 182AB
Conversational Russian  1.0 Unit
A conversational course using vocabulary and grammar of elementary Russian.
Transfer credit: CSU
ADVISORY: Russian 180, 180A, or equivalent

SOCIAL SCIENCE

SOCIAL SCIENCE 050AD
Exploring the World  1.0 Unit
A relevant overview of the geography, economic and political systems and culture of various countries, regions and peoples of the world. Each class will be highlighted by current news articles exploring the topics as they are seen by the world today. (NOT APPLICABLE TO A.A. DEGREE)

SOCIAL SCIENCE 101
Biculturalism and Bilingualism in the United States  2.0 Units
A general survey introductory course on the bilingual/bicultural people in the United States with special emphasis on the Latino and the Indo-Chinese. Provides students with basic historical, educational, legal and political aspects of bicultural and bilingual education in the United States. The role of public schooling for limited English proficient students is also analyzed. Transfer credit: CSU

SOCIAL SCIENCE 115
Perspectives on Peace Studies  3.0 Units
A comprehensive study of the social ecology of peace and national security. Discusses the problems of seeking peace in a nuclear age; the effects of nuclear weapons on ecosystems as well as on human victims; the interrelationship between weapons technology, national security, arms control and the U.S./Soviet relationship; and the relationship of societal institutions to the quest for peace; and offers avenues for citizen participation in decision-making on peace-related issues. Transfer credit: CSU; UC

SOCIAL SCIENCE 400
Social Studies  0.0 Unit
Designed as an overview of geography, current affairs and world events. This course examines the political, historic, economic and social factors involved in today's news.

SOCIOLOGY

SOCIOLOGY 100
Introduction to Sociology  3.0 Units
An introduction to the scientific study of human society and social behavior. An analysis of social interrelationships and human group organization, culture, social differentiation and social institutions.
Transfer credit: CSU; UC

SOCIOLOGY 110
Marriage and Family  3.0 Units
A study of the nuclear family as a social institution. Examines the process of becoming a family including: dating, courtship, engagement, mate selection, marriage, parenthood and divorce. Crises and challenges facing families today will be examined from a sociological perspective.
Transfer credit: CSU

SOCIOLOGY 120
Introduction to Gerontology  3.0 Units
A multidisciplinary overview of the biological, psychological and sociological aspects of the aging process. Transfer credit: CSU; UC

SPANISH

SPANISH 055
Spanish for Medical Practitioners 1  1.0 Unit
A beginning conversation course emphasizing the terminology needed in medical situations. Designed to help health professionals and employees of health-care facilities serving Spanish-speaking residents communicate with them in their native language. (NOT APPLICABLE TO A.A. DEGREE)

SPANISH 056
Spanish for Medical Practitioners 2  1.0 Unit
A second-level conversation course emphasizing the terminology needed in medical situations. Designed to help health professionals and employees of health care facilities serving Spanish-speaking patients communicate with them in their native language. (NOT APPLICABLE TO A.A. DEGREE)
ADVISORY: Spanish 055

SPANISH 058
Spanish for Law Enforcement and Emergency Personnel  2.0 Units
This course is designed to develop students' ability to communicate with native Spanish speakers using basic vocabulary specifically related to law enforcement and emergency response. Course emphasizes situational exercises normally encountered by law enforcement and emergency personnel and stresses oral/aural language skills. (NOT APPLICABLE TO A.A. DEGREE)

SPANISH 060
Beginning Practical Spanish  3.0 Units
Introduces the student to the fundamental skills of spoken Spanish. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary in order to carry on a simple conversation. (NOT APPLICABLE TO A.A. DEGREE)

SPANISH 061
Continuing Practical Spanish  3.0 Units
Continuing course in the fundamental skills of spoken Spanish. Students will refine correct pronunciation, basic structural patterns, and will acquire the vocabulary necessary to carry on simple conversations in Spanish. (NOT APPLICABLE TO A.A. DEGREE)

SPANISH 160
Spanish for Spanish Speakers  5.0 Units
This course is designed to improve the communications skills: reading, spelling, vocabulary and writing of the Spanish-English bilingual student. Culture and civilization of the Spanish speaking world are introduced through selected readings. The class is conducted mainly in Spanish. Students must be native or near-native speaker of Spanish. Este curso esta disenado para mejorar las habilidades comunicativas: lectura, ortografia, vocabulario y escritura del estudiante bilingue espanol-ingles o del hispanohablante. La cultura y civilizacion del mundo hispanico son introducidas a traves de lecturas seleccionadas. Esta clase se dicta prinicilmente en espanol. Requisitos: Ser nativo de la lengua o hispanohablante bilingue. Transfer credit: CSU

SPANISH 160A
Spanish for Spanish Speakers  2.5 Units
This course is designed to improve the communications skills: reading, spelling, vocabulary and writing of the Spanish-English bilingual student. Culture and civilization of the Spanish speaking world are introduced through selected readings. The class is conducted mainly in Spanish. Students must be native or near-native speaker of Spanish. Este curso esta disenado para mejorar
las habilidades comunicativas: lectura, ortografía, vocabulario y escritura del estudiante bilingüe español-inglés o del hispanohablante. La cultura y civilización del mundo hispano son introducidas a través de lecturas seleccionadas. Esta clase se dicta principalmente en español. Requisitos: Ser nativo de la lengua o hispanohablante bilingüe. Transfer credit: CSU

SPANISH 160B
Spanish for Spanish Speakers 2.5 Units
This course reviews and expands the Spanish-English bilingual student’s communication skills: reading, spelling, vocabulary and writing. Culture and civilization of the Spanish speaking world are further explored through selected readings. This class is conducted primarily in Spanish. Este curso esta diseñado para mejorar las habilidades comunicativas: lectura, ortografía, vocabulario y escritura del estudiante bilingüe español-inglés o del hispanohablante. La cultura y civilización del mundo hispano son introducidas a través de lecturas seleccionadas. Esta clase se dicta principalmente en español. Requisitos: Ser nativo de la lengua o hispanohablante bilingüe. Transfer credit: CSU
ADVISORY: Spanish 160A or equivalent

SPANISH 180
Elementary Spanish 5.0 Units
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 the customs and culture of the Spanish-speaking world. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Students who have completed two years of high school Spanish with a grade of “C” or better should enroll in Spanish 185.

