# 2007/2008
CATALOG

COASTLINE
COMMUNITY COLLEGE

Start here…Go anywhere!

COASTLINE COMMUNITY COLLEGE SITES

MAIN LEARNING CENTERS

• Coastline College Center (3)
11460 Warner Avenue
Fountain Valley, CA 92708
(714) 546-7600

• Costa Mesa Center (6)
2990 Mesa Verde Drive East
Costa Mesa, CA 92626
(714) 241-6213

• Garden Grove Center (11)
12901 Euclid Street
Garden Grove, CA 92840
(714) 241-6209

• Le-Jao Center (Westminster) (14)
14120 All American Way
Westminster, CA 92683
(714) 241-6184
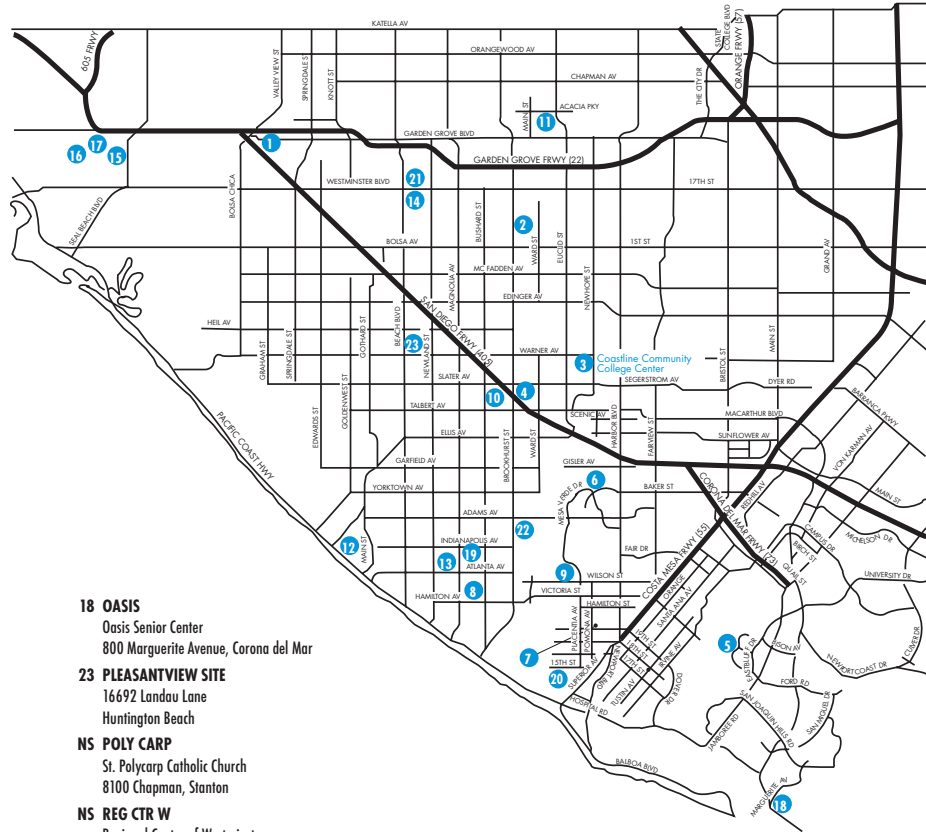
22 Art Gallery
Coastline Art Gallery
10156 Adams Avenue
Huntington Beach

1 ONE-STOP
Orange County One-Stop Centers
5405 Garden Grove Boulevard, Suite 100, Westminster *and*
NS-125 Technology Drive, Suite 200, Irvine *and*
NS-1561 E. Orangethorpe Avenue, Suite 210, Fullerton

2 B & H
Brookhurst and Hazard
14541 Brookhurst Street, Westminster

3 CC CTR
Coastline College Center
11460 Warner Avenue, Fountain Valley

6 CM CTR
Costa Mesa Center
2990 Mesa Verde Drive. E., Costa Mesa

7 CM SR CTR
Costa Mesa Senior Center
695 W. 19th Street, Costa Mesa

NS EASTER SEAL
1661 N. Raymond Avenue, Suite 100, Anaheim

9 EST HS
Estancia High School
2323 Placentia Avenue, Costa Mesa

11 GG CTR
Garden Grove Center
12901 Euclid Avenue, Garden Grove

12 HB TLC1
Huntington Beach T.L.C. No.1
(at Michael Rodgers Senior Center)
1706 Orange Avenue, Huntington Beach

13 HBLAND
Huntington Landmark, Inc.
20880 Oakridge Lane, Huntington Beach

NS INTEG HSE
Integrity House
261 E. Imperial Street, #540, Fullerton

15 LW NO 3
Leisure World Clubhouse No. 3
1424 Northwood Road, Seal Beach

16 LW NO 4
Leisure World Clubhouse No. 4
131 St. Andrews Drive, Seal Beach

17 LW NO 6
Leisure World Clubhouse No. 6
1661 Golden Rain Road, Building E
Seal Beach

18 OASIS
Oasis Senior Center
800 Marguerite Avenue, Corona del Mar

23 PLEASANTVIEW SITE
16692 Landau Lane
Huntington Beach

NS POLY CARP
St. Polycarp Catholic Church
8100 Chapman, Stanton

NS REG CTR W
Regional Center of Westminster
13950 Milton Avenue, Suite 200, Westminster

12 RODGERS CTR
Michael E. Rodgers Senior Center
1706 Orange Avenue, Huntington Beach

19 SOWERS
Sowers Middle School
9300 Indianapolis Avenue, Huntington Beach

14 SSC
Student Success Center at Le-Jao, Room 101
14120 All American Way, Westminster

20 W NPT COMTY
West Newport Community Center
883 W 15th Street, Newport Beach

14 LE-JAO CTR
Le-Jao Center (14)
14120 All American Way, Westminster

21 WEST SR CTR
Westminster Senior Center
8200 Westminster Avenue, Westminster

Classes offered at these convalescent/retirement homes (not shown):

ADLT DAY
Adult Day Care
9451 Indianapolis, Huntington Beach

COUNTRY CLUB CONV.
20362 Santa Ana Avenue
Santa Ana Heights

CROWN COVE
Crown Cove Senior Community
30901 Pacific Coast Highway, Corona del Mar

FLAGSHIP
Flagship Convalescent Center
466 Flagship Road, Newport Beach

FV SEN CTR
Fountain Valley Senior Center
17967 Bushard Street, Fountain Valley

GRACE LUTH
Grace Lutheran Church
6931 Edinger Avenue, Huntington Beach

HB TERR
Huntington Terrace Retirement Residence
18800 Florida Street, Huntington Beach

MV HOSP
Mesa Verde Conv Hospital
661 Center Street, Costa Mesa

NB PLAZA
Newport Beach Plaza
1455 Superior Avenue, Newport Beach

NB VILLA
Newport Villa Assisted Living
4000 Hilaria Way, Newport Beach

PALM ISLAND
Palm Island Manor
11300 Warner Avenue, Fountain Valley

PRK SP HLTH
Park Superior Healthcare
1445 Superior Avenue, Newport Beach

VALLEY VIEW
Summerville at Valley View
5900 Chapman Avenue, Garden Grove

NS—Not Shown (outsite of map area)

Certain weather conditions may cause periodic cancellation of classes at a particular site. Call (714) 241-6175, for the latest information about site closures.

Welcome to Coastline Community College! Whether you are enrolling in just one class or an entire academic program, we look forward to helping you achieve your educational goals.

At Coastline, you can complete all of the requirements for a certificate or an A.A. degree, or you can choose to transfer your coursework to a four-year institution where you can pursue a bachelors degree. If you're interested in workplace advancement, our career and technical education programs allow you to gain the confidence and abilities necessary to succeed in a variety of high-salary, high-demand careers or acquire skills in management, emerging technology, and more.

Our flexible scheduling options and innovative course delivery methods make Coastline one of the best options for recent high school graduates, returning students, and working adults. Choose from traditional classroom instruction at one of our "neighborhood campus" sites, or participate in our renowned distance learning program which offers courses via television, DVD/VHS player, handheld PDA, or the Internet!

As you examine this catalog, I hope it will inspire and motivate you. Let that inspiration lead you where it will—and use your time at Coastline to explore all of your interests, including your hobbies. Whether it's an art class that you've always wanted to take, a dance class for fun and exercise, or a Spanish class to help you communicate with customers, friends or neighbors...add it to your schedule, you'll be glad you did!

The faculty and staff at Coastline are eager to serve you. We're glad you've joined us!

Best Regards,

Ding-Jo H. Currie

Ding-Jo H. Currie, Ph.D.
President, Coastline Community College

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Academic
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General Calendar Dates

FALL 2007

August 26 ....Residency Determination Date

August 27 .... Regular Classes Begin (16- and 8-week Classes)

September 3...Labor Day (College Closed/No Classes)

October 22 .... Second 8-week Classes Begin

November 22 ....Veteran's Day (College Closed/No Classes)

November 22-25...Thanksgiving Break (College Closed/No Classes)

November 19.. Filing Deadline for Fall Graduation

December 16 .... Last Day of Fall Semester

December 17, 2007-January 1, 2008........................Winter Break (College Closed/No Classes)

WINTER 2008

January 2 .... Intersession Classes Begin

January 21.................................Martin Luther King Jr. Birthday (College Closed /No Classes)

January 27 .... Intersession Classes End

SPRING 2008

January 1 ....Residency Determination Date

January 28 .... Regular Classes Begin (16- and 8-week Classes)

February 15-17... Lincoln's Birthday (College Closed/No Classes)

February 18 .... Washington's Birthday (College Closed/No Classes)

March 24-April 30...Spring Recess (College Closed/No Classes)

March 31..Second 8-week Classes Begin

April 11 ....Filing Deadline for Spring Graduation

May 25 ....Last Day of Spring Semester

NOTE: If a holiday falls on a Friday, then Saturday and Sunday classes <u>will not</u> meet. If a holiday falls on a Monday, then Saturday and Sunday classes <u>will</u> meet.

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, classroom instruction is held at dozens of sites close to students' homes and workplaces within the Coast Community College District service area. These teaching sites include banks, senior centers, high schools, office buildings, shopping malls, and many other facilities. The College's main learning centers are located in Costa Mesa, Garden Grove and, in Westminster. Coastline's College Center, which houses the Bookstore, Administrative offices and Student Service offices, is located in Fountain Valley.

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

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

In addition, Coastline offers contract education and training services to businesses in the Orange County area and to the U.S. military and other organizations worldwide as part of the economic development function assigned to community colleges by the state of California. Such services, which are fee-based, include basic workforce training programs, high-level computer skills training, and credit courses and degrees.

Family Rights and Privacy Act of 1974—Compliance Statement

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights include:

1. The right to inspect and review the student's education records within 45 days of the day Coastline Community College receives a request for access. Students should submit to the registrar, director of enrollments services, or appropriate official, written request that identify the record(s) they wish to inspect. The Coastline official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Coastline official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education record(s) that the student believes are inaccurate.

   Students may ask Coastline to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If Coastline decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additonal information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is a disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance), or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastline to comply with the requirements of FERPA. To reach FERPA write to the :
   Family Policy Compliance Office,
   U.S. Department of Education, 400 Maryland Avenue, SW Washington D.C. 20202-4605.

Coastline releases student directory information upon request provided such releases 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 of 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 one-seven. For items one-six, a letter requesting review should be directed to the Admissions office. Request for review of information contained in item seven may be made to the Instruction office. 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 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

1. Academic Senate for California Community Colleges
2. Accrediting Commission for Community and Junior Colleges
3. American Association for Paralegal Education
4. American Association of Community Colleges

5. American Council on Education
6. Asian Business Assoication of Orange County
7. Association of Community College Trustees
8. California Association of College Stores
9. California Association of Community College Registrars and Admissions Officers
10. California Association of Postsecondary Education and Disability
11. California Association of public Information Officials
12. California Community Colleges Chief Instructional Officers
13. California Community College Chief Student Services Administrators Association
14. California Community Colleges Council for Staff Development
15. California Cooperative Education and Internship Association
16. California Placement Association
17. California Workforce Association
18. Chamber of Commerce, Brea
19. Chamber of Commerce, Buena Park
20. Chamber of Commerce, Costa Mesa
21. Chamber of Commerce, Fountain Valley
22. Chamber of Commerce, Fullerton
23. Chamber of Commerce, Garden Grove
24. Chamber of Commerce, Huntington Beach
25. Chamber of Commerce, Irvine
26. Chamber of Commerce, Seal Beach
27. Chamber of Commerce, Westminster
28. Community College Leadership Development Initiatives
29. Consortium of Southern California Colleges and Universities
30. Council for Higher Education Accreditation
31. Council of Chief Librarians of California Community Colleges
32. English Council of California Two-Year Colleges
33. International Consortium for Education and Economic Development
34. League for Innovation in the Community College
35. National Association for Foreign Student Affairs: Association of International Educators
36. National Association of College Stores
37. National Conference for Community and Justice
38. National Council for Marketing and Public Relations
39. National Council for Workforce Education
40. National Institute for Leadership Development
41. National Institute for Staff and Organizational Development
42. Orange County Forum
43. Orange County Hispanic Chamber of Commerce
44. Pacific Association of Collegiate Registrars and Admissions Officers
45. Professionals in Human Resources Association
46. Recording for the Blind and Dyslexic Annual Institutional Membership Program
47. Research and Planning Group for California Community Colleges
48. Santa Ana Merchants Association
49. South Coast Higher Education Council
50. Southern California Intersegmental Articulation Council
51. Transfer Center Directors Association
52. University and College Designers Association

Mission Statement

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

Coastline Community College fulfills its mission by providing:

- High-quality instructional programs and services that meet the needs of students in diverse local and global populations;

- General education and transfer courses for a comprehensive Associate in Arts degree plus career and technical courses for occupational certificates;

- Learner-centered strategies supported by a full range of technology-mediated instruction for site-based and distance learning classes;

- A systematic assessment of student outcomes at the course, program, and institutional levels;

- Entrepreneurial activities and courses relevant to local and global education, economic, and social needs;

- A collegial decision-making process that reflects the philosophy of participatory governance.

Non-Discrimination Statement

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

El Districto de Coast Communidad Colegio tiene la póliza de ofrecer a todas las personas oportunidades equalitarios de empleo y educación sin tener en cuenta raza, color, sexo, religión, origen nacional, edad, imcapaciodad, ó estado civil.

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.

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 excluídos 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.hư 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.

Statement of Accreditation Status

Coastline Community College
11460 Warner Avenue, Fountain Valley, CA 92708-2597
(714) 546-7600 • *www.coastline.edu*

Chief Officer .... Ding-Jo H. Currie, Ph.D., President
Legal Status.. public, two-year institution
Enrollment—unduplicated head count, credit only .... 8,741 (Fall 2004)
Degrees... Associate in Arts
Certificates .... 25 Technical and Career Programs
Other Program Features .... credit offerings through telecommunications
Accreditation History—
      Granted candidacy 1976
      Initial accreditation 1978
      Last comprehensive evaluation... 2000
      Next comprehensive evaluation...2006-2007
Current status ....accredited
Reports Required .... none
Other Visits Required .... none
Accepted Annual Report ....June 2001

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.

Services for
Students

Services for Students

College Telephone Numbers

Admissions and Records ....(714) 241-6176

Assessment Center... (714) 241-6285

Bookstore .... (714) 241-6101

CalWORKS .... (714) 546-7600, ext. 16587

Career Services ....(714) 241-4923

Coastal Orange County One-Stop Center .... (714) 241-4900

Contract Education..(714) 241-6161

Cooperative Work Experience..............................(714) 241-6307

Counseling

    Information and Appointments......................... (714) 241-6162

    College Center .... (714) 241-6162

    Costa Mesa Center.......................(714) 241-6213, ext. 17278

    Garden Grove Center................. (714) 241-6209, ext. 17309

    Le-Jao Center ....(714) 241-6184, ext. 17424

Developmental Education
(English/Math).. (714) 241-6285

Distance Learning (Cablecast, CD-ROM,
Independent Study, Internet, 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

    or TTY .... (714) 241-6283

    Costa Mesa Center... (714) 241-6213

    or TTY .... (714) 435-8011

    Garden Grove Center...................................... (714) 241-6209

    or TTY .... (714) 530-8439

    Le-Jao Center .... (714) 241-6184

    or TTY .... (714) 896-0810

Legal Clinic.. (714) 241-6298

Library (Virtual) ....(714) 246-6209, ext. 17318

Matriculation .... (714) 241-6162

Media Relations & Marketing .... (714) 241-6186

Military Educational Services.................................(714) 241-6326
                        or toll-free (866) 422-2645

Public Safety...................................... (714) 546-7600, ext. 16497

Scholarships .... (714) 546-7600, ext. 16554

Special Programs & Services
for the Disabled (DSPS) .... (714) 241-6214

    or TTY ....(714) 751-2072

Student Advisory Council (SAC) .... (714) 241-6253

Student Success Center
    (Le-Jao Center)................................ (714) 241-6184, ext. 17420

Study Abroad Program .... (714) 241-6215

Transfer Student Hotline ....(714) 241-6171

Veterans Assistance ....(714) 241-6325

Weekend College ....(714) 241-6213, ext. 17202

Workforce Investment Act (WIA) .... (714) 241-4923

Admissions Requirements and Registration Procedures

Application and Registration: Students wishing to enroll at Coastline Community College must complete the "Application to Register" form contained in the class schedule or go to *coastline.edu* and click on Admissions and Registration. Individuals planning to obtain an associate in arts degree, a certificate of achievement or participate in a four-year college transfer program should send their high school and college transcripts to the Admissions office.

Military personnel wishing to enroll in the Coastline military contract education program should do so online at www.mil.ccc.cccd.edu

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.

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

K-12 students attending Coastline are awarded college credit for their coursework unless the school specifies, in writing to the college, that the course(s) are to be used for high school credit only.

Assessment for Entry Placement

Assessment for entry placement in reading, writing and mathematics is expected of all first-time students, except for those students who have completed required English and mathematics skill courses. New students who have earned an associate degree or higher from an accredited institution are not required

Services for Students

to take the assessment tests. All 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. Testing dates and times are available through the Counseling office the English as a Second Language (ESL) Institute, and the Student Success Center.

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

Orange County One-Stop Centers

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

Orange County One-Stop Centers:

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

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

- 1561 E. Orangethrope Avenue, Suite 210
  Fullerton, CA 92831
  (714) 441-3040

Business Service Center:

- 5405 Garden Grove Blvd., Suite 100
  Westminster, CA 92683
  (714) 241-4940

Counseling

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

Call (714) 241-6162 to schedule an appointment. Academic counseling for military students is available by e-mailing *militarycounselor@coastline.edu* or by calling toll free (866) 422-2645.

Consejería

Consejería ofrecer oportunidades para que individuos aprendan las habilidades que se necesitan para la vida diaria y el planeamiento de carreras y así puedan desarrollar conocimientos y alcanzar sus metas educacionales y personales. Tenemos consejeros disponibles en las oficinas centrales del Colegio, el Centro de Costa Mesa, el Centro de Garden Grove y el Centro de Le-Jao, durante el semestre ofrecendio consejería personal, vocacional, educacional y de transferencia universitaria. Consejeros contestarán preguntas cortas sin cita. Llame (714) 241-6162 para una 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 trên 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 Costa Mesa, trung tâm Le-Jao, và trung tâm Garden Grove Center trong suốt thời gian mùa học để tham khảo về bản thân, nghề nghiệp, học vấn và sự thuyên 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 ngắn gọn. Xin liên lạc (714) 241-6162 để lán hẹn.

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.

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

Cooperative Agencies Resources For Education (CARE)

CARE serves the unique needs of a special group of EOPS students. It is administered by the EOPS Program at the College. At the time these EOPS students are accepted into CARE, they must have at least one child under the age of 13, be a full-time student, a current participant in CalWORKS and designated as single 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, gasoline pump passes, 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 Free Application for Federal Student Aid (FAFSA).

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: *http://www.ed.gov/studentaid*

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

Financial Aid Information Page (includes link to Scholarships): *http://www.icanaffordcollege.com*

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

Matriculation

Definition

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

Goal

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

1. Assist students to make wise educational choices concerning the programs and courses to pursue based upon clear and sensitive appraisals of their skills, interests and aptitudes in relation to the programs and courses offered.

2. Enable students to complete the units they attempt with satisfactory grades and to persist from semester to semester.

3. Identify the support services that students need to succeed and refer students to college and community resources to meet those needs.

4. Strengthen student motivation to succeed through the above, and provide frequent feedback and encouragement.

Matriculation Activities

Admission: Students use telephone, mail-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 are available for accessibility and convenience. Career interest inventories and other specialized testing tools are also available.

Counseling: Students meet with educational counselors through selected classroom visitations and personal appointments. Students learn about Coastline's educational options including

transfer requirements, associate degrees, certificate programs, enrichment courses, weekend offerings and distance learning courses. Counselors help students identify their educational goals and develop curriculum plans to achieve them.

Exemption Criteria: All students entering Coast Community College District colleges are expected to participate fully in matriculation services. They are also expected to meet course skill level requirements and prerequisites. Students may be exempted from assessment, orientation and/or counseling on the basis of the following criteria:

1. Students who have earned an associate degree or higher from an accredited institution.

2. Students who are enrolling in six or fewer units and who are not pursuing a degree or a certificate. Upon completion of 12 or more units, however, these students will be apprised of opportunities to participate in matriculation services.

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

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

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

Summary
Students who participate in matriculation have an increased potential for success. They are more motivated, knowledgeable and prepared to achieve their educational goals. All students are strongly encouraged to participate. Call the Counseling office for information at (714) 241-6162.

Matrícula

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

Coastline accede a proveer un proceso organizado de: admisión/ingreso, orientación, evaluación, consejería, y seguimiento del proceso académico del estudiante. Los estudiantes acceden a: declarar un objetivo educacional específico, atender clases regularmente, completar el trabajo de

cursos asignados, y mantener un progreso satisfactorio que 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 atravez de los objetivos educacionales alcanzados por nuestros estudiantes.

Matriculación es un proceso coordinado que:

1. Asiste a estudiantes a tomar decisiones educativas juiciosas que estan relacionadas con los cursos y programas que van a completar. Estas decisiones estarán basadas de acuerdo a evaluaciones claras, habilidades personales, intereses y talentos/aptitudes en relación con los programas y cursos ofrecidos.

2. Hacer posible que los estudiantes completen unidades y créditos con grados ó calificaciones satisfactorias y que continuen su educación de semestre a semestre.

3. Identifica los servicios de apoyo que los estudiantes necesitan para triunfar y les proporciona recursos y referencias comunitarias y universitarias que necesitarán para satisfacer sus necesidades.

4. Fortalece la motivación estudiantil para que se logren los puntos antes mencionados y provee información general y mucho estímulo y ánimos para nuestros estudiantes.

A los estudiantes se les recomienda que se reunan con un consejero académico anualmente para 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 trên con đường học vấn. Đây là một hợp đồng giữa trường đại học và người sinh viên.

Trường Coastline giúp đỡ sinh viên trong việc ghi danh, thi 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.

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.

Services for Students

Military Program

In cooperation with Servicemembers Opportunity Colleges (SOC), Coastline provides educational and outreach services to military servicemembers allowing them to earn their A.A. degree.

The A.A. degree plan with concentrations corresponding to military occupational specialties is described more fully in the Technical and Career Education Programs section of this catalog. These specialized options and others under development have applicability to servicemembers in all branches of the armed services.

Coastline's technology-delivered, fee-based distance and contract education programs provide active duty servicemembers, reservists, veterans, and military dependents the opportunity to pursue a college education from virtually any national or international location.

Coastline's Military Program is committed to providing specialized services to military students including:

- Credit awarded for military training and experience as recommended by the American Council on Education.

- An occupationally related A.A. degree program as well as transfer programs.

- Courses delivered by Internet, CD-ROM, PDA, independent study labs, incorporating text materials, instructor contact, assignments and proctored exams.

- Courses offered in convenient 8-week sessions, five times a year.

- Transfer of course credits from other regionally accredited institutions, and guaranteed course transferability among SOC network institutions.

- SOC Student Agreements and Degree Roadmaps to promote degree completion.

- Helpful counselors and student services staff specifically dedicated to military students.

Coastline's military education outreach programs include Army University Access On-Line (eArmyU), Navy College Program for Afloat College Education (NCPACE), Navy College Program Distance Learning Partnership (NCPDLP), and partnerships with the Army National Guard and the U.S. Coast Guard. These programs provide an overall structure of degree content, course delivery and military student services.

Course enrollment fees currently range from $110 to $190 per semester hour depending on service contract, delivery methods, and services provided. For more information on Coastline's fee-based, military education outreach programs, go to the department's Web site: *http://mil.ccc.cccd.edu*; call toll free (866) 4CCC-MIL (422-2645) or locally (714) 241-6326.

Scholarships

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

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

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

For information about the program criteria and awards available, call the scholarship hotline at: (714) 546-7600, ext. 16554; e-mail at: *cccscholarships@cccd.edu*; or visit the Coastline Web site at: *www.coastline.edu*, alpha index, "Scholarships".

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 and other alternately formatted materials), test proctoring, tutoring, and vocational guidance.

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.

Services for Students

Study Abroad Program

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

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

Financial Aid may be available on a case-by-case basis. Call (714) 241-6239 for more financial aid information.

Transfer Center

An extensive library of college and university catalogs is accessible for assistance in transfer decisions. Internet access for transfer research is also offered, and applications for CSU, UC, and private institutions are available. Other services include information on majors, choosing the right college, appointments with university representatives, articulation with four-year colleges, special workshops and the University Transfer Event held each fall. This center serves students, staff and the general public and assists them in making a smooth transition to a four-year institution. Call (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 technician in the Admissions office at (714) 241-6325.

Eligibility

A veteran may be eligible for benefits for ten years after the date of separation from active duty provided discharge or release was other than dishonorable, and he/she served at least a hundred and eighty-one (181) continuous days or was discharged or released because of a service-connected disability. Veterans who entered active duty beginning July 1, 1985 may be eligible under Chaper 30, the Montgomery GI bill provided they:

• Served at least two years with honorable discharge, and
• Had $100 per month deducted from their military pay for educational benefits during the first 12 months of active duty.

Selected Reserve participants may be eligible under Chapter 1606.

Veterans Administration Requirements for Receiving Veterans Benefits

1. In order to claim benefits, a veteran or eligible person must have, as an educational objective, "an (a) Associate in Arts Degree, (b) Baccalaureate Degree, or (c) Certificate Program. If, after consulting the college catalog or the schedule of classes a person wishing to file for veterans benefits is still unsure of his/her goals or major, arrangements should be made for a counseling appointment.
2. In order to insure continuity of benefits, satisfactory progress must be made toward the stated major.
3. Attendance in enrolled classes is expected at all times.
4. After each registration, the person receiving Veterans benefits must notify the Veterans Technician of any program changes, i.e., complete withdrawal from college, adjustment of units, courses added and dropped, etc.
5. Those with 24 or more units of college work completed and who wish to apply for benefits must have program approval. Contact the Veterans Technician for proper procedure.
6. Veterans with fewer than 24 units must submit transcripts for all previous college work to Coastline Community College within four weeks after the semester begins.

Unit Load to Qualify for GI Bill:

Full-time	12 units
3/4 time	9-11 units
1/2 time	6-8 units

CAL-VET: Students who qualify for CAL-VET benefits should contact the Veterans Technician.

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

Associate in Arts *Degree*

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, with at least a 2.0 grade point average overall and a 2.0 grade point average at CCC. At least 12 units must be earned at CCC and a student must be enrolled at the time of application for graduation.
- 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, 105, 109, 135AB, 136AB, 137, 138AB, 175, 233, 235, 236, 237AB, 260, 261, 262, 265AB; English 144, 145; Foreign Language—any over 100; Geography 185; Gerontology 140, History 115, 122, 124, 128, 130, 160, 165, 180, 185; Humanities 100; Human Services 100; Music 103; Philosophy 100, 113; Speech 103.
- Complete one of the three A.A. degree option plans.

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). See Options II and III for required courses.

Courses can only be certified if they were on the CSU or IGETC approved list at the time they were taken by the student.

Students who transfer without certification will have to meet the general education requirements of the specific CSU or UC campus to which they are transferring. Meeting these requirements usually necessitates taking additional courses.

Coastline will certify courses only once. Certification is not automatic and must be requested after the completion of the last term prior to transfer. This request should be made in the Admissions office when final transcripts are requested to be sent to the transfer university.

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

IGETC certification from other colleges is automatically certified as long as Coastline has 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 obtaining 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

Santa Ana Centennial Education Center ....(714) 241-5720

GED preparation is also available at Coastline's Student Success Center. Call (714) 241-6184, ext. 17420 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 requirements. Petitions are available in the Admissions office. Military students may obtain a graduation petition online at *www.mil.ccc.cccd.edu*

- Summer filing date: June 21-July 30, 2007
- Fall filing date: August 30-November 19, 2007
- Spring filing date: January 28-April 11, 2008

Diplomas will be mailed approximately one month after the end of the semester in which the application was filed.

Commencement exercises are held once a year at the end of the Spring Semester. Detailed information will be mailed to all graduation candidates in April.

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.

Associate in Arts Degree

- 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 60 transferable units.

- Maintain the appropriate grade point average required by the transfer institution.

COASTLINE COMMUNITY COLLEGE
A.A. DEGREE REQUIREMENTS 2007-2008
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, or areas related to military occupational specialties*).

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.

Global and Multicultural Studies Requirement: Complete at least 2.5 units from any of the following Global and Multicultural Studies: Anthropology 100, 150; Art 100, 101, 103, 104, 105, 109, 135AB, 136AB, 137, 138AB, 175, 233, 235, 236, 237AB, 260, 261, 262, 265AB; English 144, 145; Foreign Language—any over 100; Geography 185; Gerontology 140; History 115, 122, 124, 128, 130, 160, 165, 180, 185; Humanities 100; Human Services 100; Music 103; Philosophy 100, 113; Speech 103.

Group A— Basic Subjects	Group B— Natural Sciences	Group C— Arts and Humanities	Group D– Social Sciences	Group E— Self-Development
English 099 and Math 010, 020, 030, 070 can be used to meet the English & math competency requirements. ***They count toward the 60 units required for A.A. degree, but do not count toward the required general education units. All other courses numbered below 100 do not count toward the A.A. degree **One course from each area** **A1** Communications 100; Speech 100, 103 or 110 **A2** **English** English Competency: Passing English 099 or 100 or 135 (with a grade of "C" or better) **A3** **Math** Competency: Passing the Math Placement Test or completion of one year of high school algebra with a grade of "C" or better, or passing one of the following with a "C" or better: Math 010, 020, 030, 070, 100, 103, 104, 105, 106, 115, 120, 140, 150, 160, 170, 180, 185, 225, 226, 280, 285	**Any three units** **B1** Astronomy 100, 100L*; Chemistry 100, 105, 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*, 175*, 210*; Ecology 100, 105; Marine Science 100, 100L*, 105* Laboratory Activity—Any science laboratory course (identified by an *)	**Any three units** **C1** **Arts:** 100, 101, 102, 103, 104, 105, 106, 109, 110A, 110B, 111A, 111B, 117AB, 120, 120A, 120B, 121AB, 122, 122A, 122B, 123, 124, 126, 127AB, 128, 129AB, 130, 131AD, 132AD, 133AD, 134AD, 135AB, 136AB, 137, 147AB, 148AB, 149AB, 150A, 150B, 160AB, 175, 190, 194, 203, 205, 206, 214AB, 215, 221AB, 222A, 222B, 223AB, 224AB, 226, 228AB, 229AB, 230AB, 231AB, 232AD, 233, 235, 236, 237AB, 238AD, 240AD, 250A, 250B, 260, 260A, 261, 262, 265AB, 273AB; English 164; Music 100, 101, 102, 103, 104, 105, 110AB, 111AB, 120A, 120B, 130AB, 131AB, 132AB, 151, 152; Theater 100, 106, 107, 120AD, 150AD **C2** **Humanities:** American Sign Language 110AB, 111AB; English 101, 102, 126, 140, 143, 144, 145, 164, 180; Any Foreign Language 144, 180, 180A, 180B, 183AD, 185, 185A, 185B, 203, 204, 260, 260A, 260B, 265, 265A, 265B, 280, 280A, 280B, 285, 285A, 285B; Humanities 100, 110, 114, 120, 130; Philosophy 100, 112, 113, 115, 117, 120, 140; Religious Studies 105, 110, 140, 140A, 140B, 180	**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, 155 **D4** Gender Studies: History 120 **D5** Geography: Geography 100, 150, 180, 185 **D6** History: History 115, 140, 145, 150, 160, 165, 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, 118, 120, 148, 170, 250, 280 **D10** Sociology: Sociology 100, 110, 120	**Any three units** Counseling 100, 105, 120; Dance 101AD, 102AD, 105AD, 106AD, 107AD, 108AD, 110AD, 111AD, 113AD, 114AD, 116AD, 120AD, 124AD, 125AD, 126AD, 130AD, 133AD, 140AD, 141AD, 150AB, 155AB, 160AD, 162, 165AD; English 108; Food & Nutrition 170, 175; Gerontology 120, 140; Health Education 100, 175; Leadership 140, 145, 150, 155; Photography 100, 102; Physical Education any course numbered 100 or above; Psychology 115, 118, 130, 150, 151AB, 152AB, 153AB, 154AB, 155AB, 159, 160, 161AB, 170

COASTLINE COMMUNITY COLLEGE
A.A. DEGREE REQUIREMENTS 2007-2008
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.

Global and Multicultural Studies Requirement: Complete at least 2.5 units from any of the following Global and Multicultural Studies: Anthropology 100, 150; Art 100, 101, 103, 104, 105, 109, 135AB, 136AB, 137, 138AB, 175, 233, 235, 236, 237AB, 260, 261, 262, 265AB; English 144, 145; Foreign Language—any over 100; Geography 185; Gerontology 140; History 115, 122, 124, 128, 130, 160, 165, 180, 185; Humanities 100; Human Services 100; Music 103; Philosophy 100, 113; Speech 103.

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
Must complete **9 units** with a minimum of one course in A1, A2 and A3 (grade of "C" or better). *A1—Oral Communication* Speech 100 or 103 or 110 *A2—Written Communication* English 100 *A3—Critical Thinking* English 102 or Philosophy 115 or 117	Must complete **9 units** with a minimum of one course each in B1, B2, and B4. (One of the science courses must be a laboratory course.) *B1—Physical Science* Astronomy 100 Chemistry 100, 105, 110, 130, 180, 185 Ecology 105 Geology 100, 110, 130, 140 Physics 110, 120, 125 *B2—Life Science* Biology 100, 105, 110, 120, 170, 175 Ecology 100, 105 Marine Science 100, 105 *B3—Laboratory Activity* Astronomy 100L Biology 101, 170, 175 Chemistry 110, 130, 180L, 185L Geology 141 Marine Science 100L*, 105 Physics 120, 125 *B4—Mathematical/ Quantitative Reasoning Concepts (grade of "C" or better)* Math 100, 103, 106, 115, 120, 140, 150, 160, 170, 180, 185, 225, 226, 280, 285 *Must be taken with Marine Science 100	Must complete **9 units** with a minimum of 3 units in C1 and 3 units in C2. *C1—Arts* Art 100, 101, 102, 103, 104, 106, 109, 110AB, 111A, 111B, 120, 120A, 120B, 122, 128, 135AB, 136AB, 137, 150A, 150B, 214AB, 222AB, 260AB, 265AB English 164 Music 100, 102, 103, 151, 152 *C2—Humanities* English 140, 143, 144, 145, 164, 180 Foreign Language (any foreign language)* 180, 180A, 180B, 185, 203, 204, 260, 260A, 260B, 265, 265A, 265B, 280, 280A, 280B, 285 French 144 History 155, 160, 165 Humanities 100, 110, 130 Philosophy 100, 112, 113, 120 Religious Studies 105, 106, 110, 140, 140A, 140B, 180 Sign Language 111AB *Except Korean 185, 185A, 185B; Spanish 185A, 185B	Must complete **9 units** with courses in at least two areas. *D1—Anthropology and Archeology* Anthropology 100, 120, 150 *D2—Economics* Economics 100, 180, 185 *D3—Ethnic Studies* History 122, 124, 128, 130, 155 *D4—Gender Studies* History 120 *D5—Geography* Geography 100, 150, 180, 185 *D6—History* History 115, 160, 165, 170, 175, 180, 185 Religious Studies 140, 140A, 140B *D7—Interdisciplinary Social or Behavioral Science* Communications 100 History 108 *D8—Political Science, Government and Legal Institutions* Political Science 100, 110, 120, 130, 140 *D9—Psychology* Psychology 100, 115, 118, 148, 170, 250, 280 *D0—Sociology and Criminology* Sociology 100, 110, 120	Must complete **3 units.** Counseling 100, 105, 120 English, 102, 108 Food and Nutrition 170, 175 Gerontology 120, 140 Health Education 100, 175 Psychology 115, 118, 152AB, 153AB, 154AB, 155AB, 159, 160 Sociology 120 **And a maximum of one unit from the following activity courses:** Dance 101AD, 102AD, 105AD, 106AD, 107AD, 108AD, 110AD, 111AD, 113AD, 114AD, 116AD; 120AD, 124AD, 125AD, 126AD, 130AD, 133AD, 140AD, 141AD, 150AB, 155AB, 160AD, 165AD Physical Education 101AD, 102AD, 103AD, 105AD, 107AD, 108AD, 109AD, 115AD, 116AD, 118AD, 119AD, 120AD, 121AD, 123, 125AD, 136AB, 137AB, 138, 140AB, 141AB, 147AB, 148AB, 150AD, 152AD, 153AD, 164AD, 170AD, 171AD, 172AB, 173AB, 174AD

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.

COASTLINE COMMUNITY COLLEGE
A.A. DEGREE REQUIREMENTS 2007-2008
Option III: Transfer Plan for IGETC (CSU or UC) • A.A. Degree Program (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.

Global and Multicultural Studies Requirement: Complete at least 2.5 units from any of the following Global and Multicultural Studies: Anthropology 100, 150; Art 100, 101, 103, 104, 105, 109, 135AB, 136AB, 137, 138AB, 175, 233, 235, 236, 237AB, 260, 261, 262, 265AB; English 144, 145; Foreign Language—any over 100; Geography 185; Gerontology 140; History 115, 122, 124, 128, 130, 160, 165, 180, 185; Humanities 100; Human Services 100; Music 103; Philosophy 100, 113; Speech 103

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

FOREIGN LANGUAGE other than English (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 below.

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.

Partial Certification of IGETC
The IGETC provides a pattern of courses that fulfills the transfer general education requirements at both the University of California (UC) and the California State University (CSU). Each California community college offers a complete set of courses that satisfy IGETC. If you attend more than one community college, the campus you attend just prior to transfer will certify your completion of IGETC, including courses taken at other colleges. The IGETC pattern is not recommended for all majors. Please check with a counselor.

Partial certification of the IGETC is possible due only to extraordinary circumstances. The student should consult a counselor for guidelines and petition.

AREA 1— English Communication	AREA 2— Mathematical Concepts & Quantitative Reasoning	AREA 3— Arts & Humanities	AREA 4— Social & Behavioral Sciences	AREA 5— Physical & Biological Sciences
UC—Two courses, one from Group A and one from Group B. Minimum of 6 units. CSU—Three courses, one from Group A, one from Group B and one from Group C. Minimum of 9 units. *Group A: English Composition* English 100 *Group B: Critical Thinking* English 102 *Group C: Oral Communication* Speech 103, 110 (required for CSU and A.A. degree)	One course. Minimum of 3 units. Math 115, 140*, 150, 160, 170, 180*, 185, 225, 226, 280, 285	Three courses, with at least one course from Group A and one course from Group B. Minimum of 9 units. *Group A: Arts* Art 100, 101, 102, 103, 104, 109 English 164 Music 100 *Group B: Humanities* Chinese 185*, 280, 285 English 140, 144, 145 French 185*, 285 History 108, 120, 122, 124, 128, 130, 155, 160, 165, 170**, 175**, 180, 185 Humanities 100, 110, 130 Italian 185* Philosophy 100, 112, 113, 120 Religious Studies 110, 180 Spanish 185*, 265*, 280*, 285* Vietnamese 185*, 280*, 285	Three courses from at least two disciplines. Minimum of 9 units. Anthropology 100, 120 Ecology 100* Economics 100*, 180, 185 Geography 100, 185 History 115 Political Science 100**, 110, 130, 140 Psychology 100, 118, 120, 148, 170*, 280 Sociology 100	Two courses, with one from Group A and one from Group B. Minimum of 7 to 9 units. One of the courses must include a lab (indicated by $^+$ sign) *Group A: Physical Science* Astronomy 100, 100L* Chemistry 110*$^+$, 130*$^+$, 180, 180L$^+$, 185, 185L$^+$ Ecology 105 Geography 180 Geology 100*, 110, 130, 140, 141$^+$ Physics 110*, 120*, 125* *Group B: Biological Sciences* Biology 100, 101*, 105*, 170*, 175* Marine Science 100, 105

*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 arts and humanities or social and behavioral sciences requirement.

Associate in Arts Degree
Distance Learning A.A. Degree Option Designed for Military Servicemembers

This degree plan is designed for military servicemembers who wish to earn an associate in arts degree with an area of concentration (major) corresponding to their military occupational specialty. The credit earned from military training and experience, as recommended by the American Council on Education (ACE), may be used to satisfy the 18 units needed for the major.

The degree is awarded upon the completion of 60 units of acceptable required and elective coursework as described below.

1. **General Education Requirements:** Completion of 18 units in specific courses listed in Groups A-E of the Option I A.A. Degree Program (see *Associate in Arts* section of this catalog). *Note: Completion of 36 units in specific general education courses listed in Groups A-E are required for a General Studies degree major.*

2. **Major Related Requirements:** Completion of at least 18 units of evaluated military experience and schooling, and/or coursework directly related to the area of concentration. Credit is awarded for military training and experience as recommended by the American Council on Education.

3. **Elective Requirement:** Completion of at least 24 units of free electives which may include credit earned from evaluated military experience and schooling as recommended by the American Council on Education and/or course work from an accredited college institution.

After completing 12 units of coursework at Coastline, a maximum of up to 40 units of non-traditional course work may be awarded and posted to the student's transcript upon evaluation of military experience and schooling, CLEP and DANTES exams or other experienced learning. **Students must provide official transcripts to Coastline prior to petitioning for a degree.**

For more information about Coastline's Military Outreach Services, refer to the *Services for Students* section of this catalog.

This A.A. degree program is available with the following areas of concentration:

- **Applied Marine Engineering**
  For Navy and Coast Guard ratings involved with various aspects of marine engineering aboard naval and Coast Guard vessels.

- **Aviation Technology**
  For occupational specialties in all branches of the military involved with maintenance and repair of aircraft structures and/or power systems.

- **Business Administration**
  For occupational specialties in all branches involved in the administration of personnel, materiel, and services, including such areas as office management, financial services, postal services and supply systems.

- **Computer Systems**
  For occupational specialties in all branches involved in the fields of information technology, networking, programming, information systems and data processing.

- **Construction Technology**
  For occupational specialties in all branches involved with the various construction trades including heavy equipment operations, carpentry, building inspection, surveying and public utilities. Servicemembers in the Navy's "Sea Bees" and the Army Corps of Engineers might ask for this degree.

- **Counseling and Applied Psychology**
  For occupational specialties in all branches involved in personnel and career counseling. Training for counselors includes subjects such as theory and practice of counseling, group process theory and practice, intro to psychology and abnormal psychology.

- **Criminal Justice**
  For servicemembers in all branches involved in the law enforcement or the administration of justice fields, including such population groups as the Navy's Master-At-Arms rating, the Army's military police and the Marine Corps' security guards.

- **Distribution Operations Management**
  For occupational specialties in all branches of the military involved in inventory control, materiel logistics management, warehousing operations and/or operations of supply support data systems.

- **Electrical Mechanical Technology**
  For numerous occupational specialties in all branches involved in the maintenance and/or repair of electrical and/or mechanical machines, motors and systems. Electricians and mechanics top the list of eligible trades.

- **Electronic Data Systems**
  For occupational specialties in all branches involved with data processing and the management of information systems.

- **Electronics Technology**
  For occupational specialties in all branches involved in the maintenance and/or repair of electronic devices and systems.

- **Food Service Management**
  For occupational specialties in all the branches involved in the purchasing, preparation and/or service of food and beverages. Navy Mess Management Specialists (MS rating) and Army Food Service Specialists (92G MOS) are examples of this specialty.

- **Health Science Technology**
  For occupational specialties in all the branches involved in the various allied health fields of the medical and dental professions.

- **Human Resources Management**
  Designed for senior non-commissioned officers with considerable work related experience in the management of organizations and human resources.

- **Management**
  For senior enlisted, warrant officer and officer personnel in all the branches of the military.

- **Marketing and Sales**
  For recruiters in all branches of the military. Their military schooling deals extensively with the elements of sales techniques and sales management, marketing principles, audiovisual techniques, advertising and social psychology.

- **Media/Communications**
  For occupational specialties in all branches involved in the fields of electronic, written, visual or verbal communications or communications systems. Includes people in public affairs, journalism, broadcasting, photography, graphic design and related areas.

- **Nuclear Power Technology**
  Designed exclusively for those naval personnel who have graduated from the Navy's nuclear power training program.

- **Oceanography Technology**
  For occupational specialties primarily in the Navy and Coast Guard involved in the operation and maintenance of equipments used in meteorology, oceanography, navigation and piloting, including EOD[s], Navy Divers or SEA graduates.

- **Vocational-Technical Education**
  Primarily designed for Navy Certified Instructors who have extensive schooling in such areas as learning theory, instructional media, curriculum design and instructional strategy. May apply to individuals in other branches with sufficient training in these areas.

