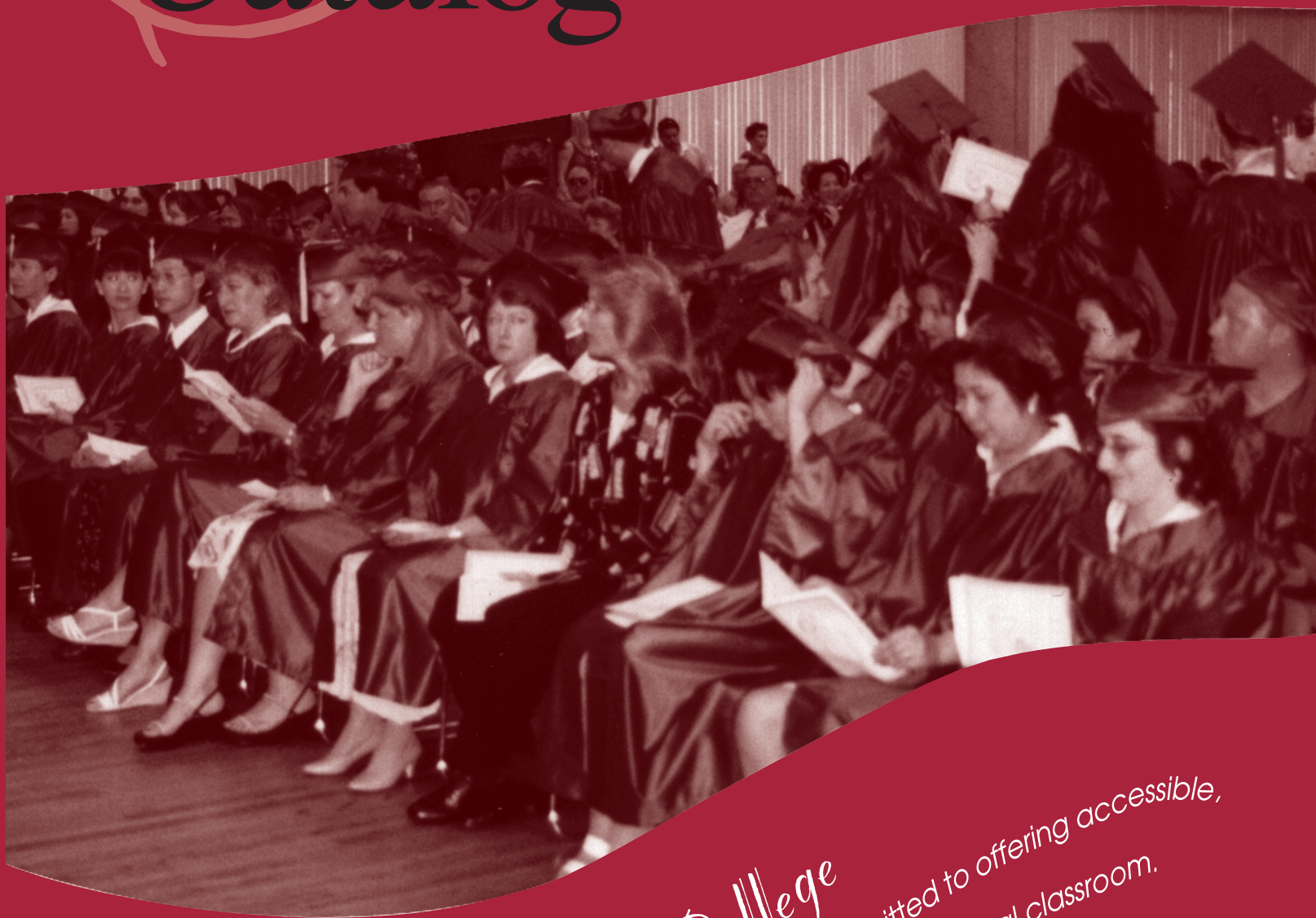


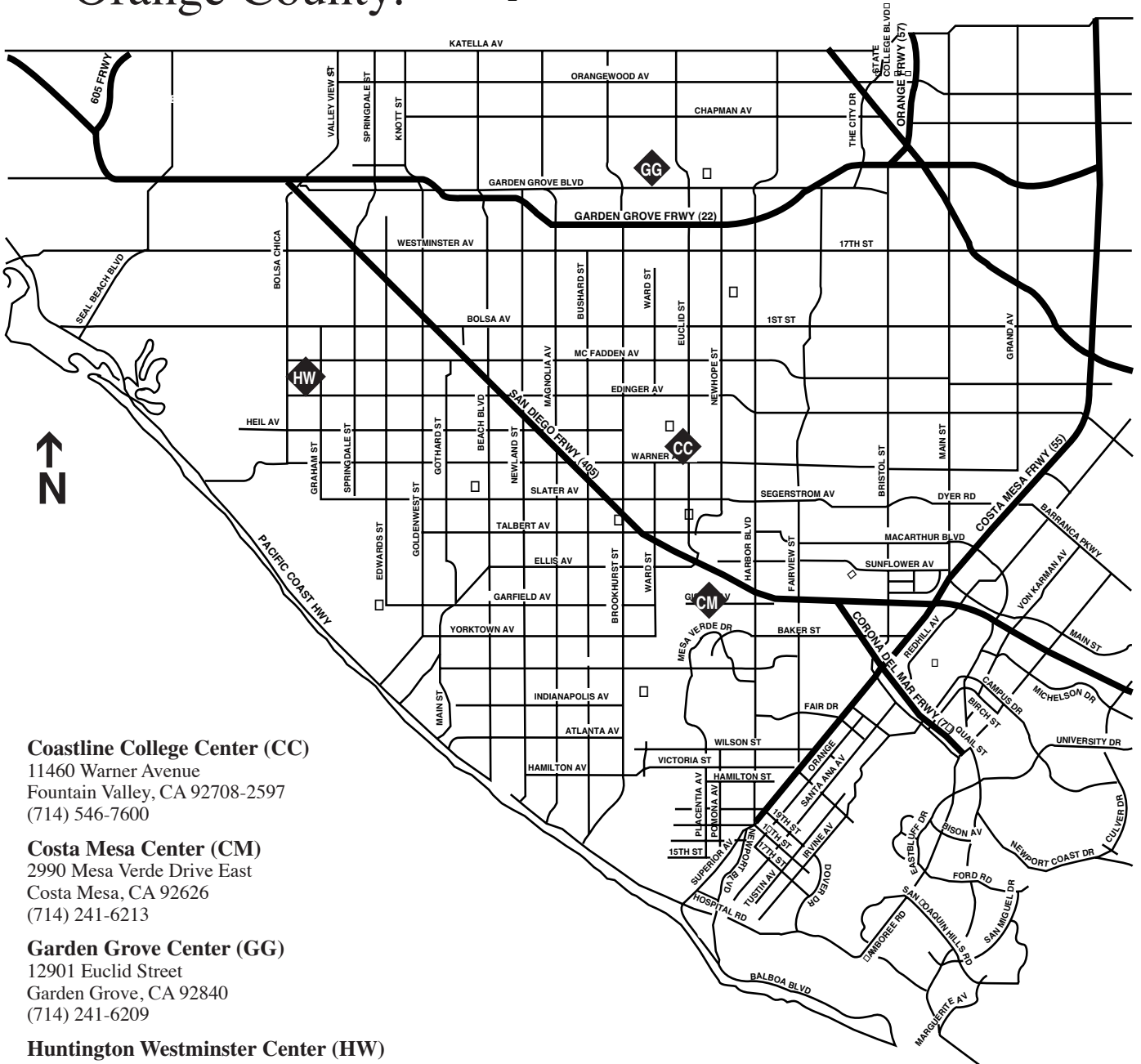
Catalog 2000/2001



Coastline Community College
MISSION STATEMENT: *Coastline Community College is committed to offering accessible, flexible, student-centered education within and beyond the traditional classroom.*



Coastline Community College classes are held at more than 30 convenient locations throughout Orange County.



Coastline College Center (CC)
 11460 Warner Avenue
 Fountain Valley, CA 92708-2597
 (714) 546-7600

Costa Mesa Center (CM)
 2990 Mesa Verde Drive East
 Costa Mesa, CA 92626
 (714) 241-6213

Garden Grove Center (GG)
 12901 Euclid Street
 Garden Grove, CA 92840
 (714) 241-6209

Huntington Westminster Center (HW)
 5172 McFadden Avenue
 Huntington Beach, CA 92649
 (714) 241-6184

Visit our Web site at:
<http://coastline.cccd.edu>

Coast Community College District

Board of Trustees:

Paul G. Berger
George E. Brown
Walter G. Howald
Jerry Patterson
Armando R. Ruiz
Jennifer T. Kirkpatrick (Student Trustee)

Chancellor:

William M. Vega, Ed.D.



President: Leslie Purdy, Ed.D.



Welcome to Coastline!

At Coastline Community College, we make serving your higher educational needs a priority. The college uses innovative instructional technologies and creative, flexible scheduling options to make education accessible for you—whether you're updating your employment skills or preparing to transfer to a four-year institution.

At Coastline, you may choose to take classes from your home or workplace by enrolling in broadcast telecourses and cable television classes that combine traditional technologies such as 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.

As you look through this catalog, you will find descriptions of programs and services designed to make your educational experience a success. The College recently added several new Technical and Career Education Programs which lead to a certificate of achievement. These include: Gerontology, Digital Visual Communication (DVC), E-commerce, and Cognitive Retraining Specialist (CRS). Completion of these certificate programs can lead to employment in these rapidly growing, high demand segments of the Southern California and global economy.

Because we are committed to your success, we've combined some material from Coastline's Career and Transfer Guide with this year's catalog for your convenience. You may find

*Coastline Community College . . .
Providing education for a lifetime*

these tools useful in charting your educational course or career path. I hope you will also take advantage of the variety of programs and services we offer including: 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 making your educational experience a success.

So, again—welcome!

Leslie Purdy

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Academic Calendar

FALL SEMESTER 2000

General Calendar Dates

Sept. 4 (Monday) Residency determination date
Sept. 5 (Tuesday) Class instruction begins
Sept. 15 (Friday) Last day to enroll in 18-week and
first 9-week classes with instructor
permission including distance learning classes
Nov. 6 (Monday) Second 9-week classes begin
Nov. 17 (Friday) Filing deadline—Fall Graduation
Jan. 8-20 Final examinations
Jan. 20 End of semester
Jan. 2-24 Winter Intersession

Holidays (college closed/no classes)

Nov. 10 and 11 (Friday and Saturday) Veteran's Day
Nov. 23-25 (Thursday-Saturday) Thanksgiving
Dec. 18-Jan. 1 Winter recess
Jan. 15 (Monday) Martin Luther King Jr. Birthday

Drop Dates

Full Semester Courses (September 5-January 20)

Sept. 15 (Friday) Deadline to receive a refund
Sept. 29 (Friday) Deadline to avoid transcript entry
Dec. 8 (Friday) Deadline to receive a "W" grade

First 9-Week Courses (September 5-November 3)

10% of the course—See enrollment
printout for date Deadline to receive a refund
Sept. 22 (Friday) Deadline to avoid transcript entry
Oct. 20 (Friday) Deadline to receive a "W" grade

Second 9-Week Courses (November 6-January 20)

10% of the course—See enrollment
printout for date Deadline to receive a refund
Nov. 27 (Monday) Deadline to avoid transcript entry
Jan. 5 (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. 22 (Friday) First 9-week classes (Sept. 5-Nov. 3)
Sept. 29 (Friday) Full semester classes (Sept. 5-Jan. 20)
Nov. 27 (Monday) Second 9-week classes (Nov. 6-Jan. 20)
First 30% of course All other length courses

SPRING SEMESTER 2001

General Calendar Dates

Jan. 28 (Sunday) Residency determination date
Jan. 29 (Monday) Class instruction begins
Feb. 9 (Friday) Last day to enroll in 18-week and
first 9-week classes with instructor
permission including distance learning classes
Apr. 2 (Monday) Second 9-week classes begin
Apr. 20 (Friday) Filing deadline—Spring Graduation
June 4-8 Final examinations
June 8 End of semester

Holidays (college closed/no classes)

Feb. 16-17 (Friday and Saturday) Lincoln's Birthday
Feb. 19 (Monday) Washington's Birthday
Apr. 23-28 Spring recess
May 28 (Monday) Memorial Day

Drop Dates

Full Semester Courses (January 29-June 8)

Feb. 9 (Friday) Deadline to receive a refund
Feb. 23 (Friday) Deadline to avoid transcript entry
May 11 (Friday) Deadline to receive a "W" grade

First 9-Week Courses (January 29-March 31)

10% of the course—See enrollment
printout for date Deadline to receive a refund
Feb. 20 (Tuesday) Deadline to avoid transcript entry
Mar. 16 (Friday) Deadline to receive a "W" grade

Second 9-Week Courses (April 2-June 8)

10% of the course—See enrollment
printout for date Deadline to receive a refund
Apr. 20 (Friday) Deadline to avoid transcript entry
May 25 (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. 20 (Tuesday) First 9-week classes (Jan. 29-Mar. 31)
Feb. 23 (Friday) Full semester classes (Jan. 29-June 8)
Apr. 20 (Friday) Second 9-week classes (Apr. 2-June 8)
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.

Coastline Community College believes it should:

- Focus on the needs and success of its students.
- Offer a comprehensive A.A. degree program, certificate programs, and courses relevant to community and regional economic and social needs.
- Use a collegial decision-making process which reflects the philosophy of shared governance and recognizes that each employee has a unique role in carrying out the mission.
- Provide high-quality and effective instructional programs, services, and delivery methods which meet the needs of working adults in the diverse population of Orange County and the world.
- Maximize new media in both on-site instruction and distance-learning delivery systems.
- Pursue entrepreneurial activities to support our mission.

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 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.

Changes

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

Distribution of Student Data to High Schools

Coastline 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.

Educational Program

Coastline is a comprehensive institution which offers the following degrees and program options for students:

- courses leading to the Associate in Arts (A.A.) degree
- lower-division course work that will transfer to a four-year college or university
- state-approved occupational certificates in technical and career programs and Certificates of Completion in several additional occupational areas
- courses and resources to help students improve levels of basic reading, writing and computation, including courses for non-English speakers to become proficient in English.
- courses contributing to personal enrichment and acquisition of life skills

In addition, Coastline offers contract education and training services to businesses in the Orange County area as part of the economic development function assigned to community colleges by the state of California. Such services, which are fee-based, can range from basic work-force training programs to high-level computer skills training.

Family Rights and Privacy Act of 1974—Compliance Statement

Coastline 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 maintains, in the Student Services office, 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.

General Information

General Education Philosophy

The term “general education” refers to a broad-based and comprehensive program that introduces students to the major areas of higher education: the humanities, fine arts, social sciences and natural sciences. The general education program at Coastline Community College is designed to help students develop the knowledge and skills that will contribute to their intellectual, personal and professional growth. Specifically, the general education program will help students:

- improve the essential communication skills of speaking, writing, reading and listening.
- understand and apply the principles of the scientific method.
- develop competence in mathematics and analytical thinking.
- develop skills that will enable them to access information and resources independently for continued research and learning.
- understand and apply principles of critical thinking to a variety of situations, areas of study of fields of endeavor.
- understand and appreciate the heritage of their own culture and that of others.
- develop insight and knowledge in understanding self and others.
- understand the rights, responsibilities and privileges necessary to be an informed participating citizen in a democratic society.
- develop an understanding and appreciation of the visual and performing arts.
- gain information and experiences that will assist them in making effective career decisions.
- understand the effects of changing technology on society today and in the future.

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 Advocates for Re-Entry Education
California Association of College Stores
California Community Council for Staff Development
California Placement Association
California Workforce Association
Chamber of Commerce, Costa Mesa
Chamber of Commerce, Huntington Beach
Chamber of Commerce, Irvine
Chamber of Commerce, Tustin
Council for Higher Education Accreditation
English Council of California Two-year Colleges
Instructional Telecommunications Council
National Alliance of Business
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 Officers
Recording for the Blind and Dyslexic Annual Institutional Membership Program
South Coast Consortium of Schools and Colleges
South Coast Higher Education Council
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
Transfer Center Directors Association
Women in International Trade

Non-Discrimination Statement

It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, gender, sexual orientation, national origin, religion, age, disability, or marital and Vietnam-era status.

Es la póliza del Distrito de Coast Community College el de proveer a todas las personas con oportunidades equalitarias de empleo y educación sin importar raza, color, sexo, religión, origen nacional, edad, incapacidad, condición marital, ó estado de la era Vietnam.

Đại Học Cộng Đồng Coastline chủ trương tạo cơ hội đồng đều trong việc tuyển dụng, cũng như trong công tác đào tạo dành cho mọi người thuộc bất cứ chủng tộc, sắc dân, phái tính, tín ngưỡng, nguồn gốc, tuổi tác, khuyết tật hay lành mạnh, hoặc gia cảnh nào, kể cả những người thuộc thế hệ chiến tranh Việt Nam.

Limited English-speaking students who are otherwise eligible, will not be excluded from any vocational education program.

Los estudiantes que están calificados para entrar en el programa de educación vocacional no pueden ser excluidos debido a su inglés limitado.

Sinh-viên nào với trình-độ Anh-văn kém, nếu hội đủ các điều-kiện phù hợp vào những chương-trình huấn-nghệ, vẫn được ghi danh học như thường.

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 postsecondary education settings, Section 504 mandates “reasonable accommodation” for adults with professionally documented physical or learning disabilities. Any person with a disability who believes that he or she has been discriminated against on the basis of disability should contact Dr. Stacey Hunter Schwartz, Americans with Disabilities Act (ADA) officer, at (714) 241-6214. or Thomas 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 Purdy

Statement of Accreditation Status

Coastline Community College
11460 Warner Avenue
Fountain Valley, CA 92708-2597
(714) 546-7600
<http://coastline.cccd.edu>

Chief Officer Leslie Purdy, Ed.D., President
Legal Status public, two-year institution
Enrollment—unduplicated head count, credit only 9,394, (Fall, 1999)
Degrees Associate in Arts
Certificates 26 Technical and Career Programs
Other Program Features credit offerings through telecommunications
Accreditation History—
 Granted candidacy 1976
 Initial accreditation 1978
 Last comprehensive evaluation 1993-94
 Next comprehensive evaluation 2000-01
Current status accredited
Reports Required none
Other Visits Required none
Accepted Annual Report June, 2000

Services for Students



*Coastline Community College believes it should:
Focus on the needs and success of its students.*

MISSION STATEMENT:
Coastline Community College
is committed to student success
through accessible and flexible
education within and beyond the
traditional classroom.

Services for Students

College Telephone Numbers

Admissions	(714) 241-6176
Bookstore	(714) 241-6101
CalWORKS.....	(714) 241-6209, ext. 17305
Career Services	(714) 241-4923
Coastal County Regional One-Stop Center	(714) 241-4900
Cooperative Work Experience (CO-OP).....	(714) 546-7600, ext. 16406
Counseling	
Information and Appointments	(714) 241-6162
College Center.....	(714) 241-6162
Garden Grove Center	(714) 241-6209, ext. 17309
Huntington Westminster Center	(714) 241-6184, ext. 17424
Distance Learning (Cablecast, CD-ROM, Independent Study, Internet, REAP or Telecourses).....	(714) 241-6216
English as a Second Language (ESL) Institute.....	(714) 241-6184, ext. 17409
Extended Opportunity Programs & Services (EOPS).....	(714) 241-6237
Financial Aid.....	(714) 241-6239
Learning Centers	
College Center, Fountain Valley	(714) 546-7600
TTY	(714) 241-6283
Costa Mesa Center	(714) 241-6213
TTY	(714) 435-8011
Garden Grove Center	(714) 241-6209
TTY	(714) 530-8439
Huntington Westminster Center	(714) 241-6184
TTY	(714) 896-0810
Legal Clinic.....	(714) 241-6298
Personal Achievement Learning Center	(714) 241-6184, ext. 17421
Remote Educational Access Program (REAP).....	(714) 241-6142
Scholarships	(714) 241-6162
Special Programs & Services for the Disabled (DSPS)	(714) 241-6214
TTY	(714) 751-2072
Student Advisory Council (SAC).....	(714) 241-6253
Transfer Student Hotline	(714) 241-6209, ext. 17327
Veterans Assistance	(714) 241-6167
Weekend College	(714) 241-6213
Workforce Investment Act (WIA).....	(714) 241-4900

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 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 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 students, except for those students who have completed required English

Services for Students

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.

Coastal County Regional One-Stop Center

Coastline is the managing partner of the Coastal County Regional One-Stop Center, one of the Orange County Private Industry Council's One-Stop Centers. These centers provide a variety of services including referrals to job search activities, employment opportunities, career assessment, counseling, math and reading remediation, GED preparation, and vocational training.

Call (714) 241-4900 for more information.

Counseling

Counseling provides opportunities for people to learn the life and career planning skills necessary to develop and achieve educational and personal goals. Counselors are available at the College Center, Garden Grove Center and Huntington Westminster Center throughout the semester to provide personal, vocational, educational and transfer counseling. Limited walk-in resource counseling for short questions is also available.

Consejería

Consejería proporciona oportunidades para que individuos aprendan las habilidades que se necesitan para la vida diaria y el planeamiento de carreras y así puedan desarrollar conocimientos y alcanzar sus metas educacionales y personales. Tenemos consejeros disponibles en las oficinas centrales del Colegio, el Centro de Garden Grove y el Centro de Huntington Westminster, para que durante el semestre proporcionen consejería personal, vocacional, educacional y de transferencia universitaria. Consejeros contestarán preguntas cortas sin tener que hacer cita.

Tiếp nhận sự cố vấn

Tiếp nhận sự cố vấn sẽ mang lại cơ hội cho tất cả mọi người tìm hiểu thêm về cuộc sống và năng khiếu của bản thân mình để có thể chọn đúng con đường cho mình và đạt được thành công trong con đường học vấn cũng như mục đích cá nhân của từng người. Sinh viên có thể gặp chuyên viên cố vấn tại trung tâm chính, trung tâm Garden Grove và trung tâm Huntington Westminster Center trong suốt thời gian mùa học để tham khảo về bản thân, nghề nghiệp, học vấn và sự chuyển lên đại học. Sinh viên cũng có thể, với sự hạn chế, ghé ngang văn phòng của chuyên viên cố vấn để hỏi về những vấn đề khẩn cấp.

Extended Opportunity Programs & Services (EOPS)

The EOPS Program at Coastline 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. 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 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 and/or 70 degree-applicable units (whichever comes first), and must be full time (12 units fall or spring, or 6.0 units during summer) 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 referrals, 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.

Services for Students

Cooperative Agencies Resources For Education (CARE)

CARE has existed at Coastline 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 these EOPS 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 CalWORKS and designated as head of household by Department of Social Services. Continuing CalWORKS 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.

Call (714) 241-6237 for information or an application.

Financial Aid

Financial Aid programs attempt to fill the gap that may exist between the cost of education at Coastline and the money available to students from family, employment, savings and other resources. State and Federal programs for eligible students include: fee waivers, grants, loans and workstudy opportunities. Coastline participates in the following programs: Pell Grant, SEOG (Supplemental Equal Opportunity Grant), Federal Workstudy, Perkins Loan, Stafford Loans (Subsidized and Unsubsidized), Plus Loan and the California Board of Governors' Fee Waivers. All recipients of financial aid must be in good academic standing, be participating in required class activities, be working toward a degree or certificate, have a high school diploma, GED or pass an "ability to benefit" test, be a U.S. citizen or eligible noncitizen, have a valid Social Security number, and have financial need as determined by the FAFSA (Free Application for Federal Student Aid).

Useful Telephone Numbers and Web Sites

General information about federal aid: (800) 4-FED-AID or (800) 433-3243

TTY number for hearing-impaired individuals to call with any federal student aid questions: (800) 730-8913

Federal Student Aid Home Page: www.ed.gov/studentaid

General information about financial aid and educational planning: www.mapping-your-future.org or www.edwise.org

Financial Aid Information Page (includes link to Scholarships): www.finaid.org

Free scholarship search service: www.student-service.com

Coastline has many unique learning opportunities and programs such as: Access, Distance Learning, REAP and STAR AA. Students not living or attending classes in the Orange County area may still qualify for financial aid. We have available brochures, guidebooks, and policies relevant to financial aid. Contact the Financial Aid office at the College Center, Room 105, (714) 241-6239 for more details.

Matriculation

Definition

Matriculation is a state-mandated program designed to assist students in accomplishing their educational goals. It is an agreement between the college and the students. Coastline agrees to provide an organized process of admission, orientation, assessment, counseling and student progress follow-up. The students agree to declare a specific educational objective, attend class regularly, complete assigned 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

Services for Students

exempted from assessment, orientation and/or counseling on the basis of the following criteria:

1. Students who have earned an associate degree or higher from an accredited institution.
2. Students who are enrolling in six or fewer units and who are not pursuing a degree or a certificate. Upon completion of 12 or more units, however, these students will be apprised of opportunities to participate in matriculation services.
3. Students who, in the opinion of the vice president of student services or designee, would not directly benefit from participating in orientation, assessment and/or counseling.

Orientation: Students obtain current materials on Coastline's programs, policies, procedures, locations and facilities through semester schedules, career and transfer planning guides, catalogs, mailings, brochures, newsletters and counselor classroom visitations. They obtain additional information on college services and activities from counselors, instructors and other staff members. New student orientations are conducted 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. Call the Counseling office for information at (714) 241-6162.

Matrícula

Descripción

Matriculación es un programa que ha sido ordenado por el estado de California y está diseñado a asistir a estudiantes para que estos puedan lograr sus metas educacionales. Es un acuerdo entre el colegio/universidad y el estudiante.

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

Meta

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

Matriculación es un proceso coordinado que:

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

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

Định nghĩa

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

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

Mục đích

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

1. Giúp đỡ sinh viên trong việc lựa chọn ngành học dựa vào khả năng, ý thích và năng khiếu của sinh viên.
2. Tạo điều kiện cho sinh viên đạt được điểm cao trong những khóa học một cách bền bỉ từ mùa học này sang mùa học khác.
3. Chỉ dẫn những dịch vụ ủng hộ cần thiết cho sinh viên để đạt được sự thành công và những nơi cung cấp những dịch vụ này.

Services for Students

4. Làm tăng trưởng động cơ của sinh viên để đạt được thành công với sự khuyến khích thường xuyên.

Sinh viên cần phải gặp người cố vấn hằng năm để thảo luận về ngành học và để kiểm nghiệm hồ sơ học vấn của mình.

Scholarships

Coastline's scholarship's 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 presented during the spring semester at the annual Scholarship Awards Reception. Scholarships do not have to be repaid. Call the Counseling office for information at (714) 241-6162.

Special Programs and Services for Students with Disabilities

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

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

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

Transfer Center

Extensive library of college and university catalogs is accessible for assistance in transfer decisions. Internet access for transfer research is also offered, and applications for CSU, UC, and private institutions are available. Other services include information on majors, choosing the right college, appointments with university representatives, articulation with four-year colleges, special workshops and the University Transfer Event held each fall. This center serves students, staff and the general public and assists them in making a smooth transition for a four-year institution. Call (714) 241-6171 for more information.

Veterans Assistance

Coastline is approved by the Bureau of School Approvals, California State Department of Education, to offer programs to veterans and eligible persons seeking benefits under the Federal Public Laws and the California Veterans Educational Laws. Coastline follows the guidelines issued by the Council for Private and Post Secondary and Vocational Education which apply to all institutions enrolling veterans and other eligible persons for veterans benefits. If there are any questions regarding veteran benefits, check with the veterans clerk in the Student Services office.

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. Call the veterans' counselor, Cynthia Pienkowski at (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.

Associate in Arts *Degree*



Coastline Community College believes it should:
Offer a comprehensive A.A. degree program, certificate programs, and courses
relevant to community and regional economic and social needs.

MISSION STATEMENT:
Coastline Community College
is committed to student success
through accessible and flexible
education within and beyond the
traditional classroom.

Associate in Arts Degree

Associate in Arts (A.A.) Degree Requirements

An A.A. 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 Community College.
- 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.
- Be enrolled at Coastline at the time the Petition for Graduation is filed.
- Earn a minimum of 12 units of course work at Coastline, 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, 103, 104, 135AB, 144, 136AB, 137, 138AB, 175, 233, 235, 236, 237AB; English 145, 173, 176; foreign language—any over 100; Geography 185; History 115, 122, 124, 128, 130, 180, 185; Humanities 100; Human Services 100; International Business 100, 115, 160, 173, 175, 180, 185, 186, 190, 195; Music 103; Philosophy 100; Speech 103.
- Complete one of the following three A.A. degree options.

OPTION I—A.A. DEGREE PROGRAM

Designed for students who wish to complete a specific area of concentration or complete a Certificate of Achievement and an A.A. degree. This option may also be used for students wishing to complete a general studies major. While primarily for students who do not intend to transfer, it may be used to transfer to some independent colleges. See a Coastline counselor for more information.

General Education Requirements: Completion of 18 units in the specific courses listed in Groups A-E. Students may select courses from any sub-area under each specific group. One course may not be used to satisfy more than one general education requirement; however, the same course may be used to satisfy both a general education and a major requirement.

Major Requirements: May be satisfied in one of the following ways:

CERTIFICATE PROGRAM—completion of all courses required for a Coastline Certificate of Achievement or completion of all courses required in a certificate program, of at least 18 units, offered at an accredited institution.

AREA OF CONCENTRATION—completion of at least 18 units in a single discipline or related disciplines (see below). A student education plan must be developed with a counselor and placed on file prior to petitioning for graduation.

Business, Communications, Computers, Fine Arts, Humanities, Physical Education and Health, Science and Mathematics, Social Sciences or Technology.

LICENSURE CREDIT—may constitute the major if credit awarded equals a minimum of 18 units.

GENERAL STUDIES—completion of at least 36 units listed in groups A-E, to include the specific requirements listed in group A; at least six units each in Groups B, C and D; and at least three units in group E. Courses meet both the major and general education requirements.

Group A: Basic Subjects—One course from each area

A1 Speech 100, 103, 110

A2 English 100, 135 (with a “C” or better); English Competency: passing English 099

A3 Math Competency: Passing the Math Placement Test or completion of one year of high school algebra (with a “C” or better), or passing elementary algebra or higher level math course at Coastline or another college (with a “C” or better).

Group B: Natural Sciences and Mathematics—any three units

B1 Astronomy 100, 100L*; Chemistry 100, 110*, 130*, 180, 180L*, 185, 185L*; Environmental Studies 100; Geology 100, 110, 130, 140, 141*; Physics 110, 120*, 125*

B2 Biology 100, 101*, 105, 110, 120, 170*; Ecology 100; Marine Science 100, 100L*, 105*

B3 Laboratory Activity—any science laboratory course (identified by *)

B4 Mathematics 100, 115, 120, 140, 150, 160, 170, 180, 185, 280, 285 (with a “C” or better)

Group C: Arts and Humanities—any three units

C1 Arts: Art 100, 101, 102, 103, 104, 106, 110A, 110B, 111A, 111B, 115, 117AB, 120, 120A, 120B, 121AB, 122, 122A, 122B, 123, 126, 127AB, 128, 135AB, 136AB, 137, 140A, 140B, 147AB, 148AB, 150A, 150B, 160AB, 175, 190, 192, 194, 205, 206, 214AB, 221AB, 222A, 222B, 224A, 224B, 226, 228AB, 229AB, 230AB, 231AB, 233, 235, 236, 237AB, 240, 250A, 250B, 270AB, 273AB; English 164; Music 100, 101, 102, 103, 104, 110AB, 111AB, 120AB, 130AB, 131AB, 151, 152; Theater 106, 107, 120AD, 150AD

C2 Humanities: English 101, 102, 103, 110, 126, 140, 144, 145, 164, 173, 176, 177, 180; any foreign language 101, 102, 180, 180A, 180B, 185, 185A, 185B, 203, 204, 260 (formerly 160), 260A (formerly 160A), 260B (formerly 160B), 265, 265A, 265B, 280, 280A, 280B, 285, 285A, 285B; Humanities 100, 110, 120, 130; Philosophy 100, 112, 115, 120, 135, 140; Religious Studies 105, 108, 110,

* Science laboratory course

Associate in Arts Degree

140, 140A, 140B

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, 160

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, 105AD, 110AD, 120AD, 125AD, 133AD, 150AB, 155AB, 160AD, 165AD; English 108; Food & Nutrition 175; Gerontology 120; Health Education 100, 175; 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—TRANSFER PLAN FOR CSU A.A. DEGREE PROGRAM (LIBERAL ARTS)

Designed for individuals who plan to transfer to the California State University system and who also wish to complete an A.A. degree. Upon certification this option meets the lower-division California State University system general education breadth requirements. It also enables individuals to transfer to some of the private, four-year colleges in the area.

Option II requires completion of at least 39 units of general education courses, to include the specific requirements listed in Groups A through E plus major and/or elective units (numbered 100-299) to total 60 units. A grade of “C” or better is required for all courses in Group A and B4.

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.

Group A: Basic Subjects—nine units (one course from each area) with a grade of “C” or better

A1 Speech 100 or 103 or 110

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*, 180, 180L*, 185, 185L*; Geology 100, 110, 130, 140, 141*; Physics 110, 120*, 125*

B2 Biology 100, 101*, 105, 110, 120, 170*; Ecology 100; Marine Science 100, 100L*†, 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 (with a grade of “C” or better)

Group C: Arts and Humanities—nine units (at least three units from each area)

C1 Arts: Art 100, 101, 103, 104, 106, 110A, 110B, 111A, 111B, 120, 120A, 120B, 122, 128, 135AB, 136AB, 137, 150A, 150B, 214AB, 222AB; English 164; Music 100, 102, 103, 151, 152

C2 Humanities: English 103, 126, 140, 144, 145, 164, 173, 176, 177, 180; any foreign language 101, 102, 180, 180A, 180B, 185, 185A, 185B, 203, 204, 260 (formerly 160), 260A (formerly 160A), 260B (formerly 160B), 265, 265A, 265B, 280, 280A, 280B, 285; Humanities 100, 110, 120, 130; Philosophy 100, 112, 120, 135; Religious Studies 105, 106, 108, 110, 140, 140A, 140B

Group D: Social Sciences—nine units (at least three units from three different areas)

D1 Anthropology and Archeology: Anthropology 100, 120, 150

D2 Economics: Economics 100, 180, 185

D3 Ethnic Studies: History 122, 124, 128, 130, 160

D4 Gender Studies: History 120

D5 Geography: Geography 100, 150, 180, 185

D6 History: History 115, 170, 175, 180, 185; Religious Studies 105, 106, 140, 140A, 140B, 180

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; Foods and Nutrition 175; Gerontology 120; Health Education 100, 175; Psychology 152AB, 153AB, 154AB, 155AB, 159, 160; and a maximum of one unit from the following activity courses: Dance 101AD, 110AD, 120AD, 125AD, 133AD, 150AB, 154AB, 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

OPTION III—TRANSFER PLAN FOR IGETC (CSU OR UC) A.A. DEGREE PROGRAM

*Science laboratory course

†Marine Science 100L must be taken with Marine Science 100

Associate in Arts Degree

(LIBERAL ARTS)

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 A.A. degree. Students who complete this option with a “C” or better will satisfy lower division general education requirements for the Intersegmental General Education Transfer Curriculum (IGETC). Upon certification, it meets the lower-division general education breadth requirements for both the UC and CSU systems (except for Eleanor Roosevelt and Revelle Colleges at UCSD). The IGETC option also enables individuals to transfer to some of the private, four-year colleges in the area.