SPANISH 180A
Introductory Elementary Spanish 2.5 Units
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 the customs and culture of the Spanish-speaking world. Spanish 180A is equal to the first half of Spanish 180. Spanish 180A and 180B are equivalent to Spanish 180. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Students who have completed two years of high school Spanish with a grade of “C” or better should enroll in Spanish 185.

SPANISH 180B
Continuing Elementary Spanish 2.5 Units
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. Spanish 180B is equal to the second half of Spanish 180. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Spanish 180A or equivalent

SPANISH 182AB
Conversational Spanish 1.0 Unit
A conversational course using the vocabulary and grammar learned in elementary Spanish courses. Transfer credit: CSU
ADVISORY: Spanish 180, 180B, or equivalent

SPANISH 185
Elementary Spanish 5.0 Units
This course is a continuation of Spanish 180 or 180B 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. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Spanish 180, 180B, or equivalent

SPANISH 185A
Elementary Spanish 2.5 Units
This course is a continuation of Spanish 180 or 180B 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. Spanish 185A is equal to the first half of Spanish 185. Spanish 185A and 185B are equivalent to Spanish 185. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Spanish 180, 180B, or equivalent

SPANISH 185B
Elementary Spanish 2.5 Units
This course is a continuation of Spanish 185A and is designed to further the student’s ability to comprehend and converse in daily 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. Spanish 185B is equal to the second half of Spanish 185. Spanish 185A and 185B are equivalent to Spanish 185. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Spanish 185A or equivalent

SPANISH 186AB
Topics in Spanish 1.0 Unit
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
ADVISORY: Spanish 185, 185A or equivalent

SPANISH 192
Culture and Geography of Mexico 1.0 Unit
An overview, in English, of the history, geography, culture and social/political/economic systems of Mexico to the present day. Transfer credit: CSU

SPANISH 280
Intermediate Spanish 4.0 Units
This course is a continuation of Spanish 185 or 185B 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.
ADVISORY: Spanish 185, 185B, or equivalent

SPANISH 280A
Intermediate Spanish 2.0 Units
This course is a continuation of Spanish 185 or 185B 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. Spanish 280A is equal to the first half of Spanish 280. Spanish 280A and 280B are equivalent to Spanish 280. Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Spanish 185, 185B, or equivalent

SPANISH 280B
Intermediate Spanish 2.0 Units
This course is a continuation of Spanish 280A 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 components present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. Spanish 280B is equal to the second half of Spanish 280. Spanish 280A and 280B are equivalent to Spanish 280. Transfer credit: CSU; UC credit limitations.

**ADVISORY:** Spanish 280A or equivalent

**SPANISH 285**  
Intermediate Spanish 4.0 Units  
Continuation of Spanish 280 designed to further develop students’ ability to comprehend, converse, read, and write in Spanish at an advanced intermediate level. Transfer credit: CSU; UC credit limitations. See Counselor.  
**ADVISORY:** Spanish 280, 280B, or equivalent

**SPANISH 285A**  
Intermediate Spanish 2.0 Units  
Continuation of Spanish 280 or Spanish 280B. 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. See Counselor.  
**ADVISORY:** Spanish 280, 280B, or equivalent.

**SPANISH 285B**  
Intermediate Spanish 2.0 Units  
Continuation of Spanish 285A. 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. See Counselor.  
**ADVISORY:** Spanish 285A or equivalent.

## SPECIAL EDUCATION

**SPECIAL EDUCATION 007AF**  
Post-Concussion Cognitive Retraining 1.5-3.0 Units  
Post-Concussion Cognitive Retraining is designed for individuals who have sustained a concussion or mild head injury but who are experiencing cognitive difficulties as the result of their injury. Instruction focuses on attention and concentration, perceptual skills, organization and conceptualization and logical reasoning. Students receive individualized instruction and guidance in dealing with problems related to home, community and work environments, including strategies for coping with frustration and memory problems and for reorganizing educational and work tasks or redirecting careers. (NOT APPLICABLE TO A.A. DEGREE)  
**PREREQUISITE:** Acceptance into THI Program and completion of Special Education 050

**SPECIAL EDUCATION 013AD**  
Improving Relationships 1.0 Unit  
Developed for the enhancement of disabled students’ social skills. By identifying their personality styles and communication patterns, the students will gain understanding into their interpersonal difficulties and limitations and thus learn to respond more effectively in social situations. (NOT APPLICABLE TO A.A. DEGREE)

**SPECIAL EDUCATION 050**  
Student Orientation to Traumatic Head Injury (THI) Program 0.5 Unit  
Orientation to Coastline’s Traumatic Head-Injury (THI) Program. Designed for entering THI students; course provides an introduction to head-injury, cognitive retraining and college and community support services for the head-injured. Includes an overview of neuropsychological assessment, computer-based instruction and career development support. (NOT APPLICABLE TO A.A. DEGREE)  
**PREREQUISITE:** Acceptance into THI Program  
**ADVISORY:** Concurrent enrollment of family member in Special Education 051

