



# 2012-2013 CATALOG



COASTLINE  
COMMUNITY COLLEGE

*Tomorrow's College Today.*



(714) 546-7600  
[www.coastline.edu](http://www.coastline.edu)

## Academic Calendar

FALL 2012

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 9.....	Veterans Day (College Closed/No Classes)
November 22-25.....	Thanksgiving Break (College Closed/No Classes)
November 16.....	Filing Deadline for Fall Graduation
December 16.....	Last Day of Fall Semester
December 17, 2012 - January 1, 2013.....	Winter Break (College Closed/No Classes)

SPRING 2013

January 27.....	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 25-31.....	Spring Recess (College Closed/No Classes)
April 1.....	Second 8-week Classes Begin
April 5.....	Filing Deadline for Spring Graduation
May 26.....	Last Day of Spring Semester

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



Dear Students:

Welcome to Coastline Community College. I am delighted that you have chosen Coastline for pursuing your associate degree, career/technical certificate, transfer preparation, or attainment of basic skills for college

readiness. You have made an excellent choice. Coastline is a high-performing college, with a high completion rate. Our students' success is due in large part to the work of a dedicated team of faculty and staff who promote student success and academic excellence through quality programs, and accessible, flexible, and innovative offerings.

This year is especially exciting for Coastline and the Coast Community College District. In mid-fall 2012, we will complete the construction of our new campus in Newport Beach. Located atop a scenic bluff overlooking the ocean, this state-of-the-art learning center was built with you in mind—a generation of technology-savvy and globally-conscious students. Our earth-friendly building is designed and built to the Gold “LEED Certification” standards and will incorporate the use of native plants and drought-tolerant landscaping, as well as natural light and ventilation. When it opens, you'll be able to enjoy the natural sea breeze while studying in our impressive, open-air atrium and complete your on-site courses in our technologically-advanced classrooms. The Coastline Newport Beach campus will also include the Coastline Art Gallery, an on-site space showcasing work from local, national, and international artistic masters. The gallery will offer an array of shows, lectures, and special events throughout the year, and I encourage you to attend or participate as a student artist.

This catalog outlines programs and services as well as policies and procedures that play a crucial role in your success here at Coastline. I encourage you to take the time to read this catalog, keep it for your records, and refer to it during your stay with us.

As you progress through your educational path, please remember that our student-centered team is here to assist you. Take advantage of the comprehensive array of programs and services that are available to support your success, including our counselors who can answer questions about which classes or degree programs are best suited for your long-term career goals, our faculty members, and staff.

Best wishes for a wonderful academic year.

Sincerely,

Loretta P. Adrian, Ph.D., President

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

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

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



**Our students** range in age and educational goals. Some attend Coastline as fresh-out-of-high-school teens working on their GE requirements with the hopes of transferring to a four-year university. Others are adults looking to change careers by earning a certificate or A.A./A.S. degree in a new career field. Some want a class or two to add to their resume, and others want a super-packed, full schedule of classes (such as those in the STAR program) to help them finish their degree requirements fast.

Coastline also serves thousands of servicemen and women across the globe through the Military Contract Education program. This unique program allows those enlisted men and women to complete their degree requirements at a distance, without ever setting foot on a Coastline campus.

Coastline welcomes all students!

**Accreditation** Coastline Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite. 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.



**Coastline's Vision:** Creating opportunities for student success.

**Coastline's Mission:** Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education.

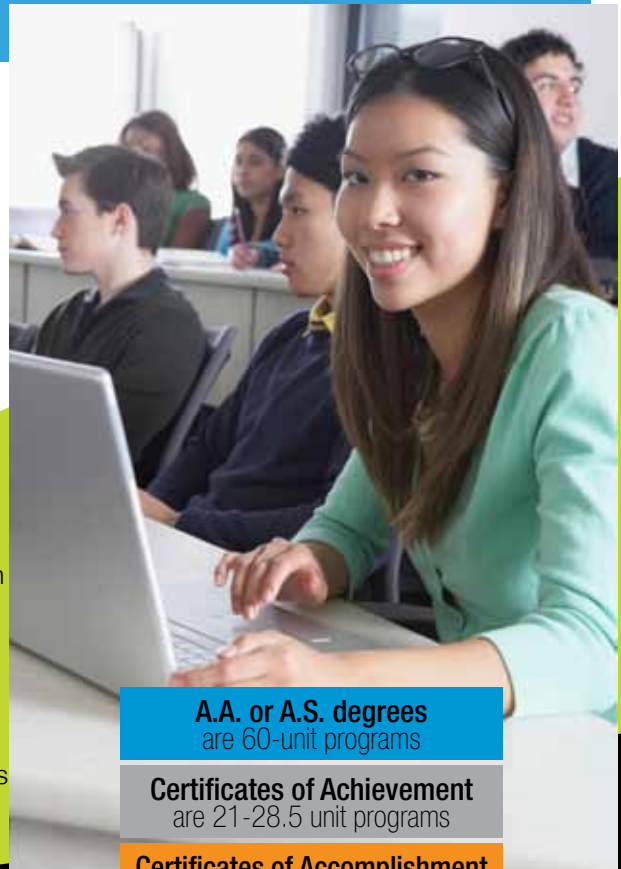
Goals for fulfilling the Coastline Community College mission:

1. **Student Success:** Coastline will make learner success its core focus.
2. **Access, Persistence and Completion:** Coastline will increase student access, and improve persistence, retention, and completion with a particular focus on Basic Skills.
3. **Innovation & Improvement:** Coastline will continue to create and nurture innovative programs, services, and technology solutions that respond to the needs and expectations of its learning community.
4. **Partnerships:** Coastline will strengthen and expand its entrepreneurial and grant development, and collaborative activities through partnerships with business and industry, government agencies, and educational institutions, and the public to enhance the College's capabilities and opportunities for students.
5. **Culture of Planning, Inquiry and Evidence:** Utilizing participatory governance processes, Coastline will improve its collection, analysis and use of data to enhance the teaching, learning, and institutional effectiveness resulting in increased student success.
6. **Growth and Efficiency:** Coastline will purposefully advance and sustain the College's capacity for student success through the efficient use of resources as well as expanded, diverse, and responsive programs and services.