Option III requires completion of at least 37 units of general education courses to include the specific requirements listed in Areas 1 through 6 plus major and/or elective units (numbered 100-299) to total 60 units.

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 102

Group C Oral Communication—Speech 103 or 110
(Requirement for CSU and A.A. degree)

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

Mathematical Concepts—Math 115, 140†, 150, 160, 170, 180†, 185, 280, 285

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, 103, 104; Music 100

Group B Humanities—Chinese 280, 285; English 140, 145, 173, 176; History 108, 120, 122, 124, 128, 130, 160, 170††, 175††, 180, 185; Humanities 100, 110, 130; Philosophy 100, 112, 120, 135; Religious Studies 108, 110; Spanish 280†, 280AB†, 285†, 285AB†; Vietnamese 280, 280A, 280B

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.

Certification of General Education for Transfer to CSU or UC

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

* Science laboratory course

** Approval pending

† Indicates that transfer credit may be limited

†† Will meet either the Area 3 or 6 requirement, but not both

§ Will meet either the Area 4 or 6 requirement for CSU, but not both

Associate in Arts Degree

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

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

GED preparation is also available at the Coastal County Regional One-Stop Center. Call (714) 241-4904 for information.

Petition for Graduation

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

- Fall filing date: September 5-November 17, 2000
- Spring filing date: January 29-April 20, 2001

Diplomas are picked up in the admission's office approximately one month after the end of the semester in which the application was filed.

Commencement exercises are held once a year in June. Detailed information will be mailed to all graduation candidates in April.

Transfer Information

Students planning to transfer to a four-year college or university should consider the following:

- A college degree is not a guarantee for a high-paying job.

Success usually requires strong motivation and good study habits.

- Grades are the best indicator of success in academic work. A minimum of a "C" average in all transfer courses is a requirement for transfer to most four-year colleges. Grades in the major should be significantly higher.
- Each four-year college has its own admission standards and curriculum requirements. Students should decide as soon as possible on their major and on their transfer college in order to identify the courses that must be completed and the grades that must be achieved.
- By extending the time in lower-division work, it is possible to combine an occupational training program with a college transfer program.
- All college degrees require the completion of certain courses called general education or breadth requirements. The following charts indicate the transfer requirements for those colleges and universities most frequently used by Coastline students.
- Transfer agreements are subject to ongoing review and revision. The transfer agreements listed on the following charts represent agreements at the time of publication. Students may contact the Transfer Center at the Garden Grove Center or the transfer institution of their choice for current information.

Transfer Information on the World Wide Web: The official source for California articulation and student transfer information is available on the Internet at:

<http://www.assist.org>

Transfer Suggestions: Students who graduate from Coastline 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.

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), except Eleanor Roosevelt and Revelle Colleges at UCSD, 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. See a Coastline Counselor for more information. 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	Units
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

AREA 2—MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

<i>One course, minimum three units</i>	Units
Math 115—College Algebra	4.0
Math 140—Survey of Calculus*	4.0
Math 150 (formerly 120)—Finite Mathematics with Applications	3.0
Math 160—Introduction to Statistics	3.0
Math 170—Precalculus Mathematics	5.0
Math 180—Calculus with Analytic Geometry 1*	5.0
Math 185—Calculus with Analytic Geometry 2	5.0
Math 280—Calculus with Analytic Geometry 3	5.0
Math 285—Calculus with Analytic Geometry 4	5.0

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	Units
Art 100—History and Appreciation of Art 1	3.0
Art 101—History and Appreciation of Art 2	3.0
Art 103—Asian Art History	3.0
Art 104—History of Impressionist and Post-Impressionist Art	3.0
Music 100—Music Appreciation	3.0

Group B: Humanities	
Chinese 280—Intermediate Chinese 1	4.0
Chinese 285—Intermediate Chinese 2	4.0
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—Folklore and Mythology	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 160—The American West	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
Spanish 285A—Intermediate Spanish	2.0
Spanish 285B—Intermediate Spanish	2.0
Vietnamese 280—Intermediate Vietnamese 1	4.0
Vietnamese 280A—Intermediate Vietnamese 1A	2.0
Vietnamese 280B—Intermediate Vietnamese 1B	2.0

Intersegmental General Education Transfer Curriculum (IGETC) continued

AREA 4—SOCIAL AND BEHAVIORAL SCIENCES

Three courses from at least two disciplines,
minimum nine units

	Units
Anthropology 100—Cultural Anthropology	3.0
Anthropology 120—Introduction to Archeology	3.0
Ecology 100—Human Ecology*	3.0
Economics 100—Problems and Issues	3.0
Economics 180—Principles of Economics (Macro)	3.0
Economics 185—Principles of Economics (Micro)	3.0
Geography 100—Introduction to Geography	3.0
Geography 185—Cultural Geography	3.0
History 115—Latin American History and Culture	3.0
Political Science 100—American Government†	3.0
Political Science 110—Current Issues	3.0
Political Science 130—Comparative Government and Politics	3.0
Political Science 140—Middle East in World Politics	3.0
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.

	Units
Group A: Physical Science	
Astronomy 100—Introduction to Astronomy	3.0
Chemistry 110—Introduction to Chemistry with Lab*	5.0
Chemistry 130—General Chemistry with Lab*	4.0
Geography 180—Physical Geography	3.0
Geology 100—General Geology*	3.0
Geology 110—Physical Geology	3.0
Geology 130—Geology of California	3.0
Geology 140—Introduction to Geology	3.0
Geology 141—Geology Lab*†	1.0
Physics 110—Introduction to Physics*	3.0
Physics 120—General Physics 1 with Lab*	4.0
Physics 125—General Physics 2 with Lab*	4.0
Group B: Biological Sciences	
Biology 100—Introduction to Biology	3.0
Biology 101—Introduction to Biology Lab*	1.0
Biology 105—Introduction to Anatomy and Physiology*	3.0
Biology 170—Human Anatomy*	4.0
Marine Science 100—Introduction to Marine Science	3.0
Marine Science 105—Marine Biology with Lab	4.0

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.

2000/2001 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

Group A— Communication in the English Language and Critical Thinking	Group B—Physical Universe and Its Life Forms	Group C—Arts, Literature, Philosophy and Foreign Language	Group D—Social, Political, and Economic Institutions and Behavior; Historical Background	Group E—Lifelong Understanding and Self- Development
<p>Must complete 9 units with a minimum of 3 units in A1 and A2 and A3.</p> <p><i>A1—Oral Communication</i> Speech 100 or 103 or 110</p> <p><i>A2—Written Communication</i> English 100</p> <p><i>A3—Critical Thinking</i> English 102 or English 110 or Philosophy 115</p>	<p>Must complete 9 units 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.)</p> <p><i>B1—Physical Science</i> Astronomy 100 Chemistry 100, 110, 130, 180, 185 Geology 100, 110, 130, 140 Physics 110, 120, 125</p> <p><i>B2—Life Science</i> Biology 100, 105, 110, 120, 170 Ecology 100 Marine Science 100, 105</p> <p><i>B3—Laboratory Activity</i> Astronomy 100L Biology 101, 170 Chemistry 110, 130, 180L, 185L Geology 141 Marine Science 100L*, 105 Physics 120, 125</p> <p><i>B4—Mathematical/Quantitative Reasoning Concepts</i> Math 100, 115, 120, 140, 150, 160, 170, 180, 185, 280, 285 *Must be taken with Marine Science 100</p>	<p>Must complete 9 units with a minimum of 3 units in C1 and 3 units in C2.</p> <p><i>C1—Arts</i> Art 100, 101, 103, 104, 106, 110AB, 111A, 111B, 120, 120A, 120B, 122, 128, 135AB, 136AB, 137, 150A, 150B, 214AB, 222AB English 164 Music 100, 102, 103, 151, 152</p> <p><i>C2—Humanities</i> English 103, 126, 140, 144, 145, 164, 173, 176, 177, 180 Foreign Language (any foreign language) 101, 102, 180, 180A, 180B, 185, 185A, 185B, 203, 204, 260 (formerly 160A), 260B, (formerly 160B), 265, 265A, 265B, 280, 280A, 280B, 285 Humanities 100, 110, 120, 130 Philosophy 100, 112, 120, 135 Religious Studies 105, 106, 108, 110, 140, 140A, 140B, 180</p>	<p>Must complete 9 units with a minimum of 3 units in 3 different subareas.</p> <p><i>D1—Anthropology and Archeology</i> Anthropology 100, 120, 150</p> <p><i>D2—Economics</i> Economics 100, 180, 185</p> <p><i>D3—Ethnic Studies</i> History 122, 124, 128, 130, 160</p> <p><i>D4—Gender Studies</i> History 120</p> <p><i>D5—Geography</i> Geography 100, 150, 180, 185</p> <p><i>D6—History</i> History 115, 170, 175, 180, 185 Religious Studies 140, 140A, 140B</p> <p><i>D7—Interdisciplinary Social or Behavioral Science</i> Communications 100 History 108</p> <p><i>D8—Political Science, Government and Legal Institutions</i> Political Science 100, 110, 120, 130, 140</p> <p><i>D9—Psychology</i> Psychology 100, 115, 148, 170</p> <p><i>D0—Sociology and Criminology</i> Sociology 100, 110, 120</p>	<p>Must complete 3 units. Counseling 100, 105, 110, 120 Food and Nutrition 175 Gerontology 120 Health Education 100, 175 Psychology 152AB, 153AB</p> <p>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</p>

- 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.

Independent Colleges

Biola University: <http://www.biola.edu>

13800 Biola Avenue, La Mirada
(562) 903-6000

IGETC (CSU version) accepted

Chapman University: <http://www.chapman.edu>

1 University Drive, Orange
(714) 997-6815

CSU or IGETC certification accepted

Concordia University: <http://www.cui.edu>

1530 Concordia West, Irvine
(949) 854-8002

CSU or IGETC certification accepted

Hope International University: <http://www.hiu.edu>

2500 East Nutwood Avenue, Fullerton
(714) 879-3901

IGETC (CSU version) accepted

National University: <http://www.nu.edu>

3390 Harbor Boulevard, Costa Mesa
(714) 429-5100

CSU GE-Breadth certification accepted or see campus specific GE requirements listed in this guide.

Pepperdine University: <http://www.pepperdine.edu>

2151 Michelson Drive, Irvine
(714) 739-2506

Campus specific GE, see requirements listed in this guide.

Vanguard University (formerly Southern California College): <http://www.sccu.edu>

55 Fair Drive, Costa Mesa
(714) 556-3610

IGETC (CSU version) accepted

University of Phoenix: <http://www.uophx.edu>

10540 Talbert Avenue, Fountain Valley
(800) 888-1968

CSU or IGETC accepted

University of Redlands: <http://www.uor.edu>

1200 E. Colton Avenue, P.O. Box 3080, Redlands
(909) 793-2121

NOTE: Some colleges with religious affiliation may also require religion courses. Contact the specific university for information.

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.

Financial Accounting	ACCT 101*	4.0
Managerial Accounting	ACCT 102*	4.0
Legal Environment of Business	BUS 110*	3.0
Principles of Economics (Macro)	ECON 180*	3.0
Principles of Economics (Micro)	ECON 185*	3.0

*CSU Fullerton articulation pending at time of publication.

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
Hope International University, Fullerton	(714) 897-2218
Pepperdine University, Irvine.....	(714) 739-2506 or (310) 568-5555
University of La Verne, Garden Grove.....	(714) 534-4860
University of Phoenix, Fountain Valley	(800) 888-1968
University of Redlands, Santa Ana.....	(714) 549-2006
University of San Francisco, Orange.....	(714) 633-5626

Pepperdine University

General Education Requirements

Area 1—English Composition	Area 2—Humanities/Fine Arts	Area 3—Natural Science	Area 4—Social Studies	Area 5—Mathematics
Complete 3 units from: English 100	Complete 9 units (at least 3 courses) from: Art, Drama, English, Foreign Language, History, Humanities, Literature, Music, Philosophy, Photography, Religious Studies, Speech, Theater Arts	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	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 *These courses are recommended preparation for business majors.	Complete 3 units from: College Algebra or higher level math

National University

General Education Requirements

Area A Writing, Speech, & Communication	Area B Natural Sciences, Mathematics, & Computer Systems	Area C Humanities, Literature, & Fine Arts (2 courses)	Area D Social & Behavioral Sciences (2 courses)
<i>A1—Writing (1 course)</i> English 100 <i>A2—Advanced Writing (1 course)</i> Speech 101, 102, 103, 110 <i>A3—Speech Communication (1 course)</i> Speech 110	<i>B1—Natural Sciences (1 course)</i> Astronomy 100 Biology 100, 105, 110, 170 Chemistry 110, 180, 185 Ecology 100 Environmental Studies 100 Geography 100, 125, 180 Geology 100, 110, 140 Marine Science 100, 105 Physics 110, 120, 125 <i>B2—Mathematics (1 course)</i> Mathematics 100, 115, 120, 140, 150, 160, 170, 180, 185, 280, 285 <i>B3—Computer Systems (1 course)</i> Computer 100, 106, 150, 151 Computer Science 100	Art 100, 101, 102, 103 Chinese 180, 185 English 140, 145, 168, 173, 176, 177, 180 French 180, 185, 260, 261 German 180 History 180, 185 Humanities 100, 110, 120, 130 Italian 180, 185 Japanese 180, 185 Music 100, 103 Philosophy 100, 112, 115, 120, 135, 140 Religious Studies 105, 106, 108, 110, 140 Russian 180 Spanish 180, 185, 260, 265, 280, 285 Vietnamese 180, 185, 280	Anthropology 100, 150 Communications 100 Economics 100, 180, 185 History 120, 122, 124, 130, 150, 160, 170, 175 Political Science 100, 110, 130, 140 Psychology 100, 148, 149 Sociology 100, 110 Speech 100

General Information About California Colleges and Universities

California Community Colleges—107 campuses Example: Coastline Community College, Golden West College, Orange Coast College	California State Universities (CSU)—22 campuses Example: CSULB, CSUF	Universities of California (UC)—Nine campuses Example: UCLA, UCI	Independent California Colleges and Universities—over 100 campuses Example: USC, Chapman
Residents of California pay approximately \$360/year. Nonresidents are required to pay out-of-state tuition.†	Residents of California pay approximately \$1,900/year for more than 6 units or \$1250/year for 6 or fewer units. Nonresidents are required to pay out-of-state tuition.*	Residents of California pay approximately \$4,000/year. Nonresidents are required to pay out-of-state tuition.**	See individual school catalog: approximately \$7,000 to \$20,000/year.†
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.

† Fees and tuition do not include books, room and board, transportation, and personal expenses per year. Financial aid is available to students who demonstrate financial need.

* All fees subject to change based on further action by the Board of Trustees of the California State University system.

** All fees subject to change based on further action by the Board of Regents of the University of California system.

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:

Agriculture (not at CSULB), Art, Business (not at CSULB), English, Foreign Languages, Government, Health Science, History, Home Economics, Industrial Arts, Life Science, Mathematics, Music, Physical Education, Physical Science and Social Science

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.

For information contact: Orange County Department of Education—200 Kalmus Drive, Costa Mesa, CA 92626
(714) 966-4000
CalTeach—<http://www.CalTeach.csulb.edu>
California Commission on Teacher Credentialing (CCTC)—(916) 445-7254 or <http://www.ctc.ca.gov>

Distance Learning Courses that Meet CSU System Transfer Requirements

Transferability subject to change. Check your school.

GROUP A REQUIREMENTS— Communication in the English Language and Critical Thinking		Units	GROUP D REQUIREMENTS— Social, Political and Economic Institutions		Units
(A2)	English 100—Freshman Composition	3.0	(D1)	Anthropology 100—Cultural Anthropology	3.0
(A3)	Philosophy 115—Logic and Critical Thinking	3.0	(D2)	Economics 180—Principles of Economics (Macro)	3.0
				Economics 185—Principles of Economics (Micro)	3.0
			(D6)	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
			(D7)	Communications 100—Mass Communication	3.0
			(D8)	Political Science 100—American Government	3.0
			(D9)	Psychology 100—Introduction to Psychology	3.0
				Psychology 115—Child Growth & Development	3.0
			(D0)	Sociology 100—Introduction to Sociology	3.0
				Sociology 110—Marriage & Family	3.0
				Sociology 120—Introduction to Gerontology	3.0
GROUP B REQUIREMENTS— Natural Sciences			GROUP E REQUIREMENTS— Understanding & Self Development		
(B1)	Astronomy 100—Introduction to Astronomy	3.0			
	Chemistry 110—Introduction to Chemistry	5.0		Health Education 100—Contemporary Health Issues	3.0
	Chemistry 180—General Chemistry A	4.0			
	Chemistry 185—General Chemistry B	4.0			
	Geology 140—Introduction to Geology	3.0			
(B2)	Biology 100—Introduction to Biology	3.0			
	Ecology 100—Human Ecology	3.0			
	Marine Science 100—Introduction to Marine Science	3.0			
(B3)	Astronomy 100L—Introduction to Astronomy Lab	1.0			
	Biology 101—Introduction to Biology Lab	1.0			
	Chemistry 110—Introduction to Chemistry	5.0			
	Chemistry 180L—General Chemistry Lab A	1.0			
	Chemistry 185L—General Chemistry Lab B	1.0			
(B4)	Mathematics 100—Fundamental Concepts	3.0			
	Mathematics 160—Introduction to Statistics	3.0			
GROUP C REQUIREMENTS— Art, Literature, Philosophy and Foreign Language			ELECTIVES		
(C1)	Art 128—Survey of Watercolor Painting	1.5		Art 119—Applied Sketching Techniques	2.0
	Art 135AB—Survey of Chinese Brush Painting	2.0		Business 100—Introduction to Business	3.0
	Music 100—History & Appreciation of Music	3.0		Business 110—Legal Environment of Business	3.0
(C2)	English 103—Composition and Literature	3.0		Business 120—Personal Financial Planning	3.0
	French 180A—Elementary French	2.5		Business 150—Introduction to Marketing	3.0
	French 180B—Elementary French	2.5		Business 222—Business Ownership Management	3.0
	Humanities 110—Humanities through the Arts	3.0		Computer Science 100—Introduction to Business Information Systems	3.0
	Humanities 130—Cinema History/Appreciation	3.0		English 104—Mastering College Skills	3.0
	Philosophy 100—Introduction to Philosophy	3.0		English 135—Business Writing	3.0
	Philosophy 120—Ethics and Moral Choices	3.0		M&S 100—Organizational Management	3.0
	Spanish 180—Elementary Spanish	5.0			
	Spanish 180A—Elementary Spanish	2.5			
	Spanish 180B—Elementary Spanish	2.5			
	Spanish 185A—Elementary Spanish 2A	2.5			

Distance Learning Courses that Meet IGETC Transfer Requirements

AREA 1—ENGLISH COMMUNICATION

Group A: Freshman Composition	Units
English 100—Freshman Composition	3.0

AREA 2—MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING	Units
Mathematics 160—Introduction to Statistics	3.0

AREA 3—ARTS & HUMANITIES

Group A: Arts	Units
Music 100—History and Appreciation of Music	3.0

Group B: Humanities	Units
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 110—Humanities through the Arts	3.0
Humanities 130—Cinema History/Appreciation	3.0
Philosophy 100—Introduction to Philosophy	3.0
Philosophy 120—Ethics & Moral Choices	3.0

AREA 4—SOCIAL & BEHAVIORAL SCIENCES	Units
Anthropology 100—Cultural Anthropology	3.0
Economics 180—Principles of Economics (Macro)	3.0
Economics 185—Principles of Economics (Micro)	3.0
Political Science 100—American Government	3.0
Psychology 100—Introduction to Psychology	3.0
Sociology 100—Introduction to Sociology	3.0

AREA 5—PHYSICAL AND BIOLOGICAL SCIENCES

Group A: Physical Sciences	Units
Astronomy 100—Introduction to Astronomy	3.0
Chemistry 110—Introduction to Chemistry*	5.0
Geology 140—Introduction to Geology	3.0
Geology 141—Geology Lab	1.0

Group B: Biological Sciences	Units
Biology 100—Introduction to Biology	3.0
Biology 101—Introduction to Biology Lab	1.0
Marine Science 100—Introduction to Marine Science	3.0

*Transfer credit may be limited

Technical & Career Education Programs



Coastline Community College believes it should:
Provide high-quality and effective instructional programs, services, and delivery
methods which meet the needs of working adults in the diverse population of
Orange County and the world.

MISSION STATEMENT:
Coastline Community College
is committed to student success
through accessible and flexible
education within and beyond the
traditional classroom.

Certificates of Achievement

Accounting

- Accounting Certificate

Applied Technology

- Applied Technology Certificate

Building Inspection Technology

- Building Inspection Technology Certificate

Cognitive Retraining Specialist (CRS)

- Cognitive Retraining Specialist Certificate

Computer Office Support

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

Computers

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

Digital Visual Communication

- Desktop Publishing Certificate
- Digital Imaging for the Arts/Graphic Design Certificate
- Multimedia Design Certificate
- Multimedia for Educators Certificate
- Web Design Certificate
- Web Management Certificate

E-commerce

- E-commerce Certificate

Electrical Maintenance

- Electrical Maintenance Certificate

Gerontology

- Gerontology Certificate

International Business

- International Business Certificate

Management and Supervision

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

Medical Specialist

- Medical Specialist Certificate

Paralegal Studies

- Legal Assistant Associate in Arts Degree

Purchasing

- Purchasing Certificate

Quality Assurance

- Bio-Medical Devices Certificate
- Quality Assurance Certificate

Real Estate

- Real Estate Certificate

Telecommunications Technology

- Telecommunications Technology Certificate

Travel & Tourism

- Travel Careers Certificate

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, with additional work in general education, an associate in arts (A.A.) 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. The student must file a petition for graduation during his/her final semester in order to receive the certificate. Students must earn a minimum of 12 units of coursework at Coastline, excluding experiential credit. Those with prior experience may be excused from certain courses. However, the total number of required units must be completed; 50 percent of the certificate program must be completed at Coastline. Any certificate of achievement may be used as the major for an A.A. degree—Option I.

CAUTION: The technical and career education 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.

Programas de Carreras Técnicas y Educativas

Certificados de Logros

Contabilidad

- Certificado en Contabilidad

Tecnología Aplicada

- Certificado en Tecnología Aplicada

Tecnología de Inspección en Construcción

- Certificado en Tecnología de Inspección en Construcción;

Especialista en Entrenamiento Cognoscitivo

- Certificado en Especialista en Entrenamiento Cognoscitivo

Ayuda para las Computadoras de Oficinas

- Certificado en Especialización en Ayuda de Oficinas
- Certificado en Asistencia Administrativa
- Certificado en Secretaría Jurídica
- Certificado en Apoyo en Aplicaciones PC

Computadoras

- Especialista en Red de Computadoras /Certificado Novell
- Especialista en Red de Computadoras /Certificado Microsoft
- Especialista en Red de Computadoras /Certificado Internet-work
- Especialista en Red de Computadoras /Certificado CISCO

Comunicación Visual Digital

- Certificado en Autoedición/Microedición
- Imágenes Digitales para el Arte/Certificado en Diseño Gráfico
- Certificado en Multimedia Diseño
- Certificado en Multimedia para Educadores
- Certificado en Diseño Web
- Certificado en Administración Web

Mantenimiento Eléctrico

- Certificado en Mantenimiento Eléctrico

Gerontología

- Certificado en Gerontología

Comercio Web

- Certificado en Comercio Web

Empresas Internacionales

- Certificado en Administración de Empresas Internacionales

Compra/Adquisición

- Certificado en Compras/Adquisición

Garantía de Calidad

- Certificado en Aparatos Bio-Médicos
- Certificado en Garantía de Calidad

Bienes Raíces/Inmobiliario

- Certificado en Bienes Raíces/Inmobiliario

Estudios de Leyes

- Diploma de Asociado en Artes como Asistente Legal

Tecnología de Telecomunicaciones

- Certificado en Tecnología de Telecomunicaciones

Turismo y Viaje

- Certificado en Carreras de Viaje

Requisitos de Currículo: Coastline ofrece Licenciaturas de competencia técnica en una variedad de áreas ocupacionales. Con el currículo mencionado en las siguientes páginas el estudiante podrá obtener un certificado de logro, ó con trabajo adicional en educación general, un diploma en Asociado en Artes. Los Programas Certificados están diseñados a preparar a individuos para que estos entren a un campo de trabajo específico ó para proveer entrenamiento de servicio para aquellos que ya están empleados.

Los Certificados de logros son otorgados cuando los estudiantes hayan completado los requisitos en los cursos de un programa específico con una calificación promedia de 2.0 y que estén atendiendo clases cuando hayan completado los requisitos. El estudiante tiene que llenar una petición de graduación durante su último semestre para que este/esta pueda recibir su certificado. Estudiantes tendrán que completar un mínimo de 12 unidades en cursos ofrecidos por Coastline, excluyendo crédito experimental. Aquellos con experiencia previa podrán ser dispensados en ciertos cursos. El número total de unidades requeridas tienen que ser completado. Pero, 50% del programa certificado tiene que ser completadas en Coastline. Cualquier certificado de logros puede usarse como la especialización para un diploma en asociado en artes (Opción I).

CUIDADO: Los programas ocupacionales reflejan la presente necesidad de los negocios y la industria. Consecuentemente, los programas son ocasionalmente modificados para que así puedan reflejar las demandas del momento. Si el estudiante no se presenta a clases en Coastline por uno ó más semestres, el estudiante tendrá que responsabilizarse por cualquier cambio que se haga en el nuevo programa académico durante el tiempo de ausencia. Estudiantes podrán completar los requisitos del programa durante el semestre de inicio, solamente si atienden a clases continuamente de semestre a semestre (tomando por lo menos un curso en Coastline durante el semestre de primavera ó invierno de cada año académico), ó podrán elegir el completar los requisitos nuevos.

Uso Correcto del Inglés

Todos los cursos ofrecidos en Coastline se enseñan en Inglés. Se espera que el estudiante demuestre el uso correcto y claro de esta lengua, tanto en exámenes como en los diferentes reportes asignados. A todos los estudiantes, especialmente aquellos que piensan transferirse a una institución de cuatro años, se les recomienda que tomen un curso de composición en Inglés lo más pronto posible.

Chương trình Học Nghề và Kỹ thuật

Chứng chỉ tốt nghiệp

Áp dụng kỹ thuật

- Chứng chỉ về Áp dụng Kỹ thuật

Bảo trì Điện lực

- Chứng chỉ về Bảo trì Điện lực

Cao niên học

- Chứng chỉ về Cao niên học

Chứng chỉ về Thiết kế Thông tin Đa dạng

- Chứng chỉ về Thông tin Đa dạng cho các nhà Giáo dục
- Chứng chỉ về Thiết kế Mạng lưới
- Chứng chỉ về Quản trị Mạng lưới

Chuyên viên Tái Huấn luyện Kỹ năng Học hỏi (CRS)

- Chứng chỉ chuyên viên Tái Huấn luyện Kỹ năng Học hỏi

Chuyên viên Y tế

- Chứng chỉ Chuyên viên Y tế

Địa ốc

- Chứng chỉ chuyên viên Địa ốc

Điện Toán Thương Mại

- Chứng chỉ về điện toán thương mại

Huấn luyện về máy Điện toán

- Chứng chỉ chuyên viên Phụ tá Văn Phòng
- Chứng chỉ về Phụ tá Hành chánh
- Chứng chỉ thư ký Pháp lý
- Chứng chỉ về Áp dụng máy Điện toán

Kế toán

- Chứng chỉ về Kế toán

Kiểm phẩm

- Chứng chỉ về Kiểm soát Dụng cụ Sinh/Y học
- Chứng chỉ về Kiểm tra Chất lượng

Kỹ thuật Kiểm soát Xây dựng

- Chứng chỉ về Kỹ thuật Kiểm soát Xây dựng

Kỹ thuật Viễn thông

- Chứng chỉ về kỹ thuật Viễn thông

Máy Điện toán

- Chuyên viên Liên mạng Điện toán/chứng chỉ hãng Novell
- Chuyên viên Liên mạng Điện toán/chứng chỉ hãng Microsoft
- Chuyên viên Liên mạng Điện toán/chứng chỉ Internetwork
- Chuyên viên Liên mạng Điện toán/chứng chỉ CISCO

Mua hàng

- Chứng chỉ Chuyên viên Mua hàng

Ngành Du lịch

- Chứng chỉ về ngành Du lịch

Pháp Lý Học

- Bằng bách khoa về phụ tá pháp lý

Quản trị và Giám sát

- Chứng chỉ về Quản trị
- Chứng chỉ về Quản trị Thương mại

Thương mại Quốc tế

- Chứng chỉ về Thương mại Quốc tế

Truyền thông Thị nhân Chú số

- Chứng chỉ về Ấn loát trên máy Điện toán
- Chứng chỉ về Ảnh học Chú số dành cho Nghệ thuật/Họa trang trí
- Chứng chỉ về Giám sát
- Chứng chỉ về Sở hữu Tiểu Thương mại

Học trình cần có: Trường Coastline tổ chức những ngành học đa dạng về kỹ thuật giúp sinh viên tìm được việc làm dễ dàng. Hoàn tất những học trình của những trang dưới đây sẽ được cấp chứng chỉ, hay lấy thêm những lớp kiến thức tổng hợp sẽ được cấp bằng bách khoa. Những ngành học để lấy chứng chỉ được đặt ra để chuẩn bị cho sinh viên tìm được việc làm hay thăng tiến trong việc làm hiện tại.

Những chứng chỉ tốt nghiệp được cấp cho những sinh viên hoàn tất những lớp cần thiết cho ngành học với điểm số trung bình 2.0 và đang theo học. Sinh viên cần làm đơn xin cấp chứng chỉ tốt nghiệp vào mùa học cuối cùng của mình. Sinh viên cần hoàn tất tối thiểu 12 units tại trường Coastline, không tính các lớp lấy kinh nghiệm. Những sinh viên với kinh nghiệm có sẵn có thể xin miễn một số môn học. Tuy nhiên, 50 phần trăm của các chương trình lấy chứng chỉ cần phải được hoàn tất tại trường Coastline. Bất cứ chứng chỉ tốt nghiệp của ngành học nào cũng được dùng để học tiếp bằng bách khoa (A.A. degree—Option I).

CHÚ Ý: Những ngành học được soạn ra phản ảnh những nhu cầu hiện tại của thương nghiệp cũng như kỹ thuật. Bởi vậy, các chương trình học cũng được bổ túc thường xuyên để theo kịp nhu cầu. Nếu sinh viên ngưng một mùa học hay hơn cần phải sửa đổi chương trình học của mình để phù hợp với điều kiện mới. Sinh viên cần phải hoàn tất những thay đổi của chương trình bổ túc trong thời gian liên tục (ghi danh tối thiểu một lớp tại trường Coastline trong mùa thu hay/hoặc mùa xuân của mỗi niên học), hay sinh viên có thể chọn hoàn tất các lớp bổ túc cùng một lúc.

XỬ DỤNG ANH NGỮ CHÍNH XÁC

Tất cả các lớp học tại trường Đại Học Coastline đều dạy bằng Anh ngữ. Tất cả các sinh viên cần biết xử dụng Anh ngữ chính xác và rõ ràng dù trong bài thi hay bài viết được phân công. Vì vậy, các sinh viên, nhất là những người dự tính chuyển lên trường đại học 4 năm, bắt buộc phải ghi danh vào lớp luyện viết Anh ngữ càng sớm càng tốt.

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

Curriculum Requirements: Mini-certificates of completion are newly created focused programs of study, developed by the college to meet emerging technological needs of employers in business, government and industry.

These certificates of completion are awarded upon completion of the required work. Students must earn a minimum of 12 units of course work at Coastline, excluding experiential credit and must maintain at least a “C” average. At least 50 percent of the required certificate program must also be completed at Coastline. Students are required to petition at the beginning of the semester in which they will be completing their final requirements. Petition forms can be obtained in the Admissions office at the College Center in Fountain Valley. Certificates of completion *are not* noted on academic transcripts.

Petition to Substitute and/or Waiver: Students wishing to substitute or waive courses that satisfy certificate requirements must see a counselor and complete a “Petition to Substitute and/or Waive Academic Requirements and Regulations.” Forms may be obtained in the Admissions office of Student Services.

Certificate with an A.A. Degree

A certificate of achievement or completion may be used towards the 18 units for the major for an A.A Degree—Option I. For further information regarding the requirements for this program see page 18. It is also strongly advised that a student meet with a counselor to create an individual Student Educational Plan in order to know the proper courses to take and to ensure that all requirements are completed.

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

Accounting

ACCOUNTING CERTIFICATE OF ACHIEVEMENT

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	Units
Introduction to Accounting	ACCT 100 3.0
Financial Accounting	ACCT 101 4.0
Managerial Accounting	ACCT 102 4.0
Intermediate Accounting	ACCT 211 4.0
Federal & State Income Tax 1	ACCT 214 3.5
Legal Environment of Business	BUS 110 3.0
10-Key Calculator	BUS 330 2.0
Excel 1	COMP 120 1.5
OR Excel 2	COMP 121 (1.5)
OR Excel for Accounting	COMP 122 (3.0)
Access 1	COMP 175 1.5
OR Access 2	COMP 176 (1.5)
<i>To be selected from Electives below:</i>	
Total units	29.5-31.0

ELECTIVES		
Cost Accounting	ACCT 210	3.0
Small Business Operation and Management	BUS 222	3.0
Introduction to Microcomputers	COMP 100	3.0
Excel 1	COMP 120	1.5
Excel 2	COMP 121	1.5
Excel for Accounting	COMP 122	3.0
Microsoft Word 97	COMP 147	1.5
Access 1	COMP 175	1.5
Access 2	COMP 176	1.5
Co-op Work Experience	ACCT 281-282	1.0-2.0

Job Market: According to the U.S. Department of Labor, accounting is one of the fastest growing career fields and the strong demand for accountants will continue through the year 2000. Opportunities for accounting will be best for individuals who have worked in an accounting office while completing the Accounting Certificate Program.

Increasingly, the minimum education to enter the field of accounting is the associate of arts degree. The two-year graduate may perform repetitive and routine audit jobs such as extending, balancing and checking ledger figures; assisting in cash and security counts; taking test inventory counts; performing footings and extensions; preparing accounts receivable confirmations; and entering data into a computer.

Tax preparation work may include ordering, controlling and monitoring tax return material, and preparing schedules of depreciation and deductions. The accounting employee with an associate in arts degree can fill the following positions in industry and government: accounts receivable and payable clerk, payroll clerk, cost accounting technician, and general bookkeeping and budgeting technician.

Applied Technology

APPLIED TECHNOLOGY TRANSFER CERTIFICATE OF ACHIEVEMENT

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.

REQUIRED COURSES		Units
Introduction to Microcomputers	COMP 100	3.0
Introduction to Business Information Systems	COMP SC 100	3.0
PC Preparation for Networks	CST 120	1.5
Freshman Composition	ENGL 100	3.0
Critical Reasoning, Reading and Writing	ENGL 102	3.0
Interpersonal Communication	SPCH 100	3.0
Public Speaking	SPCH 110	3.0
<i>Electives*</i>		9.0
Total units		28.5

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

Government paraprofessional positions are available in the Internal Revenue Service. The paraprofessional provides assistance to IRS professional employees by performing semi-technical tasks such as conducting taxpayer interviews, searching taxpayer records and assisting taxpayers in preparing tax returns. Working with people is often part of the job.