**SPECIAL EDUCATION 051**  
Family Orientation to Traumatic Head Injury Program 0.5 Unit  
Orientation to Coastline’s Traumatic Head-Injury (THI) Program. Designed for families of entering THI students; course provides an introduction to head-injury, cognitive retraining and college and community support services for the head-injured. Includes an overview of neuropsychological assessment, computer-based instruction and career development support. Needs and role of the family in the rehabilitation process are emphasized. (NOT APPLICABLE TO A.A. DEGREE)  
**ADVISORY:** Concurrent enrollment of head-injured relative or friend in Special Education 050

**SPECIAL EDUCATION 052**  
Home-Based Cognitive Rehabilitation 0.5 Unit  
Designed to assist families of brain-injured individuals in providing home-based cognitive retraining. Home-based retraining is not meant to take the place of a more formalized out-patient or educational program, but rather to supplement such programs or to provide a basic framework for home rehabilitation when formal programs are not available. (NOT APPLICABLE TO A.A. DEGREE)

**SPECIAL EDUCATION 055AZ**  
Cognitive Retraining for ABI Survivors 3.0 Units  
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. (NOT APPLICABLE TO A.A. DEGREE)

**SPECIAL EDUCATION 060AD**  
Introduction to Computers 0.5 Unit  
Designed to introduce adults with developmental delays to computer instruction. Topics will include basic equipment operation, keyboard knowledge, and basic word processing commands.

**SPECIAL EDUCATION 110AB**  
American Sign Language 1 3.0 Units  
An introduction 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. Transfer credit: CSU

**SPECIAL EDUCATION 111AB**  
American Sign Language 2 3.0 Units  
Provides additional practices in sign language, an introduction to deaf culture and a comparison of the various sign language systems in use through the United States. Transfer credit: CSU  
**ADVISORY:** Special Education 110AB

**SPECIAL EDUCATION 120**  
Transition Services 1 1.5 Units  
Prepares students for employment as Job Coaches or Special Education Instructional Assistants. Course provides overview of disabilities and an introduction to transition services, including issues and laws related to individuals with disabilities, the role of a job coach or work crew leader and employment preparation skills. Transfer credit: CSU

**SPECIAL EDUCATION 121**  
Transition Services 2 1.5 Units  
Prepares students for employment as Job Coaches or Special Education Instructional Assistants. This course addresses advanced job coaching skills, including assessment of individual needs, instructional and training strategies for persons with disabilities and accommodation of curriculum and work places based on individual needs. Transfer credit: CSU  
**ADVISORY:** Special Education 120 or equivalent
SPECIAL EDUCATION 401
Perceptive-Cognitive Skills 0.0 Unit
Emphasizes orientation to one’s environment through increased sensory and cognitive awareness, attention and discrimination; also addresses memory, memory compensation and affective behavior.

SPECIAL EDUCATION 403
Oral Communication 1 0.0 Unit
Designed to assist disabled students in acquiring and improving 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. (Three levels.)

SPECIAL EDUCATION 404
Oral Communication 2 0.0 Unit
Designed to assist disabled students in acquiring and improving 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. (Three levels.)

SPECIAL EDUCATION 405
Oral Communication 3 0.0 Unit
Designed to assist disabled students in acquiring and improving 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. (Three levels.)

SPECIAL EDUCATION 406
Manual Communication 0.0 Unit
Basic sign language for non-verbal and hearing-impaired persons to develop the ability to communicate with others. Emphasis on understanding and utilizing signs related to everyday living.

SPECIAL EDUCATION 407
Beginning Reading 0.0 Unit
Designed to assist disabled students in acquiring beginning reading skills. Emphasis of the course will be on pre-reading skills, knowledge of the alphabet, phonetic pronunciation and sight vocabulary.

SPECIAL EDUCATION 408
Reading and Writing Development 0.0 Unit
Designed to assist disabled students in acquiring beginning reading and writing skills or improving their present skills. Emphasis of the course will be on reading, communication skills and the functional application of those skills in everyday situations.

SPECIAL EDUCATION 409
Applied Academics 0.0 Unit
Designed to assist developmentally disabled students in acquiring basic academic skills or improving their present skills. Emphasis of the course will be on arithmetic, reading and communication skills and the functional application of those skills in everyday life situations. Students will identify their personal academic goals and individual learning plans will be developed for students based on their goals and ability level.

SPECIAL EDUCATION 410
Critical Thinking 0.0 Unit
Designed to assist disabled persons 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. (Two levels)

SPECIAL EDUCATION 411
Critical Thinking 0.0 Unit
Designed to assist disabled persons 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. (Two levels)

SPECIAL EDUCATION 412
Mathematical Concepts 0.0 Unit
Designed to assist disabled in acquiring and applying basic math skills in everyday life situations. Emphasis will be on basic math operations, use of money and telling time. (Two levels)

SPECIAL EDUCATION 413
Mathematical Concepts 0.0 Unit
Designed to assist disabled students in acquiring and applying basic math skills in everyday life situations. Emphasis will be on basic math operations, use of money and telling time. (Two levels)

SPECIAL EDUCATION 415
Earth Science 0.0 Unit
Designed to increase knowledge and awareness of the natural environment. Integrated field experiences include nature exploration and gardening.

SPECIAL EDUCATION 420
Survey of Arts/Activities 0.0 Unit
An exploratory course for the disabled utilizing a variety of activities to develop confidence, self-esteem, personal productivity and decision-making skills. Relates work behaviors (including organization of materials and task sequencing and completion) to arts and activities.

SPECIAL EDUCATION 421
Orientation to Forms and Processes 0.0 Unit
Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking and ceramics. Emphasis on use of tools and materials necessary to render finished art work. Skills will be assessed to determine placement in more advanced art classes.