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

- Courses leading to the Associate in Arts (A.A.) degree or Associate in Science (A.S.) 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.



**A.A. or A.S. degrees**  
are 60-unit programs

**Certificates of Achievement**  
are 21-28.5 unit programs

**Certificates of Accomplishment**  
are 12-18 unit programs

**Certificates of Specialization**  
are 5-15 unit programs

**Our sites** are located throughout Orange County and include mini-campuses at the Le-Jao Center in Westminster, the Garden Grove Center, the Costa Mesa Center, and the Newport Beach Center (construction complete mid-fall 2012; opens spring 2013).

The administration building is located in Fountain Valley. Here, you'll find the Admissions Office, the Bookstore, Counseling, Financial Aid and EOPS, and the Office of the President.

Coastline also operates the Orange County One-Stop Centers funded by the Orange County Workforce Investment Board (services for employers and job-seekers, including student job-seekers).

The Coastline Art Gallery, an off-campus venue that features the works of student, community, and well-known artists, is another Coastline facility, located in Huntington Beach. The Art Gallery will be moving to the Newport Beach Center this coming fall. Be sure to visit them all.

*College Center (Fountain Valley)*



**Coastline Art Gallery\***

10156 Adams Ave.  
Huntington Beach, CA 92646  
1 (714) 963-8475

**College Center**

11460 Warner Ave.  
Fountain Valley, CA 92708  
1 (714) 546-7600

**Costa Mesa Center**

2990 Mesa Verde Drive East  
Costa Mesa, CA 92626  
1 (714) 241-6213

**Garden Grove Center**

12901 Euclid St.  
Garden Grove, CA 92840  
1 (714) 241-6209

**Le-Jao Center**

14120 All American Way  
Westminster, CA 92683  
1 (714) 241-6184

**Newport Beach Center**

**(construction complete mid-fall 2012;  
opens spring 2013)**  
1515 Monrovia Avenue  
Newport Beach, CA 92663

**Orange County One-Stop Center**

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

**Orange County  
One-Stop Center- Irvine**

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

\*The Art Gallery will be moving to the Newport Beach Center this coming fall.

*Garden Grove Center*



*Le-Jao Center (Westminster)*



*Costa Mesa Center*



*Newport Beach Center (construction complete mid-fall 2012; opens spring 2013)*



**Contact us.** If you have a question, there are many ways to reach us. Call us at the numbers listed at right, or visit our Web site to connect with us via e-mail or by using our online question submission. We look forward to serving you in person, online, or talking with you over the phone.

**Main Website:** [www.coastline.edu](http://www.coastline.edu)

**Main Phone:** (714) 546-7600

**Administrative Office (Main Mailing Address):**

11460 Warner Ave.

Fountain Valley, CA 92708-2597



## Faculty and staff e-mail

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

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

**We're social!** Coastline has a presence on most social networking sites. Be sure to "like" us, add as a "friend," or "follow us" to keep up with all the latest happenings and to connect with your classmates and instructors!



[www.twitter.com/MyCCC](http://www.twitter.com/MyCCC)  
[www.twitter.com/CoastlineDL](http://www.twitter.com/CoastlineDL)  
[www.twitter.com/CoastlineASG](http://www.twitter.com/CoastlineASG)

[www.twitter.com/CCCmilitary](http://www.twitter.com/CCCmilitary)  
[www.twitter.com/CoastlineABI](http://www.twitter.com/CoastlineABI)  
[www.twitter.com/CCCfacilities](http://www.twitter.com/CCCfacilities)



[www.facebook.com/CoastlineCollege](http://www.facebook.com/CoastlineCollege)  
[www.facebook.com/CoastlineCommunityCollege](http://www.facebook.com/CoastlineCommunityCollege)



**Go Dolphins!** Did you know that Coastline's official mascot is the Dolphin?



# Phone Numbers:

Admissions and Records.....	1 (714) 241-6176
Assessment Center .....	1 (714) 241-6285
Associated Student Government.....	1 (714) 241-6253
Bookstore .....	1 (714) 241-6101
CalWORKs.....	1 (714) 546-7600, ext. 16587
Career Services .....	1 (714) 241-4967
Coastline Institute for Economic Development .....	1 (949) 341-8026
Contract Education Programs .....	1 (714) 241-6355
Counseling	
Information and Appointments.....	1 (714) 241-6162
College Center.....	1 (714) 241-6162
Costa Mesa Center.....	1 (714) 241-6213, ext. 17278
Garden Grove Center.....	1 (714) 241-6171
Le-Jao Center.....	1 (714) 241-6184, ext. 17424
Developmental Education (English/Math).....	1 (714) 241-6184, ext. 1742
Distance Learning (Cablecast, CD-ROM, Independent Study, Internet, or Telecourses).....	1 (714) 241-6216
English as a Second Language (ESL) Institute .....	1 (714) 241-6184, ext. 17409
Extended Opportunity Programs & Services (EOPS) .....	1 (714) 241-6237
Financial Aid .....	1 (714) 241-6239
International Student Program .....	1 (714) 241-6141
Learning Centers	
College Center, Fountain Valley.....	1 (714) 546-7600 or TTY .....
Costa Mesa Center.....	1 (714) 241-6213 or TTY .....
Garden Grove Center .....	1 (714) 241-6209 or TTY .....
Le-Jao Center (Westminster).....	1 (714) 241-6184 or TTY .....
Legal Clinic.....	1 (714) 241-6298
Library (Virtual).....	1 (714) 241-6117
Textbook Reserve Library	