Salaries for this kind of work vary by level of education, previous work experience, geographic location and specific employer. Two helpful employment resources for more specific details are *EUREKA: The California Career Information System* which contains annually-updated salary and job outlook information and *The Occupational Outlook Handbook* which provides similar material. Both of these sources can be found in Coastline's Career Information Services at (714) 241-4923. Orange County occupational information can also be researched on the Internet at:

<http://www.usworks.com/orangecounty>

COMPUTER ACCOUNTING CERTIFICATE OF COMPLETION

The Computer Accounting Mini-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		Units
Introduction to Computer Accounting	ACCT 105	3.0
Computer Accounting Using PeachTree Accounting Software	ACCT 110	3.0
Excel For Accounting	COMP 122	3.0
Freshman Composition	ENGL 100	3.0
Interpersonal Communication	SPCH 100	3.0
Total units		15.0

Other courses may be added or substituted depending upon the experience and skills of the individual participant.

Job Market: Individuals in the computer accounting field may prepare data for input to computers which produce all the records electronically. Duties may include responsibility for records of accounts receivable, accounts payable, payroll, bank deposits, purchase orders, income and expense reports, sales commission and production of graphic charts for presentation purposes. The salary range for entry level is from \$820 to \$2,035 per month. The top pay range is from \$1,125 to over \$3,375 per month.

Art

ART CERTIFICATE OF COMPLETION

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 A.A. degree under Option I.

REQUIRED COURSES

		Units
History and Appreciation of Art 1	ART 100	3.0
History and Appreciation of Art 2	ART 101	3.0
Color and Design: 2-Dimensional	ART 110A	1.5
Color and Design: 2-Dimensional	ART 110B	1.5
Three-Dimensional Form	ART 111A	1.5
Three-Dimensional Form	ART 111B	1.5
Drawing 1	ART 120A	1.5
Drawing 2	ART 120B	1.5
Life Drawing 1	ART 121AB	3.0
Painting 1	ART 122A	1.5
Painting 2	ART 122B	1.5
<i>Select three units from the following three courses:</i>		
Ceramics 1	ART 150A	1.5
Ceramics 2	ART 150B	1.5
Sculpture 1	ART 160AB	3.0
<i>Additional Art Electives</i>		9.0
Total units		33.0

ELECTIVES

Residential Blueprint	BLDG 301	3.0
Electrical Inspection	BLDG 306	3.0
Mechanical Inspection: Heating/ Air Conditioning	BLDG 307	3.0
Plumbing Inspection	BLDG 308	3.0
Commercial Blueprint	BLDG 310	3.0
Technical Math	MATH 105	4.0
Co-op Work Experience	BLDG 283-284	3.0-4.0

Job Market: The Los Angeles/Orange County area is one of the fastest growing areas in the United States. Because of the continued growth, the demand for qualified building inspectors has accelerated. Unlike many occupations in the construction industry, inspection work tends to be steady throughout the year.

Due to the increasingly complex requirements of the Uniform and State Building Codes and competitiveness for good inspection jobs, the modern inspector faces ever increasing educational standards.

Individuals already employed in the inspection field are finding several changes in building technology and the laws as they apply to the construction industry. They are turning to continuing education for additional knowledge.

For further information regarding requirements for ICBO exams, contact the International Conference of Building Officials, 5360 S. Workman Mill Road, Whittier, CA, 90601-2298, or call (562) 699-0541.

Building Inspection Technology

BUILDING INSPECTION TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

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

		Units
Introduction to Uniform Building Code	BLDG 300	3.0
California Administrative Code (Title 24)	BLDG 302	3.0
Fire and Life Safety Inspection	BLDG 303	3.0
Concrete and Masonry Inspection	BLDG 304	3.0
Steel and Wood Frame Inspection	BLDG 305	3.0
<i>To be selected from Electives below:</i>		12.0
Total units		27.0

Cognitive Retraining Specialist (CRS)

CRS CERTIFICATE OF ACHIEVEMENT

Coastline's CRS Program is a vocational training and continuing education program designed to prepare students to work with survivors of acquired brain injuries (ABI). CRS students will learn to teach brain injury survivors the skills they need to identify and accept their deficits and to acquire new thinking skills and compensatory skills. Completion of the CRS Certificate will prepare students for entry-level employment in cognitive retraining and other related occupations.

REQUIRED COURSES

		Units
Introduction to Acquired Brain Injury	CRS 100	3.0
Cognitive Retraining: Overview	CRS 110	2.0
Cognitive Retraining: Attention, Concentration and Memory	CRS 111	1.5
Cognitive Retraining: Perceptual Processing and Figural/Verbal Skills	CRS 112	1.5
Cognitive Retraining: Organization and Critical Thinking	CRS 113	1.5

Cognitive Retraining: Psychosocial		
Impact of Brain Injury	CRS 120	3.0
Transition Issues for ABI Survivors	CRS 130	3.0
Off-Site Practicum	CRS 140	2.0
On-Site Practicum	CRS 141	1.5
Learning Theory and Instructional		
Design	ED 110	3.0
Introduction to Psychology	PSYCH 100	3.0
Total units		25.0

Job Market: Graduates of the CRS Program may work in both medical and educational settings. Managed care has resulted in an increased need for paraprofessionals to implement treatment plans created by physicians and other professionals. School districts, more than ever before, are being faced with providing individualized instructional services for students with disabilities, both in special education and traditional classrooms. Wages range from \$12-\$16 an hour.

Computer Office Support

OFFICE SUPPORT SPECIALIST CERTIFICATE OF ACHIEVEMENT

The Office Support Specialist Certificate allows students the flexibility to train for a variety of positions within an office. Some of the positions include receptionist, entry level office assistant, file clerk, account clerk, typist clerk, data entry operator, and customer support representative. **Bilingual ability** is also desired by some employers.

REQUIRED COURSES		Units
10-Key Calculator	BUS 330	2.0
Keyboarding on Computer 1	COMP 107A	1.5
Keyboarding on Computer 2	COMP 107B	1.5
Speed and Accuracy	COMP 109AB	1.0
Microsoft Word 97	COMP 147	1.5
Word 97/Long Documents	COMP 148A	1.5
OR Word 97/Graphics	COMP 148B	1.5
OR Word 97/Power Word	COMP 148C	1.5
Microsoft Office Professional 1	COMP 150	3.0
Internet for Office Professionals	COMP 153	1.5
Computer Lab	COMP 300L	0.5
Business English	ENGL 105	3.0
Human Relations	M&S 102	3.0
Office Organization	OAC 112	3.0
<i>To be selected from Electives below:</i>		3.0
Total units		26.0

ELECTIVES		
Data Entry	COMP 108	1.0
Job Search Strategies	COUNS 120	2.0
Co-op Work Experience	OAC 282-284	2.0-4.0

Job Market: Faster than average growth is projected through 2005 for well-trained, entry-level office support specialists. Opportunities for advancement and higher paying positions often result depending upon increased job knowledge, office skills, flexibility, team-oriented, initiative and a positive attitude.

Job titles may include Typist I, Typist II; Switchboard Operator, Receptionist, Receptionist/Administrative Assistant; Mail Clerk, Office Clerk, Senior Clerk; Data Entry Operator I, Data Entry Operator II, Data Entry Specialist; Customer Service Representative, and Telemarketing Representative.

Salary Range: In California, salary varies and depends on the type and size of employer and the geographic location. Trainees may earn as low as minimum wage in some areas. In Orange County, entry level pay range is \$1,000-\$1,689 per month, while experienced workers may earn \$1,185-\$2,900 per month, with top salaries reaching \$3,075 per month or higher. Check with Coastline's Career Information Services at (714) 241-4923 for up-to-date salary information. Orange County occupational information can also be researched on the Internet at: <http://www.usworks.com/orangecounty>

ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

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 wpm** or preferably higher.

Bilingual ability is also desired by some employers.

REQUIRED COURSES		Units
Introduction to Accounting	ACCT 100	3.0
10-Key Calculator*	BUS 330	2.0
Speed and Accuracy	COMP 109AB	1.0
Business English	ENGL 105	3.0
Business Writing	ENGL 135	3.0
Human Relations	M&S 102	3.0
Keyboarding Level 2**	OAC 101	2.0
Administrative Procedures & Technology	OAC 114	3.0
Hands-on Computer Electives		7.5
<i>To be selected from Electives on next page:</i>		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)

Excel 1	COMP 120	1.5
Excel 2	COMP 121	1.5
Excel for Accounting	COMP 122	3.0
Word Processing Legal 1	COMP 137	1.5
Word Processing Legal 2	COMP 138	1.5
Microsoft Word	COMP 147	1.5
Word 97/Long Documents	COMP 148A	1.5
OR Word 97/Graphics	COMP 148B	1.5
OR Word 97/Power Word	COMP 148C	1.5
Internet for Office Professionals	COMP 153	1.5
PowerPoint 4	COMP 185	1.5

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

Job Market: Faster than average growth is projected through 2005 for well-trained, entry-level office support specialists. Opportunities for advancement and higher paying positions often result depending upon increased job knowledge, office skills, flexibility, team-oriented, initiative and a positive attitude.

Job titles may include Typist I, Typist II; Switchboard Operator, Receptionist, Receptionist/Administrative Assistant; Mail Clerk, Office Clerk, Senior Clerk; Data Entry Operator I, Data Entry Operator II, Data Entry Specialist; Customer Service Representative, and Telemarketing Representative.

Salary Range: In California, salary varies and depends on the type and size of employer and the geographic location. Trainees may earn as low as minimum wage in some areas. In Orange County, entry level pay range is \$1,000-\$1,689 per month, while experienced workers may earn \$1,185-\$2,900 per month, with top salaries reaching \$3,075 per month or higher. Check with Coastline's Career Information Services at (714) 241-4923 for up-to-date salary information. Orange County occupational information can also be researched on the Internet at: <http://www.usworks.com/orangecounty>

LEGAL SECRETARY CERTIFICATE OF ACHIEVEMENT

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

		Units
Speed and Accuracy	COMP 109AB	1.0
Excel 1	COMP 120	1.5
Word Processing Legal Office 1	COMP 137	1.5
Microsoft Word 97	COMP 147	1.5
Word 97/Long Documents	COMP 148A	1.5
OR Word 97/Graphics	COMP 148B	1.5
OR Word 97/Power Word	COMP 148C	1.5
Business English	ENGL 105	3.0
Business Writing	ENGL 135	3.0
Legal Procedures 1	LAW 127	3.0
Legal Procedures 2	LAW 128	3.0
Administrative Procedures Technology	OAC 114	3.0
Machine Transcription—Legal	OAC 125B	2.0

To be selected from Electives below:

Total units **28.0**

ELECTIVES

10-Key Calculator	BUS 330	2.0
Excel 2	COMP 121	1.5
Using the Internet	COMP 170	1.5
Internet Research	COMP 173	1.5
Job Search Strategies	COUNS 120	2.0
Co-op Work Experience	OAC 282	2.0
Human Relations	M&S 102	3.0

Job Market: Legal secretary is projected to be one of California's fastest growing occupations from 1990 to 2005. Fast typing speed is a must. It is not unusual for positions to require 70-85 wpm. Salary is determined by the degree of experience and the level of skill. Many legal secretaries study to become legal assistants.

Salary Range: In California, salary varies and depends on level of experience, skill level, size of employer, and geographic location. Those with good secretarial skills but no legal experience may earn up to \$2,065 per month. Trainees may begin as low as minimum wage. In Orange County, entry level pay range is \$1,300-\$1,800 per month, while experienced workers command \$1,776-\$2,816 per month. Top salaries are \$2,166 to \$3,810 per month or higher. Check with Coastline's Career Information Services at (714) 241-4923 for up-to-date salary information. Orange County occupational information can also be researched on the Internet at: <http://www.usworks.com/orangecounty>

PC APPLICATIONS SUPPORT

CERTIFICATE OF ACHIEVEMENT

The PC Applications Support person already has extensive word processing experience and is usually promoted from within a small- to medium-sized 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		Units
Excel 2*	COMP 121	1.5
Word 97/Long Documents	COMP 148A	1.5
OR Word 97/Graphics	COMP 148B	1.5
OR Word 97/Power Word	COMP 148C	1.5
Microsoft Windows 95	COMP 155	3.0
Using the Internet	COMP 170	1.5
Web Page Design 1	COMP 171A	1.5
Access 2*	COMP 176	1.5
PowerPoint 4	COMP 185	1.5
Computer Lab Internship	COMP 305AB	3.0
OR Web Page Internship	COMP 306AB	(3.0)
PC Prep for Networks	CST 120	1.5
PC Hardware	CST 125	3.0
NetWare First Line Support	CST 126	1.5
Business Writing	ENGL 135	3.0
Human Relations	M&S 102	3.0
Total units		27.0

*Classes requiring prerequisites

Job Market: Some job titles for this position may include the following: User Support Specialist, Executive Word Processor II, Administrative Assistant, Software Support Specialist and Help Desk Specialist.

Salary Range: This position is usually promoted from within the company. Pay depends on size of employer, geographic location and experience. Pay is usually higher in larger companies in big cities. Experienced workers may earn \$2,083 to \$2,916 per month, with a possible top salary range of \$2,900 to \$3,333 per month and over. Check with Coastline's Career Information Services at (714) 241-4923 for up-to-date salary information. Orange County occupational information can also be researched on the Internet at:

<http://www.usworks.com/orangecounty>

Computers

COMPUTER NETWORKING CERTIFICATE OF ACHIEVEMENT

The Computer Networking Certificate program consists of three options that prepare individuals to become computer network 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 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		Units
Technical Documentation	CST 122	1.5
Introduction to Networking	CST 128	3.0
Internetworking	CST 135	1.5
Data Communications	CST 136	1.5
Subtotal units		7.5

Computer Networking Specialist/Novell Certificate

Core Courses		9.0
Network Administration	CST 129	3.0
OR NetWare 5.X Administration	CST 150	(3.0)
AND NetWare 5.X Advanced Administration	CST 151	(1.5)
Network Installation/Design	CST 131	3.0
AND NetWare Install & Config	CST 156	(1.5)
Network Troubleshooting	CST 133	3.0
Network Application Software	CST 134	3.0
<i>Electives</i>		6-7.5
Total units		28.5

Computer Networking Specialist/ Microsoft Certificate

Core Courses		9.0
Administering Windows NT Workstation	CST 160	1.5
Supporting Microsoft Windows NT	CST 161	3.0
Microsoft Windows NT Server	CST 162	3.0
Supporting Windows 98	CST 164	3.0
TCP/IP for Microsoft NT	CST 165	3.0
MS Internet Info Server	CST 170	3.0
<i>Electives</i>		3.0
Total units		28.5

Computer Networking Specialist/ Internetwork Certificate

Core Courses		9.0
UNIX System Administration	CST 140	3.0
NetWare 5.X Administration	CST 150	3.0
Supporting Microsoft Windows NT	CST 161	3.0
MS Internet Info Server	CST 170	3.0
Web Page Design 1	COMP 171A	1.5
Web Page Design 2	COMP 171B	1.5
<i>Electives</i>		3.0
Total units		28.5

Computer Networking Specialist/ CISCO Certificate

Core Courses		7.5
Network+	CST 118	1.5
Internetworking	CST 135	1.5
Netware 5.X Administration	CST 150	3.0
Administering Windows 2000	CST 160	1.5
or		
Windows 2000 Professional	CST 161	3.0
or		
Windows 2000 Server	CST 162	3.0
CISCO Essentials	CST 201A	3.0
or		
CISCO Essentials Fast-Track	CST 201B	1.5
CISCO Router Configuration	CST 202A	3.0
or		
CISCO Router Configuration Fast-Track	CST 202B	1.5
CISCO LAN Design	CST 203	3.0
CISCO WAN Design	CST 204	3.0
Total units		25.5-28.5
ADVANCED CISCO MINI CERTIFICATE		
CISCO Semester 5	CST 205	3.0
CISCO Semester 6	CST 206	3.0
CISCO Semester 7	CST 207	3.0
CISCO Semester 8	CST 207	3.0
CISCO Design	CST 213	3.0
Total units		15.0

Job Market: Network specialists have indepth knowledge of networking hardware and software systems. They provide expertise to both large and small companies as network system administrators, network systems managers and network hardware technicians. In large companies, the MIS departments include positions for communication and networking specialists that plan, manage and maintain local area networks that are replacing the minicomputers and mainframes. The position of network specialist can lead to advanced positions in sales, management and technical support of communication systems.

Desktop Publishing

DESKTOP PUBLISHING CERTIFICATE OF COMPLETION

The Desktop Publishing Mini-Certificate covers the applications of PageMaker and QuarkXPress. 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: COMP 100 or COMP 110 and 111.*

REQUIRED COURSES	Units	
Color and Design	ART 110A	1.5
Color and Design	ART 110B	1.5
Intro to Mass Communication	COMM 100	3.0
Intro to Graphics	COMP 112	3.0
Desktop Publishing 1:Mac	COMP 113	1.5
Desktop Publishing 2:Mac	COMP 114	1.5
Working with QuarkXPress	COMP 115	3.0
Total units		15.0

Digital Visual Communication (DVC)

DVC CERTIFICATES OF ACHIEVEMENT

Completion of the DVC will prepare students for entry-level employment in desktop publishing, graphic design, multimedia, Web design or Web management, and/or other related occupations. Students will establish a strong foundation in both the technical and artistic aspects of the digital industry. The program will emphasize the production process, creativity, problem solving, design skills, project management, and teamwork. Four speciality areas have been established to meet the diverse needs of Southern California residents and workers: Desktop Publishing (DTP), Digital Art, Multimedia Design or Multimedia for Educators, and Web Design or Web Management.

CORE COURSES REQUIRED FOR ALL OPTIONS	Units	
Color and Design: 2-D	ART 110A	1.5
Graphic Design Principles	ART 192	3.0
Introduction to Computer as Medium	ART 202	3.0
Introduction to Adobe Photoshop	COMP 116A	3.0
Subtotal units		10.5

Desktop Publishing Certificate

Core Courses		10.5
Color and Design: 2-D	ART 110B	1.5
Publication Design/QuarkXPress	ART 206	3.0
Introduction to Mass Communication	COMM 100	3.0
Desktop Publishing 1: MacIntosh	COMP 113	1.5
Desktop Publishing 2: MacIntosh	COMP 114	1.5
Working with QuarkXPress	COMP 115	3.0

Intermediate Adobe Photoshop	COMP 116B	3.0
Web Page Design 1	COMP 171A	1.5
Web Page Design 2	COMP 171B	1.5
Desktop Publishing Internship	COMP 201	1.5
Total units		31.5

Digital Art Certificate

Core Courses		10.5
History and Culture of Computer Art	ART 106	2.0
Color and Design: 2-D	ART 110B	1.5
Digital Typography	ART 115	2.0
Drawing I	ART 120A	1.5
Digital Imaging and Design	ART 205	3.0
Publication Design/QuarkXPress	ART 206	3.0
Prepress & Graphic File Output	ART 207	1.5
Portfolio Presentation	ART 208	2.0
Introduction to Adobe Illustrator	COMP 118	3.0
Total units		30.0

Multimedia Design Certificate

Core Courses		10.5
Interactive Media	ART 209	3.0
Intermediate Adobe Photoshop	COMP 116B	3.0
Web Page Design 1	COMP 171A	1.5
Web Page Design 2	COMP 171B	1.5
Multimedia Essentials	COMP 181	3.0
Multimedia Authoring 1	COMP 183	1.5
Multimedia Authoring 2	COMP 184	1.5
Multimedia Team Design	COMP 187	1.5
Multimedia Hardware Essentials	COMP 380	1.0
Total units		28.0

Multimedia for Educators Certificate

Core Courses		10.5
Intermediate Adobe Photoshop	COMP 116B	3.0
Web Page Design 1	COMP 171A	1.5
Multimedia Essentials	COMP 181	3.0
Multimedia Authoring 1	COMP 183	1.5
Microsoft PowerPoint	COMP 185	1.5
Interactive Multimedia		
Using Toolbook	COMP 186	3.0
Multimedia Hardware Essentials	COMP 380	1.0
Learning Theory and Instructional		
Design	ED 110	3.0
Total units		28.0

Web Design Certificate

Core Courses		10.5
Digital Color	ART 193/COMP 193	1.5
Digital Imaging and Design	ART 205	3.0
Intermediate Adobe Photoshop	COMP 116B	3.0
Web Graphics	COMP 123	1.5
Web Page Design 1	COMP 171A	1.5
Web Page Design 2	COMP 171B	1.5
JavaScript for Non-programmers	COMP 174	3.0
Multimedia Essentials	COMP 181	3.0
Web Page Internship	COMP 306AB	1.5
Total units		30.0

Web Management Certificate

Core Courses		10.5
Digital Color	ART 193/COMP 193	1.5
Intermediate Adobe Photoshop	COMP 116B	3.0
Web Page Design 1	COMP 171A	1.5
Web Page Design 2	COMP 171B	1.5
Corporate Web Manager	COMP 172	1.5
JavaScript for Non-programmers	COMP 174	3.0
Multimedia Essentials	COMP 181	3.0
Managing Web Teams	COMP 203	1.5
Web Marketing	COMP 205	1.5
Web Security	COMP 207	1.5
Total units		30.0

Job Market: Labor Market information is available for Graphic Arts/Graphic Design suggests that over 1400 new jobs due to growth will be available in Orange County between 1995 and 2002. One hundred-seventy additional positions will become available due to separations during the same period. The 98-99 Occupational Outlook Handbook indicates that employment in the visual arts is expected to grow faster than the average for all occupations through the year 2006. Entry level salaries in 1995-97 were projected to be \$8-\$15/hour for Desktop Publishing, \$5.75-\$18/hour for Digital Art, \$5.75-\$30/hour for Multimedia Design, and \$8-\$15.55/hour for Web Design/Management. Experienced workers could be expected to earn \$9-\$30/hour for Desktop Publishing, \$11.51-\$30/hour for Graphic Design, \$11.99-\$32/hour for Multimedia Design, and \$10-\$28.51 for Web Design/Management. Check with Coastline's Career Information Services at (714) 241-4923 for up-to-date salary information. Orange County occupational information can also be researched on the Internet at: <http://www.usworks.com/orangecounty>

E-commerce

CAREER CERTIFICATE

The purpose of this certificate is to provide an overall introduction to e-commerce and to train entry-level professional in the primary coding languages used to create client side screen graphics and operations.

REQUIRED COURSES		Units
Web Page Design I	COMP 171A	1.5
Web Page Design II	COMP 171B	1.5
Access E-Commerce	COMP 177	3.0
JavaScript for Non-Programmers	COMP 174	3.0
Cold Fusion	COMP 199A	3.0
Active Server Pages (ASP)	COMP 200	3.0
Web Security	COMP 207	1.5
Web Page Internship	COMP 306	1.5
Total units		18.0

Electrical Maintenance

CERTIFICATE OF ACHIEVEMENT

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

REQUIRED COURSES		Units
Introduction to Electronics	EM 300	3.0
Applications of Basic Electronics	EM 301	3.0
Programmable Logic Controllers	EM 302	3.0
Electrical Equipment	EM 303	3.0
Control System Automatic	EM 304	3.0
Electric Motor Control	EM 305	3.0
<i>To be selected from Electives below:</i>		3.0
Total units		21.0

ELECTIVES		
Electrical Inspection	BLDG 306	3.0
Co-op Work Experience	EM 281-284	1.0-4.0

Job Market: Maintenance electricians are responsible for the preventive maintenance and repair of 110-220 volt electrical equipment, the installation of new equipment and the modification of electrical service and control circuits.

They are employed in Orange County by several kinds of manufacturing plants, businesses, and public agencies including school districts, colleges, universities and government offices.

In times of high employment, experienced electrical maintenance workers may obtain union journeyman status. This status usually requires four years of on-the-job training or work experience. Salaries range from \$14 to \$20 per hour. Check with Coastline's Career Information Services at (714) 241-4923 for up-to-date salary information. Orange County occupational information can also be researched on the Internet at: <http://www.usworks.com/orangecounty>

Gerontology

GERONTOLOGY CERTIFICATE OF ACHIEVEMENT

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

Students have the option of completing the Certificate in Gerontology or the A.A. Degree. The certificate offers training to two groups of individuals: those seeking new careers in gerontology and those who wish to advance their present careers by adding professional gerontology education and training components to their qualifications.

REQUIRED COURSES		Units
Biology of Aging	BIOL 120	3.0
Professional Issues in Gerontology	GERON 120	3.0

OR

Aging and Public Policy	GERON 124	3.0
Psychology of Aging	PSYCH 170	3.0
Introduction to Gerontology	SOC 120	3.0

Select one of the following electives:

Nutrition and Aging	F&N 175	2.0
Activity Leadership	GERON 123	2.0
Homebound Gerontology Aide	GERON 130	3.0
Issues in Aging	GERON 199	0.5-3.0
Ombudsman/Advocacy Skills	GERON 200	2.0
First Aid and CPR	HLTH 110	2.0
Health in Later Years	HLTH 175	2.0

Select one of the following field experience courses:

Basic Course for Activity Professionals 1	GERON 121A	3.0
Basic Course for Activity Professionals 2	GERON 121B	3.0
Advanced Course for Activity Professionals 1	GERON 122A	3.0
Advanced Course for Activity Professionals 2	GERON 122B	3.0
Co-op Work Experience	GERON 283-284	3.0-4.0
<i>Electives*</i>		3.0-4.0
Total units		21.0

*Suggested electives include additional field experience courses in gerontology, nutrition, health, spreadsheets, word processing, database management, job search strategies and/or business.

Job Market: A certificate in gerontology will allow you to become an activity professional, social service designee, a counselor, research assistant or trainer of care givers for the elderly in sheltered environments and senior centers. Resources indicate that the pay for this field varies with specialization. Beginning salaries may be around \$1,500 to \$2,600 per month. Experienced workers earn \$1,985 to \$3,800 per month. Top pay in the field may exceed \$5,000 per month to persons with higher degrees.

Salaries for this kind of work vary by level of education, previous work experience, geographic location and specific employer. Two helpful employment resources for more specific details are *EUREKA: The California Career Information System* which contains annually-updated salary and job outlook information and *The Occupational Outlook Handbook* which provides similar material. Both of these sources can be found in Coastline's Career Information Services at (714) 241-4923. Orange County occupational information can also be researched on the Internet at:

<http://www.usworks.com/orangecounty>

International Business

INTERNATIONAL BUSINESS CERTIFICATE OF ACHIEVEMENT

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.

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, crosscultural 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

		Units
Survey of Global Business	INTL BUS 100	3.0
Global Marketing	INTL BUS 115	3.0
Basics of Exporting	INTL BUS 135	1.5
Basics of Importing	INTL BUS 140	1.5
Intl Business Negotiations and Business Practices	INTL BUS 160	1.0
Intro to Doing Business in Northern and Central Europe	INTL BUS 173	1.0
Intro to Doing Business in Mediterranean Europe	INTL BUS 175	1.0
Intro to Doing Business in Latin America	INTL BUS 180	1.0
Intro to Doing Business in East Asia	INTL BUS 185	1.0
Intro to Doing Business in Japan and Korea	INTL BUS 186	1.0
Intro to Doing Business in English-Speaking Countries	INTL BUS 190	1.0
Intro to Doing Business in Africa and the Middle East	INTL BUS 195	1.0
Computerized International Business Research	INTL BUS 200	1.5
Total units		18.5

Job Market: Opportunities exist in banking, purchasing, service organizations, governmental agencies, export management companies, trading and export/import companies, cross-cultural communication training, education, export/import administration, sales and marketing, finance and investments, advertising, travel and transportation industry traffic, logistics and contract administration. Salaries range from \$15,000 per year for inexperienced workers to over \$35,000 per year for experienced individuals.

Salaries for this kind of work vary by level of education, previous work experience, geographic location and specific employer. Two helpful employment resources for more specific details are *EUREKA: The California Career Information System* which contains annually-updated salary and job outlook information and *The Occupational Outlook Handbook* which provides similar material. Both of these sources can be found in Coastline's Career Information Services at (714) 241-4923. Orange County occupational information can also be researched on the Internet at:

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Internet Publications

INTERNET PUBLICATIONS CERTIFICATE OF COMPLETION

The Internet Publications Mini-Certificate is designed to meet a new employment field using the World Wide Web—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

		Units
Microsoft Word 97	COMP 147	1.5
Word 97/Long Documents	COMP 148A	1.5
OR Word 97/Graphics	COMP 148B	1.5
OR Word 97/Power Word	COMP 148C	1.5
Using the Internet	COMP 170	1.5
Web Page Design	COMP 171A	1.5
Corporate Web Manager	COMP 172	1.5
Business English	ENGL 105	3.0
Total units		10.5

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

Keyboarding on Computers 1	COMP 107A	1.5
Keyboarding on Computers 2	COMP 107B	1.5
Microsoft Windows 95	COMP 155	3.0

Job Market: The average salary for an individual working in the field of Web page designer or Internet publications is approximately \$40,000 annually. There are an estimated 20,000 individuals employed in this field. With the Internet becoming increasingly popular, the demand for this position will increase dramatically in the next five years.

Legal Assistant

SEE PARALEGAL STUDIES

Management & Supervision

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

MANAGEMENT CERTIFICATE OF ACHIEVEMENT

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

REQUIRED COURSES		Units
Introduction to Accounting	ACCT 100	3.0
Introduction to Business	BUS 100	3.0
Legal Environment of Business	BUS 110	3.0
Introduction to Marketing	BUS 150	3.0
Business Writing	ENGL 135	3.0
Organization and Management	M & S 100	3.0
Human Relations	M & S 102	3.0
Human Resource Management	M & S 104	3.0
Business Ethics	PHIL 140	3.0
<i>To be selected from Electives below:</i>		5.0
Total units		32.0
ELECTIVES		
Financial Accounting*	ACCT 101	4.0
Managerial Accounting*	ACCT 102	4.0
Principles of Economics (Macro)*	ECON 180	3.0
Principles of Economics (Micro)*	ECON 185	3.0
Survey of Global Business	INTL BUS 100	3.0
Student Leadership	LEAD 140	3.0
Public Speaking	SPCH 110	3.0
Any Computer Classes		1.0-5.0
Co-op Work Experience	M & S 282-284	2.0-4.0

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

Job Market: The future for business management is one of continued growth with new businesses opening in the area and present ones expanding to meet the needs of the growing population. Longer business hours and normal employee turnover will also contribute to the number of job openings. Familiarity with computers and other data processing equipment may enhance employment opportunities. Salaries for management trainees average \$14,000 to \$20,000 per year.

Salaries for this kind of work vary by level of education, previous work experience, geographic location and specific employer. Two helpful employment resources for more specific details are *EUREKA: The California Career Information System* which contains annually-updated salary and job

outlook information and *The Occupational Outlook Handbook* which provides similar material. Both of these sources can be found in Coastline's Career Information Services at (714) 241-4923. Orange County occupational information can also be researched on the Internet at:
<http://www.usworks.com/orangecounty>

BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

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

REQUIRED COURSES		Units
Introduction to Accounting	ACCT 100	3.0
Introduction to Business	BUS 100	3.0
Legal Environment of Business	BUS 110	3.0
Introduction to Marketing	BUS 150	3.0
Business Writing	ENGL 135	3.0
Organization and Management	M & S 100	3.0
Human Resource Management	M & S 104	3.0
Business Ethics	PHIL 140	3.0
Interpersonal Speech	SPCH 100	3.0
<i>To be selected from Electives below:</i>		5.0
Total units		32.0
ELECTIVES		
Financial Accounting*	ACCT 101	4.0
Managerial Accounting*	ACCT 102	4.0
Principles of Economics (Macro)*	ECON 180	3.0
Principles of Economics (Micro)*	ECON 185	3.0
Survey of Global Business	INTL BUS 100	3.0
Student Leadership	LEAD 140	3.0
Public Speaking	SPCH 110	3.0
Any computer classes		1.0-5.0
Co-op Work Experience	M & S 282-284	2.0-4.0

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

Job Market: The future for business administration is one of continued growth with new businesses opening in the area and present ones expanding to meet the needs of the growing population. Longer business hours and normal employee turnover will also contribute to the number of job openings. Familiarity with computers and other data processing equipment may enhance employment opportunities. Salaries for business trainees average \$14,000 to \$20,000 per year.

Salaries for this kind of work vary by level of education, previous work experience, geographic location and specific employer. Two helpful employment resources for more specific details are *EUREKA: The California Career Information System* which contains annually-updated salary and job outlook information and *The Occupational Outlook Handbook* which provides similar material. Both of these sources can be found in Coastline's Career Information Services at (714) 241-4923. Orange County occupational information can also be researched on the Internet at:
<http://www.usworks.com/orangecounty>

SUPERVISION CERTIFICATE OF ACHIEVEMENT

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		Units
Introduction to Business		
Information Systems	COMP SC 100	3.0
Business English	ENGL 105	3.0
Organization and Management	M & S 100	3.0
Human Relations	M & S 102	3.0
Introduction to Supervision	M & S 103	3.0
Human Resource Management	M & S 104	3.0
<i>To be selected from Electives below:</i>		6.0
Total units		24.0

ELECTIVES

Financial Accounting	ACCT 101	4.0
Legal Environment of Business	BUS 110	3.0
Employee Selection	M & S 112	3.0
Industrial Cost Control	M & S 132	3.0
Manufacturing Resource Planning	M & S 399AD	3.0
Introduction to Psychology	PSYCH 100	3.0

Job Market: Employment opportunities for supervisors are expected to increase through the year 2000, with many openings arising from the need to replace employees leaving the profession. Although most supervisory positions will continue to be in manufacturing, a large part of the increase in jobs will be due to the expansion of non-manufacturing industries, especially in trade and service sectors.

Supervisors are almost always promoted from within, and competition is keen among workers seeking promotion. Workers who possess leadership ability and have a few years of college are the most likely to be selected. Salaries vary depending upon the employer and nature of the job. Supervisors are usually salaried with their wage rate about 10 to 30 percent higher than wages of their subordinates. Full-time, entry-level supervisors average from \$26,000 to \$32,000.

Salaries for this kind of work vary by level of education, previous work experience, geographic location and specific employer. Two helpful employment resources for more specific details are *EUREKA: The California Career Information System* which contains annually-updated salary and job outlook information and *The Occupational Outlook Handbook* which provides similar material. Both of these sources can be found in Coastline's Career Information Services at (714) 241-4923. Orange County occupational information can also be researched on the Internet at:

<http://www.usworks.com/orangecounty>

SMALL BUSINESS OWNERSHIP CERTIFICATE OF ACHIEVEMENT

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 cosponsored by the United States Small Business Administration.

REQUIRED COURSES		Units
Financial Accounting	ACCT 101	4.0
Legal Environment of Business	BUS 110	3.0
Introduction to Marketing	BUS 150	3.0
Small Business Operation and Management	BUS 222	3.0
Business Writing	ENGL 135	3.0
Any Computer Classes		3.0
Professional Selling (at OCC or GWC)	MKGT 110	3.0
Advertising (at OCC or GWC)	MKGT 130	3.0
<i>To be selected from Electives below:</i>		6.0
Total units		31.0

ELECTIVES

Human Relations	M & S 102	3.0
Computer Ad Design and Copywriting (at OCC)	MKGT 113	3.0
Advertising Copywriting (at OCC)	MKGT 114	3.0
Buying and Store Operations (at OCC)	MKGT 220	3.0
Introduction to Psychology	PSYCH 100	3.0

Job Market: There are two ways of establishing small business ownership: (1) by purchasing an already successful business and (2) by organizing a new business from ground level. Starting a new business is more difficult but affords the opportunity for creativity, self-satisfaction and success. Salary is dependent upon the economy, the demand for the particular product or service and the competition from other businesses. Earning potential in small business ownership is determined not only by the owner's skill but also by factors such as location and competition.