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
(A2)	English 100—Freshman Composition	3.0
(A3)	English 102—	
	Critical Reasoning, Reading and Writing	3.0
	Philosophy 115—Logic and Critical Thinking	3.0

GROUP B REQUIREMENTS—
Natural Sciences

		Units
(B1)	Astronomy 100—Introduction to Astronomy	3.0
	Chemistry 105—	
	Chemistry Explorations for Teachers	2.0
	Chemistry 110—Introduction to Chemistry	5.0
	Chemistry 180—General Chemistry A	4.0
	Chemistry 185—General Chemistry B	4.0
	Geology 100—General Geology	3.0
(B2)	Biology 100—Introduction to Biology	3.0
	Biology 120—Biology of Aging	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
	Geology 141—Introduction to Geology Lab	1.0
	Marine Science 100L—	
	Marine Science Oceanography Lab	1.0
(B4)	Mathematics 100—Liberal Arts Math	3.0
	Mathematics 103—Statistics for Elementary Teachers	3.0
	Mathematics 106—Geometry for Elementary Teachers 2	3.0
	Mathematics 115—College Algebra	4.0
	Mathematics 150—Finite Mathematics with	
	Applications	3.0
	Mathematics 160—Introduction to Statistics	3.0
	Mathematics 170—Precalculus	5.0
	Mathematics 180—Calculus 1	5.0
	Mathematics 185—Calculus 2	5.0

GROUP C REQUIREMENTS—
Art, Literature, Philosophy and Foreign Language

		Units
(C1)	Art 100—History and Appreciation of Art 1	3.0
	Art 101—History and Appreciation of Art 2	3.0
	Art 128—Survey of Watercolor Painting	1.5
	Art 135AB—Survey of Chinese Brush Painting	2.0
	Music 100—History & Appreciation of Music	3.0
(C2)	English 140—Introduction to Literature	3.0
	English 144— The International Short Story	3.0
	English 145—American Literature: The	
	Short Story	3.0
	English 177—Children's Literature	3.0
	English 180—Shakespeare	3.0
	French 180—Elementary French 1	5.0

	Units
French 180A—Elementary French 1A	2.5
French 180B—Elementary French 1B	2.5
French 185A—Elementary French 2A	2.5
Humanities 110—Humanities through the Arts	3.0
Humanities 130—Cinema History/Appreciation	3.0
Italian 180—Elementary Italian 1	5.0
Philosophy 100—Introduction to Philosophy	3.0
Philosophy 113—Philosophical Ecology	3.0
Philosophy 120—Ethics	3.0
Spanish 180—Elementary Spanish	5.0
Spanish 180A—Elementary Spanish 1A	2.5
Spanish 180B—Elementary Spanish 1B	2.5
Vietnamese 180—Elementary Vietnamese 1	5.0
Vietnamese 185—Elementary Vietnamese 2	5.0

GROUP D REQUIREMENTS—
Social, Political and Economic Institutions

		Units
(D1)	Anthropology 100—Cultural Anthropology	3.0
(D2)	Economics 180—Principles of Economics (Macro)	3.0
	Economics 185—Principles of Economics (Micro)	3.0
(D6)	History 160—World Civilization to 1500	3.0
	History 165—World Civilization from 1500	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
(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
	Psychology 170—Psychology of Aging	3.0
	Psychology 250—Brain and Behavior	3.0
	Psychology 280—Introduction to Research Methods	4.0
(D0)	Sociology 100—Introduction to Sociology	3.0
	Sociology 110—Marriage & Family	3.0
	Sociology 120—Introduction to Gerontology	3.0

GROUP E REQUIREMENTS—
Understanding and Self Development

	Units
Counseling 105—Succeeding in College	3.0
English 102—Critical Reasoning and Writing	3.0
English 108—Library Resource and Research	1.0
Food and Nutrition 170—Nutrition	3.0
Health Education 100—Contemporary Health Issues	3.0
Psychology 115—Child Growth and Development	3.0
Psychology 118—Transitions through the Life Span	3.0

Distance Learning Courses that Meet CSU System Transfer Requirements—continued

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

Distance Learning Courses that Meet
CSU System Transfer Requirements continued

ELECTIVES	Units
Accounting 100—Introduction to Accounting	3.0
Accounting 101—Financial Accounting	4.0
Accounting 102—Managerial Accounting	4.0
Art 119—Applied Sketching Techniques	2.0
Art 133AD—Chinese Landscape Painting	2.0
Art 134AD—Painting Creatures	2.0
Art 237AB—Chinese Flower Painting	3.0
Art 238AD—Chinese Flower Printing 2	3.0
Business 100—Introduction to Business	3.0
Business 110—Legal Environment of Business	3.0
Business 120—Personal Financial Planning	3.0
Business 150—Introduction to Marketing	3.0
Business 222—Business Ownership Management	3.0
Business Computing 100AB—Introduction to Computers	3.0
Business Computing 104—Microsoft Windows 1	1.5
Business Computing 110B—	
Basic Macintosh Operations: CD-ROM	1.5
Business Computing 112—Office Organization	3.0
Business Computing 120—Microsoft Excel 1	1.5
Business Computing 121–1 Microsoft Excel 2	1.5
Business Computing 147-1—Microsoft Word 2000	1.5
Business Computing 148A—	
Microsoft Word/Long Documents	1.5
Business Computing 148B—Microsoft Word/Graphics	1.5
Business Computing 148C—Microsoft Word/Power Word	1.5
Business Computing 148D—Advanced Microsoft	
Word/Power Word 2	1.5
Business Computing 150—Microsoft Office Professional	3.0
Business Computing 157—Windows	3.0
Business Computing 167—Visual Basic	3.0
Business Computing 171—Web Design/XHTML 1	3.0
Business Computing 171B—Web Design/XHTML 2	3.0
Business Computing 172—Corporate Web Manager	1.5
Business Computing 179—Learning FileMakerPro	3.0
Business Computing 180—Intro to Multimedia	3.0
Business Computing 185—Microsoft Power Point	1.5
Business Computing 194—Web Accessibility	3.0
Business Computing 197—	
E-Commerce: Constructing an Online Business	3.0
Computer Science 100—	
Introduction to Business Information Systems	3.0
Computer Services Technology 122—	
Technical Documentation	1.5
Computer Services Technology 128—	
Introduction to Networking	3.0

ELECTIVES	Units
Computer Services Technology 161—Supporting Windows	
2000 Professional Server	3.0
Computer Service Technology 165—Managing and	
Maintaining a Microsoft Windows Server 2003	3.0
Computer Services Technology 230—	
Security Essentials	3.0
Digital Graphics Application 166A—	
Software Topics: Macromedia Dreamweaver	3.0
Digital Graphics Application 166C—Macromedia Flash	3.0
Education 103—Introduction/Computers in Education	2.0
Education 104—Introduction to Teaching & Learning in	
Diverse Contemporary Classrooms	1.0
Education 107—Introduction to Distance Learning	1.0
Education 180—Family, School and Community	
Partnerships	3.0
Education 200—The Teaching Profession	3.0
English 105—Business English	3.0
English 135—Business Writing	3.0
French 183AD—Review of Elementary French	2.0
French 186AD—Topics in French	1.0
French 197—CLEF (Culture, Literature, and Writing)	2.0
French 198AD—Current Issues in	
French Culture and Communication	2.0
Gerontology 130—Techniques in Working with	
the Frail Elderly	3.0
Human Services 100—Introduction to Human Services	3.0
Human Services 101—Helping Theories & Applications	3.0
Human Services 102—Crisis Intervention	3.0
Human Services 103—Stress Management	3.0
Human Services 104—Treatment Issues	
with Substance Abuse	3.0
Human Services 272—Practicum	2.0
M&S 100—Organizational Management	3.0
M&S 104—Human Resource Management	3.0
Mathematics 104—Real Numbers for Elementary Teachers 1	3.0
Philosophy 140—Organizational Ethics	3.0
Physical Education 190—Physiology of Exercise	2.0
Physical Education 190L—Physiology/Exercise Lab	1.0
Psychology 250—Brain and Behavior (Psychobiology)	3.0
Psychology 280—Introduction to Research Methods	
in Psychology	4.0
Spanish 183—Review of Elementary Spanish	1.0
Spanish 185A—Elementary Spanish 2A	2.5
Spanish 185B—Elementary Spabnish 2B	2.5

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

Distance Learning Courses That Meet IGETC Transfer Requirements

AREA 1—ENGLISH COMMUNICATION

Group A: Freshman Composition

	Units
English 100—Freshman Composition	3.0

Group B: Critical Reasoning

	Units
English 102—Critical Reasoning, Reading and Writing	3.0

AREA 2—MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

	Units
Mathematics 150—Finite Mathematics with Applications	3.0
Mathematics 160—Introduction to Statistics	3.0
Mathematics 170—Precalculus	5.0
Mathematics 180—Calculus 1	5.0
Mathematics 185—Calculus 2	5.0

AREA 3—ARTS & HUMANITIES

Group A: Arts

	Units
Art 100—History and Appreciation of Art 1	3.0
Art 101—History and Appreciation of Art 2	3.0
Music 100—History and Appreciation of Music	3.0

Group B: Humanities

	Units
English 144—The International Short Story	3.0
English 145—American Literature: The Short Story	3.0
History 160—World History to 1500	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 110—Humanities through the Arts	3.0
Humanities 130—Cinema History/Appreciation	3.0
Philosophy 100—Introduction to Philosophy	3.0
Philosophy 113—Philosophical Ecology	3.0
Philosophy 120—Ethics & Moral Choices	3.0
Spanish 185—Elementary Spanish	5.0
Vietnamese 185—Elementary Vietnamese 2	5.0

AREA 4—SOCIAL AND BEHAVIORAL SCIENCES

	Units
Anthropology 100—Cultural Anthropology	3.0
Ecology 100—Human Ecology	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
Psychology 118—Transitions through the Life Span	3.0
Psychology 120—Abnormal Psychology	3.0
Psychology 170—Psychology of Aging	3.0
Psychology 280—Introduction to Research Methods in 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
Astronomy 100L—Astronomy Lab	1.0
Chemistry 110—Introduction to Chemistry*	5.0
Chemistry 180—General Chemistry A	4.0
Chemistry 180L—General Chemistry Lab A	1.0
Chemistry 185—General Chemistry B	4.0
Chemistry 185L—General Chemistry Lab B	1.0
Geology 100—General 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

FOREIGN LANGUAGE

	Units
French 180—Elementary French 1	5.0
Italian 180—Elementary Italian 1	5.0
Spanish 180—Elementary Spanish 1	5.0
Vietnamese 180—Elementary Vietnamese 1	5.0

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* Transfer credit may be limited

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

Career and Technical Education Programs

Technical and Career Education Programs

Certificate of Achievement

Accounting
- Accounting)

Biological Technology
- Biological Laboratory Technician*

Building Inspection Technology
- Building Inspection Technology)

Business and Computer Office Support
- Administrative Assistant

CST Computer Networking
- Cisco Certified Networking Administrator (CCNA)
- Microsoft (MCSE)
- LINUX Administration

Digital Visual Communication
- Desktop Publishing
- Digital Imaging for the Arts/Graphic Design
- Multimedia Design
- Multimedia for Educators

Gerontology
- Gerontology

Informatics
- Informatics

Management and Supervision
- Management
- Retail Management
- Small Business Ownership

Paralegal Studies
- Paralegal Associate in Arts Degree

Real Estate
- Brokering and Lending

Web Design/Management
- Web Design/Management

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.*

Certificate of Completion

Art
- Art

Business
- Business, General
- Individualized Certificate Program (ICP)

Business Computing
- Executive Assistant
- Financial Assistant
- Medical Administrative Assistant

CST Computer Networking
- Cisco Certified Networking Professional (CCNP)
- CompTIA Computer Support
- Cyber Security Institute/Network Security Specialist

Digital Art
- Web Design Assistant

Dispute Resolution
- Dispute Resolution

Educational Studies
- Educational Studies

Human Services
- Human Services

Leadership
- Leadership

Psychology
- Psychology

Real Estate
- Real Estate Appraisal
- Real Estate Lending
- Real Estate Sales

Curriculum Requirements: Mini-certificates of completion 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.*

*PENDING STATE APPROVAL.

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 refer to the Associate in Arts Degree section. 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.*

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.

*__Petition to Substitute and/or Waiver:__ Students wishing to substitute or waive courses that satisfy certificate or A.A. degree 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.

Career and Job Information

WEB SITES FOR CAREER AND JOB PLACEMENT INFORMATION

- *www.monstertrak.monster.com*
- *www.caljobs.ca.gov*
- *www.occareers.com*
- *www.careerbuilder.com*
- *www.jobweb.com*
- *www.visionlink.org*

JOB MARKET

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 Career Information Services at (714) 241-4900 for latest available statistics and information. Orange County career and job information is available on the Internet at: *www.usworks.com/orangecounty*

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
ACCT 100	Introduction to Accounting	3.0
ACCT 101	Financial Accounting	4.0
ACCT 102	Managerial Accounting	4.0
BUS 110	Legal Environment of Business	3.0
To be selected from Program Electives below:		6.0
Total units		**20.0**

PROGRAM ELECTIVES

BUS 222	Small Business Operation and Management	3.0
BUS COMP 120	Microsoft Excel 1	1.5
BUS COMP 121	Microsoft Excel 2	1.5
BUS COMP 147AD	Beginning Microsoft Word	2.0
COMP SCI 100	Introduction to Business Information Systems	3.0
ACCT 283-284	Co-op Work Experience	3.0-4.0

Earn credit for work you do on the job, call (714) 241-6209.

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 1.

REQUIRED COURSES		Units
ART 100	History and Appreciation of Art 1	3.0
ART 101	History and Appreciation of Art 2	3.0
ART 110A	Color and Design: 2-Dimensional	1.5
ART 110B	Color and Design: 2-Dimensional	1.5
ART 111A	Three-Dimensional Form	1.5
ART 111B	Three-Dimensional Form	1.5
ART 120A	Drawing 1	1.5
ART 120B	Drawing 2	1.5
ART 121AB	Life Drawing 1	3.0
ART 122A	Painting 1	1.5
ART 122B	Painting 2	1.5

Select three units from the following courses:

ART 150A	Ceramics 1	1.5
ART 150B	Ceramics 2	1.5
ART 160AB	Sculpture 1	3.0
Additional Art Electives		**9.0**
Total units		**33.0**

Biological Technology
Biological Laboratory Technician*
Certificate of Achievement

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

REQUIRED COURSES		Units
CHEM 110	Introduction to Chemistry	5.0
CHEM 180	General Chemistry	4.0
CHEM 180L	General Chemistry Lab	1.0
BIOL 100	Introduction to Biology	3.0
BIOL 101	Introduction to Biology Lab	1.0
BIO TECH 100	Introduction to Biological Technology Skills	4.0
BIO TECH 105	Biological Technology Skills II	4.0
BIO TECH 110	Overview of Quality Assurance	3.0
Total units..		**25.0**

*Pending State approval

Building Inspection Technology
Certificate of Achievement

The Building Inspection Technology Certificate program provides in-service training for individuals employed in the inspection field or the construction industry. It also prepares individuals for jobs as inspectors either for public agencies or for construction companies. This certificate also meets Education requirements for state certification and prepares students for the International Conference of Building Officials (ICBO) exams.

REQUIRED COURSES

		Units
BLDG 300AB	Introduction to the International Building Code	3.0
BLDG 302	California Administrative Code (Title 24)	3.0
BLDG 303	Fire and Life Safety Inspection	3.0
BLDG 304	Concrete and Masonry Inspection	3.0
BLDG 305	Steel and Wood Frame Inspection	3.0
To be selected from Program Electives below:		12.0
Total units		**27.0**

PROGRAM ELECTIVES

BLDG 301	Residential/Commercial Blueprint	3.0
BLDG 306	Electrical Inspection	3.0
BLDG 307	Mechanical Inspection: Heating/Air Conditioning	3.0
BLDG 308	Plumbing Inspection	3.0
BLDG 311	International Residential Code	3.0
MATH 105	Technical Math	4.0
BLDG 283-284	Co-op Work Experience	3.0-4.0

Earn credit for work you do on the job, call (714) 241-6209.

Business, General
Certificate of Completion

This certificate provides an overall introduction of basic business practices and provides students with the opportunity to select specific courses to meet their professional or personal business goals. The certificate provides entry-level professionals with knowledge and skills to work in a variety of business environments.

REQUIRED COURSES

(Students will complete all of the following classes)

		Units
BUSINESS 100	Introduction to the New Economy	3.0
BUSINESS 110	Legal Environment of Business	3.0
BUSINESS 150	Marketing in the New Economy	3.0
Total certificate units		**9.0**

ELECTIVE COURSES

(Students will select two of the following classes)

ACCT 100	Introduction to Accounting	3.0
M & S 100	Organization/Management	3.0
M & S 104	Human Resources	3.0
BUSINESS 120	Personal Financial Planning	3.0
BUSINESS 222	Small Business Operation/Management	3.0
PHIL 115	Logic and Critical Thinking	3.0
PHIL 120	Ethics	3.0
Total elective units		**6.0**
Total certificate units		**15.0**

Business and Computer Office Support
Administrative Assistant
Certificate of Achievement

Administrative Assistants assume a high level of responsibility without direct supervision. They are the people who keep the office running smoothly. Job duties vary from office to office. Administrative assistants have excellent computer and Internet skills. They are able to prioritize work, manage time, support staff and resources efficiently, communicate effectively, demonstrate outstanding human relations skills, plan and coordinate events, troubleshoot software problems, research new facilities, compose letters, memos, and e-mails, do research, keyboard quickly and accurately, proofread, and prepare PowerPoint presentations. They use spreadsheet, word processing, desktop publishing, and database skills to coordinate projects. These business computer classes prepare students to take the Microsoft Office Specialist and/or Expert Certification testing.

REQUIRED COURSES

		Units
BUS COMP 104AD	Microsoft Windows 1	1.5
BUS COMP 107B	Keyboarding and Formatting	1.5
BUS COMP 109AB	Speed and Accuracy	1.0
BUS COMP 112	Office Organization	3.0
BUS COMP 120	Excel 1	1.5
BUS COMP 147-1	Beginning Microsoft Word	1.5
BUS COMP 148A-1	Advanced Word/Long Documents	1.5
BUS COMP 148B-1	Advanced Word/Graphics	1.5
BUS COMP 148C-1	Advanced Word/Power Word 1 OR	1.5
BUS COMP 148E	Tips & Tricks of Word 2003	(1.5)
BUS COMP 175	Microsoft Access	1.5
BUS COMP 185	PowerPoint	1.5
ENG 103	Business English	3.0
ENG 135	Business Writing	3.0
BUS COMP281-283	Co-op Work Experience	1.0-3.0
Total units		**24.5-26.5**

NOTE: Students may file a petition to substitute a course that directly relates to this certificate. Approval by vocational dean and department chair or full time faculty required.

Earn credit for work you do on the job, call (714) 241-6209.

Cisco Regional Training Academy

Cisco Certified Networking Administrator (CCNA)

Certificate of Achievement

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

CORE COURSES REQUIRED FOR ALL OPTIONS		Units
CST 116AB	A+ Essentials	3.0
OR		
CST 117AB	A+ Technician	(3.0)
CST 128	Introduction to Networking	3.0
CST 230	Security Essentials	3.0
Subtotal	9.0	

REQUIRED COURSES		
Subtotal (above)	9.0	
CST 195	Fundamentals of Linux	3.0
CST 201A1	Cisco Essentials	3.0
CST 202A1	Cisco Router Configuration	3.0
CST 203	Cisco LAN Design	3.0
CST 204	Cisco WAN Design	3.0
Total certificate units		**24.0**

Computer Networking Specialist

Cisco Certified Networking Professional (CCNP)

Certificate of Completion

CST 205-208 build on the foundational Cisco CCNA courses to provide advanced Cisco certifications. This certificate provides for a four-semester sequence of courses that leads to an advanced Cisco certification (CCNP) that is highly regarded in the computer industry. Skills required for CCNP certification include the ability to install, configure, operate, and troubleshoot complex routed LANs, routed WANs, switched LANs, dial access services, and VOIP.

REQUIRED COURSES		Units
CST 205AB	Buildable Scalable Internetworks	3.0
CST 206	Cisco Remote Access	3.0
CST 207AB	Building Multilayer Switched Networks	3.0
Select from Program Electives below:		*3.0*
Total units..		**12.0**

PROGRAM ELECTIVES		Units
CST 208	Cisco Internetwork Troubleshooting	3.0
CST 218	Cisco VOIP Unity Express Voice Mail	3.0

CompTIA Computer Support

Certificate of Completion

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

REQUIRED COURSES		Units
CST 116AB	A+ Essentials	3.0
CST 128	Network+/Introduction to Networking	3.0
CST 230	Security Essentials	3.0
Select from Program Electives Below		*3.0*
Total units..		**12.0**

PROGRAM ELECTIVES		
CST 117AB	A+ Operating Systems	3.0
CST 126AB	A+ Help Desk	3.0
CST 153AB	CompTIA Convergence	3.0
CST 191	CompTIA Linux	3.0

Digital Visual Communication (DVC)

Digital Graphic Arts

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 specialty areas have been established to meet the diverse needs of Southern California residents and workers: Desktop Publishing (DTP); Digital Imaging for the Visual Arts (DIVA); Graphic Design; and Multimedia Design or Multimedia for Educators.

CORE COURSES REQUIRED FOR ALL OPTIONS		Units
ART 110A	Color and Design: 2-D	1.5
ART 202	Introduction to Computer as Medium	3.0
ART 203	Graphic Design Principles	3.0
DGA 116A	Introduction to Adobe Photoshop	3.0
Subtotal		**10.5**

Desktop Publishing Certificate

REQUIRED COURSES

Subtotal (above)..		**10.5**
ART 110B	Color and Design: 2-D	1.5
ART 206	Publication Design/QuarkXPress	3.0
OR		
DGA 115	Working with QuarkXPress	(3.0)
COMM 100	Introduction to Mass Communication	3.0
DGA 118A	Intro to Illustrator	3.0
DGA 116B	Intermediate Adobe Photoshop	3.0
BUS COMP 171	Web Page Design	3.0
Total certificate units		**27.0**

Digital Imaging for the Arts/ Graphic Design Certificate

REQUIRED COURSES		Units
Subtotal (above)..		10.5
ART 110B	Color and Design: 2-D	1.5
ART 120A	Drawing 1	1.5
ART 205	Digital Imaging and design	3.0
ART 206	Publication Design/QuarkXPress	3.0
ART 207	Prepress and Graphic File Output	3.0
ART 208	Portfolio Presentation	2.0
ART 211	Electronic Illustration	3.0
ART 212	Electronic Paint	3.0
ART 215	Typography, Computer Enhanced	3.0
Total certificate units		**33.5**

Multimedia Design Certificate

REQUIRED COURSES

Subtotal (above)..		**10.5**
ART 209	Interactive Media	3.0
DGA 116B	Intermediate Adobe Photoshop	3.0
BUS COMP 171	Web Page Design	3.0
BUS COMP 181	Multimedia Essentials	3.0
BUS COMP 183	Multimedia Authoring 1	1.5
BUS COMP 184	Multimedia Authoring 2	1.5
BUS COMP 187	Multimedia Team Design	1.5
BUS COMP 380	Multimedia Hardware Essentials	1.0
Total certificate units		**28.0**

Multimedia for Educators Certificate

REQUIRED COURSES

Subtotal (above)..		**10.5**
DGA 116B	Intermediate Adobe Photoshop	3.0
BUS COMP 171	Web Page Design	3.0
BUS COMP 181	Multimedia Essentials	3.0
BUS COMP 185	Microsoft PowerPoint	1.5
BUS COMP 186	Interactive Multimedia Using Toolbook	3.0
BUS COMP 380	Multimedia Hardware Essentials	1.0
ED 110	Learning Theory and Instructional Design	3.0
Total certificate units		**28.0**

Earn credit for work you do on the job, call (714) 241-6209.

Dispute Resolution
Certificate of Completion

This certificate enables students to develop skills in the expanding field of Dispute Resolution, a growing profession that responded to the need to mediate conflicts for resolution. This certificate includes the course that satisfies the current California Dispute Resolutions Program Act (DRPA) training requirements for certification of mediators in areas of the legal profession, social services, employment dispute resolution, business management, education and human services. This certificate exposes the student to the most current knowledge in the field and hands-on skills and experience in practical applications of dispute resolution.

REQUIRED COURSES		Units
LAW 175	Mediation	3.0
LAW 176	Culture and Diversity in Conflict Resolution	3.0
LAW 177	Advanced Mediation/Field Practicum	5.0
LAW 178	Dispute Resolution in conflict Management	3.0
To be selected from Program Electives Below:		*3.0*
Total units..		**17.0**

PROGRAM ELECTIVES

HUM SVCS 101	Helping Theories and Intervention Skills	3.0
HUM SVCS 102	Introduction to Crisis Intervention	3.0
HUM SVCS 103	Stress Management	3.0
LAW 152	Conflict Analysis & Resolution	3.0

Educational Studies
Certificate of Completion

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

(1) The paraprofessional or aspiring paraprofessional teacher aide in regular and or special education classrooms wishing to comply with "No Child Left Behind" certification requirements by selecting, as partial fulfillment of the minimum 48 units required, a group of core foundational courses that combine academic standards-based coursework with related field-based learning experiences.

(2) The aspiring paraprofessional or currently employed paraprofessional teacher aide seeking a career ladder approach to a teaching credential where certificate courses, based on selection, will count towards a credential the student may eventually want to pursue. (Traditional scheduling will not conflict with students' jobs as all classes are offered via distance learning. Required fieldwork can be arranged to be completed at the students' school where he/she is presently employed).

(3) The teacher aide paraprofessional who has decided against pursuing an AA and/or credential but would like to retain paraprofessional status while acquiring knowledge, skills, and training relevant to succeeding as a classroom aide, with recognition via a certificate that he /she has an academic background related to his/her role in the classroom.

(4) The undecided teacher preparation student who spent some time in teacher preparation courses, completed the fieldwork hours, and then decides against teaching as career. Students in this category have expressed the desire to have their time spent recognized via a certificate.

(5) Current Teacher Preparation Students following an AA and transfer pathway who wish to have their studies in education recognized in certificate form for their teaching portfolios.

REQUIRED COURSES		Units
ED 200	The Teaching Profession (40 hrs fieldwork/tutoring required)	3.5
ED 104	Introduction to Teaching and Learning in Diverse Contemporary Classrooms (10 hrs fieldwork/observations required)	1.0
ED 103	Introduction to Computers in Education: Technology Proficiencies for Teachers I	2.0
ED 180	Family, School, and Community Partnerships (10 hrs fieldwork/observations required)	3.0
PSYCH 115	Child Growth and Development	(3.0)
	or	
PSYCH 118	Transitions Through the Life Span	3.0

ELECTIVE COURSES

Select from the list below: (Students are advised to meet with a counselor or contact the TEACH[3] office for assistance in course selection to ensure alignment with students' career goals, educational plans, and /or credential requirements)

ENGL 138	Children's Literature	3.0
SPED 130	Techniques for Paraprofessionals working With the Developmentally Delayed	1.0
LING 100	Linguistics/Language Acquisition	3.0
MATH 103	Activity Based Probability and Statistics For Elementary Teachers	3.0
MATH 104	Math for Elementary School Teachers I	3.0
MATH 106	Math for Elementary School Teachers II	3.0
CHEM 105	Chemistry Exploration for Teachers	2.0
HLTH 100	Health Education	3.0
HUM SVC 100	Introduction to Human Services	3.0
Foreign Language	Spanish, Vietnamese, Arabic, Chinese, Italian, Japanese, Korean, Persian, French, or Sign Language	1.0-5.0
Total certificate units		**17.5**

(12.5 required + 5.0 elective)

Executive Assistant
Certificate of Completion

A hands-on program designed for anyone working in a business office. Topics include word processing, Microsoft Windows, business communication, digital records management, customer service, and time management.

REQUIRED COURSES		Units
(Select 2 of the following (1.5) unit courses)		*3.0*
BC 147AD	Beginning Microsoft Word	2.0
BC 148AD	Intermediate Microsoft Word	2.0
BC 104AD	Microsoft Windows 1	1.5
BC 112	Office Organization	3.0
ENG 135	Business Writing	3.0
Total certificate units **11.5**		

Financial Assistant
Certificate of Completion

A hands-on program designed for anyone working in a business office. Topics include electronic spreadsheets, digital records management, customer service, document editing, small business accounting, and time management.

REQUIRED COURSES		Units
BC 120	Microsoft Excel 1	1.5
BC 121	Microsoft Excel 2	1.5
BC 123	Quickbooks	3.0
BC 104AD	Microsoft Windows 1	1.5
BC 112	Office Organization	3.0
Total certificate units **10.5**		

Gerontology
Certificate of Achievement

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

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

REQUIRED COURSES – 12 units		Units
BIOL 120	Biology of Aging	3.0
GERON 120	Professional Issues in Gerontology	3.0
PSYCH 170	Psychology of Aging	3.0
SOC 120	Introduction to Gerontology	3.0
Subtotal Units: **12.0***		

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

F&N 175	Nutrition and Aging	2.0
GERON 123	Activity Director Certificate	2.0
GERON 124	Aging Policy	3.0
GERON 130	Techniques of Working with Frail Elderly	3.0
GERON 140	Aging in a Multicultural Society	3.0
HLTH 110	First Aid and CPR	2.0
HLTH 175	Health and Aging	2.0
LAW 148	Elder Law	1.5

Select a minimum of three units of the following field experience

courses:

GERON 121A	Basic Course for Activity Professionals 1	3.0
GERON 121B	Basic Course for Activity Professionals 2	3.0
GERON 122A	Advanced Course for Activity Professionals 1	3.0
GERON 122B	Advanced course for Activity Professionals 2	3.0
GERON 273	Careers in Gerontology Field Practicum	3.0
GERON 281-284	Co-Op Work Experience Maximum 6 elective units for total Co-Op	1.0-4.0
Total Units Required for Certificate: **21.0****		

*All 12 units of core courses above count toward the certificate, CSU breadth requirements,

and help you transfer to CSUF's Human Services Department with an emphasis in Gerontology.

For information about the Coastline College/Cal State Fullerton degree partnership in human services and gerontology, call (714) 241-6213 at Coastline or Human Services Office, CSUF, (714) 278-2255.

** Choose from the Courses Above or Other Electives for Additional Units to Complete the 21-Unit Certificate.

Human Services
Certificate of Completion

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

REQUIRED COURSES

		Units
HS 100	Introduction to Human Services	3.0
HS/COUNS 101	Helping Theories and Applications	3.0
HS/COUNS 102	Crisis Intervention	3.0
HS 272	Field Practicum	2.0
To be selected from the Program Electives below:		3-6
Total units..		**14.0-17.0**

PROGRAM ELECTIVES

HEALTH 100	Health Education	3.0
HS 103	Stress Management	1.5
GERON 130	Techniques of Working with Frail Elderly	3.0
PSYCH 100	Introduction to Psychology	3.0
PSYCH 115	Child Growth and development	3.0
PSYCH 170	Psychology of Aging	3.0
SOCIO 100	Introduction to Sociology	3.0
SOCIO 110	Marriage and Family	3.0
SOCIO 120	Introduction to Gerontology	3.0
COUN 105	Succeeding in College	3.0

ADDITIONAL ELECTIVES

ANTHRO 150	World Cultures	3.0
COUNS 100	Career/Life Planning	1.0
GERON 120	Professional Issues in Gerontology	3.0
SPCH 103	Introduction to Intercultural Communications	3.0

Individualized Certificate Program
Certificate of Completion

The Individualized Certificate Program (ICP) will provide students with the opportunity to receive a certificate of completion in an area that is not presently available through current college programs. Students and faculty members will work with local businesses and agencies in a coordinated, flexible manner to provide the student with specific career training. The business or agency will serve as the primary training site providing technical education, equipment, and expertise. Students, in conjunction with business professionals and college faculty will set specific learning outcomes to be achieved during a work based learning experience. An Individualized Education Plan will also be developed at this time. In addition to work based learning, the student will successfully complete related courses at Coastline Community College. Individualized certificates can be developed for a variety of fields. The possibilities are nearly unlimited. The program is usually completed in 2 semesters. COREQUISITE: Be enrolled in a total of 7.0 units including WBL.*

COURSES

ICP SAMPLE PROGRAM OF STUDY:

First Semester	Credits	
Related Course**	1.5-3	
Related Course**	1.5-3	
WBL 283-284 – Work Based Learning*		**3-4**

Second Semester	Credits	
Related Course**	1.5-3	
Related Course**	1.5-3	
WBL 283-284 - Work Based Learning*		3-4
Total certificate units		**Min. 14.0 to Max. 17.0**

*Formerly Cooperative Work Experience

**Related Courses will be Curriculum Committee approved courses

Informatics
Certificate of Achievement

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

According to EDD projections for 2001-2008, computer support specialist employment opportunities in Orange County are expected to reach 3,140 additional positions.

FIRST YEAR	Coastline Course	Units
Informatics 102	Concepts in Programming Languages II	3.0
Informatics 141	Informatics Core I	4.0
Informatics 142	Informatics Core II	4.0
Informatics 143	Informatics Core III	4.0
ICS 123	Fundamental Data Structures	3.0
ICS 141	Concepts in Programming Languages I	3.0
Total First Year		**21.0**

SECOND YEAR		
Informatics 111	Software Methods and Tools	3.0
Informatics 113	Requirements analysis and Engineering	3.0
Informatics 115	Software Specification & Quality Engineering	3.0
Informatics 121	Software Design I	3.0
Informatics 131	Human-Computer Interaction	3.0
Informatics 132	Project in Human Computer Interaction	3.0
Total Certificate Units		**39.0**

Leadership
Certificate of Completion

The Leadership Certificate recognizes the formal leadership study, participation and student commitment to student government at Coastline Community College, as well as to student government organizations in the local region and the State of California. Students receiving the Leadership Certificate will have developed skills related to evaluating and assessing leadership characteristics and skills, communicating within groups, managing conflict, setting goals, solving problems creatively, facilitating effective decision-making, delegating

tasks, inspiring a shared vision, motivating and enabling others, utilizing parliamentary procedures and conducting effective meetings. Employers and four-year transfer institutions often place value upon involvement in student government or other direct leadership development activities.

REQUIRED COURSES		Units
LEADER 140	Leadership Development 1	3.0
LEADER 145	Leadership Development 2	3.0
LEADER 150	Leadership Development 3	3.0
LEADER 155	Leadership Development 4	3.0
Total units		**12.0**

CST Computer Networking
LINUX ADMINISTRATION
Certificate of Achievement

The courses within the Linux Administration option of the Computer Networking Certificate prepare students with Linux and Internet skills. Certifications for these classes are CompTIA, Linux Plus, LTI level 1, 2, and 3, and Novell CLE and CLP.

CORE COURSES REQUIRED FOR ALL OPTIONS		Units
CST 116AB	A+ Essentials	3.0
OR		
CST 117AB	A+ Technician	(3.0)
CST 128	Introduction to Networking	3.0
CST 230	Security Essentials	3.0
Subtotal		**9.0**

REQUIRED COURSES		
Subtotal (above)		**9.0**
CST 195A	Linux Administration I	3.0
CST 196A	Advanced Linux Administration	3.0
CST 197A	Linux Engineer	3.0
Select from Program Electives below:		3.0
Total certificate units		**21.0**

PROGRAM ELECTIVES		
COMP SC100	Introduction to Business Information systems	3.0
BUS COMP 171	Web Page Design/XHTML 2	3.0
CST 258	Linux Networking & Security	3.0

Management & Supervision

Management

Certificate of Achievement

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

REQUIRED COURSES		Units
ACCT 100	Introduction to Accounting	3.0
BUS 100	Introduction to Business	3.0
BUS 110	Legal Environment of Business	3.0
BUS 150	Introduction to Marketing	3.0
ENGL 135	Business Writing	3.0
M & S 100	Organization and Management	3.0
To be selected from Program Electives below:		*12.0*
Total units		**30.0**

PROGRAM ELECTIVES		
ACCT 101	Financial Accounting*	4.0
ACCT 102	Managerial Accounting*	4.0
ECON 180	Principles of Economics (Macro)*	3.0
ECON 185	Principles of Economics (Micro)*	3.0
LEAD 140	Student Leadership	3.0
M & S 102	Human Relations	3.0
PHIL 140	Business Ethics	3.0
SPCH 110	Public Speaking	3.0
Any computer classes		**1.0-5.0**
M & S 282-284	Co-op Work Experience	2.0-4.0

Earn credit for work you do on the job, call (714) 241-6209
*These courses are recommended for transfer students majoring in business areas.

Medical Administrative Assistant

Certificate of Completion

A hands-on program designed for building entry level skills in a medical front or back office environment. Topics include keyboarding, word processing, spreadsheets, database, electronic presentations, business communication, digital records management, and medical documents and terminology.

REQUIRED COURSES		Units
BC 107A	Keyboarding (or)	1.5
BC 108	Data Entry	1.5
BC 112	Office Organization	3.0
BC 145	Medical Administrative Assistant I (MS Office)	3.0
Total certificate units		**8.0**

CST Computer Networking

Microsoft (MCSE) Certificate

Certificate of Achievement

The Computer Networking Certificate program consists of three options that prepare individuals to become computer network Specialists in Security, Microsoft or Cisco. Networking courses are designed to provide students with the knowledge and experience required by Microsoft Certified Product Specialist (MCPS), or Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Administrator (CCNA), and Cisco Certified Network Professional (CCNP), and Security Administrator or Consultant.

CORE COURSES REQUIRED FOR ALL OPTIONS		Units
CST 116AB	A + Core	3.0
OR		
CST 117AB	A + OS	(3.0)
CST 128	Introduction to Networking	3.0
CST 230	Security Essentials	3.0
Subtotal		**9.0**

REQUIRED COURSES

Subtotal (above)		**9.0**
CST 161	Supporting Windows 2000Professional/Server /Server 2003	3.0
CST 165	Managing and Maintaining a MS Windows Server 2003	3.0
CST 167	Implementing, Managing and Maintaining a MS Server 2003 Infrastructure	3.0
CST 169	Planning and Maintaining a MS Server 2003 Networking Infrastructure	3.0
CST 171	Planning, Implementing, and Maintaining a MS Windows Server 2003 Active Directory	3.0
CST 176	Designing Security for a MS Server 2003 Network	1.5
CST 172 OR	MS SQL Server	3.0
CST 173	MS Exchange	3.0
Select from Program Electives below:		*3.0*
Total certificate units		**31.5**

PROGRAM ELECTIVIES		**Units**
CST 159	Supporting Windows XP Professional	3.0
CST 160	Windows XP Professional	3.0

CST Cyber Security Institute

Network Security Specialist

Certificate of Completion

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

REQUIRED COURSES		**Units**
CST 230	Security Essentials	3.0
CST 232	Anti-Hacking: Understanding the Hacker	3.0
Select from Program Electives below:		*6.0*
Total certificate units		**12.0**

PROGRAM ELECTIVES

CST 237AB	Network Security and Cisco Firewall	1.5
CST 238	Intrusion Detection Systems	1.5
CST 240	Firewall and Access Control Lists	3.0
CST 244	Computer Forensics	1.5
CST 245	Exploring Computer Forensics	3.0
CST 246	Wireless Small Office Home Office Security	1.5
CST 247	Wireless Business Security	1.5
CST 248	Certified Wireless Network Administrator	3.0
CST 252AB	Cisco Security Virtual Private Networks (VPNs)	1.5
CST 253	Cisco ASA, PIX and Network Security	3.0
CST 258	Linux Networking and Security	3.0
CST 259	Advanced Linux Security	3.0
CST 260	Cert Info Sys Security Professional (CISSP)	1.5
CST 271	Become a Security Consultant	1.5

Paralegal Studies

Paralegal Associate Degree

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

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

Students are required to attend a paralegal orientation or a counseling session and complete the English and Math Placement Testing and Group A General Education requirements prior to entering LAW 105, LAW 118, LAW 120, LAW 390AB and/or any major elective with a "LAW" designation. The remaining general education units are to be completed concurrently with the remaining paralegal courses. Students must achieve a grade point average of 2.0 or higher in each paralegal studies course. Students possessing a transferable associate in arts or bachelor degree from a regionally accredited college or university, with official transcripts on file at Coastline, will be awarded a certificate of achievement approved by the American Bar Association upon completion of the 27 units of required paralegal courses. All students are required to demonstrate computer* proficiency (see below).

REQUIRED PARALEGAL COURSES

		Units
LAW 100	Intro to Paralegal Studies	3.0
LAW 127	Legal Procedure 1	3.0
LAW 128	Legal Procedure 2	3.0
LAW 105	Civil Litigation 1	3.0
LAW 118	Legal Analysis & Briefing	3.0
LAW 120	Legal Research 3.0	
LAW 122	Computer Assisted Research	1.0
LAW 390AB	Legal Clinic Practicum/Ethics	2.0
To be selected from Electives below		6.0
Paralegal Courses Subtotal **27.0**		

PROGRAM ELECTIVES

LAW 110	Civil Litigation 2	1.5
LAW 115	Criminal Litigation	1.5
LAW 130	Law Office Management	1.5
LAW 135	Family Law	1.5
LAW 142	Probate/Estate Planning	3.0
LAW 148	Elder Law	1.5
LAW 150	Corporate/Business Organization	3.0
LAW 152	Conflict Analysis and Resolution	3.0
LAW 155	Bankruptcy Law and Procedures	3.0
LAW 158	Intellectual Property	3.0
LAW 160	Civil Trial & Evidence	1.5
LAW 165	Contract and Tort Law	3.0
LAW 170	Computer Applications	3.0

GENERAL EDUCATION, Paralegal Program

Students are required to complete at least 18 units in courses numbered 100-299 listed in Groups A to D. (Course work in Group A2 is limited to ENGLISH 100. Course work in Group C1 is limited to ART 100, 101 and/or MUSIC 100. All course work in C2 is acceptable.) In addition, 3 units in Group E are required. Students can meet the general education requirements under Option I, II or III A.A. degree academic plans.

General Education Subtotal.. **21.0**

ELECTIVES

*Computer proficiency may be demonstrated by the satisfactory completion of LAW170, COMPUTER 148A and ENGLISH 108; by completion of similar courses; by transfer credit course work; by workplace substantiation; by Microsoft Certification; or by other computer industry certification.

Electives Subtotal 12.0**

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

**Co-op work experience only applies to these elective units. Earn credit for work you do on the job. Call 714-241-6307 [Effective June 1, 2004]

Psychology
Certificate of Completion

This certificate prepares students to study and work in the field of psychology. While a baccalaureate degree or higher is recommended for those considering professional careers related to psychology, completion of the suggested program will demonstrate commitment to the field and provide comprehensive preparation for upper-division work and a pathway to pursue an associate-level or bachelor-level degree.

The certificate program provides a general background in the field of psychology. Completion of the certificate is appropriate for students whose vocational plans include interacting with people, e.g., teaching, social welfare, probation, criminology, counseling, nursing, law, personnel work. Additionally, police officers, firefighters, military counselors, and others dealing with the public will benefit from the program training.

REQUIRED COURSES

		Units
PSYCH 100	Introduction to Psychology	3.0
PSYCH 280	Intro to Research Methods in Psychology	4.0
MATH 160	Statistics	3.0
Select 3 Units from the Program or Additional Electives below:		
3 Units		
Total units **13.0**		

PROGRAM ELECTIVES**

PSYCH 115	Child Growth and Development	3.0
PSYCH 118	Transitions through the Life Span	3.0
PSYCH 120	Abnormal Psychology	3.0
PSYCH 148	Principles of Human Sexual Behavior	3.0
PSYCH 168	Peer Counselor Training for Adolescents	3.0
PSYCH 170	Psychology of Aging	3.0
PSYCH 250	Brain and Behavior (Psychobiology)	3.0

ADDITIONAL ELECTIVES

ANTHRO 150	World Cultures	3.0
COUNS 100	Career/Life Planning	1.0
COUN 105	Succeeding in College	3.0
GERON 120	Professional Issues in Gerontology	3.0
HUM SVCS 103	Stress Management	1.5
HUM SVCS 104	Treatment Issues in Substance Abuse	3.0
SOCIO 100	Introduction to Sociology	3.0
SOCIO 110	Marriage and Family	3.0
SOCIO 120	Introduction to Gerontology	3.0

**Consult with a counselor when selecting program electives to ensure full course transferability.

Real Estate Appraisal
Certificate of Completion

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.

To become a Licensed Appraiser Trainee, it is necessary to:

1   Successfully complete RE 100--Real Estate Principles

2   Successfully complete RE 130--Real Estate Appraisal 1

3   Successfully complete a 15-hour workshop on Standards and Ethics.

To become a Certified General Appraiser, it is necessary to: Complete steps 1, 2, 3, above

To become a Certified General Appraiser, it is necessary to: Successfully complete RE 137--Real Estate Appraisal 3

NOTE: Each license requires its own experience and testing requirements.

Real Estate Brokering
Certificate of Achievement

The certificate in real estate brokering is an overall comprehensive program that will provide the student with unlimited career opportunities. The program courses are designed to enable the student to reach his/her professional goals with the knowledge and skills to meet the demands, and succeed in a rapid paced environment.

REQUIRED COURSES		**Units**
1. RE 100	Real Estate Principles	3.0
2. RE 110	Real Estate Legal Aspects	3.0
3. RE 120	Real Estate Practice	3.0
4. RE 130	Real Estate Appraisal 1	3.0
5. RE 140	Real Estate Finance	3.0
6. RE 160	Real Property Management	3.0
7. Choose <u>three</u> of the following:		
a. BUS 110	Legal Business Environment	3.0
b. RE 105	Mortgage Brokering	3.0
c. RE 125	Development Management	3.0
d. RE 165	Computer Skills for Real Estate	3.0
e. RE 352	Loan Processing	3.0
f. RE 356	Loan Underwriting	3.0
Total certificate units **27.0**		

Real Estate Lending
Certificate of Completion

This certificate program will provide the student with knowledge and skills to advance their career in the lending industry. The content and the requirements can apply to both, entry-level and the more experienced student.

REQUIRED COURSES		**Units**
1. RE 100	Real Estate Principles	3.0
2. RE 105	Mortgage and Lending	3.0
3. RE 120	Practice	3.0
4. RE 140	Finance	3.0
5. Choose <u>two</u> of the following:		
a. RE 110	Legal Aspects	3.0
b. RE 130	Appraisal	3.0
c. RE 352	Loan Processing	3.0
d. RE 356	Loan Underwriting	3.0
e. RE 281-284	Co-Op Work Experience	1.0-4.0
f. Escrow 300	Escrow	3.0
Total certificate units **18.0**		

Real Estate Sales
Certificate of Completion

This certificate program will provide a comprehensive and competitive edge in the fast-pace real estate sales profession. The student will have entry-level knowledge and skills to quickly adapt and manage the variety of day-to-day business transactions, and tasks.

REQUIRED COURSES		Units
1. RE 100	Real Estate Principles	3.0
2. RE 120	Real Estate Practice	3.0
3. Choose <u>one</u> of the following:		
a. RE 105	Mortgage and Lending	3.0
b. RE 110	Legal Aspects	3.0
c. RE 130	Appraisal	3.0
d. RE 140	Finance	3.0
e. RE 160	Property Management	3.0
f. Escrow 300	Escrow	3.0
Total certificate units **9.0**		

Retail Management
Certificate of Achievement

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

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

REQUIRED COURSES		Units
M&S 100	Organization and Management	3.0
ENG 103	Business English	3.0
MATH 007	Business Mathematics	3.0
BUS 150	Marketing in the New Economy	3.0
SPCH 100	Interpersonal Communication	3.0
M&S 104	Human Resource Management	3.0
BUS 222	Small Business Operation & Management	3.0
M&S 102	Human Relations	3.0
BC 100AB	Introduction to Computers	3.0
ACCT 100	Introduction to Accounting	3.0
Total certificate units **30.0**		

Earn credit for work you do on the job, call (714) 241-6307

Management & Supervision
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 co-sponsored by the United States Small Business Administration.

REQUIRED COURSES		Units
ACCT 101	Financial Accounting	4.0
BUS 110	Legal Environment of Business	3.0
BUS 150	Introduction to Marketing	3.0
BUS 222	Small Business Operation And Management	3.0
ENGL 135	Business Writing	3.0
Any Computer Classes		*3.0*
Total units **19.0**		

Earn credit for work you do on the job, call (714) 241-6209.
*These courses are offered at either or both Golden West College (GWC) and Orange Coast College (OCC).

Web Design Assistant
Certificate of Completion

A hands-on program designed for anyone working in a business office maintaining a website. Topics include HTML web page design, using a web editor, creating web animations, and creating integrated websites which include text, graphics, and animation.

REQUIRED COURSES		Units
DGA 166A	Macromedia Dreamweaver	3.0
DGA 166C	Macromedia Flash	3.0
DGA 166E	Integrating Dreamweaver, Fireworks, and Flash	1.5
BC 171	Web Page Design	3.0
Total certificate units **10.5**		

Web Design/ Management

Digital Graphic Arts

Certificate of Achievement

This certificate provides students with a strong foundation in both the technical and artistic aspects of web design and management. The curriculum emphasizes creativity and a systematic approach to problem solving, project management and teamwork. Students will learn "client-side" analysis of what factors make up a strong and efficient Web site. Topics include: database support, organization and navigation of the site, nature of purpose of the site, and network security.

CORE COURSES		Units
ART 110A	Color and Design: 2-D	1.5
ART 202	Introduction to Computer as Medium	3.0
ART 203	Graphic Design Principles	3.0
DGA 116A	Introduction to Adobe Photoshop	3.0
Subtotal		**10.5**

REQUIRED COURSES		
Subtotal (above)...		**10.5**
ART 193	Digital Color	3.0
DGA 116B	Intermediate Adobe Photoshop	3.0
BUS COMP 171	Web Page Design	3.0
BUS COMP 174	JavaScript for Non-programmers	3.0
BUS COMP 181	Multimedia Essentials	3.0
To be selected from Program Electives below:		4.5
Total certificate units		**30.0**

PROGRAM ELECTIVES		
ART 205	Digital Imaging and design	3.0
DGA 123	Web Graphics	1.5
BUS COMP 306AB	Web Page Internship	1.5
BUS COMP 203	Managing Web Teams	1.5
BUS COMP 207	Web Security	1.5

Policies and *Regulations*

Academic Freedom Statement

Coastline Community College recognizes that the free search for truth and the expression of diverse opinions are essential to a democratic society, and encourages and protects academic freedom as per Coast Community College District Board of Trustees policy number 030-3-1.5 as approved 02/05/03.

Academic Honesty

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

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

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

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

Examples of Violations of Academic Honesty

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

Cheating

- Obtaining answers from another student before or during an examination.
- Communicating answers to another student during an examination.
- Knowingly allowing another student to copy one's work.
- Taking an examination for another student or having someone take an examination for oneself.
- Using unauthorized material during an examination.
- Sharing answers for a take-home examination unless otherwise authorized by the instructor.

- Altering a graded examination or assignment and returning it for additional credit.
- Receiving help in creating a speech, essay, report, project or paper unless otherwise authorized by the instructor.
- Turning in a speech, essay, report, project or paper done for one class to another class unless specifically authorized by the instructor of the second class.
- Misreporting or altering the data in laboratory or research projects.