Matriculation .....	1 (714) 241-6162
Media Relations, Governmental Affairs, and Marketing .....	1 (714) 241-6186
Military Education Programs .....	1 (714) 241-6326 or toll-free .....
(866) 422-2645	
Orange County One-Stop Centers	
Westminster .....	1 (714) 241-4900
Irvine.....	1 (949) 341-8000
Public Safety .....	1 (714) 546-7600, ext. 16360
Scholarships.....	1 (714) 546-7600, ext. 16554
Special Programs & Services for the Disabled (DSPS) .....	1 (714) 241-6214 or TTY .....
1 (714) 751-2072	
Student Success Center (Le-Jao Center).....	1 (714) 241-6184, ext. 17420
Study Abroad Program.....	1 (714) 241-6215
Transfer Center.....	1 (714) 241-6171
Tutoring .....	1 (714) 241-6184, ext. 17420
Veterans Assistance .....	1 (714) 241-6325, (714) 241-6126
Work-Based Learning.....	1 (714) 241-6209, ext. 17318



**Military Education Programs  
Main Website**  
<http://military.coastline.edu>

**Military Education Programs  
Toll-Free Number**  
1 (866) 422-2645



## MyCCC Helpdesk

Did you know that Coastline has a Helpdesk? This service is available through the Admissions and Records Office, Monday through Thursday, 8:00 a.m. to 5 p.m. and Friday, 8:00 a.m.-Noon to answer your MyCCC questions. Simply call (714) 241-6176.

**Assessment** for entry placement in English and Mathematics is expected of all first-time students, except for those students who have completed required English and Mathematics skill courses. New students who have earned an associate or degree higher from an accredited institution are not required to take the assessment tests if they have fulfilled the prerequisite for the course for which they intend to enroll. All other students who plan to enroll in English or Mathematics courses are required 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. All English and Mathematics assessment testing takes place at the College Center in Fountain Valley. Testing dates and times are posted at the Assessment Center's web page [<http://coastline.edu/>; at "Quick links" select "Departments and Programs" then click on "Assessment Center"]. Students may schedule their assessment tests online by following the instructions listed here: <https://www.coastline.edu/documents/How-To-Schedule-An-Assessment-Test.pdf>

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



# Services at a glance

**Admissions and Records**— Located on the first floor of College Center, this is the first place you'll visit once you've decided Coastline is for you. Or, you can apply online at [www.coastline.edu](http://www.coastline.edu)

**Assessment**—At College Center, this team provides placement-testing in the subjects of English and Mathematics. For an appointment, call (714) 241-6285.

**Associated Student Government (ASG)**—Join Coastline's student government team and gain leadership skills to enhance your resume! For more information, call 1 (714) 241-6253.

**Bookstore**—On-site at College Center or online at [www.coastlinebookstore.com](http://www.coastlinebookstore.com), it's the place to find all of your textbooks, school supplies and Coastline-branded gear.

**Counselors**—Counselors are available at all Coastline campus locations to help you clarify your goals, develop an educational plan, and inform you about other programs and opportunities that will enhance your college learning experience. Call 1 (714) 241-6162 to schedule an appointment, or get on-line assistance at [www.coastline.edu/counseling](http://www.coastline.edu/counseling)

**Extended Opportunity Programs & Services (EOPS)**—Extra services and support for disadvantaged students. EOPS students often receive added assistance for textbooks, counseling, and more.

**Financial Aid and Scholarships**—Coastline can help you apply for grants, loans and gifts from federal, state, local and college programs. PLUS, our own Coastline Foundation gives more than \$50,000 a year in scholarships. Be sure to apply no matter what your financial situation is.

**Career and Employment Center**—Located at the Orange County One-Stop Center, you'll find job search assistance, career assessment, advising and much more.

**Special Services for the Disabled**—Providing assistance such as priority registration, test accommodations, alternative media, and note-taking for students with disabilities.

**Student Success Center (Tutoring Center)**—Assistance for math and English classes as well as placement-test preparation.

**Transfer Center**—Visit the Transfer Center at the Garden Grove Center to take advantage of on-site resources for researching colleges and universities, and their entry requirements for transfer applicants. Counselors are available here and at all Coastline locations to help you develop an educational plan that will support your transfer goals. Call 1-714-241-6171 to make an appointment.

**Virtual Library**—A full online library that puts textbooks, journals, periodicals, and other resources at your finger tips. Check it out at [www.coastline.edu/library](http://www.coastline.edu/library).



## Counseling

All Coastline students have easy access to trained professionals dedicated to helping them develop an educational plan that best positions them to meet—and perhaps exceed—their academic, career and personal goals. New, continuing and re-entry students are encouraged to meet with a counselor to map out and discuss their educational plans, and learn about college programs and opportunities designed to enhance student success, extend learning “beyond the classroom,” and prepare for next steps after Coastline.