Medical Specialist

MEDICAL SPECIALIST CERTIFICATE OF ACHIEVEMENT

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		Units
Human Anatomy	BIOL 170	4.0
Keyboarding on Computers	COMP 107A	
	OR 107B	1.0
Microsoft Word 97	COMP 147	1.5
Business English	ENGL 105	3.0
Medical Terminology 1	OAC 124A	3.0
Medical Terminology 2	OAC 124B	3.0
Medical Transcription 1	OAC 126A	2.0
Medical Transcription 2	OAC 126B	2.0
Intro to Gerontology	SOC 120	3.0
Total units		22.5

Job Market: The Medical Transcriptionist and other medical occupations are projected to be among California's fastest growing occupations. Salaries for the medical transcriptionist may vary according to level of education, previous work experience, geographic location and specific employer. Two helpful employment resources for more specific medical career opportunities are *EUREKA: The California Career Information System* which contains annually-updated salary and job outlook information and *The Occupational Outlook Handbook* which provides similar material. Both of these sources can be found in Coastline's Career Information Services at (714) 241-4923. Orange County occupational information can also be researched on the Internet at: <http://www.usworks.com/orangecounty>

Microsoft Office Professional

MICROSOFT OFFICE PROFESSIONAL CERTIFICATE OF COMPLETION

The Microsoft Office Professional Mini-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. *Prerequisites: COMP 120, COMP 147 and COMP 175.*

REQUIRED COURSES		Units
Microsoft Excel 2	COMP 121	1.5
Word 97/Long Documents	COMP 148A	1.5
OR Word 97/Graphics	COMP 148B	1.5
OR Word 97/Power Word	COMP 148C	1.5
Microsoft Office Professional 1	COMP 150	3.0
Microsoft Office Professional 2	COMP 151	3.0
Microsoft Office Professional 3	COMP 152	1.5
Access 2	COMP 176	1.5
PowerPoint 4	COMP 185	1.5
Computer Lab Intern	COMP 305AB	3.0
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:

Microsoft Windows 95	COMP 155	3.0
PC Prep for Networking	CST 120	1.5

Job Market: Microsoft software is being used by office personnel from the support staff through the CEO. The popularity and ease of use will provide individuals with the opportunity of employment in a variety of jobs. Salaries will be varied depending upon the type of employment.

Multimedia for Educators

MULTIMEDIA FOR EDUCATORS CERTIFICATE OF COMPLETION

This mini-certificate is designed specifically for educators, both K-12 and postsecondary. It emphasizes 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		Units
Color & Design: 2-Dimensional	ART 110A	1.5
Principles of Graphic Design	ART 192	1.5
Introduction to Multimedia	COMP 181	3.0
PowerPoint	COMP 185	1.5
Interactive Multimedia Using		
ToolBook II	COMP 186	3.0
Multimedia Hardware Essentials	COMP 380	1.0
Learning Theory and Instructional		
Design	ED 110	3.0
Total units		14.5

Multimedia for Web Design

MULTIMEDIA FOR WEB DESIGN CERTIFICATE OF COMPLETION

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: COMP 171A and 171B.*

REQUIRED COURSES		Units
Color & Design: 2-Dimensional	ART 110A	1.5
Principles of Graphic Design	ART 192	1.5
Digital Imaging & Design	ART 205	3.0

Corporate Web Manager	COMP 172	1.5
JavaScript for Non-programmers	COMP 174	3.0
Multimedia Essentials	COMP 181	3.0
Web Page Internship	COMP 306AB	3.0
Multimedia Hardware Essentials	COMP 380	1.0
Total units		17.5

Job Market: Salaries for this kind of work vary by level of education, previous work experience, geographic location and specific employer. Two helpful employment resources for more specific details are *EUREKA: The California Career Information System* which contains annually-updated salary and job outlook information and *The Occupational Outlook Handbook* which provides similar material. Both of these sources can be found in Coastline's Career Information Services at (714) 241-4923. Orange County occupational information can also be researched on the Internet at: <http://www.usworks.com/orangecounty>

Paralegal Studies

PARALEGAL ASSOCIATE DEGREE

Coastline's Paralegal Studies Program is approved by the American Bar Association (ABA). The Paralegal Program prepares personnel for the intermediary position between the legal secretary and the attorney. Paralegal work in law offices and other legal environments and may interact with clients. This is not a prelaw 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 and a Certificate of Achievement.

Students are required to complete the English and Math Placement Testing and Group A General Education requirements prior to entering LAW 105, LAW 118, LAW 120, LAW 390AB and/or any major elective with an "LAW" designation. The remaining general education units are to be completed concurrently with the remaining Paralegal courses.

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		Units
Introduction to Paralegal Studies	LAW 100	3.0
Legal Procedures 1	LAW 127	3.0
Legal Procedures 2	LAW 128	3.0
Civil Litigation 1	LAW 105	3.0

Legal Analysis and Briefing	LAW 118	3.0
Legal Research	LAW 120	3.0
Legal Clinic Practicum/Ethics	LAW 390AB*	2.0
<i>To be selected from Electives below:</i>		6.0
Subtotal units		26.0

ELECTIVES

Civil Litigation 2	LAW 110	3.0
Criminal Litigation	LAW 115	3.0
Federal Civil Practice	LAW 125	3.0
Law Office Management	LAW 130	3.0
Family Law	LAW 135	3.0
Probate Administration	LAW 140	3.0
Estate Planning	LAW 145	3.0
Elder Law	LAW 148	3.0
Corporate/Business Organizations	LAW 150	3.0
Bankruptcy Law and Procedures	LAW 155	3.0
Civil Trials and Evidence	LAW 160	3.0
Contract and Tort Law	LAW 165	3.0
Computer Application	LAW 170	3.0

* Students entering this program prior to the Summer 1995 session must have completed LAW 130 before Summer 1995, or take LAW 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 or III A.A. degree program.

Subtotal units **18.0**

ELECTIVES

Additional courses in computer applications (database management, spreadsheets, word processing, e-mail management, Internet research, windows and document assembly software and desktop publishing), business law and/or critical reasoning and writing are particularly useful for paralegals.

Subtotal units **16.0**

Total units for Program **60.0**

Job Market: Employment opportunities are best for individuals who have a combination of coursework and job experience from a law-related environment. Salaries for paralegals vary greatly, work experience and job responsibility play a key role. Salaries in Orange County range from \$24,000 to \$30,000 for beginning individuals to over \$60,000 for experienced paralegals.

PC Productivity Specialist

PC PRODUCTIVITY SPECIALIST CERTIFICATE OF COMPLETION

This mini-certificate 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		Units
Microsoft Office Professional 1	COMP 150	3.0
Microsoft Office Professional 2	COMP 151	3.0
Microsoft Office Professional 3	COMP 152	1.5
Documentation and Help Desk	COMP 178	1.5
Computer Lab Intern	COMP 305AB	3.0
PC Hardware	CST 125	3.0
NetWare First Line Support	CST 126	1.5
Total units		16.5

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:

Microsoft Windows 95	COMP 155	3.0
Using the Internet	COMP 170	1.5

Job Market: PC productivity specialist employment can be found in private and public companies by several kinds of employers. Consultants charge a minimum of \$50-\$100 per hour to begin, and will increase the hourly rate with experience.

Purchasing

PURCHASING CERTIFICATE OF ACHIEVEMENT

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		Units
Purchasing and Materials Management 1	PURCH 101	3.0
Purchasing and Materials Management 2	PURCH 102	3.0
Cost/Price Analysis	PURCH 104	3.0
Legal Aspects of Purchasing	PURCH 203	3.0
Purchasing Case Studies	PURCH 204	3.0
Negotiation Techniques	PURCH 205	3.0
Purchasing and Materials Management 3	PURCH 207	3.0
<i>To be selected from Electives below:</i>		3.0
Total units		24.0

ELECTIVES		Units
Financial Accounting	ACCT 101	4.0
Managerial Accounting	ACCT 102	4.0
Legal Environment of Business	BUS 110	3.0
Business Mathematics	BUS 125	3.0
Introduction to Microcomputers	COMP 100	3.0
Introduction to Business Information Systems	COMP SC 100	3.0
Principles of Economics (Macro)	ECON 180	3.0
Principles of Economics (Micro)	ECON 185	3.0
Business English	ENGL 105	3.0
Business Writing	ENGL 135	3.0
Organization and Management	M&S 100	3.0
Human Relations	M&S 102	3.0
International Purchasing	PURCH 210	1.5
Co-op Work Experience	PURCH 281-283	1.0-3.0

Job Market: Students not already employed in the field of purchasing should be aware that a Purchasing Certificate is minimal training to compete with other candidates for positions as purchasing agents or buyers. Although a bachelor's degree is the recommended pre-employment preparation, a Purchasing Certificate along with experience in support positions and/or additional courses in business administration will assist individuals in attaining these positions.

Individuals already engaged in purchasing work should be aware that the Purchasing Certificate provides initial preparation for the four exam modules of the Certified Purchasing Manager (CPM) Certificate granted by the National Association of Purchasing Management (NAPM). Coastline's Purchasing Certificate is endorsed by NAPM of Orange County, an affiliate of the national association. For further information, contact the NAPM of Orange County, 17451 Bastanchury Road #201, Yorba Linda, CA 92886-1863 or call (714) 524-NAPM (524-6276).

Employment in this field is expected to rise faster than the average for all occupations from now to the year 2000. In companies that manufacture complex items, such as industrial engines and turbines, electronic computer equipment and communications equipment, there will be a growing need for persons with a technical background to select highly technical goods. Many opportunities should also occur in firms providing personal, business and professional services. Pay rates vary depending upon the worker's experience, the

variety and complexity of goods and services to be purchased and the amount of money the purchasing agent is entrusted to spend. Compensation for beginning purchasing personnel ranges from \$20,000 to \$25,000 a year. Compensation for experienced purchasing personnel buying standard items ranges from \$25,000 to \$35,000. Salaries for experienced purchasing personnel specializing in complex or technical goods range from \$35,000 to \$60,000. Compensation for purchasing managers, directors and vice presidents ranges from \$40,000 to \$100,000 and higher. Check with Coastline's Career Information Services at (714) 241-4923 for up-to-date salary information. Orange County occupational information can also be researched on the Internet at:
<http://www.usworks.com/orangecounty>

Quality Assurance

BIO-MEDICAL DEVICES CERTIFICATE OF ACHIEVEMENT

This program provides a series of courses integrating Total Quality Assurance approaches, case studies, and field trips to local biomedical and laser industries. This program is targeted towards those in the biomedical industry or displaced aerospace engineers. After successful completion of this program, students will have the opportunity to work as a pharmaceutical, clinical or medical Quality technician, clinical Quality programmer, or QA/SPC Engineer.

REQUIRED COURSES		Units
Overview of Quality Control	QA 100	3.0
Bio-Medical Statistics	QA 120	3.0
Introduction to Quality Assurance & ISO 9000	QA 122	3.0
Introduction to Statistical Process Control	QA 124	3.0
Bio-Medical Devices Principles & Operation	QA 126	3.0
Bio-Medical Reliability & Management	QA 128	
<i>To be selected from Electives below:</i>		3.0
Total units		21.0

ELECTIVES		
Introduction to Biology	BIOL 100	3.0
Microsoft Excel 1	COMP 120	1.5
Microsoft Access 1	COMP 175	1.5
Introduction to Business Information Systems	COMP SC 3.0	

QUALITY ASSURANCE CERTIFICATE OF ACHIEVEMENT

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		Units
Overview of Quality Control	QA 100	3.0
Statistical Process Control	QA 101	3.0
Geometric Dimensioning and Tolerancing	QA 107	3.0
Principles of Metrology	QA 109	3.0
Materials and Process Control	QA 111	3.0
Procurement Quality Assurance	QA 113	3.0
<i>To be selected from Electives below:</i>		6.0
Total units		24.0

ELECTIVES		
Introduction to Business		
Information Systems	COMP SC 100	3.0
Reliability Methods	QA 103	3.0
Nondestructive Testing	QA 105	3.0
Industrial Blueprint Reading	QA 106	3.0
Software Quality Assurance	QA 115	3.0
Introduction to Total Quality Management		
Quality Management	QA 150	2.0
Co-op Work Experience	QA 281-284	1.0-4.0

Job Market: The course work is rigorous, following closely the program recommended by the American Society for Quality Control. Students undertaking the program must have competency in math and statistics. Individuals who satisfactorily complete the Quality Assurance Certificate and who have appropriate experience may take the Certified Quality Engineer Examination or the Certified Reliability Engineer Examination. The examinations are offered by the American Society for Quality Control and provide the society's professional designation of Certified Quality Engineer or Certified Reliability Engineer. In California, the examination for licensing as a Quality Assurance Engineer may be taken upon completion of the Quality Assurance Certificate. In addition to passing the examination, state licensing requires nine years of experience in any two of the following functional areas: (1) tests and measurement, (2) statistical analysis, (3) product analysis or (4) reliability. Continued industrial growth in Orange County, the increasing complexity of manufactured products, the demands from consumers for better quality and higher reliability and the tighter quality systems required by federal agencies will make employment prospects very good for qualified quality control inspectors, technicians, engineers and managers. Most inspectors covered by union contracts earn between \$18,000 and \$25,000 per year. Experienced technicians usually earn between \$22,000 and \$35,000 per year. Senior quality engineers and managers can earn \$55,000 per year or more. Check with Coastline's Career Information Services at (714) 241-4923 for up-to-date salary information. Orange County occupational information can also be researched on the Internet at: <http://www.usworks.com/orangecounty>

Real Estate

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—RE 100
- (2) Pass the California Real Estate Salesperson Examination
- (3) Obtain a real estate sales license

Successful completion of Real Estate Principles—RE 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 4 and 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 OF ACHIEVEMENT

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

		Units
Real Estate Legal Aspects	RE 110	3.0
Real Estate Practice	RE 120	3.0
Real Estate Appraisal 1	RE 130	3.0
Real Estate Finance	RE 140	3.0

Select one of the following three courses:

Real Estate Economics	RE 150	3.0
Financial Accounting	ACCT 101	4.0
Principles of Economics (Macro)	ECON 180	3.0
To be selected from the Major Electives below:		12.0

Total units27.0-28.0

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.

Legal Environment of Business	BUS 110	3.0
Real Estate Principles	RE 100	3.0
Real Estate Appraisal 2	RE 135	3.0
Real Estate Appraisal 3	RE 137	3.0
Real Estate Property Management	RE 160	3.0

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

Escrow Practices	ESCROW 301	3.0
Real Estate Math	RE 118	3.0

Job Market: The real estate field in California is highly competitive. Prospects are best for highly trained, ambitious, sales-minded individuals. The real estate sales agent is usually paid on a commission basis, with the agent and the broker sharing the brokerage commission. Few brokers pay salaries during training or allow a draw against future sales. The beginner, therefore, should have enough money to survive until commissions increase and should be prepared to cope with irregular earning periods. Most brokers recommend that new licensees have a six- to nine-month reserve saved. The real estate market itself fluctuates according to current interest rates and other economic factors.

REQUIRED COURSES

		Units
Introduction to Networking	CST 128	3.0
Network Troubleshooting	CST 133	3.0
WAN Communications	CST 136	1.5
Introduction to Electronics	EM 300	3.0
Applications of Basic Electronics	EM 301	3.0
Introduction to Telephony	TELCOM 125	3.0
Key Systems	TELCOM 128	3.0
Telecommunications Electronics	TELCOM 130	3.0
Modern Telecom Systems	TELCOM 132	3.0
Satellite Telecom Systems	TELCOM 134	3.0

To be selected from Electives below:

Total units 31.5

ELECTIVES

CISCO Essentials	CST 201	1.5
CISCO Router Configuration	CST 202	1.5
Fiber Optic Telecom Systems	TELCOM 136	3.0
Computer Telephone Integration	TELCOM 140	3.0
Co-op Work Experience	TELCOM 281-284	1.0-4.0

Job Market: Since telecommunications technology is a very specialized field, few colleges and universities offer specific programs in this innovative and growing area. Potential employers for telecommunications technicians include: Financial, government, manufacturing, trade/retail, transportation and service industries. Entry-level salaries average range from \$25,000-\$35,000. Skilled technicians with three to five years of experience average \$40,000-\$60,000 plus. Salaries for this kind of work vary by level of education, manufacturer certification, previous work experience, geographic location and specific employer. Check with Coastline’s Career Information Services at (714) 241-4923 for up-to-date salary information. Orange County occupational information can also be researched on the Internet at: <http://www.usworks.com/orangecounty>

Telecommunications Technology

TELECOMMUNICATIONS TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

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

Travel & Tourism

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.

TRAVEL CAREERS CERTIFICATE OF ACHIEVEMENT

REQUIRED COURSES

		Units
Introduction to Air Transportation	TRVL 100	3.0
Ticketing	TRVL 101	3.0
International Air Transportation	TRVL 102	3.0
Automated Reservations Systems	TRVL 103	3.0
Destinations 1	TRVL 104	3.0
Destinations 2	TRVL 105	3.0
Destinations 3	TRVL 106	3.0
Travel Arrangements 1	TRVL 110	3.0
Travel Arrangements 2	TRVL 112	3.0
Selling Travel Services	TRVL 114	2.0

Select one of the following two courses:

Travel Industry Trends and Practicum	TRVL 190AB	4.0
Co-op Work Experience	TRVL 284	4.0

Prior to completing the Travel & Tourism Certificate program, students must demonstrate typing ability of 25 wpm. This can be accomplished in the following manner:

- (1) successfully completing COMP 107A or COMP 107B or equivalent OR
- (2) passing Coastline's typing proficiency test at 25 wpm OR
- (3) presenting documentation verifying successful completion of a standardized five-minute, 25 wpm typing test.

Total units 33.0

Job Market: Contrary to general beliefs, there is an increase in demand for service-oriented sales people who are skilled and can provide personal recommendations and attention to prospective travelers. The Internet is having a relatively minor impact on the retail travel business for agencies that are adjusting their product focus and are offering business. Travel agencies continue to sell more air tickets than ever. Over 95% of all cruises are sold through agencies as are over 80% of all tours. Coastline continues to have more job listings than we are able to fill.

NOTE: Employment outlook and wage information have been compiled from current publications prepared by the U.S. Department of Labor and the California Employment Development Department and supplemented by information from college faculty and vocational advisory committee members. Readers should be aware that the data provided represents labor market trends at the time the reports were prepared. Such trends are subject to change and may also vary according to geographic region.

Check with the Career Information Services at (714) 241-4923 for latest available statistics and information. Orange County career and job information is available on the Internet at:

<http://www.usworks.com/orangecounty>

Web Sites for Career Information and Job Placement

- <http://www.jobtrak.com>
- <http://www.caljobs.ca.gov>
- <http://www.occareers.com>
- <http://www.careerexplorer.com>
- <http://www.careerpath.com>
- <http://ca.jobsearch.org>
- <http://www.monster.com>
- <http://www.caplacement.org>
- <http://www.visionlink.org/kvl/vl2.html>
- <http://www.jobweb.org>
- <http://www.vjf.com>

Specialized Associate in Arts Degree

Option I—A.A. Degree Program Designed for the Navy

In agreement with Service Members Opportunity Colleges (SOCNAV), Coastline has agreed to award an A.A. degree with a specific area of emphasis for Navy enlisted ratings upon the completion of 60 units of acceptable required and elective course work.

General Education Requirements: Completion of 18 units of course work as specified under Groups A-E of the Option I—A.A. Degree Program.

Specialized Emphasis Requirement: Completion of at least 18 units of evaluated military schooling addressing specific Navy enlisted ratings or emphasis related course work.

After completing 12 semester hours/units at Coastline (excluding experiential credit), a maximum of up to 40 semester hours/units of non-traditional course work will be awarded and posted to the student's transcript upon determination of military rate/rating, military schools and CLEP or DANTES test scores. **Students must forward official college transcripts to Coastline if courses are to apply toward the degree.**

A.A. Programs available with a specific area of emphasis addressing Navy enlisted ratings are listed below:

A.A. Degree, emphasis Applied Marine Engineering

BT	Boiler Technician
DC	Damage Controlman
EN	Engineman
GS	Gas Turbine System Technician, Senior Chief & Master Chief
GSE	Gas Turbine System Technician, Electrical
GSM	Gas Turbine System Technician, Mechanical
HT	Hull Maintenance Technician
MM	Machinist's Mate
MR	Machinery Repairman
TM	Torpedoman's Mate

A.A. Degree, emphasis Aviation Technology

ABE, ABF, ABH Aviation Boatswain's Mate

AC	Air Traffic Controller
AD	Aviation Machinist's Mate
AFCM	Aircraft Maintenceman, Master Chief
AM, AME,	Aviation Structural Mechanic
AMH AMS	Aviation Structural Mechanic
AMCS	Aviation Structural Mechanic, Senior Chief
AQ	Aviation Fire Control (Discontinued)
AV	Avionics Technician
AW	Aviation Warfare Systems Operator
AX	Aviation Antisubmarine Warfare Technician (Discontinued)

A.A. Degree, emphasis Business & Administration

AK	Aviation Storekeeper
AZ	Aviation Maintenance Administrationman
CTA	Cryptologic Technician, Administrative
CTI	Cryptologic Technician, Maintenance
DK	Disbursing Clerk
PC	Postal Clerk
PN	Personnelman
SH	Ship's Serviceman
SK	Storekeeper
YN	Yeoman

A.A. Degree, emphasis Communications

CTR	Cryptologic Technician, Collection
CTT	Cryptologic Technician, Technical
IS	Intelligence Specialist
JO	Journalist
LI	Lithographer
LN	Legalman
NC	Navy Counselor
PH	Photographer's Mate

A.A. Degree, emphasis Computer Systems

CTO	Cryptologic Technician, Communications
DP	Data Processing Technician
GMM	Gunner's Mate Missles
RM	Radioman (Discontinued)

A.A. Degree, emphasis Construction Technology

BU	Builder
CU	Constructionman, Master Chief
DM	Illustrator Draftsman
EA	Engineering Aid
EO	Equipment Operator
EQ	Equipmentman, Master Chief
ML	Molder (Discontinued)
PM	Patternmaker (Discontinued)
SW	Steelworker
UT	Utilitiesman

A.A. Degree, emphasis Criminal Justice

MA	Master-At-Arms
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A.A. Degree, emphasis Electrical Mechanical Technology

AE	Aviation Electrician's Mate
AO	Aviation Ordnanceman
AS	Aviation Support Equipment Technician
CE	Construction Electrician
CM	Construction Mechanic
EM	Electrician's Mate
GMG	Gunner's Mate, Guns
IC	Interior Communications Electrician
IM	Instrumentman
OM	Opticalman
TD	Tradevman (Discontinued)

A.A. Degree, emphasis Electronic Data Systems

Option I—A.A. Degree Program Designed for the Navy continued

CTM Cryptologic Technician, Maintenance
DS Data Systems Technician
GM Gunner's Mate, Chief, Senior Chief & Master Chief

A.A. Degree, emphasis Electronics Technology

AT Aviation Electronics Technician
ET Electronics Technician
EW Electronics Warfare Technician
FC Fire Controlman
FT, FTB, FTG Fire Control Technician
MT Missile Technician
OTM Ocean Systems Technician, Maintainer
PI Precision Instrumentman, Master Chief

A.A. Degree, emphasis Food Service Management

MS Mess Management Specialist

A.A. Degree, emphasis General Studies

AG Aerographer's Mate
AN Airman
CN Constructionman
FN Fireman
MN Mineman
MU Musician
PR Aircrew Survival Equipmentman
RP Religious Program Specialist
SN Seaman
WT Weapons Technician (Discontinued)

A.A. Degree, emphasis Health Science Technology

DN Dentalman
DT, DTG, Dental Technician
DTP, DTR
HM Hospital Corpsman
HN Hospitalman

A.A. Degree, emphasis Management

BM Boatswain's Mate
QM Quartermaster
SM Signalman
UC Utilitiesman, Master Chief

A.A. Degree, emphasis Nuclear Power Technology

NNP Naval Nuclear Power

A.A. Degree, emphasis Ocean Systems Technology

OS Operations Specialist
OT Ocean Systems Technician, Master Chief
STG Sonar Technician, Surface
STS Sonar Technician, Submarine
OTA Ocean Systems Technician, Analyst

Specialized Associate in Arts Degree and/or Certificate of Achievement for Degree Holders

Paralegal Studies—Designed for Military Personnel *Offered primarily via Distance Learning*

Coastline’s Paralegal Studies Program is approved by the American Bar Association (ABA). The Paralegal Studies Program prepares personnel for the intermediary position between the legal secretary and the attorney. Paralegal 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.

REQUIRED PARALEGAL COURSES		Units
Introduction to Paralegal Studies	LAW 100	3.0
Legal Analysis and Briefing	LAW 118	3.0
Legal Research	LAW 120	3.0
Federal Civil Practice	LAW 125	3.0
Corporate/Business Organizations	LAW 150	3.0
Contract and Tort Law 165	3.0	3.0
Constitutional Law	LAW 166	2.0
Legal Ethics	LAW 167	1.0
Major Electives (<i>to be selected next column</i>):		6.0
Subtotal		27.0

ELECTIVES		Units
Criminal Litigation	LAW 115	3.0
Law Office Management	LAW 130	3.0
Family Law	LAW 135	3.0
Probate Admin/Estate Planning	LAW 142	3.0
Bankruptcy Law and Procedures	LAW 155	3.0
Civil Trials and Evidence	LAW 160	3.0
Administrative Law	LAW 168	3.0
Military Law	LAW 169	3.0

GENERAL EDUCATION

Students are required to complete at least 18.0 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. (*Coursework 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.

Subtotal	18.0
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ELECTIVES

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

Subtotal	15.0
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Required Paralegal Courses	27.0
General Education Requirements	18.0
Electives	15.0
Total units for program	60.0

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 (60.0 units) as specified above. 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 27.0 units of required paralegal courses.

Policies & Regulations



Coastline Community College believes it should:
Pursue entrepreneurial activities to support our mission.

MISSION STATEMENT:
Coastline Community College is committed to student success through accessible and flexible education within and beyond the traditional classroom.

Policies & Regulations

Academic Honesty

Coastline has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility and weaken our society. Administrators, faculty and classified staff at Coastline all support this policy. Faculty have the primary responsibility to ensure that academic honesty is maintained in their classes. Students share that responsibility and are expected to refrain from all acts of academic dishonesty. The Coast Community College District Student Code of Conduct and Disciplinary Procedures shall be applied to any violation of academic honesty.

An instructor who has evidence that an act of academic dishonesty has occurred may, after speaking with the student, take one or more of the following disciplinary actions:

- issue an oral reprimand;
- give the student an “F” grade or zero points or a reduced number of points on all or part of a particular paper, project or examination; lower the overall class grade; assign an “F” grade for the course.

NOTE: A grade of “F” assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a “W” will not replace an “F” assigned for academic dishonesty.

Examples of Violations of Academic Honesty

Academic dishonesty includes, but is not limited to, the following:

Cheating

- Obtaining answers from another student before or during an examination.
- Communicating answers to another student during an examination.
- Knowingly allowing another student to copy one’s work.
- Taking an examination for another student or having someone take an examination for oneself.
- Using unauthorized material during an examination.
- Sharing answers for a take-home examination unless otherwise authorized by the instructor.
- Altering a graded examination or assignment and returning it for additional credit.
- Receiving help in creating a speech, essay, report, project or paper unless otherwise authorized by the instructor.
- Turning in a speech, essay, report, project or paper done for one class to another class unless specifically authorized by the instructor of the second class.
- Misreporting or altering the data in laboratory or research projects.

Plagiarizing

- Offering another person’s work as one’s own: copying a speech, essay, report, project or paper from another person or from books or other sources.
- Allowing another person or company to do the researching and/or writing or creating of an assigned speech, essay, report, project or paper for oneself.
- Writing or creating a speech, essay, report, project or paper for another student. Doing research for another student’s project or report.
- Using outside sources (books, periodicals or other written or spoken sources) without giving proper credit (by naming the person and putting any exact words in quotation marks).

Committing Other Acts of Dishonest Conduct

- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grade change cards.
- Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment or by creating a distraction meant to impair performance.
- Forging or altering attendance records.

Engaging in Collusion

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion 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 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 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

Policies & Regulations

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.

Academic Standards

Honors: Coastline recognizes academic honor in four ways.

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

Probation Status: The 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 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 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.

*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.

Policies & Regulations

Animals and/or Pets

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

Attendance

Class Attendance: Regular and prompt attendance is expected of every student. Instructors may drop students who incur excessive absences. Excessive absences could lead to a lower grade, even a failing grade.

It is especially important that students attend the first class meeting of every class in which they are registered since a full period of instruction will begin the first day of the semester. Instructors may drop students who miss the first class meeting to make room for students who may wish to enroll. Registered students who must miss the first class should notify their instructors through the appropriate area center prior to the first meeting to avoid being dropped from the class. 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 recognizes courses completed at other accredited colleges and experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

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

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. Call the OCC APL office at (714) 432-5959.

College-Level Examination Program (CLEP): Coastline 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. CLEP scores will not count for the associate in arts degree under Options II or III. 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 up to 30 ungraded units applicable to the associate in arts degree under Options I as follows:

General Title	Application Toward A.A. Degree	units
English Composition (with essay)	Group A (English Language)	6.0
Natural Science	Group B (Natural Sciences/Mathematics)	6.0
Mathematics	Group B (Natural Sciences/Mathematics)	6.0
Humanities	Group C (Arts and Humanities)	6.0
Social Science	Group D (Social Sciences)	6.0

SUBJECT EXAMINATIONS: By successfully completing a subject examination with a score of 50 or higher, a student may earn three ungraded units applicable to the associate in arts (A.A.) degree under Option I.

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

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.

Cooperative Work Experience Education (CWEE): Students pursuing any vocational major at Coastline may earn elective credit for learning on the job through a planned program of goal setting, site visits and evaluations. Concurrent enrollment in Coastline's vocational classes is required. For further information, contact the CWEE office at (714) 546-7600, ext. 16406.

Credit by Examination: \$25 per course. Students with appropriate post high school experience may petition for "Credit by Examination" and receive college credit in courses reflecting this experience, providing the:

- 1) student is in good standing;
- 2) course is appropriate for credit by examination;

Policies & Regulations

- 3) course is listed in the college catalog and
- 4) appropriate instructor, currently teaching the classroom course, is willing to assist the student in completing "Credit by Examination."

The appropriate number of units 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.

Distance Learning: Coastline's Distance Learning Department offers a comprehensive selection of distance learning courses for students to complete their educational goals. Distance Learning courses are offered through a variety of teaching methods: Telecourses, TV cable, independent study/CD-ROM, CODEC-interactive, and on the Internet! For students who live a considerable distance from the College District, distance from the College District, distance learning courses are available through the "Remote Educational Access Program (REAP)." Distance Learning courses meet nearly all requirements for an associate degree or for transfer to the CSU or UC systems. For more information, please call (714) 241-6216, OR check us out on our Web site at: <http://pelican.ccc.cccd.edu/~el>

Foreign College Units: Coastline is unable to evaluate foreign transcripts. International students are encouraged to utilize the Credentials Evaluation Service provided by the International Research Foundation, Inc. This agency is familiar with educational systems throughout the world and can properly evaluate international transcripts.

Although the agency charges a fee for the service, the expense is usually much less than repeating the courses at an American institution of higher education. Coastline will accept the official evaluation and will count the units and/or degrees toward the student's educational program. Call the Counseling office for information at (714) 241-6162.

Independent Study: Students whose past experiences and present activities provide an accepted alternative method for completing course objectives may petition for Independent Study:

- 1) If the course is offered during the petition semester;
- 2) If the course is appropriate for this method of instruction and

- 3) If the petition is approved by the specific instructor teaching the class, the discipline dean and the vice president of instruction.

Licensure Credit: \$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 A.A. degree under Option I (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

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 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, DD295 or SMART transcript and appropriate military documentation such as certificates must accompany the Military Evaluation Form obtained from the 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. In agreement with Service Members Opportunity Colleges (SOCNAV), Coastline has agreed to award college credit to military personnel graduating and completing the following programs: General Studies in Nuclear Power and Electronics Technology. See Technical and Career Education section for details.

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. Call the Distance Learning office for information at (714) 241-6216.

Policies & Regulations

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 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 APL) credit toward the 60-unit A.A. degree requirement. At least 12 units must be completed at Coastline.
4. Processing Petitions—Call the Counseling office for information regarding the awarding of credit for other than classroom college units at (714) 241-6162.

Classification of Students

Students are classified as follows:

Freshman: A student who has completed fewer than 30 units.

Sophomore: A student who has completed 30 or more units

Full-time Credit Students: A student carrying 12 units or more of work.

Full-time Noncredit Student: A student attending 24 class hours per week.

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

Graduate Student: A student who has been awarded the A.A. 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 Coast Community College District. The Code of Conduct has been established by the District Board of Trustees to provide notice to students of the type of conduct that is expected of each student. Being under the influence of drugs and/or alcohol, or the existence of other mental impairment does not diminish or excuse a violation of the Code of Conduct.

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

- aiding, abetting or inciting (3.1)
- false report of emergency (3.2)
- any action resulting in serious injury or death ((3.3, 3.10)
- infliction of mental harm upon any District community

- member (3.4)
- possession of weapons (3.5)
- rape/sexual assault (3.6)
- sale of alcohol or narcotics (3.7, 3.8)
- repeat suspension (3.9)

A Coastline student found in violation of the following District or campus-related regulations may be expelled, placed on probation or given a lesser sanction:

- abusive behavior (4.1)
- assault/battery (4.3)
- cheating/plagiarism (4.4)
- continued misconduct (4.6)
- damaging or stealing library materials (4.22)
- destroying property (4.7)
- discrimination (4.8)
- disrupting the educational process (4.9)
- disruptive behavior (4.10)
- disturbing the peace (4.11)
- failure to appear before a District official when directed to do so (4.12)
- failure to comply or identify (4.13)
- failure to obtain permits before participation in an organized protest (4.13)
- failure to repay debt or return District property (4.15)
- fighting (4.16)
- forgery (4.17)
- gambling (4.18)
- harassment (4.19)
- hateful behavior (4.20)
- lewd conduct (4.21)
- misrepresentation (4.23)
- misuse of college identification (4.24)
- possession of alcohol, narcotics or prohibited substances (4.25, 4.26)
- sexual harassment or the threat of sexual assault (4.27, 4.30)
- smoking where prohibited (4.28)
- theft (4.29)
- unauthorized entry or trespass (4.31)
- unauthorized possession of property (4.32)
- unauthorized tape recording or use of electronic devices (4.33, 4.36)
- unauthorized use of alcoholic beverages (4.34)
- unauthorized use of District keys (4.35)
- unauthorized use of property or services (4.37)
- unreasonable demands (4.38)
- violation of District computer usage policy, computer theft or other computer crime (4.5)
- violation of driving regulations (4.39)
- violation of health and safety regulations (4.40)
- violation of local, state or federal law, or violation of posted District rules (4.41, 4.42)

Copies of the District Student Code of Conduct and

Policies & Regulations

Disciplinary Procedures which includes complete definitions of the above violations are available in the Dean of Student Services' office. 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, OCC or GWC 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 recomputed 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: \$11 per unit with no maximum. Call the Admissions office for information on exemptions at (714) 241-6176.