Plagiarizing

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

Committing Other Acts of Dishonest Conduct

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

Engaging in Collusion

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion is an act of academic dishonesty and will be disciplined in the same manner as the act itself.

Procedures for Dealing with Violations of Academic Dishonesty

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

- Issue a reprimand.
- Give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination.*
- Assign an "F" grade for the course. *NOTE:* A grade of "F" assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a "W" grade will not replace an "F" assigned for academic dishonesty.*

*For any incident of academic dishonesty that is sufficiently serious for the instructor to take disciplinary action that can lower the student's grade (for example, an "F" given for all or part of an assignment), the instructor shall report the incident to the Vice President of Student Services on an "Academic Dishonesty Report" form.

Action by the Administration: Upon receipt of the first "Academic Dishonesty Report" form concerning a student, or upon satisfactory investigation of allegations brought by other staff or students, the Vice President of Student Services shall send a letter of reprimand to the student, which will inform the student that he/she will be on disciplinary probation for the remainder of his/her career at Coastline.

Upon receipt of a second reported incident of cheating by the student, the vice president of Student Services shall suspend the student for one calendar year. If, after the student returns from a suspension for academic dishonesty, the Vice President of Student Services receives yet another "Academic Dishonesty Report" form, he/she shall recommend to the College president and the CCCD Board of Trustees that the student be expelled from the District.

For more serious incidents of academic dishonesty, the student shall be suspended from the College on the first offense and could be recommended for expulsion by the CCCD Board of Trustees. Offenses warranting suspension or expulsion on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

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

Academic Renewal

The academic renewal policy for Coast Community College District is issued pursuant to Sections 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances or circumstances beyond the student's control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives.

If specific conditions are met, Coastline may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) to a maximum of 30 units of coursework from a maximum of two semesters or three quarters taken at any college for graduation or GPA purposes only. These conditions are:

1. The coursework to be disregarded is substandard. The total GPA of the semester is less than 2.0 units.
2. A minimum of 12 semester units have been completed at any regional accredited college or university with a cumulative GPA of at least 2.0 units subsequent to the coursework to be disregarded.
3. At least 12 months have elapsed since the most recent coursework to be disregarded.
4. All substandard coursework shall be disregarded except those courses required as a prerequisite or to satisfy a requirement in the students' redirected educational objective.
5. Credit for courses from other colleges or universities can be disregarded in order to meet the GPA requirements for an A.A. degree or certificate of achievement toward graduation.

NOTE: It is important to understand that **all coursework will remain legible** on the student's permanent records (transcripts), ensuring a true and complete academic history. However, students permanent records will be annotated that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the Student Services office.

If another accredited college has acted to remove previous coursework from consideration in computing the grade point average, such action shall be honored in terms of its policy. However, such units disregarded shall be deducted from the 30 semester units maximum of coursework eligible to be disregarded at Coastline.

Academic Standards

Honors: Coastline recognizes academic honor in four ways.

1. PRESIDENT'S LIST: A student is eligible to be included on the President's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 4.0 is earned.

2. DEAN'S LIST: A student is eligible to be included on the Dean's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 3.50 to 3.99 is earned.

3. HONOR'S LIST: A student is eligible to be included on the Honor's List after completing a semester of 6.0 to 11.9 units in courses awarding letter grades during which a GPA of 3.75 to 4.0 is earned.

4. GRADUATION WITH HONORS: A student is eligible for Graduation with Honors* if he or she 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.

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 examinations. 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 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.

Students may receive a maximum of 40 units through experiential learning, including Military, CLEP, DSST, Licensure, and Assessment of Prior Learning (APL) towards the experiences in similar subject areas. For example, English credit will not be awarded for the CLEP exam if credit has been earned in a similar English course. At least 12 units must be completed at Coastline.

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

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

CLEP (College Level Examination Program)

The College Entrance Examination Board offers examinations covering material taught in courses that most students take in the first two years of college.

*   Coastline will grant a maximum of 40 units of credit for CLEP exams.

*   The appropriate number of units will be posted to a student's transcript upon completion of 12 units at Coastline

*   CLEP credits will count towards general education, major, or elective credits for the Associate of Arts degree.

*   CLEP scores will not count toward CSU and IGETC certifications.

*   The University of California does not grant credit for CLEP.

*   CLEP scores may or may not be accepted by other four-year colleges and universities, including CSU. A student must check with the specific transfer institution to determine regulations regarding CLEP. General CLEP policies can be found in the college catalogs.

*   CLEP exams may not be used to retake or improve a grade in a course at Coastline or any other institution.

*   CLEP credit posted to another institution's transcript will be reevaluated based on Coastline's standards and may or may not be equal to credits received at another institution. CLEP credit posted to a student's Coastline transcript may or may not be accepted for equal units at another institution.

*   For CLEP Exams, Coastline accepts a minimum score at or above 50 for all Computer-based Testing (CBT), 490 for General Exams, an 50 for Subject Exams.

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;

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.

DANTES (Defense Activities Non-Traditional Education Support) SUBJECT STANDARDIZED TESTS (DSSTS)

Coastline accepts DANTES (DSSTs) with scores of 50 or above.

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: Coastline will award a maximum of 40 units of credit for military training and experience as recommended by the American Council on Education (ACE). The determined number of units will be posted to the student's transcript upon completion of 12 units at Coastline.

• Verification of military credits can be provided by military transcripts, including SMART (Sailor/Marine ACE Registry Transcript) AARTS (Army/ACE Registry Transcript System), Coast Guard Institute Transcript, DD 295 and DD 2586.

• Military credits will count towards general education, major, or elective credits for the Associate of Arts degree under Option I.

See Career an Technical Education Programs sections for Distance Learning A.A. Degree Plan for Military Service members.

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 of the threat of sexual assault (4.27, 4.30)
- smoking where prohibited (4.28)
- theft (4.29)
- unauthorized entry or trespass (4.31)
- unauthorized possession of property (4.32)
- unauthorized tape recording or use of electronic devices (4.33, 4.36)
- unauthorized use of alcoholic beverages (4.34)
- unauthorized use of District keys (4.35)
- unauthorized use of property or services (4.37)
- unreasonable demands (4.38)
- violation of District computer usage policy, computer theft or other computer crime (4.5)
- violation of driving regulations (4.39)
- violation of health and safety regulations (4.40)
- violation of local, state or federal law, or violation of posted District rules (4.41, 4.42)

Copies of the Coast Community College District Student Code of Conduct and Disciplinary Procedures, which includes complete definitions of the above violations, are available in the 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. Students who wish to repeat a course in which a substandard grade of "D, F, or NC" was earned may retake the course at any regionally accredited college or university to alleviate the substandard grade earned at Coastline provided the repeated course is equivalent to the one taken at CCC.

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 and Records 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 coursework 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, and NC" may be repeated only once. Students wishing to repeat a course more than one time 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: $20 per unit. The enrollment fee is subject to change by the state legislature.

College Services Charge (formerly Student Services Charge): $6 per semester. This charge underwrites many student services, classes and programs. It is not mandatory. A portion of each $6 charge goes to instructional grants and student scholarships. Information about specific programs funded by this charge and requests for waiver of the charge are available and granted only in the Admissions and Records office during the registration period. *Waivers must be secured in advance and submitted at the time of a student's initial enrollment.*

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

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: $10 per Fall/Spring Semester. $5 for Summer Session. See "Parking Regulations" in this section for more information.

Health Services Fee: All students enrolling in one or more courses are required to pay the Health Services Fee of $7. This is a mandatory fee unless the student presents a waiver. Students who qualify for a waiver are:

- Students who depend solely upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. Call (714) 241-6160 for information.
- Students enrolled only in courses of two weeks or less in duration.
- Students enrolled only in non-credit courses.
- Students enrolled in an approved Study Abroad Program.
- Students enrolled in an approved apprenticeship training program.

Textbooks: Students may need to buy textbooks as determined by their instructors. Total cost will vary from approximately $50 per class to $600 per semester for full-time students. In some cases, secondhand textbooks are available at a reduced price. Textbooks may be purchased in the Bookstore located at the College Center or online at: *www.coastline.bookstore.com*

HOW TO CALCULATE YOUR GPA (example):

Class	GPA units (Units Attempted)	Grade Received	Units Earned	times	Grade Points 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**

$$42 \div 17 = 2.47 = GPA$$

Grading

Student performance in courses is indicated by one of several grades. Grades which carry grade point value (GPA), and which are used in determining the grade point average, 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 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, etc.; however, the student does not have to follow these recommendations. The Coast Community College District (CCCD) is in no way responsible, nor does it assume liability, for any injuries or losses resulting from this non-sponsored transportation. If you ride with another student, that student is not an agent of, nor driving on behalf of the District.

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

Parking Regulations

Permit Required: Parking permits are required at the Costa Mesa and Garden Grove Centers. Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the left rear (driver's side) bumper or hung, in clear view, from the interior rear view mirror. Motorcycles (mopeds) will have the permit affixed to the left front fork. Cars without permits properly displayed will be cited. Vehicles may park only in spaces or areas designated for vehicle parking. PURCHASE OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE ON CAMPUS.

NEW THIS FALL! Purchase parking permits online: Current semester permits are now available online at www.coastline.edu. Parking permits will no longer be available for purchase on the Touch-tone registration system. Daily parking permits can also be obtained from the office at each area site. Coastline parking permits are not valid at Golden West or Orange Coast Colleges.

Parking Areas: Designated parking areas are color coded:

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

All designated permit parking areas will be enforced Monday-Friday, 8 a.m.-10 p.m.

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

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

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

Parking, Traffic Rules and Regulations:

ARTICLE 1—ENFORCEMENT
The West Orange County Municipal Court has granted authorization to the Campus Safety Department to issue parking citations within the confines of any Coastline Community College site. PARKING AND TRAFFIC RULES AND REGULATIONS WILL BE IN EFFECT 24 HOURS A DAY.

Parking Regulation/Citation Penalties:

SECTION
NO.   REGULATION

401   No parking is allowed in any area that is not designated for student parking. BAIL: $17

402   Vehicles parking within a stall shall not overlap the lines that designate the stall. BAIL: $17

403   No person shall park or leave standing a vehicle on any roadway, landscaped area, driveway, road or field without prior approval of the Public Safety Department. BAIL: $17

404   Motorized cycles and bicycles must be parked in designated motorcycle and bicycle parking areas. BAIL: $17

405   No vehicle shall be backed into diagonal parking stalls. BAIL: $17

406   No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot. BAIL: $27

407   No person shall park or leave standing any vehicle in any area where the curb is painted RED and/or is marked "NO PARKING." BAIL: $27

408   When signs or markings prohibiting and/or limiting parking are erected or placed upon any street, road or area, no person shall park or leave standing any vehicle upon such street, road or area in violation of any such sign or marking. BAIL: $27

409   No person shall park in any area marked in blue and identified as "Handicapped Parking" unless a valid handicapped placard/license plate/permit is properly displayed on or within the vehicle. BAIL: $42

410   Except as otherwise noted in these regulations, no person shall park in an area posted or marked "STAFF" unless a valid annual, semester or temporary STAFF parking permit is properly displayed on or within the vehicle. BAIL: $17

411   No person shall park any vehicle in any manner or fashion so as to create a traffic hazard. BAIL: $17

412A-D   No person shall park on campus in designated permit areas, without a current, valid parking permit, properly displayed either on the left rear bumper or suspended from the rear view mirror. Motorcycles/mopeds shall have the permit affixed to the right front fork. BAIL: $17

413   Vehicles parking in metered stalls MUST PAY for use of the stall as indicated on the meter. Display of any Coastline parking permit does not preclude payment of meter fees. BAIL: $17

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 that 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 that 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 Counseling. They must then complete the petition form and submit it, along with supporting documentation, to the Admissions office. Petitions will be approved or denied within five working days. If approved, the petitioner will be allowed to enroll in the course of choice. If the desired course is already closed when the challenge is filed, the challenge shall be resolved prior to the beginning of the registration for the next term. If the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Authorized Grounds for Challenge (Title V—Section 55201): Colleges are required to notify students about the types of challenges that are established by law, and to advise students of the circumstances under which they are encouraged to make a challenge.

Any prerequisite or corequisites may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing with documentation that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is a violation of this article;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available; and
6. Such other grounds for challenge as may be established by the district governing board.

Coastline has established all prerequisites or corequisites in full compliance with the District's process for establishing prerequisites and corequisites. The existing prerequisites and corequisites are not in violation of state law. The District has not established any grounds for challenge other than those already permitted by law. Therefore, students are not advised to challenge a prerequisite or corequisite based on items 1, 2 or 6 above. Coastline students are encouraged to submit their official transcripts as documentation of prerequisite or corequisite completion at the time of registration. The transcripts will usually indicate which completed coursework 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 Counseling.

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 fourth week of the semester
2. During the eighth week of the semester
3. During the twelfth week of the semester.

In order to receive a refund for parking, the student must return the parking sticker when the 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. Active military personnel are exempt from nonresident tuition fees provided they are in California for a purpose other than attending a state-supported institution of higher education.
3. Dependents (natural or adopted child, stepchild, or spouse) of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification only for the purpose of determining the amount of tuition and fees. If that member of the armed forces on active duty is thereafter transferred to a location outside the state, or retires from active duty, the student dependent shall not lose his or her resident classification until he or she has resided in the state the minimum time necessary to become a resident. (Title V, Section 68074)
4. Minors (under 18 years of age and not married) will be required to pay the out-of-state tuition fee if their parents or legal guardians reside outside the state, even though such minors may have lived in California for one year or more.
5. Students who are financially dependent on their parents or legal guardians will be required to pay out-of-state tuition if their parents or legal guardians reside outside the state, even though such students may have lived in California for one year or more.
6. Students who have paid the out-of-state tuition fee and find it necessary to withdraw from college will be given refunds according to the refund policy.

Nonresident Tuition Exemptions:

1. Nonresident active duty military personnel stationed in California for a purpose other than that of attending a state-supported institution of higher learning.
2. Dependents of active military personnel stationed in California.
3. In accordance with AB540, students other than a nonimmigrant alien who attended a California high school for a minimum of three years, graduated from a California high school, or attained the equivalent, may be eligible for an exemption from the nonresident tuition fee. Persons without lawful immigration status are required to file an affidavit to verify that they have filed an application to legalize his or her immigration status, or will file an application as soon as they are eligible to do so.

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

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

Interested international students should request applications for admissions from: Linda Maynard, Le-Jao Center, 14120 All American Way, Westminster, CA 92683.

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

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

• Our rolling admissions process allows for acceptance to Coastline during the Fall and Spring semesters. Applicants outside the U.S. should apply at least two months prior to the start of the term. Approximate start dates: fall, in late August; spring, in late January; and summer, in mid-June. We recommend early application for the best selection of classes.
• International applicants must complete an international student admission packet including:
1. International student application
2. A $30 non-refundable application fee, in U.S. dollars (check, money order, cash, or credit card) must be submitted with the application.
3. International Student Financial Support Information Form
4. Bank Certification Form
5. All evidence of high school graduation or higher must be submitted. The "official" transcripts of the original records must be accompanied by a notarized English translation.
6. TOEFL score: A minimum score of 450 (paper based) or 133 (computer-based) in order to be accepted into the regular college program. Students who plan to enroll in the English as a Second Language Institute (ESL) are not required to take the TOEFL test. To make arrangements to take the TOEFL, write to: TOEFL, Educational Testing Service, P.O. Box 592, Princeton, New Jersey, 08540. International students must designate Coastline (Institution Code 004086) as the recipient of the test results.

7. Notice of Intent to Transfer if transferring from a college in the U.S.
8. International students must provide proof of private health insurance during their entire course of studies at Coastline, meeting the minimum requirement of $30,000 of health insurance.
9. International students must complete 12.0 or more units each semester with at least a 2.0 GPA while pursuing their selected academic goal.
10. The Bureau of Citizenship and Immigration Services (BCIS) restricts international students from off-campus employment for the first year of study. After the first year of study, International students are allowed to work part-time. International students must get approval from the BCIS and the vice president of student services before they can be legally employed off-campus.
11. International students pay nonresident tuition during their attendance at Coastline.

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

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
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.

Sexual Assault Prevention

Coastline Community College recognizes that sexual assault is a serious issue, and will not tolerate acts of sexual assault on district property or district-sponsored activities. The Coastline Community College District will investigate all allegations of sexual assault that occur on District property or at sponsored activities and take appropriate criminal, disciplinary or legal action, with prior consent of the victim.

Coastline is committed to its students' safety as a vital ingredient to student learning and success. Coastline encourages victims of sexual violence to report the crime.

Coastline Community College Campus Response to Student Reports of Sexual Assault: The following is a description of the series of coordinated actions that take place when a Coastline student reports being the victim of sexual violence on District property or on a District-sponsored event:

1. When a victim of sexual assault is identified, he or she will be referred to the Vice President of Student Services.
2. The Vice President will conduct an assessment and report the incident to law enforcement. Referral to Student Health Services or to the Student Health Center at either Orange Coast College or Golden West College will be offered as well community resources, specifically the designated sexual assault victim services program for Orange County.
3. If the victim takes advantage of Student Health Services, staff will assess the situation and offer care as needed, including physical and mental health care/counseling. As mandated reporters, the staff must report the incident to law enforcement. Referral to the designated Orange County sexual assault victim services program will also be offered. A follow-up call will be made by the Vice President of Student Services to assess how the victim is coping and to check if additional resources are needed to assist the victim.

Coast Community College District Sexual Assault Policy: The Coast Community College District (CCCD) Web site describes the district's policy regarding sexual assault and provides several informative links (e.g., definitions, filing a complaint, common victim reactions, resources for help and advice, etc.):

http://www.cccd.edu/students/sexualAssault/default.aspx

Student Grievance Procedures

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

Transcripts: Transcripts of academic work taken at Coastline will be sent to any college or university upon the student's written request. Transcript requests may be submitted in person in the Admissions and Records office, by mail or via Internet at: Coastline.edu. Allow at least five working days for processing. End of semester transcripts may be requested beginning two weeks prior to the end of the semester, and are processed approximately 10-15 working days after the semester ends. The first two requests for transcripts are free of charge, unless ordering through the Internet. Each additional transcript costs $3. An extra fee of $5 will be charged to students who request records to be sent within 24 hours.

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

Student Right to Know

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), Coastline makes its completion and transfer rates available to all current and prospective students at the following Web site:

http://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, color, gender, sexual orientation, religion, national origin, age, disability, or marital status. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students and the general public.

Rights of Students with Disabilities: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination on the basis of disability against persons in programs or activities receiving or benefiting from federal assistance. Thus, in postsecondary education settings, Section 504 mandates "reasonable accommodation" for adults with professionally documented physical or learning disabilities. Any person with a disability who believes that he or she has been discriminated against on the basis of disability should contact: **Pat Arlington**, Americans with Disabilities Act (ADA) officer, (714) 241-6173 or **Carolyn Loy**, Equal Employment officer, (714) 241-6146.

Sexual Harassment: It is the policy of the Coast Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal statutes. It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting a student or employee, or who is otherwise authorized to transact business or perform other acts or services on behalf of or for the Coast Community College District, to engage in sexual harassment as stated in the definition. Within the Coast Community College District, sexual harassment is prohibited regardless of the status and/or relationships the affected parties may have.

Contact one of the following college administrators: **Vacant**, Dean of Counseling and Special Programs, (714) 241-6257; **Carolyn Loy**, Equal Employment Officer, (714) 241-6146; or **Cynthia Pienkowski**, Sexual Harassment Prevention Coordinator, (714) 241-6240 for further information.

Study Load

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

Coastline recognizes 19 units as a maximum load during the Fall and Spring Semesters and nine units during the Summer Session. (Full-time student status is achieved by completing 12 or more units during the Fall or Spring Semesters and six or more units during the Summer Session.) Students wishing to carry more than the maximum load must petition through the Counseling office and must have a cumulative GPA of 3.0 at all colleges attended. Petitions for overload must be submitted to the Counseling office at least one week prior to the beginning of the semester.

Withdrawal From Class

A student who has officially registered assumes the responsibility 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 eight-week classes, and 30 percent of the class for all other courses.
2. **A "W" grade** will be assigned for students who officially withdraw prior to the end of the twelfth week of the term for full semester classes (including television and independent study courses), the sixth week of the term for eight-week classes and 75 percent of the class for all other courses.

Failure to withdraw under one of the conditions described above will result in either an "NC or F" grade on the official college transcript.

Course *Descriptions*

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 Option 1 associate degree; other courses numbered below 100 cannot be counted toward the 60 units of credit required for an associate degree. These courses do carry college credit and thus can be used to determine eligibility for full-time or financial aid status.

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

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

Courses Numbered 400 and Above: Noncredit courses.

Special Topics: Special topics courses offer 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   **3.0 Units**
Introduction to Accounting

Elementary theory and principles of elementary accounting applicable to a single-proprietorship business. Practical application of accounting theory to the accounting cycles of service and merchandising businesses: bookkeeping practice; common debit and credit procedure; books of original entry; ledgers, working papers, adjusting and closing entries; income statement, statement of owners equity, and balance sheet, cash, payroll, special journals. Recommended for business students needing a bookkeeping foundation before enrolling in ACCT 101, and for retailing, sales and merchandising, and office administration majors. *Transfer Credit: CSU*

ACCOUNTING 101   **4.0 Units**
Financial Accounting
Advisory: Accounting 100

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* (CAN BUS SEQ A)

ACCOUNTING 102   **4.0 Units**
Managerial Accounting
Advisory: Accounting 101

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* (CAN BUS SEQ A)

ACCOUNTING 105   3.0 Units
Introduction to Computer Accounting
Advisory: Accounting 100

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

ACCOUNTING 110   3.0 Units
Computer Accounting Using PeachTree Accounting Software
Advisory: Accounting 105 and Business Computing 122

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 the service business environment. *Transfer Credit: CSU*

ACCOUNTING 168   1.0 Unit
Microcomputer Payroll Preparation
Advisory: Accounting 100

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*

ACCOUNTING 169   1.0 Unit
Microcomputer Bookkeeping
Advisory: Accounting 100 or 101

Provides data entry experience on microcomputers using a computerized bookkeeping system while reinforcing accounting concepts. No prior microcomputer experience necessary. *Transfer Credit: CSU*

ACCOUNTING 214   3.0 Units
Federal/State Income Tax 1

A review of the underlying theory and application of federal and state income tax laws and regulations. This course provides experience in preparation of individual and small business income tax returns. Actual forms are provided and used when possible. *Transfer Credit: CSU*

ACCOUNTING 281-284   1.0-4.0 Units
Cooperative Work Experience
Prerequisite: Be employed or volunteer in the field of Accounting 5 hours per week per 1.0 unit of Cooperative Work Experience; Co-Requisite: Be enrolled in a total of 7.0 units including Cooperative Work Experience

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*

AMERICAN SIGN LANGUAGE

AMERICAN SIGN LANGUAGE 110AB   3.0 Units
American Sign Language 1

Introduction, through lecture and discussion, to the American Manual Alphabet and American Sign Language, designed to provide basic conversational skills in the language used by most deaf people in the United States. This course may be taken twice. *Transfer Credit: CSU*

AMERICAN SIGN LANGUAGE 111AB   3.0 Units
American Sign Language 2
Advisory: American Sign Language 110AB

Continuing practice, through lecture and discussion, with the American Manual Alphabet and American Sign Language, including an introduction to the culture of deaf people and a comparison of various sign language systems used in the United States of America. This course may be taken twice. *Transfer Credit: CSU*

ANTHROPOLOGY

ANTHROPOLOGY 100   3.0 Units
Cultural Anthropology

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   3.0 Units
Introduction to Archeology
Advisory: Anthropology 100

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)

ANTHROPOLOGY 150   3.0 Units
World Cultures

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

ARABIC

ARABIC 180   5.0 Units
Elementary Arabic 1

Arabic 180 is an introductory course in Arabic. Arabic 180 introduces fundamental concepts of the standard, classical Arabic used as the lingua franca of some two dozen countries in the world. Comprehension of written and spoken Arabic will be emphasized, as will pronunciation and simple conversation. Study of the customs and cultures of the Arab peoples will enhance student's global awareness. *Transfer Credit: CSU*

ARABIC 180A   **2.5 Units**
Elementary Arabic 1A
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 student's global awareness.
Arabic 180A is equivalent to the first half of
Arabic 180. *Transfer Credit: CSU; UC*

ARABIC 180B   **2.5 Units**
Elementary Arabic 1B
Prerequisite: Arabic 180A or equivalent competency
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. *Transfer Credit: CSU; UC*

ARABIC 182AB   **1.0 Unit**
Conversational Arabic
Prerequisite: Arabic 180 or 180B
Conversational course emphasizing
pronunciation, production, and
comprehension of spoken Arabic, using
vocabulary and grammar learned in
elementary Arabic courses, augmented by
structures unique to colloquial dialects, such
as Lebanese, Egyptian, Gulf, etc. This course
may be taken twice. *Transfer Credit: CSU*

ARABIC 185A   **2.5 Units**
Elementary Arabic 2A
Prerequisite: Arabic 180 or 180B
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.
Transfer Credit: CSU; UC Credit Limitations, See counselor.

ARABIC 185B   **2.5 Units**
Elementary Arabic 2B
Prerequisite: Arabic 180 or 185A
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. *Transfer Credit: CSU; UC Credit Limitations, See counselor.*

ARABIC 190   **1.0 Unit**
Introduction to Arabic Culture and Geography
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*

ARABIC 280   **4.0 Units**
Intermediate Arabic 1
Prerequisite: Arabic 185, 185B, or equivalent competency
Intermediate course in Modern Standard
Arabic which stresses reading, writing,
listening and speaking. Basic grammatical
structures learned in beginning courses
will be expanded and students will be
able to communicate in the language in
the past, present and future, answering
questions, refuting statements and reporting
information from another source. Students
will be exposed to a greater amount of
cultural information, watching movies,
hearing songs and listening to guest lecturers
when available. Arabic 280A and 280B
equal Arabic 280. *Transfer Credit: CSU; UC*

ARABIC 280A   **2.0 Units**
Intermediate Arabic 1A
Prerequisite: Arabic 185, 185B, or equivalent competency
Intermediate course in Modern Standard
Arabic which stresses reading, writing,
listening and speaking. Basic grammatical
structures learned in beginning courses
will be expanded and students will be
able to communicate in the language in
the past, present and future, answering
questions, refuting statements and reporting
information from another source. Students
will be exposed to a greater amount of
cultural information, watching movies,
hearing songs and listening to guest lecturers
when available. Arabic 280A and 280B
equal Arabic 280. *Transfer Credit: CSU; UC.* (Must
be taken with 280B for UC credit.)

ARABIC 280B   **2.0 Units**
Intermediate Arabic 1B
Prerequisite: Arabic 280A or equivalent competency
Continuing intermediate course in Modern
Standard Arabic which stresses reading,
writing, listening and speaking. Basic
grammatical structures learned in beginning
courses will be expanded and students will
be able to communicate in the language
in the past, present and future, answering
questions, refuting statements and reporting
information from another source. Students
will be exposed to a greater amount of
cultural information, watching movies,
hearing songs and listening to guest lecturers
when available. Arabic 280A and 280B
equal Arabic 280. *Transfer Credit: CSU; UC.* (Must
be taken with 280A for UC credit.)

ARABIC 285   4.0 Units
Intermediate Arabic 2
Prerequisite: Arabic 280, 280B, or equivalent competency

Second half of the Intermediate Modern Standard Arabic series, which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning and early intermediate courses will be expanded, and students will be able to communicate in the language about the past, present, and future, answering questions, refuting statements, and reporting information from another source. Students will learn Arabic morphological structures in greater depth and will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. Arabic 285A and 285 equal Arabic 285. *Transfer Credit: CSU; UC*

ARABIC 285A   2.0 Units
Intermediate Arabic 2A
Prerequisite: Arabic 280, 280B, or equivalent competency

Beginning of the second half of the Intermediate Modern Standard Arabic series, which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning and early intermediate courses will be expanded, and students will be able to communicate in the language about the past, present, and future, answering questions, refuting statements, and reporting information from another source. Students will learn Arabic morphological structures in greater depth and will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. Arabic 285A and 285 equal Arabic 285. *Transfer Credit: CSU; UC.* (Must be taken with 285B for UC credit.)

ARABIC 285B   2.0 Units
Intermediate Arabic 2B
Prerequisite: Arabic 285A or equivalent competency

Continuation of the second half of the Intermediate Modern Standard Arabic series, which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning and early intermediate courses will be expanded, and students will be able to communicate in the language about the past, present, and future, answering questions, refuting statements, and reporting information from another source. Students will learn Arabic morphological structures in greater depth and will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. Arabic 285A and 285 equal Arabic 285. *Transfer Credit: CSU; UC.* (Must be taken with 285A for UC credit.)

ART

ART 100   3.0 Units
History and Appreciation of Art 1

A multi-cultural survey of art from prehistoric times to the late Medieval and Gothic 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   3.0 Units
History and Appreciation of Art 2

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

ART 102   3.0 Units
Contemporary Art History

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   3.0 Units
Asian Art History
Advisory: Art 100 and 101 recommended

A survey of the major Asian cultures focusing on India, China, Japan, Southeast Asia, the Islamic World and those areas under the sphere of influence. Class covers major religious (Buddhist, Hindu, Shinto, Islam, etc.), philosophical (Confucian, Daoist, etc.), and political currents that affected artistic production in these religions. Discussion of major art forms includes media and their uses including painting, printmaking, sculpture, architecture, and the so-called "minor arts." Also, contemporary trends in Asian art, Western influence and borrowing, Asian art in Southern California, and local sites for "experiencing" Asian traditions/culture. Multi-cultural and Group C. *Transfer Credit: CSU; UC*

ART 104   3.0 Units
The History of Impressionist and Post-Impressionist Art
Advisory: Art 100 and/or 101 recommended, or knowledge of art historical movements

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

ART 105   3.0 Units
Introduction to Art

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

ART 106 2.0 Units
History and Culture of Computer Art
Advisory: Art 100 and 101 or 102 or knowledge of art historical movement
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*

ART 107AD 3.0 Units
Art Gallery Production
Students will participate in a learning experience that will provide an opportunity to develop skills and knowledge acquired in Coastline's community art galleries while enhancing an opportunity for success in art careers through educational theory. Students will curate shows, install art works, engage in public relations, catalog art works, and interface with professional artists. Symbiotic relationships existing among factions of the art community will be explored. This course may be taken four times. *Transfer Credit: CSU*

ART 108AB 3.0 Units
Service-Learning in the Arts
Students will participate in a service-learning experience which will provide an opportunity to develop skills and knowledge acquired in Coastline's Community Art Gallery while enhancing an opportunity for success in art careers through educational theory. This course may be taken twice. *Transfer Credit: CSU*

ART 109 3.0 Units
The History and Appreciation of Italian Renaissance Art
Advisory: Art 101
A survey of Italian art from the end of the Gothic period through the Renaissance. Discussion of major art forms from the period including painting, sculpture, and architecture. The multicultural influences that formed Italian Renaissance art will be examined. Emphasis will be placed upon how Renaissance art reflected the culture in terms of symbols, techniques, materials, and subject matter. Also included in the course content is an examination of how Renaissance ideas influenced and formed other European cultures and the subsequent Baroque era. Illustrated lecture, reading, assignments and study of related exhibitions. *Transfer Credit: CSU; UC*

ART 110A 1.5 Units
Color and Design: Two Dimensional
The first half of a two-part course in design. Introduction to the use of basic elements and principles of two-dimensional design. Awareness of the creative process both for the viewer as well as the designer. Compositional analysis of student and master works through written and verbal critiques. Creation of authentic designs utilizing black and white and color media. Continuing survey of design in historical, social and multi-cultural contexts. For general education and Art/Design majors. *Transfer Credit: CSU; UC* (CAN ART 14 when taken with Art 110B)

ART 110B 1.5 Units
Color and Design: Two Dimensional
Advisory: Art 110A
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* (CAN ART 14 when taken with Art 110A)

ART 111A 1.5 Units
Three–Dimensional Form
Advisory: Art 110A and 110B
This course explores three-dimensional (3-D) forms, space manipulation and color interactions with an emphasis on three-dimensional design presentations, through the use of a variety of material and tools. Awareness of the creative process for viewer and artist is emphasized as well as formal analysis for both professional and student works through written and verbal critiques. Included is a survey of three-dimensional design in historical, social, and multi-cultural contexts. Generation of authentic models utilizing learned art elements will be stressed for General Education and Art Design majors. *Transfer Credit: CSU; UC* (CAN ART 16 when taken with Art 111B)

ART 111B 1.5 Units
Three–Dimensional Form
Advisory: Art 111A
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 16 when taken with Art 111A)

ART 117AB 1.5 Units
Life Drawing
Advisory: Art 110A and Art 120AB
A comprehensive course in drawing from the model, which involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line texture, value, modeling, gesture, and contour drawing principles. The technical application of diverse drawing materials and techniques will be included. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 119 2.0 Units
Applied Sketching Techniques
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 3.0 Units
Drawing

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; UC*

ART 120A 1.5 Units
Drawing 1

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 8 when taken with Art 120B)*

ART 120B 1.5 Units
Drawing 2
Advisory: Art 120A

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 8 when taken with Art 120A)*

ART 121AB 3.0 Units
Life Drawing 1
Advisory: Art 120B or demonstrated ability to draw

Figure drawing from the model. Study of visual language of drawing of the figure. Introduction to anatomy. Criticisms and demonstrations by the instructor. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 122 3.0 Units
Painting
Advisory: Art 110A and 120A

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

ART 122A 1.5 Units
Painting 1
Advisory: Art 110A and 120A

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 10 when taken with Art 122B)*

ART 122B 1.5 Units
Painting 2
Advisory: Art 122A

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 10 when taken with Art 122A)*

ART 123 1.5 Units
Perspective Drawing
Advisory: Art 120A, Art 120B

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*

ART 124 0.5 Unit
Calligraphic Art of Non-European Countries

An introduction and historic survey of lettering styles of non-European countries. The focus will be on Chinese, Japanese, Vietnamese, Islamic, and Hebrew lettering styles and techniques. *Transfer Credit: CSU*

ART 125 1.5 Units
Calligraphy 1

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 1.0 Unit
The Portraiture of Frida Kahlo
Advisory: Art 120A

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*

ART 127AB 2.0 Units
Portrait Drawing and Painting

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. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 128 1.5 Units
Survey of Watercolor
Advisory: Art 120A and 120B

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*

ART 129AB 4.0 Units
Abstract Painting
Advisory: Basic Drawing, Painting 1

A painting course for the Intermediate and advanced student to creatively Investigate the spectrum of historical and modern abstract and non-objective painting styles and methods. Both traditional and non-traditional materials will be used to explore the principles of abstraction. Specific steps to develop an authentic style of original abstract painting will be presented. This course may be taken twice. *Transfer Credit: CSU*

ART 130 3.0 Units
Experimental Drawing
Advisory: Art 120A, Art 120B, Art 110A, and Art 110B
A drawing course for the intermediate and advanced student to expand expressive and conceptual content beyond basic traditional drawing techniques. Uses both traditional and non-traditional materials as well as contemporary media to explore the parameters of drawing. Specific steps to develop an authentic style in drawing will be explored. *Transfer Credit: CSU*

ART 131AD 2.0 Units
Chinese Brush Painting Teaching Techniques I
This course is designed to train students, artists, or teachers to learn how to share the technique of this ancient dynamic form of art. The class will focus on learning the materials: paper, colors, and brushes. It will offer techniques on brush stokes used for line; texture; shading; and washes on flowers, animals, and scenery. It will show methods of critique in design and composition. It will prepare students to teach brush painting at various levels. This course may be taken four times. *Transfer Credit: CSU*

ART 132AD 1.5 Units
Beginning Brush Painting (Flower)
Study the concepts in the significance of paper and brush and the history and folklore of floral studies. Learn the brush strokes used for line, texture, shading and washes to capture the beauty of flowers. This course may be taken four times. *Transfer Credit: CSU*

ART 133AD 2.0 Units
Chinese Landscape Painting 1
Learn the brush strokes used for line, texture, shading, and washes to capture the beauty of forests, mountains, and water. Students will learn the stroke to do design, composition, and the enchanting background of each subject. Travel in spirit to the land of Shangri-la and explore history and folklore. This course may be taken four times. *Transfer Credit: CSU*

ART 134AD 2.0 Units
Painting Creatures 1
Learn the brush strokes used for line, texture, shading, and washes to capture the beauty of animals. Students will learn the strokes to do design and composition, the enchanting background of each subject, and their spiritual meaning in Chinese culture. Explore history and land of animals, birds, and marine life. This course may be taken four times. *Transfer Credit: CSU*

ART 135AB 2.0 Units
Survey of Chinese Brush Painting
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. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 136AB 1.5 Units
Chinese Brush Painting 1
Study of the essence of Chinese culture. Basic introduction to oriental brush, ink and colors. Concepts in design and composition. Selection from the basic subjects: four gentlemen (bamboo, orchid, mum, plum), floral and animal studies. Includes techniques in mounting. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 137 2.0 Units
History and Appreciation of Chinese Art and Culture
Advisory: Completion of one semester of Chinese brush painting
A survey of the history, culture and development of Chinese painting and calligraphy with an overview and critique of the works of master painters from each Chinese dynasty. The course will include nature study techniques and skills related to picture formation and composition. Emphasis on calligraphy strokes pertinent to brush painting. *Transfer Credit: CSU; UC*

ART 138AB 1.5 Units
Watercolors with Oriental Brush
Brush, the tool for all media, was invented in China. Its expert use has been developed as the main tool for communication and expression for 2000 years. Learn the variety of brushes used for line, texture, shading and washes and how to deliver strokes with dynamic vitality. Composition includes flower, landscape, animal and abstract expressions. This course may be taken twice. *Transfer Credit: CSU*

ART 139AB 1.5 Units
Watercolors on Rice Paper
Rice paper offers unique potential for watercolors through its absorbency. Learn which colors are most effective on rice paper, 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. This course may be taken twice. *Transfer Credit: CSU*

ART 148AB 1.5 Units
Woodworking
An introductory course in woodworking. Hand-tools, machine safety, plan development, lumber identification, wood joinery, and finishing techniques are the areas to be examined. This course may be taken twice. *Transfer Credit: CSU*

ART 149AB 1.5 Units
Furniture Making
Prerequisite: Art 148AB
An advanced course in woodworking. Project design, furniture making techniques, cabinet construction, drawer construction, joinery, and wood finishing techniques are the areas to be explored. *This course may be taken twice. Transfer Credit: CSU*

ART 150A 1.5 Units
Ceramics 1
Hand-building techniques in the design, forming, glazing and firing of ceramic materials. Introduction to the use of the potter's wheel. *Transfer Credit: CSU; UC* (CAN ART 6 when taken with Art 150B)

ART 150B 1.5 Units
Ceramics 2
Advisory: Art 150A

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 when taken with Art 150A)

ART 160AB 3.0 Units
Sculpture 1
Advisory: Art 121AB

Modeling from the human form including techniques, concepts, composition and casting. This course may be taken twice. *Transfer Credit: CSU; UC* (CAN ART 12)

ART 161AB 3.0 Units
Sculpture 2
Advisory: Art 160AB

A continued study in the principles and concepts of sculpture through the creative use of techniques and materials in carving, modeling, mold–making and casting. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 165 2.0 Units
Papermaking as Art Form

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 175 3.0 Units
Mural Painting

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

ART 180 2.0 Units
Fiber Arts

Elements of design and color for fibers. Basic applied designs on the woven surfaces of fabric and canvas. Non–woven construction methods utilizing a variety of fibers. *Transfer Credit: CSU*

ART 190 3.0 Units
Multimedia with Painter 6.0
Prerequisite: Art 202

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

ART 193 1.5 Units
Digital Color

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. *Transfer Credit: CSU*

ART 194 3.0 Units
Computer Animation: 3D Motion Graphics
Advisory: Art 110AB, Art 120A and 120B, Art 121AB, Art 133 and Business Computing 110AB

Creative development of animated images through the utilization of three-dimensional motion concepts and techniques using a computer-animation system. Concept development of animation projects from storyboards through a finished video tape-recorded product. Composition analysis of student and professional works through written and verbal critiques, continuing survey of animation design in historical, social, and multicultural contexts. For general education, visual art, and multimedia majors. *Transfer Credit: CSU*

ART 202 3.0 Units
Introduction to Computer as Medium

In this basic "hands-on" computer class, the three most commonly used digital graphic design programs, Adobe Illustrator, Adobe Photoshop, and QuarkXPress, will be explored as design and visual communication tools. *Transfer Credit: CSU*

ART 203 3.0 Units
Graphic Design Principles
Advisory: Art 110A and Art 110B, Art 111A and Art 111B and Art 215

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

ART 205 3.0 Units
Digital Design with Painter and Photoshop

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

ART 206 3.0 Units
Publication Design Using QuarkXpress
Advisory: Art 202 and Art 205

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. *Transfer Credit: CSU*

ART 207 3.0 Units
Prepress and Graphic File Output
Advisory: Art 202, 205, and 206

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. *Transfer Credit: CSU*

ART 209 3.0 units
Interactive Media

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

ART 210AD 1.5 Units
Picture Framing

Principles of picture framing: framing prints, photographs, oil paintings, watercolors, stitchery, needlepoint, etc. Selection of the correct framing for art work, using the correct frame, backing and molding. This course may be taken four times. *Transfer Credit: CSU*

ART 211 3.0 Units
Electronic Illustration
Prerequisite: Art 202

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

ART 212 3.0 Units
Creative Photoshop for Digital Photographs
Prerequisite: Art 202, DGA 131AB Advisory: Art 205

The course uses digital photographs in the creation of raster images and using Photoshop for image manipulation and fine art painting. It offers hobbyists and the professional photographer a comprehensive package of Photoshop skills. *Transfer Credit: CSU*

ART 214AB 3.0 Units
Figure Composition
Advisory: Art 110A and B, 120A and B, and 121AB

Advanced course in figure drawing and painting, stressing the figure in a specific environment. Emphasis to be on compositional elements, experimentation and contemporary issues. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 215 3.0 Units
Typography, Computer Enhanced
Advisory: Art 110A and Art 202 and Art 203

Introduction to the principles of typography with emphasis on typeface identification, selection, and combination. Investigation of typography and letter forms as an element of design whose purpose is to communicate. Exploration of typography in a historical, social, and multi-cultural context to create logotypes and original typographic forms. Computer knowledge recommended. *Transfer Credit: CSU*

ART 220 2.5 Units
Anatomy for Artists
Advisory: Art 121AB

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*

ART 221AB 3.0 Units
Life Drawing 2
Advisory: Art 121AB

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. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 222A 1.5 Units
Painting 3
Advisory: Art 122B

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*

ART 222B 1.5 Units
Painting 4
Advisory: Art 222A

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

ART 223AB 1.5 Units
Figure Painting 1
Advisory: Art 121AB and Art 122AB

Beginning class in painting the figure from the live model. Progresses from limited color to full color and focuses on the analysis of light and color in relation to the human form. Includes experimentation with various technical approaches. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 224 3.0 Units
Figure Painting
Advisory: Art 221AB

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

ART 224AB 1.5 Units
Figure Painting 2
Prerequisite: Art 223AB; Advisory: Art 221AB

A continuing course in painting the figure from the model progressing from limited color to full color, analyzing styles and techniques of past and present, relating the figure to the environment to create complete compositions and exploring new possibilities for personal expression. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 225 1.5 Units
Calligraphy 2
Advisory: Art 125

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*

ART 226 1.5 Units
Cartooning
Advisory: Art 110A

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*

ART 228AB — 1.5 Units
Watercolor 1
Advisory: Art 120A and 120B

Painting in watercolor. Lectures and demonstrations related to the techniques and history of watercolor painting. This is the first part of a two-part watercolor course. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 229AB — 1.5 Units
Watercolor 2
Advisory: Art 228AB

Lectures and demonstrations related to advanced techniques and composition of watercolor painting. The second part of a two–part watercolor painting course. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 230AB — 1.5 Units
Landscape Painting 1
Advisory: Art 122B

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. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 231AB — 1.5 Units
Landscape Painting 2
Advisory: Art 230AB

Drawing, composition and painting of landscape and seascape in watercolor, acrylic, or oil. Painting on location. Individual instruction supplemented by demonstrations, criticism and painting in the studio. Illustrated lectures on the history of landscape painting. This is the second part of a two-part landscape painting series. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 232AD — 1.5 Units
Plein Air Painting
Advisory: Art 120, or Art 228AB and Art 229AB, or Art 122

Painting outdoors, on site in oil, watercolor, or acrylic. Study of painting light on form in nature to convey the outdoor experience. Use of values and intensities of color as light, combined with composition and atmospheric perspective. Presented as a series of challenges with demonstrations and critics. This course may be taken four times. *Transfer Credit: CSU; UC*

ART 233 — 1.5 Units
Chinese Brush Character Design

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 — 1.5 Units
Chinese Brush Painting 2
Advisory: Art 136AB

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*

ART 236 — 1.5 Units
Chinese Brush Painting 3
Advisory: Art 235

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*

ART 237AB — 3.0 Units
Chinese Flower Paintings

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

ART 238AD — 3.0 Units
Chinese Flower Painting 2

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

ART 240 — 1.5 Units
Mixed Media Techniques
Advisory: Art 222B

The course will emphasize the creative process in painting by combining the media of watercolor, pastel, charcoal, acrylic, ink and collage. 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*

ART 242AB — 3.0 Units
Expressive Painting
Advisory: Art 120A and Art 122A

A painting course in oil and acrylic for the intermediate and advanced student to expand expressive and conceptual content beyond basic, traditional painting techniques. Emphasis is on developing the specific skills and techniques relating to both contemporary and historical Expressionist painting from the late 19th and 20th century. This course will include both written and verbal critique and analysis. This course may be taken twice. *Transfer Credit: CSU*

ART 250A — 1.5 Units
Ceramics 3
Advisory: Art 150B

Advanced Hand-building techniques in the design, forming, glazing and firing of ceramic materials. Advanced use of the potter's wheel. Emphasis on individual creativity. *Transfer Credit: CSU; UC*

ART 250B — 1.5 Units
Ceramics 4
Advisory: Art 250A

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

ART 261 3.0 Units
The History of Tuscan Art Part 1, From the Etruscan through the Early Renaissance
Advisory: Art 101 and/or Art 109

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

ART 262 3.0 Units
The History of Tuscan Art Part 2, From the Renaissance through the Modern Era
Advisory: Art History 101

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

ART 265AB 3.0 Units
Methods and Materials of Italian Masterworks
Advisory: Art 120A (optional)

A multicultural, multi-century survey of Italian art masterpieces with emphasis on how the works were actually created and by whom. Includes exposure to such techniques as mural, fresco, oil and egg tempera painting, mosaic-making, renaissance drawing technique, and religious and secular sculpture and architecture. Also gives insights into daily Italian life at various times in history. Contains a studio art component: students will experience working in some of the media covered. Prior art study not required. This course may be taken twice. *Transfer Credit: CSU; UC*

ART 280AD 1.5 Units
Figure Painting/Watercolor
Advisory: Art 224B and Art 228AB

Painting the figure in water media emphasizing observation, analysis and personal interpretation of the model. Techniques of watercolor and color theory as applied to figure painting. History, established concepts and experimental approaches. Critiques. This course may be taken four times. *Transfer Credit: CSU; UC*

ART 282 1.5 Units
Drawing With Pastels
Advisory: Art 120B

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*

ART 283 1.5 Units
Drawing with Pastels 2
Advisory: Art 282

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*

ART 400 0.0 Unit
Arts and Crafts

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 0.0 Unit
Exploration in Needlework

Expand needle art knowledge and techniques to create heirloom quality work. Counted thread, dimensional embroidery, tape/woven lace, picot and needle lace edging and open canvas work will be explored.

ASTRONOMY

ASTRONOMY 100 3.0 Units
Introduction to Astronomy

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 1.0 Unit
Astronomy Laboratory
Prerequisite: Astronomy 100 or concurrent enrollment
Advisory: Understanding of Beginning (Elementary) Algebra

A beginning astronomy laboratory course for non-science majors. In this course the scientific method is applied to the analysis of experimental astronomical data. *Transfer Credit: CSU; UC*

AUDIO-VIDEO

AUDIO-VIDEO 100 2.0 Units
Introduction to Becoming an Audio-Video Technician

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 on-line courses included in the program. *Transfer Credit: CSU*

BIOLOGY

BIOLOGY 001AD 1.0 Unit
Biology Tutoring

This course is designed to improve students' understanding of biology through tutorial assistance based on identified student needs. Open entry throughout the semester. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

BIOLOGY 100   **3.0 Units**
Introduction to Biology

Biology for non–science majors. A general study of the basic concepts of biology including the human body and the environment. Emphasis on the characteristics of plant and animal life, human body systems, health, genetics and the interaction of organisms in their environment. *Transfer Credit: CSU; UC*

BIOLOGY 101   **1.0 Unit**
Introduction to Biology––Lab
Prerequisite: Biology 100 or concurrent enrollment in Biology 100

Biology lab for non–science majors. A general study of plant and animal life processes to acquaint the non–biology major with basic biological concepts and instruments in the laboratory. *Transfer Credit: CSU; UC credit limitations.* See counselor.