SPECIAL EDUCATION 422
Art 0.0 Unit
Development of skills related to specific art processes. Students will be expected to utilize skills to produce one or more art projects of their choice in chosen medium.
ADVISORY: Special Education 421 or consent of instructor

SPECIAL EDUCATION 423
Orientation to Music 0.0 Unit
Introduction to vocal and instrumental music including individual and group singing and knowledge and use of a variety of musical instruments. Skills will be assessed to determine placement in more advanced music classes.

SPECIAL EDUCATION 424
Beginning Instrumental Music 0.0 Unit
Utilization of a variety of instruments, melodic and percussive, with emphasis on individual development through improvisation techniques.
ADVISORY: Special Education 423 or equivalent

SPECIAL EDUCATION 425
Advanced Instrumental 0.0 Unit
Development of music skills to perform simple instrumental arrangements with a group format.
ADVISORY: Special Education 424 or equivalent
SPECIAL EDUCATION 435
Rhythmic Movement 0.0 Unit
An aerobic class utilizing movement combined with a variety of musical rhythms to develop coordination, mobility, spatial orientation, socialization skills, body awareness and flexibility.

SPECIAL EDUCATION 436
Adult Fitness 0.0 Unit
A course utilizing calisthenics, jogging, exercise, race walking and weight training to increase muscular strength and endurance, improve posture and mobility and increase breath control. Exercises tailored to the abilities of the students.
ADVISORY: Medical documentation of satisfactory health status appropriate for class activities

SPECIAL EDUCATION 437
Aerobics 0.0 Unit
A fitness program which combines dance, stretching and movement to a variety of musical rhythms to increase fitness, flexibility, endurance and coordination.
ADVISORY: Medical documentation of satisfactory health status appropriate for class activities

SPECIAL EDUCATION 438
Adaptive Physical Education 1 0.0 Unit
A basic motor skills program to develop coordination, balance, conditioning, spatial orientation and socialization skills utilizing sequential motor exercises and elements of structured sports activities.

SPECIAL EDUCATION 439
Adaptive Physical Education 2 0.0 Unit
An exercise program applying multi-step motor skills and utilizing structured fitness and sports activities to develop coordination, peer cooperation and overall aerobic conditioning.
ADVISORY: Special Education 438 or consent of instructor

SPECIAL EDUCATION 440
Aquatic Skills I 0.0 Unit
A course in aquatic activities and swimming. Emphasis on confidence-building, skill development, safety practices and socialization.
ADVISORY: Physician’s authorization for student participation

SPECIAL EDUCATION 450
Customs, Culture and Holidays 0.0 Unit
Designed to provide the disabled student with an understanding of the customs and culture of various nationalities, ethnic and religious groups; course will utilize holidays as a focal point for exploring customs, art, food and special behavior.

SPECIAL EDUCATION 451
Personal/Social Adjustment 0.0 Unit
Designed to assist the disabled student in acquiring skills necessary to establish and maintain productive interpersonal relationships. The course will include social interaction as well as basic etiquette and manners related to home, community and vocational settings.

SPECIAL EDUCATION 452
Health Concepts 0.0 Unit
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.

SPECIAL EDUCATION 453
Home Economics 1/Food Preparation 0.0 Unit
Designed to assist the disabled student in achieving greater independence within the home. This course emphasizes practical skills related to food preparation including menu planning, kitchen hygiene and safety, cooking, serving and food storage.

SPECIAL EDUCATION 454
Home Economics 2/Home Maintenance 0.0 Unit
Designed to assist the disabled student in independently caring for his/her home. This course emphasizes housekeeping skills (including cleaning and laundry skills), home repairs and safety and home decorating.

SPECIAL EDUCATION 455
Mobility Training 0.0 Unit
Designed to teach students 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.

SPECIAL EDUCATION 456
Community Resources 0.0 Unit
This course is designed to provide the disabled student with skills necessary to function safely and independently within the community. The class will focus on utilizing community resources for entertainment with an emphasis on free and low-cost resources available to the disabled individual; knowledge of and ability to utilize community services, including fire, police, library and other social services.

SPECIAL EDUCATION 457
Consumer Skills 0.0 Unit
Designed to provide the disabled student with skills necessary to function independently as a consumer; course emphasizes consumer skills related to shopping, budgeting and banking.

SPECIAL EDUCATION 460
Vocational Exploration 0.0 Unit
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 461
Vocational Preparation and Readiness 0.0 Unit
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.
ADVISORY: Special Education 460

SPECIAL EDUCATION 462
Career Development 0.0 Unit
Designed for students with disabilities, this course 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.
PREREQUISITE: Concurrent enrollment, volunteer service or training within the college or community for a minimum of 5 hours per week

SPECIAL EDUCATION 463
Introduction to Career Planning 0.0 Unit
Introduction to career planning for individuals with disabilities. Includes evaluation of interests, skills and abilities as they relate to career areas and
how to determine transferable skills. Emphasis will be placed on how to explore career options and develop goal-setting strategies to begin making a career plan.

ADVISORY: Verification of disability

SPECIAL EDUCATION 464
Identify Career Options 0.0 Unit
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.

ADVISORY: Verification of disability

SPECIAL EDUCATION 465
Job Search Strategies and Skills 0.0 Unit
Designed to teach persons with disabilities effective job search strategies. Students will learn how to develop job leads, prepare applications and resumes, contact employers, prepare for interviews and how to follow up. Emphasis will be placed on turning “disability” into “ability” in the minds of prospective employers.

ADVISORY: Verification of disability

SPECIAL EDUCATION 466
Community Transition 1.0-2.5 Units
Community Transition, the last of five modules in the THI program, helps prepare and return the student to a functional role in the community. Module 5 emphasizes application of cognitive skills and adaptive strategies to functional tasks related to home, community and educational settings as well as job selection, preparation and acquisition.