College Services Charge (formerly Student Services Charge): \$3 per semester. This charge underwrites many student services, classes and programs. It is not mandatory; however, Coastline Administration and Student Advisory Council (SAC) expect students to support the college by paying the charge. A portion of each \$3 charge (\$.86) goes to instructional grants and student scholarships. Information about specific programs funded by this charge and requests for waiver of the charge are available and granted only in the Student Services office during the registration period. *Waivers must be secured in advance and submitted at the time of a student's registration fees.*

Housing: Coastline 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.

Parking Fee: \$5 per semester. Parking permits are required at the Costa Mesa, Huntington Westminster, and Garden Grove Centers. All registered students using these lots at any time are required to purchase and display a parking permit. Although the sticker will not guarantee a parking space, it will avoid the possibility of receiving a parking citation. Coastline parking permits are not valid at Golden West or Orange Coast Colleges. Vehicles receiving Coastline citations have the same legal status as parking citations issued by a law enforcement agency in California. Contact the Public Safety office at (714) 546-7600, ext. 16497 for further information.

Student Health Service Fee: \$7 per semester. This a mandatory fee unless the student presents a waiver. Those eligible for a waiver are:

1. Recipients of BOGG—A, B, or C awards.
Call (714) 241-6239 for more information.
2. Students who depend solely on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. Call (714) 241-6176 for more information.
3. Students enrolled only in classes lasting less than two weeks.

NOTE: Students who have paid the \$10 health fee at OCC or GWC for the current semester are exempt.

Textbooks: Students may need to buy textbooks as determined

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by their instructors. Total cost will vary from approximately \$10 per class to \$250 per semester for full-time students. In some cases, secondhand textbooks are available at a reduced price. Textbooks may be purchased in the Bookstore located at the College Center.

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.

The following grades are not part of the GPA computations:

Symbol—Definition	Grade Points/Units
CR— Credit, at least satisfactory progress, equivalent to a “C” or higher grade	unit credit granted
NC— No credit, less than satisfactory progress, equivalent to a “D” or lower grade.....	no units granted
I— Incomplete	no units granted
IP— Course still in progress	no units granted
RD— Delay in reporting grade.....	no units granted

NG— Zero unit class	no units granted
W— Withdrawal	no units granted

Students are encouraged to complete courses with letter grades since many four-year colleges and universities place a limit on the number of units acceptable with credit grades.

It is possible, however, to be evaluated under a “CR/NC” grading system, which removes the pressure commonly associated with an “A-F” grading system. Some classes are offered on a credit/no credit grading system only. All other classes have an optional grading system of either “A-F or CR/NC.” Under the optional grading system:

1. Students must select the “CR/NC” option prior to completion of the first 30 percent of the course.
2. Students must select the “CR/NC” option by sending in a postcard by the appropriate deadline. These cards are sent to all students with their confirmation packet. They are also available at any of the area offices.
3. A “CR” protects the GPA for those students desiring general education experiences outside their major and should be avoided as a substitute for a letter grade in a major field of study.
4. Most four-year colleges and universities require at least a 2.0 GPA in community college work for admission of transfer students. Transfer students are encouraged to request letter grades in their classes.

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

Incomplete Grades: Incomplete academic work for justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s transcript (permanent record). The “I” may be made up no later than one year following the end of the term in which it was assigned. Students are notified by the college regarding the conditions necessary to receive a

HOW TO CALCULATE YOUR GPA (example):

Class	GPA units (Units Attempted)	Grade Received	Units Earned	Grade Points times Per Unit equals	Total Grade Points Earned
Biology 100	3	A	3	x.....4	= 12
Biology 101	1	A	1	x.....4	= 4
Psychology 100	3	B	3	x.....3	= 9
Mathematics 115	4	C	4	x.....2	= 8
Art 100	3	B	3	x.....3	= 9
History 100	3	F	0	x.....0	= 0
TOTALS	17				42

$$42 \div 17 = 2.47 = \text{GPA}$$

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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.

Liability

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

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

Prerequisites, Corequisites and Other Limitations on Enrollment

All prerequisites or corequisites identified in Coastline’s catalog and class schedule were established according to state laws as outlined in the Coast Community College District’s Model Plan. The following information is provided in compliance with those laws.

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

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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 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.
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 \$130 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 is authorized by the United States Immigration Naturalization service to enroll International Students (F-1).

The faculty, students and staff of Coastline believe that our international students provide an ethnic and cultural diversity to the college and help increase the awareness and understanding of students from other countries and cultures. Conversely, we provide an opportunity for our international students to study in the United States and learn about us and our culture. Coastline uses more than 30 instructional sites in the community as classroom locations. Based on this, foreign students are reminded to make appropriate arrangements for transportation to and from classes.

Interested international students should request applications for admissions from: 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:

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- Our rolling admissions process allows for acceptance to Coastline 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 (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, 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 nonresident tuition during their entire attendance at Coastline.

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

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.

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

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

Student Grievance Procedures

Coastline extends to all students the right to petition for redress of grievances. The right to petition may be initiated at any time when a student has a grievance against any employee, policy or procedure of Coastline. Grievance petitions are available in the Student Services office.

Student Records

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

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

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

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Transcripts: Transcripts of academic work taken at Coastline 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.

Student Right to Know

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), Coastline makes its completion and transfer rates available to all current and prospective students at the following Web site: <http://srtk.cccco.edu/index.asp>. A copy of this information may be obtained by calling Coastline's Public Relations office at (714) 241-6154.

Students' Rights

The Coast Community College District and Coastline are committed to the concept and principles of providing all persons with equal opportunity in employment and education by prohibiting discrimination based on race, sex, color, religion, age, national origin, handicap, marital status or Vietnam-era veteran status. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students and the general public.

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

Contact one of the following college administrators: **Ron Berggren**, Vice President, Student Services, (714) 241-6160; **Stacey Hunter Schwartz**, Sexual Harassment Prevention Coordinator, (714) 241-6214; or **Tom Snyder**, Affirmative Action Officer, (714) 241-6243 for further information.

Study Load

College work is measured in terms of the "unit." In a lecture course, a college unit is normally defined as one hour of lecture and two hours of homework per week. In a laboratory course, three hours in the classroom per week with no outside work constitutes one unit of work.

Coastline recognizes 19 units as a maximum load during the fall and spring semesters and nine units during the summer session. (Full-time student status is achieved by completing 12 or more units during the fall or spring semesters and six or more units during the summer 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.

Courses



Coastline Community College believes it should:

*Maximize new media in both on-site instruction and distance-learning
delivery systems.*

MISSION STATEMENT:
Coastline Community College
is committed to student success
through accessible and flexible
education within and beyond the
traditional classroom.

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: Noncredit courses.

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

Correct Use of English

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

Critical Thinking

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

ACCOUNTING

ACCOUNTING 100

Introduction to Accounting 100

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

ACCOUNTING 105

Introduction to Computer 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 indepth analysis techniques required for participation in computerized accounting activities. *Transfer Credit: CSU*
ADVISORY: Accounting 100

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

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

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

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 is approved by the California Tax Education Council (CTEC) and fulfills the "qualifying education" requirement for tax preparers. *Transfer Credit: CSU*

PREREQUISITE: Possession of a high school diploma or the equivalent

ACCOUNTING 215

Federal/State Income Tax 2

3.0 Units

A continuation of Accounting 214 including an indepth study of the individual and small business form; application in specialized situations. *Transfer Credit: CSU*

ADVISORY: Accounting 214

ACCOUNTING 217AD

Income Tax Update

1.5 Units

An indepth 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

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

COREQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

ANTHROPOLOGY

ANTHROPOLOGY 100

Cultural Anthropology

3.0 Units

An introductory study of the structure and process of culture. The major features of culture and the methods of anthropological research and theoretical orientations are examined. Examples of cultural variations, including traditional as well as modern societies, are discussed.

Transfer Credit: CSU; UC (CAN ANTH 4)

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 (CAN ANTH 6)*

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

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 competency

ARABIC 180A

Elementary Arabic 1A

2.5 Units

Arabic 180A, formerly Arabic 101, is an introductory course in Arabic. Arabic 180A introduces fundamental concepts of the standard, classical Arabic used as the *lingua franca* of some two dozen countries in the world. Comprehension of written and spoken Arabic will be emphasized, as will pronunciation and simple conversation. Popular media and literary selections will be used to offer currency, and study of the customs and cultures of the Arab peoples will enhance students' global awareness. Arabic 180A is equivalent to the first half of Arabic 180. *Transfer Credit: CSU; UC*

ARABIC 180B

Elementary Arabic 1B

2.5 Units

Arabic 180B is a continuation of Arabic 180A. Arabic 180B enhances the fundamental abilities developed in Arabic 180A both to comprehend and converse in ordinary, standard classical/literary Arabic. Strengthens reading and writing skills through correspondence, popular media, and literary selections, while also noting customs and cultures of the Arabic-speaking world. Arabic 180B is equivalent to the second half of Arabic 180. Prerequisite: Arabic 101 or 180A or equivalent competency .

Transfer Credit: CSU; UC

ARABIC 185A

Elementary Arabic 2A

2.5 Units

Advanced beginning course continuing Arabic 180 or Arabic 180B, emphasizing listening, comprehension, reading, grammar, speaking and writing skills in elementary standard classical/literary Arabic, and introducing features of the life and culture associated with Arabic language and inherent in Arabic-speaking countries, including discussions of the cultural origins of linguistic expression and studies of systems of cultural transmission through the arts, sciences, and religion. Correspondence, popular media, and literary selections will be discussed and the philosophical bases of Arabic cultures surveyed. Arabic 185A is equivalent to the first half of Arabic 185.

ARABIC 185B**Elementary Arabic 2B****2.5 Units**

Continuation of Arabic 185A. Arabic 185B continues to develop skills in reading, writing, and speaking literary (classical) Arabic. Basic grammar and vocabulary learned in first-year Arabic will be enhanced, and listening and speaking opportunities provided. Further practice and review will be encouraged with audiotapes and special readings. Listening assignments may be made. Short compositions, expository writings, and themed writings will be assigned. Arabic 185B is equivalent to the second half of Arabic 185. Schedule description: Continuation of Arabic 185A, developing further skills in reading, writing, and speaking literary Arabic. Basic listening skills, vocabulary, and grammar will be enhanced, reading sophistication enhanced, and a variety of writing opportunities offered.

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

ART 100**History and Appreciation of Art 1****3.0 Units**

A multicultural 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* (CAN ART SEQ A/CAN ART 2)

ART 101**History and Appreciation of Art 2****3.0 Units**

A multicultural survey of art beginning with the Renaissance and concluding with contemporary art. Illustrated lectures, reading and study of current exhibits. *Transfer Credit: CSU; UC* (CAN ART SEQ A/CAN ART 4)

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. Multicultural and Group C. *Transfer Credit: CSU; UC*

ADVISORY: Art 100 and 101 recommended

ART 104**The History of Impressionist and Post-Impressionist Art****3.0 Units**

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

ADVISORY: Art 100 and/or 101 recommended or knowledge of art historical movements

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 107AB**Art Gallery Exhibition Design and Installation****1.0 Unit**

Within the context of designing and installing an exhibition in a gallery, this course will explore the symbiotic dynamics of the art community. The specific elements of curating an exhibition, producing a catalog, and interfacing with museums, art critics, professional artists and the public will be included. Awareness of the creative process for viewer and artist is emphasized.

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 multicultural 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 multicultural contexts. Generation of authentic models utilizing learned art elements will be stressed for General Education and Art Design majors. *Transfer Credit: CSU; UC* (CAN ART SEQ A/CAN ART 16)

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*

(CAN ART SEQ A/CAN ART 16)

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*

ART 115**Digital Typography****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 typographic design in historical, social, and multicultural 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 117AB**Life Drawing****1.5 Units**

A comprehensive course in drawing from the model, which involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line texture, value, modeling, gesture, and contour drawing principles. The technical application of diverse drawing materials and techniques will be included. *Transfer Credit: CSU*

ADVISORY: Art 110A and Art 120AB

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 120**Drawing****3.0 Units**

A course in drawing of natural and artificial forms from observation, emphasizing composition and proportion, using line, texture, value and various methods of shading. Drawing principles emphasizing value and technical application of diverse drawing materials and techniques, including charcoal, ink, and colored media. *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* (CAN ART SEQ A/CAN ART 8)

ART 120B**Drawing 2****1.5 Units**

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 (CAN ART SEQ A/CAN ART 8)

ADVISORY: Art 120A

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 122**Painting****3.0 Units**

A comprehensive course in beginning painting. Involves the student in selection of image, color theory and color mixing, methods, materials and techniques of painting, with emphasis in oil and acrylic painting. The concept and creative process of making art will be examined in historical and multicultural contexts. This course is required for Art Majors and includes written and verbal critique and analysis. *Transfer Credit: CSU*

ADVISORY: Art 110A and 120A

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*

(CAN ART SEQ A/CAN ART 10)

ADVISORY: Art 110A and 120A

ART 122B**Painting 2****1.5 Units**

Second of a two-part course in beginning painting. Further comprehensive study of painting, with emphasis on oil and acrylic painting. Images will be naturalistic and abstract and include lecture, discussion and demonstration of historical and contemporary technique. *Transfer Credit: CSU; UC*

(CAN ART SEQ A/CAN ART 10)

ADVISORY: Art 122A

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 126****The Portraiture of Frida Kahlo****0.5 Units**

Study the fascinating portraiture of Hispanic artist Frida Kahlo, whose mercurial personal life and cultural heritage deeply influenced her art. Includes biographical and technical lecture, study of the creative process in making art and individual research. Students will create a drawn or painted portrait in the manner of Kahlo. *Transfer Credit: CSU*

ADVISORY: Art 120A

ART 127AB**Portrait Drawing and Painting****2.0 Units**

Introduces the fundamentals of drawing and painting the head and torso using a variety of drawing media, including charcoal, ink and colored media, and oil or acrylic painting. Lecture and exploration of both historical and contemporary portraiture to produce naturalistic and abstracted work. Emphasizes awareness of the creative process and attention to composition, value, form, and color usage. Includes written and verbal critiques.

*Transfer Credit: CSU; UC***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*

ADVISORY: Art 110A or Art 111A

ART 148AB**Woodworking****1.5 Units**

An introductory course in woodworking. Handtools, machine safety, plan development, lumber identification, wood joinery, and finishing techniques are the areas to be examined. *Transfer Credit: CSU*

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 (CAN ART SEQ 1/CAN ART 6)*

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 (CAN ART 6)*

ADVISORY: Art 150A

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 multicultural 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. Nonwoven 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 World Wide Web (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*

PREREQUISITE: Computer 112

ADVISORY: Art 110, 120A, and Computer 116

ART 192**Graphic Design Principles 3.0 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 multicultural contexts. For general education, visual art, and multimedia majors. *Transfer Credit: CSU*

ADVISORY: Art 110AB, Art 111AB, and Art 115

ART 193**Digital Color 1.5 Units**

This course introduces the principles of digital color as it pertains to color management systems, color models, calibration, service bureaus, image scanning, digital prepress, the print process, and in the creation of successful digital color screen or print publications.

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**Introduction 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**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 206**Publication Design Using QuarkXPress 3.0 Units**

In this advanced course creative graphic design skills are utilized in the creation of such projects as brochures, magazine layouts, and newsletters. An emphasis will be placed on the integration of digital images, illustrations and typography into well-designed projects. A knowledge of Adobe Illustrator, Adobe Photoshop, and QuarkXPress is required.

ADVISORY: Art 202 and Art 205

ART 207**Prepress and Graphic File Output 1.5 Units**

This course is designed to cover the traditional as well as digital file output to print. Basic printing techniques and paper will be covered as they apply to the prepress and printing processes. Topics will include trapping, use of color, output devices, file formats, color separations, color proofing, and service bureau operation. Exercises and projects will use the programs Adobe Illustrator, Adobe Photoshop, and QuarkXPress.

ADVISORY: Art 202, 205, and 206.

ART 208**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 209**Interactive Media 3.0 Units**

This course teaches the fundamentals of nonlinear multimedia development. Basic presentations will be created using Macromedia Director. Client contact, problem solving and the creative process will be covered. Pre-production support materials such as storyboards, presentation testing, and flow charting will be required. Use of various production tools will also be addressed.

ART 210AD**Picture Framing 1.5 Units**

Principles of picture framing: framing prints, photographs, oil paintings, watercolors, stichery, 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

ART 220**Anatomy for Artists 2.5 Units**

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*
ADVISORY: Art 121AB recommended

ART 221AB**Life Drawing 2 3.0 Units**

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*
ADVISORY: Art 121AB

ART 222A**Painting 3 1.5 Units**

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*
ADVISORY: Art 122B

ART 222B**Painting 4 1.5 Units**

Second part of a two-part course in advanced painting, with advanced content, concepts and emphasizing contemporary issues in art. *Transfer Credit: CSU; UC*
ADVISORY: Art 222A

ART 224**Figure Painting 3.0 Units**

Course in painting the figure from live models. Progress from limited to full

color, emphasizing the relationship of light and color to form and develop compositional skills using various approaches. Analysis of historical and cultural influences on painting styles and techniques with regard to the development of figurative painting. Identification of culturally based concepts as they apply to content and influence design and composition. *Transfer Credit: CSU; UC*
ADVISORY: Art 221AB

ART 224A**Figure Painting 1 1.5 Units**

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*
ADVISORY: Art 121AB and 122B

ART 224B**Figure Painting 2 1.5 Units**

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*
ADVISORY: Art 224A

ART 225**Calligraphy 2 1.5 Units**

Advanced topics in calligraphy selected from historic alphabets such as humanistic Bookhand, Rustic, Uncial, Carolingian, Gothic, Versals, Italic and Legend. Introduction to design, use of color, book design and commercial process. *Transfer Credit: CSU*
ADVISORY: Art 125

ART 226**Cartooning 1.5 Units**

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*
ADVISORY: Art 110A

ART 228AB**Watercolor 1 1.5 Units**

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*
ADVISORY: Art 120A and 120B

ART 229AB**Watercolor 2 1.5 Units**

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*
ADVISORY: Art 228AB

ART 230AB**Landscape Painting 1 1.5 Units**

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*
ADVISORY: Art 122B

ART 231AB**Landscape Painting 2 1.5 Units**

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*
ADVISORY: Art 230AB

ART 233
Chinese Brush Character Design **1.5 Units**

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*

ART 235
Chinese Brush Painting 2 **1.5 Units**

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
ADVISORY: Art 136AB

ART 236
Chinese Brush Painting 3 **1.5 Units**

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*
ADVISORY: Art 235

ART 237AB
Chinese Flower Paintings **3.0 Units**

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

ART 240
Mixed Media Techniques **1.5 Units**

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
ADVISORY: Art 222B

ART 245
Airbrush Painting 2 **1.5 Units**

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*
ADVISORY: Art 145

ART 249AD
Stained Glass **1.5 Units**

Design and construction of panels, lamps, boxes. Instruction in “lead came” and “Tiffany foil.” Lectures on history and process. Student must supply small tools and materials. *Transfer Credit: CSU*

ART 250A
Ceramics 3 **1.5 Units**

Advanced hand-building techniques in the design, forming, glazing and firing of ceramic materials. Advanced use of the potter’s wheel. Emphasis on individual creativity. *Transfer Credit: CSU; UC*
ADVISORY: Art 150B

ART 250B
Ceramics 4 **1.5 Units**

Further emphasis on advanced wheel-throwing and hand-building techniques. Concentration on individual skill. Improvement to provide means of personal expression in the medium of clay.
Transfer Credit: CSU; UC
ADVISORY: Art 250A

ART 270AB
Weaving/Dyeing 1 **1.5 Units**

This class will explore basic dye technology on both fiber and fabric. Basic weaving techniques on frame looms and table looms, as well as card weaving will be explored. Free expression of each student’s ideas, finishing and presentation of work will be emphasized. *Transfer Credit: CSU*

ART 271AB
Weaving/Dyeing 2 **1.5 Units**

This class will explore further dye technology on both fiber and fabric. Pattern weaves will be explored, tartan weaves will be studied and an expanded fabric project will be developed. Free expression of each student’s ideas, finishing and presentation of work will be emphasized.
Transfer Credit: CSU
ADVISORY: Art 270AB

ART 272AB
Harness Loom Weaving **1.5 Units**

Designing and weaving decorative and functional fabrics. Methods of preparing the harness loom. The procedures learned on the 20-inch table loom are directly applicable to full-sized floor looms. Emphasizes fabric structure, color and design. Looms will be provided in the classroom. *Transfer Credit: CSU*

ART 273AB
Harness Loom Weaving 2 **1.5 Units**

This class will explore advanced use of the harness loom for designing and weaving decorative and functional fabrics. Also included, are four-harness loom projects, pattern drafting, loom controlled laces, block theory and tapestry studies. *Transfer Credit: CSU*
PREREQUISITE: Art 272AB
ADVISORY: Art 270AB, Art 271AB, and Art 272AB

ART 280AD
Figure Painting/Watercolor **1.5 Units**

Painting the figure in water media emphasizing observation, analysis and personal interpretation of the model. Techniques of watercolor and color theory as applied to figure painting. History, established concepts and experimental approaches. Critiques. *Transfer Credit: CSU; UC*
ADVISORY: Art 224B and 228AB

ART 282
Drawing With Pastels **1.5 Units**

Introduction to drawing with pastels emphasizing the creative process while developing the skill fundamentals such as composition, color theory and craftsmanship. Lecture and demonstration of portraits, still life, landscapes and florals. Art history and field trip included. *Transfer Credit: CSU; UC*
ADVISORY: Art 120B

ART 283
Drawing with Pastels 2 **1.5 Units**

Second part of a two-part course in pastels, both soft and oil pastels. The course will emphasize the creative process while developing the skills fundamentals such as composition, color theory and craftsmanship. Lecture and demonstration of portraits, still life, landscapes and floral. Art history and field trip included. *Transfer Credit: CSU; UC*
ADVISORY: Art 282

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

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 Ruisdahl. *Transfer Credit: CSU; UC*
ADVISORY: Art 222B

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 Impressionists, 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 needle art 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

AUDIO-VIDEO

AUDIO-VIDEO 100

Introduction to Becoming an Audio-Video Technician

2.0 Units

This course provides an overview of the audio-video (AV) industry and

the courses included in the AV program. Students who complete the course successfully will be knowledgeable about industry trends, opportunities, and resources that are available to AV technicians. They will be able to identify and describe the basic functions of cabling, interconnections, and system components used in the audio, video, rental and staging, and system integration sectors of the industry. They will also be proficient in using the technology required to take the online courses included in the program.

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 indepth 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

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

COREQUISITE: 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

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 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, phobias, 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**

Basic principles of pharmacology; classification of drugs, methods and routes of administration, distribution, absorption, excretion; desired and toxic effects; indication and contraindication for use. *Transfer Credit: CSU*

PREREQUISITE: Completion of Human Physiology (Coast Community College District Course Biology 175)

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

COREQUISITE: 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

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, foundation investigation, stairs, handrails, guardrails and swimming pool barriers.
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 indepth 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

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

COREQUISITE: 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

Part two of a three-part series in business writing. Professionally guided practice in the internal communications of business—the business letter, report, memorandum. Business writing techniques will be explained.

ADVISORY: Business 310 recommended

BUSINESS 312

Business Communication 3 1.0 Unit

Part three of a three-part series in business writing. Planning, writing and editing business publications. Includes a review of business publications, annual reports, newsletters and management journals. Analysis of communication patterns and techniques for improving communication flow.

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, develop speed and learn to use the features on the electronic calculator in order to be more efficient.

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, organic, and biochemistry for transfer and for A.A. degree programs in nursing, dietetics, paramedical and other allied health fields. Not for students planning to take 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; corequisite: Chemistry 180 (may be waived by demonstration of satisfactory completion of AP Chemistry, Chemistry 180)

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

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* COREQUISITE: Chemistry 185 (may be waived by demonstration of satisfactory completion of AP Chemistry, Chemistry 185)

CHINESE

CHINESE 058

Chinese for Business and International Relations

2.0 Units

Introduction to fundamental skills of spoken Chinese, developing ability to communicate using vocabulary and structures especially serviceable in international travel and business. Emphasis is on development of aural/oral skills through practical "situational dialogues" mimicking likely encounters that students will have. Finding one's way; changing currency; discussing issues of finance and international affairs in a simple manner; using telephones and taking telephone messages; and making reservations for lodging, eating, and transportation will be among the situations presented. Student participation is encouraged, and an intensive format may be employed to expedite learning.

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

Elementary Chinese 1A

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

Elementary Chinese 1B

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

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

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

CHINESE 185A

Elementary Chinese 2A

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,

CHINESE 185B

Elementary Chinese 2B

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

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 and written Chinese at an intermediate level. Reading and writing skills are stressed and enhanced. Cultural notes, authentic reading materials, literary selections, and grammar beyond the phrasal level present new concepts to stimulate vocabulary acquisition, to provoke expressive ability, and to generate communicative competency. Cultural and philosophical aspects of the Chinese-speaking world will also be discussed. *Transfer Credit: CSU*
ADVISORY: Chinese 185, 185B

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, 280B

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

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 (CRS)

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 courses. *Transfer Credit: CSU*

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 adaptation 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 psychosocially 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 Cognitive Retraining Specialist (CRS) 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/or 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

SEE INFORMATION TECHNOLOGY

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 pre-employment 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 3.0 Units

This course is designed to increase success in achieving educational, career, and life goals. It includes information on learning styles and strategies, time management, decision making, goal setting, college resources and services, memory techniques, note-taking, test-taking, and other success techniques. Students will develop educational and career 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 nontraditional 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

DANCE

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 105AD

Strength and Conditioning **1.0 Unit**

This course is designed to develop flexibility, strength, and coordination. It will introduce exercises based on specific conditioning techniques applicable to dance.

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 120AD

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 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

Jazz Repertoire **1.0 Unit**

An instructor-choreographed class with emphasis on jazz dance. Includes learning, rehearsing and performing one or more choreographies. *Transfer Credit: CSU; UC*
ADVISORY: Intermediate jazz or equivalent

DANCE 258AB

Ballet Repertoire **1.0 Unit**

Includes learning, rehearsing and performing three to four dances taken from classical ballet repertoire or choreographed by the instructor. *Transfer Credit: CSU; UC*
ADVISORY: Intermediate ballet or equivalent

DANCE 259AB

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

DANCE 260AB

Ethnic Dance Repertoire

1.0 Unit

An instructor-choreographed course with emphasis on folk dance of Europe, the Middle East and the Americas. Includes learning, rehearsing and performing various dances. *Transfer Credit: CSU; UC*
ADVISORY: Dance 133AD 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; UC credit limitations*

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 (CAN ECON 2)*

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 (CAN ECON 4)*

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 Education Externship

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: Computer 181 and Psychology 100

EDUCATION 120

Orientation to Expert Learning

1.0 Unit

This course is designed to start students on the path to becoming "expert learners." Students will be introduced to and practice applying a model for self-regulated learning. Students will also create a Personal Learner Profile to enable them to make informed decisions about selecting future course delivery formats (e.g., traditional classroom courses, Weekend College, telecourses, Internet-based courses, Fast Track program, etc.)

EDUCATION 121

Expert Learning

2.0 Units

This course is designed for students enrolled in Cluster A of STAR, an accelerated A.A. degree program. This course focuses on students' acquisition of expert learner skills in the areas of time management, text comprehension and summarization, classroom note-taking, and graphic organizers. **PREREQUISITE:** Education 120

EDUCATION 122

Expert Learning 2

2.0 Units

This course is designed for students enrolled in Cluster B of STAR, an accelerated A.A. degree program. This course focuses on students' acquisition of expert learner skills in the areas of test preparation, writing skills, and advanced graphic organizers. **PREREQUISITE:** Education 121

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

COREQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

ELECTRICAL MAINTENANCE 300

Introduction to Electronics

3.0 Units

Basic concepts of DC and AC circuits. Topics include reading schematics, component identification, measurement techniques, and magnitude conversion. ADVISORY: Intermediate Algebra

ELECTRICAL MAINTENANCE 301

Application of Basic Electronics

3.0 Units

Fundamentals and basic principles of electronic devices used in Industry. Operation and troubleshooting of power supplies, motors, and electronic interfaces and an introduction to binary circuits.

ADVISORY: Intermediate Algebra

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, contractors, 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 nontechnical. A study of basic elements of electricity such as current and voltage, magnetism, circuits, batteries and fundamental residential circuit wiring.

ENGLISH

ENGLISH 002

Mastering the English/Math SAT 1

2.0 Units

The structure and subject matter of the SAT I will be reviewed in a series of lectures and interactive discussion sections, with various strategies for approaching different types of questions presented at appropriate points. Three practice tests will be administered and reviewed.

ENGLISH 012AD

Spelling Techniques

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 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

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 035AB

Basic Writing 2

1.0 Unit

Designed for the non-native speaker of English who knows the grammar rules of English but is having problems in writing smooth, clear sentences and paragraphs. Individualized instruction in using complex sentence patterns, correct forms of words, complicated verb forms, and the writing process. Students will also work on computerized grammar lessons and printed exercises with group sessions on specific course topics. Students will complete a diagnostic assessment during the first class session.

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 040AD**Reading Skills** **0.5 Unit**

An individualized, self-paced, computerized reading program designed to develop, improve, or refresh reading skills in comprehension, main idea, facts and details, conclusions, judgements, inferences, vocabulary, and critical thinking. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 041AD**Writing Skills** **0.5 Unit**

An individualized, self-paced, computerized writing program designed to develop, improve, or refresh writing skills including grammar, spelling, sentence structure, capitalization, punctuation, and syntax. The student will complete a diagnostic assessment at the first session. (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 045AD**Reading Textbooks** **0.5 Unit**

Students will learn basic strategies for reading text materials: context clues, main ideas, inferences, and other techniques. In addition, students will learn how to increase reading speed. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 046AD**Taking Tests** **0.5 Unit**

Students will learn various test-taking strategies for objective examinations and essay examinations, including preparation methods, learning techniques, and test taking. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 047AD**Sentence Structure** **0.5 Unit**

Students will learn basic sentence structure: complete sentences, different types of sentences, correct verb use, and sentence grammar and punctuation. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 048AD**Writing Paragraphs** **0.5 Unit**

This is an individualized basic writing course. A student's writing will be tested and analyzed. Then the student will learn methods to overcome his or her specific writing problems and to achieve successful paragraph writing. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 049AD**Specialized Vocabulary** **0.5 Unit**

This is a vocabulary course based on specific discipline terminology. The student is referred for this course by faculty in the discipline, or the student may request knowledge in a particular discipline. The course is limited to vocabulary in that discipline. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 080**English Assessment for Student Success** **0.5 Unit**

An individualized assessment course to determine current reading and writing skill levels. Emphasis will be on short term, computerized, prescriptive

development in these two areas as preparation for the college English placement test or for pre-employment mastery of these skills. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 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 (CAN ENGL 2)*

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; UC*

PREREQUISITE: English 100-Freshman Composition

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 through readings derived from themes and works in various disciplines and cultures. Students also apply critical thinking skills in writing expository argumentative essays.

Transfer Credit: CSU; UC

PREREQUISITE: English 100—Freshman Composition

ENGLISH 103**Composition and Literature** **3.0 Units**

Indepth 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; UC

PREREQUISITE: English 100-Freshman Composition

ENGLISH 104**Mastering College Skills** **3.0 Units**

Explanation, 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**

English for careers focuses on real-world English skills that contribute to good workplace communication. It includes English principles you already know, those you learned in the past and forgot, and those you wish you had learned. Students study grammar, English usage, punctuation, spelling, vocabulary, and dictionary use from the businessperson's viewpoint. Emphasis is placed on finding and correcting types of errors people make while speaking and writing.
Transfer Credit: CSU

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; UC*

ENGLISH 110**Critical Thinking****3.0 Units**

This course is designed to develop critical thinking, problem solving, and analytical and argumentative writing skills. *Transfer Credit: CSU; UC*
PREREQUISITE: English 100

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 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 and novels. Its emphasis is on foundation work such as character development and the creation of effective plots, setting, scenes, 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**

The primary purpose of this survey-level course is to acquaint the student with a variety of literary, poetic, dramatic, and rhetorical devices so that the student can interact with literature in a meaningful way.

Transfer Credit: CSU; UC

ENGLISH 144**The International Short Story****3.0 Units**

Designed for the General Education student, this course is an introduction to the modern short story, emphasizing multicultural stories from countries throughout the world. Each story will be studied with regard to character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. In addition, each story will be analyzed to understand the particular culture from which it comes. *Transfer Credit: CSU; UC*

ADVISORY: English 100 is recommended

ENGLISH 145**American Literature: The Short Story****3.0 Units**

Designed for the General Education student, this course is an introduction to the American short story, emphasizing major American writers from the nineteenth and twentieth centuries and from various cultures in modern/contemporary America. Included is a view of each historical period and mindset and the study of character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. *Transfer Credit: CSU; UC*

ADVISORY: English 100 is recommended

ENGLISH 162**Literature of the 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**Folklore and Mythology****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 preschool 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 History 1: Telling Your Story In Writing, Audio Tape, and Video****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 402**Life History 2: Completing Your Story In Writing, Audio Tape, and Video****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 History 3: Presenting Your Story In Writing, Audio Tape, and Video****0.0 Unit**

Completing the presentation of your life history/project—a follow-up to the Life History series. An opportunity to utilize techniques gained from the Life History courses to personalize and polish your life history presentation. *ADVISORY: English 401 and 402.*

ENGLISH 404**Life History 4: Oral and Video Life Stories****0.0 Unit**

A course on the processes involved in recalling and reviewing of one's life history and preserving 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. *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 (ESL) 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.

(NOT APPLICABLE TO A.A. DEGREE)

PREREQUISITE: Acceptance into English as a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 024AD**ESL: Reading and Writing 2****0.5 Unit**

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. Concurrent enrollment in English As a Second Language 022AD and 026AD is recommended. **(NOT APPLICABLE TO A.A. DEGREE)**

PREREQUISITE: Acceptance into English as a Second Language Program; placement determined by completion of multiple measures assessment

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.

(NOT APPLICABLE TO A.A. DEGREE)

PREREQUISITE: Acceptance into English as a Second Language Program; placement determined by completion of multiple measures assessment

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.)

(NOT APPLICABLE TO A.A. DEGREE)

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.

(NOT APPLICABLE TO A.A. DEGREE)

PREREQUISITE: Acceptance into English as a Second Language Program; placement determined by completion of multiple measures assessment

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. (NOT APPLICABLE TO A.A. DEGREE)

PREREQUISITE: Acceptance into English as a Second Language Program; placement determined by completion of multiple measures assessment

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.

(NOT APPLICABLE TO A.A. DEGREE)

ADVISORY: Concurrent enrollment in English as a Second Language 044AD and 046AD

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**

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. *Transfer Credit: CSU*

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**

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 construction of grammatically correct English sentences. *Transfer Credit: CSU*

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**

An intensive beginning English grammar course for non-native English speakers. A survey of simple sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. Concurrent enrollment in English as a Second Language 414 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 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. Content focuses on topics related to American citizenship.

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

ESCROW

ESCROW 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 escrow 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 Escrow. *Transfer Credit: CSU*

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

COREQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

ESCROW 300

Escrow 1/Procedures 3.0 Units

Covers basic escrow procedures for various types of real estate transactions, preparation of documents and the legal and ethical responsibilities of the escrow officer and escrow holder.