BIOLOGY 105   **3.0 Units**
Introduction to Anatomy and Physiology

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   **3.0 Units**
Applied Botany

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 120   **3.0 Units**
Biology of Aging

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

BIOLOGY 125   **3.0 Units**
Marine Mammals

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   **4.0 Units**
Human Anatomy

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

BIOLOGY 175   **4.0 Units**
Human Physiology
Prerequisite: Biology 170

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

BIOLOGY 200   **3.0 Units**
Pharmacology
Prerequisite: Completion of Human Physiology (Coast Community College District Course Biology 175)
Basic principles of pharmacology; classification of drugs, methods and routes of administration, distribution, absorption, excretion; desired and toxic effects; indication and contraindication for use. *Transfer Credit: CSU*

BIOLOGY 210   **5.0 Units**
Introduction to Microbiology
Prerequisite: Biology 170 and Biology 175 with a grade of C or better; Advisory: Eligibility for English 100

This course involves the study of several types of microorganisms with an emphasis on bacteria. Principles and applications of microbiology, metabolism, genetics, and Immunology are considered. The laboratory Includes aseptic transfer techniques, cultural characteristics, methods of microscopy, and analytical techniques for Identifying microbes. The course content Is related to both general and clinical applications Including recent molecular biological and serological techniques. *Transfer Credit: CSU*

BIOTECHNOLOGY

BIOTECH 100   **4.0 Units**
Introduction to Biological Technology Skills
Advisory: Successful completion of a mathematics class at least at the Math 030 Intermediate Algebra level

A course designed to equip students with fundamental biological laboratory skills needed in a biotechnology laboratory. Students will learn good laboratory practices and current good manufacturing practices, participate in group meetings, receive laboratory projects, and use equipment similar to those found in biotechnology laboratories. Skills include proper industry laboratory notebook preparation, laboratory safety, DNA manipulation, bacterial handling for cloning, sterile technique, media preparation, and quality control protocols. Internet projects assigned to enhance learning of theory and methods. *Transfer Credit: CSU*

BIOTECH 105 — 4.0 Units
Biological Technology Skills II
Prerequisite: Biotech 100

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

BUILDING INSPECTION TECHNOLOGY

BUILDING INSPECTION TECHNOLOGY 281–284 — 1.0-4.0 Units
Cooperative Work Experience
Prerequisite: Be employed or volunteer in the field of Building 5 hours per week per 1.0 unit of Cooperative Work Experience; Co-requisite: Be enrolled in a total of 7.0 units including Cooperative Work Experience

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*

BUILDING INSPECTION TECHNOLOGY 300AB — 3.0 Units
Introduction to the International Building Code

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

BUILDING INSPECTION TECHNOLOGY 301 — 3.0 Units
Residential/Construction Blueprint Reading

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

BUILDING INSPECTION TECHNOLOGY 302 — 3.0 Units
California Administrative Code
Advisory: Knowledge of building construction

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.

BUILDING INSPECTION TECHNOLOGY 303 — 3.0 Units
Fire and Life Safety
Advisory: Building Inspection Technology 300AB

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

BUILDING INSPECTION TECHNOLOGY 304 — 3.0 Units
Concrete Construction Inspection
Advisory: Building Inspection Technology 300AB

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

BUILDING INSPECTION TECHNOLOGY 305 — 3.0 Units
Steel and Wood Frame Inspection
Advisory: Building Inspection Technology 300AB

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

BUILDING INSPECTION TECHNOLOGY 306 — 3.0 Units
Electrical Inspection

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 — 3.0 Units
Mechanical Inspection: Heating and Air Conditioning
Advisory: Knowledge of building construction

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.

BUILDING INSPECTION TECHNOLOGY 308 — 3.0 Units
Plumbing Inspection

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

BUILDING INSPECTION TECHNOLOGY 311 — 3.0 Units
International Residential Code

Comprehensive study of International Residential Code for One and Two-Family Dwellings. Topics include all residence code requirements for building a home according to IRC 200, including international building, electrical, plumbing, mechanical, and fire codes. Laboratory and classroom experiences are designed to develop skills in noncommercial construction. Field experiences are used when applicable.

BUILDING INSPECTION TECHNOLOGY 312 — 3.0 Units
Construction Estimating

Fundamentals of Construction Estimating takes a comprehensive approach to estimating, offering readers a well-rounded, up-to-date perspective on the estimating process. It is designed for entry level courses and focuses on the process of utilizing the latest technology to compile cost estimates for general contractors.

BUILDING INSPECTION TECHNOLOGY 316 — 3.0 Units
Reinforced Concrete Masonry Construction Inspection
Prerequisite: BIT 300

All facets of masonry construction and inspection are covered in this course. In addition to code requirements, students will learn methods of field-testing of concrete masonry, sampling materials, quality control of materials, grouting methods, and type and placement of reinforcing steel.

BUSINESS

BUSINESS 100   3.0 Units
Introduction to the New Economy

Update traditional introductory business curriculum with new business models, impact of the Internet and other changes brought about by technology. *Transfer Credit: CSU*

BUSINESS 110   3.0 Units
Legal Environment of Business

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

BUSINESS 120   3.0 Units
Personal Financial Planning

Offering guidance in home finding, car buying, investing, retirement planning, and other vitals of personal money management. Course covers financial basics including household budgets; job/career selection; health care and other insurance; finding and using credit; taxes/ mutual funds and other investments; and ways to avoid consumer fraud. *Transfer Credit: CSU*

BUSINESS 150   3.0 Units
Marketing in the New Economy

Practical, fast-paced introduction to contemporary marketing principles as applied in an increasingly Internet-driven marketplace. Students analyze market characteristics, evaluate product and service strategies, build marketing plans, study what works and what doessn't work. Topics include: pricing, promotion, and distribution; Web-based storefronts and other e-Commerce channels; product introduction, branding, and packaging; consumer, industrial, and government markets. *Transfer Credit: CSU*

BUSINESS 222   3.0 Units
Small Business Operation and Management

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   1.0-4.0 Units
Cooperative Work Experience

Prerequisite: Be employed or volunteer in the field of Business 5 hours per week per 1.0 unit of Cooperative Work Experience; Co-requisite: Be enrolled in a total of 7.0 units including Cooperative Work Experience

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*

BUSINESS 370   1.0 Unit
Basics of Investments

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 410   0.0 Unit
Workforce Preparation: Resume and Interview Techniques
Advisory: Registration with Orange County One-Stop Center

Individuals seeking a new employment or advancement will receive tips, techniques, information and assistance with the creation of effective resumes and with preparation for positive and confident employment interviews.

BUSINESS 411   0.0 Unit
Workforce Preparation: Job Search in a Changing Market

Individuals seeking new employment or advancement will receive updated information related to successful job search techniques.

BUSINESS COMPUTING

BUSINESS COMPUTING 050AB   1.0 Unit
Computer Basic Skills 3
Advisory: Keyboarding skills helpful but not required
Introduction to using Windows. Students will learn to manage files so they can find tem again. They will also learn to use a simple word processing program to write letters or notes; use Paint to make a picture; use a calculator to solve math problems; and listen to music or radio from their computers. This course may be taken twice.

BUSINESS COMPUTING 100AB   3.0 Units
Introduction to Computers
Advisory: Basic keyboarding skills recommended

An introduction to computers, including terminology, basic operations, and use of basic features of word processing, spreadsheets, database, and presentation software. This course may be taken twice. *Transfer Credit: CSU*

BUSINESS COMPUTING 104AD   1.5 Units
Microsoft Windows 1

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. This course may be taken four times. *Transfer Credit: CSU*

BUSINESS COMPUTING 107A   1.5 Units
Keyboarding
Advisory: Computer access required. Students without a computer should enroll in BC 300L to complete assignments.

Introduction to learning to touch-type on the computer. Good for personal or business use. *Transfer Credit: CSU*

BUSINESS COMPUTING 107B   1.5 Units
Keyboarding and Formatting Documents
Advisory: Computer access required. Students without a computer should enroll in BC 300L to complete assignments.

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

BUSINESS COMPUTING 108   1.0 Unit
Data Entry
Advisory: Typing speed of 30 words per minute. Computer access required. Students without a computer should enroll in BC 300L to complete assignments.

Data entry exercises on microcomputers. Skill and speed development will be accomplished through keying of characters and numerals and the preparation and handling of source documents. (Student will become familiar with common business forms and vocabulary through the use of source documents.) *Transfer Credit: CSU*

BUSINESS COMPUTING 109AB   **1.0 Unit**
Keyboarding Speed and Accuracy
Advisory: Computer access required. Students without a computer should enroll in BC 300L to complete assignments.

This course assumes that the student has had previous typing/keyboarding experience and wishes to increase keyboarding speed and improve accuracy. Emphasis is on techniques of typing and skill development through prescribed drills and timed writings. This course may be taken twice. *Transfer Credit: CSU*

BUSINESS COMPUTING 112   **3.0 Units**
Office Organization
Advisory: Keyboarding skills of at least 25 words per minute

This course prepares people to work efficiently in today's offices. Topics include how to become a successful employee, customer service, time management, proofreading and editing, punctuation review, business document production, workplace telecommunications, mail processing, filing and records management, computers in the office, meeting and conference planning, business travel, business terminology, office design, employment and career advancement, business etiquette, and using the Internet as a business tool. *Transfer Credit: CSU*

BUSINESS COMPUTING 120   **1.5 Units**
Microsoft Excel 1
Advisory: Business Computing 104AD, Basic Mathematical Skills and Keyboarding Skills at 25 words per minute

Use Microsoft Excel to create professional worksheets that include formulas, range names, Microsoft Excel Wizards, printing techniques, data analysis and file management. *Transfer Credit: CSU*

BUSINESS COMPUTING 121   **1.5 Units**
Microsoft Excel 2
Advisory: Business Computing 120

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*

BUSINESS COMPUTING 123   **3.0 Units**
Introduction to Quick Books

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

BUSINESS COMPUTING 124   **1.5 Units**
Using Adobe Acrobat

Adobe Acrobat is the essential tool for universal document exchange. It is a reliable, efficient, and effective way to share information electronically. Acrobat lets you convert any document into an Adobe Portable Document Format (PDF) file, with its original appearance preserved, and then distributed for viewing and printing on any system. *Transfer Credit: CSU*

BUSINESS COMPUTING 145   **3.0 Units**
Medical Administrative Assistant I

A hands-on course designed for students in medical assisting, nursing, and allied health programs to learn how to successfully support the front or back office of a clinic or hospital. *Transfer Credit: CSU*

BUSINESS COMPUTING 147   **1.5 Units**
Beginning Microsoft Word
Advisory: Business Computing 109AB

Microsoft Word for the beginning computer user. Topics include creating, printing, saving, and editing. Additional topics include formatting characters and paragraphs, using Help, formatting and maintaining documents, creating and printing labels, envelopes, and invitations. The latest version of the software will be used in the classroom. *Transfer Credit: CSU*

BUSINESS COMPUTING 148   **1.5 Units**
Microsoft Word 2
Advisory: Business Computing 147

Advanced training and practice with Microsoft Word based on the fundamentals learned in Business Computing 147. Topics include glossaries, style sheets, merging, form letters, tables and charts, math functions and creating tables of contents. The latest version of the software will be used in the classroom. *Transfer Credit: CSU*

BUSINESS COMPUTING 148G   **1.5 Units**
Advanced Microsoft Word Sharing and Publishing Information
Advisory: keyboarding skills of at least 25 words per minute

In this advanced Microsoft Word 2003 course students learn to create and compile tables of contents, indexes, figures, and authorities; create, edit, and fill in forms and form templates; track changes, accept/ reject changes, and add workgroup users; and integrate data from a Microsoft Office program into Word. *Transfer Credit: CSU*

BUSINESS COMPUTING 150AB   **3.0 Units**
Microsoft Office Professional 1

An introduction to Office Professional applications—Microsoft Word, Excel, Access, PowerPoint, and Outlook. This hands- on course includes projects that feature integrating data between applications to form documents. This course may be taken twice. *Transfer Credit: CSU*

BUSINESS COMPUTING 160   **3.0 Units**
GIS (Geographic Information Systems) for Business
Advisory: Keyboarding skills at 25 WPM

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. *Transfer Credit: CSU*

BUSINESS COMPUTING 161 — 3.0 Units
Health Information Technology- Medical Coding-1
Advisory: BC 104AD or Ability to Use Microsoft Windows

An introductory course in Current Procedural Terminology (CPT). Systematically learn CPT codes by body system, various procedures and how to code each one. This course includes an introduction to International Classification of Diseases, 9th Revision, Clinical Modification (ICD 9-CM) and information about third party reimbursement. *Transfer Credit: CSU*

BUSINESS COMPUTING 162 — 3.0 Units
Health Information Technology- Medical Coding-2
Prerequisite: BC 161
Advisory: BC 104AD or Ability to Use Microsoft Windows

A second course in Current Procedural Terminology (CPT) with emphasis on medical coding services such as medical visits, diagnostic testing and interpretation, treatments, surgeries, and anesthesia. This course covers more advanced coding concepts using step-by-step methods that give a more in-depth understanding of physician-based medical coding to ensure gathering the correct information from documents, selecting the right codes, and determining the correct sequencing of those codes. *Transfer Credit: CSU*

BUSINESS COMPUTING 169 — 1.0 Unit
Internet for Educators
Prerequisite: Business Computing 168A; Advisory: Business Computing 104AD, 110AB or ability to use Microsoft Windows

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*

BUSINESS COMPUTING 170 — 1.5 Units
Using the Internet
Advisory: Business Computing 104AD or 110AB or the ability to use Microsoft Windows

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*

BUSINESS COMPUTING 171 — 3.0 Units
Web Page Design
Advisory: Business Computing 168A, Business Computing 168B, Digital Graphics Applications 166A, Business Computing 170

Web Design/XHTML 1 introduces students to the foundations of Web design, including planning, creating, and publishing a Web site. It emphasizes coding at the HTML/XHTML level rather than using a WYSIWYG (What You See Is What You Get) editor. The course also covers some critical issues related to Web design often overlooked in such classes (e.g., background information about the Internet and World Wide Web, copyright issues, etc.) *Transfer Credit: CSU*

BUSINESS COMPUTING 171B — 3.0 Units
Web Design/XHTML 2
Advisory: Business Computing 171

The Web Design/XHTML 2 course continues where the Web Design/XHTML 1 course left off. Thus, it delves into advanced HTML and XHTML code, including more complex tables and frames, style sheets, and forms. Students will be introduced to XML, CGI, and JavaScript. Legal, copyright and contract issues will also be explored. Additionally, introductory information regarding project management, marketing, and e-commerce will be covered. Finally, students will get a brief overview of networking and site security issues. All lessons include relevant information regarding accessibility. *Transfer Credit: CSU*

BUSINESS COMPUTING 171C — 3.0 Units
XML—Extended Markup Language
Prerequisite: Business Computing 171A and Business Computing 171B and Business Computing 174A and Business Computing 174B

The Internet is causing a revolution in how we represent, retrieve, and process information. This has given us a universally accessible database, but in the form of an unorganized collection of documents. XML is changing how data is represented. Learn how to represent, retrieve, and process information from the Internet using XML. Features publishing structured documents on the Web, learning methods for querying and updating structured Web documents, and learning sound techniques for writing Web data queries. *Transfer Credit: CSU*

BUSINESS COMPUTING 173 — 1.5 Units
Internet Research I
Advisory: Business Computing 170 and keyboarding skills at 25 words per minute

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*

BUSINESS COMPUTING 174A — 3.0 Units
Javascript for Nonprogrammers
Advisory: Business Computing 170, 171B and keyboarding skills at 25 words per minute

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*

BUSINESS COMPUTING 174B — 3.0 Units
JavaScript 2
Advisory: Business Computing 174A and keyboarding skills at 25 words per minute

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. *Transfer Credit: CSU*

BUSINESS COMPUTING 175 **1.5 Units**
Microsoft Access
Advisory: Business Computing 150AB, 104AD or strong ability to use Microsoft Windows

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 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*

BUSINESS COMPUTING 176 **1.5 Units**
Microsoft Access, Level 2
Advisory: Business Computing 175

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*

BUSINESS COMPUTING 180 **2.0 Units**
Introduction to Multimedia
Advisory: Experience using Macintosh and/or IBM Personal Computers

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*

BUSINESS COMPUTING 181 **3.0 Units**
Multimedia Essentials
Advisory: Experience using Macintosh and/or IBM Personal Computers

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*

BUSINESS COMPUTING 185 **1.5 Units**
Microsoft PowerPoint
Advisory: Business Computing 150AB, 104AD or strong ability to use Microsoft Windows

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 clipart. *Transfer Credit: CSU*

BUSINESS COMPUTING 194 **3 Units**
Web Accessibility
Advisory: Basic knowledge of HTML

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

BUSINESS COMPUTING 197 **3.0 Units**
E-Commerce—Constructing An Online Business
Advisory: Knowledge of basic HTML and Web design experience

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

BUSINESS COMPUTING 198 **1.5 Units**
Introduction to ASP (Active Server Pages)
Prerequisite: Business Computing 170 and Business Computing 171 Advisory: Keyboarding skills at 25 words per minute

Active Server Pages (ASP) is an introductory hands-on course designed for Web developers to generate server-side Web applications with browser-neutral content. Includes ASP, simple applications, using the ASP object model and the objects it comprises. *Transfer Credit: CSU*

BUSINESS COMPUTING 200 **3.0 Units**
Active Server Pages (ASP)
Advisory: Keyboarding skills at 25 words per minute

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. *Transfer Credit: CSU*

BUSINESS COMPUTING 201 **1.5 Units**
Desktop Publishing Internship

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. *Transfer Credit: CSU*

BUSINESS COMPUTING 202 **3.0 Units**
ColdFusion

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. *Transfer Credit: CSU*

BUSINESS COMPUTING 204 **1.5 Units**
Using Structured Query Language (SQL)
Advisory: Students enrolled in this class should have experience with either a relational database product or administration of a server-based database

A vendor-neutral course in using Structured Query Language (SQL) to organize, modify, and retrieve data from a relational database. *Transfer Credit: CSU*

BUSINESS COMPUTING 205 **3.0 Units**
Building Dynamic Web Pages with PHP and MySQL
Advisory: BC 171 or BC 168A or experience creating well formed HTML pages

An introductory course designed to enable web developers and others with limited programming experience to build dynamic web pages using PHP programming language and MySQL database. Students will learn basic programming skills, how to embed PHP scripts in HTML pages, and how to connect to and query a MySQL database. *Transfer Credit: CSU*

BUSINESS COMPUTING 281-284   1.0-4.0 Units
Cooperative Work Experience
Prerequisite: Be employed or volunteer in the Computer field 5 hours per week per 1.0 unit of Cooperative Work Experience; Co-requisite: Be enrolled in a total of 7.0 units including Cooperative Work Experience

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Computers 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 Computers. *Transfer Credit: CSU*

BUSINESS COMPUTING 300L   0.5 Unit
Computer Laboratory
Advisory: Concurrent enrollment in a Coastline course

Provides Computer lab time on IBM PCS and Macs. Instructors provide limited individual attention due to the variety of software used in the lab.

BUSINESS COMPUTING 306AB   1.5 Units
Web Page Internship
Advisory: Business Computing 171

Create and post web pages for a specific department, instructor, agency, or company. Enhance websites with tips and tricks discussed in class. This course may be taken twice.

BUSINESS COMPUTING 400   0.0 Unit
Computer Basics

Slow-paced, hands-on introduction to basic computer skills. Topics covered will include use of hardware, software peripherals and the use of the internet. This course is designed for older adults.

CHEMISTRY

BIOTECH 100   4.0 Units
Introduction to Biological Technology Skills
Advisory: Successful completion of a mathematics class at least at the Math 030 Intermediate Algebra level

A course designed to equip students with fundamental biological laboratory skills needed in a biotechnology laboratory. Students will learn good laboratory practices and current good manufacturing practices, participate in group meetings, receive laboratory projects, and use equipment similar to those found in biotechnology laboratories. Skills include proper industry laboratory notebook preparation, laboratory safety, DNA manipulation, bacterial handling for cloning, sterile technique, media preparation, and quality control protocols. Internet projects assigned to enhance learning of theory and methods. *Transfer Credit: CSU*

BIOTECH 105   4.0 Units
Biological Technology Skills II
Prerequisite: Biotech 100

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

CHEMISTRY 001AD   0.5 Unit
Chemistry Tutoring

This course is designed to improve students' understanding of chemistry through tutorial assistance based on identified student needs. Open entry throughout the semester. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

CHEMISTRY 100   3.0 Units
Chemistry and Living

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 105   2.0 Units
Chemistry Explorations for Teachers

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

CHEMISTRY 110   5.0 Units
Introduction to Chemistry
Advisory: "C" or better in Elementary Algebra

A lab science course in principles of inorganic, organic, and biochemistry for transfer and for A.A. Degree programs in nursing, dietetics, paramedical and other allied health fields. Not for students planning to take Chemistry 130. Transfer Credit: CSU; UC

CHEMISTRY 130   4.0 Units
General Chemistry Preparatory
Advisory: "C" or better in Intermediate Algebra

An introduction to both the principles and calculations of chemistry and lab techniques, especially for those students who will be continuing with future chemistry courses. Transfer Credit: CSU; UC

CHEMISTRY 180   4.0 Units
General Chemistry A
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.

A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. *Transfer Credit: CSU; UC*

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

CHEMISTRY 185 4.0 Units
General Chemistry B
Advisory: Completion of Chemistry 180
A basic course in the principles of inorganic chemistry with special emphasis on solution chemistry, chemical equilibrium, and quantitative relationships. *Transfer Credit: CSU; UC*

CHEMISTRY 185L 1.0 Unit
General Chemistry Lab B
Co-requisite: Chemistry 185 (may be waived by demonstration of satisfactory completion of AP Chemistry, Chemistry 185)
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; UC*

CHINESE

CHINESE 058 2.0 Units
Chinese for Business and International Relations
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 5.0 Units
Elementary Chinese
Advisory: Students who have completed two years of high school Chinese with a grade of "C" or better should enroll in Chinese 185.This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Chinese. Early reading and writing skills are introduced, as well as Chinese customs and culture. *Transfer Credit: CSU; UC credit limitations.* See counselor.

CHINESE 180A 2.5 Units
Elementary Chinese 1A
Advisory: Students who have completed two years of high school Chinese with a grade of "C" or better should enroll in Chinese 185.
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.

CHINESE 180B 2.5 Units
Elementary Chinese 1B
Prerequisite: Chinese 180A
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.

CHINESE 182AB 1.0 Unit
Conversational Chinese
Prerequisite: Chinese 180 or 180B
Speaking, understanding, reading and writing Chinese (Mandarin), with emphasis on tradition and customs of China. This course may be taken twice. *Transfer Credit: CSU*

CHINESE 185 5.0 Units
Elementary Chinese 2
Prerequisite: Chinese 180 or 180B
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.

CHINESE 185A 2.5 Units
Elementary Chinese 2A
Prerequisite: Chinese 180 or 180B
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.

CHINESE 185B 2.5 Units
Elementary Chinese 2B
Prerequisite: Chinese 185A
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.

CHINESE 190 3.0 Units
Chinese Culture and Contemporary Issues
An overview in English of the history, geography, economic and political systems, and culture of China, old and new. *Transfer Credit: CSU*

CHINESE 280 — 4.0 Units
Intermediate Chinese 1
Prerequisite: Chinese 185 or 185B

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; UC*

CHINESE 285 — 4.0 Units
Intermediate Chinese 2
Prerequisite: Chinese 280 or 280B

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; UC*

CLOTHING AND TEXTILES

CLOTHING AND TEXTILES 300AB — 2.0 Units
Clothing Construction 1

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. This course may be taken twice.

CLOTHING AND TEXTILES 301AB — 2.0 Units
Clothing Construction 2
Advisory: Clothing and Textiles 300AB

A continuation of Clothing and Textiles 300AB. Includes additional construction and fitting techniques and stretch sewing on knits. This course may be taken twice.

CLOTHING AND TEXTILES 302AD — 2.0 Units
Alterations and Restyling

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. This course may be taken four times.

COMMUNICATIONS

COMMUNICATIONS 100 — 3.0 Units
Introduction to Mass Communications

A study and analysis of the major media—newspapers, magazines, radio, and television—covering how they function and affect society. *Transfer Credit: CSU; UC*

COMMUNICATIONS 400 — 0.0 Unit
Speechreading

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 SCIENCE

(Also see courses listed under Information and Computer Sciences)

COMPUTER SCIENCE 100 — 3.0 Units
Introduction to Business Information Systems

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* (CAN BUS 6)

COMPUTER SCIENCE 111 — 4.0 Units
Introduction to Information Systems and Programming

An overview of information systems and programming. Personal computers will be used to write programs in Visual Basic. Students will learn file concepts, operating systems, use of application software such as electronic spreadsheets, database management, and use of the Internet. No prior computer experience is necessary. Satisfies lower division computer requirements for business majors at some California State University campuses. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY

COMPUTER SERVICES TECHNOLOGY 102 — 3.0 Units
Cabling—Copper

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

COMPUTER SERVICES TECHNOLOGY 103 — 1.5 Units
Cabling—Fiber Optic
Advisory: CST 102

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

COMPUTER SERVICES TECHNOLOGY 115AB — 1.5 Units
Command/Line Scripting

This course prepares students to use Command Line Utilities and scripting techniques to manage and maintain operating systems and network appliances. This course may be taken twice. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 116AB   3.0 Units
A+ Essentials

The A+ Essentials course maps to CompTIA's A+ Essentials exam. Course covers topics related to Installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware and software. Lecture and hands-on experience in structured labs is included. This course may be taken twice. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 117AB   3.0 Units
A+ Technician
Advisory: CST 116AB

This course Is designed for Individuals who work as hardware/software repair technicians In both the corporate and mobile technical environment. (CompTIA Test 220-602) This course may be taken twice. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 118   1.5 Units
Network +
Advisory: CST 115, CST 116 and CST 117

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*

COMPUTER SERVICES TECHNOLOGY 119   1.5 Units
Internet +
Advisory: CST 118 and CST 128

This course provides students with a baseline of technical knowledge needed in a variety of Internet-related careers. It also provides entry-level skill development for maintaining Internet/Intranet infrastructure and services. Students are prepared for the CompTIA I-Net + certification exam. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 120   1.5 Units
A+ Test Review
Advisory: CST 116 and CST 117

This course provides a hands-on review of materials covered in other CST A+ courses and is designed for those students who currently have a working knowledge of current Computer Hardware and Software configurations and topics. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 122   1.5 Units
Technical Documentation
Advisory: One hands-on computer course

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*

COMPUTER SERVICES TECHNOLOGY 123   1.5 Units
TCP/IP For CCNA
Advisory: CST 118

This is an introductory course designed to five the students the information and skills necessary to set up an IP addressing scheme. The class will cover such topics as TCP/IP theory and development, common troubleshooting problems, and diagnostic tools. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 124   1.5 Units
TCP/IP For CCNP
Advisory: CST 123

This is an advanced course designed to give students the information and skills necessary to set up complex IP addressing schemes. The class will cover such topics as CIDR, VLSM, NAT, and DHCP. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 126AB   3.0 Units
A+ Help Desk
Advisory: CST 116AB

This course Is designed for Individuals who work as help desk, call center, and remote support technicians with emphasis on troubleshooting, problem Identification, and customer service. This course may be taken twice. (CompTIA Test 220-603) *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 128   3.0 Units
Network+/Introduction to Networking
Advisory: CST 115 or concurrent enrollment or successful completion of DOS test

This Network + certification course provides an in-depth survey of the field of Networking, including terms, OSI model, various NOS, certification requirements, and security. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 131   3.0 Units
Network Needs Analysis, Design and Installation
Advisory: CST 128

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*

COMPUTER SERVICES TECHNOLOGY 134   3.0 Units
Network Application and Security Management
Advisory: CST 129 or CST 150

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*

COMPUTER SERVICES TECHNOLOGY 138   3.0 Units
Network Service Monitoring
Advisory: CST 128

This course provides the networking professional a complete foundation of knowledge for monitoring network services. Students will learn to install and configure software to monitor servers and network devices using methods such as SNMP and SYSLOG. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 148   1.5 Units
Planning, Implementing, Managing and Maintaining a MS Windows Server 2003
Advisory: CST 161

This course provides students with the knowledge and skills to manage and maintain a Microsoft Windows Server 2003 networked environment. (Microsoft course #2209, Test #70-292) *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 149   1.5 Units
Updating Systems Engineer Skills from MS Windows 2003
Advisory: CST 161

This course provides students with the knowledge and new skills that they need to plan and maintain a Microsoft Windows Server 2003 networked environment. This course builds on CST 148. (Microsoft Course #2210, Test #70-296.) *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 150   **3.0 Units**
NetWare Administration
Advisory: CST 118 and CST 128

This course is designed to provide students with basic knowledge about implementing NetWare using its management tools. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 151   **3.0 Units**
Convergence Technologies I
Advisory: CST 116AB, CST 117AB, and CST 128

A vendor neutral introductory course in convergence technology for sales and support professionals for the communication industry. This course is designed to teach the merging of Telecommunications with Computer Local Area Networks (LANs). This allows for the connecting and routing of calls to switches, networking applications and architecture. This is the first of two courses designed to prepare for the CCNT certification tests. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 152   **3.0 Units**
Convergence Technologies II
Advisory: CST 116AB, CST 117AB, CST 128, and CST 151

This is the second vendor neutral course in convergence technology for sales and support professionals for the communication industry. This course is designed to teach the merging of Telecommunications with Computer Local Area Networks (LANs). This allows for the connecting and routing of calls to switches, networking applications and architecture. This is the second of two courses designed to prepare for the CCNT certification tests. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 153AB   **3.0 Units**
CompTIA Convergence +
Advisory: CST 128 and CST 215

This course covers convergence skills including basic analysis, specification, implementation and management of basic components of data, voice and multimedia convergence applications and technologies. This course may be taken twice. Transfer Credit: CSU

COMPUTER SERVICES TECHNOLOGY 155   **1.5 Units**
Integrating NetWare and NT
Advisory: CST 129 or CST 150, CST 160, CST 161, CST 162

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

COMPUTER SERVICES TECHNOLOGY 160   **3.0 Units**
Windows XP Professional
Advisory: CST 128

This course teaches the students to plan, install, configure, and support a Windows XP Professional computer in a standalone or network environment. (Microsoft Test #70-270) *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 161   **3.0 Units**
Installing and Configuring Microsoft Vista Operating System
Advisory: CST 128

This course teaches the students to plan, install, configure, and support a Windows Vista Operating System in a standalone or network environment. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 162   **3.0 Units**
Microsoft Windows NT Server
Advisory: CST 135, CST 160, CST 161

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

COMPUTER SERVICES TECHNOLOGY 163   **3.0 Units**
Managing a 2000 Network Environment
Advisory: CST 161

This course provides students with the knowledge and skills necessary to administer a Windows 2000 network using the Internet and TCP/IP networking/standards as well as the .NET server products. *Transfer Credit: CSU* (Microsoft course #2126, exam 70-218)

COMPUTER SERVICES TECHNOLOGY 164   **3.0 Units**
Designing Windows 2000 Network Security
Advisory: CST 168

The student will learn how to design a security solution, a Public Key Infrastructure (PKI), and Windows 2000 network services security. Designing a security design solution includes creating an audit policy, a security policy, and an authentication strategy. Designing PKI includes designing Certification Authority (CA) hierarchies, identifying certificate server roles, managing certificates, integrating with third-party CAs, and mapping certificates. Designing Windows 2000 network services security includes designing Windows 2000 DNS security, Windows Remote Installation Services (RIS) security, Windows 2000 Simple Network Management Protocol (SNMP) security, and Windows 2000 Terminal Services security. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 165   **3.0 Units**
Managing and Maintaining a MS Windows Server 2003
Advisory: CST 128

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. (Microsoft Course #2273, Test #70-290) *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 167   **3.0 Units**
Windows 2000 Network Infrastructure
Advisory: CST 161

This course is designed for professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Windows 2000 Server products. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 168   **3.0 Units**
Implementing/Administering Windows 2000 Directory Services
Advisory: CST 161 and CST 167

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory services with emphasis on implementing Group Policy and performing the Group Policy-related tasks required to centrally manage users and computers. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 169   **3.0 Units**
Designing a Windows 2000 Networking Infrastructure
Advisory: CST 167

This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. (Microsoft Course #1562). *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 170   **3.0 Units**
MS Internet Information Server
Prerequisite: CST 165

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. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 171   3.0 Units
Planning, Implementing, and Maintaining a Microsoft Windows Server 2003
Advisory: CST 169-1

Topics covered include Microsoft Windows Server 2003 Active Directory Planning, implementing and maintaining forests, sites, domains, and organizational units that meet the accessibility, performance, and security goals of a business plan. Prepares students to take the Microsoft exam 70-294. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 172   3.0 Units
Microsoft SQL Server
Advisory: CST 161

Installing, configuring, administering and troubleshooting the Microsoft SQL Server client/server database management system. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 173   3.0 Units
Microsoft Exchange 2000 Administration
Advisory: CST 161

This course provides students with the knowledge and skills necessary to install, configure, and manage Exchange 2000 Server. (Microsoft Course #1572, prepares students for exam #70-224) *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 175   1.5 Units
Designing MS2000 Directory Services Infrastructure

This course gives students the skills necessary to design an MS Windows 2000 Directory Services infrastructure in an enterprise environment, including business and administration needs, delegation of authority, domain design, and site topology. Microsoft Course #1561B. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 181   3 Units
Oracle Database Programming with SQL
Advisory: CST 172

This course provides students with a working understanding of relational databases using SQL. SQL commands, functions and operators supported by Oracle as extensions to standard SQL are emphasized. This course prepares students for part I of the OCP industry exam. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 191   3.0 Units
CompTIA Linux +
Advisory: CST 195, and CST 128, or CST 118

Linux + is CompTIA's vendor neutral entry level certification. Like most of CompTIA's certifications (A+, Net+, etc) Linux + has become the entry level "must have" certification. You will explore the history, various releases of Linux, and experience the installation of several of the versions. You will compare and contrast KDE against Gnome, traverse the Linux file system structure, explore the wonders of Vi—scripts and the Command Line. What is a Runlevel? You will know at the end of this class. Before it is over, you will document, archive, back up, and secure the workstation. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 195   3.0 Units
(Formerly Computer Services Technology 320)
Fundamentals of Linux
Advisory: CST 128 or CST 118

This course teaches students to use the LINUX OS commands and basic Linux Operating System Environment commands. These include file system navigation, Graphical User Interfaces (GUI) such as GNOME and KDE, file permissions, the Linux text editors, command shells, and basic network commands. This class is mapped to the Novell CLP and LPE Level I guidelines. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 196   3.0 Units
(Formerly Computer Services Technology 321)
Linux Administration I
Advisory: CST 195, and CST 128, or CST 118

This course provides the student with information about the essential tasks of stand alone installation, file system management, backup procedures, process control, user administration, and device management. Sun Micro course #SA-238. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 197   3.0 Units
Advanced Linux Administration
Advisory: CST 195, and CST 128, or CST 118

Advanced Linux Administration is the third in a series of classes targeted to developing Linux Networking Administration skills. Included in this class are custom partitioning, manual network configurations, basic procedures to secure a Linux server, backup and recovery techniques, basic shell scripts, compiling software modules from source, performance tuning and managing hardware, and component changes. This class maps to the LPI level II, Novell CLA, and CompTIA Linux+ test objectives. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 201A   3.0 Units
Cisco Essentials
Advisory: CST 128 and CST 135

Authorized Cisco level one training course covering OSI model, IP numbering, cabling, topology, and industry specifications. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 202A   3.0 Units
Router Configuration
Advisory: CST 128, CST 135, CST 201A or CST 201B

Authorized Cisco level two training course covering router set-up, protocol, configuration, and maintenance. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 203   3.0 Units
Cisco Lan Design
Prerequisite: CST 202A

Authorized Cisco level three training course covering LAN design, VLAN operations, media, topology, LAN switching, routing, traffic patterns and documentation. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 204   3.0 Units
Cisco WAN Design
Prerequisite: CST 203

Authorized Cisco level four training course covering LAN switching, WAN switching, WAN design, Point-to-Point connectivity, ISDN, and frame Relay. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 205AB   3.0 Units
Building Scalable Internet-Works
Advisory: CCNA or equivalent

Authorized Cisco Networking Academy CCNP 1 training course. Building Scalable Internetworks will Include topics such as how to configure EIGRP, OSPF, IS-IS, and BGP routing protocols and how to optimize routing updates. Other topics Include multicast routing, IPv6, and DHCP configuration. Emphasis on hands-on training. This course may be taken twice. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 206   3.0 Units
Cisco Remote Access

This course is designed to give the students the information and skills necessary to setup and configure Remote Access using Cisco routers. Topics include: Cisco products, assembling WAN components, configuring asynchronous connections, PPP, PAP, ISDN, DDR, X.25, frame relay, NAT and AAA. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 207AB   3.0 Units
Building Multilayer Switched Networks
Advisory: CCNA or equivalent.

Authorized Cisco Networking Academy CCNP 3 training course. Building Multilayer Switched Networks will Include topics such as Virtual Local Area Networks (VLANs), Spanning Tree Protocol, Inter-VLAN Routing, Wireless Client Access, and Security. Emphasis Is on hands-on training. This class may be taken twice. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 208   3.0 Units
Cisco Internetwork Troubleshooting
Prerequisite: CST 205AB, CST 206, and CST 207

Authorized Cisco Networking Academy semester eight course with lecture and hands-on lab covering Internetwork troubleshooting techniques. Students will download "broken" configurations and use tools learned in the class to correct the problems. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 213   1.5 Units
Cisco Network Design
Advisory: CST 204

This course teaches students the steps needed to design an internetwork that meets customer needs. Students will design a LAN and WAN using techniques that meet the objectives for the Cisco Certified Design Associate (CCDA) exam. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 215   1.5 Units
Introduction to Voice Over IP
Advisory: CST 118 or CST 128 or CCNA

This course teaches the basics of IP telephony and VoIP. Topics will include: PSTN vs VoIP, Enterprise Telephony, basic Telephony Signaling, and VoIP Technology. There is also a hands-on component that will teach basic VoIP setup. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 217   3.0 Units
Intermediate Voice Over IP
Advisory: CST 215

This is a second course in VoIP. Topics covered will include benefits of VoIP, OSI reference model, in depth analysis of VoIP issues, QOS, VoIP configuration issues, and VoIP applications and services. Lecture and hands-on components allow students to set up a working network. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 218   3.0 Units
CISCO VoIP Unity Express Voice Mail
Advisory: CST 202, CST 203, CST 215, CST 217, or CCNA

This course is the third course in a series of VoIP courses designed to teach the basics of installing and configuring a Cisco VoIP Unity Express Voice Mail. It will include such topics as Cisco IPC Express Automated Attendant, Cisco IPC Express Integrated Voice Mail, and Cisco CME External Voice Mail. Hands-on instruction allows student to set-up and configure a basic VoIP voice mail system. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 219   3.0 Units
Introduction to Cisco CallManager

This is the second in a series of courses that will provide the skills necessary to configure and manage Cisco CallManager. Hands-on training will allow students to set up a Voice over IP (VoIP) network, IP phones, and Voice Gateway. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 230   3.0 Units
Security Essentials
Advisory: CST 128

This class is a survey of Network/Internet security. It will help prepare you for the CompTIA Security+ Exam as well as for the rest of the Security program at Coastline. Topics will cover: Authentication, Malicious Code, Web Security, Intrusion Detection, Cryptography, and biometrics. Class will have lecture and hands-on components. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 232   3.0 Units
Anti-Hacking: Understanding the Hacker
Advisory: CST 230

What is the motive of a hacker and how does he go about selecting and attacking a system. This is designed to help you understand the mind of a hacker. It will look at some of the tools that a hacker uses to gain access to your system and demonstrate ways to strengthen your system against those tools. Topics include: Footprinting, enumeration, scanning, Windows, Unix, Wireless, Firewalls, and Remote Control. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 237AB   1.5 Units
Cisco ASA and Network Security
Advisory: CCNA or equivalent

Network security is moving towards all-in-one security solutions. This course covers the Cisco Adaptive Security Appliance (ASA). Students will learn to configure the Cisco ASA to identify, mitigate, and respond to network attacks. This course may be taken twice. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 238   1.5 Units
Intrusion Detection Systems
Advisory: CST 128 and CST 230 and CST 232

This course uses a combination of lecture and hands-on training to demonstrate the use of network and host-based Intruder Detection Systems to set up a "Defense in Depth". The class will also consider the use of Honeypots as a defensive tool. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 240   3.0 Units
Firewalls and Access Control Lists
Advisory: CST 128 and CST 230 and CST 232

This class uses firewalls to demonstrate how to protect a network against intruders. It will look at hardware and software firewalls. It will also explain the limitations of firewalls and how to use other security tools to design a defense in depth. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 244   1.5 Units
Computer Forensics
Advisory: CST 123 and CST 230 and CST 232

Introduction to the tools and techniques needed for a Computer Forensics response to a "hacked" network or computer. Class will cover such topics as how to recognize tracks left behind after a computer crime, and steps to follow when acquiring, authenticating, and analyzing data on a compromised system. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 245   3.0 Units
Exploring Computer Forensics
Advisory: CST 232 and CST 238

Introduction to Computer Forensics Investigations. The class will cover such topics as how to recognize that a computer crime has occurred and steps to follow when acquiring, authenticating, and analyzing data on a compromised system. Hands-on portion will explore the use of several Computer Forensics tools. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 246   1.5 Units
Wireless Small Office Home Office Security (SOHO)
Advisory: CST 128

Introductory course exploring wireless security for the Small Office Home Office. Includes planning, design and implementation of a secure wireless network. Wireless cards and Access Points are provided. By using the designs and best practices learned in this course you will be able to implement a secure wireless network. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 247   1.5 Units
Wireless Business Security
Advisory: CST 128 and CST 146

This course continues where CST 146 (Wireless SOHO Security) left off. It will demonstrate techniques and technologies needed to design and implement a secure wireless network for a medium to large business. Students will also learn how to perform security monitoring and testing. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 248   3.0 Units
Certified Wireless Network Administrator
Advisory: CST 247

This course provides the networking professional a complete foundation of knowledge for entering into or advancing in the wireless networking industry. Students will learn to design and construct wireless networking infrastructures, interoperate with other wireless networks, and design and build a wireless antenna. This course follows material suggested for the CWNA Certification.

COMPUTER SERVICES TECHNOLOGY 252AB   1.5 Units
Cisco Security Virtual Private Networks (VPNs)
Advisory: CCNA or equivalent

Students will learn how to implement VPN's on Cisco firewalls and routers. This course uses the same equipment as the Cisco ASA and Network Security class. Lecture and hands-on experience in structured labs will supply students with the skills to design, implement, maintain and troubleshoot a VPN. This course may be taken twice. *Transfer Credit: CSU.*

COMPUTER SERVICES TECHNOLOGY 253   3.0 Units
Cisco ASA, PIX, and Network Security
Advisory: CCNA or equivalent

Network security Is moving towards unified security solutions. This course covers the Cisco Adaptive Security Appliance (ASA) and Cisco Private Internet Exchange (PIX). Students will learn to configure the Cisco ASA and PIX to Identify, mitigate, and respond to network attacks. *Transfer Credit: CSU.*

COMPUTER SERVICES TECHNOLOGY 258   3.0 Units
Linux Networking and Security
Advisory: CST 118

Introductory course exploring the Linux operating system including theory and hands-on application of topics covering command line utilities, graphical tools, networking protocols and services, user and group management, system permissions, and security. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 260   3.0 Units
CISSP (Certified Information Systems Security Professional)

This course covers the ten domains of information security known as the CISSP Common Body of Knowledge (CBK). Completing this course does not guarantee CISSP certification; however, the course addresses the test objectives defined by (ISC)[2] for the CISSP examination. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 271   1.5 Units
Become a Security Consultant
Advisory: CST 128 and CST 230

This course shows the student how to become a security consultant. Topics will include what a security consultant is and how one becomes a security consultant and will explain the tools used, the type of training needed, and the ethics of security consulting. There will be a lecture and hands-on portions of the course with the hands-on portion demonstrating tools commonly used by a security consultant. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 281–284   1.0-4.0 Units
Cooperative Work Experience
Prerequisite: Be employed or volunteer in the field of Computer Services Technology 5 hours per week per 1.0 unit of Cooperative Work Experience; Co-requisite: Be enrolled in a total of 7.0 units including Cooperative Work Experience

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*

COMPUTER SERVICES TECHNOLOGY 307   1.5 Units
Internship-Campus Cisco
Prerequisite: Instructor Approval; Advisory: CST 117 and CST 161 and CST 204

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.

COMPUTER SERVICES TECHNOLOGY 310   3.0 Units
Introduction to JAVA for Sun Microsystems
Advisory: CST 117, CST 128

This course is designed to give students the knowledge to develop programming skills in the areas of object orientated and Java technology including writing simple programs, and read, and edit source codes. Sun Micro Course #SL-110.

COMPUTER SERVICES TECHNOLOGY 311   **1.5 Units**
Migrating to OO Programming with Java Tech
Advisory: CST 310

This course teaches basic object-oriented (OO) concepts and object-oriented analysis and design as they relate to Java Technology. Sun Micro Course #SL-210.

COMPUTER SERVICES TECHNOLOGY 390L   **0.5 Unit**
Network Laboratory
Advisory: Concurrent enrollment in a Coastline Computer Services Technology networking class

Supervised computer lab time on networked IBM PCS for students wishing additional hands-on practice.

COUNSELING

COUNSELING 085   **0.5 Unit**
Career Assessment and Guidance

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   **1.0 Unit**
Career/Life Planning

An introduction to career/life planning including an exploration of interests, skills, values, personality traits, past experiences and life stages. Students will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological and physiological factors related to career/life satisfaction. *Transfer Credit: CSU*

COUNSELING 101   **3.0 Units**
(Same as Human Services 101)
Helping Theories and Intervention Skills

The purpose of this course is to provide an overview of the major helping theories and practices. Emphasis will be placed upon enabling students to develop theoretical foundations and intervention helping strategies. *Transfer Credit: CSU*

COUNSELING 105   **3.0 Units**
Succeeding in College

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; UC*

COUNSELING 120   **2.0 Units**
Job Search Strategies

Meeting the challenges of the current employment environment. Emphasis on traditional and non-traditional coordinated job search strategies and labor market trends. These include application and resume preparation, mailable cover letters and thank-you notes, interview techniques, follow-up procedures and employment-offer evaluation. *Transfer Credit: CSU*

CUSTOMER SERVICE ACADEMY

CUSTOMER SERVICE ACADEMY 010   **.5 Unit**
Customer Service

This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction, and customer retention. Topics will include communicating with customers, developing a positive attitude, handling complaints, and developing sales skills.

CUSTOMER SERVICE ACADEMY 015   **.5 Unit**
Communicating with People

This course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills, and supervisory communication.

CUSTOMER SERVICE ACADEMY 020   **.5 Unit**
Team Building

This course is designed to provide the student with an understanding of how to solve common types of problems. Students will learn to recognize various team player styles and will be introduced to team building in the workplace.

CUSTOMER SERVICE ACADEMY 025   **.5 Unit**
Stress Management

This course is designed to acquaint the student with various skills the supervisor needs to help employees. Topics include stress recognition and how to manage it, job burnout and what to do about it, and employee counseling in various situations.

CUSTOMER SERVICE ACADEMY 030   **.5 Unit**
Time Management

This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered.

CUSTOMER SERVICE ACADEMY 035   **.5 Unit**
Conflict Resolution

This course is designed to provide the student with an analysis of attitudes and behavior that create conflict between individuals and groups within an organization.

CUSTOMER SERVICE ACADEMY 040   **.5 Unit**
Attitude in the Workplace

This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude in the workplace and at home. The student will be introduced to attitude style recognition, attitude communication, and attitude adjustment. Topics will also include the primary causes of bad attitudes, turnaround strategies to battle these bad attitudes, and specific techniques to improve these bad attitudes.