Counselors are available at the College Center (Fountain Valley), Costa Mesa Center, Garden Grove Center and Le-Jao Center throughout the academic year. Limited walk-in/resource counseling for short questions is also available. Advising is also available online at [www.coastline.edu/counseling](http://www.coastline.edu/counseling). Call 1 (714) 241-6162 to schedule an appointment. Academic counseling and advisement for military students is available by e-mailing [militarycounselor@coastline.edu](mailto:militarycounselor@coastline.edu), [soc@coastline.edu](mailto:soc@coastline.edu), or by calling toll free 1 (866) 422-2645.

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

Tiếp nhận sự 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 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 1 (714) 241-6162 để lán hẹn

**Need help mapping your path towards a four-year University or towards your dream career?** Contact a Coastline counselor! Our professionally trained and courteous counselors are available to assist you with the following:

- Educational Planning
- Career Exploration
- Counseling Courses
- Re-Entry Services

**Here are some quick and easy ways to connect:**



**eChat Live** with us during the day, via your computer! It's the fastest way to get an answer to your simple planning questions from a Counselor or the counseling support team.

**eCounselor's eChat hours are:**

Tuesday	9:00 a.m. - 11:00 a.m.
Wednesday	8:00 a.m. - 10:00 a.m.
Thursday	4:00 p.m. - 6:00 p.m.



**Participate in eAdvising** with a counselor, for more in-depth requests and detailed conversation. Our virtual Counselors are available for eAdvising:

Tuesday	8:00 a.m. - 9:00 a.m. & 11:00 a.m. - Noon
Wednesday	10:00 a.m. - Noon
Thursday	2:00 p.m. - 4:00 p.m.



**Schedule an in-person or telephone appointment** with a counselor by calling the Counseling Office (714) 241-6162 during business hours: Monday – Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to noon.

Appointments are available from morning to early evening, depending on the location at which you choose to meet with your counselor. When making an appointment, the counseling center assistant will explain the types of documentation you will need to gather if you have prior coursework from another college; this information will help your counselor provide the most accurate Educational Plan for your academic goal.



## Fall/Spring

## Scholarship

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 in February. The awards are presented during the spring semester at the annual awards reception. Factors for selection can include academic achievement, course of study, 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 spring semester during the year in which they apply. For information about the program criteria and awards available, visit the Coastline Web site at: [www.coastline.edu/scholarships](http://www.coastline.edu/scholarships).

## Financial Aid

programs attempt to fill the gap that may exist between the cost of education at Coastline and the money available to students from family, employment, savings and other resources. State and federal programs for eligible students include: fee waivers, grants, loans and work study opportunities. Coastline participates in the following programs: Pell Grant, SEOG (Supplemental Equal Opportunity Grant), Federal Workstudy, Perkins Loan, Direct Loans (Subsidized and Unsubsidized), Plus Loan and the California Board of Governors Fee Waivers. All recipients of financial aid must be in good academic standing, be participating in required class activities, be working toward a degree or certificate, have a high school diploma or GED, 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 are:**

- General information about federal aid: 1 (800) 4-FED-AID or 1 (800) 433-3243
- TTY number for hearing-impaired individuals to call with any federal student aid questions: 1 (800) 730-8913
- Federal Student Aid Home Page: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- Financial Aid Information Page (includes link to Scholarships): [www.icanaffordcollege.com/](http://www.icanaffordcollege.com/)

### California Dream Act of 2011

**SPECIAL NOTE FOR UNDOCUMENTED STUDENTS**—Undocumented students who have completed at least three years of high school in California and have either a high school diploma or the equivalency may qualify for enrollment under California's AB 540 regulation. The student also needs to apply for lawful immigration status. This legislation permits the eligible student to pay the regular California resident enrollment fee.

Effective January 1, 2013, this act, which is the result of assembly bills AB 130 and AB 131, will allow undocumented and documented students who meet certain provisions of the AB 540 to receive forms of state aid, including the Board of Governors Fee Waiver, CAL Grants and EOPS assistance. Go to <http://www.caldreamact.org> for complete information and the application for Dream Act CAL Grants. The Board of Governors' fee waiver is expected in August 2012. Information and application links will be posted on the financial aid section of the College Web site as soon as it is available. Go to [www.coastline.edu](http://www.coastline.edu) and click on the Financial Aid icon.

**EOPS**, *Extended Opportunity Programs and Services (EOPS)* is a state-funded program that provides an umbrella of services to qualified students of the college who are enrolled in a program that leads to a degree, certificate, or transfer. Eligible students must be state residents for tuition purposes, and qualify for the Board of Governors Fee Waiver program in one of the following ways:

*Qualify for BOGW/A – currently a recipient and receiving one of the following:*

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

*Qualify for BOGW/B – total family income for 2011 is:*

- EFC = “0” on FAFSA or
- Professional Judgment (unique circumstances may justify special review to be made by Financial Aids Office)

*Income standards below the following:*

Family Size	2011 Income
1	\$16,335
2	\$22,065
3	\$27,795
4	\$33,525
5	\$39,255

Each additional family member beyond 8 \$ 5,730



*Additionally, students must meet one of the following areas for educational disadvantage:*

- Test Scores for placement at Math C010 or lower and/or English level at Fundamentals of Composition (C099) or Freshman Composition (English C100) or lower.
- Non-high school graduate or did not pass CAHSEE, GED, or Proficiency Certificate
- Low high school grades (below 2.5 GPA )
- Remedial courses – enrolled in non-grade-level courses in high school or college
- Special Admittance (four factors approved by State Chancellor’s Office)

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

The Program routinely develops new services and provides activities to support student retention, transition, and transfer. Currently the EOPS “over-and-above” services include: counseling and advisement, outreach and recruitment to local agencies, high schools, and community organizations, emergency loans, books, special workshops and events, new student orientation, priority registration assistance and more. Call the EOPS Program at (714) 241-6237 for more information.