ESCROW 301

Escrow 2/Practices 3.0 Units

Covers unusual and more difficult types of escrows, review of particular problems in processing an escrow and their possible solutions. ADVISORY: Escrow 300

ESCROW 302

Escrow 3/Problems 3.0 Units

Covers unusual and more difficult types of escrows. Review of particular problems in processing an escrow and their possible solutions. ADVISORY: Escrow 301

FLORAL DESIGN

FLORAL DESIGN 300

Basic Floral Design/Shop Training 2.0 Units

Vocational floral skills, principles and knowledge are applied to care and handling of fresh flowers, foliage and plants, sales and service procedures. Detailed instruction and demonstrations given along with student execution of take-home projects in basic floral design.

FLORAL DESIGN 302

Contemporary Silk/Dry Floral Design Arranging 2.0 Units

A vocational silk/dry flower arranging course in centerpieces, foliage arrangements, wedding bouquets and other contemporary designs.

ADVISORY: Floral Design 300 or equivalent

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

FOODS AND NUTRITION 400

Healthful Eating 0.0 Unit

A nontechnical treatment of foods and nutrition and food topics as related to the health and well-being of older adults.

FRENCH

FRENCH 058

French for Business and International Relations 2.0 Units

Introduction to fundamental skills of spoken French, developing ability to communicate using vocabulary and structures especially serviceable in travel and business. Emphasis is on development of aural/oral skills through practical "situational dialogues" mimicking likely encounters that students will have. Finding one's way; changing currency; discussing issues of finance and international affairs in a simple manner; using telephones and taking telephone messages; and making reservations for lodging, eating, and transport will be among the situations presented. Student participation is encouraged, and an intensive format may be employed to expedite learning.

FRENCH 060**Practical French, Beginning 2.0 Units**

Introduces the student to fundamental skills of spoken French and to simple written words and documents. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary to enable them to carry on a simple conversation, to understand signs and instructions, and to read simple documents.

FRENCH 061**Practical French, Continuing 2.0 Units**

Continuing course in the fundamental skills of spoken and basic written French. Students will refine correct pronunciation and basic structural patterns and will acquire vocabulary necessary to understand and carry on simple conversations in French. They will be introduced to print media and will come to understand simple documents written in French.

ADVISORY: French 060 or equivalent competency

FRENCH 180**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

FRENCH 180A**Elementary French 1A 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

FRENCH 180B**Elementary French 1B 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 competency

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 competency

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 competency

FRENCH 185A**Elementary French 2A 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 competency

FRENCH 185B**Elementary French 2B 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 competency

FRENCH 186AD**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, French 182AB or equivalent competency

FRENCH 190**Introduction to French Culture and Geography 1 1.0 Unit**

Brief overview in English of the history, geography, economic and political systems and culture of the French-speaking people and countries.

Transfer Credit: CSU

FRENCH 191**French Culture and Geography 2 1.0 Unit**

Indepth study of related aspects of France and the French, including culture and cultural traits, tourism, geology and geography, politics and government, demographics, agriculture and industry, all examined both with relation to historical development and to current status. *Transfer Credit: CSU*

ADVISORY: French 190 or equivalent knowledge

FRENCH 260**French Short Story and Novel 3.0 Units**

French fictional literature, both historical and contemporary, for intermediate to advanced-level students. Course is designed to excite and augment student awareness of French fiction through readings, analyses and discussions in French. *Transfer Credit: CSU; UC*

ADVISORY: French 185 or equivalent competency

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 competency

FRENCH 290**Francophone Culture and Civilization 1.0 Unit**

Survey of the arts, cultures, histories, economies, and civilizations of the varied areas comprising the francophone world, dating from before their contact with France and the French to the present time. The course will develop language competencies such as reading and writing and will enhance students' listening and speaking skills, offering them practice in hearing and using forms of French commonly heard outside France. Authentic materials originating from francophone cultures will be used to stimulate groups discussions on a variety of topics ranging from current events to global issues.

Transfer Credit: CSU

PREREQUISITE: French 180 or equivalent competency

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*

GEOGRAPHY 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

GEOGRAPHY 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

GEOGRAPHY 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

GEOGRAPHY 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

GEOGRAPHY 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

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 (CAN GEOG 4)

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.

GEOLOGY

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*

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 140
Introduction to Geology **3.0 Units**
For non-science majors: topics include causes and effects of diminishing natural resources and geologic phenomena (earthquakes, volcanoes, etc.); relation of geologic phenomena to earth as a dynamic system; man-made problems such as pollution and waste disposal. Possible field trips.
Transfer Credit: CSU; UC

GEOLOGY 141
Geology Lab **1.0 Unit**
Laboratory study of basic physical geology. Emphasizes skills needed for identification of minerals and rocks, interpretation of land surface features based on topographic maps and the understanding of folding, faulting and rock relationships through interpretation of geologic maps.
Transfer Credit: CSU; UC credit limitations
ADVISORY: Geology 140 or concurrent enrollment

GERMAN

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

GERMAN 180
Elementary German 1 **5.0 Units**
Introduction to German language, culture, and thought, with emphasis upon listening, comprehending, speaking, reading, and basic writing skills to develop control of fundamental sounds, forms, and structures of German and to become acquainted with the cultural and linguistic backgrounds of Germanophone countries. German 180 is equal to the combination of German 180A plus German 180B.

GERMAN 180A
Elementary German 1A **2.5 Units**
Introduction to German language, culture, and thought, with emphasis upon listening, comprehending, speaking, and elementary reading and writing to develop awareness and elementary control of fundamental sounds, forms, and structures of German and to become acquainted with German culture and dialects. German 180A is equal to the first half of German 180.
Transfer Credit: CSU

GERMAN 180B
Elementary German 1B **2.5 Units**
Continuing introduction to German language, culture, and thought, with emphasis upon listening, comprehending, speaking, and elementary reading and writing to develop awareness and elementary control of fundamental sounds, forms, and structures of German and to become acquainted with German culture and dialects. German 180B is equal to the second half of German 180. *Transfer Credit: CSU*
ADVISORY: German 180A

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 180, 180B

GERMAN 204
Fundamentals of German 4 **2.0 Units**
Advanced intermediate course in speaking, comprehending, reading and writing German; study of grammar, vocabulary and pronunciation and of customs and culture of German-speaking countries. *Transfer Credit: CSU*
ADVISORY: German 203 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

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 121A

GERONTOLOGY 122A
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 122B
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 fundraising. *Transfer Credit: CSU*
ADVISORY: Gerontology 122A

GERONTOLOGY 123
Activity Leadership **2.0 Units**
Provides the information needed to run activities programs, including regulations and programming activities and management and supervision of employees. Provides the 36- hour certificate of attendance required to meet State Title 22 guidelines for RCFE or skilled nursing facilities.
Transfer Credit: CSU

GERONTOLOGY 124**Aging and Public Policy****3.0 Units**

Cultural and global perspectives of aging and their impact on policy development are examined. Compares and contrasts cultural and global views towards aging and caregiving; philosophical foundations of policy development; social support services networks; retirement income policies; housing options; health care options available and chronic care and community-based services.

GERONTOLOGY 130**Homebound Gerontology Aide****3.0 Units**

Specifically targeted for students interested in working in the field of aging as an aide in adult day care, assisted living, or residential care facilities; or homemaker agencies; or as care givers for family members. Provides indepth practical information on how to work with elderly clients who are frail due to advanced age or dementia.

GERONTOLOGY 199**Issues in Gerontology****0.5-3.0 Units**

A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester.

GERONTOLOGY 200**Ombudsman/Advocacy Skills****2.0 Units**

Designed to provide comprehensive training for those who wish to advocate for the frail elderly residing in long-term care facilities. Emphasis is on residents' rights, complaint investigation, problem resolution and regulations. Also offers an overview of the elder care network and the resources available to the elderly and their families. *Transfer Credit: CSU*

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

COREQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

GERONTOLOGY 400**Health/Wealth/Security****0.0 Unit**

An overview of the topics which concern adults in their later years—good physical health through fitness and nutrition, financial security and consumer skills.

GERONTOLOGY 415**Issues in Aging****0.0 Unit**

A noncredit topical course covering current issues of concern to those in the aging community. Topics vary each semester.

GERONTOLOGY 420**Memory Enhancement****0.0 Unit**

A course designed to introduce the student to a variety of memory techniques. The course provides the means for practicing and applying these techniques to individual learning situations. This course will also discuss factors that can affect memory, especially as it relates to the aging process.

GREEK 180A**(Formerly Greek 101)****Introduction to Elementary Greek 1****2.5 Units**

Introductory course in speaking, understanding, reading, and writing Greek, including study of grammar, vocabulary, and pronunciation of modern Greek. The course also introduces the history, cultures, and customs of Greece, and the role of Greece as the center of classical Western Civilization.

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****1.0 Unit**

Stresses injury prevention, early medical care, first aid for common injuries and lifesaving 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 175**Health in Later Years****2.0 Units**

Physical and emotional aspects of healthful living in the later years. Emphasis on the healthy changes that occur during the aging process, ways of coping with these changes, and preventative measures to maximize good health.

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 nonmedical, nontechnical language.

GREEK

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

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

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

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

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

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

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**

Indepth 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***HISTORY 170****U.S. History to 1876****3.0 Units**

A comprehensive examination of history of the United States from the beginnings of exploration to the end of the Civil War and Reconstruction. It will cover the political, economic, diplomatic, social and cultural aspects of American life. *Transfer Credit: CSU; UC*

HISTORY 175**U.S. History Since 1876****3.0 Units**

A comprehensive examination of history of the United States from Reconstruction to the present time. Covers the political, economic, diplomatic, social and cultural aspects of American life.

*Transfer Credit: CSU; UC***HISTORY 180****Western Civilization to 1550****3.0 Units**

A study of the development of present day Western culture from the earliest beginnings to 1550; emphasis on the impact of philosophical, social and economic factors on Western Civilization. *Transfer Credit: CSU; UC*

HISTORY 185**Western Civilization Since 1550****3.0 Units**

A study of the development of Western culture from 1550 to the present.

Transfer Credit: CSU; UC

HUMAN SERVICES

HUMAN SERVICES 100

Introduction to Human Services

3.0 Units

A comprehensive survey of the development and scope of the human services field. Covers the history of human services, current theories, and models of helping, ethics, administration, and careers in human services.

HUMANITIES

HUMANITIES 100

Introduction to the Humanities

3.0 Units

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

3.0 Units

A survey of cultural achievement as expressed through the art mediums of music, literature, drama, film, painting, sculpture and architecture. Emphasis will be on the history, techniques, interpretation and evaluation of individual works of Western art. *Transfer Credit: CSU; UC*

HUMANITIES 130

History and Appreciation of the Cinema

3.0 Units

Historical development of film in America as an art form and as a business.

INDUSTRIAL ARTS

INDUSTRIAL ARTS 130

Introduction to Woodworking

2.0 Units

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

2.0 Units

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

2.0 Units

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

INFORMATION TECHNOLOGY— COMPUTER

COMPUTER 040AB

A Starting Point for Computers

0.5 Units

Learn the basic differences between computers and their accessories. Learn how to assess your personal needs and match them to the types of equipment, software, and other services that are available. This course is intended for beginners looking for a place to start with a computer.
(NOT APPLICABLE TO A.A. DEGREE)

COMPUTER 050AB

Computer Basic Skills

1.0 Unit

Slow-paced hands-on introduction to word processing techniques and using e-mail and the Internet. No typing required.
(NOT APPLICABLE TO A.A. DEGREE)

COMPUTER 051AB

Word Processing

1.0 Unit

Slow-paced hands-on continued skill building in word processing. Includes form letters envelopes, borders. Typing required.

(NOT APPLICABLE TO A.A. DEGREE)

ADVISORY: Computer 050

COMPUTER 055AB

Spreadsheets 1

1.0 Unit

Slow-paced hands-on introduction to spreadsheets for home or small business use. No typing required. (NOT APPLICABLE TO A.A. DEGREE)

ADVISORY: Computer 050AB

COMPUTER 058AB

Easy Windows Basics

1.0 Unit

An overview of basic Windows operations. Students will quickly begin using windows features to open and close programs, save files, organize data, customize the desktop, explore Multimedia, and use communications.

(NOT APPLICABLE TO A.A. DEGREE)

COMPUTER 060AB

Database 1

1.0 Unit

Slow-paced hands-on introduction to database. Store, find, and sort data for home or small business use. No typing required.

(NOT APPLICABLE TO A.A. DEGREE)

ADVISORY: Computer 050AB

COMPUTER 065AB

Word Processing Projects 1

1.0 Unit

Reinforce basic word processing skills. Complete business-like projects on computer. Typing required. (NOT APPLICABLE TO A.A. DEGREE)

ADVISORY: Computer 050AB

COMPUTER 066AB

Spreadsheet Projects 1

1.0 Unit

Reinforce basic spreadsheet skills. Complete business-like projects on computer. (NOT APPLICABLE TO A.A. DEGREE)

ADVISORY: Computer 055AB

COMPUTER 067AB

Database Projects 1

1.0 Unit

Reinforce basic data base skills. Complete business-like projects on computer. (NOT APPLICABLE TO A.A. DEGREE)

ADVISORY: Computer 060AB

COMPUTER 075AB

Easy Graphics

1.0 Unit

Slow-paced, hands-on introduction to drawing on the computer and placing pictures in business cards, letterhead, award certificates, flyers and greeting cards. (NOT APPLICABLE TO A.A. DEGREE)

COMPUTER 077AB**Easy Scanning****1.0 Unit**

Scan pictures and 3-D objects; insert images into flyers, e-mail messages, and more. (NOT APPLICABLE TO A.A. DEGREE)

COMPUTER 078AB**Easy CorelDRAW****1.0 Unit**

Slow-paced, hands-on introduction to using CorelDRAW to create illustrations containing text, objects, and special effects. (NOT APPLICABLE TO A.A. DEGREE)

COMPUTER 080AB**Introduction to the Internet****1.0 Unit**

A slow-paced "hands-on" introduction to the computer and the Internet, including terminology, operation, and navigation on the Internet and e-mail using Microsoft® Internet Explorer. Intended for beginning students. (NOT APPLICABLE TO A.A. DEGREE)

COMPUTER 085AB**Easy E-mail****1.0 Unit**

Slow-paced, hands-on approach to creating, sending, and organizing your e-mail including attachments. Intended for beginning users of e-mail. (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 101**AppleWorks/ClarisWorks Short Course****1.0 Unit**

Learn the basics of word processing, database, spreadsheets, drawing, and painting—all in a single program. ADVISORY: Typing experience helpful

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**

Introduction to learning to touch-type on the computer. Good for personal or business use. *Transfer Credit: CSU*
ADVISORY: Concurrent enrollment in OAC 305AD is recommended

COMPUTER 107B**Keyboarding on Computer 2****1.5 Units**

Develop your typing speed and accuracy. Learn to type simple letters, memos, and more. For personal or business use. *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 wpm

COMPUTER 109AB**Keyboarding Speed and Accuracy****1.0 Unit**

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 wpm

COMPUTER 110**Introduction to MacIntosh****1.5 Units**

This is a hands-on introductory course to the MacIntosh Operating System. This course will cover, using the operating system, customizing your computer environment, backing up, and using utilities to maintain your computer in a healthy state. *Transfer Credit: CSU*

COMPUTER 112**Introduction to Graphics Using Canvas****3.0 Units**

This course provides the foundation for more advanced graphics classes, offering instruction in both raster and vector (paint and draw) environments, an introduction to layers, Bezier curves, creation of textures, the use of clip art, and use of a scanner and digital camera. Adobe Photoshop, Adobe Illustrator, and other graphic packages are used. Students work from previously prepared photos and clip art but will use some of their own photos as well. *Transfer Credit: CSU*

ADVISORY: Computer 110

COMPUTER 113**Desktop Publishing 1: MacIntosh****3.0 Units**

This course provides the foundation in desktop publishing that students will need in the workplace. The course includes creating flyers, invoices, catalogs, and brochures; it also includes designing mastheads, handling in-line graphics, using printer's crop marks, and creating newsletters. Major features of the course include text and graphics incorporation from other programs, page layout, printing, and style sheets. Students will create new projects weekly. *Transfer Credit: CSU*

PREREQUISITE: Computer 110

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**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 multilayered 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

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 123

Web Graphics

1.5 Units

This course will introduce the concept of Web graphics. Learn about the Web file formats, low-bandwidth graphics, browser-safe colors, and transparent artwork for the Web.
ADVISORY: Computer 171A

COMPUTER 130

Microsoft Publisher 98

3.0 Units

Learn to create electronic publications that could be used to create a Web site for a small business. This hands-on course using Microsoft Publisher 98 to design, build, edit and enhance publications includes creating brochures, pamphlets, forms, newsletters, mail-outs and electronic publications.
ADVISORY: Computer 100, 146, 147, 155 and keyboarding skills at 25 wpm

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 Law 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, spell checker, thesaurus, headers and footers, footnotes, endnotes and Grammatik. *Transfer Credit: CSU*
ADVISORY: Typing speed of 20 wpm

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

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

COMPUTER 148A

Microsoft Word 97/Long Documents

1.5 Units

Intermediate Microsoft Word 97 for students who will be preparing long documents. Topics include merging documents, creating multiple page documents, manipulating text within and between documents, creating headers and footers, creating footnotes and endnotes, page and section numbering, using find and replace, advanced editing techniques, enhancing documents with special features, creating master and sub-documents, selecting and utilizing binding options, paper selection and special projects.
ADVISORY: Completion of Computer 147

COMPUTER 148B**Microsoft Word 97/Graphics****1.5 Units**

For students who will be preparing documents containing graphics, WordArt, drawings, tables, and charts. Use of the Internet and Word 97 topics are covered.

ADVISORY: Completion of Computer 147 or instructor approval

COMPUTER 148C**Microsoft Word 97/Power Word****1.5 Units**

Intermediate Microsoft Word 97. Students will learn to use and create templates and styles to create letterheads, fax cover sheets, memos, resumes, business cards, pleading paper, announcements, brochures, Web pages, and newsletters. Other topics include creating and editing outlines, designing fill-in forms, creating a table of authorities, using Document Mapping, and sorting and selecting data sources and other documents.

ADVISORY: Computer 147

COMPUTER 149**Word Desktop Publishing****3 Units**

Expand your basic Microsoft Word 2000 skill by learning to use clipart, WordArt, symbols, decorative fonts, Microsoft Draw, borders and shading, text boxes, watermarks, and templates. Import digital photos, photo images, and clipart. Understand the desktop publishing process. Learn how to use a scanner, laser printer, and color printer. Design letterheads, labels, envelopes, business cards, compact disc covers, personal calendars, stationery on standard and odd-sized paper, certificates, flyers, brochures, newsletters, name badges, Web pages, PowerPoint documents, and greeting cards. *Transfer Credit: CSU*

ADVISORY: Computer 107A and Computer 107B or Computer 109AB or Typing Speed of 35 wpm or higher and Computer 147

COMPUTER 150**Microsoft Office Professional 1****3.0 Units**

An introduction to Office 2000 Premier Edition applications—Microsoft Word, Excel, Access, PowerPoint, and Outlook. This hands-on course includes projects that feature integrating data between applications to form documents.

Transfer Credit: CSU

ADVISORY: Computer 104

COMPUTER 151**MS Office Professional—Level 2****3.0 Units**

Hands-on continuation of Microsoft Office 2000 Premier Edition with emphasis on Microsoft Office applications Front Page (Web Page Editor) and PhotoDraw 2000 (Graphic and Photo Editor). Continued exploration of collaborative documents created with Word, Excel, PowerPoint, and Access. Includes e-mail, mail merging, sound, video clips, printers, and macros.

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 wpm

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 156**Windows 95 to Windows 98 Upgrade****1.5 Units**

Upgrading from Windows 95 to Windows 98 operating system. Designed not to teach the basic Windows 95/98 concepts but rather the differences between the two operating systems. Emphasis on the new and improved features of Windows 98, productivity, disk maintenance, a docucentric desktop, information sharing between programs, hardware management and customized work environments.

ADVISORY: Computer 100, 155 and keyboarding skills at 25 wpm

COMPUTER 157**Windows 98****3.0 Units**

A beginning through intermediate level, step-by-step, hands-on course, learning to use the Windows 98 operating system. Topics include new and improved features of Windows 98, productivity, disk maintenance, a docucentric desktop, information sharing between programs and a networked neighborhood, hardware management, and customized work environments.

This course will include using the Internet to exchange mail and news and using FrontPage Express to explore and create a simple Web page.

ADVISORY: Computer 100 and 155 and keyboarding skills at 25 wpm

COMPUTER 160**GIS (Geographic Information Systems) for Business****3.0 Units**

An introduction to Geographic Information Systems as it applies to everyday business applications. Learn how to use data that is related spatially to make good business decisions. Utilize basic GIS systems, operating assumptions, and methodology that include automated map making and data bases.

ADVISORY: Computer 157 and keyboarding skills at 25 wpm

COMPUTER 165**Web Design Components****3.0 Units**

Learn how to add glamour and drama to your Web site with digital images that have either been scanned with a scanner or captured with a digital camera. Included will be lighting techniques, tools for sharpening your images, and editing techniques. Learn how to crop your photo, to add color to your black-and-white or sepia tone photos, and to use photo finishing software.

ADVISORY: Computer 168A or Computer 171A and keyboarding skills at 25 wpm

COMPUTER 167**Application Development****3.0 Units**

A self-paced class that teaches the basics of application development.

Includes using the Toolbox, setting controls, changing properties, using the command button and creating and using sub-procedures using Visual Basic for Applications.

PREREQUISITE: Computer 171A and 171B

ADVISORY: Keyboarding skills at 25 wpm

COMPUTER 168A**(Formerly Computer 168)****FrontPage Web Page Design I****3.0 Units**

A beginning through intermediate level, step-by-step, hands-on course. Learn to use MS FrontPage Editor for Web page design. Emphasis include using templates, WebBot components, Web page design criteria, using tables, hypertext links, frames, interactive HTML forms and forms handlers, and image maps. Schedule Description: A beginning through intermediate level, step-by-step, hands-on course. Learn to use MS FrontPage Editor for Web page design. Projects include using templates, forms frames, and graphics and creating a Web site.

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: CSU*
 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: CSU
 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 wpm

COMPUTER 174A**(Formerly 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: CSU*
 ADVISORY: Computer 170, 171B and keyboarding skills at 25 wpm

COMPUTER 174B**JavaScript 2****3.0 Units**

A continuation of JavaScript for Non-Programmers, this is a comprehensive hands-on coverage of both client and server side JavaScripting. Individuals learn to create interactive and dynamic user interfaces and integrate databases with Web sites.
 ADVISORY: Computer 174A 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 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 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 177**Access for E-commerce****3.0 Units**

Access for e-commerce is a hands-on course designed for Web developers to create Web sites that can display, insert, update, and delete data from a database such as Access. A data-driven Web site can be posted to a computer with Personal Web Server or to the internet. Features three programming appendices: Java, ActiveX, and Microsoft Visual Studio Suite.
 ADVISORY: Computer 165, Computer 166 and Computer 174A and keyboarding skills at 25 wpm

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 183**Multimedia Authoring 1****1.5 Units**

This course will explore multimedia authoring. Students will learn those concepts essential to the authoring process. The various authoring metaphors will be addressed, and students will utilize the most popular authoring software packages. This course will emphasize the "nuts and bolts" of building multimedia within specific authoring packages.
 ADVISORY: Computer 181

COMPUTER 184**Multimedia Authoring 2****1.5 Units**

This course will discuss the primary topics related to multimedia authoring. The most popular authoring software packages will be utilized; however, the course will go beyond the software and focus on multimedia authoring and development. Topics will include content development, interactivity design, and scripting.

ADVISORY: Computer 183

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

COMPUTER 187**Multimedia Team Design****1.5 Units**

This course will discuss the development of a multimedia project from inception to completion. Topics include the scope of a project, platform issues, selection of media, interface design, team members, contract issues, project integration, copyright issues, and assessment.

ADVISORY: Computer 183 or Computer 184

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 193**Digital Color****1.5 Units**

This course introduces the principles of digital color as it pertains to color management systems, color models, calibration, service bureaus, image scanning, digital prepress, the print process, and in the creation of successful digital color screen or print publications.

COMPUTER 195**Strategic Internet Marketing****1.5 Units**

Use the internet as a competitive weapon! Learn strategies for using the internet to successfully market your products and services. Includes proven techniques for planning and implementing your own internet marketing strategy. Use expert advice to make enlightened decisions for implementing your own marketing plan.

ADVISORY: Computer 157 and keyboarding skills at 25 wpm

COMPUTER 196**Starting Your Own Internet Business****1.5 Units**

Learn how to successfully plan an e-commerce business. Obtain expert advice on how to avoid the common mistakes that many others have made and how to get your site noticed. This course includes writing a formal business plan.

ADVISORY: Computer 157 and keyboarding skills at 25 wpm

COMPUTER 199A**Software Topics—Macromedia Dreamweaver****3.0 Units**

To be competitive, Web site developers need to stay current in the newest Web technology tools. Learn to use Macromedia Dreamweaver 3.0 to produce visually appealing Web sites with concise editable code while allowing you to use the most advanced features seen on the Web today. **ADVISORY:** Computer 171A and Computer 171B

COMPUTER 199B**Software Topics—Macromedia Fireworks****3.0 Units**

To be competitive, Web site developers need to stay current in the newest Web technology tools. Learn to use Macromedia Fireworks to produce Web-ready animations.

ADVISORY: Computer 171A and Computer 171B

COMPUTER 199C**Software Topics—Macromedia Flash****3.0 Units**

To be competitive, Web site developers need to stay current in the newest Web technology tools. Learn to use Macromedia Flash 4.0 to produce Web-ready animations.

COMPUTER 199D**Software Topics—Macromedia Director****3.0 Units**

To be competitive, Web site developers need to stay current in the newest Web technology tools. Learn to use Macromedia Director 7.0 with Shockwave to produce Web-ready movies and animations. You will also learn the basics of Lingo, the program's powerful object-oriented scripting language.

COMPUTER 200**Active Server Pages (ASP)****3.0 Units**

Active Server Pages (ASP) is a hands-on course designed for Web developers to generate server-side Web applications with browser-neutral content. Includes MS Internet Information Server, ASP, IIS object model, and the objects it comprises.

ADVISORY: Keyboarding skills at 25 wpm

COMPUTER 201**Desktop Publishing Internship****1.5 Units**

Students will work within the identified college departments or a local business, creating business cards, flyers, brochures, graphics, logos, newsletters, and performing other desktop publishing or prepress duties.

COMPUTER 202**ColdFusion****3.0 Units**

ColdFusion is a popular Web server and development environment. ColdFusion will encompass simple database-query applications and move to full-featured electronic-commerce systems. Included are ColdFusion tools, ColdFusion Markup Language (CFML), SQL, and the Verity search language.

COMPUTER 203**Managing Web Teams****1.5 Units**

This course will introduce participants to the unique supervisory issues of identifying, motivating, and organizing creative/technical people. Students will learn how to build effective creative teams to meet departmental and company objectives.

COMPUTER 205**Web Marketing****1.5 Units**

This course introduces participants to Internet marketing, as it relates to promoting Web sites for commerce. Students learn how to develop Web marketing skills and research techniques that companies use to increase commerce on the Internet. Students examine how the Internet is integrated into the marketing plan of a company, procedures that are necessary to advertise Web sites effectively, and issues concerning secure electronic payment systems.

COMPUTER 207

Web Security

1.5 Units

This course will discuss the various topics important to Web and to general network security. It will cover basic client environment security, server-side security, firewalls, Java and CGI script security and security as it relates to transporting information via the Web. The class is designed for those concerned about security on the Web or a network and for those who manage the Web for an organization.

COMPUTER 210

Introduction to PowerCADD

3.0 Units

This course presents the fundamentals of the program PowerCADD, the premier two-dimensional Computer-Aided Drafting and Design program for the Power MacIntosh. The student will be able to create projects ranging in difficulty from simple to more complex designs. Wild Tools, a program integrated with PowerCADD, providing some of the most advanced vector tools available, is included in the instruction.

ADVISORY: Computer 110 and 112

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, Adobe 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

INFORMATION TECHNOLOGY— 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

INFORMATION TECHNOLOGY— COMPUTER SERVICES TECHNOLOGY

COMPUTER SERVICES TECHNOLOGY 102

Cabling—Copper

1.5 Units

Indepth 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

3.0 Units

Indepth 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 115

(Formerly Computer Services Technology 120)

PC Preparation for Networks

3.0 Units

Study of MS-DOS commands and Windows 95 user interface including DOS directory structure memory utilization, TSR's, batch files, device drivers, hardware configuration and Windows 95 menus, configuration, shortcuts and simple user tools and terminology to provide 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 116

(Formerly Computer Services Technology 125)

PC Hardware

3.0 Units

Indepth study of the components found in IBM compatible personal computers with emphasis on 386 and 486 computer configurations. Investigation of computer buses, 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.

ADVISORY: Computer Services Technology 115

COMPUTER SERVICES TECHNOLOGY 117**A + Hardware Certification****3.0 Units**

Hands-on advanced computer hardware course that provides information in preparation for the A+ industry certification exams including configuration, installations and upgrading, diagnosis, repair, preventive maintenance, interaction with customers and safety.

ADVISORY: Computer Services Technology 116

COMPUTER SERVICES TECHNOLOGY 118**Network +****1.5 Units**

This course covers the OSI model, TCP/IP protocols and addressing, remote connectivity, network security and troubleshooting. This course prepares students to take the CompTIA Network+ certification exam.

Transfer Credit: CSU

ADVISORY: Computer Services Technology 115, 116, and 117

COMPUTER SERVICES TECHNOLOGY 122**Technical Documentation****1.5 Units**

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

COMPUTER SERVICES TECHNOLOGY 126**Netware First Line Support****1.5 Units**

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 115 or knowledge of DOS

COMPUTER SERVICES TECHNOLOGY 128**Introduction to Networking****3.0 Units**

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 115 or concurrent enrollment or successful completion of DOS test

COMPUTER SERVICES TECHNOLOGY 129**Network Administration****3.0 Units**

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 131**Network Needs Analysis, Design and Installation****3.0 Units**

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

COMPUTER SERVICES TECHNOLOGY 133**Network Troubleshooting****3.0 Units**

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 or 150 and 131

COMPUTER SERVICES TECHNOLOGY 134**Network Application and Security Management****3.0 Units**

Hands-on course about Network Application and Security Management using Windows NT and Novell. Topics include Proxy Server, TCP/IP, Licensing, Software Piracy Issues, Disaster Recovery Planning, Viruses, and more.

Transfer Credit: CSU

ADVISORY: Computer Services Technology 129 or 150

COMPUTER SERVICES TECHNOLOGY 135**Networking Essentials****1.5 Units**

This course provides the fundamental connectivity elements needed to succeed in computer networking, including the OSI model, with special emphasis on the Physical, Datalink and Network layers. TCP/IP connectivity, IP Addressing and Subnet Addressing. *Transfer Credit: CSU*

ADVISORY: Computer Services Technology 128

COMPUTER SERVICES TECHNOLOGY 136**WAN Communications****1.5 Units**

This course provides a theoretical look at WAN technologies and services including combining voice and data services, physical layer WAN protocols, data link WAN protocols, higher layer WAN protocols, WAN solutions, and alternative technologies. *Transfer Credit: CSU*

ADVISORY: Computer Services Technology 128, 129 or 151 or 161

COMPUTER SERVICES TECHNOLOGY 140**UNIX System Administration****3.0 Units**

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 or 150

COMPUTER SERVICE TECHNOLOGY 141**Internet Communication Servers****3.0 Units**

Installation, configuration, and general maintenance of various communications servers including Microsoft Internet Information Server, Microsoft Exchange Server, Lynix, and Netscape Servers. This course is designed to give students the hands-on practice of setting up and maintaining servers in a production environment. Schedule Description: Hands-on installation, configuration, and maintenance of communications servers including IIS, Exchange, Lynix, Netscape, and other industry components.

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 5.X Administration****3.0 Units**

NetWare 5.X Administration course provides students with the tools needed to successfully administer a NetWare 5.X network. This hands-on course covers upgrade installation Java console commands, DNS/DHCP servers, Netscape Fast Track Server, Novell Distributed Printer Services and Z.E.N. works.

Transfer Credit: CSU

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

COMPUTER SERVICES TECHNOLOGY 151**NetWare 5.x Advanced Administration****1.5 Units**

In-depth study of the duties of a NetWare 5.x administrator including planning the directory structure, managing the NDS database, configuring time synchronization, managing a diverse network, and tune server performance.

This course covers the material presented in the Novell 5.1X Advanced Network Administration. *Transfer Credit: CSU*

ADVISORY: Computer Services Technology 128 and 150

COMPUTER SERVICES TECHNOLOGY 152**NetWare Design and Implementation 1.5 Units**

Indepth study of the procedures necessary to design a NetWare 5.1X 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 150 and 151 or a working knowledge of NetWare 5.1

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.

ADVISORY: Computer Services Technology 129 or 150, 160, 161, and 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 159**NetWare Update 1.5 Units**

Course provides hands-on experience with the actual upgrade installation, Java console commands, DNS/DHCP servers, Netscape FastTrack Server, Novell Distributed Printer Services, and Z.E.N. works. This is the official Novell 529 course.

ADVISORY: Computer Services Technology 150

COMPUTER SERVICES TECHNOLOGY 160**Windows 2000 Network and OS Essentials 1.5 Units**

This course provides students with the knowledge and skills necessary to perform administration tasks in a single-domain Microsoft Windows 2000-based network. This course is suitable for people with no prior experience in system administration. It is also designed for the needs of those who are on the Microsoft Certified Systems Engineer Windows 2000 Track (MOC Course #1556) *Transfer Credit: CSU*

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

COMPUTER SERVICES TECHNOLOGY 161**Supporting Windows 2000 Professional Server 3.0 Units**

This course is designed to provide the students with the skills to install, configure, maintain, and optimize the Microsoft Windows 2000 Professional and Server operating system. *Transfer Credit: CSU*

ADVISORY: Computer Services Technology 135, 160

COMPUTER SERVICES TECHNOLOGY 162**Microsoft Windows NT Server 3.0 Units**

Indepth 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 135, 160, 161

COMPUTER SERVICES TECHNOLOGY 164**Supporting Windows 98 on Networks 3.0 Units**

Techniques of supporting Windows 98 in a networked environment: installation, troubleshooting, network, interoperability, user profiles, system policies, configuration and customization. Not an introductory Windows 98 course. *Transfer Credit: CSU*

ADVISORY: Computer 155 and Computer Services Technology 128

COMPUTER SERVICES TECHNOLOGY 165**TCP/IP for Microsoft NT 3.0 Units**

Indepth 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 135, 160, and 161

COMPUTER SERVICES TECHNOLOGY 166**Accelerated Update for 2000 3.0 Units**

This course is designed to give students the knowledge and skills necessary to support Microsoft Windows 2000-based networks. This is a performance-based course, designed around the job-related tasks a support professional must perform using new or modified features in the Windows 2000 operating system (MOC course #1560)

ADVISORY: Computer Services Technology 128 and 162

COMPUTER SERVICES TECHNOLOGY 167**Windows 2000 Network Infrastructure 3.0 Units**

This course is designed for professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Windows 2000 Server products.

ADVISORY: Computer Services Technology 161

COMPUTER SERVICES TECHNOLOGY 170**MS Internet Information Server 3.0 Units**

Authorized, hands-on Microsoft Internet Information Server course that covers installation, configuration, and support of the IIS as well as related Intranet connectivity topics. Microsoft course 735.

PREREQUISITE: Computer Services Technology 165.