CUSTOMER SERVICE ACADEMY 045   **.5 Unit**
Managing Organizational Change

This course is designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization.

CUSTOMER SERVICE ACADEMY 050   **.5 Unit**
Decision Making and Problem Solving

This course is designed to introduce the student to decision making and problem solving as a supervisor.

CUSTOMER SERVICE ACADEMY 055   **.5 Unit**
Foundation Essential: Values and Ethics

This course is designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized.

DANCE

DANCE 101AD   1.0-2.0 Units
Modern Dance
Advisory: Intermediate level: beginning modern dance or equivalent experience

A basic course in the fundamentals of beginning modern dance techniques. Offers a preparation of the human body as an instrument for dance. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 102AD   1.0 Unit
Performance Studies in Modern Dance

Prerequisite: Successful completion of Dance 101AD or equivalent experience Beginning/intermediate level course offering accelerated individual instruction in Modern dance technique. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 105AD   1.0 Unit
Strength and Conditioning

This course is designed to develop flexibility, strength, and coordination. It will introduce exercises based on specific conditioning techniques applicable to dance. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 106AD   1.0 Unit
Corrective Alignment

A course based on exercises and concepts developed by Joseph H. Pilates. The course will utilize mat work and will focus on exercises for improving body alignment, strength, coordination and breathing. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 107AD   1.0 Unit
Intermediate Pilates Mat
Prerequisite: Dance 105AD and 106AD

An instructed course based on exercises and concepts developed by Joseph H. Pilates. The course will utilize intermediate mat work and will focus on exercises for improving body alignment, breathing, core strength and stabilization. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 108AD   1.0 Unit
Pilates: Beginning Reformer
Prerequisite: Dance 105AD and 106AD

An instructed course based on exercises and concepts developed by Joseph H. Pilates. This course will utilize "mat" and Reformer concepts along with focusing on exercises that will work to improve body alignment, coordination and range of motion. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 110AD   1.0-2.0 Units
Ballet
Advisory: Beginning level: none; Intermediate level: beginning ballet or equivalent experience

A course in basic ballet techniques including barre, and center work. Schedule indicates beginning or intermediate level. Course includes French terminology and musicality. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 111AD   1.0 Unit
Introduction to Classical Dance

An introductory course in a classical technique for the very beginning ballet dances. Includes basic ballet terminology, positions and movements. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 112AD   1.0 Unit
Advanced Classical Technique
Advisory: Dance 110AD or equivalent experience

An advanced course in classical technique. Longer and more complex combinations with increased use of arms and head. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 113AD   1.0 Unit
Classical Ballet Variations

Students will learn solo variations and group dances drawn from traditional ballet. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 114AD   1.0 Unit
Classical Turns and Jumps
Prerequisite: Successful completion of Dance 110AD

An intermediate level class concentrating on various classical turning and jumping techniques alone and in combination. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 116AD   1.0 Unit
Jazz Workshop

An instructor-choreographed class with emphasis on jazz dance. Includes learning, rehearsing, and performing several choreographic works. Beginning and intermediate levels. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 120AD   1.0-2.0 Units
Jazz Technique
Advisory: Intermediate level: beginning jazz or equivalent experience

A course in the fundamentals of jazz technique. Beginning and intermediate levels. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 122   1.0 Unit
Commercial Video Performance Styles
Advisory: Dance 120AD

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; UC*

DANCE 124AD   1.0 Unit
Performance Studies in Jazz
Prerequisite: Successful completion of Dance 120AD or equivalent

Beginning/intermediate level course offering accelerated individual instruction in Jazz technique. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 125AD   1.0-2.0 Units
Tap Dance
Advisory: Intermediate level: beginning tap or equivalent experience

Fundamentals of tap dance evolving into more complex steps and combinations. Includes advanced rhythms and techniques. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 126AD   1.0 Unit
Introduction to Percussive Dance

Designed to introduce and develop movement principles and skills necessary to improve in the percussive movement for dance. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 130AD — 1.0 Unit
Broadway Tap Styles

An exploration of percussive dance in the style of Broadway figures such as Gene Kelly and Fred Astaire. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 133AD — 1.0-2.0 Units
Ethnic Dance
Advisory: Intermediate level: beginning level or equivalent

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. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 140AD — 1.0 Unit
Performance Jazz Ensemble
Prerequisite: Audition and/or successful completion of Dance 120AD and 257AD or equivalent

A course designed to provide performance experience for the intermediate jazz dancer. Includes learning, rehearsing, and performing one or more routines. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 141AD — 1.0 Unit
Dance Techniques in Modern Jazz
Prerequisite: Successful completion of Dance 101AD or equivalent

Instructor-choreographed course with emphasis on integrating modern jazz techniques. Includes learning, rehearsing, and performing one or more routines. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 150AB — 1.0 Unit
Improvisation

Directed opportunity to explore the application of human movement to dance motivated by music, words, design and ideas. This course may be taken twice. *Transfer Credit: CSU; UC*

DANCE 155AB — 2.0 Units
Creative Movement for Children

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. This course may be taken twice. *Transfer Credit: CSU*

DANCE 160AD — 2.0 Units
Choreography
Advisory: One year of technical training in ballet, jazz or modern dance or permission of instructor

Learn the fundamentals of dance composition and experience the process of creating dance choreographies. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 162 — 1.0 Unit
Dance Production
Prerequisite: Concurrent enrollment in Dance 120 or Dance 124 or Dance 140 or Dance 257

Specifically designed for students to learn and perform choreography with emphasis on integrating jazz and modern techniques. Also includes learning, rehearsing, and performing one or more choreographic pieces. *Transfer Credit: CSU*

DANCE 165AD — 3.5 Units
Dance Theater Production
Advisory: Audition

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. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 256AD — 1.0 Unit
Tap Dance Repertoire
Advisory: Intermediate tap or equivalent

An instructor choreographed course with emphasis on tap dance. Includes learning, rehearsing and performing one or more routines. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 257AD — 1.0 Unit
Jazz Repertoire
Advisory: Intermediate jazz or equivalent

An instructor choreographed class with emphasis on jazz dance. Includes learning, rehearsing and performing one or more choreographies. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 258AD — 1.0 Unit
Ballet Repertoire
Advisory: Intermediate ballet or equivalent

Includes learning, rehearsing and performing three to four dances taken from classical ballet repertoire or choreographed by the instructor. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 259AD — 1.0 Unit
Modern Dance Repertoire
Advisory: Intermediate modern dance or equivalent

An instructor choreographed class with emphasis on modern dance. Includes learning, rehearsing and performing one or more choreographies. This course may be taken four times. *Transfer Credit: CSU; UC*

DANCE 260AB — 1.0 Unit
Ethnic Dance Repertoire
Advisory: Dance 133AD or equivalent

An instructor choreographed course with emphasis on folk dance of Europe, the Middle East and the Americas. Includes learning, rehearsing and performing various dances. This course may be taken twice. *Transfer Credit: CSU; UC*

DIGITAL GRAPHICS APPLICATIONS

DIGITAL GRAPHICS APPLICATIONS 072 — 1.0 Unit
Easy Photoshop
Advisory: Computer literate

Slow-paced hands-on introduction to creating and altering pictures on the computer using Photoshop software. (NOT APPLICABLE TO A.A. DEGREE)

DIGITAL GRAPHICS APPLICATIONS 075AB — 1.0 Unit
Easy Graphics

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

DIGITAL GRAPHICS APPLICATIONS 076AB — 1.0 Unit
Easy Elements-Working with Pictures
Advisory: Business Computing 050AB

Slow-paced, hands-on basics of working with pictures using Photoshop Elements. Learn how to touchup, resize, transform, print, and send pictures with this popular program. This course may be taken twice. (NOT APPLICABLE TO A.A. DEGREE)

DIGITAL GRAPHICS APPLICATIONS 077AB   1.0 Unit
Easy Photoshop Elements 2
Advisory: DGA 076AB, Easy Photoshop Elements or equivalent

Slow-paced, hands-on intermediate level of working with pictures using Photoshop Elements software. Learn additional techniques to correct and enhance pictures with this popular program. This course may be taken twice. (NOT APPLICABLE TO A.A. DEGREE)

DIGITAL GRAPHICS APPLICATIONS 078AB   1.0 Unit
Easy CorelDRAW

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

DIGITAL GRAPHICS APPLICATIONS 079AB   1.0 Unit
Easy Photoshop Elements 3
Advisory: DGA 076AB, Easy Photoshop Elements, and DGA 077AB, Easy Photoshop Elements 2, or equivalent

Slow-paced, hands-on advanced level of working with pictures using Photoshop Elements software, including additional techniques to create professional-looking photos and to prepare images for the web. This course may be taken twice. (NOT APPLICABLE TO A.A. DEGREE)

DIGITAL GRAPHICS APPLICATIONS 081AB   1.0 Unit
Easy Photoshop Elements 4
Advisory: DGA 076AB, DGA 077AB, DGA 079AB, or equivalent

Slow-paced, hands-on course to learn techniques needed to create professional-looking slide shows, photo albums, personalized greeting cards, CD's viewable on TV, and more. This course may be taken twice. (NOT APPLICABLE TO A.A. DEGREE)

DIGITAL GRAPHICS APPLICATIONS 096AB   1.0 Unit
Easy Digital Photography and Image Editing with Adobe Photoshop Elements
Advisory: Student must provide his or her own digital camera

Slow-paced class to learn how to use a digital camera to create images and Adobe Photoshop Elements to perform the basic image editing techniques to enhance and correct images. Learn basic camera controls, camera support systems, basic lighting techniques, file formats, transfer of files, and saving options. Use Adobe Photoshop Elements to browse files; rotate and crop photos; determine file size and type for final output; adjust color, hue, saturation, brightness, and contrast; repair minor flaws; and sharpen images. This course may be taken twice. (NOT APPLICABLE TO A.A. DEGREE)

DIGITAL GRAPHICS APPLICATIONS 112   3.0 Units
Introduction to Graphics Using Canvas
Advisory: Business Computing 110AB

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*

DIGITAL GRAPHICS APPLICATIONS 115   3.0 Units
Working with QuarkXpress
Advisory: Business Computing 110AB and 111 and Digital Graphics Applications 075AB or 112

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*

DIGITAL GRAPHICS APPLICATIONS 115B   3.0 Units
Beyond the Basics with QuarkXpress
Advisory: Digital Graphics Applications 115

The student will learn intermediate and advanced QuarkXpress techniques. Projects will include folded brochures, booklets, books with indexes and a table of contents, advertisements, forms, and newsletters. In addition, students will learn advanced techniques for managing their workflow including using scripts to automate repetitive tasks. A working knowledge of QuarkXpress basics is recommended. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 116A   3.0 Units
Adobe Photoshop 1
Advisory: Digital Graphics Applications 112 or Business Computing 113

Introduces basic tools and techniques to explore the graphics capabilities of Adobe Photoshop. Learn how selection and editing tools are used to manipulate graphics and photographs by duplicating, deleting, replacing or changing image elements. Create original images and produce multi-layered graphics from existing photographs. Create eye catching display graphics, color correct and repair old photos. No art background required. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 116B   3.0 Units
Adobe Photoshop 2
Advisory: Digital Graphics Applications 112 and Digital Graphics Applications 116A

The course will take the student beyond the basic skills of Adobe Photoshop 1. Web page components including 3D buttons, background textures, and seamless tiles will be created. Photographic manipulation, including mood changes, photographic retouching and repairing, and electronic plastic surgery, will be explored. Photoshop's channels will be explored and used to create exciting special effects for print and web media. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 116C   3.0 Units
Adobe Photoshop 3
Prerequisite: Business Computing 110AB, Digital Graphics Applications 112, Digital Graphics Applications 116A and 116B

The course will take the student beyond the skills studied in Adobe Photoshop 2. Study more effects such as complex texture creation, text techniques, fabric pattern design, and 3-D picture frames. Advanced photo retouching and color correction techniques will be applied to images. Investigate the principles used in reducing file size for quick loading web pages. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 116-1   1.5 Units
Photoshop 6 Upgrade
Advisory: Digital Graphics Applications 116A

This class covers the many new features of Photoshop 6.0. It is recommended for any student who has previously completed the Photoshop 116A and 116B classes and wishes to use the Photoshop 6.0 upgrade. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 118A   3.0 Units
Adobe Illustrator A
Advisory: Business Computing 110AB and Digital Graphics Applications 112 or equivalent

This course is primarily designed for the student wishing to master the basics of Adobe Illustrator. Topics covered include the working environment using appropriate tools or filters for illustrations; applying strokes and color fills; creating and editing paths; using layers, transformation effects, and gradients; working with images; and creating basic object shapes. Hands-on environment with lecture. No artistic background is required. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 118B   3.0 Units
Adobe Illustrator B
Advisory: Digital Graphics Applications 118A or equivalent

This course is primarily designed for students wishing to expand their basic knowledge and enhance their skills using Adobe Illustrator. Topics covered include using Illustrator's effect and appearance features, expanded text techniques, special effects filters, stylized palettes, transformation tools, and preparing illustrations for the web. Hands-on environment with lecture. No artistic background is required. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 119B   1.5 Units
Creating Movies with iMovie

This course introduces participants to creating digital movies using digital video, digital still images, and sound on a Macintosh with iMovie software. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 123   1.5 Units
Web Graphics
Advisory: Business Computing 171

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. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 125   3.0 Units
Web Sites with Adobe GoLive

Professional Web authoring and site management GoLive assists in design, production, and management so one can create professional dynamic-database-driven Web sites. GoLive offers industry-leading site layout and management functionality. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 130   3.0 Units
Adobe Web Tech

Introduction to the Web design process including the integrated use of Adobe's Web design products: GoLive, Photoshop, Illustrator, Acrobat, and InDesign. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 131AB   1.5 Units
Introduction to Digital Photography and Image Editing with Adobe Photoshop
Advisory: Student must provide his or her own digital camera

Introductory class to learn how to use a digital camera to create images and how to use Adobe Photoshop to perform the basic image editing techniques to enhance and correct images. Learn basic camera controls, camera support systems, basic lighting techniques, file formats, transfer of files, and saving options. Use Adobe Photoshop to browse files; rotate and crop photos; determine file size and type for final output; adjust color hue, saturation, brightness, and contrast; repair minor flaws; and sharpen images. This course may be taken twice. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 149   3.0 Units
Word Desktop Publishing
Advisory: Business Computing 107A and Business Computing 107B or Business Computing 109AB or Typing Speed of 35 words per minute or higher and Business Computing 147

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*

DIGITAL GRAPHICS APPLICATIONS 165AB   3.0 Units
Computer Photo Editing
Advisory: Keyboarding skills at 25 words per minute

Learn how to attach digital images to E-mail or enhance pictures that you have scanned or captured with a digital camera. This course may be taken twice. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 166A   3.0 Units
Software Topics—Macromedia Dreamweaver
Advisory: Business Computing 171

To be competitive, website 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. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 166B   3.0 Units
Software Topics—Macromedia Fireworks
Advisory: Business Computing 171

To be competitive, website developers need to stay current in the newest web technology tools. Learn to use Macromedia Fireworks to produce web-ready animations. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 166C   3.0 Units
Software Topics—Macromedia Flash

To be competitive, website developers need to stay current in the newest web technology tools. Learn to use Macromedia Flash 4.0 to produce web-ready animations. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 166E   1.5 Units
Integrating Dreamweaver, Fireworks and Flash
Co-Requisite: Digital Graphics Applications 116A, 166B, 166C, or equivalent; Advisory: Business Computing 104AD

Learn how to seamlessly integrate Web graphics design and Web site development into professional Web sites using Macromedia's Dreamweaver, Fireworks, and Flash. Create, edit, and animate Web graphics in Fireworks, add advanced interactivity, and optimize your images. Create and deliver low-bandwidth animations, presentations, and Web sites with Flash then integrate them into Dreamweaver. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 166F   3.0 Units
Flash II
Advisory: Digital Graphics Applications 166A, 166B, 166C

Design effective Web sites for the Internet using Flash animations and multimedia that are controlled by ActionScript programs. This course will enable web developers to create enhanced Flash-driven Web sites that go beyond simple Flash animations. *Transfer Credit: CSU*

DISPUTE RESOLUTION

Also see Paralegal Studies LAW Classes

LAW 175   3.0 Units
Mediation

This course is designed to introduce the students to theories, concepts, and practice of resolving conflicts through mediation, specifically as a personal skill and a professional service. Its completion satisfies the current requirements for the basic training certificate of completion for mediators in the state of California. *Transfer Credit: CSU*

LAW 176   3.0 Units
Culture and Diversity in Conflict Resolution
Advisory: Law 175, Mediation

This course will examine the role of culture in conflict and conflict management from unique perspectives. Real-life examples will be examined, and cultural findings will be analyzed within the conflict resolution setting. Topics will include psychology of conflict, bias, and self-awareness. Students will research and present information on cross-cultural issues of interest to them, including ethnicity, race, religion, gender, generation/age, class and sexual orientation. *Transfer Credit: CSU*

LAW 177   5.0 Units
Advanced Mediation/Field Practicum
Advisory: Law 175 and Law 176 or permission of instructor

This mediation course is designed for those participants who have completed their basic mediation training so that they may enhance their conflict resolution skill set. This course includes a careful analysis of the role of a mediator, the options regarding a mediation process, and each phase of a mediation process in actual cases with a range of complexity and intensity. Theoretical perspectives and models are compared with actual case histories to understand the opportunities, options, ethics, and limitations of mediation in a variety of settings. The practicum sessions will be geared to give students as mediators an opportunity to practice and focus on building specific skill sets. Discussion, case studies, and role-plays will primarily be used in this experiential course. *Transfer Credit: CSU*

LAW 178   3.0 Units
Dispute Resolution in Conflict Management
Advisory: Law 175, Law 176 and Law 177 or permission of instructor

This course is designed to introduce students to critical knowledge and skills of conflict management. The course will integrate an introduction to interpersonal and intergroup conflict with an understanding of organizational, community, personal, and intercultural conflict. *Transfer Credit: CSU*

ECOLOGY

ECOLOGY 100   3.0 Units
Human Ecology

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*

ECOLOGY 105   3.0 Units
Ecosystems

Provides students with an understanding of how the collective activities of mankind affect the plant, animal and microorganism species living in various ecosystems. The course will focus on identifying specific problems found in most common types of ecosystems, and on the practical solutions available to restore these ecosystems. *Transfer Credit: CSU; UC*

ECONOMICS

ECONOMICS 100   3.0 Units
Problems and Issues

Provides an introduction to the concepts, problems and tools of the science of economics. Topics include inflation, unemployment and the business cycle; deficits and fiscal policy; money and banking; economic growth; international trade and the balance of payments; the price system and demand growth; international government in the economy; the role of large corporations and the problem of monopoly and selected problems such as agriculture, pollution, labor-management negotiations, poverty and pollution. *Transfer Credit: CSU, UC credit limitations.* See counselor.

ECONOMICS 180 — 3.0 Units
Principles of Economics (MACRO)

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 — 3.0 Units
Principles of Economics (MICRO)

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 — 0.5 Unit
Introduction to Tutoring

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 — 1.0 Unit
Teacher Aide

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 — 1.0 Unit
Basic Literacy Tutor Training

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 — 2.0 Units
Bilingual Education Externship
Advisory: Education 100, Social Science 101, History 122, 124 or 130, Spanish 182AB, 190, 192 or 194 and Vietnamese 180A

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*

EDUCATION 103 — 2.0 Units
Introduction to Computers in Education: Technology Proficiencies for Teachers 1
Co-Requisite: Suggested but not required, Education 104

Based on the Technology Standard for a California K-12 Preliminary Teaching Credential. The class focuses on the proficiencies credential candidates are required to master before they can be issued a preliminary Multiple or Single Subject Credential. The curriculum and course represent a working partnership between the California Technology Assistance Project (CTAP), Region IX and Coast Community College District's TEACh3 Program. Students enrolled in the class will complete a portfolio in all the state mandated proficiencies and will receive certification as a Preliminary (Level I) Technology Proficient Educator. All skills are transferable between the Macintosh and Windows environments. *Transfer Credit: CSU*

EDUCATION 104 — 1.0 Unit
Introduction to Teaching and Learning in Diverse Contemporary Classrooms
Advisory: Eligibility for English 100

Introductory class for Potential Teachers. The course will address the qualities of an effective teacher, components and purposes of an effective professional portfolio, and critical issues in diverse contemporary classrooms. Students will initiate the development of a reflective practitioner workbook, begin their electronic professional portfolio, and learn about their own learning needs and styles. 10 hours of arranged fieldwork /observation included. *Transfer Credit: CSU*

EDUCATION 107 — 1.0 Unit
Introduction Distance Learning
Advisory: BC 050AB or basic computer skills

Using the tools and systems of distance learning, students will develop skills that will enable them to successfully complete distance learning programs on their own in the future. This course is a 1.0 unit class that addresses the technical competencies and computer skills needed for distance learning success. *Transfer Credit: CSU*

EDUCATION 108 — 1.0 Unit
How to Succeed in Distance Learning
Advisory: Education 107 or equivalent experience with computer technology in a distance learning environment

This course provides an orientation to the characteristics and processes of distance learning. Students will learn the meaning of key terms used in distance education. They will experience the differences between traditional classroom and distance learning courses. They will learn how to anticipate, avoid, and/or solve typical problems encountered In distance learning environments. In addition, students will learn practical strategies and skills that will help them succeed In online, television, CD-ROM, and hybrid classes. *Transfer Credit: CSU*

EDUCATION 110 — 3.0 Units
Learning Theory and Instructional Design
Advisory: Business Computing 181 and Psychology 100

Students will learn to apply the principles of learning theory and instructional design to make instruction more effective, efficient and appealing. *Transfer Credit: CSU*

EDUCATION 120 — 1.0 Unit
Orientation to Expert Learning

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.). *Transfer Credit: CSU*

EDUCATION 121 — 2.0 Units
Expert Learning

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. *Transfer Credit: CSU*

EDUCATION 122 — 2.0 Units
Expert Learning 2
Prerequisite: Education 121.

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. *Transfer Credit: CSU*

EDUCATION 180 — 3.0 Units
Family, School, and Community Partnerships

An introductory course for prospective teachers about current family, school, and community partnership models and approaches which foster two-way partnerships with families and communities of diverse backgrounds from primary grades through high school. This course covers historical, legal, social, and political perspectives regarding educational access and equity for diverse student populations found in contemporary classrooms; students learn about building relationships with ethnically and linguistically diverse families and communities. Includes ten hours of arranged fieldwork/observation. *Transfer Credit: CSU*

EDUCATION 200 — 3.5 Units
The Teaching Profession
Advisory: Eligibility for English 100

Designed for students considering teaching as a career or for those interested in a class that focuses on issues facing teachers and students in today's schools. The course examines opportunities, requirements, responsibilities, and rewards in teaching as well as skills needed and problems often encountered in the classroom. Additional focus on educational philosophies and sociology of education. Includes tutoring training and 40 hours of assigned fieldwork. Meets the new California Commission on Teacher Credentialing requirement that students who are considering a teaching career have early and frequent opportunities to engage in field experiences that are linked with college/university coursework. *Transfer Credit: CSU; UC*

ELECTRICAL MAINTENANCE

ELECTRICAL MAINTENANCE 281-284 — 1.0-4.0 Units
Cooperative Work Experience
Prerequisite: Be employed or volunteer in the field of Electrical Maintenance 5 hours per week per 1.0 unit of Cooperative Work Experience Co-Requisite: Be enrolled in a total of 7.0 units including Cooperative Work Experience

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*

ELECTRICAL MAINTENANCE 300 — 3.0 Units
Introduction to Electronics
Advisory: Intermediate Algebra

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

ELECTRICAL MAINTENANCE 301 — 3.0 Units
Application of Basic Electronics
Advisory: Intermediate Algebra

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.

ELECTRICAL MAINTENANCE 302 — 3.0 Units
Programmable Logic Controllers
Advisory: Electrical Maintenance 301

Introduction to Programmable Logic Controllers (PLCs). This course reviews the evolution of PLC's and their advantages over relay logic. The course discusses PLC internal hardware, input/output devices (sensors, switches, counters, contactors, etc.), programming (ladder logic), communications, system considerations, maintenance, troubleshooting and upgrading. The programming discussions include binary arithmetic, Boolean algebra, math and logic instructions.

ELECTRICAL MAINTENANCE 303 — 3.0 Units
Electrical Equipment
Advisory: Electrical Maintenance 300 or equivalent

Electrical principles and their application to industrial electrical equipment repairs including methods, practices and repair technologies.

ELECTRICAL MAINTENANCE 304 — 3.0 Units
Control System Automatic
Advisory: Electrical Maintenance 300 or equivalent

Principles and practical application pertaining to instrumentation including automatic control systems, sensors and actuators.

ELECTRICAL MAINTENANCE 305 — 3.0 Units
Electric Motor Control
Advisory: Electrical Maintenance 300, 301

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.

ENGLISH

ENGLISH 022-1AD — 0.5 Unit
Avoiding Sentence Errors

Students will learn how to identify a complete sentence. Then, they will learn how to identify and eliminate sentence errors (fragments, comma splices, and run-on sentences). This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-2AD — 0.5 Unit
Avoiding Punctuation Errors

Students will learn how to identify and correct punctuation errors. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-3   0.5 Unit
Making Subjects and Verbs Agree

This course is designed to improve students' understanding of subject/verb agreement. In English, the two major forms of agreement are that between subject and verb and that between pronoun and antecedent. Students will learn how to identify and eliminate subject/verb and pronoun agreement errors. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-4   0.5 Unit
Choosing Words Correctly

This course is designed to improve student's word choice skills. Topics include synonyms, antonyms, homonyms, inappropriate and sensitive language, and commonly misspelled and confused words. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-5   0.5 Unit
Parts of Speech: A Review

This course is designed to improve student's understanding of the parts of speech. Topics include verbs, nouns, adjectives, prepositions, articles, conjunctions, and interjections. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-6   0.5 Unit
Pronouns: A Review

This course is designed to improve students' understanding of pronouns. Topics include personal pronouns, personal pronouns with ownership, other pronouns, reflexive pronouns, pronouns and gender, pronouns and number, the use of pronouns, possessive pronouns and adjectives, and making nouns and pronouns agree in sentences. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-7   0.5 Unit
Plurals and Possessives: What's the Difference?

This course is designed to improve student's understanding of, and the difference between, plurals and possessives. Topics include forming plurals, plurals with-s and es, unusual plurals, and irregular plurals; forming possessives; using apostrophes; using possessives and possessive pronouns and adjectives. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-8   0.5 Unit
Verb Forms: A Review

This course is designed to improve student's understanding of verb forms. Topics include two kinds of verbs, principal and auxiliary verbs; parts of verbs; verbs and verb tenses; verb recognition; regular and irregular verbs; and confusing verbs. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-9   0.5 Unit
Understanding the Writing Process

This course is designed to improve student's understanding of the writing process. Topics include brainstorming and prewriting, gathering information, planning and organizing, revising and editing, and giving and receiving feedback. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-10   0.5 Unit
Writing on the Job in the 21st Century

This course is designed to improve students' understanding of writing for the workplace. Topics include writing business forms, writing notes and short memos, writing directions, writing business letters, writing meeting documents, and writing reports. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 023AD   0.5 Unit
College Spelling

A self-paced, programmed course designed to help students master the basic rules of spelling. It addresses phonics, silent letters, plurals, words often confused, suffixes, special troublemakers, apostrophes, and dictionary use. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 024AD   0.5 Unit
College Vocabulary

A self-paced, programmed course designed to help students develop a powerful vocabulary. Students learn word usage and ways to build words using context clues, word derivatives, and prefixes and suffixes; they also learn how to correctly use a dictionary and thesaurus. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 037AD   1.0 Unit
Study Skills I
Co-requisite: Must be enrolled in a college-level course

Learning to study is more important than acquiring bodies of information. In learning to study you are learning to think and live. Students will learn the meaning of study and the fundamental requirements of study, including concentrating, scheduling, reading, listening and note taking, memorizing, taking examinations, and actively putting one's knowledge to use. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 040AD   0.5 Unit
Reading Skills

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

ENGLISH 041AD   0.5 Unit
Writing Skills

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 080   0.5 Unit
English Assessment for Student Success

An individualized assessment course to determine current reading and writing skill levels. Emphasis will be on short term, computerized, prescriptive development in these two areas as preparation for the college English placement test or for pre-employment mastery of these skills. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 097AB   3.0 Units
Basic Grammar and Writing

This basic grammar and writing course covers sentence structure, parts of speech, punctuation, syntax, and paragraph structure. Students will learn to write short unified paragraphs. This course may be taken twice. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 098AB 3.0 Units
Basic English Writing
Prerequisite: Achieve qualifying score on the English Placement Test or pass English 097
This basic grammar and writing course covers sentence structure, parts of speech, punctuation, syntax, and paragraph structure. Students will learn to write short unified paragraphs. Students will write various types of paragraphs as well as review the basics of paragraph writing, grammar and mechanics. This course may be taken twice. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 099AB 3.0 Units
Fundamentals of Composition
Prerequisite: English 098AB—Basic English Writing or achieve a qualifying score on the English Placement Test
Students will analyze the writing process and composition principles with an emphasis on expository writing practice in extended paragraphs and essays. Students will also review grammar, sentence structure, and punctuation in order to express ideas clearly. This course is recommended preparation for English 100 (Freshman Composition). This course may be taken twice.

ENGLISH 100 3.0 Units
Freshman Composition
Prerequisite: English 099AB—Fundamentals of Composition or achieve a qualifying score on the English Placement Test
The basic principles and process of written composition will be applied through examinations and assigned essays. The process of choosing and shaping a thesis and writing an extended, well developed essay will be stressed. Practice in research and production of a research paper will be included. *Transfer Credit: CSU; UC* (CAN ENGL 2)

ENGLISH 102 3.0 Units
Critical Reasoning, Reading and Writing
Prerequisite: English 100—Freshman Composition
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*

ENGLISH 103 3.0 Units
Business English
English for careers focuses on real-world English skills that contribute to good workplace communication. It includes English principles you already know, those you learned in the past and forgot, and those you wish you had learned. Students study grammar, English usage, punctuation, spelling, vocabulary, and dictionary use from the businessperson's viewpoint. Emphasis is placed on finding and correcting types of errors people make while speaking and writing. *Transfer Credit: CSU; UC*

ENGLISH 108 1.0 Unit
Library Resources and Research
How to use today's information resources for success in education, career, and personal life. Course includes strategies for research and reports. Emphasis will be on identifying appropriate resources from the ever-expanding world of information, including print, electronic, World Wide Web, and other media. *Transfer Credit: CSU; UC*

ENGLISH 135 3.0 Units
Business Writing
Prerequisite: Successful completion of English 105 and English 100
Advisory: Student should possess basic keyboarding and word processing skills
This course addresses techniques, strategies, and forms of business communication, including use of precise, professional, and persuasive language to achieve business goals and communicate effectively in the workplace. Using a variety of media and technologies, students will learn how to produce effective memos, letters, and reports; prepare successful resumes and employment documents; and make effective oral presentations. *Transfer Credit: CSU*

ENGLISH 136 3.0 Units
Business Communication
Prerequisite: Successful completion of English 100
This course addresses techniques, strategies, and forms of business communication, including use of precise, professional, and persuasive language to achieve business goals and communicate effectively in the workplace. Using a variety of media, technologies, and research tools, students will learn how to write effective memos, letters, reports, and proposals; present effective oral and multimedia presentations; and prepare successful resumes and employment documents. Transfer Credit: CSU

ENGLISH 140 3.0 Units
Introduction to Literature
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 143 3.0 Units
Children's Literature
Formerly English 177
A survey of classic and contemporary children's literature. The course will provide an overview of the literary content and social values found in selected works of children's literature. *Transfer Credit: CSU*

ENGLISH 144 3.0 Units
The International Short Story
Advisory: English 100 is recommended
Designed for the General Education student, this course is an introduction to the modern short story, emphasizing multicultural stories from countries throughout the world. Each story will be studied with regard to character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. In addition, each story will be analyzed to understand the particular culture from which it comes. *Transfer Credit: CSU; UC*

ENGLISH 145 3.0 Units
American Literature: The Short Story
Advisory: English 100
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*

ENGLISH 164 3.0 Units
Theater History and Appreciation
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; UC*

ENGLISH 180 — 3.0 Units
Shakespeare

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 400 — 0.0 Unit
Literature for Older Adults

A literature appreciation course designed for older adults. Fiction, non-fiction, novels, and classics are read and/or reviewed as films and discussed. Emphasis on self-discovery and personal growth via shared inquiry and thought-provoking discussions.

ENGLISH 401 — 0.0 Unit
Life History

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 AS A SECOND LANGUAGE INSTITUTE

ENGLISH AS A SECOND LANGUAGE 022AD — 0.5 Unit
ESL: Sentence Structure 2
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE 024AD — 0.5 Unit
ESL: Reading and Writing 2
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE 026AD — 0.5 Unit
ESL: Listening and Conversation 2
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE 029 — 1.0 Unit
Citizenship Education for ESL Students

A competency based course designed to aid adults in becoming naturalized citizens. Students enrolled in English as a Second Language citizenship classes can prepare for the naturalization examination administered by the federal government. The course deals with the rights, privileges and responsibilities of citizenship in the United States. (This course has the approval of the Orange County Department of Education.) (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE 032 — 0.5 Unit
ESL: Sentence Structure 3
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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)

ENGLISH AS A SECOND LANGUAGE 034 — 0.5 Unit
ESL: Reading and Writing 3
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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)

ENGLISH AS A SECOND LANGUAGE 042AD — 4.0 Units
ESL: Sentence Structure 2
Advisory: Concurrent enrollment in English As a Second Language 044AD and 046AD

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE 044AD — 4.0 Units
ESL: Reading and Writing 2
Advisory: Concurrent enrollment in English As a Second Language 042AD and 046AD

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE 046AD   4.0 Units
ESL: Listening and Conversation 2
Advisory: Concurrent enrollment in English As a Second Language 042AD and 044AD

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE 132AB   3.0 Units
ESL: Sentence Structure 4
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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. This course may be taken twice. *Transfer Credit: CSU*

ENGLISH AS A SECOND LANGUAGE 134AB   3.0 Units
ESL: Reading and Writing 4
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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. This course may be taken twice. *Transfer Credit: CSU; UC*

ENGLISH AS A SECOND LANGUAGE 136AB   3.0 Units
ESL: Listening and Conversation 4
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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. This course may be taken twice. *Transfer Credit: CSU*

ENGLISH AS A SECOND LANGUAGE 142AB   4.0 Units
ESL: Sentence Structure 3
Advisory: Concurrent enrollment in English As a Second Language 144AB

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. This course may be taken twice. *Transfer Credit: CSU*

ENGLISH AS A SECOND LANGUAGE 144AB   4.0 Units
ESL: Reading and Writing 3
Advisory: Concurrent enrollment in English As a Second Language 142AB

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. This course may be taken twice. *Transfer Credit: CSU*

ENGLISH AS A SECOND LANGUAGE 152AB   4.0 Units
ESL: Sentence Structure 4
Advisory: Concurrent enrollment in English As a Second Language 154AB and 156AB

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. This course may be taken twice. *Transfer Credit: CSU*

ENGLISH AS A SECOND LANGUAGE 154AB   4.0 Units
ESL: Reading and Writing 4

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. This course may be taken twice. *Transfer Credit: CSU*

ENGLISH AS A SECOND LANGUAGE 156AB   4.0 Units
Listening and Conversation 4
Advisory: Concurrent enrollment in English As a Second Language 152AB and 154AB

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. This course may be taken twice. *Transfer Credit: CSU*

ENGLISH AS A SECOND LANGUAGE 408   0.0 Unit
ESL: Preparation
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment.

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.

ENGLISH AS A SECOND LANGUAGE 412   0.0 Unit
ESL: Sentence Structure 1
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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.

ENGLISH AS A SECOND LANGUAGE 414   0.0 Unit
ESL: Reading and Writing 1
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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.

ENGLISH AS A SECOND LANGUAGE 416   0.0 Unit
ESL: Listening and Conversation 1

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   **0.0 Unit**
ESL: Advanced Pronunciation
Prerequisite: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

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.

ENVIRONMENTAL STUDIES

ENVIRONMENTAL STUDIES 100   **3.0 Units**
Introduction to Environmental Science

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 300   **3.0 Units**
Escrow 1/Procedures

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.

FOODS AND NUTRITION

FOODS AND NUTRITION 170   **3.0 Units**
Nutrition

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Individual needs, food sources of nutrients, current nutrition issues, and diet analysis will be emphasized. *Transfer Credit: CSU and UC*

FOODS AND NUTRITION 175   **2.0 Units**
Nutrition and Aging

Fundamentals of foods and nutrition and food topics related to the health and well being of older adults. *Transfer Credit: CSU*

FOODS AND NUTRITION 176AD   **0.5-2.0 Units**
International Foods

Introduction to food and food preparation techniques from around the world. Examines regional food and the relationship to local culture. This course may be taken four times. *Transfer Credit: CSU*

FOODS AND NUTRITION 400   **0.0 Unit**
Healthful Eating

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

FRENCH

FRENCH 058   **2.0 Units**
French for Business and International Relations

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   **2.0 Units**
Practical French, Beginning

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   **2.0 Units**
Practical French, Continuing
Advisory: French 060 or equivalent competency

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

FRENCH 144   **3.0 Units**
Introduction to the Short Story in French
Prerequisite: One semester, minimum, of college-level French

Introduction to the modern short story in France and the francophone world, emphasizing the uniqueness of the genre. The course will present features that make the stories of the various countries and traditions similar, and it will demonstrate distinctive ways in which each of those countries has realized the traditional genre. Stories will be analyzed with regard to plot, character, theme, point of view, setting, tone, style, and other literary devices. In addition, each story's particular linguistic features and sociocultural context will be examined. *Transfer Credit: CSU*

FRENCH 180   **5.0 Units**
Elementary French 1

Introduction to French language, culture and thought with emphasis upon listening, comprehension, speaking, reading and basic writing skills. Students will become acquainted with fundamental sounds, forms and structures of French and will be aware of the cultural and linguistic backgrounds of Francophone countries. Transfer Credit: CSU; UC Credit Limitations, See counselor.

FRENCH 180A   **2.5 Units**
Elementary French 1A

Introduction to French language, culture and thought with emphasis upon listening, comprehension, speaking, reading and basic writing skills. Students will become acquainted with fundamental sounds, forms and structures of French and will be aware of the cultural and linguistic backgrounds of Francophone countries. French 180A is equal to the first half of French 180. Transfer Credit: CSU; UC Credit Limitations, See counselor.

FRENCH 180B 2.5 Units
Elementary French 1B
Prerequisite: French 180A or equivalent competency

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.* See counselor.

FRENCH 182AB 1.0 Unit
Conversational French
Prerequisite: French 180 or 180B or equivalent competency

A conversational course using vocabulary and grammar of elementary French. This course may be taken twice. *Transfer Credit: CSU*

FRENCH 183AD 2.0 Units
Review of Elementary French

This course is designed to improve the student's fundamental skills in both comprehension and communication through writing in basic French. A review of vocabulary and grammar will be provided through interactive lessons. Audio and video materials in French will be included to continue development of listening and reading comprehension skills. This course may be taken four times. *Transfer Credit: CSU*

FRENCH 184AB 3.0 Units
Introduction to French Phonetics and Phonology
Prerequisite: One semester, minimum, of college-level French

A study and practice of the sounds of French, emphasizing pronunciation, sound patterns, and a history of the development of vocabulary and intonation. Course uses poetry, folk tales, and other literary devices, emphasizing pronunciation, production, and comprehension of spoken French, including vocabulary and sound systems unique to colloquial dialects. This course may be taken twice. *Transfer Credit: CSU*

FRENCH 185 5.0 Units
Elementary French 2
Prerequisite: French 180, 180B or equivalent competency

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, See counselor.

FRENCH 185A 2.5 Units
Elementary French 2A
Prerequisite: French 180, 180B or equivalent competency

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, See counselor.

FRENCH 185B 2.5 Units
Elementary French 2B
Prerequisite: French 185A or equivalent competency

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.* See counselor.

FRENCH 186AD 1.0 Unit
Topics in French
Advisory: French 185, French 182AB or equivalent competency

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. This course may be taken four times. *Transfer Credit: CSU*

FRENCH 190 1.0 Unit
Introduction to French Culture and Geography 1

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 1.0 Unit
French Culture and Geography 2
Advisory: French 190 or equivalent knowledge

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

FRENCH 196AD 2.0 Units
Readings in French
Prerequisite: French 180, French 185 or equivalent

Course emphasizing fluency and comprehension. Readings will be used to stimulate discussion, debate, critical thinking, and conversational pragmatics in French with the joint aims of improving linguistic and cultural competence and augmenting vocabulary. This course may be taken four times. *Transfer Credit: CSU*

FRENCH 197 2.0 Units
Advisory: French 185
CLEF (Culture, littérature, écriture en français) and/or (Culture, literature, and writing in French)

Introduction to French culture through literature and writing, concentrating on themes, styles, philosophies, and argumentation patterns characteristic of francophone Canada, Polynesia, and Africa, as well as Europe. Folklore, songs, poetry, drama, fiction, and non-fiction will be discussed; "explication de texte"—style criticism will be performed. *Transfer Credit: CSU*

FRENCH 198AD 2.0 Units
Current Issues in French Culture and Communication
Prerequisite: one semester, minimum, of college-level French

Course emphasizing fluency and comprehension improvement in French, using vocabulary and grammar learned in elementary French courses, augmented by structures unique to colloquial dialects, to understand and produce written French in a number of contexts. Current issues of importance to French and francophone society will be studied, with the aim of improving linguistic and cultural competence. This course may be taken four times. *Transfer Credit: CSU*

FRENCH 260   **3.0 Units**
French Short Story and Novel
Advisory: French 185 or equivalent competency
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*

FRENCH 261   **3.0 Units**
French Drama and Poetry
Advisory: French 185 or equivalent competency
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*

FRENCH 280   **4.0 Units**
Intermediate French 1
Prerequisite: French 185 or at least two semesters of college-level French
Continuation of French 185, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French at an intermediate level. The course emphasizes the improvement of reading and writing proficiency as the basis for improved speaking and listening skills. Cultural notes, authentic reading materials, literary selections, and grammar practice are offered to broaden the vocabulary and to improve communicative competence. Sociocultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. French 280A plus French 280B = French 280 sequence. Transfer Credit: CSU; UC

FRENCH 280A   **2.0 Units**
Intermediate French 1A
Prerequisite: French 185 or two semesters of college-level French
Continuation of French 185 or 185B, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French at a third-semester, or intermediate, level. The course emphasizes the improvement of reading and writing proficiency as the basis for improved speaking and listening skills. Cultural notes, authentic reading materials, literary selections, and grammar practice are offered to broaden the vocabulary and to improve communicative competence. Sociocultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. French 280A is the first half of a French 280A plus French 280B = French 280 sequence. *Transfer Credit: CSU; UC credit limitations. See counselor.*

FRENCH 280B   **2.0 Units**
Intermediate French 1B
Prerequisite: French 280A or three semesters of college-level French
Continuation of French 280A, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French at a fourth-semester, or intermediate, level. The course emphasizes the improvement of reading and writing proficiency as the basis for improved speaking and listening skills. Cultural notes, authentic reading materials, literary selections, and grammar practice are offered to broaden the vocabulary and to improve communicative competence. Sociocultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. French 280B is the second half of a French 280A plus French 280B = French 280 sequence. *Transfer Credit: CSU; UC credit limitations. See counselor.*

FRENCH 285   **4.0 Units**
Intermediate French 2
Prerequisite: French 280 or at least three semesters of college-level French
Continuation of French 280, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French as it is produced in France and in other francophone countries. The course emphasizes improvement of intermediate-level reading and writing proficiencies as the bases for improving speaking and listening skills and as the sources for enhancement of inter-cultural understanding. *Transfer Credit: CSU; UC*

FRENCH 290   **1.0 Unit**
Francophone Culture and Civilization
Prerequisite: French 180 or equivalent competency
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*

FRENCH 291   **3.0 Units**
Introduction to Methods in Translation and Interpretation in French
Advisory: Advance-level competence in French
Introduction to historical methodologies of and modern theories defining the practice of translation and interpretation in French, offering a multi-faceted foundation for the study of multi-lingual, multi-cultural presentations of information, as well as a context for studying strategies and an opportunity to use theoretical/research background in audiovisual, technical, commercial, legal, and literary domains. *Transfer Credit: CSU*

GEOGRAPHY

GEOGRAPHY 050AD   **1.0 Unit**
World Geography

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

GEOGRAPHY 100   **3.0 Units**
Introduction to Geography

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   **1.0 Unit**
Geography of the United States

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   **3.0 Units**
Meteorology

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   **1.0 Unit**
Regional Geography: North/Anglo America

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.* See counselor.

GEOGRAPHY 132   **1.0 Unit**
Regional Geography: Central America and the Caribbean

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.* See counselor.

GEOGRAPHY 133   **1.0 Unit**
Regional Geography: South America

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.* See counselor.

GEOGRAPHY 134   **1.0 Unit**
Regional Geography: Australia, New Zealand and the South Pacific

A study of the physical and cultural characteristics by region in Australia, New Zealand and selected island groupings with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations.* See counselor.

GEOGRAPHY 135   **1.0 Unit**
Regional Geography: Orient and Southeast Asia

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.* See counselor.

GEOGRAPHY 136   **1.0 Unit**
Regional Geography: Middle East and Southern Asia

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.* See counselor.

GEOGRAPHY 137   **1.0 Unit**
Regional Geography: Africa

A study of the physical and cultural characteristics by region in Africa with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations.* See counselor.

GEOGRAPHY 138   **1.0 Unit**
Regional Geography: Western Europe

A study of the physical and cultural characteristics by region in Western Europe with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations.* See counselor.

GEOGRAPHY 139   **1.0 Unit**
Regional Geography: Soviet Union and Eastern Europe

A study of the physical and cultural characteristics by region in the Soviet Union and Eastern Europe with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations.* See counselor.

GEOGRAPHY 150   **3.0 Units**
California Geography

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   **3.0 Units**
Physical Geography

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* (CAN GEOG 2)

GEOGRAPHY 185   **3.0 Units**
Cultural Geography

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   **0.0 Unit**
Regional Geography

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   **3.0 Units**
General Geology

A study of the composition and structure of the earth and the internal and external processes that modify the crust and the surface. Rock and mineral formation, geologic hazards, resource discovery and uses will be covered. *Transfer Credit: CSU; UC credit limitations.* See counselor.

GEOLOGY 110   **3.0 Units**
Physical Geology

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   **3.0 Units**
Rocks and Minerals

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   **3.0 Units**
California Geology

A study of California's topography, natural resources and economic patterns with emphasis on current problems related to geographic factors. During the course, students will develop an overall understanding of geology and then examine specific California regions, learning how and why California has so many geologic wonders. *Transfer Credit: CSU; UC*

GEOLOGY 140   **3.0 Units**
Introduction to Geology

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   **1.0 Unit**
Geology Lab
Prerequisite: Geology 140 or concurrent enrollment

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.* See counselor.

GERMAN

GERMAN 108AB   **1.0 Unit**
Conversational German
Advisory: German 180A

A conversational course using vocabulary and grammar of elementary German in conversation, pronunciation and oral practice. this course may be taken twice. *Transfer Credit: CSU*

GERMAN 180   **5.0 Units**
Elementary German 1

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. *Transfer Credit: CSU; UC credit limitations.* See counselor.

GERMAN 180A   **2.5 Units**
Elementary German 1A

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; UC credit limitations.* See counselor.

GERMAN 180B   **2.5 Units**
Elementary German 1B
Prerequisite: German 180A

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; UC Credit Limitations, See counselor.