*See also CARE on the next page*



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

**Assistance for students with disabilities.** Students with disabilities (e.g., mobility, communication, speech, hearing, learning, vision, acquired brain injury, developmental, psychological) are invited to request assistance from the Special Programs and Services for the Disabled office. Services include, but are not limited to: interpreting services, notetaking, registration assistance, special counseling, special materials/equipment (i.e., digital recorders, enlarged print materials, taped texts and other alternately formatted materials), test proctoring, tutoring, and vocational guidance. Coastline also offers comprehensive programs and services for students with intellectual disabilities, acquired brain injuries and seniors adult fitness. Students with disabilities who wish to enroll in Coastline classes are invited to call upon the Special Programs office for assistance. Call 1 (714) 241-6214 for information about special classes, site accessibility or support services.

**Job Centers.** Coastline and its **Institute for Economic Development (CIED)** is the managing partner of the Orange County Workforce Investment Board's **Orange County One-Stop Centers**. The centers provide job search activities, employment resources, career assessment, counseling and vocational training opportunities. Specialized programs are also offered to those in career transition, such as veterans, students, dislocated professionals and underemployed. The Orange County One-Stop Centers also offer services for employers. These services include a resource library, labor market information, business downsizing or closure assistance, job listing service and applicant referrals.

**Orange County One-Stop Centers are located at:**

- 5405 Garden Grove Blvd., Suite 100, Westminster, CA 92683  
1 (714) 241-4900
- 125 Technology Drive, Suite 200, Irvine, CA 92618  
1 (949) 341-8000

*Orange County One-Stop Center, supported by the County of Orange and the Orange County Workforce Investment Board, is a WIA Title I financially assisted and equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made prior to the event by calling California Relay Service TTD/TTY 1-800-735-2922 or 711.*



**The Coastline Institute for Economic Development (CIED)** oversees the Orange County One-Stop Centers as well as Coastline Business Development Programs that center on entrepreneurship and workforce development. These specialized programs offer technical assistance training, one-on-one business counseling, employment assistance and businesses curriculum for small businesses, minority-owned business, women-owned businesses, International Trade, Military/Veteran, and Youth/Student Entrepreneurship Training.

# Admissions Information.

**Application and Registration:** Students planning to attend Coastline Community College must apply on-line at [www.coastline.edu](http://www.coastline.edu). The admission cycle for the Fall semester and Summer session begins on the 1st of April and for the Spring semester on the 1st of October.

**Military personnel** wishing to enroll in the Coastline Military Contract Education programs should do so online at <http://military.coastline.edu>.

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

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

**K-12 Grade Students:** In accordance with California Education Code, Section 48800, K-12 grade students may be eligible to enroll for advanced-level study in instructional areas not available at their school. The school and the college will determine who may enroll based on their judgment of the applicant's ability to profit from instruction. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, academic performance, 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](http://www.coastline.edu). In addition, K-10 students must have the approval of the Dean of Counseling and Special Programs. K-10 students are required to attend Coastline's high school student orientation. To attend call 1 (714) 241-6162.

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

**What if I don't have a high school diploma or G.E.D.?** It is possible to complete a certificate program, an associate's degree, a transfer program and/or a bachelor's degree without earning a high school diploma. Many individuals, however, may want to obtain a high school diploma or its equivalent for personal or employment reasons. The following educational agencies may be contacted regarding obtaining the high school diploma, GED test and/or certificate of proficiency:

**California State University Fullerton**

1 (657) 278-2487

**Garden Grove Unified School District**

(Lincoln Education Center)

1 (714) 663-6291

**Huntington Beach Adult/Alternative School**

1 (714) 842-4227

**Santa Ana Centennial Education Center**

1 (714) 241-5720



## Open enrollment policy

of the Coast Community College District stipulates 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.



## Matriculation

is a state-mandated program designed to assist each student in accomplishing his/her educational goals. It is an agreement between the college and the student. Coastline agrees to provide an organized process of admission, orientation, assessment, counseling and student progress follow-up. The student agrees 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.
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 requirements to participate in matriculation services.
  3. Students who, in the opinion of the vice president instruction/student services or designee, would not directly benefit from participating in orientation, assessment and/or counseling.

### Matriculation Activities

**Admission:** Students use CCC Apply to expedite the entry process.

**Assessment:** Students are evaluated for current skill levels in English, 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.

**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](http://www.coastline.edu).

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

### Summary

Students are strongly encouraged to initiate and complete matriculation prior to course registration. Students who complete all components of matriculation are best positioned to develop, with the assistance of an academic counselor, the most efficient path to their academic goal. Call the Counseling Office for more information at 1 (714) 241-6162.



## Matrícula

### Inscripción

La inscripción es un programa requerido por el estado y esta diseñado a asistir a estudiantes para que puedan lograr sus metas educativas. Este programa es de común acuerdo entre el colegio y el estudiante.

El Colegio de Coastline se compromete a proveer y ha organizar el proceso de admisión en las siguientes maneras: dar orientación, evaluación, consejería, y seguimiento al proceso académico del estudiante. Los estudiantes se compromete a llevar a cabo una meta educacional específica, asistir a clases regularmente, completar el trabajo de cursos asignados, y mantener un progreso satisfactorio en su plan académico.