ADVISORY: Computer Services Technology 161 and 162

COMPUTER SERVICES TECHNOLOGY 172**Microsoft SQL Server 3.0 Units**

Installing, configuring, administering and troubleshooting the Microsoft SQL Server client/server database management system. *Transfer Credit: CSU*

ADVISORY: Computer Services Technology 140, 161, and 162

COMPUTER SERVICES TECHNOLOGY 183**Behind the Web Server 1.5 Units**

This course is designed to give students a basic understanding of the various network components that provide server side support for Web applications.

This hands-on course provides simple setup, configuration, and administration of SQL, IIS, Transaction, Certificate, and Index servers. ADVISORY:

Computer Services Technology 128

COMPUTER SERVICES TECHNOLOGY 201**CISCO Essentials 1.5 Units**

Authorized CISCO level one training course covering OSI model, IP numbering, cabling, topology, and industry specifications.

ADVISORY: Computer Services Technology 128, 135, 154 or 165

COMPUTER SERVICES TECHNOLOGY 201A**CISCO Essentials 3.0 Units**

Authorized CISCO level one training course covering OSI model, IP numbering, cabling, topology, and industry specifications.

ADVISORY: Computer Services Technology 128 and 135

COMPUTER SERVICES TECHNOLOGY 201B**CISCO Essentials Fast Track 3.0 Units**

Authorized CISCO level one training course covering OSI model, IP numbering, cabling, topology, and industry specifications offered in a fast-track format (topics covered are the same as Computer Services

Technology 201A).

COMPUTER SERVICES TECHNOLOGY 202**CISCO Router Configuration 1.5 Units**

Authorized CISCO level two training course covering router setup, protocol, configuration and maintenance.

ADVISORY: Computer Services Technology 201

COMPUTER SERVICES TECHNOLOGY 202A**Routher Configuration 3.0 Units**

Authorized CISCO level two training course covering router setup, protocol,

configuration, and maintenance.

ADVISORY: Computer Services Technology 128, 135, 201A, or 201B

COMPUTER SERVICES TECHNOLOGY 202B

CISCO Router Configuration Fast Track **?? Units**

Authorized CISCO level two training course covering router setup, protocol, configuration, and maintenance offered in a fast-track format (topics covered are the same as Computer Services Technology 202A).

COMPUTER SERVICES TECHNOLOGY 203

CISCO Lan Design **3.0 Units**

Authorized CISCO level three training course covering LAN design, VLAN operations, media, topology, LAN switching, routing, traffic patterns and documentation.

COMPUTER SERVICES TECHNOLOGY 204

CISCO WAN Design **3.0 Units**

Authorized CISCO level four training course covering LAN switching, WAN switching, WAN design, Point-to-Point connectivity, ISDN, and frame Relay.

PREREQUISITE: Computer Services Technology 203

COMPUTER SERVICES 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 Computer Services Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computer Services Technology. *Transfer Credit: CSU*

PREREQUISITE: Be employed or volunteer in the field of Computer Services

Technology 5 hours per week per 1.0 unit of Cooperative Work Experience

COREQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

COMPUTER SERVICES TECHNOLOGY 305

Internship—Campus Hardware **1.5 Units**

This course provides hands-on experience repairing computers, networking components, and hardware related setup components including imaging and addressing. The objective of this course is to teach students to setup the various hardware oriented computer networking labs.

PREREQUISITE: Instructor Approval

ADVISORY: Computer Services Technology 117 and 118 and 150 and 161

COMPUTER SERVICES TECHNOLOGY 306

Internship—Campus CCTC **1.5 Units**

This course provides hands-on experience replacing images, installing NetWare servers and Windows OS, and configuring workstations. The objective of this course is to teach students to set up the various networking labs.

PREREQUISITE: Instructor Approval

ADVISORY: Computer Services Technology 117 and 150 and 161 and 162

COMPUTER SERVICES TECHNOLOGY 307

Internship—Campus CISCO **1.5 Units**

This course provides hands-on experience replacing images, installing Windows OS, removing cabling, setting up hubs, resetting switches and routers. The objective of this course is to teach students to set up the various CISCO labs.

PREREQUISITE: Instructor Approval

ADVISORY: Computer Services Technology 117 and 161 and 204.

COMPUTER SERVICES TECHNOLOGY 360

Windows NT Orientation **1.0 Unit**

Introduction to Windows NT 4.0. Sharing files and printers. Multiple logons at one computer with individualized desktop settings. Sharing programs from an NT server. This is a computer-based, self-study course.

ADVISORY: Experience with Windows or Windows 95

COMPUTER SERVICES TECHNOLOGY 390L

Network Laboratory **0.5 Unit**

Supervised computer lab time on networked IBM PCs for students wishing

additional hands-on practice.

ADVISORY: Concurrent enrollment in a Coastline Computer Services Technology networking class

INTERNATIONAL BUSINESS

INTERNATIONAL BUSINESS 100

Survey of Global Business **3.0 Units**

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 multinational corporations.

Transfer Credit: CSU

INTERNATIONAL BUSINESS 115

Global Marketing **3.0 Units**

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 **1.5 Units**

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 **1.5 Units**

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 **1.5 Units**

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) **0.5 Unit**

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) **0.5 Unit**

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 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 160

International Business Negotiations and Practices **1.0 Unit**

This course outlines cultural, legal, commercial, and regulatory issues relating to conducting business in non-English speaking countries, including a discussion of negotiating strategies in cross-cultural settings. The course will feature an analysis of similarities and differences between bargaining styles in the United States and other countries. Students will participate in a simulated negotiating session during the class.

INTERNATIONAL BUSINESS 173

Introduction to Doing Business in Northern and Central Europe **1.0 Unit**

This course outlines cultural, legal, commercial, and regulatory issues relating to conducting business with Northern and Central Europe, including a discussion of the pattern of business in Northern and Central Europe. The course will discuss the low-context style of communication that predominates in Northern Europe and the impact of Central Europe's reintegration into the International Business Community. Countries include Germany, Switzerland, Austria, Holland, Belgium, Scandinavia, and Central European nations.

INTERNATIONAL BUSINESS 175

Introduction to Doing Business in Mediterranean Europe **1.0 Unit**

This course outlines cultural, legal, commercial, and regulatory issues relating to conducting business with Southern Europe, including a discussion of the pattern of business in the Mediterranean countries. The course will discuss the history of the European Union and its impact on the countries featured. Countries include France, Spain, Portugal, Italy, Greece, and Turkey.

INTERNATIONAL BUSINESS 180

Introduction to Doing Business in Latin America **1.0 Unit**

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 185

Introduction to Doing Business in East Asia **1.0 Unit**

This course outlines cultural, legal, commercial, and regulatory issues relating to conducting business between the United States and China, Taiwan, Southeast Asia, and India. A profile of business practices and case studies of trade and investment transactions in the region will be featured.

INTERNATIONAL BUSINESS 186

Introduction To Doing Business in Korea and Japan **1.0 Unit**

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 190

Introduction to Doing Business in English Speaking Countries **1.0 Unit**

This course outlines cultural, legal, commercial, and regulatory issues relating to conducting business with English-speaking countries, including a discussion of the uniqueness of the pattern of business in the United States, Canada, the United Kingdom, Ireland, Australia, and New Zealand. The course will discuss the heritage of common law as it relates to commerce and the low-context style of communication that predominates in these countries.

INTERNATIONAL BUSINESS 195

Introduction to Doing Business in Africa and the Middle East **1.0 Unit**

This course outlines cultural, legal, commercial, and regulatory issues relating to conducting business between the United States and the countries of the Middle East with emphasis on Israel, Saudi Arabia, Kuwait, and the United Arab Emirates. Business opportunities in Africa, Egypt, South Africa and Nigeria are also studied. Profiles of business practices and case studies of trade and investment transactions in the region will be featured.

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*

PREREQUISITE: Be employed or volunteer in the field of International Business 5 hours per week per 1.0 unit of Cooperative Work Experience
COREQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

ITALIAN

ITALIAN 180

Elementary Italian 1 **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*
ADVISORY: Students who have completed two years of high school Italian with a grade of "C" or better should enroll in Italian 185

ITALIAN 180A

Elementary Italian 1A **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*
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 1B **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*
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 180A

ITALIAN 185

Elementary Italian 2 **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

ITALIAN 185A

Elementary Italian 2A **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

Elementary Italian 2B **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 186AB

Topics in Italian **1.0 Unit**
An intermediate conversational Italian course, using selections of short stories by contemporary Italian authors as vehicles for presenting relevant topics.
PREREQUISITE: Italian 203, 204

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 1 **5.0 Units**
This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Japanese. Early reading and writing skills are introduced, as well as the Japanese customs and culture. *Transfer Credit: CSU; UC credit limitations*
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

Elementary Japanese 1A **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*
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

Elementary Japanese 1B **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*
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

JAPANESE 185

Elementary Japanese 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,

JAPANESE 185A

Elementary Japanese 2A **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 and 180B

JAPANESE 185B

Elementary Japanese 2B

2.5 Units

Advanced beginning course continuing Japanese 185A 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 185A

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 182AB and suggested topics may be selected by students and the instructor. *Transfer Credit: CSU*

ADVISORY: Japanese 180, 180B or 203

JAPANESE 190

Introduction to Japanese Culture and Geography

1.0 Unit

Brief overview in English of the history, geography, economic and political systems and culture of the Japanese people and country.

Transfer Credit: CSU

JAPANESE 195

Survey of the Culture and Geography of Japan

3.0 Units

Study in English of geography and topography, history, socioeconomic and political systems and cultural and religious traditions of Japan.

Transfer Credit: CSU; UC

JAPANESE 203

Japanese Fundamentals 3

2.0 Units

Intermediate course in speaking, understanding, reading and writing Japanese; study of grammar, vocabulary and pronunciation and of customs and culture of Japan.

PREREQUISITE: Japanese 102

JAPANESE 204

Japanese Fundamentals 4

2.0 Units

Advanced intermediate course in speaking, understanding, reading, and writing Japanese; study of grammar, vocabulary and pronunciation and of customs and culture of Japan.

PREREQUISITE: Japanese 203

JAPANESE 399AD

Special Topics

1.0-3.0 Units

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.

PREREQUISITE: Japanese 101, 102, 108AB or 203

KOREAN

KOREAN 180

Elementary Korean 1

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; UC credit limitations

KOREAN 180A

Elementary Korean 1A

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 189. Korean 180A and Korean 180B together comprise Korean 180.

Transfer Credit: CSU; UC credit limitations

KOREAN 180B

Elementary Korean 1B

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; UC credit limitations

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

KOREAN 190

Introduction to Korean Culture and Geography 1

1.0 Unit

Brief overview in English of the history, geography, economic and political systems, and culture of Korea and its people, including an examination of the Korean-American experience, culture, and the socioeconomic impact of Korean immigration in America. *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 supportingly, 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*

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*

LEGAL ASSISTANT

SEE PARALEGAL STUDIES

MANAGEMENT AND SUPERVISION

MANAGEMENT AND SUPERVISION 100

Organization and Management **3.0 Units**

An introduction to organizations and the theory and practice of management.

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
COREQUISITE: 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 videoconference 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.

MANAGEMENT AND SUPERVISION 395

Leadership Skills for Middle Managers

0.5 Unit

Learn methods and procedures for middle managers to "lead from the middle" of the organization, thus implementing appropriate change. Key areas are: determining the effects of change, identification of a sponsor and strategies to gain managerial support. This course includes a special videoconference presentation by Daryl Conner, president of Organizational Development Resources.

MARINE SCIENCE

MARINE SCIENCE 100

Introduction to Marine Science

3.0 Units

A general study of the marine environment. Examines the chemical, biological and geological properties of the sea, the sea as a natural resource and its geopolitical and economic impact. *Transfer Credit: CSU; UC*

MARINE SCIENCE 100L

Marine Sciences Oceanography Laboratory

1.0 Unit

An orientation to marine science research process, techniques, equipment, institutions, and training/education centers. Investigations of physical and chemical properties of the sea, conditions of the air/sea/land interface, review of biological taxonomy and classification, study of longitude, latitude, ocean basin geography and geology. Evaluation of the sea as a physical, chemical biological and recreational resource. Analyses of human efforts to control pollution, manage fisheries and monitor the ocean world.

MARINE SCIENCE 105

Marine Biology

4.0 Units

A study of the marine environment, interaction of species, populations and communities. Taxonomy of marine plants and animals through invertebrates, fish, reptiles, birds and mammals. *Transfer Credit: CSU; UC*

ADVISORY: Marine Science 100

MATHEMATICS

MATHEMATICS 001AD

Mathematics Tutoring

0.5 Unit

This course is coordinated with other Coastline mathematics classes and is designed to improve students' understanding of mathematical concepts and procedures through tutorial assistance. Individual and group review of mathematics topics is based on identified student needs. Students must be referred by their instructor. Open entry throughout the semester. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 002

Mastering the SAT I

2.0 Units

The structure and subject matter of the SAT I will be reviewed in a series

of lectures and interactive discussion sections, with various strategies for approaching different types of questions presented at appropriate points. Three practice tests will be administered and reviewed.

MATHEMATICS 003AD

Basic Mathematics

1.0 Unit

An individualized beginning math program covering addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents. The program also covers ratio and proportions, percentage, square, square root, algebra, and geometry. Students will complete a diagnostic assessment during the first class session. This is an open entry/open exit course. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 004AD

Math Skills

0.5 Unit

An individualized, self-paced, computerized math program designed to develop, improve, or refresh math skills for college placement exams, job placement, or general math usage. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 005

Beginning Mathematics

2.0 Units

Beginning Math involves the fundamental operations of arithmetic and consumer application, including operations on whole numbers, fractions, decimals, percents, descriptive statistics and geometry.

(NOT APPLICABLE TO A.A. DEGREE)

ADVISORY: Take Math Placement Test I

MATHEMATICS 007

Business Mathematics

3.0 Units

Focuses on business applications such as bank services, investments, payroll, business and consumer loans, taxes and insurance, depreciation and financial statements. (NOT APPLICABLE TO A.A. DEGREE)

ADVISORY: Take Math Placement Test I

MATHEMATICS 008

Pre-Algebra

2.0 Units

Review of arithmetic functions and introductory operations of algebra, including real numbers, algebraic expressions, solving equations/inequalities and operations on polynomials with emphasis on factoring polynomials. (NOT APPLICABLE TO A.A. DEGREE)

PREREQUISITE: Mathematics 005—Beginning Mathematics, Mathematics 007—Business Mathematics, or achieve qualifying score on Math Placement Test I

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 080

Math Assessment for Student Success

0.5 Unit

An individualized assessment course to determine current math skill level. Emphasis will be on short term, computerized, prescriptive development in math as preparation for the college math placement text or for pre-employment mastery of math. (NOT APPLICABLE TO A.A. DEGREE)

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 combinations. *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

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. (CAN MATH SEQ B/CAN MATH 18)
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* (CAN MATH SEQ B/CAN MATH 20)
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* (CAN MATH 22)
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 percents. The program also covers ratios and proportions, percentage, square, square root, algebra, and geometry. Students will complete a diagnostic assessment during the first class session.

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*

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 103

Music Cultures of the World **3.0 Units**

This course will give the student an appreciation of the elements of music through recorded or performed examples from each of the continents of the world. Emphasis is given to the music of the Americas, Asia, and Africa and the folk music of Europe as well as the primary composers of the Western classical tradition. Schedule description: A music appreciation course focusing on music from cultures around the world

MUSIC 104

History of Popular Music in America **3.0 Units**

A study of the major popular musical styles of American music from 1840 to the present, with an emphasis on their definition, differentiation, interaction, influence, development, and transformation. Many performers and musical styles will be examined through lectures, demonstrations, and audio or visual presentations.

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*
ADVISORY: Music 110AB

MUSIC 115AD

Community Chorus **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

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

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

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

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*

ADVISORY: Music 151

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*

ADVISORY: Norwegian 101

NORWEGIAN 108AB**Conversational Norwegian 1.0 Unit**

A conversational course using vocabulary and grammar of elementary Norwegian. *Transfer Credit: CSU*

ADVISORY: Norwegian 101

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, Office Automation Careers 100ABC or typing speed of 30 wpm

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 wpm

OFFICE AUTOMATION CAREERS 114

Administrative Procedures and Technology

3.0 Units

This multidisciplinary 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: Office Automation Careers 100ABC, or equivalent of typing speed of 30 wpm and concurrent enrollment in OAC 305AD

OFFICE AUTOMATION CAREERS 124A

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*

OFFICE AUTOMATION CAREERS 124B

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: Computer 107A or 107B or typing speed of 40 wpm

OFFICE AUTOMATION CAREERS 125B

Machine Transcription—Legal

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. Emphasis on legal terminology. *Transfer Credit: CSU*

ADVISORY: Computer 107A or 107B or typing speed of 40 wpm

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: Computer 107A or 107B or typing speed of 40 wpm

OFFICE AUTOMATION CAREERS 126B

Medical Transcription 2

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 advanced medical transcriptionist. *Transfer Credit: CSU*

ADVISORY: Office Automation Careers 126A

OFFICE AUTOMATION CAREERS 214

Advanced Office Administration

3.0 Units

Essentials of office management, organization, decision-making skills, problem-solving, personnel issues emphasizing human behavior, effective interpersonal communications and motivation of employees, office automation, and measurement of office productivity. *Transfer Credit: CSU*

ADVISORY: Office Automation Careers 114 plus 5 years advanced office experience

OFFICE AUTOMATION CAREERS 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 Office Automation Careers 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 Office Automation Careers. *Transfer Credit: CSU*

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

COREQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

OFFICE AUTOMATION CAREERS 305AD

Keyboarding Skills Laboratory

0.5 Unit

An instructor-directed lab for students wishing to build typing speed; type resumes; or complete typing, machine transcription, office procedures or class-related assignments.

ADVISORY: Ability to use an electric typewriter or computer keyboard or concurrent enrollment in an Office Automation Careers machine transcription or office procedures class

OFFICE AUTOMATION CAREERS 390AB

Office Automation Practicum

3.0 Units

Current office automation trends. Exploration into a variety of positions in today's office. Emphasis on identifying necessary skills and attitudes to enter the field of office automation. Includes on-the-job experience in an office environment. (One hour lecture. The student must volunteer or be employed in an office 10 hours per week.)

PARALEGAL STUDIES

LAW 100

Introduction to Paralegal Studies

3.0 Units

Introductory course covering the relationship between paralegals 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

LAW 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: Law 100, 127, and 128 or consent of instructor

LAW 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: Law 105 and 120 or related work experience and permission of instructor

LAW 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: Law 100 and 120

LAW 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: Law 100, 127, and 128

LAW 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: Law 100 or 127, and 128

LAW 125
Federal Civil Practice **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 pretrial 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: Law 100, 120, and 127

LAW 127
Legal Procedures 1 **3.0 Units**
Knowledge and skills required of legal secretaries and paralegals, 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*

LAW 128
Legal Procedures 2 **3.0 Units**
Continuation of LAW 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: Law 127

LAW 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 paralegal employment. *Transfer Credit: CSU*
ADVISORY: Law 100 or Law 127, and 128

LAW 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: Law 100 and 127

LAW 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: Law 100 and 127

LAW 142
Probate Administration/Estate Planning **3.0 Units**
Organization and jurisdiction of the Probate Court; administration of estates, including gift, income, inheritance and estate taxes, estate litigation and will contests. Preparation of wills, disposition of property other than by will, intestate succession, review of probate avoidance mechanisms, trusts and tax planning.
ADVISORY: Law 100 or Law 127

LAW 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: Law 100 or Law 127 and 128

LAW 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.

LAW 150
Corporate/Business Organizations **3.0 Units**
Introduction to corporations (general, subchapter S, professional and nonprofit), 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: LAW 100 and 128

LAW 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: LAW 100, 127, and 105

LAW 160**Civil Trials and Evidence****3.0 Units**

Learn principles of preparing a civil case for trial, including preparation of the trial brief, trial notebook, pretrial 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: Law 105, 120, and 128 or consent of instructor

LAW 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 paralegals. *Transfer Credit: CSU*
 ADVISORY: Law 100

LAW 166**Constitutional Law****2.0 Units**

An overview of the interpretation of the constitutional articles and amendments, exploring the three branches of the federal government and the articles that created them and control their functioning. This course will also examine the individual's rights in society and the Supreme Court decisions interpreting individual rights.
 ADVISORY: Law 100, 118, and 105 or Law 125

LAW 167**Legal Ethics****1.0 Unit**

Examine and evaluate the regulation of lawyers and paralegals and the unauthorized practice of law. Review the types of ethical dilemmas students may face in the work force; the ethical rules developed by the American Bar Association and the methods for researching answers.
 ADVISORY: Law 100 and 105 or Law 125

LAW 168**Administrative Law****3.0 Units**

Learn basic concepts of administrative law and procedure in federal and state agencies, formal and informal advocacy techniques, administrative delegation of power, rule making, agency discretionary powers, remedies and judicial review and agency operation, adjudication, hearing preparation and appeals.
 ADVISORY: Law 100

LAW 169**Military Law****3.0 Units**

An overview of the law and the relationship between military and civilian law, including the Constitution, treaties, federal court opinions, courts martial, civil and criminal, administrative details, international law, investigation, and release of information.
 ADVISORY: Law 100, 105, 125, and 120

LAW 170**Computer Applications for the Paralegal****3.0 Units**

This course is designed to acquaint paralegals with basic computer use, including software programs utilized by attorneys (word processing, spreadsheets, document databases), law-related public databases, non-law public databases, systems management, research, time and billing, and state-of-the-art applications.
 ADVISORY: Law 100 and keyboarding skills at 30 wpm

LAW 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 Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. *Transfer Credit: CSU*

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

COREQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

LAW 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 paralegal instructors. Students will interview clinic clients, prepare and monitor client files, set up interview schedules and perform various management duties relating to clinic operations. Students will examine and evaluate the regulation of lawyers and paralegals and the unauthorized practice of law.

ADVISORY: Law 100 and 127 or permission of instructor

PERSIAN

PERSIAN 180A**Elementary Persian 1A****2.5 Units**

Introduction to Persian language, culture, and thought with emphasis upon listening, comprehension, speaking, reading, and basic writing skills. Students will become acquainted with fundamental sounds, forms, structures, and writing patterns of Persian and will be aware of the cultural and linguistic backgrounds of Farsi speakers throughout the world. Persian 180A is equal to the first half of Persian 180. *Transfer Credit: CSU*

PERSIAN 180B**Elementary Persian 1B****2.5 Units**

Continued elementary course in the fundamentals of speaking, listening, reading, and writing Persian to achieve simple mastery of production, perception and comprehension. Study of grammar, vocabulary, pronunciation, literature, the media, customs and culture of Persian-speaking countries. Persian 180B is equivalent to the second half of Persian 180. Persian 180A and 180B are equivalent to Persian 180.

Transfer Credit: CSU

ADVISORY: Persian 180A or equivalent competency

PHILOSOPHY

PHILOSOPHY 100**Introduction to Philosophy****3.0 Units**

An introduction to the main ideas, methods, and problems of philosophy. Topics will include the nature of philosophy and reality, human nature, Determinism and free will, relationship between mind and body, God, sources of knowledge, personal and social ethics. Multicultural and feminist issues are woven into traditional Western material, including contributions from India (Hinduism and Buddhism), China (Confucianism), and Japan (Zen Buddhism) among others. *Transfer Credit: CSU; UC (CAN PHIL 2)*

PHILOSOPHY 112**Survey of Modern Philosophy****3.0 Units**

Survey of modern thought, Renaissance to present, including: Galileo, Bruno, Spinoza, Descartes, Hobbes, Locke, Hume, Kant, Hegel, Comte, Wittgenstein, Nietzsche, Kierkegaard, Sartre, Camus, Freud and Jung; liberalism, idealism, positivism, romanticism, existentialism.

Transfer Credit: CSU; UC

PHILOSOPHY 115**Logic and Critical Thinking****3.0 Units**

The elements of logic and semantics (cogent and fallacious reasoning), deductive and inductive proofs, accurate use of language, analogy, definition and clarity and precision of expression; effect on advertising, politics, religion, managing the news and textbooks; managing world views: indoctrinating, commodities, censorship, distorting history, gulf between theory and practice.

Transfer Credit: CSU; UC (CAN PHIL 6)

PHILOSOPHY 120

From Ethics to Making Moral Choices

3.0 Units

A comprehensive look at the major ethical and moral issues of today. *Transfer Credit: CSU; UC*

PHILOSOPHY 135

Existentialism

3.0 Units

The philosophy of existentialism as expressed by Kierkegaard, Nietzsche, Heidegger, Jaspers, Sartre, Merceur, etc. and its impact upon literature, religion and psychiatry. *Transfer Credit: CSU; UC*

PHILOSOPHY 140

Business Ethics

3.0 Units

The elements of moral reasoning in business, moral responsibility and corporations, moral issues in business, workers' rights—employment, wages, unions and whistle blowing—discrimination, affirmative action, reverse discrimination, marketing, truth and advertising, trade secrets, insider information, corporate disclosure, computers, ethics and business, professions, business and ethical codes of conduct.

Transfer Credit: CSU; UC

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 competency

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

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 I

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 competency

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 multidimensional 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 competency

PHYSICAL EDUCATION 117**Tai Chi Chuan 3****1.0 Unit**

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 competency

PHYSICAL EDUCATION 120**Swimming****1.0 Unit**

Fundamental skill and coordination development leading to successful performance. *Transfer Credit: CSU; UC*

PHYSICAL EDUCATION 123**Lifesaving****1.0 Unit**

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****2.0 Units**

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—1.0 Unit

Fundamentals of tennis including rules, equipment, footwork, strokes and general playing skill development. *Transfer Credit: CSU; UC*

PHYSICAL EDUCATION 137**Tennis 2****1.0 Unit**

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 competency

PHYSICAL EDUCATION 138**Tennis 3****1.0 Unit**

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 competency

PHYSICAL EDUCATION 140AB**Golf 1****1.0 Unit**

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****1.0 Unit**

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 competency

PHYSICAL EDUCATION 147**Volleyball 1****1.0 Unit**

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****1.0 Unit**

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 competency

PHYSICAL EDUCATION 150**Ski Conditioning****0.5 Unit**

An exercise program designed to prepare students for skiing. Course includes proper warm-up techniques, calisthenics and aerobic conditioning. *Transfer Credit: CSU; UC*

PHYSICAL EDUCATION 152**Skiing****1.0 Unit**

A basic skiing course for all level skiers. Course includes preparation, skill and technique development and on-the-slopes practice. Students must furnish own equipment and transportation for field trips.

Transfer Credit: CSU; UC

PHYSICAL EDUCATION 164**Bicycling****0.5 Unit**

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

Student must furnish own bicycle

PHYSICAL EDUCATION 172AB**Karate 1****2.0 Units**

Fundamentals of karate, including preparation/conditioning, balance, flexibility and development of skills and techniques.

Transfer Credit: CSU; UC

PHYSICAL EDUCATION 173AB**Karate 2****2.0 Units**

Advanced techniques in karate leading toward a black belt ranking.

Transfer Credit: CSU; UC

ADVISORY: Physical Education 172AB

PHYSICAL EDUCATION 190**Physiology of Exercise****2.0 Units**

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 1****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 2****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

POLISH

POLISH 101**Fundamentals of Polish 1****2.0 Units**

Beginning course in speaking, understanding, reading and writing Polish; study of grammar, vocabulary and pronunciation of the language and examination of customs and cultures of Poland and Polish-speaking communities. *Transfer Credit: CSU*

POLISH 102**Fundamentals of Polish 2****2.0 Units**

Advanced beginning course in speaking, understanding, reading and writing Polish; 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: Polish 101 or equivalent competency

POLITICAL SCIENCE

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*

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 1****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*

PORTUGUESE 102**Fundamentals of Portuguese 2****2.0 Units**

Advanced 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 competency

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 competency

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 (CAN PSYCH 2)

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 biofeedback 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 competency

PSYCHOLOGY 150AB

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 toileting 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*

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*

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 topic of school readiness. Parents and preschoolers participate in music and art activities. Curso para padres de habla hispana y sus hijos en edad pre-escolar (entre dos y medio y cinco y medio años). Symposium y plactica para padres. Actividades preparativas en actitudes escolares, artisticas, y musicales para padres e hijos. Bring proof of children's ages. Must be competent in Spanish language. Trae certificado de nacimiento o de bautismo para hijos. Trae almuerzo. *Transfer Credit: CSU*

PSYCHOLOGY 158AB

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

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 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

Investigates the lifespan of adults—career choices and changes, marriage, relationships, family issues, aging parents, and retirement. Explores the potential for longer, healthier lives with opportunities and challenges for retirees and the elderly. *Transfer Credit: CSU; UC credit limitations*

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 competency

PURCHASING 104

Cost/Price Analysis 3.0 Units

This course covers the principles of cost/price analysis including labor estimating, manufacturing overhead, and material costs. Forecasting and application of the pricing curve are addressed through a group project.

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. Transportation, OSHA, EPA, HAZMAT, EDI, Terms and Conditions, Partnerships, and Warranties are covered. *Transfer Credit: CSU*
ADVISORY: Purchasing 101 and 102 or equivalent competency

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 competency

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

COREQUISITE: 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 competency

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 competency

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, ultrasonic 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 competency

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 competency

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, nonconforming 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*

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 competency; familiarity with industrial/commercial/aerospace software application

QUALITY ASSURANCE 120

Bio-Medical Statistics

3.0 Units

ADVISORY: Basic math skills, precalculus. The course will cover the fundamentals and basic principles of Basic Statistics as applied to the Bio-Medical field. Topics will include basic consideration in the design of clinical trials, measurements, generating and gathering data. Statistical issues in product development and product life cycle testing
ADVISORY: Intermediate algebra or equivalent competency

QUALITY ASSURANCE 122

Introduction to Quality Assurance and ISO 9000

3.0 Units

The course will cover the fundamentals and basic principles of Bio-Medical Quality Assurance. Topics will include QA system design, economic models for QA, statistical methods in QA. Guidelines to obtain ISO 9000 certification and the Baldrige award criteria. QA in the biomedical services industry.

QUALITY ASSURANCE 124

Introduction to Statistical Process Control

3.0 Units

The course will cover the fundamentals and basic principles of Statistical Process Control (SPC). Topics will include SPC methodology, design of Control Charts, use of Control Charts for variable/attribute data, maintenance of control charts. What SPC can't do, things to watch out for.
ADVISORY: Intermediate algebra or equivalent competency

QUALITY ASSURANCE 126**Bio-Medical Devices Principles and Operation 3.0 Units**

The course will cover the operation and basic principles of key Bio-Medical and clinical laboratory devices and instrumentation. Topics covered will include the non-invasive measurement of sound, pressure, flow, heat, and biopotentials. An overview of chemical and electrochemical bio-sensors, Tomography, PET, and X-Ray. The design of an intrinsically safe man machine interface for a hospital environment.

ADVISORY: Intermediate algebra or equivalent competency

QUALITY ASSURANCE 128**Bio-Medical Reliability and Management 3.0 Units**

The course will cover the reliability issues in the Bio-Medical industry. Topics covered will include product and instrument manufacturing and reliability. The maintenance of instruments and product warrantability. Time to failure and its affect on reliability. Reliability improvement and Management.

ADVISORY: Intermediate Algebra or equivalent competency

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

COREQUISITE: 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.

QUALITY PRODUCTION PLANNING

QUALITY PRODUCTION PLANNING 130**Aerospace Process and Production Planning 3.0 Units**

Introduction to concepts of aerospace production planning. Emphasis on technical skills required in creating planning work orders efficiently to meet quality standards. *Transfer Credit: CSU*

ADVISORY: Quality Assurance 106

QUALITY PRODUCTION PLANNING 132**Aerospace Production Assembly Planning 1 3.0 Units**

Engineering drawing analysis and technical skills in researching standard requirements used in creating practical work sequenced assembly orders. The fundamentals of assembly planning in regard to planning logic.

Transfer Credit: CSU

ADVISORY: Quality Production Planning 130

QUALITY PRODUCTION PLANNING 134**Aerospace Production Assembly Planning 2 3.0 Units**

Completing and maintaining production planning assembly work orders including preparation of tool orders and detail parts control.

Transfer Credit: CSU

ADVISORY: Quality Production Planning 132

QUALITY PRODUCTION PLANNING 135**Fabrication Planning 1 3.0 Units**

Engineering drawing analysis and technical skills in researching standard requirements used in creating work sequenced fabrication orders. The fundamentals of fabrication equipment in regard to planning logic for work order preparation. *Transfer Credit: CSU*

ADVISORY: Quality Assurance 106 and Quality Production Planning 130

QUALITY PRODUCTION PLANNING 137**Fabrication Planning 2 3.0 Units**

Engineering drawing analysis and manufacturing techniques of metal forming, braking and tube bending in regard to planning logic for fabrication work order preparation. *Transfer Credit: CSU*

ADVISORY: Quality Assurance 106 and Quality Production Planning 135

QUALITY PRODUCTION PLANNING 139**Principles of Metallurgy 3.0 Units**

An elementary course describing the relationship between microstructure, composition, heat and mechanical treatment and physical properties of metal and alloys; their relationship to design, machining, welding and fabrication.

Transfer Credit: CSU

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*

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. Continuing Education Credit offered by the California Community College Real Estate Education Center *Transfer Credit: CSU*
ADVISORY: Real Estate 100

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

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

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

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. Continuing Education Credit offered by the California Community College Real Estate Education Center.
Transfer Credit: CSU
ADVISORY: Real Estate 100

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 165

Computer Skills for Real Estate

1.5 Units

There is a need in the real estate field for students to be aware, be informed, and have an understanding of use of computers to access information on sales, listings, MLS, financial analysis, financing, presentations, and marketing. This knowledge is important for the real estate professionals to be able to better serve the needs of their clients as well as their own.
Transfer Credit: CSU
ADVISORY: Real Estate 100

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
COREQUISITE: 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 studied with 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: an overview of all major world 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 70 C.E. 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 1 5.0 Units
 Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing.
Transfer Credit: CSU; UC credit limitations

RUSSIAN 180A

Elementary Russian 1A 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*

RUSSIAN 180B

Elementary Russian 1B 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*
 PREREQUISITE: Russian 180A

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 competency

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. Describes 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 (CAN SOC 2)*

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 060

Practical Spanish, Beginning

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

Practical Spanish, Continuing

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 180

Elementary Spanish 1

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 (CAN SPAN SEQ A)*
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

Elementary Spanish 1A

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 customs and cultures 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 (CAN SPAN SEQ A)*
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

Elementary Spanish 1B

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*
ADVISORY: Spanish 180A or equivalent competency

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 competency

SPANISH 183

Review of Elementary Spanish

1.0 Unit

This course is designed to improve the student's fundamental ability to both comprehend and communicate through writing in basic Spanish. A review of vocabulary and grammar will be provided through interactive lessons. Videos in Spanish will be included to continue development of listening and reading comprehension skills.
PREREQUISITE: Spanish 180 or Spanish 180A and Spanish 180B
ADVISORY: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in Spanish 185

SPANISH 185

Elementary Spanish 2

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 (CAN SPAN SEQ A)*
ADVISORY: Spanish 180, 180B, or equivalent competency

SPANISH 185A**Elementary Spanish 2A****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

ADVISORY: Spanish 180, 180B, or equivalent competency

SPANISH 185B**Elementary Spanish 2B****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 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 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

ADVISORY: Spanish 185A or equivalent competency

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 competency

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 260**(Formerly Spanish 160)****Spanish for Spanish Speakers****5.0 Units**

Spanish 260 is designed to address the particular linguistic needs of the Spanish-English population who speaks the Spanish language but needs formal instruction in the language. Emphasis is placed on improving the Spanish communications skills of formal oral expression, grammar, reading and composition. The course explores the Hispanic culture through an introduction to Hispanic readings, plays, music and film. Conducted primarily in Spanish.