GERMAN 203   **2.0 Units**
Fundamentals of German 3
Prerequisite: German 180 or 180B

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*

GERMAN 204   **2.0 Units**
Fundamentals of German 4
Prerequisite: German 203 or equivalent competency

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*

GERONTOLOGY

GERONTOLOGY 105   **1.0 Unit**
Safety Security for Seniors

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   **3.0 Units**
Professional Issues in Gerontology
Advisory: Sociology 120

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*

GERONTOLOGY 121A   **3.0 Units**
Basic Course for Activity Professionals—Part 1

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 3.0 Units
Basic Course for Activity Professionals—Part 2
Advisory: Gerontology 121A

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*

GERONTOLOGY 122A 3.0 Units
Advanced Course for Activity Professionals—Part 1
Advisory: Gerontology 121B

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*

GERONTOLOGY 122B 3.0 Units
Advanced Course for Activity Professionals—Part 2
Advisory: Gerontology 122A

The second part of a two-part advanced course in activity practice, including topics such as community relations, use of volunteers, communication skills and fund raising. *Transfer Credit: CSU*

GERONTOLOGY 123 2.0 Units
Activity Leadership

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 3.0 Units
Aging and Public Policy

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. *Transfer Credit: CSU*

GERONTOLOGY 130 3.0 Units
Techniques in Working with the Frail Elderly

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 in-depth practical information on how to work with elderly clients who are frail due to advanced age or dementia. *Transfer Credit: CSU*

GERONTOLOGY 140 3.0 Units
Aging in a Multicultural Society

A multicultural course that addresses how one's ethnic background impacts health care attitudes, the delivery of social services, caregiving expectations, and attitudes towards death and dying. Students completing this course will learn the importance of establishing culturally competent health care and social programs for ethnically diverse aging populations. *Transfer Credit: CSU*

GERONTOLOGY 190AD-195AD 0.5-3.0 Units
Issues in Gerontology

A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester. This course may be taken four times. *Transfer Credit: CSU*

GERONTOLOGY 200 2.0 Units
Ombudsman/Advocacy Skills

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 273 3.0 Units
Careers in Gerontology—A Field Practicum
Prerequisite: Be employed or volunteer in the field of Gerontology a total of 40 hours during the semester.

A focus on career options in the field of gerontology. Bridges the gap between educational theory and on-the-job practices through a placement in the field of gerontology. *Transfer Credit: CSU*

GERONTOLOGY 281-284 1.0-4.0 Units
Cooperative Work Experience
Prerequisite: Be employed or volunteer in the field of Gerontology 5 hours per week per 1.0 unit of Cooperative Work Experience; Co-requisite: Be enrolled in a total of 7.0 units including Cooperative Work Experience

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*

GERONTOLOGY 400 0.0 Unit
Health/Wealth/Security

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 0.0 Unit
Issues in Aging

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

GERONTOLOGY 420 0.0 Unit
Memory Enhancement

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

GREEK 180A 2.5 Units
Elementary Greek 1

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. Transfer Credit: CSU; UC Credit Limitations, See counselor.

GREEK 180B 2.5 Units
Elementary Greek 2
Prerequisite: Greek 180A

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. *Transfer Credit: CSU; UC Credit limitations. See Counselor*

HEALTH EDUCATION

HEALTH EDUCATION 100 3.0 Units
Health

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 1.0 Unit
First Aid and CPR

Stresses injury prevention, early medical care, first aid for common injuries and life saving skills, including CPR. Successful completion qualifies students for the American Red Cross standard first aid card. *Transfer Credit: CSU; UC*

HEALTH EDUCATION 120AB 0.5-1.0 Unit
Creating Your Wellness Lifestyle

Skills and strategies for promoting the total well being of the person, including physical fitness, nutritional awareness, coping with stress through relaxation and taking responsibility for one's health. Decisions affecting individual and social health will be emphasized. This course may be taken twice. *Transfer Credit: CSU*

HEALTH EDUCATION 175 2.0 Units
Health in Later Years

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. *Transfer Credit: CSU*

HEALTH EDUCATION 400 0.0 Unit
Health in Later Years

Physical and emotional aspects of healthful living in later years. Emphasis on health changes that occur during the aging process, ways of coping with these changes and preventative measures to maximize good health. This course is designed for the layman and is presented in non medical, non technical language.

HEBREW

HEBREW 108AB 1.0 Unit
Conversational Hebrew
Prerequisite: Hebrew 180A or equivalent competency

Designed for conversational skill development for more effective communication in Hebrew for practical application. Emphasis will be placed on situational dialogue. *This course may be taken twice. Transfer Credit: CSU*

HEBREW 180A 2.5 Units
Elementary Hebrew 1A

Introductory course in speaking, understanding, reading, and writing standard Hebrew. Study of vocabulary, writing system (script and manuscript) and grammar, augmented by structures unique to colloquial dialects and Biblical use. Course includes some discussion of Judaic culture. *Transfer Credit: CSU*

HEBREW 180B 2.5 Units
Elementary Hebrew 1B
Prerequisite: Hebrew 180A or one semester of college-level Hebrew

Continuation of introduction to speaking, understanding, reading and writing standard Hebrew. Study of vocabulary, writing system (script and manuscript) and grammar, augmented by structures unique to colloquial dialects and Biblical use. Course includes some discussion of Judaic culture. Hebrew 180B is the second part of the Hebrew 180A plus 180B combination comprising the full course of Hebrew 180. *Transfer Credit: CSU*

HEBREW 190 1.0 Unit
Introduction to Jewish Culture and Geography

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 2.0 Units
Fundamentals of Hebrew 3
Prerequisite: Hebrew 180B or equivalent competency

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*

HISTORY

HISTORY 108 3.0 Units
Science and Culture

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 3.0 Units
Latin American History and Culture
Advisory: Social Science 101

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*

HISTORY 120 3.0 Units
Women in American History

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 3.0 Units
Latino History and Culture
Advisory: Social Science 101

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*

HISTORY 124 3.0 Units
Southeast Asian History and Culture

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 3.0 Units
History of Modern China

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 3.0 Units
History of Multicultural America

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 1.0 Unit
Great Americans

In depth biographical study of a select group of great Americans to discover their leadership characteristics as related to their contribution to American historical development. *Transfer Credit: CSU*

HISTORY 150 3.0 Units
History of California

This course covers the development of California from the earliest times to the present, analyzing the different cultures which have inhabited this region and the diverse societies they have created. Topics include the impact of the natural environment, the relationship between California and the nation, the growth of differences between Northern and Southern California, the role of myth and dreams in the evolution of the state, and the impact of social diversity, including but not limited to categories such as race, ethnicity, class, and gender. *Transfer Credit: CSU; UC*

HISTORY 155 3.0 Units
The American West

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 160 3.0 Units
World History to 1500

This course traces the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from antiquity to 1500 CE. The course covers the origin and early development of human civilization in each region as well as unique cultural traditions and the beginnings of interaction between the different societies. *Transfer Credit: CSU; UC*

HISTORY 165 3.0 Units
World History from 1500

This course traces the economic, political, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from 1500 to present. Covers the varied impact of industrialization, the growth of global trade, the complex political interactions between different societies, and the development of unique cultural traditions. *Transfer Credit: CSU; UC*

HISTORY 170 3.0 Units
U.S. History to 1876

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* (CAN HIST 8, CAN HIST SEQ B)

HISTORY 175 3.0 Units
U.S. History Since 1876

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* (CAN HIST 10, CAN HIST SEQ B)

HISTORY 180 3.0 Units
Western Civilization to 1550

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 (CAN HIST 2)*

HISTORY 185 3.0 Units
Western Civilization Since 1550

A study of the development of Western culture from 1550 to the present. *Transfer Credit: CSU; UC* (CAN HIST 4)

HUMAN SERVICES

HUMAN SERVICES 100 3.0 Units
Introduction to Human Services

A comprehensive survey of the development and scope of the human services field. With a global sensitivity, covers the history of human services, current theories and models of helping, ethics, administration and careers in human services. *Transfer Credit: CSU*

HUMAN SERVICES 101 3.0 Units
(Same as Counseling 101)
Helping Theories and Intervention Skills

The purpose of this course is to provide an overview of the major helping theories and practices. Emphasis will be placed upon enabling students to develop theoretical foundations and intervention helping strategies. *Transfer Credit: CSU*

HUMAN SERVICES 102 3.0 Units
Introduction to Crisis Intervention

The course examines crisis theory, types of crises, crisis intervention strategies, and referral procedures. Topics will include: ethical and cultural issues, death and dying, substance abuse, suicide, victimization, AIDS and HIV, and post traumatic stress disorder. Students will become familiar with the assumptions of crisis theory and how it shapes the interventions. *Transfer Credit: CSU*

HUMAN SERVICES 103 1.5 Units
Introduction to Stress Management

The course examines stress management n the helping professions and its relationship to health, disease, motor performance, and life quality. Everyday stressors and intervention strategies for managing stress effectively are analyzed. *Transfer Credit: CSU*

HUMAN SERVICES 104 3.0 Units
Treatment Issues in Substance Abuse

This course will introduce students to theoretical and intervention models involved in the treatment of substance dependencies. Students will explore the effects of substance abuse on the individual, the family unit, workplace, and the community. Topics include counselor characteristics, legal and ethical issues facing substance abuse counselors, pharmacology, substance abuse assessment, issues of diversity and treatment, group counseling, family counseling, codependency and enabling, and modalities of treatment. *Transfer Credit: CSU*

HUMAN SERVICES 272 — 2.0 Units
Practicum (Field Placement)
Advisory: Human Services 100 and 101

This course will provide students with the opportunity to apply theories and skills learned in the Human Services program to actual workplace practice. Students will work/participate in a help-agency under the guidance of an approved supervisor. Students will be expected to use learned interviewing and communication skills, document issues and reactions in journals, take part in discussions, and focus on self-awareness. *Transfer Credit: CSU*

HUMAN SERVICES 273 — 3.0 Units
Practicum (Field Placement)

In this course, through online and community agencies, students through supervised participation will learn the work of human services delivery. The course will emphasize: student self-awareness and self-esteem; interviewing and communication skills; the relationship of theory and practice; and agency and client systems. *Transfer Credit: CSU*

HUMANITIES

HUMANITIES 100 — 3.0 Units
Introduction to the Humanities

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 — 3.0 Units
Humanities Through the Arts

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

HUMANITIES 130 — 3.0 Units
History and Appreciation of the Cinema

Historical development of film in America as an art form and as a business. *Transfer Credit: CSU; UC*

INFORMATICS

INFORMATICS 102 — 3.0 Units
Concepts of Programming Languages II
Prerequisite: Informatics 141 and 142 and 143 and 144 and 111 and Information and Computer Science 123 and 141 and Philosophy 115 and English 100 and Math 225 with a "C" or better grade

In-depth study of major programming paradigms: imperative, functional, declarative, object-oriented, and aspect-oriented. Understanding the role of programming languages in software development and the suitability of languages in context, including domain-specific languages. Designing new languages for better software development support. *Transfer Credit: CSU*

INFORMATICS 111 — 3.0 Units
Software Methods and Tools
Prerequisite: Informatics 141 and 142 and 143 and 144 and information and Computer Science 123 and Philosophy 115 and English 100 and math 225 with a "C" or better grade

Concepts and techniques of constructing software in a systematic fashion, including detailed design techniques, specifications, programming methods, quality-inducing procedures, development tools, team techniques, testing, estimation, and performance improvement. Laboratory work involves exercises to illustrate important concepts, methods, and tools. *Transfer Credit: CSU*

INFORMATICS 113 — 3.0 Units
Requirements Analysis and Engineering
Prerequisite: Informatics 141 and 142 and 143 and 144 and 111 and Information and Computer Science 123 and 141 and Philosophy 115 and English 100 and Math 160 and 225 with a "C" or better grade

Students learn the systematic process of developing requirements through co-operative problem analysis, representation, and validation. Develop techniques of software-intensive systems through successful requirements analysis techniques and requirements engineering. *Transfer Credit: CSU*

INFORMATICS 115 — 3.0 Units
Software Specification and Quality Engineering
Prerequisite: Informatics 141 and 142 and 143 and 144 and 102 and 111 and 113 and Information and Computer Science 123 and 141 and Philosophy 115 and English 100 and Math 160 and 225 with a "C" or better grade

A hands-on course in preparing to produce high-quality software through the use of software specifications and other techniques. What constitutes software quality; how to specify it; how to plan for it; how to measure it; software specification; testing; and software process. *Transfer Credit: CSU*

INFORMATICS 121 — 3.0 Units
Software Design
Prerequisite: Informatics 141 and 142 and 143 and 144 and 102 and 111 and 113 and 131 and Information and Computer Science 123 and 141 and Philosophy 115 and English 100 and Math 160 and 225 with a "C" or better grade

Introduction to software and design principles, paradigms, tools, and techniques. Topics include alternative and architectural styles, iterative refinement, design patterns, mapping design onto code, design tools, and design notations. The course includes extensive practice in creating designs and in the study of existing designs. *Transfer Credit: CSU*

INFORMATICS 131 — 3.0 Units
Human Computer Interaction
Prerequisite: Informatics 141 and 142 and 143 and 144 and 111 and Information and Computer Science 123 and 141 and Philosophy 115 and English 100 and Math 160 and 225 with a "C" or better grade

An introduction to human-computer interaction with an emphasis on user interface design. Students learn about Human Computer Interaction theory, guidelines for effective interface design, and the evaluation of user interfaces. *Transfer Credit: CSU*

INFORMATICS 132 — 3.0 Units
Project in Human Computer Interaction and User Interfaces
Prerequisite: Informatics 141 and 142 and 143 and 144 and 102 and 111 and 113 and 131 and Information and Computer Science 123 and 141 and Philosophy 115 and English 100 and Math 160 and 225 with a "C" or better grade

A project course in which students, working in teams, will design and implement new software systems, paying particular attention to human computer interface issues. *Transfer Credit: CSU*

INFORMATICS 141 4.0 Units
Informatics Core Course I

Fundamental concepts of computer software design and construction including data, algorithms, functions, and abstractions. Overview of computer systems: data representation, architectural components, operating systems, and networks. Introduction to information systems: parties involved, architectural alternatives, usability, organizational and social concerns. *Transfer Credit: CSU*

INFORMATICS 142 4.0 Units
Informatics Core Course II
Prerequisite: Informatics 141 and Philosophy 115 and English 100 with a "C" or better grade

Alternative data structure implementations; analysis of time and space efficiency. Object-oriented programming concepts and techniques: classes, objects, inheritance, interfaces, formal languages, and automata. Problem modeling and design tradeoffs. *Transfer Credit: CSU; UC*

INFORMATICS 143 4.0 Units
Informatics Core Course III
Prerequisite: Informatics 141 and 142 and Philosophy 115 and English 100 and Math 225 with a "C" or better grade

Concepts, methods, and current practice of software engineering. Large-scale software production, software life cycle models, principles, and techniques for each stage of development. Laboratory project applying these concepts. *Transfer Credit: CSU*

INFORMATICS 144 1.0 Unit
Seminar in Informatics Research Topics
Prerequisite: Informatics 141 and 142 and Philosophy 115 and English 100 and math 225 with a "C" or better grade

Introduction to current research topics in Informatics. Various faculty members present current research and relate it to the course content of the Informatics degree program. *Transfer Credit: CSU*

INFORMATION AND COMPUTER SCIENCE

(Also see courses listed under Computer Science)

INFORMATION AND COMPUTER SCIENCE (ICS) 123 3.0 Units
Fundamental Data Structures
Prerequisite: Informatics 141 and 142 and Philosophy 115 and English 100 with a "C" or better grade

An introduction to computer science that is primarily concerned with the topic of data structures: what various ones are, how they are used, and the pros and cons, in terms of execution time and memory usage, of choosing one over another. *Transfer Credit: CSU; UC*

INFORMATION AND COMPUTER SCIENCE (ICS) 141 3.0 Units
Concepts of Programming Languages 1
Prerequisite: Informatics 141 and 142 and 144 and Information and Computer Science 123 and Philosophy 115 and English 100 with a "C" or better grade

Explore a broad range of approaches to programming, the technical principles and characteristics of different programming languages, and the issues that programming language designers must consider. *Transfer Credit: CSU; UC*

ITALIAN

ITALIAN 180 5.0 Units
Elementary Italian 1
Advisory: Students who have completed two years of high school Italian with a grade of "C" or better should enroll in Italian 185

Beginning course designed to develop students' fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills and introduces basic aspects of the life and culture of Italy. *Transfer Credit: CSU; UC credit limitations.* See counselor.

ITALIAN 180A 2.5 Units
Elementary Italian 1A
Advisory: Students who have completed two years of high school Italian with a grade of "C" or better should enroll in Italian 185

Beginning course designed to develop student's fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills and introduces basic aspects of the life and culture of Italy. Equivalent to the first half of Italian 180. *Transfer Credit: CSU; UC credit limitations.* See counselor.

ITALIAN 180B 2.5 Units
Elementary Italian 1B
Prerequisite: Italian 180A

Second half of beginning course designed to develop students' fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills and introduces basic aspects of the life and culture of Italy. Equivalent to the second half of Italian 180. Transfer Credit: CSU; UC Credit Limitations, See counselor.

ITALIAN 182AB 1.0 Unit
Conversational Italian
Prerequisite: Italian 180A

Conversational course in Italian designed to promote comprehension, build vocabulary and review specific grammar points through readings and oral exercises. This course may be taken twice. *Transfer Credit: CSU*

ITALIAN 185 5.0 Units
Elementary Italian 2
Prerequisite: Italian 180 or 180B

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; UC credit limitations.* See counselor.

ITALIAN 185A   2.5 Units
Elementary Italian 2A
Prerequisite: Italian 180, 180B or equivalent competency

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; UC Credit Limitations, See counselor.

ITALIAN 185B   2.5 Units
Elementary Italian 2B
Prerequisite: Italian 185A or equivalent competency

Advanced elementary course in speaking, listening, reading, and writing Italian to achieve simple competence in production, perception, and comprehension. Study of grammar, vocabulary, pronunciation, literature, the media, customs, and culture of Italy. Practice of writing using Italian stylistics. Transfer Credit: CSU; UC Credit Limitations, See counselor.

ITALIAN 186AB   1.0 Unit
Topics in Italian
Prerequisite: Italian 185, 185A or equivalent competency

An intermediate conversational Italian course, using selections of short stories by contemporary Italian authors as vehicles for presenting relevant topics. This course may be taken twice. *Transfer Credit: CSU*

ITALIAN 190   1.0 Unit
Introduction to Italian Culture and Geography
Brief overview in English of the geography, history, economic and political systems and culture of Italy. *Transfer Credit: CSU*

ITALIAN 195   3.0 Units
Survey of Italian Culture and Geography
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   5.0 Units
Elementary Japanese 1
Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in Japanese 185

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Japanese. Early reading and writing skills are introduced, as well as the Japanese customs and culture. Transfer Credit: CSU; UC Credit Limitations, See counselor.

JAPANESE 180A   2.5 Units
Elementary Japanese 1A
Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in Japanese 185

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Japanese. Early reading and writing skills are introduced, as well as Japanese customs and cultures. Japanese 180A is equal to the first half of Japanese 180. Transfer Credit: CSU; UC Credit Limitations, See counselor.

JAPANESE 180B   2.5 Units
Elementary Japanese 1B
Prerequisite: Japanese 180A
This course reviews and expands the student's fundamental ability developed in introductory elementary Japanese to comprehend and converse in daily spoken Japanese. Reading and writing skills are strengthened. An introduction to Japanese customs and culture is continued. Japanese 180B is equal to the second half of Japanese 180. Transfer Credit: CSU; UC Credit Limitations, See counselor.

JAPANESE 182AB   1.0 Unit
Conversational Japanese
Prerequisite: Japanese 180A
A conversational course using vocabulary and grammar studied in elementary Japanese courses. *Transfer Credit: CSU*

JAPANESE 185   5.0 Units
Elementary Japanese 2
Prerequisite: Japanese 180 or 180B

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; UC Credit Limitations, See counselor.

JAPANESE 185A   2.5 Units
Elementary Japanese 2A
Prerequisite: Japanese 180 or 180B

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; UC Credit Limitations, See counselor.

JAPANESE 185B   2.5 Units
Elementary Japanese 2B
Prerequisite: Japanese 185A

Advanced beginning course continuing Japanese 185A emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, lie, 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; UC credit limitations.* Transfer Credit: CSU

JAPANESE 186AB   1.0 Unit
Topics in Japanese
Advisory: Japanese 180, 180B or 185A

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. This course may be taken twice. *Transfer Credit: CSU*

JAPANESE 190   **1.0 Unit**
Introduction to Japanese Culture and Geography

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   **3.0 Units**
Survey of the Culture and Geography of Japan

Study in English of geography and topography, history, socio economic and political systems and cultural and religious traditions of Japan. *Transfer Credit: CSU; UC*

JAPANESE 399AD   **1.0-3.0 Units**
Special Topics
Prerequisite: Japanese 180, 180B, 182AB or 185A

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 or 186AB and suggested topics may be selected by students and the instructor. This course may be taken four times.

KOREAN

KOREAN 180   **5.0 Units**
Elementary Korean 1

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, See counselor.

KOREAN 180A   **2.5 Units**
Elementary Korean 1A

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, See counselor.

KOREAN 180B   **2.5 Units**
Elementary Korean 1B
Prerequisite: Korean 180A

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, See counselor.

KOREAN 182AB   **1.0 Unit**
Conversational Korean
Prerequisite: Korean 180, Korean 180B or equivalent competency

A conversational course using vocabulary and grammar of elementary Korean. This course may be taken twice. *Transfer Credit: CSU*

KOREAN 185   **5.0 Units**
Elementary Korean 2
Prerequisite: Korean 180 or Korean 180A and Korean 180B

This course is a continuation of Korean 180 or Korean 180B and is designed to further the student's ability to comprehend and converse in Korean. Fluency in reading, writing, and speaking will be emphasized. Some composition writing with correct spelling will be also expected. The basic textbook will be augmented by supplementary literature. *Transfer Credit: CSU; UC*

KOREAN 185A   **2.5 Units**
Elementary Korean 2A
Prerequisite: Korean 185A is equal to the first half of Korean 185

This course is a continuation of Korean 180 or 180B and is designed to further the student's ability to comprehend and converse in Korean. Fluency in reading, writing, and speaking will be emphasized. Some composition writing with correct spelling will also be expected. The basic textbook will be augmented by supplementary literature. *Transfer Credit: CSU; UC*

KOREAN 185B   **2.5 Units**
Elementary Korean 2B
Prerequisite: Korean 180 or Korean 180B or Instructor's consent

This course is a continuation of Korean 185A and is designed to further the student's ability to comprehend and converse in Korean. Fluency in reading, writing, and speaking will be emphasized. Some composition writing with correct spelling will also be expected. The basic textbook will be augmented by supplementary literature. Korean 185B is equal to the second half of Korean 185. *Transfer Credit: CSU; UC*

KOREAN 190   **1.0 Unit**
Introduction to Korean Culture and Geography 1

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*

LEADERSHIP

LEADERSHIP 140   **3.0 Units**
Leadership Development

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 3.0 Units
Leadership Development

An introductory participatory course designed for individuals wanting to improve their current leadership and management skills. Topics include knowing what leadership is, challenging the process, inspiring a shared vision, enabling others to act, modeling the way, recognizing contributions and accomplishments and becoming a caring and effective leader through involvement in the Student Advisory Council. Other topics include evaluating personal leadership and management skills, solving problems creatively, communicating supportively, gaining power and influence, managing conflict and motivating others. Students are required to participate in the Student Advisory Council and practice skills taught in this course. *Transfer Credit: CSU*

LEADERSHIP 150 3.0 Units
Leadership Development

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 3.0 Units
Leadership Development

An introductory participatory course designed for individuals wanting to improve their current leadership and management skills. Topics include assessing the connection between leadership and communication, comparing various communication styles and leadership approaches and analyzing the similarities and differences among leadership, power, influence and motivation. Additional topics include evaluating leadership characteristics and qualities within individuals, small groups and large organization. Students practice their creative leadership skills through the Student Advisory Council student government. Students are required to participate in the Student Advisory Council and practice skills taught in this course. *Transfer Credit: CSU*

LEGAL ASSISTANT

SEE PARALEGAL STUDIES

LIBRARY/ INFORMATION SCIENCE

LIBRARY/INFORMATION SCIENCE 100 1.0 Unit
Introduction to the Virtual Library

Introduction to electronic information resources and services available through the Coastline Virtual Library. Students will develop basic research skills, such as creating a search topic, developing a search strategy, using electronic search tools, and distinguishing between the different types of resources available. Students will learn to apply critical thinking skills to the research process. Knowledge and skills from this course will provide a foundation upon which future research skills may be built. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION

MANAGEMENT AND SUPERVISION 100 3.0 Units
Organization and Management

An introduction to organizations and the theory and practice of management. Emphasis on organizational functions, design and decision making and the application of leadership and managerial skills in various organizational environments. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION 101 3.0 Units
Management/Employee Communication

Developing speaking, listening and writing skills for managers/supervisors consistent with good human relations principles. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION 102 3.0 Units
Human Relations

Explores the influence of individual differences, interpersonal dynamics and culture on human relations. Focus is on learning to apply the principles of these social sciences as skills. Emphasis is on improving working relationships and dealing with a variety of people and situations. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION 104 3.0 Units
Human Resource Management

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 120 3.0 Units
Introduction to Successful Selling

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 170   1.5 Units
Customer Relations Services

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 283-284   3.0-4.0 Units
Cooperative Work Experience
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.

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

MARINE SCIENCE

MARINE SCIENCE 100   3.0 Units
Introduction to Marine Science

A general study of the marine environment. Examines the chemical, biological and geological properties of the sea, the sea as a natural resource and its geo political and economic impact. *Transfer Credit: CSU; UC*

MARINE SCIENCE 100L   1.0 Unit
Marine Sciences Oceanography Laboratory

An orientation to marine science research process, techniques, equipment, institutions, and training/education centers. Investigations of physical and chemical properties of the sea, conditions of the air/sea/land interface, review of biological taxonomy and classification, study of longitude, latitude, ocean basin geography and geology. Evaluation of the sea as a physical, chemical biological and recreational resource. Analyses of human efforts to control pollution, manage fisheries and monitor the ocean world. *Transfer Credit: CSU*

MARINE SCIENCE 105   4.0 Units
Marine Biology
Advisory: Marine Science 100

A study of the marine environment, interaction of species, populations and communities. Taxonomy of marine plants and animals through invertebrates, fish, reptiles, birds and mammals. *Transfer Credit: CSU; UC*

MATHEMATICS

MATHEMATICS 001AD   0.5 Unit
Mathematics Tutoring

Designed to improve students' understanding of mathematical concepts and procedures through tutorial assistance based on identified student needs. Open entry throughout the semester. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 002   2.0 Units
Mastering the SAT I

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. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 003AD   1.0 Unit
Basic Mathematics

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 004AD   0.5 Unit
Math Skills

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 005   2.0 Units
Beginning Mathematics

Advisory: Take Math Placement Test
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)

MATHEMATICS 007   3.0 Units
Business Mathematics
Advisory: Take Math Placement Test

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)

MATHEMATICS 008   2.0 Units
Pre-Algebra
Prerequisite: Mathematics 005—Beginning Mathematics, Mathematics 007—Business Mathematics, or achieve qualifying score on Math Placement Test

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)

MATHEMATICS 010   4.0 Units
Elementary Algebra
Prerequisite: Math 008—Pre-Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

Numerical and algebraic operations including number systems, linear and quadratic equations, polynomials, factors, roots and exponents and applications.

MATHEMATICS 020   3.0 Units
Plane Geometry
Prerequisite: Math 010—Elementary Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

Construction, congruence, proof, geometric inequalities, parallel lines, perpendicular lines, planes, coordinate geometry, circles and similarity.

MATHEMATICS 030   **4.0 Units**
Intermediate Algebra
Prerequisite: Math 010—Elementary Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

Review of elementary algebra, linear and quadratic equations; curve plotting, exponents, radicals, logarithms, progressions, binomial theorem, variation, permutations, combinations, systems of equations and determinants; with applications.

MATHEMATICS 070   **5.0 Units**
Intermediate Algebra and Trigonometry
Prerequisite: Math 010 Advisory: Math 020

Topics covered will be functions, linear and quadratic equations, curve sketching, exponents, rational expressions, rational exponents, logarithms, systems of equations, determinants, Cramer's rule, conic sections, trigonometric and inverse trigonometric triangles, and complex numbers. This is an intense and fast-paced course designed for students intending to continue into precalculus. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 080   **0.5 Unit**
Math Assessment for Student Success

An individualized assessment course to determine current math skill level. Emphasis will be on short term, computerized, prescriptive development in math as preparation for the college math placement text or for pre-employment mastery of math. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 100   **3.0 Units**
Quantitative Reasoning: A Liberal Art Math Class
Prerequisite: Math 030—Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

This course will focus on the mathematics involved in current issues, topics and applications that directly affect students' lives. Topics may include personal finance, environmental issues, the social sciences, politics and voting, business and economics, graph theory, fractals, art and music. *Transfer Credit: CSU*

MATHEMATICS 103   **3.0 Units**
Math for Elementary Teachers 3
Prerequisite: Math 030—Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

This course is designed for prospective teachers. It is an activity-based exploration of statistics aligned with the California State Mathematics Standards for K-12. Topics include data representation and analysis, randomization and sampling, measures of central tendency and dispersion, hypothesizing and statistical inference. *Transfer Credit: CSU; UC*

MATHEMATICS 104   **3.0 Units**
Math for Elementary Teachers 1
Prerequisite: MATH 030—Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communication skills. It includes mathematical modeling, technology, group work, projects, and observing and/or teaching in local elementary schools. Course 1 covers whole numbers, integers, rational numbers, real numbers, number theory, ratio and proportion. *Transfer Credit: CSU; UC*

MATHEMATICS 105   **4.0 Units**
Technical Mathematics
Prerequisite: eligibility for Math 010—Elementary Algebra

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*

MATHEMATICS 106   **3.0 Units**
Geometry for Elementary Teachers
Prerequisite: MATH 030—Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communicating skills. The course Involves using technology, participating In group work and projects, and observing and/or teaching In local elementary schools. Topics covered Include data analysis, probability, geometry, measurement, algebra, and coordinate geometry. *Transfer Credit: CSU; UC*

MATHEMATICS 115   **4.0 Units**
College Algebra
Prerequisite: Math 030—Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

Basic concepts of algebra, equations and inequalities along with functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems, matrices and determinants, linear programming conic sections, sequences, series and combinatorics. *Transfer Credit: CSU; UC*

MATHEMATICS 120   **3.0 Units**
Trigonometry
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

Topics include circular functions, trigonometric identities, inverse functions, triangles, vectors, applications and imaginary and complex numbers. *Transfer Credit: CSU*

MATHEMATICS 140   **4.0 Units**
Survey of Calculus
Prerequisite: Math 030—Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

Topics include functions, graphs, limits, derivative, exponential and logarithmic functions, integration, applications, multivariables, differential equations, polynomials and trigonometric functions. *Transfer Credit: CSU; UC credit limitations.* See counselor.

MATHEMATICS 150   **4.0 Units**
Finite Mathematics with Applications
Prerequisite: Math 030—Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

Topics include sets, logic, number bases, number theory, mathematical systems, equations, graphs, probability, statistics, matrices, Markov chains, and game theory, with applications.. *Transfer Credit: CSU; UC* (CAN MATH 12)

MATHEMATICS 160 — 4.0 Units
Introduction to Statistics
Prerequisite: Math 030—Intermediate Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

Topics covered include collecting of data, sampling, probability, hypothesis testing, analyzing of variance, nonparametric testing, and correlating for application in the natural sciences, social sciences, business, and management. Use of statistical technology will be introduced. *Transfer Credit: CSU; UC*

MATHEMATICS 170 — 5.0 Units
Precalculus Mathematics
Prerequisite: Math 120—Trigonometry with a grade of "C" or better or achieve a qualifying score on Math Placement Test

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* (CAN MATH 16)

MATHEMATICS 180 — 5.0 Units
Calculus with Analytic Geometry 1
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

Elements of analytic geometry and an introduction to differential and integral calculus. Application is critical to this course. There is a prerequisite requirement for this course. *Transfer Credit: CSU; UC credit limitations.* See counselor. (CAN MATH SEQ B, CAN MATH SEQ C/CAN MATH 18)

MATHEMATICS 185 — 5.0 Units
Calculus with Analytic Geometry 2
Prerequisite: Math 180—Calculus with Analytic Geometry 1 with a grade of "C" or better or achieve a qualifying score on Math Placement Test

Techniques of integration, vectors, partial differentiation and multiple integration; with applications. *Transfer Credit: CSU; UC* (CAN MATH SEQ B, CAN MATH SEQ C/CAN MATH 20)

MATHEMATICS 225 — 3.0 Units
Discrete Mathematics
Prerequisite: Math 120—Trigonometry with a "C" or better grade or achieve qualifying score on Math Placement Test. This course provides an introduction to discrete mathematics

Covers essential tools from discrete mathematics used in computer science with an emphasis on the process of abstracting computational problems and analyzing them mathematically. Topics include: combinatorics, mathematical induction, elementary probability, and asymptotic analysis. *Transfer Credit: CSU; UC*

MATHEMATICS 226 — 3.0 Units
Introduction to Abstract Mathematics
Prerequisite: Math 185, Calculus II Advisory: Intended for math and informatics majors

Students will be introduced to the process of writing mathematical proofs through examinations of propositional logic, the concepts of set theory and number theory, the ideas of relations and functions, and the ideas of combinations and permutations. In addition to direct proofs, students will learn when and how to use proofs by contradiction, contra-positive, mathematical induction, and the pigeonhole principal. *Transfer Credit: CSU; UC*

MATHEMATICS 280 — 5.0 Units
Calculus with Analytic Geometry 3
Prerequisite: Math 185—Calculus with Analytic Geometry 2 with a grade of "C" or better or achieve a qualifying score on Math Placement Test

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 SEQ C/CAN MATH 22)

MATHEMATICS 285 — 5.0 Units
Linear Algebra and Differential Equations
Prerequisite: Math 280—Calculus with Analytic Geometry 3 with a grade of "C" or better or achieve a qualifying score on math Placement Test

Introduction to linear algebra and linear differential equations, matrices, determinants, vector spaces and linear systems of algebraic and differential equations. *Transfer Credit: CSU; UC* (CAN MATH 24)

MATHEMATICS 403 — 0.0 Unit
Basic Math

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 — 0.5 Unit
Adventures in Singing

Introduction to choral singing for those with little or no previous choral experience. Includes training in voice production, developing choral skills and ear training. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

MUSIC 100 — 3.0 Units
History and Appreciation of Music

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 — 3.0 Units
Introduction to the Symphony

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   3.0 Units
Latin American Music

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   3.0 Units
Music Cultures of the World

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. *Transfer Credit: CSU; UC*

MUSIC 104   3.0 Units
History of Popular Music in America

A study of the major popular musical styles of American music from 1840 to the present, with an emphasis on their definition, differentiation, interaction, influence, development, and transformation. Many performers and musical styles will be examined through lectures, demonstrations, and audio or visual presentations. *Transfer Credit: CSU; UC*

MUSIC 105   3.0 Units
History of Rock and Roll

An overview of the social and musical characteristics of music In the Rock and Roll era. 1950's through the present, with emphasis on Its Impact on American culture today. Multimedia selections will be used. *Transfer Credit: CSU; UC*

MUSIC 110AB   2.0 Units
Voice 1

Voice production and use of the vocal mechanism, breath control, developing interpretative skills, introduction to vocal literature. Class and individual performance opportunities. This course may be taken twice. *Transfer Credit: CSU; UC*

MUSIC 111AB   2.0 Units
Voice 2
Advisory: Music 110AB

Continuation of Voice 1. Expanded repertoire to include a broader range of literature. Class and individual performance opportunities. This course may be taken twice. *Transfer Credit: CSU; UC*

MUSIC 115AD   2.0 Units
Community Chorale

A performing chorus for singers with music reading skills and previous choral experience. Representative choral literature from all periods. This course may be taken four times. *Transfer Credit: CSU; UC*

MUSIC 116   2.0 Units
Coastline Choral Ensemble
Advisory: Music 115AD

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*

MUSIC 120A   1.0 Unit
Piano 1
Advisory: Piano available for regular practice

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*

MUSIC 120B   1.0 Unit
Piano 1
Advisory: Music 120A

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*

MUSIC 130AB   2.0 Units
Beginning Guitar

For the beginning player, or a player with no prior professional instruction. Studies include basic chord forms, scales and music theory. Focus is on music styles of the last 40 years and is very "rock" oriented. Students learn songs of their choice as part of the curriculum. Student must provide own acoustic or electric guitar. Daily practice is necessary for satisfactory progress. This course may be taken twice. *Transfer Credit: CSU; UC*

MUSIC 131AB   2.0 Units
Intermediate Guitar
Advisory: Music 130AB

Continuation of Guitar 130AB, with emphasis on second position, related chords and their inversions, right hand and left hand technique for all styles of playing, scales and arpeggios. Continued development of repertoire, both solo and ensemble. Student must provide own acoustic or electric guitar. This course may be taken twice. *Transfer Credit: CSU; UC*

MUSIC 132AB   2.0 Units
Electric Guitar Styles
Prerequisite: Have own guitar; Advisory: Highly recommend completion of Music 130AB prior to attending this class

Study of the electric guitar and its contribution to music. Trace the development and techniques of the electric guitar from the 12 bar shuffle blues patterns to the modern uses of distortion. Study chords, scales, improvisation, theory and playing techniques as they relate to this revolutionary instrument. Songs by popular artists will be learned as examples of the many different playing styles. Rock music from forty years ago through tomorrow will be used as a foundation for study. Individual student suggestions of music are encouraged and will be used depending on overall difficulty. This course may be taken twice. *Transfer Credit: CSU; UC*

MUSIC 140AD 2.0 Units
Coastline Jazz Ensemble
Advisory: Ability to read music and instrumental expertise

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. This course may be taken four times. *Transfer Credit: CSU; UC*

MUSIC 145AD 2.0 Units
Community Show Band
Advisory: Instrumental expertise

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. This course may be taken four times. *Transfer Credit: CSU*

MUSIC 148 0.5 Unit
Instrumental Performance Ensemble
Advisory: Ability to read music. Some performance experience helpful

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*

MUSIC 151 3.0 Units
Theory and Musicianship 1

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 3.0 Units
Theory and Musicianship 2
Advisory: Music 151

A continuation of Music 151. More advanced studies in music theory to build understanding of musical structure and harmony. Seventh chords, secondary dominants, modulation, altered and chromatic harmony. Advanced sight reading, melodic and harmonic dictation. *Transfer Credit: CSU; UC*

MUSIC 210AB 2.0 Units
Broadway Theatre Vocal Workshop
Advisory: Music 110AB and Music 111AB

A vocal workshop course with an emphasis on examination, performance practice, and improvisation of a variety of Broadway Theatre repertoire in solo and ensemble settings. Students will implement character portrayal, improvisation, microphone technique, and staging into their in-class performance and be critiqued by the instructor and fellow classmates on their interpretation. Students will prepare a synopsis and historical outline on repertoire studied. This course will aid in preparing students for local and professional Musical Theatre auditions. *This course may be taken twice. Transfer Credit: CSU*

MUSIC 400 0.0 Unit
Rhythm and Music

A music course for older adults emphasizing rhythm, music appreciation and student participation in music activities.

OFFICE AUTOMATION CAREERS

SEE BUSINESS COMPUTING

PARALEGAL STUDIES

See also Dispute Resolution

LAW 100 3.0 Units
Introduction to Paralegal Studies

Introductory course covering the relationship between paralegals and attorneys and clients. Topics include structure of the profession, federal and state court systems, ethical standards, legal terminology, investigation techniques, research, case and statute analysis, overview of legal practice areas and communication. *Transfer Credit: CSU*

LAW 105 3.0 Units
Civil Litigation 1
Advisory: Law 100 and Law 127 or consent of instructor

Learn, analyze and examine the basic principles of civil litigation as applicable to jurisdiction, venue, and preparation of pleadings, discovery, motions, trial preparation and alternative dispute resolution by plaintiffs and defendants in the California court system. *Transfer Credit: CSU*

LAW 110 1.5 Units
Civil Litigation 2
Advisory: Law 105 and Law 120 or related work experience and permission of instructor

Learn basic principles of civil litigation as applicable to discovery, injunctions, attachments, summary judgment, dispute resolution, and develop and improve legal writing skills and style. *Transfer Credit: CSU*

LAW 115 1.5 Units
Criminal Litigation
Advisory: Law 100 and Law 120

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*

LAW 118 3.0 Units
Legal Analysis and Briefing
Advisory: Law 100, Law 127 and Law 128

Learn the methods and procedures of statutory and case law analysis, including proper briefing and persuasive writing techniques. *Transfer Credit: CSU*

LAW 120 3.0 Units
Legal Research
Advisory: Law100 or Law 127 and Law 128 or consent of instructor

Course in legal research methods and writing by examination and analysis of the law, written legal memoranda, and supervised library assignments. Students will have a working knowledge of statutory and case law, secondary sources, and computerized research techniques. *Transfer Credit: CSU*

LAW 122 1.0 Unit
Computer Assisted Legal Research
Prerequisite: Law 120 or concurrent registration; Advisory: Law 118

This course is a continuation of Law 120 solving legal research problems with computer assisted legal research resources. *Transfer Credit: CSU*

LAW 127 3.0 Units
Legal Procedures 1

Knowledge and skills required of paralegals and legal assistants, including procedures and functions in the court structure and litigation procedures including personal injury and general civil cases, probate, family law, dissolution, adoption, and bankruptcy. *Transfer Credit: CSU*

LAW 128   3.0 Units
Legal Procedures 2
Advisory: Law 127 or concurrent enrollment

Continuation of Law 127, including civil procedures in unlimited and limited courts with emphasis on preparing, filing, and bring to judgment breach of contract, landlord-tenant and personal injury actions, including discovery, law and motion, research, arbitration, calendaring; business entities and formation of small corporations, real estate terminology; criminal law introduction; and skills, techniques and abilities the paralegal will be expected to have in the workplace. *Transfer Credit: CSU*

LAW 130   1.5 Units
Law Office Management
Advisory: Law 100, or LAW 127 and Law 128

A study of the systems and procedures for management and administration of large, medium, and small legal entities, including structure and decision process, delegation, personnel selection, job descriptions, office manuals and policies, performance evaluation, file systems, calendar systems, records management, new matters and client conflicts, facilities design, group dynamics, communication, technology, budgets, billing of employees, risk management, ethics, and paralegal employment. *Transfer Credit: CSU*

LAW 135   1.5 Units
Family Law
Advisory: Law 100 or Law 127 or related work experience
and permission of instructor

Topics include organization and jurisdiction of the Family Law Court, marriage, annulment, dissolution, and non-marital property agreements, custody, support, visitation, use of family code and current case law applications, preparation for trial, temporary orders, appeals and judgment enforcement. *Transfer Credit: CSU*

LAW 142   3.0 Units
Probate Administration/Estate Planning
Advisory: Law 100 or Law 127

Organization and jurisdiction of the Probate Court; administration of estates, including gift, income, inheritance and estate taxes, estate litigation and will contests. Conservatorships, guardianships and intestate succession. Wills and other disposition of property, review of probate avoidance mechanisms, trust administration after death and elder law. *Transfer Credit: CSU*

LAW 148   1.5 Units
Elder Law
Advisory: Law 100 or Law 142 or related work experience and permission of instructor.

Learn substantive and procedural law, and federal, state and administrative regulations, as they pertain to the senior population, including Social Security, Medicare, Medi-Cal/SSI, funding sources, pensions, residential and/or long-term care, and applicable family law statutes. *Transfer Credit: CSU*

LAW 150   3.0 Units
Corporate/Business Organizations
Advisory: Law 100 and Law 128 or permission of instructor

Introduction to the formation, maintenance and dissolution of corporations (C and S, professional, and non-profit), partnerships, sole proprietorships, limited liability companies (federal and state), securities regulations; including corporate reorganizations, stock and asset sales, mergers and consolidations and the simple sale of small business. *Transfer Credit: CSU*

LAW 152   3.0 Units
Conflict Analysis and Resolution
Advisory: Law 100 or permission of Instructor

This course introduces the student to the basic skills needed to begin evaluating client needs regarding the use of alternative solutions to resolving conflicts and explore the changing climate of litigation-oriented practices, including ethical considerations. *Transfer Credit: CSU*

LAW 155   3.0 Units
Bankruptcy Law and Procedures
Advisory: Law 100 and Law 127, or Law 105 or permission of instructor

An overview of federal bankruptcy law and procedures for the paralegal; introduction to the functions and working of bankruptcy court, the United States Trustee and bankruptcy counsel, examination of Chapters 7, 11, 13, schedules preparation, creditor representation and bankruptcy research. *Transfer Credit: CSU*

LAW 158   1.5 Units
Intellectual Property
Advisory: Law 100

A study of the requirements and procedures for obtaining and maintaining patent, trademark, and copyright protection under the laws of the United States and foreign laws, including: understanding regulations; formulating search requests; preparing applications, forms, and documents; maintaining records; and protecting information. *Transfer Credit: CSU*

LAW 160   1.5 Units
Civil Trials and Evidence
Advisory: Law 105 and Law 120 or related work experience and permission of instructor

Learn basic principles of preparing a civil case for trial, including preparation of a trial notebook, pre-trial and post-trial motions, jury instructions, verdicts, judgments, and the principles of evidence and its preparation for presentation in court. *Transfer Credit: CSU*

LAW 165   3.0 Units
Contract and Tort Law
Advisory: Law 100

The substantive and procedural law of contract (transactional and litigation) and of tort law principles in intentional tort, negligence and strict liability in tort in a study and instruction developed for paralegals. *Transfer Credit: CSU*

LAW 170   3.0 Units
Computer Applications for the Paralegal
Advisory: Law 100 and keyboarding skills at 30 words per minute

This course is designed to acquaint paralegals with basic computer use, including software programs utilized by attorneys (word processing, spreadsheets, document databases), law-related public databases, non-law public databases, systems management, research, time and billing, and other applications. *Transfer Credit: CSU*

LAW 281-284   1.0-4.0 Units
Cooperative Work Experience
Prerequisite: Be employed or volunteer in the field of Paralegal five hours per week per 1.0 unit of Cooperative Work Experience Co-requisite: Be enrolled in a total of
7.0 units including Co operative Work Experience

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*

LAW 390AB   2.0 Units
Legal Clinic Practicum/Ethics
Advisory: Law 100 and Law 127 or permission of instructor

Students in the clinic will work directly under the direction and supervision of clinic attorneys and experienced paralegal instructors. Students will interview clinic clients, prepare and monitor client files, set up interview schedules and perform various management duties relating to clinic operations. Students will examine and evaluate the regulation of lawyers, paralegals and the unauthorized practice of law. This course may be taken twice.

PERSIAN

PERSIAN 180A   2.5 Units
Elementary Persian 1A

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; UC Credit Limitations, See counselor.

PERSIAN 180B   2.5 Units
Elementary Persian 1B
Prerequisite: Persian 180A or equivalent competency

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; UC Credit Limitations, See counselor.

PHILOSOPHY

PHILOSOPHY 100   3.0 Units
Introduction to Philosophy

An introduction to the main ideas, methods, and problems of philosophy. Topics will include the nature of philosophy and reality, questions of human nature and free will, relationship between mind and body, the question of God, sources of knowledge, personal and social ethics. Multicultural and feminist issues are woven into traditional Western material, including contributions from India (Hinduism and Buddhism), China (Confucianism), Japan (Zen Buddhism), and Native American philosophy, among others. *Transfer Credit: CSU; UC (CAN PHIL 2)*

PHILOSOPHY 112   3.0 Units
Survey of Modern Philosophy

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 113   3.0 Units
Philosophical Ecology

A philosophical course focusing upon the global ecological issues. *Transfer Credit: CSU; UC*

PHILOSOPHY 115   3.0 Units
Logic and Critical Thinking

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 117   3.0 Units
Introduction to Symbolic Logic

An introduction to the symbolism and methods of the logic of statements, including evaluation of arguments by truth tables, the techniques of natural deduction and semantic tableaux. *Transfer Credit: CSU; UC*

PHILOSOPHY 120   3.0 Units
From Ethics to Making Moral Choices

A comprehensive look at major ethical and moral issues of today. *Transfer Credit: CSU; UC (CAN PHIL 4)*

PHILOSOPHY 140   3.0 Units
Organizational Ethics

The elements of moral reasoning in businesses, legal, engineering, government, media, social services, scientific research, medical and neonatal unit, financial, and environment professionals and the social responsibilities of professionals in the world in general. *Transfer Credit: CSU; UC*

PHOTOGRAPHY

PHOTOGRAPHY 100   2.0 Units
Introduction to Photography and Laboratory

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 — 2.0 Units
Photography Techniques and Appreciation

An introductory course in photography which approaches photography as an art form and means of communication as well as a technical skill. Covers basic mechanical principles of the camera and techniques of responding to the content and structure of photographs. Television guests include renowned photographers, museum curators, historians and critics exploring the many dimensions of photography. Specific photographic assignments are designed to expand photographic vision. *Transfer Credit: CSU*

PHOTOGRAPHY 105AB — 3.0 Units
Basic Non-Laboratory Photography

Fundamentals of black and white and color photography for personal use. Includes basic information on lenses, filters, film, lighting methods, flash systems and other accessories. Course will also include application of lighting, composition, design and color theory, with shooting sessions and critiques. Recommend students use 35mm camera. This course may be taken twice. *Transfer Credit: CSU*

PHOTOGRAPHY 107AB — 1.0 Unit
Black and White Darkroom
Advisory: Photography 105AB or equivalent competency

Production of custom quality black and white enlargements from personal negatives. Processing techniques of black and white film. Students purchase their own photographic paper. This course may be taken twice. *Transfer Credit: CSU*

PHOTOGRAPHY 110 — 1.5 Units
Creative Darkroom Techniques

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 — 2.0 Units
Special Subjects 1
Advisory: Basic fundamental knowledge of photography

Introduction to photographic specialty areas including photographing natural and artificial light; photography during inclement weather; photographing people; still life, land, sea and nightscapes; techniques for emphasizing motion; the use of specialized photographic equipment including lenses, filters and flashes; the understanding of special effects photography including multiple exposure, slide manipulation and color theory. Class also includes photography as an art form, a study and a recreation. Recommend students use a 35 mm camera. This course may be taken twice. *Transfer Credit: CSU*

PHOTOGRAPHY 121AB — 2.0 Units
Special Subjects 2
Advisory: Basic fundamental knowledge of photography

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. This course may be taken twice. *Transfer Credit: CSU*

PHYSICAL EDUCATION

PHYSICAL EDUCATION 101AD — 0.5-1.0 Unit
Personal Fitness Program

Individualized program of exercise, fitness and body weight control to improve muscle strength, endurance, and overall physical fitness to achieve and maintain a healthy body. Transfer Credit: CSU; UC
This course may be taken four times.