PREREQUISITE: Completion of Special Education 004AD

SPECIAL EDUCATION 470
THI Program Pre-Admission 0.0 Unit
Designed for adults who have sustained traumatic head injuries and who have been referred by Coastline’s Traumatic Head-Injury Program Admissions Committee for evaluation of cognitive and psycho-social skills, including ability to understand and fulfill course requirements.

ADVISORY: Referral by Traumatic Head Injury Program Admission Committee

SPECIAL EDUCATION 471
Home-Base Cognitive Rehabilitation 0.0 Unit
Designed to assist survivors of traumatic head-injuries in developing an understanding of their needs and abilities and how they can be active participants in a program of home-based cognitive rehabilitation.

ADVISORY: Graduation from Traumatic Head Injury Program

SPECIAL EDUCATION 475
THI Cognitive Refresher Course 0.0 Unit
A refresher course in cognitive skills and compensation strategies as related to job and school settings. The course will also teach students to self-assess job and school performance and to develop and implement plans for improving performance. (At student’s discretion, on-site job visits will be conducted to evaluate performance.)

PREREQUISITE: Graduation from Traumatic Head Injury Program

SPECIAL EDUCATION 490
Stroke Rehabilitation 0.0 Unit
Designed to assist individuals who have sustained age-related strokes. Instruction will be individualized based on localization of stroke and will focus on attention and concentration, perceptual skills, organization and conceptualization, logical reasoning, language skills and interpersonal communication skills as related to functional needs of older adults.

PREREQUISITE: Acceptance into Stroke Program

SWEDISH

SWEDISH 101
Fundamentals of Swedish 1 2.0 Units
Beginning course in understanding, speaking, reading and writing Swedish; study of grammar, vocabulary and pronunciation and of customs and culture of Sweden. Transfer credit: CSU

SWEDISH 102
Fundamentals of Swedish 2 2.0 Units
Advanced beginning course in understanding, speaking, reading and writing Swedish; study of grammar, vocabulary and pronunciation and of customs and culture of Sweden. Transfer credit: CSU

ADVISORY: Swedish 101

SWEDISH 108AB
Conversational Swedish 1.0 Unit
A conversational course using the vocabulary and grammar first introduced in elementary Swedish courses. Transfer credit: CSU

ADVISORY: Swedish 102 or equivalent

TELECOMMUNICATIONS TECHNOLOGY

TELECOMMUNICATIONS TECHNOLOGY 125
Introduction to Telephony 3.0 Units
Theory, history and practice of the science of telephony as it applies to the telecommunications industry. Telephone networks and hardware, understanding PABX and key telephone systems. Telephone networking and
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### Theater Arts

**Theater Arts 106**
**Fundamentals of Acting**

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. 

**Transfer credit: CSU; UC**

**Theater Arts 107**
**Fundamentals of Acting 2**

An interactive course further developing skills addressed in Theater Arts 106, 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**

**Theater Arts 120AD**
**Theater Appreciation**

Designed to expose students to the full spectrum of plays in performance in Southern California. Class meetings will include attendance at plays, critiques of those plays attended and previews of future performances. Attendance at assigned plays is mandatory. A payment of approximately $75 will be collected at the first class to cover the cost of tickets. Bus transportation will be provided. 

**Transfer credit: CSU; UC**

**Theater Arts 150AD**
**Theater Production**

1.0-6.0 Units

This course allows participation in all areas of play production. Productions will be rehearsed and presented for the public. Enrollment is for the duration of the entire preparation and performance of the stage play.

**Transfer credit: CSU**

**Advisory:** Must be in cast or participate in technical/crew work of production.

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### Telecommunications Technology

**Telecommunications Technology 130**
**Managing Telecommunications Technology for Business**

3.0 Units

Management of voice telecommunication systems in the business setting. Includes traffic analysis, understanding the telephone system, modern electronic key telephone systems and PBX systems, the equipment procurement process and the office of the future. 

**Transfer credit: CSU**

**Telecommunications Technology 135**
**Electronics for Voice/Data Telecommunications**

3.0 Units

Basic theory of digital electronic components, circuits and concepts as they relate to voice and data telecommunications. Emphasizes component and circuit configurations employed in processing voice/data, such as modems, multiplexing, modulators, CODECs and RS-232-C interface standards.

**Transfer credit: CSU**

**Telecommunications Technology 140**
**Computer Telephone Integration**

1.5 Units

An introduction to Computer Telephone Integration (CTI) and its impact and implications in business and on the fields of Computing and Telecommunications. 

**Transfer credit: CSU**

**Telecommunications Technology 145**
**Data Communications Network**

3.0 Units

Overview to the field of data processing with an introduction to the area of data communications. Examine the impact of data processing on modern society and the role it will play in the future. Includes data processing systems, defining information society and computer literacy. Fundamentals of data communications to include media conversion and networking. This course takes the concepts covered in Telecommunications 135 and uses them in the "real world" of data networking applications. Both business and military networks will be presented and analyzed. 

**Transfer credit: CSU**

**Travel & Tourism**

### Travel & Tourism 300**
**Introduction to Air Transportation**

1.5 Units

Introduction to airline-related functions in the North American travel industry. Covers codes; terminology; airline schedule analysis and construction; manual booking procedures; taxes; and miscellaneous data retrieval, interpretation, and application. Prerequisite for Travel & Tourism 302 (Ticketing), 303 (Domestic Air Transportation), 307 (International Air Transportation) and 390AB (Travel Practicum).

### Travel & Tourism 301**
**Surface Transportation and Packaged Travel**

3.0 Units

Sales and reservations procedures for international and domestic travel including steamship, rail and bus transportation, automobile rental and packaged travel. Use of reference materials and schedules. Information on travel documents, health and immigration requirements.

### Travel & Tourism 302**
**Ticketing**

3.0 Units

Preparation of documents for air transportation including flight tickets, credit card transactions, refunds, exchanges, prepaid ticket forms, miscellaneous charge orders, tour orders and the weekly air sales report. 