ADVISORY: Spanish 160

SPANISH 260A**(Formerly Spanish 160A)****Spanish for Spanish Speakers****2.5 Units**

Spanish 260A is designed to address the particular linguistic needs of the Spanish-English population who speaks the Spanish language but needs formal instruction in the language. Emphasis is placed on improving the Spanish communications skills of formal oral expression, grammar, reading and composition. The course explores the Hispanic culture through an introduction to Hispanic readings, plays, music and film. Conducted primarily in Spanish.

SPANISH 260B**(Formerly Spanish 160B)****Spanish for Spanish Speakers****2.5 Units**

Spanish 260B is designed to address the particular linguistic needs of the Spanish-English population who speaks the Spanish language but needs formal instruction in the language. Emphasis is placed on improving the Spanish communications skills of formal oral expression, grammar, reading and composition. The course explores the Hispanic culture through an introduction to Hispanic readings, plays, music and film. Conducted primarily in Spanish.

ADVISORY: Spanish 260A

SPANISH 265**Spanish for Spanish Speakers 2****5.0 Units**

Spanish 265 is the continuation of Spanish 260. It is designed to advance the communication skills of Spanish-English bilingual students who are native or near native speakers of Spanish. The course focuses instruction on improving the communication skills in formal speaking, reading, grammar, spelling, vocabulary building, and composition. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted mainly in Spanish.

PREREQUISITE: Spanish 260 or 260B.

SPANISH 265A**Spanish for Spanish Speakers 2A****2.5 Units**

Spanish 265A is equal to the first half of Spanish 265. It is designed to advance the communication skills of formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition of Spanish-English bilingual students who are native or near native speakers of Spanish. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted mainly in Spanish.

PREREQUISITE: Spanish 260 or 260B

SPANISH 265B**Spanish for Spanish Speakers 2B****2.5 Units**

Spanish 265B is the continuation of Spanish 265A. It is designed to advance the communication skills of formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition of Spanish-English bilingual students who are native or near native speakers of Spanish. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted mainly in Spanish.

PREREQUISITE: Spanish 265A

SPANISH 280**Intermediate Spanish 1****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

ADVISORY: Spanish 185, 185B, or equivalent competency

SPANISH 280A**Intermediate Spanish 1A****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*

ADVISORY: Spanish 185, 185B, or equivalent competency

SPANISH 280B**Intermediate Spanish 1B****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 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 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 competency

SPANISH 285

Intermediate Spanish 2

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*

ADVISORY: Spanish 280, 280B or equivalent competency

SPANISH 285A

2.0 Units

Intermediate Spanish 2A

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; UC credit limitations*

ADVISORY: Spanish 280, 280B or equivalent competency

SPANISH 285B

2.0 Units

Intermediate Spanish 2B

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; UC credit limitations

ADVISORY: Spanish 285A or equivalent competency

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

Designed 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 outpatient 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 061AD

Introduction to Desktop Publishing

0.5 Unit

An individualized course designed to introduce adults with developmental delays to the use of desktop publishing in the classroom. Students will learn to express thoughts in text and graphic forms using basic word processing and desktop publishing software.

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 competency

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 nonverbal 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 competency*

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 competency*

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 psychosocial 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

SPEECH

SPEECH 099AB**English Speech and Listening Skills for Non-Native Speakers 3.0 Units**

Speech 099AB offers conversational practice of American English. Emphasizes oral competency in key American social encounters and communication techniques. Provides intensive listening practice for increased success in classes, jobs and everyday life. Provides preparation for Speech 100, 103, and 110. Designed for non-native speakers.
 (NOT APPLICABLE TO A.A. DEGREE)

SPEECH 100**Interpersonal Communication****3.0 Units**

Language use and effective interpersonal communication, both verbal and nonverbal. Recommended for students wanting to understand and improve their communication skills in interpersonal relationships. Content areas include: conversation, listening, perception, nonverbal communication, language, self-concept and self-disclosure. *Transfer Credit: CSU*

SPEECH 103**Introduction to Intercultural Communications****3.0 Units**

A general view of the sociological, psychological and historical background of world cultures in metropolitan areas, with special emphasis on methods, skills and techniques necessary for effective intercultural, crosscultural and interracial communication. *Transfer Credit: CSU; UC*

SPEECH 110**Public Speaking****3.0 Units**

Principles of public speaking, including planning, preparation and delivery of an effective oral presentation. Consideration of and practice in problem-solving, information, persuasion and communication techniques. Emphasis on developing self-confidence and skill in communicating to and with groups.
Transfer Credit: CSU; UC (CAN SPCH 4)

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 competency

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 hardware, switching, trunking, transmission and review of analog versus digital systems. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 128

Key Systems **3.0 Units**

Installation, programming, testing, maintaining, and troubleshooting telephone key, auto attendant, and voice mail systems. Emphasis will be on how to become certified on specific systems.

TELECOMMUNICATIONS TECHNOLOGY 130

Telecommunications Electronics **3.0 Units**

Fundamentals and principles of electronic devices used in the telecommunications industry. Topics include operating principles, codes, and standards for hardware and software used in processing voice/data.

TELECOMMUNICATIONS TECHNOLOGY 132

Fundamentals of Modern Telecom Systems **3.0 Units**

A review of telecommunication protocols RS-232, RS-422, RS-485, ISDN, ATM; architectures, standards and transmission codes used to interface voice and data systems.

TELECOMMUNICATIONS TECHNOLOGY 134

Fundamentals of Satellite Telecom Systems **3.0 Units**

Fundamentals of digital, satellite, and cellular telecommunications. Topics include basic cellular technology GSM CDMA, digital packet switching systems, mobile integrated radio, and mobile satellite communication systems.

TELECOMMUNICATIONS TECHNOLOGY 136

Fiber Optic Telecommunication Systems **3.0 Units**

Fundamentals of fiber optic communications using a non-theoretical non-mathematical approach. Topics include the technical details of optical fibers, the tools and techniques used to work with optical fibers, the devices used to connect fiber networks, and applications showing how fibers are used.

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*

THEATER ARTS

THEATER ARTS 106

Fundamentals of Acting **3.0 Units**

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 **3.0 Units**

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

ADVISORY: Theater Arts 106.

THEATER ARTS 120AD

Theater Appreciation **2.0 Units**

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; UC

ADVISORY: Must be in cast or participate in technical/crew work of production

TRAVEL & TOURISM

TRAVEL & TOURISM 100

(Formerly Travel and Tourism 300 and 303)

Introduction to Air Transportation **3.0 Units**

Principles and procedures related to U.S. domestic air transportation. Covers codes; terminology; schedule analysis, construction, and related data retrieval; manual booking procedures; general rules; types of fares; fare rules and routings; and taxes and fees. This is an entry-level course to be completed before taking Travel and Tourism 101, 102, 103, and 190AB.

TRAVEL & TOURISM 101

(Formerly Travel and Tourism 302)

Ticketing **3.0 Units**

Preparation of documents for air transportation including flight tickets, credit card transactions, refunds, exchanges, prepaid ticket forms, miscellaneous charges orders, tour orders, and the weekly air sales report. This is NOT an entry-level course. Students should have completed Travel & Tourism 100 *prior* to taking this course.

ADVISORY: Travel & Tourism 100

TRAVEL & TOURISM 102

(Formerly Travel and Tourism 307)

International Air Transportation 1 **3.0 Units**

Principles and procedures related to international air transportation. Covers codes; schedule analysis; miscellaneous data retrieval, interpretation, and application; general rules; worldwide time zones and elapsed travel times; faring principles; fare rules; taxes and fees; currency usage; and basic international ticket entries. This is NOT an entry-level course. Students should have completed Travel & Tourism 100 and 101 *prior* to taking this course.

ADVISORY: Travel & Tourism 100, 101

TRAVEL & TOURISM 103

(Formerly Travel and Tourism 315)

Automated Reservations 1 **3.0 Units**

A detailed introductory study of an automated airline reservation system. Covers computerized availability, booking, pricing and airline ticketing procedures. This is NOT an entry-level course. Students should have completed Travel & Tourism 100 and 101 and have knowledge of the keyboard *prior* to taking this course.

ADVISORY: Travel & Tourism 100 and 101 and knowledge of keyboard or Computer 107A

TRAVEL & TOURISM 104
(Formerly Travel and Tourism 304)

Tourist Destinations 1 **3.0 Units**

A study of tourist destinations in European IATA Area 2. Emphasis on geographic knowledge needed by wholesale/retail travel counselors dealing with FITs, inclusive tours, incentives, and other packaged travel products. Attention to major tourism features including destination backgrounds, cultures, sightseeing, and internal transportation essential to skilled travel counseling.

TRAVEL & TOURISM 105
(Formerly Travel and 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 geographic knowledge needed by wholesale/retail travel counselors dealing with FITs, inclusive tours, incentives, and other packaged travel products. Attention to major tourism features including destination backgrounds, cultures, sightseeing and internal transportation essential to skilled travel counseling.

TRAVEL & TOURISM 106
(Formerly Travel and Tourism 306)

Tourist Destinations 3 **3.0 Units**

A study of tourist destinations in IATA Area 1 (North, Central, and South America). Emphasis on geographic knowledge needed by wholesale/retail travel counselors dealing with FITs, inclusive tours, incentives, and other packaged travel products. Attention to major tourism features including destination backgrounds, cultures, sightseeing and internal transportation essential to skilled travel counseling.

TRAVEL & TOURISM 110
(Formerly Travel and Tourism 301)

Travel Arrangements 1 **3.0 Units**

Domestic and international travel planning emphasizing tours and packages travel. The course additionally covers professional travel organizations, worldwide accommodations, charter services, documents, health requirements, and insurance. This is an entry-level course. Either this course or Travel & Tourism 112 should be completed before taking Travel & Tourism 114.

TRAVEL AND TOURISM 112
(Formerly Travel and Tourism 301)

Travel Arrangements 2 **3.0 Units**

Domestic and International travel planning emphasizing all types of ship travel. The course additionally covers professional travel organizations, worldwide auto rentals, transfer services, and rail travel. This is an entry-level course. Either this course or Travel & Tourism 110 should be completed before taking Travel & Tourism 114.

TRAVEL & TOURISM 114
(Formerly Travel and Tourism 352)

Selling Travel Services **2.0 Units**

Emphasis on selling the major categories of travel successfully. Consumer behavior, steps in the sales process, client service, selling special types of travel, and telephone sales. This is NOT an entry-level course. Students should have completed Travel & Tourism 110 or 112 in a *prior* semester.
ADVISORY: Travel & Tourism 110 or 112.

TRAVEL & TOURISM 190AB
(Formerly Travel and 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 10 hours internship per week in the travel industry).
ADVISORY: Travel & Tourism 100, 101, and either 110 or 112 at the very least. The more courses completed, the more the student will benefit from the practicum experience.

TRAVEL & TOURISM 282-284

Cooperative Work Experience **2.0-4.0 Units**

To enhance cooperative work experience participants' opportunity for success in the field of Travel & Tourism 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 Travel & Tourism.
PREREQUISITE: Be employed in the field 5 hours per week per 1.0 unit of Cooperative Work Experience. Be enrolled in a total of 7.0 units including Cooperative Work Experience.

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 competency*

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 316

Automated Reservations Systems 2 **3.0 Units**

Advanced study of an online 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 or 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 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.

VIETNAMESE

VIETNAMESE 180**Elementary Vietnamese 1****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

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 1A****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*

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 1B****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*

ADVISORY: Vietnamese 180A

VIETNAMESE 185**Elementary Vietnamese 2****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

PREREQUISITE: Vietnamese 180, 180B, or equivalent competency

VIETNAMESE 185A**Elementary Vietnamese 2A****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*

ADVISORY: Vietnamese 180, 180B, or equivalent competency

VIETNAMESE 185B**Elementary Vietnamese 2B****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*
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*

VIETNAMESE 280

Intermediate Vietnamese 1 4.0 Units

Vietnamese 280 is a continuation of Vietnamese 185 or Vietnamese 185B; it is designed to develop further the abilities students have attained to comprehend and converse daily in spoken and written Vietnamese at an intermediate level. Reading and writing skills are stressed and enhanced. Cultural notes, authentic reading materials, literary selections, and grammar beyond the phrasal level present new concepts to stimulate vocabulary acquisition, to provoke expressive ability, and to generate communicative competency. Cultural and philosophical aspects of the Vietnamese-speaking world, including the world of Vietnamese-Americans, will also be discussed.

ADVISORY: Vietnamese 185 or 185B

VIETNAMESE 280A

Intermediate Vietnamese 1A 2.0 Units

Continuation of Vietnamese 185 or Vietnamese 185B. Designed to develop more fully the student's ability to comprehend and converse in daily spoken Vietnamese at the level of third-semester university study. Reading and writing skills are stressed to a greater degree than in lower-level courses. Cultural notes, authentic reading materials, literary selections, audio and video augmentations, and a strong grammar component present new concepts to expand vocabulary and communicative competency. Cultural and philosophical aspects of Vietnamese-speaking communities are discussed. Vietnamese 280A is the first semester of intermediate Vietnamese language study.

ADVISORY: Vietnamese 185 or 185B or equivalent competency

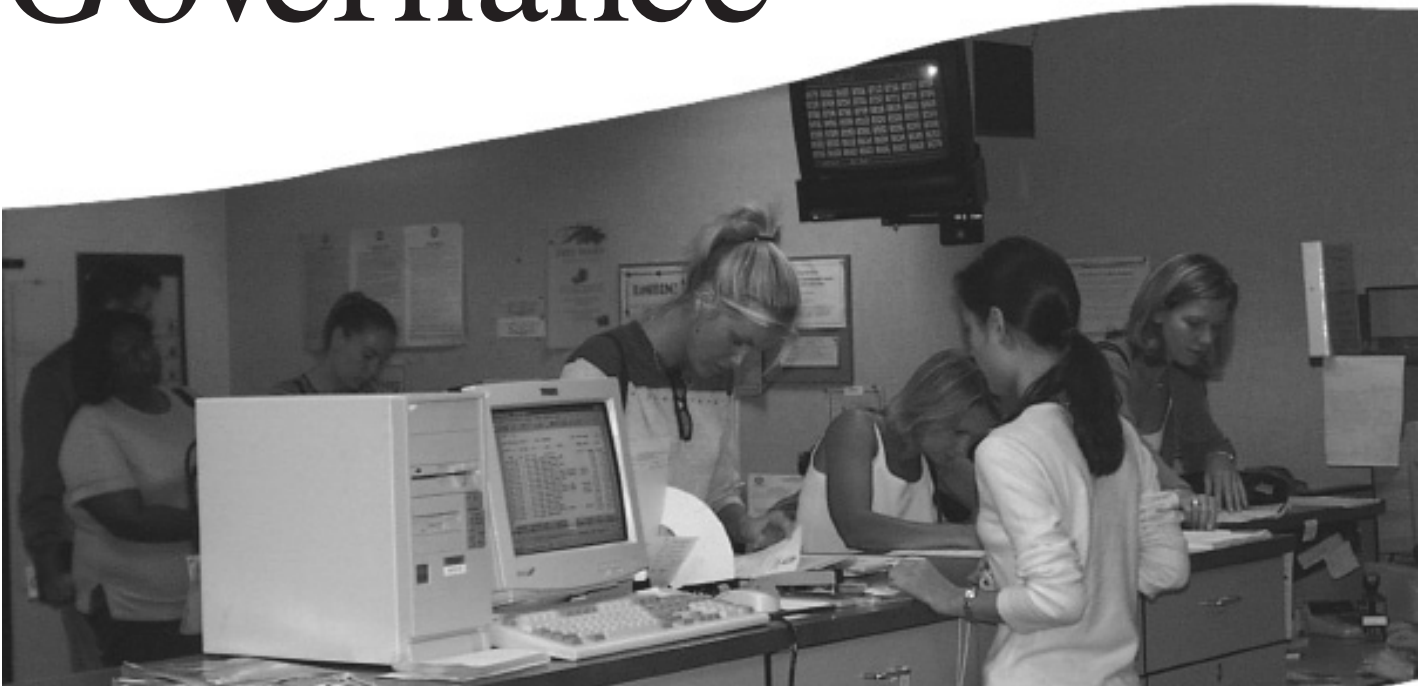
VIETNAMESE 280B

Intermediate Vietnamese 1B 2.0 Units

Continuation of Vietnamese 280A. Vietnamese 280A and Vietnamese 280B together comprise the subject matter and academic content included in Vietnamese 280. This course is designed to develop more fully the student's ability to comprehend and converse in daily spoken Vietnamese at the level of fourth-semester university study. Reading and writing skills are stressed to a greater degree than in lower-level courses. Cultural notes, authentic reading materials, literary selections, audio and video augmentations, and a strong grammar component present new concepts to expand vocabulary and communicative competency. Discussion and debate over news events as reported in the Vietnamese-language press makes language study current. Cultural and philosophical aspects of Vietnamese-speaking communities are discussed. Vietnamese 280B is the second semester of intermediate Vietnamese language study. Schedule description: Intermediate-level course continuing study of Vietnamese vocabulary, structures, and culture introduced in Vietnamese 185A and 185B, Vietnamese 185 and Vietnamese 280A. Increased concentration on critical thinking, reading, writing, discussion, and debate in Vietnamese, with emphasis on current events and expression of abstract ideas.

ADVISORY: Vietnamese 280A

Structure and Governance



Coastline Community College believes it should:
Use a collegial decision-making process which reflects the philosophy of shared governance
and recognizes that each employee has a unique role in carrying out the mission.

MISSION STATEMENT:
Coastline Community College
is committed to student success
through accessible and flexible
education within and beyond the
traditional classroom.

Structure and Governance

Academic Senate

The Academic Senate represents Coastline Community College faculty concerns on academic and professional matters to the college administration and to the Board of Trustees. The Senate office is located in the College Center on the second floor. Call (714) 241-6157 for information.

President..... Connie Boehler
Vice PresidentNancy Jones
Recording SecretaryMarilyn Fry
Corresponding SecretaryJeanne Oelstrom
Treasurer Ann Holliday
Parliamentarian Celeste Ryan

Administrative Services

Administrative Services provides planning and business services to college students, faculty and staff. These services include budget development and control, accounting, payroll, college facilities management, and maintenance and operations. It also oversees the operation of 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.

The Affirmative Action office oversees the job-applicant screening process for the college. The goal of this office is to guarantee that the process is fair and nondiscriminatory. The college affirmative action officer investigates all employee and applicant complaints of discrimination. This office also handles employee contract grievances. Call (714) 241-6145 for information.

Vice President, Administrative ServicesKevin McElroy
Director, Planning and Development,
Classified Personnel, and Affirmative
Action Officer Thomas Snyder
Director, BookstoreMichael Bare
Director, Fiscal ServicesVacant
Director, Maintenance
and Operations David Cant

Economic Development

The Department of Economic Development delivers credit and noncredit, fee-based and short-term education, training and technical services in order to meet community needs beyond the instructional credit program. Services are delivered on-site or through distance educational delivery and include:

- customized educational and technical training
- customized seminars and workshops
- a comprehensive range of consultant services
- on-site educational and training needs assessment

- staff development activities
- pre-employment assessment
- literacy assessment and remedial instruction
- English as a Second Language (ESL)
- high school, international and military student education

Responsiveness, flexibility and cost-effectiveness are three reasons why business and industry select community colleges to address their staff development training needs.

Coastline has established a reputation for being on the competitive edge to provide occupational education, training, career services and professional development and has provided services to organizations such as: The City of Costa Mesa, Steelcase, Inc., Waterfront Hilton, Boeing Company, American Banking Association (ABA), Southern California Edison, United States Marine Corps., San Diego Naval Station and Middlesex Research Center, Inc. Call (714) 241-6161 for information.

Vice President, Students Services and
Economic Development.....Ron Berggren
Director, Student and Economic
DevelopmentJoycelyn Groot

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 to area firms and individuals interested in doing business abroad. The college's English as a Second Language (ESL) Institute assists nonnative speakers to acquire the necessary communication skills needed for daily living, employment and college study. The 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. The STAR A.A. Program and Weekend College are designed for students interested in getting their degrees in as short a time as possible.

Courses are offered both day and evening and on weekends

Structure and Governance

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, prerecord lessons to watch or repeat at a more convenient time or watch the lessons at one of seven Coastline Viewing Centers. Students receive course information and 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.

The Telemedia unit, within the Distance Learning Department, works with Staff Development to provide information, training and technical support to assist faculty in using multimedia and other technology in a variety of instructional situations, including at a distance. Telemedia maintains an Instructional Resource Laboratory where faculty members may develop and test new technology—enriched instructional presentations. It 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.

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, InstructionDr. Barbara Hollowell
Dean of Instruction, Costa Mesa CenterDr. Edward Decker
Dean of Instruction,
Garden Grove Center Dr. Chester Platt
Dean of Instruction,
Huntington Westminster CenterShanon Christiansen
Dean, Distance Learning..... Dr. Ted Boehler
Dean, Special ProgramsDr. Stacey Hunter Schwartz
Director, Computer ServicesJosh Conry
Administrative Assistant,
Instructional ServicesAnn Hickey

Department Chairs 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,

Structure and Governance

curriculum development, faculty interviews and staff development.

Computers—General	Sally Kurz and Jim Sugden
Computers—MacIntosh Coordinator.....	Jeannine Englehart
Computer Networking	Nancy Jones and Ruth West
Emeritus/Gerontology/Health	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. Coast has produced more than 20 telecourses, including such highly acclaimed and widely used courses as *Cycles of Life: Exploring Biology*, *Dollars & Sense: Personal Finance for the 21st Century*, *Faces of Culture*, *Marketing*, *Mastering the College Experience*, *Psychology: The Study of Human Behavior*, *Time to Grow*, and *Universe: The Infinite Frontier*. To keep courses up to date, ISD continually revises and replaces video and print components.

Administrative Dean, ISD	Dan Jones
Director, Telecourse Marketing	Lynn Dahnke
Director, Telecourse Production/Telemedia	Laurie Melby
Supervisor, Publications.....	Judy Garvey

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
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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. Call (714) 241-6154 for information.

Director, Public Relations and Institutional Advancement	Racheal M. Rodriguez
Publications and Communications Manager	Kevin Chard

Student Services

Student Services is responsible for admissions, registration, records, transcripts, student information, international students, counseling, articulation, matriculation, guidance, financial aid, Extended Opportunity Programs and Services (EOPS), Student Advisory Council (SAC), career and transfer services, and the newly established Student Success Center. It also manages student conduct and grievance procedures. Student Services maintains and provides a full range of matriculation services for students. Call (714) 241-6197 for information.

Vice President, Student Services and Economic Development.....	Ronald Berggren
Dean, Student Services	Rendell Drew
Director, Admissions and Records	Jennifer McDonald
Director, Coastal County Regional One-Stop Center.....	Lois Wilkerson
Director, Financial Aid and EOPS	Cynthia Pienkowski
Director, Student and Economic Development.....	Joycelyn Groot

College *Family*



MISSION STATEMENT:
Coastline Community College
is committed to student success
through accessible and flexible
education within and beyond the
traditional classroom.

Administration

Bare, Michael J. (1984)

Director, College Bookstore
A.A., Rancho Santiago
B.A., M.B.A., University of Phoenix

Berggren, Ronald V. (1976)

Vice President, Student Services and Economic Development
B.A., M.A., California State University, Long Beach

Boehler, Ted A. (1983)

Dean, Distance Learning
B.A., M.A., California State University, Long Beach
Ph.D., Pepperdine University

Cant, David K. (1993)

Director, Maintenance and Operations
California State Contractor's License #535728

Chard, Kevin G. (1981)

Publications and Communications Manager
B.F.A., California State University, Long Beach

Christiansen, Shanon (1999)

Dean of Instruction, Huntington Westminster Center
B.A., M.E., Ed.D., Utah State University

Conry, Josh (1998)

Director, Computer Services (effective Fall 2000)
Novell Certificate
Microsoft Certificate

Secord, Debra A. (1978)

Professor, Health, Social Science
B.A., M.S., Ph.D., University of Southern California

Dahnke, Lynn (1998)

Director, Telecourse Marketing
Certificate in Fundraising (C.F.R.E.), University of Southern California
Certificate, Sawyer College of Business

Decker, Edward H. (1976)

Dean of Instruction, Costa Mesa Center
B.S., Calvin College
M.A., Western Michigan University
Ph.D., Michigan State University

Drew, Rendell E. (1995)

Dean, Student Services
A.A., Imperial Valley College
B.A., San Diego State University
M.P.A., National University

Garvey, Judy (1999)

Publications Supervisor
B.A., Loyola University, New Orleans, LA

Groot, Joycelyn (1996)

Director of Student and Economic Development
A.A., Orange Coast College
B.A., National University

Hanson, Jinny (1999)

Operations Supervisor, Coastal One-Stop Center
A.A., Coastline Community College

Hickey, Ann (1980)

Administrative Assistant, Instructional Services
Certificate, Effective Employee Management
California State University, Fullerton

Hollowell, Barbara C. (1992)

Vice President, Instruction
B.A., M.S., Ph.D., Florida State University
J.D., Willamette University

Jones, Dan (1999)

Administrative Dean, Instructional Systems Development
A.A., Bakersfield Community College
B.S., CSU, Bakersfield
M.S., American University
Ed.D., Nova Southeastern University

McDonald, Jennifer C. (1976)

Registrar
A.A., Rancho Santiago

McElroy, Kevin J. (1989)

Vice President, Administrative Services
B.A., San Diego State University
M.P.A., California State University, Long Beach

Meguro, Barbara T. (1983)

Director, Computer Services
B.S., Grove City College, PA
M.A., Arizona State University

Melby, Laurie R. (1993)

Director, Telecourse Production and Telemedia Services
B.A. California State University, Fullerton

Pienkowski, Cynthia M. (1988)

Director, Financial Aid and Extended Opportunity Programs & Services
A.A., Villa Maria College of Buffalo
B.A., State University College, Buffalo
M.A.Ed., State University of New York, Buffalo

Platt, Chester C. (1976)

Dean of Instruction, Garden Grove Center
B.A., Fordham College
M.A., New York University
Ph.D., Stanford University

Purdy, Leslie N. (1976)

President
B.A., Occidental College
M.A.T., Oberlin College
Ed.D., University of California, Los Angeles

Rodriquez, Racheal M. (2000)

Director, Public Relations and Institutional Development
A.A., El Camino College
B.A., University of California, Los Angeles

Schwartz, Stacey H. (1988)

Associate Dean, Special Programs and Services for
the Disabled
B.A., University of California, Los Angeles
M.A., Loyola Marymount University
Ph.D., University of Southern California

Snyder, Thomas J. (1985)

Director, Planning, Development, and Classified Personnel
Services
B.S., University of Kansas
B.S.E., M.S., Emporia State University

Whitfield, Marie (1997)

Director, CalWorks
B.A., M.A., Jackson State University

Wilkerson, Lois (1984)

Director, Coastal One-Stop Center
A.A., Orange Coast College
B.A., University of Redlands
M.B.A., National University

Faculty—Full time

Apel, Dorothy J. (1976)

Professor, Psychology, Parent Education
B.A., M.A., California State University, Long Beach

Arlington, Patricia G. (1976)

Instructor/Coordinator
B.A., Edison University
M.A., University of Redlands
M.S., Boise State University

Baugh, James W. (1980)

Professor, Travel & Tourism
B.S., Northwestern University
M.S., University of Southern California

Bauman, Jane (1989)

Associate Professor, Art
B.A., Santa Clara University
M.F.A., San Francisco Art Institute

Brimer, Marble Ora (1976)

Professor, Art

Cahill, Geraldine R. (1995)

Professor, Counselor
A.B., Stonehill College
M.A., California State University, Long Beach
M.S., California State University, Los Angeles
Ph.D., University of Southern California, Los Angeles

Candelaria, Patricia A. (1989)

Professor, Spanish, English as a Second Language
B.A., M.A., University of New Mexico

Clark, Timothy J. (1976)

Professor, Art
B.F.A., California Institute of the Arts
C.F.A., Chouinard Art Institute
M.A., California State University, Long Beach

Darby, Barbara J. (1983)

Professor, Special Education
B.A., California State University, Fullerton
M.S., National University

Desmond, Deborah J. (1976)

Professor, Special Education
B.A., M.S., California State University, Long Beach

Dills, Ruth E. (1987)

Professor, Counselor
A.A., Orange Coast College
B.A., M.P.A., California State University, Long Beach

Englehart, Jeannine D. (1976)

Professor, Computer
B.S., University of Colorado
M.A., Mills College

Feldon, Fred A. (1995)

Instructor, Mathematics
B.A., University of California, Santa Cruz
M.A., California State University, Fullerton

Fry, Marilyn M. (1976)

Professor, English
A.A., University of California, Berkeley
B.A., M.A., California State University, Long Beach

Goldberg, Tracy L. (1985)

Instructor, Special Education
B.A., California State University, Long Beach
M.S., National University

Gonzalez, Susana N. (1991)

Professor, Spanish
B.A., Spalding University
M.A., California State University, Fullerton

Gordon, Lee W. (1989)

Instructor, International Business
B.S., M.A., Indiana University

Gray, Therese F. (1978)

Instructor, Special Education
B.A., California State University, Long Beach
J.D., Western State University College of Law

Hall, Leva B. (1986)

Professor, Basic Skills
B.S., Bradley University
M.A., California State University, Long Beach

Harwood, Glenn R. (1985)

Professor, Speech, English
B.A., M.A., California State University, Long Beach
Ph.D., University of Oregon

Hickey, Margaret C. (1980)

Professor, Basic Skills
B.S., M.S., California State University, Los Angeles

Holliday, Ann B. (1982)

Professor, Special Education
B.A., United States International University

Hollinden, Jody K. (1983)

Instructor, Special Education
B.A., California State University, Long Beach
M.A., United States International University

Jenkins, Nancy Soto (1990)

Counselor
A.A., El Camino College
B.A., California State University, Dominguez Hills
M.A., Loyola Marymount University

- Johnson, Patricia A.** (1976)
Professor, Psychology, Counselor
B.S., Pennsylvania State University
M.A., California State University, Long Beach
- Jones, Nancy S.** (1994)
Associate Professor, Computer Services Technology
B.S., Oral Roberts University
M.A., California State University, Fullerton
- Kelly, Marilyn N.** (1981)
Instructor, History
B.A., Butler University
M.A., San Diego State University
- Kuntzman, Linda E.** (1980)
Professor, English as a Second Language
B.A., Augustana College
M.A., Ph.D., University of Hawaii
- Kurz, Sally L.** (1976)
Professor, Computer
B.A., University of South Carolina
- Lovig, Margaret M.** (1976)
Professor, Legal Assistant
A.A., Orange Coast College
B.V.E., California State University, Long Beach
- Manneh, Zina** (1988)
Associate Professor, Special Education
B.A., University of California, Irvine
M.S., California State University, Long Beach
- McClure, Helen F.** (1984)
Associate Professor, Counselor
A.A., Orange Coast College
B.A., National University
M.A., National University
- Montague, Judy K.** (1980)
Professor, English as a Second Language
B.A., University of California, Irvine
M.A., United States International University
- Noble, Gayle L.** (1978)
Professor, Advisor, Assessment/Research
B.A., M.A., California State University, Fullerton
Ph.D., Claremont Graduate School
- Nguyen, Ailene** (1998)
Counselor
A.A., Golden West College
B.S., California State University, Long Beach
M.A., National University
- Oelstrom, Jeanne A.** (1976)
Professor, Computer
B.Ed., Wisconsin State University, Whitewater
M.B.A., California State University, Dominguez Hills
- Peterson, Kimberly A.** (1989)
Counselor, Special Programs
B.A., M.S., University of Southern California
- Preciado, Anita G.** (1989)
Professor, English as a Second Language
B.A., California State University, Dominguez Hills
M.A., Azusa Pacific University
- Primich, Sue A.** (1986)
Professor, Counselor
B.A., Western Michigan University
M.S., California State University, Fullerton
- Ratner, Harry S.** (1987)
Instructional Design Specialist, Instructional Systems Development
B.A., California State University, San Francisco
M.A., California State University, Los Angeles
- Ryan, Celeste S.** (1981)
Professor, Special Education
B.A., M.S., California State University, Long Beach
- Secord, Debra A.** (1978)
Professor, Health, Social Science
B.A., M.S., Ph.D., University of Southern California
- Shelley, Karen (Kate) M.** (2000)
Instructor, Digital Art
B.S., State University College, Buffalo, New York/Siena, Italy
M.S., State University College, Buffalo, New York
- Taylor, Margaret H.** (1976)
Professor, Office Automation Careers, English, Computer
A.A., Victor Valley College
B.V.E., California State University, Long Beach
- Tsutsumida-Krampe, Lorraine M.** (1986)
Professor, English as a Second Language
A.A., Phoenix College
B.A., M.A., Arizona State University
- Walling, Dianne L.** (1977)
Professor, Art
B.A., California State University, San Jose
M.A., Pepperdine University
- Warner, Michael** (1999)
Instructor, Computer Services Technology
A.A., Orange Coast College
B.A., California State University, Long Beach
- Warwick, Randall J.** (1991)
Professor, Quality Assurance, Biology
A.S., San Francisco City College
B.A., University of California, Berkeley
M.S., University of California, Los Angeles
- Wild, Michelle R.** (1987)
Professor, Special Education, Computers
B.A., M.A., California State University, Fullerton
- Yeh, Ning** (1977)
Professor, Art
B.A., National Chengchi University, Taiwan
M.A., California State University, Fresno
Ph.D., Claremont Graduate School

Faculty–Adjunct and Temporary

Achatz, Daniel R.

Instructor, Special Education

Adler, Roberta S.

Instructor, Music

Ahlman, Mary

Instructor, English as a Second Language

Alasti, Ahmad

Instructor, Persian

Alexander, David

Instructor, Art

Ali, Jamal

Instructor, Arabic

Alvarez, Arnaldo

Instructor, Spanish

Anderson, Marvette

Instructor, Art

Andruss, Kathleen A.

Assistant Professor, Physical Education

Ardolino, Maureen A.

Instructor, Special Education, Physical Education

Aronson, Brenda

Professor, Special Education

Attia, Eida A.

Instructor, Special Education

Baitoo, Hilda

Instructor, Art

Baker, Lynne P.

Associate Professor, Spanish

Barnes, Ralph T.

Professor, Psychology, Philosophy

Barnes, Stephen B.

Instructor, Legal Assistant

Bartlett, Sara

Instructor, Physical Education

Basch, Joyce G.

Professor, English as a Second Language

Bezell, James W.

Instructor, Biology

Behr, George

Instructor, Computer Science

Behrbaum, Patricia

Instructor, Music

Belanger, Albert G.

Instructor, Health

Bennett, Barbara G.

Instructor, English as a Second Language

Bennett, N. Jim

Instructor, Computer

Berggren, Gail M.

Instructor, Psychology

Beskow, Douglas K.

Instructor, Computer Services Technology

Bingham, Adeline T.

Professor, English as a Second Language

Biswurm, Penny S.

Instructor, English

Blackman, Darin R.

Instructor, Computer Services Technology

Blaschke, Cecil F.

Instructor, Special Education

Boehler, Connie J.

Professor, Physical Education

Borcoman, Kelvin D.

Instructor, Philosophy

Borelli, Alice

Instructor, Special Education

Botwin, Rita M.

Professor, Computer

Bouffard, Peter

Instructor, Computer Services Technology

Bouley, Harold C.

Instructor, Real Estate

Briggs, June K.

Instructor, Geography

Brown, Debra

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