### Meta

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

La inscripción es un proceso coordinado por:

1. Ayuda a estudiantes a tomar decisiones educativas 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 sus unidades y créditos con calificaciones satisfactorias y que continúen su educación de semestre a semestre.
3. Identifica los servicios de apoyo que la escuela tiene para que los estudiantes sobresalgan en sus metas y referirlos a colegios y servicios de la comunidad para satisfacer sus necesidades.
4. Fortalece la motivación estudiantil para lograr los puntos mencionados y provee apoyo frecuentemente para estimular y animar a los estudiantes.

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



## 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 hàng năm để thảo luận về ngành học và để kiểm nghiệm hồ sơ học vấn của mình.

*Introducing...*

COASTLINE  
COMMUNITY  
COLLEGE

**guideU**  
Student-Mentor Connection

As part of Coastline's **guideU** program, you'll get the one-on-one guidance you need to successfully achieve your educational and career goals.

**guideU** mentors can help to:

- **guideU** through your time at Coastline
- **guideU** to a four-year University, or
- **guideU** to your dream career!

Call 1 (714) 241-6218 to be part of **guideU**!

**Military Programs.** Coastline Community College has been providing specialized educational programs and services for the military community for nearly 30 years. Distance education classes and Associate degree programs offered through the Military Programs are available to active duty service members, veterans, and their families. Programs and services are delivered using best practices as detailed by Servicemembers Opportunity Colleges (SOC) and predicated upon such principles drawn from the cumulative experience of institutions and agencies judged successful in their work with service members.

#### 10 Reasons to Choose Coastline

1. Regionally accredited California Community College (ACCJC/WASC)
2. Maximum credit for military training/experience: up to 40 SH (semester hours)
3. Readily achievable associate degrees, including many rate-related majors
4. FREE unofficial and official degree plans
5. Affordable tuition; spouses and dependents pay discounted tuition for Military Programs classes
6. Coastline courses transfer to four-year institutions nationwide
7. Fast-paced, online classes (five, 8-week sessions per year), CD-ROM/PDA offerings for students without stable Internet, and mobile apps to help keep you connected
8. Textbooks only \$50 (or less) per course with online/on-time registration
9. Military-friendly customer service and regional representatives nationwide
10. Coastline is the recipient of national awards for excellence in military education and has won 19 Emmy Awards for Instructional Design.

#### Military Program Affiliations

Coastline is a founding partner of many military programs and partnerships including Coast Guard Afloat, PocketEd (mobile learning program), Navy College Program Distance Learning Partnership (NCPDLP), Navy College Program for Afloat College Education (NCPACE), GoArmyEd, Marine Corps Academic Explorer (AeX), and Air Force General Education Mobile (GEM).

Associate degree programs currently available through the Military Programs include:

- Accounting: General Accounting
- Accounting: Bookkeeping
- American Studies
- Arts & Humanities
- Business Administration
- Business: Business Administration
- Business: General Business
- Business: Human Resource Management
- Business: Marketing
- Communications
- Computer Networking: Cisco
- Computer Networking: Microsoft
- Electronics
- Emergency Management/Homeland Security with a concentration in Criminal Justice

- Gerontology
- Health Care Management
- History
- Human Services
- Management
- Office Support Specialist: Administrative Manager
- Office Support Specialist: Financial Manager
- Office Support Specialist: General Office Manager
- Psychology
- Science & Math
- Small Business Management
- Social & Behavioral Sciences
- Sociology
- Spanish
- Supervision: Supervision & Management
- Supply Chain Management

Coastline accepts Tuition Assistance (TA), MyCAA Financial Assistance vouchers, and the GI Bill. Eligible students may apply for Coastline scholarships or federal financial aid with FAFSA submission. Military members pay affordable tuition and spouses/dependents enjoy additional discounts.

For degree roadmaps, current class schedules, and additional information about Coastline Military Programs, please visit our website at <http://military.coastline.edu> or call toll free 1 (866) 422-2645 (866-4CCCMIL).



Onshore/Online

SOCCOAST Afloat

Spouse/Dependent  
Program

NCPDLP

NCPACE

GoArmyEd

Air Force GEM

Cognitive Boot Camp

PocketEd Program

## Serving the Military for nearly 30 years

### NATIONAL TESTING CENTERS

Military candidates can accelerate degree completion and save money on books and fees with credit earned through College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) testing. Coastline is pleased to host several National Testing Center (NTC) facilities at the locations listed below.

#### Coastline National Testing Centers

- Dyess Air Force Base
- Fallon Naval Air Station
- Gulfport Naval Construction Battalion Center
- Holloman Air Force Base
- Pensacola Naval Air Station
- Point Loma Naval Submarine Base
- Westminster, California (in collaboration with NWS Seal Beach)
- Camp Pendleton (NOW OPEN)

#### Coastline Computer Career Learning Center

- Warrior Transition Battalion—Fort Bliss, TX

Services are available to active-duty military at no cost. Dependents, veterans, retired military, and DoD civilians may also utilize these NTCs.

Coastline accepts many CLEP/DSST course equivalencies toward degree completion in addition to the credits students may earn through military training and experience. Most accredited colleges recognize the CLEP and DSST tests.



For CLEP information, visit <http://www.collegeboard.com/testing> or <http://clep.collegeboard.org/exam>.

For DSST information, visit [www.getcollegedcredit.com](http://www.getcollegedcredit.com).

To schedule an exam, go to <http://miltesting.coastline.edu/> and click on the button under the heading: **Create a New Reservation**.