**Advisory:** Travel & Tourism 300

### Travel & Tourism 303**
**Domestic Air Transportation**

3.0 Units

Principles and procedures related to domestic air transportation. Covers rules and regulations, routings and various types of fares. 

**Advisory:** Travel & Tourism 300

### Travel & Tourism 304**
**Tourist Destinations 1**

3.0 Units

A study of tourist destinations in European IATA Area 2. Emphasis on knowledge needed by wholesale/retail travel counselors dealing with FIT’s, inclusive tours, incentive and other packaged travel products. Attention to major tourism features including destination backgrounds, culture, sightseeing and internal transportation essential to skilled travel counseling.

### Travel & Tourism 305**
**Tourist Destinations 2**

3.0 Units

A study of tourist destinations in non-European IATA Area 2 (Africa) and IATA Area 3 (Asia and South Pacific). Emphasis on knowledge needed by wholesale/retail travel counselors dealing with FIT’s, inclusive tours, incentive and other packaged travel products. Attention to major tourism features including destination backgrounds, culture, sightseeing and internal transportation essential to skilled travel counseling.
TRAVEL & TOURISM 306
Tourist Destinations 3  3.0 Units
A study of tourist destinations in IATA Area 1 (North, Central and South America). Emphasis on knowledge needed by wholesale/retail travel counselors dealing with FIT’s, inclusive tours, incentive and other packaged travel products. Attention to major tourism features including destination backgrounds, culture, sightseeing and internal transportation essential to skilled travel counseling.

TRAVEL & TOURISM 307
International Air Transportation 1  3.0 Units
Principles and procedures related to international air transportation including use of the Official Airline Guide, Worldwide Edition, schedules, rules, routes, fares and ticket entries. ADVISORY: Travel & Tourism 303

TRAVEL & TOURISM 308
International Air Transportation 2  3.0 Units
A continuation of Travel & Tourism 307. Development of advanced competencies in international air transportation. Covers add-ons, mileage exceptions and variations, higher intermediate points, circle trip minimum check, one way backhaul, fictitious construction points, differentials, around the world fares, rules and appropriate ticket entries. ADVISORY: Travel & Tourism 307 or equivalent

TRAVEL & TOURISM 312
Computerized Air Transportation 1.5 Units
An introduction to airline computers for booking, faring and ticketing, as applied to converting from one system to another. ADVISORY: Previous airline computer knowledge

TRAVEL & TOURISM 315
Automated Reservations Systems 1  3.0 Units
A detailed introductory study of an automated airline reservation system. Covers computerized availability, booking, pricing and airline ticketing procedures. ADVISORY: Travel & Tourism 302 and knowledge of keyboard of Office Automation Careers 100A or Computer 107A

TRAVEL & TOURISM 316
Automated Reservations Systems 2  3.0 Units
Advanced study of an on-line automated airline reservation system. Covers complex faring and ticketing as well as hotels, car rentals, cruises, tours, rail and other supplementary services. ADVISORY: Travel & Tourism 302 and knowledge of keyboard of Office Automation Careers 100A or 104

TRAVEL & TOURISM 320
Cruise Seminar: Class at Sea  2.0-3.0 Units
Develop an understanding of the cruise market through an actual cruise experience. Land-based and on-board classroom instruction will include customer relations, cruise sales, booking and pre-trip preparation procedures used by travel agents. On-board inspection and evaluation techniques emphasized. Trip participation is required of all students enrolling in this course. ADVISORY: Travel & Tourism 301 and concurrent enrollment in Travel & Tourism 390AB

TRAVEL & TOURISM 322
Independent Tour Arrangements 1.0-4.0 Units
Designed to develop an understanding of independent tour arrangements through campus, on-the-road and destination-based instruction. Includes tour development, booking procedures and sales techniques used by travel agents. Emphasis on tour transportation, accommodation, destination inspection and evaluation techniques. Trip participation is required of all students enrolling in this course. ADVISORY: Travel & Tourism 301

TRAVEL & TOURISM 324
Group Tour Development  3.0 Units
Procedures for developing group tour packages. Includes a survey of references for all components, itinerary building, booking techniques, costing methodology, brochure development, dealing with clients and suppliers and office procedures. Designed for travel agents developing in-house tours and for those interested in the wholesale tour industry.

TRAVEL & TOURISM 325
Tour Escorting 1.5 Units
Examination of the role, qualifications and duties of the tour escort and guide. Designed for those planning to escort their own groups or to work as contract or free-lance escorts in the local, domestic or international market.

TRAVEL & TOURISM 326
Outside Sales Travel Career  1.0 Unit
An overview course designed to identify the functions of the outside sales travel counselor. Emphasis on employment aspects, office procedure, identifying and developing business contacts, laws and responsibilities and developing professional product knowledge.

TRAVEL & TOURISM 328
Meeting and Convention Planning 3.0 Units
A detailed analysis of the meeting and convention planning process. Covers site and facility selection and utilization; program planning; pre-, on-site and post-meeting planning and operations; mounting an exhibition in conjunction with meetings/conventions; legal and financial issues; and promotion.

TRAVEL & TOURISM 330
Travel Agent Proficiency Review  1.0 Unit
Reviews the domestic and international Official Airline Guides, domestic and international ticketing and faring, surface and sea transportation, tours and hotels. Includes test-taking techniques for those planning to take the ASTA proficiency exam. This course is a review, not an initial learning experience.

TRAVEL & TOURISM 340
Introduction to Travel & Tourism 3.0 Units
A survey/overview of the travel and tourism industry. Emphasis on the interrelationships of industry components (including transportation, leisure travel, hospitality, destination development, recreation, corporate travel and meetings and conventions); the distribution system; historical background; and career opportunities. Recommended for non-travel and tourism majors as well as for those in the Travel and Tourism program.