PHYSICAL EDUCATION 102AD — 0.5-1.0 Unit
Lifetime Fitness

Individualized program for adults to achieve and maintain physical fitness. See counselor. This course may be taken four times. Transfer Credit: CSU; UC

PHYSICAL EDUCATION 103AD — 0.5-1.0 Unit
Physical Conditioning

Participation in selected activities designed to improve endurance, strength, flexibility and body contour personalized to the needs of individual students by use of circuit and interval training. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 105AD — 0.5-1.0 Unit
Weight Training

A weight training exercise program designed to improve muscle strength, endurance and physical fitness. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 107AD — 0.5-1.0 Unit
Gymnastics

Rudiments and skills of gymnastics to develop conditioning, tone, balance, strength, endurance and flexibility. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 108AD — 0.5-1.0 Unit
Aerobics 1

A program of aerobic exercises designed to achieve optimum cardiovascular conditioning, improve overall flexibility, coordination, endurance and strength and maintain physical fitness. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 109AD — 0.5-1.0 Unit
Cardiovascular Fitness

An intermediate exercise program focusing on cardiovascular fitness and conditioning. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 112AD — 0.5-1.0 Unit
Step Aerobics

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. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 114AD 0.5-1.0 Unit
Cross Training

A multi-dimensional approach to total body fitness. Cross training will encompass aerobics, running and weight training and will provide the student an opportunity to develop and maintain a complete conditioning program which balances cardiovascular conditioning, strength, flexibility and coordination. See counselor. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 115AD 0.5-1.0 Unit
Tai Chi Beginning

A Chinese art of gentle movement that teaches coordination of mind, emotions and body harmonized in a unity through physical action. A focus on movement, balance, and concentration for greater health and well-being. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 116AD 0.5-1.0 Unit
Tai Chi Intermediate
Advisory: Physical Education 115AD or equivalent competency

A Chinese art of movement that teaches coordination of mind, emotions, and body, harmonized in a unity through physical action. An intermediate level of Tai Chi skills including movement, balance, and concentration. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 118AD 0.5-1.0 Unit
Introduction to Yoga

This is an overview course in Yoga, an integrated study of health. It includes breathing techniques, yoga postures, meditation and relaxation. Emphasis is on practicing the principles of breathing and deep relaxation to reduce stress and improve flexibility. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 119AD 0.5-1.0 Unit
Hatha Yoga

Designed to reach a variety of beginning and intermediate yoga postures. Breathing, concentration/meditation and relaxation techniques will be presented as a method of personal development encompassing body, mind, and spirit. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.*

PHYSICAL EDUCATION 120AD 0.5-1.0 Unit
Swimming

A basic course to improve swimming skills and increase performance. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 121AD 0.5-1.0 Unit
Power Yoga Beginning

Power Yoga is an ancient Eastern practice, connecting movement using mind, body, and breathing practice. The course will introduce dynamic movement to keep the body strong, flexible, and relaxed. The practice strengthens the nervous system and refines our process of inner perception. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 123 1.0 Unit
Lifesaving
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

Combination lecture, demonstration and pool performance course, including all the basic skills required for the American Red Cross Lifesaving Certificate. *Transfer Credit: CSU; UC*

PHYSICAL EDUCATION 124 2.0 Units
Water Safety Instructor
Advisory: Current American Red Cross Advanced Lifesaving Certificate

American Red Cross water safety instructor training course. Principles and methods of teaching swimming, basic diving, lifesaving and water safety. *Transfer Credit: CSU; UC*

PHYSICAL EDUCATION 125AD 0.5-1.0 Unit
Swimnastics

Exercise using the resistance and buoyancy of water in a program of physical conditioning for swimmers and non swimmers alike. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 136AB 0.5-1.0 Unit
Tennis Beginning

Fundamentals of tennis including rules, equipment, footwork, strokes and general playing skill development. This course may be taken twice. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 137AB 0.5-1.0 Unit
Tennis Intermediate
Advisory: Physical Education 136AB or equivalent competency

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. This course may be taken twice. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 140AB 0.5-1.0 Unit
Golf Beginning

Fundamentals of golf, including stance, grip, swing, selection and care of equipment and skill development. Driving range and playing experience will include instruction and tips on driving and fairway shots, putting, chipping and sand shots. This course may be taken twice. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 141AB 0.5-1.0 Unit
Golf Intermediate
Advisory: Physical Education 140AB or equivalent competency

Continuation of Golf 1. Includes continued skill development with woods and irons, rules, etiquette and scoring. Students must furnish minimum equipment. This course may be taken twice. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 147AB 0.5-1.0 Unit
Volleyball Beginning

Fundamentals of volleyball including skill development, rules, selection and care of equipment, drills and team competition. This course may be taken twice. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 148AB 0.5-1.0 Unit
Volleyball Intermediate
Advisory: Physical Education 147 or equivalent competency

Continuation of Volleyball 1. Includes continued skill development, offensive and defensive team strategies and tactics and team competition. *This course may be taken twice. Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 150AD 0.5-1.0 Unit
Ski Conditioning

An exercise program designed to prepare students for skiing. Course includes proper warm up techniques, calisthenics and aerobic conditioning. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 152AD   0.5-1.0 Unit
Skiing

A basic skiing course for all level skiers. Course includes preparation, skill and technique development and on the slopes practice. Students must furnish own transportation and equipment for field trips. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 153AD   0.5-1.0 Unit
Snowboarding

A basic course for all level snowboarders. Course includes preparation, skill, and technique development and on-the-slopes practice. Students must furnish own transportation and equipment for field trips. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 155AD   0.5-1.0 Unit
Cross-Country Skiing

Fundamental Nordic skills, including techniques, equipment, winter survival, and conditioning. Students must furnish own transportation for field trips. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 164AD   0.5-1.0 Unit
Bicycling
Student must furnish own bicycle

Fundamentals of cycling for health, recreation and competition. Course includes selection and care of equipment, cycling skills and techniques, safety factors, time trials, individual and group competition. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 170AD   0.5-1.0 Unit
Aikido

A Japanese art of self-defense which is non-aggressive and non-competitive. No physical strength required. Beginning through intermediate skills offered. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 171AD   0.5-1.0 Unit
Self Defense

The students will learn skills while practicing and increasing awareness and assertiveness. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 172AB   0.5-1.0 Unit
Karate Beginning

Fundamentals of karate, including preparation/conditioning, balance, flexibility and development of skills and techniques. This course may be taken twice. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 173AB   0.5-1.0 Unit
Karate Intermediate
Advisory: Physical Education 172AB

Advanced techniques in karate leading toward a black belt ranking. This course may be taken twice. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 174AD   0.5-1.0 Unit
Cardio-Kickboxing

Increase student's balance and strength while sculpting his/her body and reducing his/her reaction time. Basic movements of kickboxing will be introduced and practiced. This course may be taken four times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 190   2.0 Units
Physiology of Exercise

Course designed for the student who has an interest in health, wellness, fitness, or sports or who is planning a career in the fitness industry. This course will cover the basic principles and functions of the three main systems of the body: cardiovascular-respiratory system, metabolic system, and neuromuscular system. Emphasis will be placed on the body's response to exercise conditioning. *Transfer Credit: CSU; UC*

PHYSICAL EDUCATION 190L   1.0 Unit
Physiology of Exercise Lab
Prerequisite and/or Co-requisite: PE 190

An introduction to techniques and analysis used to determine the body's responses, adjustments, and adaptations to physical activity. Students will be assigned various lab activities that demonstrate the main concepts presented in PE 190, Physiology of Exercise. Students will demonstrate an understanding of the scientific processes of the neurological, cardiovascular, respiratory, muscular, and metabolic systems. *Transfer Credit: CSU*

PHYSICAL EDUCATION 400   0.0 Unit
Individual Activities

Individual conditioning activities to fit the personal health and fitness needs of older adults. This course may be repeated.

PHYSICS

PHYSICS 110   3.0 Units
Introduction to Physics
Advisory: Competency in intermediate algebra and trigonometry recommended

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 credit limitations.* See counselor.

PHYSICS 120   4.0 Units
Physics 1
Advisory: Mathematics 120 or concurrent enrollment

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 (CAN PHYS SEQ A)*

PHYSICS 125   4.0 Units
Physics 2
Advisory: Physics 120

Continuation of Physics 120. The course covers electricity, magnetism, optics, atomic and nuclear physics. *Transfer Credit: CSU (CAN PHYS SEQ A)*

PHYSICS 185   3.0 Units
General Physics
Advisory: Mathematics 030, 130 and 140 or 120

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, calormetry, the gas laws; and the laws of thermodynamics. *Transfer Credit: CSU*

POLITICAL SCIENCE

POLITICAL SCIENCE 100   3.0 Units
American Government

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 (CAN GOVT 2)*

POLITICAL SCIENCE 110   3.0 Units
Current Issues

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   1.0 Unit
Shaping Public Policy

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   3.0 Units
Comparative Government

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   3.0 Units
Middle East in World Politics

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*

PSYCHOLOGY

PSYCHOLOGY 100   3.0 Units
Introduction to Psychology

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 PSY 2)*

PSYCHOLOGY 115   3.0 Units
Child Growth and Development

Examination of human development from conception through adolescence. Includes the biological, psychological and sociocultural aspects of the maturation process. *Transfer Credit: CSU (CAN FCS 14)*

PSYCHOLOGY 118   3.0 Units
Transitions through the Life Span

This course offers an engaging look at human development across the life span, paying particular attention to the biological, cognitive, and psychosocial processes that people experience as they adapt to life circumstances. *Transfer Credit: CSU; UC*

PSYCHOLOGY 120   3.0 Units
Abnormal Psychology
Prerequisite: Psychology 100

An introduction to emotional and mental disorders from a biological, sociocultural, and psychological approach. The course covers the field's historical approaches and the range of psychological disorders as well as their symptoms, treatment, and the prevention of mental problems. *Transfer Credit: CSU; UC*

PSYCHOLOGY 130   3.0 Units
Health Psychology

Research and theory about the biological, social, and psychological approaches to the study of health and Illness. Individual difference variables will be examined. Topics Include genes and environment, cancer, cardiovascular disease and diabetes, HIV and AIDS, stress, pain, substance abuse, nutrition, health care settings, and analysis of applications of psychology to preventing, counseling, and treating of major health problems. *Transfer Credit: CSU; UC*

PSYCHOLOGY 143   2.0 Units
Behavior Modification

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   3.0 Units
Gestalt Psychology
Advisory: Psychology 100

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*

PSYCHOLOGY 145   1.5 Units
Nonverbal Behavior

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   1.5 Units
Biofeedback/Stress Management 1

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   1.5 Units
Biofeedback/Stress Management 2
Advisory: Psychology 146 or permission from instructor

Advanced bio feedback and stress management techniques. Includes advanced relaxation techniques, reduction of job stress and thought restructuring. *Transfer Credit: CSU*

PSYCHOLOGY 148   3.0 Units
Principles of Human Sexual Behavior 1

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   **3.0 Units**
Principles of Human Sexual Behavior 2
Advisory: Psychology 148 or equivalent competency

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*

PSYCHOLOGY 150AB   **1.5 Units**
Infant/Parent Education

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. This course may be taken twice. *Transfer Credit: CSU*

PSYCHOLOGY 151A   **1.5 Units**
Toddler/Parent Education

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   **1.5 Units**
Older Toddler/Parent Education

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   **2.5 Units**
Preschool Parent Education 1

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. This course may be taken twice. *Transfer Credit: CSU*

PSYCHOLOGY 153AB   **2.5 Units**
Preschool Parent Education 2

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. This course may be taken twice. *Transfer Credit: CSU*

PSYCHOLOGY 154AB   **1.5 Units**
Preschool/Parent Education for Working Parents 1

Evening parent education class for working parents and their preschool children ages 2 years 6 months to 5 years 6 months emphasizing quality, interactive time. Lecture/discussion topics include discipline, nutrition and Day Care Provider. Active participation in music and art activities includes both parent and preschooler. This course may be taken twice. *Transfer Credit: CSU*

PSYCHOLOGY 155AB   **1.5 Units**
Preschool/Parent Education for Working Parent 2

Parent education class for working parents and their preschool children aged 2 years 9 months to 5 years 6 months emphasizing quality, interactive time. Lecture/discussion topics include language development, intellectual development and sex topics. Active participation in music and art activities includes both parent and preschooler. This course may be taken twice. *Transfer Credit: CSU*

PSYCHOLOGY 156AD   **1.5 Units**
Preschool/Parent Education for Spanish-speaking Parents

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 anos). 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. This course may be taken four times. *Transfer Credit: CSU*

PSYCHOLOGY 158AB   **1.5 Units**
Principles and Psychology of Parenting 1 (Birth to 5 years)

Principles and practice of effective parenting. Includes research and range of applicable viewpoints covering developing parental process from birth to age five. Explores child/parent growth and behavior. Methods of guidance and democratic family life. Adults only. This course may be taken twice. *Transfer Credit: CSU*

PSYCHOLOGY 159   **2.5 Units**
Preschool/Parent Education 3
Advisory: Psychology 152AB

Lecture/discussion/observe/activities for students of parent education 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 Age and States; Elimination; Nutrition; Emotional, Social, and Personality Development; Discipline; Siblings; T.V., Movies and Computers. This course may be taken twice. *Transfer Credit: CSU*

PSYCHOLOGY 160   **2.5 Units**
Preschool/Parent Education 4
Advisory: Psychology 153AB

Lecture/discussion/observation/activities for students of parent education enrolling with a 2nd 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 and day care, intellectual development and language development, school readiness, father, family relationships, physical development and sex topics. *Transfer Credit: CSU*

PSYCHOLOGY 161AB   **1.5 Units**
Preschool/Parent Education: Cooking, Concoctions, and other Science Experiences
Advisory: Proof of preschooler's age

Lecture/Discussion/Observation. Science activities for parents of preschool age children. Preschoolers attend with parents and participate in cooking and other science activities that are geared for preschoolers. Course will include several class field trips. This course may be taken twice. *Transfer Credit: CSU*

PSYCHOLOGY 168 — 3.0 Units
Peer Counselor Training for Adolescents

This course will instruct the student in the skills necessary to become an effective peer counselor. The primary emphasis will be divided between instruction, demonstration, and practice of peer counseling techniques including active listening and problem solving skills. A second emphasis will focus on issues that face today's adolescents such as sexuality, drug use, suicide, stress management, relationship problems, sexual assault, and eating disorders. *Transfer Credit: CSU*

PSYCHOLOGY 170 — 3.0 Units
Psychology of Aging

Investigates the lifespan of adults–career choices and changes, marriage, relationships, family issues, aging parents, and retirement. Explores the potential for longer, healthier lives with opportunities and challenges for retirees and the elderly. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PSYCHOLOGY 172 — 3.0 Units
Counselor Training for Older Adults

Assists adults in working with other older adults in a supportive capacity to help them deal with problems unique to seniors. Students will become aware of the special social, emotional, physical and economic concerns of the elderly and explore various ways of providing support and counseling. *Transfer Credit: CSU*

PSYCHOLOGY 181 — 0.5 Unit
Psychological Principles in Business

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 — 0.5 Unit
Personal Motivation and Achievement

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 250 — 3.0 Units
Brain and Behavior (Psychobiology)
Prerequisite: Psychology 100

This course will provide an introduction to how the brain and nervous system influence our thinking and behavior. Students will examine neuroanatomy of the brain, the neuron, the peripheral and central nervous systems, and the endocrine system. Students will study the five major senses, perception, and higher cognitive processes. Students will understand how these nervous system components contribute to basic biological functions (e.g., sleep, wakefulness, drive states), feelings, memory, movement, language, thinking, and behavioral actions. *Transfer Credit: CSU*

PSYCHOLOGY 280 — 4.0 Units
Introduction to Research Methods in Psychology
Prerequisite: Psychology 100, Co-requisite: Math 160, and Advisory: English 100

This course introduces to students psychological research methods and critical analysis techniques that may be applied to diverse research studies and issues. *Transfer Credit: CSU; UC*

PSYCHOLOGY 400 — 0.0 Unit
Psychology of Adjustment

Principles of adjustment to the processes of aging. Includes an examination of attitudes, interpersonal relationships, intervention strategies and community resources.

PURCHASING

SEE SUPPLY MANAGEMENT

REAL ESTATE

REAL ESTATE 100 — 3.0 Units
Real Estate Principles

Introductory course to Real Estate. Topics covered include contracts, manner of holding title to real property, escrow, appraisal, marketing strategies, financial plans, property management, and many other topics. This course provides basic knowledge and prepares students for the State Real Estate Salesperson exam. *Transfer Credit: CSU*

REAL ESTATE 105 — 3.0 Units
Mortgage Brokering and Lending in California
Advisory: Real Estate 100

Introduces student to Mortgage Brokering operations including office setup, loan processing by computer, lending regulations, types of loans, A to D paper, loan submission, quality control, FICO credit scoring, and loan packaging and shipping. *Transfer Credit: CSU*

REAL ESTATE 110 — 3.0 Units
Real Estate Legal Aspects
Advisory: Real Estate 100

The legal aspects of real estate law as encountered by brokers and others who deal with real property. Includes escrows, sales contracts, trust deeds, landlord-tenant, liens, probate sales, joint tenancy, and others. *Transfer Credit: CSU*

REAL ESTATE 118 — 3.0 Units
Real Estate Mathematics
Advisory: Competence in arithmetic

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*

REAL ESTATE 120 — 3.0 Units
Real Estate Practice
Prerequisite: Real Estate 100

Introduction to the day-to-day activities performed by a licensed real estate salesperson. Students will examine various methods of prospecting for buyers and sellers, disclosing requirements, describing types of financing available. Students will be able to determine a path for success in a real estate career. *Transfer Credit: CSU*

REAL ESTATE 125 — 1.5 Units
Real Estate Development Management
Advisory: Real Estate 100
Strongly Recommended

Designed for brokers, salesmen, building designers, and architects to understand development potentials for residential, commercial, or industrial properties as well as constraints in compliance with state and local land use regulations. The emphasis will be on proper planning and determination of development potentials. *Transfer Credit: CSU*

REAL ESTATE 130   **3.0 Units**
Real Estate Appraisal 1
Prerequisite: Real Estate 100
Basic principles and methods of appraisal generally used in establishing the market value of real estate, along with the knowledge and skills necessary for application and interpretation of basic entry-level appraisals. Time will be devoted to discussion and reference to the Uniform Standards of Professional Appraisal Practice (USPAP) *Transfer Credit: CSU*

REAL ESTATE 135   **3.0 Units**
Real Estate Appraisal 2
Prerequisite: Real Estate 130
Basic procedures of appraisal generally used in appraisal development. Basic knowledge and skill necessary for application of basic level appraisals. This course is approved by the State of California to meet the "Procedure" requirements for Module #2 – Procedures. *Transfer Credit: CSU*

REAL ESTATE 140   **3.0 Units**
Real Estate Finance
Students will learn the sources of funding for real estate loans including terminology, appraisal for real estate, math for real estate as well as appropriate economic and legal terms. Included are open-end trust deeds, ARM loans, conventional, VA, FHA loans, points discount, the secondary mortgage market, the Federal Reserve, discount rates, and construction loans. Qualifying the property and borrower will also be discussed. *Transfer Credit: CSU*

REAL ESTATE 160   **3.0 Units**
Real Property Management
Principles and practices of managing income properties, including types of property management, collections, leases, tenants, and purchases. Elective for Real Estate Broker license requirements. *Transfer Credit: CSU*

REAL ESTATE 165   **1.5 Units**
Computer Skills for Real Estate
Advisory: Real Estate 100
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*

REAL ESTATE 175   **3.0 Units**
International Real Estate
Advisory: Real Estate 100
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*

REAL ESTATE 281-284   **1.0-4.0 Units**
Cooperative Work Experience
Prerequisite: Be employed or volunteer in the field of Real Estate 5 hours per week per 1.0 unit of Cooperative Work Experience Co-requisite: Be enrolled in a total of 7.0 units including Cooperative Work Experience
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*

REAL ESTATE 352   **3.0 Units**
Real Estate Loan Processing
Prerequisite: Real Estate 100
This course will prepare students for entry-level positions as Real Estate Loan Processors. The content will include conventional and government loan processing, and the completion of required documentation following established industry standards. Course includes computer training in Calyx Point and other software.

REAL ESTATE 356   **3.0 Units**
Real Estate Loan Underwriting
Prerequisite: Real Estate 352
Advisory: Real Estate 140
This course will prepare the student with prior Real Estate Loan
Processing experience for a junior Real Estate Loan Underwriter position. Course content will include conventional, DU on-line, and government loan underwriting.

RELIGIOUS STUDIES

RELIGIOUS STUDIES 105   **3.0 Units**
The Old Testament
The literature, history and religion of the Old Testament will be studied with modern archaeological, religious and textural 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   **3.0 Units**
The New Testament
The literature, history and religion of the New Testament. *Transfer Credit: CSU; UC*

RELIGIOUS STUDIES 110   **3.0 Units**
Religions East and West
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   **3.0 Units**
Life and Times of Jesus
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   **3.0 Units**
History of Judaism
The history of the Jewish people and Judaism from ancient times to modern times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RELIGIOUS STUDIES 140A   **1.5 Units**
History of Judaism
The history of the Jewish people and Judaism from ancient times to the destruction of the Second Temple. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RELIGIOUS STUDIES 140B   **1.5 Units**
History of Judaism
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; UC credit limitations.* See counselor.

RELIGIOUS STUDIES 180   **3.0 Units**
Bible as Literature

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   **5.0 Units**
Elementary Russian 1

Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RUSSIAN 180A   **2.5 Units**
Elementary Russian 1A

Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing. Russian 180A is equivalent to the first half of Russian 180. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RUSSIAN 180B   **2.5 Units**
Elementary Russian 1B
Prerequisite: Russian 180A

Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing. Russian 180B is equivalent to the second half of Russian 180. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RUSSIAN 182AB   **1.0 Unit**
Conversational Russian
Advisory: Russian 180, 180A, or equivalent competency

Conversational course emphasizing pronunciation, production, and comprehension of spoken Russian, using vocabulary and grammar learned in elementary Russian courses, augmented by structures unique to colloquial dialects. This course may be taken twice. *Transfer Credit: CSU*

SOCIAL SCIENCE

SOCIAL SCIENCE 050AD   **1.0 Unit**
Exploring the World

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

SOCIAL SCIENCE 101   **2.0 Units**
Biculturalism and Bilingualism in the United States

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   **3.0 Units**
Perspectives on Peace Studies

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   **0.0 Unit**
Social Studies

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   **3.0 Units**
Introduction to Sociology

An introduction to the scientific study of human society and social behavior. An analysis of social interrelationships and human group organization, culture, social differentiation and social institutions. *Transfer Credit: CSU; UC*

SOCIOLOGY 110   **3.0 Units**
Marriage and Family

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* (CAN FCS 12)

SOCIOLOGY 120   **3.0 Units**
Introduction to Gerontology

A multidisciplinary overview of the biological, psychological and sociological aspects of the aging process. *Transfer Credit: CSU; UC credit limitations.* See Counselor.

SPANISH

SPANISH 055   **1.0 Unit**
Spanish for Medical Practitioners 1

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   **1.0 Unit**
Spanish for Medical Practitioners 2
Advisory: Spanish 055

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)

SPANISH 057AB   **1.0 Unit**
Workplace Spanish

Beginning Spanish conversation course designed for professionals who in the course of their daily work deal with persons whose primary language is Spanish. This course may be taken twice. (NOT APPLICABLE TO A.A. DEGREE)

SPANISH 060　　　　　　　　**2.0 Units**

Practical Spanish, Beginning

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　　　　　　　　**3.0 Units**

Practical Spanish, Continuing

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　　　　　　　　**5.0 Units**

Elementary Spanish 1

Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in Spanish 185.

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as the customs and culture of the Spanish-speaking world. *Transfer Credit: CSU; UC credit limitations.* See counselor. (CAN SPAN SEQ A/CAN SPAN 2)

SPANISH 180A　　　　　　　　**2.5 Units**

Elementary Spanish 1A

Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in Spanish 185.

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.* See counselor. (CAN SPAN SEQ A/CAN SPAN 2)

SPANISH 180B　　　　　　　　**2.5 Units**

Elementary Spanish 1B

Prerequisite: Spanish 180A or equivalent competency

This course reviews and expands the student's ability to comprehend and converse in daily spoken Spanish. There is increased emphasis on reading and writing. An introduction to Hispanic culture is continued. Spanish 180B is equal to the second half of Spanish 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. (CAN SPAN SEQ A/CAN SPAN 2)

SPANISH 182AD　　　　　　　　**1.0 Unit**

Conversational Spanish

Advisory: Spanish 180, 180B or equivalent competency

A conversational course using the vocabulary and grammar learned in elementary Spanish courses. This course may be taken four times. *Transfer Credit: CSU*

SPANISH 183　　　　　　　　**1.0 Unit**

Review of Elementary Spanish

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.

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. *Transfer Credit: CSU*

SPANISH 184AD　　　　　　　　**2.0 Units**

The Hispanic World

Advisory: Spanish 180, or 180A and 180B

Group participation to develop skills in using Spanish through listening, reading, writing, and speaking. Study and discussion of topics and issues of current interest in the Hispanic world and the cultures of Spain, Latin America, and the United States. This course may be taken four times. *Transfer Credit: CSU*

SPANISH 185　　　　　　　　**5.0 Units**

Elementary Spanish 2

Prerequisite: Spanish 180, 180B or equivalent competency

This course is a continuation of Spanish 180 or 180B and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. *Transfer Credit: CSU; UC credit limitations.* See counselor. (CAN SPAN SEQ A/CAN SPAN 4)

SPANISH 185A　　　　　　　　**2.5 Units**

Elementary Spanish 2A

Prerequisite: Spanish 180, 180B, or equivalent competency

This course is a continuation of Spanish 180 or 180B and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. Spanish 185A is equal to the first half of Spanish 185. Spanish 185A and 185B are equivalent to Spanish 185. *Transfer Credit: CSU; UC credit limitations.* See counselor. (CAN SPAN SEQ A/CAN SPAN 4)

SPANISH 185B　　　　　　　　**2.5 Units**

Elementary Spanish 2B

Prerequisite: Spanish 185A or equivalent competency

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.* See counselor. (CAN SPAN SEQ A/CAN SPAN 4)

SPANISH 186AD   **1.0 Unit**
Topics in Spanish
Advisory: Spanish 185, 185A or equivalent competency

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. This course may be taken four times. *Transfer Credit: CSU*

SPANISH 190   **1.0-5.0 Units**
Introduction to Spanish Culture and Geography
Advisory: Some knowledge of Spanish language, history, arts, or culture will be most beneficial

Overview in English of the history, geography, economic and political systems and culture of Spanish-speaking peoples and countries. *Transfer Credit: CSU*

SPANISH 192   **1.0 Unit**
Culture and Geography of Mexico

An overview, in English, of the history, geography, culture and social/political/economic systems of Mexico to the present day. *Transfer Credit: CSU*

SPANISH 196AD   **2.0 Units**
Readings in Spanish
Prerequisite: Spanish 180, 185 or equivalent

Course emphasizing fluency and comprehension. Readings will be utilized to stimulate conversation, debate and discussion in Spanish with the aim of improving linguistic and cultural competence and augmenting vocabulary. This course may be taken four times. *Transfer Credit: CSU*

SPANISH 260   **5.0 Units**
Spanish for Spanish Speakers

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. *Transfer Credit: CSU; UC*

SPANISH 260A   **2.5 Units**
Spanish for Spanish Speakers

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. *Transfer Credit: CSU; UC*

SPANISH 260B   **2.5 Units**
Spanish for Spanish Speakers
Prerequisite: Spanish 260A

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. *Transfer Credit: CSU; UC*

SPANISH 265   **5.0 Units**
Spanish for Spanish Speakers 2
Prerequisite: Spanish 260 or 260B

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. *Transfer Credit: CSU; UC credit limitations.* See counselor.

SPANISH 265A   **2.5 Units**
Spanish for Spanish Speakers 2A
Prerequisite: Spanish 260 or 260B

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. *Transfer Credit: CSU; UC credit limitations.* See counselor.

SPANISH 265B   **2.5 Units**
Spanish for Spanish Speakers 2B
Prerequisite: Spanish 265A

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. *Transfer Credit: CSU; UC credit limitations.* See counselor.

SPANISH 280   **4.0 Units**
Intermediate Spanish 1
Prerequisite: Spanish 185, 185B, or equivalent competency

This course is a continuation of Spanish 185 or 185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. *Transfer Credit: CSU; UC credit limitations.* See counselor. (CAN SPAN SEQ B/CAN SPAN 8)

SPANISH 280A   **2.0 Units**
Intermediate Spanish 1A
Prerequisite: Spanish 185, 185B, or equivalent competency

This course is a continuation of Spanish 185 or 185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third-semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. Spanish 280A is equal to the first half of Spanish 280. Spanish 280A and 280B are equivalent to Spanish 280. *Transfer Credit: CSU; UC credit limitations.* See counselor. (CAN SPAN SEQ B)

SPANISH 280B   **2.0 Units**
Intermediate Spanish 1B
Prerequisite: Spanish 280A or equivalent competency

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.* See counselor. (CAN SPAN SEQ B)

SPANISH 285   **4.0 Units**
Intermediate Spanish 2
Prerequisite: Spanish 280, 280B or equivalent competency

Continuation of Spanish 280 designed to further develop student's ability to comprehend, converse, read, and write in Spanish at an advanced intermediate level. *Transfer Credit: CSU; UC credit limitations.* See counselor. (CAN SPAN SEQ B/CAN SPAN 10)

SPANISH 285A   **2.0 Units**
Intermediate Spanish 2A
Prerequisite: Spanish 280, 280B or equivalent competency

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.* See counselor. (CAN SPAN SEQ B)

SPANISH 285B   **2.0 Units**
Intermediate Spanish 2B
Prerequisite: Spanish 285A or equivalent competency

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.* See counselor. (CAN SPAN SEQ B)

SPECIAL EDUCATION

SPECIAL EDUCATION 007AF   **1.5-3.0 Units**
Post Concussion Cognitive Retraining
Prerequisite: Acceptance into ABI Program and completion of Special Education 050

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)

SPECIAL EDUCATION 013AD   **1.0 Unit**
Improving Relationships

Designed for the enhancement of students with disabilities 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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 052   **0.5 Unit**
Home Based Cognitive Rehabilitation

Designed to assist families of brain injured individuals in providing home based cognitive retraining. Home based retraining is not meant to take the place of a more formalized out patient or educational program, but rather to supplement such programs or to provide a basic framework for home rehabilitation when formal programs are not available. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 055AZ   **3.0 Units**
Cognitive Retraining for ABI Survivors

Cognitive retraining designed for individuals with acquired brain injury sustained at or after age 13. Course work includes emphasis on fundamental cognitive skills, critical thinking skills, memory compensation techniques, attention, and psychosocial and transition issues. This course may be taken twenty-six times. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 060AD   **0.5 Unit**
Introduction to Computers

Designed to introduce adults with developmental delays to computer instruction. Topics will include basic equipment operation, keyboard knowledge, and basic word processing commands. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 061AD   **0.5 Unit**
Introduction to Desktop Publishing

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. This course may be taken four times. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 062AZ   **0.5 Unit**
Introduction to the Internet

A slow paced introduction to the Internet primarily designed for but not limited to students with developmental disabilities. Will familiarize students with terms, protocol, and hazards of Internet; WWW; search engines; and e-mail. Will help students find resources in the community. This course may be taken twenty-six times. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 120   **1.5 Units**
Transition Services 1

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   **1.5 Units**
Transition Services 2
Advisory: Special Education 120 or equivalent competency

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*

SPECIAL EDUCATION 130   **1.0 Unit**
Techniques for Paraprofessionals Working with the Developmentally Delayed

Specifically targeted for students interested in working with adults and children with developmental delays, in roles such as classroom aide, day program job coach/supervisor, or residential care provider. Provides information regarding safety, behavior modification, goal-setting, and abuse prevention/reporting. *Transfer Credit: CSU*

SPECIAL EDUCATION 401   **0.0 Unit**
Perceptive Cognitive Skills

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   **0.0 Unit**
Oral Communication 1

Designed to assist students with disabilities 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   **0.0 Unit**
Oral Communication 2

Designed to assist students with disabilities 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   **0.0 Unit**
Oral Communication 3

Designed to assist students with disabilities 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   **0.0 Unit**
Manual Communication

Basic sign language for non verbal and hearing impaired persons to develop the ability to communicate with others. Emphasis on understanding and utilizing signs related to everyday living. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 407   **0.0 Unit**
Beginning Reading

Designed to assist students with disabilities 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   **0.0 Unit**
Reading and Writing Development

Designed to assist students with disabilities 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   **0.0 Unit**
Applied Academics

Designed to assist students with developmental disabilities 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   **0.0 Unit**
Critical Thinking

Designed to assist students with disabilities in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations and environments. Emphasis on problem-solving and decision-making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options and planning and implementing strategies. (Two levels)

SPECIAL EDUCATION 411   **0.0 Unit**
Critical Thinking

Designed to assist students with disabilities in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations and environments. Emphasis on problem-solving and decision-making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options and planning and implementing strategies. (Two levels)

SPECIAL EDUCATION 412   **0.0 Unit**
Mathematical Concepts

Designed to assist students with disabilities 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   **0.0 Unit**
Mathematical Concepts

Designed to assist students with disabilities 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   0.0 Unit
Earth Science

Designed to increase knowledge and awareness of the natural environment. Integrated field experiences include nature exploration and gardening.

SPECIAL EDUCATION 420   0.0 Unit
Survey of Arts/Activities

An exploratory course for students with disabilities utilizing a variety of activities to develop confidence, self esteem, personal productivity and decision making skills. Course relates work behaviors such as organization of materials and task sequencing and completion to arts and activities such as collecting, cooking, table games, and other active pursuits. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 421   0.0 Unit
Orientation to Forms and Processes

Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking and ceramics for adult special education students. Emphasis on use of tools and materials necessary to render finished artwork. Skills will be assessed to determine placement in more advanced art classes. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 422   0.0 Unit
Art
Prerequisite: Special Education 421 or consent of instructor

Art class for adult special education students. Focus on the development of skills related to specific art processes, e.g. fiber arts, painting/drawing, mixed media, and three dimensional art forms and processes. Participants will be expected to utilize skills to produce one or more art projects in chosen medium. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 423   0.0 Unit
Orientation to Music

Introduction to vocal and instrumental music including individual and group singing and knowledge and use of a variety of musical instruments. Skills will be assessed to determine placement in more advanced music classes.

SPECIAL EDUCATION 424   0.0 Unit
Beginning Instrumental Music
Prerequisite: Special Education 423 or equivalent competency

Introduction to instrumental music for adult special education students. Course concentrates on the utilization of a variety of melodic and percussive instruments, with an emphasis on using improvisation techniques to facilitate individual development. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 425   0.0 Unit
Advanced Instrumental
Prerequisite: Special Education 424 or equivalent competency

Advanced instrumental music for adult special education students. Focus on the development of music skills for performing simple instrumental arrangements in a group format. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 426   0.0 Unit
Vocal Music
Advisory: Special Education 424 or consent of instructor

Choral singing, utilizing unison, two and/or three part music, as well as emphasizing voice production, diction, breath control, and posture.

SPECIAL EDUCATION 435   0.0 Unit
Rhythmic Movement

An aerobic class for special education students. Focus on utilizing movement combined with a variety of musical rhythms to facilitate and strengthen the development of coordination, mobility, spatial orientation, socialization skills, body awareness and flexibility. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 436   0.0 Unit
Adult Fitness

A fitness class for adult special education students. Course designed to utilize calisthenics, jogging, exercise, race walking, and weight training to increase breath control. Exercises tailored to the abilities of the students. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 437   0.0 Unit
Aerobics
Prerequisite: Medical documentation of satisfactory health status appropriate for class activities

A fitness class for adult special education students. Course designed to combine dance, stretching, and movement with a variety of musical rhythms in order to increase fitness, flexibility, endurance, and coordination. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 438　　0.0 Unit
Adaptive Physical Education 1

A basic motor skills program for adult special education students. Course focuses on the development of coordination, balance, conditioning, spatial orientation and socialization skills utilizing sequential motor exercises and elements of structured sports activities. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 439　　0.0 Unit
Adaptive Physical Education 2
Prerequisite: Special Education 438 or consent of instructor

An exercise program for adult special education students. Focus on the application of multi step motor skills and utilization of structured fitness and sports activities to facilitate the development of coordination, peer cooperation, and overall aerobic conditioning. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 440　　0.0 Unit
Aquatic Skills I
Advisory: Physician's authorization for student participation

A course in aquatic activities and swimming. Emphasis on confidence-building, skill development, safety practices and socialization.

SPECIAL EDUCATION 450　　0.0 Unit
Customs, Culture and Holidays

Designed to provide students with disabilities 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　　0.0 Unit
Personal/Social Adjustment

Course designed to assist the adult students with disabilities in acquiring skills necessary to establish and maintain productive interpersonal relationships. Includes social interaction as well as basic etiquette and manners related to home, community and vocational settings. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 452　　0.0 Unit
Health Concepts

Designed to provide developmentally disabled learners with information regarding general health related concepts. Emphasis of the course will be on developing self esteem and confidence in dealing with others as well as making informed choices regarding human relationships. The course will include a review of basic body structure and function, human sexuality and reproduction, development and maintenance of good emotional habits and relationships and how to maintain good physical health through exercise, diet and self care.

SPECIAL EDUCATION 453　　0.0 Unit
Home Economics 1/Food Preparation

Designed to assist students with disabilities 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　　0.0 Unit
Home Economics 2/Home Maintenance

Designed to assist students with disabilities in independently caring for his/her home. This course emphasizes housekeeping skills (including cleaning and laundry skills), home repairs and safety and home decorating.

SPECIAL EDUCATION 455　　0.0 Unit
Mobility Training

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　　0.0 Unit
Community Resources

This course is designed to provide students with disabilities 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　　0.0 Unit
Consumer Skills

Designed to provide students with disabilities with skills necessary to function independently as a consumer; course emphasizes consumer skills related to shopping, budgeting and banking.

SPECIAL EDUCATION 460　　0.0 Unit
Vocational Exploration

Designed to assess behavioral and vocational ability levels; this course will evaluate the student's readiness for vocational training. Simulated vocational activities will be used to assess the individual's potential for benefiting from vocational instruction. Course may only be repeated with administrative approval.

SPECIAL EDUCATION 461　　0.0 Unit
Vocational Preparation and Readiness
Advisory: Special Education 460

Designed to prepare persons for work assignments and/or competitive employment, this course will emphasize development of social and vocational skills necessary for success in a job setting. Attention to task, task completion, self evaluation of work, tool use and acquisition of new skills will be included. Job specific training will be provided for students preparing to enter pre identified work placement.

SPECIAL EDUCATION 462   **0.0 Unit**
Career Development
Prerequisite: Concurrent enrollment, volunteer service or training within the college or community for a minimum of 5 hours per week

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.

SPECIAL EDUCATION 463   **0.0 Unit**
Introduction to Career Planning
Advisory: Verification of disability

Introduction to career planning for individuals with disabilities. Includes evaluation of interests, skills and abilities as they relate to career areas and how to determine transferable skills. Emphasis will be placed on how to explore career options and develop goal setting strategies to begin making a career plan.

SPECIAL EDUCATION 464   **0.0 Unit**
Identify Career Options
Advisory: Verification of disability

Career planning for persons with disabilities. Emphasis will include investigation of various career areas and assessment of student interests, values and strengths in relationship to career options. Students will be guided in self assessment of skills and abilities and how to utilize effective decision making strategies in career planning. Community training options will be explored.

SPECIAL EDUCATION 465   **0.0 Unit**
Job Search Strategies and Skills
Advisory: Verification of disability

Designed to teach persons with disabilities effective job search strategies. Students will learn how to develop job leads, prepare applications and resumes, contact employers, prepare for interviews and how to follow up. Emphasis will be placed on turning "disability" into "ability" in the minds of prospective employers.

SPECIAL EDUCATION 466   **1.0-2.5 Units**
Community Transition
Prerequisite: Completion of Special Education 004AD

Community Transition, the last of five modules in the ABI 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.

SPECIAL EDUCATION 470   **0.0 Unit**
ABI Program Pre-Admission
Advisory: Referral by Acquired Brain Injury Program Admission Committee

Designed for adults who have sustained traumatic head injuries and who have been referred by Coastline's Acquired Brain Injury Program Admissions Committee for evaluation of cognitive and psycho-social skills, including ability to understand and fulfill course requirements.

SPECIAL EDUCATION 471   **0.0 Unit**
Home-Base Cognitive Rehabilitation
Advisory: Graduation from Acquired Brain Injury Program

Designed to assist survivors of acquired brain 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.

SPECIAL EDUCATION 475   **0.0 Unit**
ABI Cognitive Refresher Course
Prerequisite: Graduation from Acquired Brain Injury Program

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.)

SPECIAL EDUCATION 490   **0.0 Unit**
Stroke Rehabilitation
Prerequisite: Acceptance into Stroke Program

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.

SPEECH

SPEECH 099AB   **3.0 Units**
English Speech and Listening Skills for Non-Native Speakers

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. This course may be taken twice. (NOT APPLICABLE TO A.A. DEGREE)

SPEECH 100   **3.0 Units**
Interpersonal Communication

Language use and effective interpersonal communication, both verbal and non verbal. Recommended for students wanting to understand and improve their communication skills in interpersonal relationships. Content areas include: conversation, listening, perception, non verbal communication, language, self concept and self disclosure. *Transfer Credit: CSU*

SPEECH 110   **3.0 Units**
Public Speaking

Principles of public speaking, including planning, preparation and delivery of an effective oral presentation. Consideration of and practice in problem solving, information, persuasion and communication techniques. Emphasis on developing self confidence and skill in communicating to and with groups. *Transfer Credit: CSU; UC* (CAN SPCH 4)

SUPPLY MANAGEMENT

SUPPLY MANAGEMENT 101   3.0 units
The Purchasing Process

First of a two semester sequence in supply management. Topics include supply organizations, ethical standards, quality considerations, cost analysis, supplier selection, and negotiations. *Transfer Credit: CSU*

SUPPLY MANAGEMENT 102   3.0 Units
The Supply Environment

Second of a two semester sequence in supply management. Topics include outsourcing and make-versus-buy decisions, value analysis, inventory control, warehousing and traffic, capital equipment, institutional and governmental purchasing practices, and supply management's role in new product development. *Transfer Credit: CSU*

SUPPLY MANAGEMENT 104   3.0 Units
Supplier Cost Reduction/Negotiations
Advisory: Supply Management 101 and 102

Course covers the principles of price analysis including forecasting, understanding, and applying pricing curves. This course also examines principles and practices of negotiations for corporate or institutional procurement. Studies include the application of negotiation theory through role playing techniques. *Transfer Credit: CSU*

SUPPLY MANAGEMENT 204   3.0 Units
Strategic Issues in Supply Management
Advisory: Supply Management 101 and 102

Issues in supply management will be reviewed and examined through the application of theories to case studies and a team project. Topics will include source selection, quality improvement, cost-price-profit concepts, value recognition, and the strategic role of the supply management team. *Transfer Credit: CSU*

SUPPLY MANAGEMENT 281-284   1.0-4.0 Units
Cooperative Work Experience
Prerequisite: Be employed or volunteer in the field of Supply Management five hours per week per 1.0 unit of Cooperative Work Experience Co-requisite: Be enrolled in a total of 7.0 units including Cooperative Work Experience

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Supply Management 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 Supply Management. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY

TELECOMMUNICATIONS TECHNOLOGY 125   3.0 Units
Introduction to Telephony

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   3.0 Units
Key Systems

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. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 130   3.0 Units
Telecommunications Electronics

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. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 132   3.0 Units
Fundamentals of Modern Telecom Systems

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. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 134   3.0 Units
Fundamentals of Satellite Telecom Systems

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. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 136   3.0 Units
Fiber Optic Telecommunication Systems

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. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 140   1.5 Units
Computer Telephone Integration

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 100   3.0 Units
Introduction to Theater

A course designed for those who wish to explore the performing arts with special attention given to a survey of all the contributing elements in a production, such as, stage craft, direction, and the actor's contribution. Attendance at a live performance is mandatory at the student's expense. *Transfer Credit: CSU; UC*

THEATER ARTS 106   3.0 Units
Fundamentals of Acting

An interactive course analyzing the art of acting, including vocal and movement exercises, character development, and examination of various acting techniques and styles. Emphasis is placed on class participation in scene work to develop a concrete understanding of the creative process. *Transfer Credit: CSU; UC*

THEATER ARTS 107 — 3.0 Units
Fundamentals of Acting 2
Advisory: Theater Arts 106.

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; UC*

THEATER ARTS 120AD — 2.0 Units
Theater Appreciation

Designed to expose students to the full spectrum of plays in performance in Southern California. Class meetings will include attendance at plays, critiques of those plays attended and previews of future performances. Attendance at assigned plays is mandatory. A payment of approximately $75 will be collected at the first class to cover the cost of tickets. Bus transportation will be provided. This course may be taken four times. This course may be taken four times. *Transfer Credit: CSU; UC*

THEATER ARTS 150AD — 1.0-6.0 Units
Theater Production
Advisory: Must be in cast or participate in technical/crew work of production

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. This course may be taken four times. *Transfer Credit: CSU; UC*

VIETNAMESE

VIETNAMESE 180 — 5.0 Units
Elementary Vietnamese 1
Advisory: Students who have completed two years of high school Vietnamese with a grade of "C" or better should enroll in Vietnamese Transfer Credit: CSU 185.

Beginning course in speaking, understanding, reading and writing, Vietnamese; study of grammar, vocabulary and pronunciation, and of customs and culture of Vietnam. *Transfer Credit: CSU; UC credit limitations.* See counselor.

VIETNAMESE 180A — 2.5 Units
Elementary Vietnamese 1A
Advisory: Students who have completed two years of high school Vietnamese with a grade of "C" or better should enroll in Vietnamese 185

Beginning course in speaking, understanding, reading and writing, Vietnamese; study of grammar, vocabulary and pronunciation, and of customs and culture of Vietnam. *Transfer Credit: CSU; UC credit limitations.* See counselor.

VIETNAMESE 180B — 2.5 Units
Elementary Vietnamese 1B
Prerequisite: Vietnamese 180A

Advanced beginning course in speaking, understanding, reading and writing Vietnamese; study of grammar, vocabulary and pronunciation, and of customs and culture of Vietnam. *Transfer Credit: CSU; UC credit limitations.* See counselor.

VIETNAMESE 185 — 5.0 Units
Elementary Vietnamese 2
Prerequisite: Vietnamese 180, 180B, or equivalent competency

Advanced beginning course continuing Vietnamese 180 emphasizing correct pronunciation, basic structural patterns, and extensive vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple and short supplementary readings on Vietnamese culture and civilization will be included. *Transfer Credit: CSU; UC credit limitations.* See counselor.