# 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 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. For questions regarding Veterans benefits, check with the Veterans Technician in the Admissions office at 1 (714) 241-6325 or e-mail VeteranServices@coastline.edu.

## Veterans Resource Center

The goal of the Veterans Resource Center (VRC) is to build a community-based service center that engages not only local veterans taking classes from Coastline, but also student-veterans located nationwide, and community veterans who wish to support their peers. The VRC was developed to offer a comfortable and positive environment and will provide academic resources, community referrals, networking opportunities, counseling and advisement services, computer access with Wi-Fi, a place to study, and workshops and guest lecturers of value to veterans seeking career and academic opportunities. Coastline also plans to provide the resources available in the VRC to students nationwide through a Virtual VRC. For more information regarding the VRC, e-mail vet2vet@coastline.edu or call 1 (714) 241-6126.

## Eligibility

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

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

Selected Reserve participants may be eligible under Chapter 1606.

Reserve Education Assistance Program (REAP) Chapter 1607 is a Department of Defense/VA Education Benefit Program that provides educational assistance to members of Reserve components called or ordered to active duty

in response to a war or national emergency (contingency operation) as declared by the President or Congress.

The Post-9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001. Post-9/11 GI Bill benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

## Veterans Administration Requirements for Receiving Veterans Benefits

1. In order to claim benefits, a veteran or eligible person must have, as an educational objective, an (a) Associates 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:

	8-week session	16-week semester
Full time	6 units	12 units
3/4 time	4-5 units	9-11 units
1/2 time	3 units	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 1 (714) 241-6325.

# Registration Priority for Veterans:

In accordance with SB272, Coastline Community College will offer priority registration to veterans discharged from active duty within two years of admissions to the college. For additional information, please contact the Veterans Technician in the Admissions and Records office.



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

For additional information about current programs see the Study Abroad Web page at: [www.studyabroad.coastline.edu](http://www.studyabroad.coastline.edu) or call Kevin Donahue at 1 (714) 241-6215 or e-mail [kdonahue@coastline.edu](mailto:kdonahue@coastline.edu) for more information.

Financial Aid may be available on a case-by-case basis. Call 1 (714) 241-6239 for more financial aid information.



**Travel to Florence, Italy to participate in the “Jewel of the Grand Tour” study abroad program, summer of 2013!**

**The Transfer Center** is located at Coastline’s Garden Grove Center on the first floor.

The Center offers a wide array of services to our students who plan to transfer to a four-year college or university to earn a bachelor’s degree. The Center has an extensive library of college and university catalogs which are helpful to consult when exploring transfer options. Services include the use of computers with Internet access to facilitate your research on colleges and universities, ASSIST.org\*, and application to CSU, UC, or private institutions. The Transfer Center can also provide you with interesting articles and helpful tips on degree programs and majors, how to choose the right college for you, specifics on articulation agreements with four-year colleges, and more. Professional academic counselors are available for on-site appointments to discuss re-entry services, transfer

options, educational planning, course selection (including counseling classes which focus on career/life planning or college success strategies and for which you earn college credit), career options, and other campus programs and services designed to enhance your success as a student.

A University Transfer Event is held each fall. Plus, campus visits by university representatives and special workshops occur throughout the year. The Transfer Center is open to students, prospective students and staff. Call 1 (714) 241-6171 or the Counseling Resource Center (College Center) at 1 (714) 241-6162 for more information. Please see the Transfer section for more information.

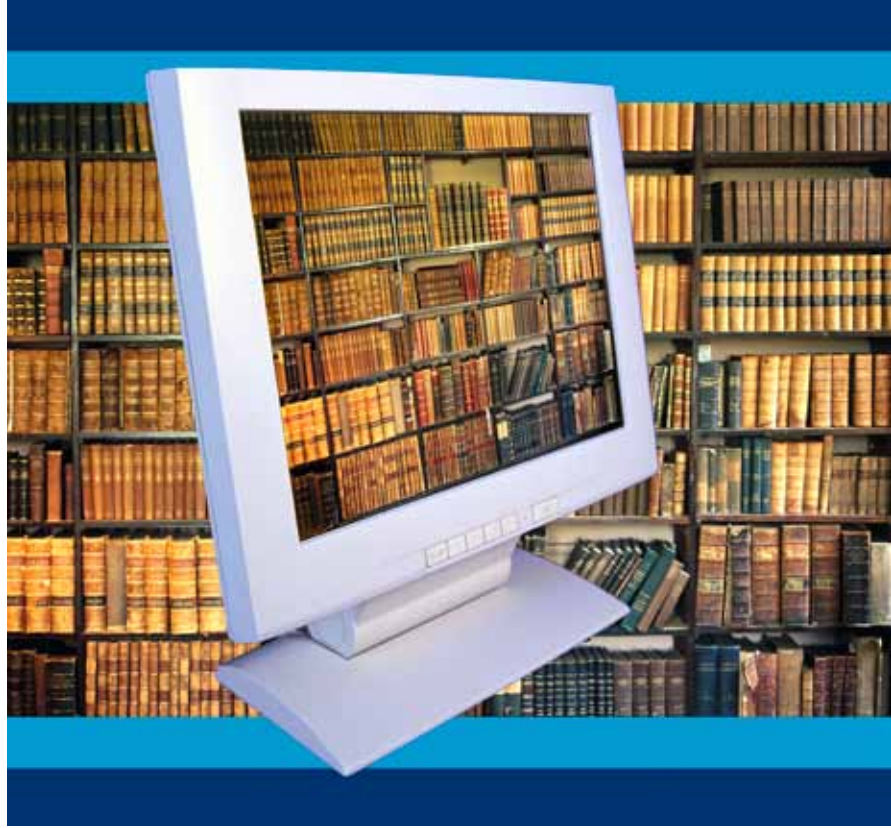
\*ASSIST.org is a valuable online tool that helps you know which California community college courses earn transferable credit at various California four-year colleges and universities. Coastline counselors can help you learn to use this website to guide your educational planning and course selection.