TRAVEL & TOURISM 342
Principles of Tourism 3.0 Units
A comprehensive examination of travel and tourism as both cause and effect of identifiable societal processes. A study of social, psychological, cultural, economic, political and environmental factors present in the interaction between tourism and the host society. Includes a detailed analysis of travel motivation and the destination development process. Recommended for non-travel and tourism majors as well as for those in the Travel and Tourism program.

TRAVEL & TOURISM 350
Marketing Travel Services 2.0 Units
The problems of marketing travel services and how to solve them. Focus is on the following concepts as they relate to the travel industry: market demand (economic and behavioral), marketing mix (selecting clients), public image, competition, promotional activities, marketing presentations, distribution channels for travel markets and new travel markets.

TRAVEL & TOURISM 352
Selling Travel Services 2.0 Units
Selling travel professionally. The course focuses on the following concepts as they relate to the travel industry: social and economic buying habits (why people buy), product knowledge, prospecting (cold calls), giving travel presentations, handling buyer objections and legal and ethical aspects of selling travel services. ADVISORY: Travel & Tourism 301
TRAVEL & TOURISM 355
Business/Corporate Travel Planning 1.5 Units
Planning business/corporate travel. Includes corporate travel policies, air and supplemental arrangements, service profiles, frequent flyer programs, dealing with VIPs, sales, training the client’s staff, business meetings and customer service.
ADVISORY: Travel & Tourism 302 and 310 or 315

TRAVEL & TOURISM 360
Opening or Buying a Travel Agency 0.5 Unit
Decisions, advantages, disadvantages and problems in starting or buying a travel agency. Qualifying and operating requirements. Overall evaluations and cost comparisons. Useful check-off lists for the prospective owner.

TRAVEL & TOURISM 363
Office Management for Travel Agency 3.0 Units
Principles of staffing, training, evaluating, stress and time management, legal and financial issues, risk management, record keeping, office design and operations, business planning and policy and procedure manual development for travel agencies.

TRAVEL & TOURISM 366
Travel Agency Accounting 1.5 Units
Bookkeeping and accounting practices and procedures as applied specifically to travel agencies. ARC requirements for agencies and use of agency statements as tools for management.

TRAVEL & TOURISM 368
Negotiations for Travel Agents 1.5 Units
The negotiation process as it affects the travel agent. Includes principles of negotiation, negotiating styles, developing a win-win attitude, overcoming buyer’s remorse, using trade-offs, understanding contracts and handling contract changes, the importance of listening and location in the negotiation process and the specifics of negotiating with travel suppliers.

TRAVEL & TOURISM 390AB
Travel Industry Trends and Practicum 4.0 Units
Current travel industry trends. Exploration into entry-level positions in the travel industry. Emphasis on identifying necessary skills and attitudes to enter the field of travel. Includes on-the-job experience in a travel firm. (2 hours lecture and the student must volunteer or be employed in the field of travel 10 hours per week.)
ADVISORY: Travel & Tourism 302

VIETNAMESE 180
Elementary Vietnamese 5.0 Units
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.
ADVISORY: Students who have completed two years of high school Vietnamese with a grade of “C” or better should enroll in Vietnamese 185.

VIETNAMESE 180A
Elementary Vietnamese 2.5 Units
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.
ADVISORY: Students who have completed two years of high school Vietnamese with a grade of “C” or better should enroll in Vietnamese 185

VIETNAMESE 180B
Elementary Vietnamese 2.5 Units
Advanced 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.
ADVISORY: Vietnamese 180A

VIETNAMESE 185
Elementary Vietnamese 5.0 Units
Advanced beginning course continuing Vietnamese 180 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.
PREREQUISITE: Vietnamese 180, 180B, or equivalent

VIETNAMESE 185A
Elementary Vietnamese 2.5 Units
Advanced beginning course continuing Vietnamese 180 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. Vietnamese 185A is equivalent to the first half of Vietnamese 185. Vietnamese 185A and 185B are equivalent to Vietnamese 185.
Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Vietnamese 180, 180B, or equivalent

VIETNAMESE 185B
Elementary Vietnamese 2.5 Units
Advanced beginning course continuing Vietnamese 180, 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. Vietnamese 185B is equivalent to the second half of Vietnamese 185. Vietnamese 185A and 185B are equivalent to Vietnamese 185.
Transfer credit: CSU; UC credit limitations. See Counselor.
ADVISORY: Vietnamese 185A

VIETNAMESE 190
Introduction to Vietnamese Culture and Geography 1.0 Unit
Brief overview in English of the geography, history, economic and political systems, and culture of Vietnam. Transfer credit: CSU

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In spite of the fact that we’re spread out among learning centers and more than 50 class sites to serve more than 12,000 students, Coastline faculty and staff strive to maintain the feeling of a close-knit community where our students come first.
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Bauman, Jane
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<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
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<tbody>
<tr>
<td>Bunnell, Dona R.</td>
<td>Instructor</td>
<td>Art</td>
</tr>
<tr>
<td>Burrell, Mark J.</td>
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<td>Clothing &amp; Textiles</td>
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<tr>
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<tr>
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<td>Art</td>
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<tr>
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<tr>
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</tr>
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</tr>
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<td>Special Education</td>
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<tr>
<td>Cone, Barbara A.</td>
<td>Instructor</td>
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</tr>
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</table>
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<thead>
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<th>Montague, Judy K.</th>
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</thead>
<tbody>
<tr>
<td>Monzingo, Mary H.</td>
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<tr>
<td>Moore, Sally F.</td>
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</tr>
<tr>
<td>Morehouse, Karen B.</td>
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</tr>
<tr>
<td>Morgan, James G.</td>
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</tr>
<tr>
<td>Morine, Michael C.</td>
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<tr>
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<tr>
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<tr>
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<td>Instructor, English</td>
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<td>Instructor, Art</td>
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<td>Instructor, Chinese</td>
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<td>Instructor, Legal Assistant</td>
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<td>Instructor, Speech</td>
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<td>Petran, Virginia L.</td>
<td>Instructor, Special Education</td>
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<td>Instructor, Sociology</td>
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<td>Instructor, Vietnamese</td>
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<td>Phelps, Joanne C.</td>
<td>Associate Professor, Office Automation Careers</td>
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<td>Instructor, Computer Services Technology</td>
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<tr>
<td>Phillips, John E.</td>
<td>Instructor, Greek</td>
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<td>Instructor, Special Education</td>
</tr>
<tr>
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<td>Instructor, Computer</td>
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<tr>
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<td>Instructor, English as a Second Language</td>
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Fiscal Services
Index