VIETNAMESE 185A — 2.5 Units
Elementary Vietnamese 2A
Prerequisite: Vietnamese 180, 180B, or equivalent competency

Advanced beginning course continuing Vietnamese 180 emphasizing correct pronunciation, basic structural patterns, and extensive vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple and short supplementary readings on Vietnamese culture and civilization will be included. Vietnamese 185A is equivalent to the first half of Vietnamese 185. Vietnamese 185A and 185B are equivalent to Vietnamese 185. *Transfer Credit: CSU; UC credit limitations.* See counselor.

VIETNAMESE 185B — 2.5 Units
Elementary Vietnamese 2B
Prerequisite: Vietnamese 185A

Advanced beginning course continuing Vietnamese 180, emphasizing correct pronunciation, basic structural patterns, and extensive vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple and short supplementary readings on Vietnamese culture and civilization will be included. Vietnamese 185B is equivalent to the second half of Vietnamese 185. Vietnamese 185A and 185B are equivalent to Vietnamese 185. *Transfer Credit: CSU; UC credit limitations.* See counselor.

VIETNAMESE 190 — 1.0 Unit
Introduction to Vietnamese Culture and Geography

Brief overview in English of the geography, history, economic and political systems, and culture of Vietnam. *Transfer Credit: CSU*

VIETNAMESE 260 — 4.0 Units
Vietnamese for Vietnamese Speakers
Advisory: Native or near-native fluency in Vietnamese recommended

Vietnamese 260 is designed to enrich the communication skills of the Vietnamese bilingual student. The course focuses instruction on improving the communications skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building and composition. The course explores culture through readings, plays and films. Class is conducted primarily in Vietnamese. *Transfer Credit: CSU*

VIETNAMESE 280 — 4.0 Units
Intermediate Vietnamese 1
Prerequisite: Vietnamese 185 or 185B or equivalent competency

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. *Transfer Credit: CSU; UC credit limitations.* See counselor.

VIETNAMESE 280A   **2.0 Units**

Intermediate Vietnamese 1A

Prerequisite: Vietnamese 185 or 185B or equivalent competency

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. *Transfer Credit: CSU; UC credit limitations.* See counselor.

VIETNAMESE 280B   **2.0 Units**

Intermediate Vietnamese 1B

Prerequisite: Vietnamese 280A

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. *Transfer Credit: CSU; UC credit limitations.* See counselor.

VIETNAMESE 285   **4.0 Units**

Intermediate Vietnamese 2

Prerequisite: Vietnamese 280, 280B or equivalent competency

Vietnamese 285 is a continuation of Vietnamese 280 with continuing emphasis on student's ability to comprehend and converse in daily spoken Vietnamese at the fourth semester level. The course focuses on enriching the communication skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building and composition. The course explores culture through readings, plays and film. *Transfer Credit: CSU; UC*

Structure and *Governance*

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 ....Cheryl Stewart

Vice President..Ailene Nguyen

Recording Secretary.......................................Marilyn Fry

Corresponding Secretary ....Ken Leighton

Treasurer...Ann Holliday

Parliamentarian...Robert Covert

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, grants, government relations, graphics and publications, personnel services, reception, and safety and security.

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 Services..................... Kevin McElroy

Director, Bookstore ....Michael Bare

Director, Fiscal Services .... Christine Nguyen

Director, Maintenance and Operations ....David Cant

Director, Planning and Development ....Thomas Snyder

Supervisor, Personnel Services and
Equal Employment Officer .... Carolyn Loy

Director, Marketing and Public Relations ....Michelle Sutliff

Coordinator, Security ....Gary Stromlund

Contract Education

The Department of Contract Education delivers contract, fee-based, credit and noncredit, and short-term education, training and technical services in order to meet community and industry needs. Services may be delivered on-site, at one of our college centers, or through distance educational delivery and include:

- Distance Learning educational services for military personnel (see services for students section of the catalog for more information.)

- literacy assessment and remedial instruction
- English as a Second Language (ESL)
- sexual harrassment and diversity training
- Dale Carnegie sales and leadership courses
- sales force development and training services
- entrepreneur program
- pre-employment assessment services
- staff development activities
- curriculm development
- consultant services
- notary exam preparation

Responsiveness, flexibility and **cost-effectiveness** are three reasons why business and industry select community colleges to address their workforce development training needs.

For more information about programs and services available, call (714) 241-6161 or email contracted@coastline.edu.

Vice President, Student Services...........................Vangie Menesses

Director, Contract
Development and Operations ....Joycelyn Groot

Instruction

Coastline offers a comprehensive education program at times, places and in formats designed to serve the diverse needs of its students. The college's instructional program includes a full range of courses leading to an A.A. degree and/or a transfer to a four-year institution; more than 25 occupational programs preparing students to enter into or advance in the workplace; courses in basic language and mathematics skills to help students prepare for college studies or employment; special programs for students with disabilities; and a wide range of courses for those wishing to broaden their general education and acquire special skills and knowledge needed in today's fast-changing world.

Coastline offers several programs designed to serve the needs of specific community groups. The Emeritus Institute provides special study opportunities for older adults. The college's English as a Second Language (ESL) Institute assists nonnative speakers to acquire the necessary communication skills needed for daily living, employment and college study. The Student Success Center provides an opportunity for all students to improve their ability to read, write and do mathematics, and to review their skills before taking the college placement tests. Special Programs & Services for the Disabled offers an Acquired Brain Injury (ABI) Program and programs for students with developmental disabilities. The STAR Program and Weekend College are designed for students interested in getting their degrees in as short a time as possible and Access is a daytime A.A. degree program.

Courses are offered both day and evening and on weekends to accommodate the busy schedules of Coastline students, most of whom are employed full or part time while attending the college. Coastline also provides courses on-site at local businesses and industries for the convenience of their employees as well as of

Structure and Governance

the general public; it also contracts on a fee basis to provide individually designed programs for specific firms.

With more than 25 years' experience, Coastline's Distance Learning Department offers a comprehensive selection of distance learning courses for Coastline students to earn college credit and to complete their educational goals with convenience and flexibility. Distance learning courses are offered through a variety of delivery methods: 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. Students receive course information and assignment syllabus through the Information Packet and Student Handbook. Students interact with their instructors by telephone, fax, e-mail, electronic bulletin boards, chatrooms or in person. **Telecourses** are pre-produced video lessons broadcast over local TV stations. Students can watch the lessons as they are aired, record lessons to watch or repeat at a more convenient time or watch the lessons at one of the six Coastline Viewing Centers. The instructor conducts review sessions, administers examinations on-site and may have optional workshops. **Cablecast Courses** are locally produced lessons shown on cable TV from Coastline's Cable Television Center. For students who do not have cable access within the District, cablecast lessons are available 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 their instructor's lectures, read text books and complete course assignments. The 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, fax, e-mail, electronic bulletin boards, chatrooms 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. **Internet Courses** enable students to complete course work online at their own time, place and speed! The course Web site features text lectures, video clips, sound files, images, site links, assignments, online quizzes, instructor interaction, and discussion forums for student-to-student interaction. Textbooks, as well as possible multimedia and video materials, are required to complete the Internet course. Examinations are conducted on-site or proctored.

Coastline's Distance Learning Department schedules more than 100 courses during the fall and spring semesters and many courses in the summer which meet general education requirements for an A.A. degree or certificate requirements. These are fully transferable to the California State University and University of California systems.

Coastline's faculty is comprised of more than 300 highly qualified, credentialed, full- and part-time career educators and community professionals. The faculty and staff welcome the participation of all community members in developing an educational program relevant to today's world.

In addition, students have full privileges at Golden West College and Orange Coast College Learning Resource Centers, at several public libraries and access to Coastline's Virtual Library System at: *http://library.ccc.cccd.edu*.

Coastline's goal is to provide comprehensive and state-of-the-art instruction which meets the special needs of the communities it serves.

Vice President, Instruction .... Dr. Cheryl Babler
Supervisor, Instructional Services.....................................Ann Hickey
Dean of Instruction, Costa Mesa Center .... Betty Disney
Dean of Instruction, Garden Grove Center....Joumana McGowan
Dean of Instruction, Le-Jao Center .... Dr. Shanon Christiansen
Dean, Distance Learning...Vince Rodriguez

Department Chairs are elected every other spring. Their primary activities include acting as a liaison among and between faculty, the Academic Senate and administrators, as well as assisting deans with class scheduling, faculty evaluations, curriculum development, faculty interviews and staff development.

Business Computing...Sally Kurz
Computer Networking ....Nancy Jones and Michael Warner
Counseling .... Susan Winterbourne
Emeritus...Connie Boehler
English/Speech/Philosophy/Humanities .... Marilyn Fry
Gerontology/Health/PE...................................... Dr. Debra Secord
Foreign Languages... Rosemary Miller
Natural Science..Randall Warwick
Mathematics.. Fred Feldon
Paralegal Studies...Margaret Lovig
Parent Education/Psychology ....Jeanette Ellis
Physical Science..Ted Marcus
Social Science .... Dan Johnson
Special Education...Jody Hollinden
Visual and Performing Arts/Digital Art............................Jay Sagen

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Instructional Systems Development (ISD)

ISD develops and markets courses as Coast Learning Systems, for use at Coastline and other educational institutions throughout the United States and around the world. These broadcast-quality, Emmy award-winning video lessons are part of a sophisticated integrated learning system that includes a standard classroom textbook, telecourse student study guide, faculty manual, test bank, and Internet components. Coast has produced more than 35 telecourses, including such highly acclaimed and widely used courses as *Child Development: Stepping Stones, Cycles of Life: Exploring Biology, Dollars & Sense: Personal Finance for the 21st Century, Faces of Culture, Concepts of Marketing, Mastering the College Experience, Psychology: The Human Experience, Transitions Throughout the Life Span, and Universe: The Infinite Frontier.*

Administrative Dean, ISD ....Dan C. Jones

Dean, Learning Technology
Innovation & Support ....Ted Boehler

Director, Marketing ....Lynn M. Dahnke

Director, Production.. Laurie R. Melby

Electronic Media &
Curriculum Publishing Supervisor.........................Judith M. Garvey

Supervisor, Instructional Design ....Robert D. Nash

Institutional Research

Knowing our students and community is important to Coastline Community College. The Research Office provides support to the staff, faculty, administration, and the Student Advisory Council (SAC). Located on the second floor of the College Center in Fountain Valley, the Research Office conducts studies to assist in planning and evaluation; designs and conducts "special" studies addressing a variety of research needs (e.g., evaluation of services and grant projects); and provides assistance and guidance to faculty and staff engaged in their own research activities.

Supervisor of Research .... Vacant

Research Assistant ....Shañon Gonzalez

President

The President is responsible for the conduct of all college programs, functions and activities and reports directly to the chancellor of the Coast Community College District.

President ....Ding-Jo H. Currie, Ph.D.

Foundation

Coastline Community College Foundation (CCCF) is an IRS-approved, tax-exempt, 501(c)(3) nonprofit auxiliary organization. Its goal is to support students with scholarships and provide funds for college programs and specialized services. The Foundation receives gifts of time, talent, and resources from hundreds of donors each year who are committed to changing a life . . . one student at a time.

Current giving programs include but are not limited to: Scholarships, President's Circle, Planned Giving, and Visionary Awards. Call (714) 241-6154 for information.

Executive Director, College Foundation .... Mariam Khosravani

Marketing and Public Relations

Public Relations serves as the communications arm of the College. The office coordinates public information activities, media and promotional efforts for the continued enhancement of the College's relations within the community.

Director, Marketing and Public Relations ....Michelle Sutliff

Student Services and Economic Development

Student Services is responsible for admissions, registration, records, transcripts, student information, international students, counseling, articulation, matriculation, guidance, Special Programs and Services for the disabled, financial aid, Extended Opportunity Programs and Services (EOPS), Student Advisory Council (SAC), career and transfer services, and the Student Success Center. It also manages student conduct and grievance procedures. Student Services maintains and provides a full range of matriculation services for students. The Economic Development arm of the College is responsible for workforce development, contract and fee-based training, and business and community outreach and employer services.

Vice President, Student Services and
Economic Development...Vangie Meneses

Dean, Counseling
and Special Programs.. Dr. Shalaman Duke

Director, Admissions and Records......................Jennifer McDonald

Director, Orange County
One-Stop Centers ....Lois Wilkerson

Director, Financial Aid and EOPS......................Cynthia Pienkowski

Director, Contract Development and
Operations .... Joycelyn Groot

Dean, Military Contract Education
Program .... Ed McKenney

Administration

Babler, Cheryl (2006)
Vice President, Instruction
A.A., Chabot College
B.S., M.A., California State University, Chico
Ph.D., Berne University

Bare, Michael J. (1984)
Director, College Bookstore
A.A., Rancho Santiago College
B.A., University of Phoenix
M.A., University of Phoenix

Bell, Evelyn (2004)
Program Supervisor
Orange County One-Stop Center
A.A., Los Angeles Southwest College

Boehler, Ted A. (1983)
Dean, Learning Technology Innovation and Support
B.A., M.A., California State University, Long Beach
Ph.D., Pepperdine University

Cant, David K. (1993)
Director, Maintenance and Operations
California State Contractors License

Christiansen, Shanon L. (1999)
Dean of Instruction, Le-Jao Center
B.A., M.E., Ed.D., Utah State University

Conry, Josh (1998)
Director, Computer Services
Novell Certificate
Microsoft Certificate

Currie, Ding-Jo H. (2002)
President
B.S., North Manchester College
M.S., Wright State University
Ph.D., University of Southern California

Dahnke, Lynn M. (1998)
Director, Telecourse Marketing
Certificate, Fundraising, University of Southern California
Certificate, Sawyer College of Business

Delgadillo, Librado
Program Assistant Manager
Orange County One-Stop Center
B.A., San Diego State University

Dessero, Patti (2006)
Manager, Military Programs & Instructional Services

Disney, Betty L. (2006)
Dean of Instruction, Costa Mesa Center
B.A., University of Southern California
M.A., University of Cincinnati

Duke, Shalamon A. (2007)
Dean of Counseling and Special Programs
B.A., Grambling State University
M.A., San Diego State University
Ph.D., University of Southern California

Duncan, Jane E. (2005)
Program Supervisor
Orange County One-Stop Center
B.S., California State Polytechnic University, Pomona

Garvey, Judith M. (1999)
Director, Electronic Media and Publishing
B.A., Loyola University

Groot, Joycelyn M. (1996)
Director, Student and Economic Development
A.A., Orange Coast College
B.A., National University

Hanson, Virginia L. (1999)
Program Manager
Orange County One-Stop Center
A.A., Coastline Community College

Hickey, Ann N. (1980)
Supervisor, Instructional Services
A.A., Coastline Community College
Certificate, Effective Employee Management
California State University, Fullerton

Jones, Dan C. (1999)
Executive Dean, Instructional Systems Development and Center for Learning Technology
A.A., Bakersfield Community College
B.S., California State University, Bakersfield
M.S., American University
Ed.D., Nova Southeastern University

Khosravani, Mariam (2001)
Director, College Foundation
B.S., Regents College
M.B.A., National University
Certificate, Fundraising, University of California, Irvine

Le, Mai T. (2004)
Program Supervisor
Orange County One-Stop Center
A.A., Orange Coast College
B.A., California State University, Fullerton

Loy, Carolyn S. (1988)
Director, Personnel Services
Certificate, Affirmative Action and Staff Diversity
University of California, Irvine

Mann, Shawn A. (2006)
Manager, Military Programs
Outreach & Off-Campus Operations
B.A., M.A., Central Missouri State University

McDonald, Jennifer C. (1976)
Director, Admissions and Records
A.A., Rancho Santiago College

McElroy, Kevin J. (1989)
Vice President, Administrative Services
B.A., San Diego State University
M.P.A., California State University, Long Beach

McGowan, Joumana H. (2007)
Dean, Career and Technical Education
A.A., Mount San Antonio Community College
B.A., Cal State Polytechnic University
M.A., University of Southern California
Ph.D., University of Southern California

McKenney, Edward A. (2001)
Dean, Military Outreach Programs
B.S., U.S. Naval Academy
M.A., M.A.L.D., Fletcher School, Tufts University

Melby, Laurie R. (1993)
Director, Telecourse Production and Telemedia
    Services
A.A., Rio Hondo College
B.A., California State University, Fullerton
M.A., Chapman University

Meneses, E. Napala (2006)
Vice President, Student Services
B.A., M.S.W., California State University,
    Sacramento

Nash, Robert D. (1993)
Director, Instructional Design and Faculty Support
B.S., University of California, Berkeley
M.S.Ed., University of Southern California

Nguyen, Binh Q. (2004)
Program Assistant Manger
Orange County One-Stop Center
A.A., California State University, Fullerton

Nguyen, Christine P. (2000)
Director, Fiscal Services
B.S., California State University, Long Beach
M.B.A., University of Phoenix

Pienkowski, Cynthia M. (1988)
Director, Financial Aid and Extended Opportunity
    Programs and Services
A.A., Villa Maria College of Buffalo
B.A., State University College, Buffalo
M.Ed., State University of New York, Buffalo

Rodriguez, Vincent P. (1998)
Dean, Distance Learning
A.A., Orange Coast College
B.S., M.A., University of Phoenix

Snyder, Thomas J. (1985)
Dean, Planning, Development and Government
    Relations
B.S., University of Kansas
B.S.E., M.S., Emporia State University

Stromlund, Gary W. (2002)
Coordinator, Security
A.A., Golden West College
B.A., University of California, Los Angeles
Graduate, F.B.I. National Academy
Graduate, P.O.S.T. Command College

Sutliff, Michelle K. (2005)
Director, Marketing and Public Relations
B.S., University of Southern Indiana
M.P.A., California State University, Long Beach

Wilkerson, Lois Y. (1984)
Administrative Director, Workforce and Economic
    Development
Orange County One-Stop Center
A.A., Orange Coast College
B.A., University of Redlands
M.B.A., National University

Faculty–Full time

Arlington, Patricia G. (1976)
Instructor/Research
B.A., Edison University
M.A., University of Redlands
M.S., Boise State University

Bauman, Jane (1989)
Professor, Art
B.A., Santa Clara University
M.F.A., San Francisco Art Institute

Berggren, Gayle L. (1978)
Professor, Psychology
B.A., M.A., California State University, Fullerton
Ph.D., Claremont Graduate School

Darby, Barbara J. (1983)
Professor, Special Education
B.A., California State University, Fullerton
M.S., National University

Deatherage, Velvet (2006)
Professor, Counselor
B.S., Linfield College
M.A., University of Oregon

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

Ellis, Jeanette (2001)
Instructor, Psychology; Parent Education
B.F.A., M.A. California State University, Long Beach

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

Gutierrez, Pedro J. A. (2007)
Instructor, Biological Sciences-Anatomy/Physiology
B.A., Massachusetts Institute of Technology
Ph.D., Stanford University

Harwood, Glenn R. (1985)
Professor, Speech, English
B.A., M.A., California State University, Long Beach
Ph.D., University of Oregon

Heck, Janet L. (2000)
Instructor, Accessible Learning Technology
B.A., California State University, Fullerton
M.S., Boise State University

Hickey, Margaret C. (1980)
Professor, Basic Skills
B.S., M.S., California State University, Los Angeles

Holliday, Ann B. (1982)
Professor, Special Education, Advisor/Student
   Leadership
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)
Professor, Counselor
A.A., El Camino College
B.A., California State University, Dominguez Hills
M.A., Loyola Marymount University

Johnson, Daniel J. (2007)
Professor, History
B.A., University of California, San Diego
M.A., Ph.D., University of California, Los Angeles

Jones, Nancy S. (1994)
Professor, Computer Services Technology
B.S., Oral Roberts University
M.A., California State University, Fullerton

Kuntzman, Linda E. (1980)
Professor, English as a Second Language
B.A., Augustana College
M.A., Ph.D., University of Hawaii

Lee, Lisa Shiu-Ing (2001)
Professor, Mathematics
B.S., California State University, Dominguez Hills
M.S., California State University, Northridge

Lovig, Margaret M. (1976)
Professor, Paralegal Studies
A.A., Orange Coast College
B.V.E., California State University, Long Beach

Marcus, Ted (2005)
Instructor, Chemistry
B.S., University of Alexandria
M.S., Ph.D., University of California, Santa Barbara

Montague, Judy K. (1980)
Professor, English as a Second Language
B.A., University of California, Irvine
M.A., United States International University

Nguyen, Ailene (1998)
 Professor, Counselor
A.A., Golden West College
B.S., California State University, Long Beach
M.A., National University

Nguyen, Christina (2005)
Counselor
B.A., California State University, Long Beach
M.A., National University

Peterson, Kimberly A. (1989)
Counselor, Special Programs
B.A., M.S., University of Southern California

Preciado, Anita G. (1989)
Professor, English as a Second LanguageB.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

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, N.Y., Siena,
   Italy
M.S., State University College, Buffalo, N.Y.

Stewart, Cheryl (2001)
Librarian, Associate Professor
B.S., California State University, Dominguez Hills
M.LIS., San Jose State University

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

Teregis, Tracy L. (1985)
Instructor, Special Education
B.A., California State University, Long Beach
M.S., National 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, Education
B.A., M.A., California State University, Fullerton

Winterbourne, Susan (2001)
Professor, Counselor
B.S., California Poly University
M.S., 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–Part Time and Temporary

Ables, Robert Jr.
Instructor, Psychology

Adler, Roberta S.
Instructor, Special Program

Ahlman, Mary
Instructor, English as a Second Language

Alexander, David
Instructor, Art

Alexander, John U.
Instructor, Chemistry

Allen, Stacey
Instructor, Sociology

Anderson, Marvette
Instructor, Art

Anderson, Norman
Instructor/Counselor, Career Education

Andruss, Kathleen A.
Assistant Professor, Physical Education

Aprile, Judy L.
Instructor, Physical Education, Emeritus, Special Education

Ardolino, Maureen A.
Instructor, Special Education

Armendariz, Patricia
Instructor, English as a Second Language

Baker, Lynne P.
Associate Professor, Spanish

Barnes, R. Ted
Professor, Psychology, Philosophy

Barnes, Stephen B.
Instructor, Paralegal Studies

Barrett, Debra
Instructor, Special Programs

Basford, Sean
Instructor, Work Experience

Beaver, Dorothy
Instructor, English as a Second Language

Behr, George
Instructor, Computer Science, Mathematics

Beiber, Mariah
Instructor, Speech

Belanger, Albert G.
Instructor, Health

Berman, Monique
Instructor, Biology

Bingham, Adeline T.
Professor, English as a Second Language

Blackburn, Amy
Instructor, Special Education

Boddie, Richard
Instructor, Political Science

Boehler, Connie J.
Professor, Physical Education

Borcoman, K. Douglas
Instructor, Philosophy

Bouffard, Peter
Instructor, Computer Services Technology

Bouley, Harold C.
Instructor, Real Estate

Bovard, Kelly
Instructor, Geology

Briggs, June K.
Instructor, Geography

Brock, Marilyn V.
Instructor, English

Brown, Debra
Instructor, Paralegal Studies

Brown, Marsha Helen
Instructor, Speech

Bryant, Mark
Instructor, Informatics

Bunnell, Dona R.
Instructor, Art, Emeritus

Burton, Rene
Instructor, Physical Education

Butler, Thomas
Instructor, Art

Calcanas, Christina M.
Instructor, Special Education

Candelaria, Patricia A.
Professor, Spanish

Cao, Thomas.
Instructor, Math

Capocciama, John M.
Instructor, Computer Services Technology

Carlson, Beverly H.
Instructor, Clothing & Textiles

Carlucci, Michael A.
Instructor, Communications

Carpenter, Linda L.
Associate Professor, English, Humanities, Speech

Carser, John A.
Instructor, Art

Carter, Jacqueline M.
Instructor, Physical Education

Cast, Steven N.
Instructor, Biology

Chambers, Malcolm (Buzz) C.
Instructor, Real Estate

Chapman, Cheryl A.
Professor, Digital Graphics Applications, Education

Chard-Yaron, Sharon
Professor, Counselor, Education

Chase, Suzanne C.
Instructor, English as a Second Language

Chen, Donna M.
Instructor/Counselor

Chen, Eric
Instructor, Computer Services Technology

Chhabra, Shashi
Instructor, Special Education

Churgel, Marlene L.
Professor, English as a Second Language

Cisneros, Mark E.
Instructor, Mathematics

Cole, Maureen A.
Instructor, Special Education

Corbin, Steve
Instructor, Computer Services Technology

Covert, Robert V.
Professor, Philosophy

Crawfis, Robert P.
Associate Professor, Business Law

Crowley, Debra
Instructor, Computer Services Technology

Crowley, Erin
Instructor, Special Education

Cucci, Nancy H.
Instructor, Physical Education

Cummins, Megan
Instructor, Economics

Curtis, Michael D.
Instructor, Marine Science

Dalbey, Elizabeth D.
Instructor, English as a Second Language

Dana, Richard C., Ph.D.
Instructor, Biology

Davis, Georgette E.
Instructor, English as a Second Language

Davis, Penny S.
Instructor, English

Dawes, Arthur F.
Instructor, Business Computing

Derflinger, Bruce
Instructor, Computer Services Technology

DeWitt, Megan
Instructor, Psychology

DeWitt, Stanley D.
Instructor, Music

Diaz-Brown, William J
Instructor, History

Dietrich, Phillip W.
Instructor, Mathematics

Dilworth, Marianne Z.
Instructor, Physical Education

Do, Anh T.
Instructor/Counselor, Career Education

Do, Anhvy T.
Instructor, English as a Second Language

Do, Tuan D.
Instructor, English as a Second Language

Don, Rachel A.
Instructor, English as a Second Language

Doren, Ricia
Instructor, English as a Second Language

Doyle, John A.
Instructor, Human Services, Philosophy

Dusserre, Martin B.
Instructor, Spanish

Eber, Loraine P.
Instructor, Gerontology

Edge, Toni
Instructor, Anthropology

Edwards, Elizabeth A.
Instructor, English

Edwards, Kathryn
Instructor, Work Experience

El-Ahraf, Amer M.
Instructor, Arabic

Elbettar, Jay
Instructor, Building Inspection Technology

Elbert, Linda
Instructor, Special Education

Ely, Cynthia J.
Instructor, Business Computing, Accounting

Farr, Jon Scott
Instructor, Music

Feiner, Henri
Professor, Mathematics

Fey, Robert L.
Instructor, Economics

Fitzgeorge, Brenda
Professor, Special Education

Ford, Ted M.
Instructor, Real Estate

Freeman, W. David
Instructor, History

Frenkel, Nina P.
Instructor, English as a Second Language

Frey, Michael
Instructor, Astronomy

Friebertshauser, Donna E.
Professor, Art

Friedlander, Ellen L.
Instructor, Biology

Fuller, David
Instructor, Paralegal Studies

Gance, Leia, Ph.D.
Instructor, Japanese

Gandall, Beverly
Instructor, English as a Second Language

Garza, Nicolas
Instructor, Anthropology

Giancarlo, Jennifer
Instructor, Biology

Glassman, Keith L.
Instructor, Physical Education

Go, Mari Anne
Instructor, Sociology

Godfrey, Donald
Instructor, Building Inspection Technology

Gold, Bruce
Instructor, Business

Gonzales, Jennifer A.
Instructor, Speech

Goodin, M. Lynn
Instructor, Art

Gordon, Kimberly H.
Instructor, Astronomy

Gressier, Pamela A.
Instructor, English

Guenther, Robert C.
Instructor, Building Inspection Technology

Gustaveson, Valerie C.
Professor, English as a Second Language

Haas, Roland R.
Professor, Art

Hampton, Jancy H.
Associate Professor, Dance

Harrington, Douglas
Instructor, Psychology, Special Education

Harrington, Julie
Instructor, Spanish

Hart, John
Instructor, Business and Communication

Hastings, Claudine R.
Instructor, French

Hayes, Carol E.
Instructor, Special Education

Hazard, Sue
Instructor, Physical Education

Henry, Charles M.
Instructor, Business

Henry, Deborah C., M.D.
Instructor, Spanish

Hensen, Jennifer
Instructor, Special Education

Herrera, Patrick D.
Instructor, Spanish

Hogan, Mikel M.
Instructor, Anthropology, Human Services

Hoogewind, Mary Jane
Professor, Music

Howe, Sonja
Instructor, P.E.

Hurley, Regina M.
Instructor, Art

Igoudin, Lane
Instructor, English as a Second Language

Isbell, Donald
Instructor, Computer Services Technology

Jaber, Jihad A.
Instructor, Mathematics

Jackson, David
Instructor, Computer Services Technology

James, Scott
Instructor, Psychology

Jarman, Mionne
Instructor, Special Education

Jarmin, Margie A.
Instructor, English as a Second Language

Jason, Diana
Instructor, Psychology

Johnson, Jeffrey A.
Instructor, Biology

Johnson, Patricia
Counselor

Jones, Julie M.
Instructor, English as a Second Language

Kabaji, Noha
Instructor, English

Kahn, Kathy J.
Instructor, Dance

Katz, Maria Regina, M.D.
Instructor, Ecology, Biology

Keefer, Sherry
Instructor, English as a Second Language

Kelsey, David
Instructor, Philosophy

Kerr, Jeff
Instructor, Computer Services Technology

Kempe, Gladys V.
Instructor, English as a Second Language

Kepler, Marc
Instructor, English as a Second Language

Kerr, Sarah T.
Professor, Music, Psychology

Klein, Ronald
Instructor/Counselor

Kobata, Sarah
Instructor, Counselor

Kolano, Ayesha M.
Instructor, Speech

Kosbab, Tina L.
Instructor, Special Education

Kurz, Sally L. (1976)
Professor, Business Computing

Larkin, Phyllis
Instructor, Special Education

Larnard, Michael
Instructor, Building Inspection Technology

Lascoe, Marion
Instructor, Physical Education

Leath-McRae, Jennifer
Instructor, Special Education

Lee, Sheryl F.
Instructor, English as a Second Language

Leighton, Kenneth J.
Professor, English

Lembke, Phyllis A.
Instructor, Psychology

Letterman, Bryce
Instructor, Paralegal Studies

Levy, Elijah
Instructor, Emeritus

Lieu, Thanh-Thuy (Anasa)
Instructor, Mathematics

Lin, George Z.
Instructor, Art

Litman, Todd M.
Instructor, Paralegal Studies

Loester, Karen
Instructor, English as a Second Language

Lowther, Gene
Instructor, Accounting

Maccoun, Wendy
Instructor, English as a Second Language

Maekawa, Naoka
Instructor, Math

Mahmood, Hassaan
Instructor, Art, Digital Graphics Application

Man, Georgina Ching To
Instructor, English as a Second Language

Mann, Claire
Instructor, Psychology

Maniaci, Vera
Instructor, Italian

Martin, Susan Q.
Instructor, Special Education

Marx, Candice A.
Instructor, Special Programs

Mattar, MaryAnne
Instructor, Biology

Maynard, Linda C.
Instructor, English as a Second Language

Mazak, Arlene
Instructor, Psychology

McClure, Helen
Counselor

McIntosh, Peggy
Instructor, Photography

McLaughlin, Jane D., Ph.D.
Instructor, Biology

McNamara, John E.
Instructor, Geology

Mefford, Christopher
English as a Second Language

Megas, Eutihia (Joy)
Instructor, Speech

Mendoza, Jaime
Instructor, English as a Second Language

Meriwether, Dale M.
Instructor, English as a Second Language

Metoyer, Rebecca
Instructor, Special Education

Meyer, Nancy
Instructor, Latin

Mielke, Tammy
Instructor, Psychology

Miller, Rosemary F.
Professor, Spanish

Morehouse, Karen B.
Instructor, English

Morse, Paul M.
Instructor, Music

Mozell, Harold
Instructor, English as a Second Language

Naasz, Harlow W.
Instructor, Psychology

Najera, Michael
Instructor, History

Neu-Stephens, Heidi
Instructor, English as a Second Language

Nguyen, David C.
Instructor, Vietnamese

Nguyen, Kelly
Instructor, Math

Nguyen, Ky N.
Instructor, English as as Second Language

Nguyen, Thomas G.
Instructor, Mathematics

Nguyen, Thu Kim (Kim)
Instructor, Mathematics

Nichols, Kristen J.
Instructor, English

Ninh, Joseph T.
Instructor, Mathematics

Nusrat, Rehana J.
Instructor, English as a Second Language

Oelstrom, Jeanne A.
Instructor, Computer

Ondracek, Ted M.
Instructor, Business

Ostrowski, Kenneth R.
Instructor, Chemistry

Ozbirn, Katherine M.
Instructor, English

Ozkan, Yazan
Instructor, Biology

Palmer, Catherine T.
Instructor, English

Parent, Nancy
Instructor, Emeritus, Health Education

Parham, Martha
Instructor, English

Parker, Russell
Instructor, Real Estate

Parrino, Leanne
Instructor, Speech

Pastel, Fay
Instructor, Physical Education

Pecoraro, Michaelene F.
Instructor, Special Education

Petropoulos, Mary E.
Instructor, Sociology

Phelps, Stacey
Instructor, Digital Graphics Application

Phillips, John E.
Instructor, Ecology, Biology

Platfoot, Shirley
Instructor, Special Education

Pourreza, Atousa
Instructor, Biology

Powell, Rita D.
Instructor/Counselor, Career Education

Quast, Gerald A.
Instructor, Building Inspection Technology

Raja, Susan M.
Instructor, Paralegal Program

Ramirez, Deborah E.
Instructor, English as a Second Language

Ratner, Harry S.
Instructor, Digital Graphics Application

Reese, Jeffrey
Instructor, Computer Services Technology

Reyes, Christine
Instructor, Special Education

Richter, Otto G., Ph.D.
Instructor, Astronomy

Rico, Beverly G.
Instructor, Psychology

Rideout, Trudy A.
Instructor, Speech

Roeun, Malinni N.
Instructor, Math

Rogoff, Meri I.
Professor, English

Roseth, Renee B.
Instructor, Dance

Ruhle, James L.
Instructor, Geology

Ryan, Diane
Instructor, Gerontology, Social Studies

Sadek, Maha
Instructor, Biology

Sagen, Arthur J.
Professor, Art

Sahagun, Steve
Instructor, Special Education

Satow, Jing-Fang
Instructor, Chinese

Sayasy, Ny Khen
Instructor, Business Computing

Scarfone, Frank G.
Instructor, Italian

Schilling, James
Instructor, Emeritus

Schindelbeck, Judy A.
Instructor, Food & Nutrition

Scoggin, Sally J.
Instructor, English as a Second Language

Semer, Lynn
Instructor, Special Education

Seyster, Barry
Instructor, English as a Second Language

Shepard, Sue
Instructor, Special Education

Shibata, Sharon M.
Instructor, English as a Second Language

Shilling, Donald F.
Instructor, English as a Second Language

Shiring, Richard (Dick)
Instructor, Mathematics

Sims, Pamela C.
Instructor, English

Sliff, Robert
Instructor, Philosophy

Snetsinger, Peter
Professor, Political Science

Spencer, James R.
Instructor, Music

Spickard, Kathleen
Instructor, Emeritus

Stachelski, Barbara
Instructor, Special Education

Stephens, Sharla
Instructor, Psychology

Stillings, Lisa
Instructor, Accounting

Stockham, Diane K.
Instructor, Geography

Stockham, John C.
Instructor, Geography

Stoltz, Cheryl A.
Instructor, Music

Sullivan, Mary C.
Instructor, Art

Takacs, Marcia
Instructor, English as a Second Language

Tamongong, Rebecca J.
Instructor, English as a Second Language

Terry, Ladd
Instructor, Art

Thacker, Esther T.
Professor, English

Thayer, Karen
Instructor, Art

Torrini, Lynn E.
Professor, Art

Tran, Chau D.
Instructor, Mathematics

Tran, Dung N.
Instructor, Vietnamese

Tran, Son N.
Instructor, Vietnamese

Van Beek, Milo V.
Instructor, English as a Second Language

Van Steinburg, John
Instructor, Building Inspection

Varda, Sen
Instructor, Business Computing

Vayo, Sunshine
Instructor, Economics

Villalobos, Jose M.
Instructor, Mathematics

Vo, Son K.
Instructor, Vietnamese

Vogts, Jeanne D.
Instructor, Special Education

Wahba, Remon
Instructor, Biology

Walker, Donald
Instructor, Emeritus

Walker, Lynn M.
Instructor, English as a Second Language

Waller, Ellis
Instructor, Gerontology

Watson, Katherine A.
Professor, French

Watts, Susan
Instructor, Paralegal Studies

Webb, John
Instructor, Speech

Wegter, Rachel A.
Instructor, Speech

Wen, Zhong Edward
Instructor, Chemistry

West, Ruth B.
Instructor, Business Computing, Computer Services
Technology

Windsor, Adrian S.
Professor, English

Woodruff, Saundra
Instructor, English as a Second Language

Wrobel, Alfred J.
Instructor, History

Yue, Amy
Instructor, English as a Second Language

Staff

Agag, Diana
Workforce Specialist, One-Stop Center

Aguirre, Isaiah
Public Information Assistant, Public Relations

Aistrich, Darian
Project Coordinator, Planning and Development

Ajbani, Minal
Accounting/Fiscal Specialist, Fiscal Services

Akerson, Erin
Contract Education Instructional Office Assistant, Instructional Services

Alatorre, Patricia
Workforce Specialist, One-Stop Center

Aimitoelau, Sylvia
Educational Media Designer, Learning Technology & Innovation Support Servicesr

Arroyo, Gabe
Maintenance and Operations Lead, Maintenance and Operations

Atuatasi, Fred
WIA Support Clerk, One-Stop Center

Au, Duc
WIA Support Clerk, One-Stop Center

Bailey, Marilyn
Typist Clerk, Intermediate, Le-Jao Center

Barry, Nancy
Accounting Assistant III, Admissions and Records

Beihl, Marla
Typist Clerk, Intermediate, Garden Grove Center

Blake, Suzanne
Staff Assistant, Special Programs and Services for the Disabled

Blanscet, Raymond
Campus Security Officer, Maintenance and Operations

Bledsoe, Katherine
Typist Clerk, Intermediate, Costa Mesa Center

Boyle, Robin
Military/Contract Education Technician, Military Outreach

Brahmbhatt, Ravindra
Workforce Specialist, One-Stop Center

Brooks, Dorsie
Staff Aide, Telecourse Marketing

Brown, Jane
Workforce Specialist, One-Stop Center

Capoccia, Rozanne
Contract Education Operations Coordinator, Senior, Contract Education

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Bookstore Operations Assistant, Bookstore

Cervantes, Rachel
Admissions and Records Technician III, Admissions and Records

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Campus Security Officer, Maintenance & Operation

Chapman, Robyn
Staff Aide, Foundation

Chotima, Poomchai
Instructional Associate/Basic Skills Lab, Student Services

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Workforce Specialist, One-Stop Center

Cline, James
Information Systems Technician II, Computer Services

Collins, Shirley
Computer Support Specialist I, Computer Services

Conlisk, Karen
Staff Aide, Contract Education

Cordova, Joan
Information Systems Trainer, Learning Technology & Innovation Support Services

Cortes, Irma
WIA Support Clerk, One-Stop Center

Coss, Aurea
Workforce Specialist, One-Stop Center

Cruz, Baltazar
Custodian, Maintenance and Operations

Curren, Alice
Bookstore Operations Assistant, Bookstore

Dasig, Jr., Alfred
Custodian, Senior, Maintenance and Operations

DeBattista, Janice
Area Facilitator, Le-Jao Center

Donahue, Kevin
Staff Assistant, Distance Learning

Drennen, Pamela
Military/Contract Education Staff Aide, Contract Education

Duff, Donna
Workforce Specialist, One-Stop Center

Duff, Paul
Program Compliance Assistant, One-Stop Center

Durkee, Dolores
Eligibility Technician, One-Stop Center

Edwards, Elizabeth
Military Programs Course Assistant I, Distance Learning

Eldridge, Keven
Workforce Specialist, One-Stop Center

Ellis, Cassie
Eligibility Technician, One-Stop Center

Evans, Neal
Systems/Network Analyst II, Computer Services

Fettig, June
Military/Contract Education Technician, Military Outreach

Follis, Diane
Staff Specialist, Instructional Systems Development

Fonseca, Angie
Staff Assistant, Senior, Military Program, Contract Education

French, Ann
Military Programs Testing Specialist, Distance Learning

Garcia, Nick
Groundskeeper 3, Maintenance and Operations

Garcia-Villanueva, Maria "Marisa"
Corporate Developer, One-Stop Center

Genova, Lori
Developmental Disabilities Program Assistant, Special Programs and Services for the Disabled

Giaconia, John
Information Systems Technician II, Learning Technology & Innovation Support Services

Gonzalez, Shañon
Research Assistant 2, Research Department

Gracia, Esequiel
Corporate Developer, One-Stop Center

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Area Facilitator, Costa Mesa Center

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Staff Aide, Personnel Services

Guray, Minerva
Military/Contract Education Technician, Military Outreach

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Military/Contract, Admissions and Records

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Administrative Specialist, One-Stop Center

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Accounting Technician, Senior, Instructional Services

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Workforce Specialist, One-Stop Center

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Military/Contract Education Technician, Instructional Services

Juno, Thomas
Information Systems Technician, Senior, Computer Services

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WIA Support Clerk, One-Stop Center

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Military/Contract Education Staff Aide, Instructional Services

Kelly, Patrick
Maintenance, Skilled, Maintenance and Operations

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Military/Contract Education Application Project Coordinator, Contract Education

Kistler, John
Maintenance, Skilled, Maintenance and Operations

Klein, Ron
Staff Aide, Counseling and Guidance

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Corporate Relations Executive, One-Stop Center

Le, Jenny
Military Contract Education Technician, Contract Education

Le, Tommy
WIA Support Clerk, One-Stop Center

Lee, Jeanette
Graphic Designer, Graphics and Publications

Lopez, Rachelle
Staff Aide, Incarcerated Student Program

Lubanski, Donna
Staff Assistant, Office of Instruction

Lund, Sally
Area Facilitator, Garden Grove Center

Maharaj, Peter
Webmaster/Multimedia Development Specialist, Public Relations

Mai, Maria
Admissions and Records Specilist, Admissions and Records

Marti, Nuvia
Military/Contract Education Technician, Intermediate, Contract Education

Martinez, Carlos
Job Center Clerk, One-Stop Center

Martinez, Tannia
Military Contract Education Technician, Contract Education

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Corporate Developer, One-Stop Center

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Staff Specialist, Maintenance and Operations

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Division/Area Office Coordinator, Distance Learning

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Staff Specialist, One-Stop Center

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Information Systems Technician, Senior, Computer Services

Miles, Susi
Counselor Aide, Counseling and Guidance

Mitchell, Jim
Information Systems Technician II, Computer Services

Montano, Jennifer
Military Contract Education Technician, Intermediate, Contract Education

Moon, Bill
Bookstore Shipping and Receiving Clerk, Bookstore

Moulton, Janette
Financial Aid Specialist, Financial Aid

Nash, Jeanette
Staff Aide, Instructional Services

Nguyen, JohnPaul
Guidance Assistant, Counseling and Guidance

Nguyen, Kim
Instructional Aide, Le-Jao Center

Nguyen, Kimlan
Military/Contract Education Technician I, Contract Education

Nguyen, Thomas
Offset Press Operator 3, Graphics and Publications

Nibeel, Anna
Military/Contract Education Technician
Intermediate, Contract Education

Nibeel, Deborah
HR Specialist, Personnel Services

O'Steen, Kelly
Admissions and Records Technician II, Admissions
and Records

Perez, Arturo
Groundskeeper 3, Maintenance and Operations

Pham, Hai
Information Systems Technician II, Computer
Services

Pham, Jonathan
Workforce Specialist, One-Stop Center

Pham, Martha
Division/Area Office Coordinator, Le-Jao Center

Phan, Sheena
Accounting Assistant III, Extended Opportunity
Programs and Services

Phomprasack, Tracee
Admissions and Records Technician, Admissions
and Records

Pok-Bruno, Thida
Workforce Specialist, One-Stop Center

Poush, Irene
Typist Clerk, Intermediate, Le-Jao Center

Quach, Helen
Course Assistant 1, Distance Learning

Ramon, Diana
Secretary, Administrative, Graphics and
Publications

Rewers, Keven
Instructional Associate/Computer Lab, Garden
Grove Center

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Marketing

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Workforce Specialist, One-Stop Center

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Military Contract Education Technician,
Intermediate, Contract Education

Riley, Richard
Custodian, Senior, Maintenance and Operations

Rivera, Miguel
Orange County One-Stop Security Officer, One-
Stop Center

Rogers, Stephani
Military/Contract Education Technician, Military
Outreach

Rojas, Mario
Custodian, Senior, Maintenance and Operations

Rose, Lynn
Military/Contract Education Technician, Military
Outreach

Sacket, Wendy
Electronic Media Publishing Project Coordinator,
Telecourse Publications

Salcedo, Veronica
Staff Assistant, Telecourse Marketing

Santoro, George
Offset Press Operator 3, Graphics and Publications

Sayasy, Khen
Accounting Analyst, One-Stop Center

Schulz, Christopher
Campus Security Officer, Maintenance and
Operations

Shrode, Bobbie
Accounting Technician, Senior, Fiscal Services

Siu, Anna
Program Compliance Assistant, One-Stop Center

Spencer, Shirley
Staff Assistant, Administrative Services

Spoja, Caroline
Counseling and Guidance Office Operations
Coordinator, Counseling and Guidance

Stewert, Kerry
Contract Education Application Programmer
Analyst Assistant, Contract Education

Strube, Kathy
Graphic Designer, Graphics and Publications

Susanto, Agustinus
Accounting Technician, Fiscal Services

Swancutt, Laureen
Executive Assistant to the President, President's
Office

Ta, Cindy
Military Program Course Assistant I, Distance
Learning

Thompson, David
Military Web Programmer and Multimedia
Developer, Learning Technology & Innovative
Support Services

Tiongco, Lanie
Workforce Specialist, One-Stop Center

Tran, Celicia
Instructional Aide, Le-Jao Center

Tran, Karen
Admissions and Records Technician III, Admissions
and Records

Tran, Tiffany
Instructional Associate, Le-Jao Center

Tran, Tom
Workforce Specialist, One-Stop Center

Tran, Vinh
Workforce Specialist, One-Stop Center

Tran-Nguyen, Martha
Workforce Specialist, One-Stop Center

Tran, Toan
Instructional Systems Development Programmer, ISD

Trinh, Rose
Workforce Specialist, One-Stop Center

Truax, Linda
Child Care Center Assistant, Costa Mesa Center

Valle, Erica
Staff Assistant, Special Programs and Services for the Disabled

Vaughan, Marie
Accounting Technician, Fiscal Services

Vega-Gutierrez, Luz
WIA Support Clerk, One-Stop Center

Ventura-Gomez, Lazaro
Custodian, Maintenance and Operations

Vinalay de Ramirez, Juana
Custodian, Maintenance and Operations

Vinh, Tho
Web/Multimedia Programmer, Learning Technology & Innovative Support Services

Vu, Thien
Electronic Media and Curriculum Publishing Assistant, Telecourse Publications

Vuong, Helen
Admissions and Records Technician II, Admissions and Records

Wang, Jocelyn
Special Projects Budget Clerk, One-Stop Center

Ward, Helen
Staff Assistant, Planning and Development

West, Tammy
Student Financial Aid Accounting/Fiscal Specialist, Financial Aid

Williams, Doug
Information Systems Technician II, Computer Services

Wilson, Yvonne
Banner Special Project Assistant, Admissions and Records

Winey, Doug
Custodian, Senior, Maintenance and Operations

Wojciechowski, Danny
Accounting Analyst, Fiscal Services

Wojciechowski, Linda
Electronic Media and Publishing Assistant Senior, Telecourse Publications

Wombold, Connie
Secretary, Senior, Garden Grove Center

Wood, Lori
Workforce Specialist, One-Stop Center

Worden, Mark
Web/Multimedia Designer, Military Programs, Learning Technology & Innovative Support Services

Xa, Quan
Student Financial Aid Apecialist, Financial Aid

Xa, Tina
EOPS Care Specialist, Extended Opportunity Programs and Services

Yokota, Janice
Division/Area Office Coordinator, Costa Mesa Center

Index

Main Learning Centers

- **Costa Mesa Center**
  2990 Mesa Verde Drive East
  Costa Mesa
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- **Garden Grove Center**
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