Academic Calendar, 4
Academic Honesty, 22
Academic Renewal, 22
Academic Senate, 10
Academic Standards, 23
Accreditation Review, 6
Admissions Requirements and Registration Procedures, 14
Administration, 126
Administrative Services, 10
Assessment for Entry Placement, 14
Associate in Arts Degree, 33-46
Attendance, 24
Audiencing, 24
Awarding College Credit, 24
California State University System General Education Requirements, 42
Certificates of Completion, 60-62
Art, 60
Computer Accounting, 60
Desktop Publishing, 60
Internet Publications, 60
Microsoft Office Professional, 61
Multimedia for Educators, 61
Multimedia for Web Design, 61
PC Productivity Specialist, 62
Classification of Students, 26
Code of Conduct, 26
College Family, 125-135
Corequisites, 28
Correct Use of English, 64
Course Numbering System, 64
Course Repetition, 26
Courses, 63-124
Accounting, 64
Anthropology, 65
Arabic, 65
Art, 65
Astronomy, 71
Banking and Financial Services, 71
Biology, 71
Building Inspection Technology, 72
Business, 73
Business Machine Technology, 74
Chemistry, 74
Chinese, 75
Clothing and Textiles, 76
Cognitive Retraining Specialist, 76
Communications, 77
Computer, 77
Computer Science, 81
Computer Services Technology, 81
Counseling, 83
Dance, 84
Dutch, 85
Ecology, 85
Economics, 85
Education, 85
Electrical Maintenance, 85
English, 86
English as a Second Language (ESL), 89
Environmental Studies, 90
Escrow, 90
Floral Design, 91
Foods and Nutrition, 91
French, 91
Geography, 92
Geology, 93
German, 93
Gerontology, 93
Greek, 94
Health Education, 94
Hebrew, 94
History, 95
Humanities, 95
Industrial Arts, 96
International Business, 96
Italian, 97
Japanese, 98
Korean, 98
Latin, 99
Leadership, 99
Legal Assistant, 99
Management and Supervision, 101
Marine Science, 102
Mathematics, 102
Music, 104
Norwegian, 105
Office Automation Careers, 105
Persian, 106
Philosophy, 106
Photography, 107
Physical Education, 107
Physics, 109
Polish, 109
Political Science, 109
Portuguese, 109
Psychology, 110
Purchasing, 111
Quality Assurance, 112
Quality Production Planning, 113
Real Estate, 113
Religious Studies, 114
Russian, 115
Social Science, 115
Sociology, 115
Spanish, 115
Special Education, 117
Speech, 121
Swedish, 121
Telecommunications Technology, 121
Theater Arts, 121
Travel & Tourism, 122
Vietnamese, 124
Critical Thinking, 64
Degree Requirements, 34
Distribution of Student Data to High Schools, 6
Economic Development, 10
EOPS, 15
Expenses, 27
Extended Opportunity Programs and Services (EOPS), 15
Faculty, 127-133
Adjunct and Temporary, 128
Full-time, 127
Family Rights and Privacy Act of 1974—Compliance Statement, 6
Financial Aid, 15
General Education Requirements, 34
General Information, 5-7
Grading, 27
Graduation Petition, 34
High School Program Completion, 35
History of Coastline, 6
Instruction, 10
Instructional Systems Development, 12
Intersegmental General Education Transfer Curriculum (IGETC), 40-41
Limitations on Enrollment, 28
Map, inside front cover
Matriculation, 19
Memberships and Affiliations, 6
Mission Statement, 5
Non-Discrimination Statement, 7
Occupational Certificate Programs, 47-59
Accounting, 49
Applied Technology, 49
Building Inspection Technology, 50
Computers, 50
Computer Office Support, 51
Electrical Maintenance, 53
Gerontology, 53
International Business, 53
Legal Assistant (Paralegal), 54
Management & Supervision, 54
Medical Specialist, 56
Purchasing, 56
Quality Assurance, 56
Real Estate, 57
Telecommunications Technology, 58
Travel & Tourism, 58
Occupational Program Curriculum Requirements, 49
Open Enrollment Policy, 7
Operations, 9-12
Petition for Graduation, 34
Policies, 21-31
Prerequisites, 28
President, 12
Public Relations and Institutional Advancement, 12
Refunds, 29
Residence Requirements, 29
Scholarships, 20
Services for Students, 13-20
Specialized Associate in Arts Degrees, 38-39
Special Programs and Services for Students with Disabilities, 20
Staff, 134-135
Student Grievance Procedures, 31
Student Records, 31
Student Services, 12
Student Rights to Appeal, 29
Students with Disabilities’ Rights, 7
Study Load, 31
Teaching Major, 46
Telephone Numbers, 14
Transfer Information, 34
Veteran’s Assistance, 20
Waiver of A.A. and/or Certificate Requirements, 35
Withdrawal From Class, 31