## The Virtual Library

provides 24/7 access to over 50,000 ebooks, 10,000 digitized periodicals (journals, magazines, and newspapers), and many research and reference databases that contain encyclopedias, almanacs, atlases, and other subject-specific sources of information. These resources are freely available to students, faculty, and staff by clicking on the Library link on the College home page and entering appropriate MyCCC credentials. The library provides authoritative, reliable, and academically appropriate resources at the touch of a computer key.

In addition, the library provides online tutorials, guides, and instructional slide shows to help students develop information competency and research skills. Specific skill development workshops are scheduled during the semester free of charge.



## Non-Discrimination Statement.

The Coast Community College District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information. [El Distrito de Coast Community College no discrimina ilegalmente en la provisión de oportunidades educativas o de empleo a cualquier persona sobre la base de raza, color, sexo, identidad de género, expresión de género, religión, edad, origen nacional, ascendencia, orientación sexual, estado civil, condición médica, discapacidad física o mental, estado militar o de veterano, o de la información genética.](#) “Trong việc cung cấp các cơ hội giáo dục và việc làm, Trường Đại Học Cộng Đồng Coast Community College District không đối xử phân biệt với bất cứ ai về chủng tộc, màu da, phái tính, nhận dạng phái tính, phát biểu về phái tính, tôn giáo, tuổi tác, nguồn gốc quốc gia, tổ tiên, định hướng phái tính, tình trạng gia đình, tình trạng sức khỏe, bất lực thể lý hay tâm thần, tình trạng quân ngũ hay cựu chiến binh, hoặc thông tin về di truyền.”

Limited English-speaking students who are otherwise eligible, will not be excluded from any vocational education program. [Los estudiantes que están calificados para entrar en el programa de educación vocacional no pueden ser excluidos debido a su inglés limitado.](#)

Sinh-viễn nào vòùì trình-ñoã Anh-viên kềm, nếu hoãì ñuọc caùc ñiêu-kieãn phươ hữp vaøo nhữõng chửõng-trình huaãn-ngheã, vaãn ñửõic ghi danh hoic nhử thửõng.hử thửõng.

# Coast Colleges



**Inspiration. Innovation. Graduation.**

# Associate Degree Requirements

## Catalog Rights and Continuous Enrollment

For graduation, students may follow the catalog degree requirements that were in effect for the academic year when their attendance began at Coastline Community College or follow the catalog requirements in effect during subsequent years of attendance provided that continuous enrollment has been maintained.

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

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

## 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.

**Part-time Student:** A student enrolled in fewer than 12 units.

**Full-time Student:** A student enrolled in 12 or more units.

**Graduate Student:** A student who has been awarded the Associate (A.A. or A.S.) degree, or a higher degree, by a recognized collegiate institution.

## Student Status

**New Student** — No previous enrollment record at Coastline Community College.

**Continuing Student** — Continuing enrollment at Coastline Community College from one primary term to the next primary term.

**Returning Student** — Previously enrolled at Coastline Community College however missed at least one primary term of attendance.

## General Education Philosophy

### General Education Degree-Level Student Learning Outcomes

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

Upon completion of a degree-level program, students will be able to:

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

## Additional Associate Degrees

Students who already possess an Associate degree may be awarded an additional degree upon completion of the following:

1. All requirements of a major or area of emphasis in a different field of study. Coursework from the previous major may be applied toward the new major.
2. Twelve additional units in residence at Coastline Community College after conferral of the previous degree.
3. General Education units earned from a previous Associate degree may be applied toward subsequent Associate degrees. If there has been a break in enrollment from when the last Associate degree was awarded, the student must complete the General Education requirements in effect at the time the student re-enrolls.

## Multiple Majors

A student completing the requirements of more than one major may earn more than one Associate degree. When completing concurrent majors, the student simultaneously completes all academic requirements for his/her majors and graduates with two (or more) degrees in the same semester. Students must list all desired degrees on the Graduation Petition form.

## Petition for Graduation

An A.A. or A.S. degree or a certificate of achievement is not automatically awarded. Students are required to petition for the degree or certificate of achievement at the beginning of the semester in which they will be completing their final requirements. Petitions are available in the Admissions office and online. Military students may obtain a graduation petition online at <http://military.coastline.edu/forms>

- Summer filing date: June 18-July 20, 2012
- Fall filing date: August 27-November 16, 2012
- Spring filing date: January 28-April 5, 2013

# Associate Degree Requirements

Coastline Community College awards the degrees of Associate of Arts and Associate of Science. These degrees are designed to provide students with the necessary skills to compete successfully in a culturally diverse and global job market. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in a field of knowledge to contribute to lifetime interest.

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

## 1. General Education:

Complete one of the three General Education options below.

**Option 1**—designed for students pursuing a major or area of emphasis and/or who may not be planning to transfer to a 4-year university. The degree is transferable to many colleges and universities.

**Option 2**—designed for students who are planning to transfer to a university in the CSU system. It may also be appropriate for transfer to some independent colleges.

**Option 3**—designed for students who are planning to transfer to a university in the CSU or UC system. It also may be appropriate for transfer to some independent colleges.

## 2. Field Of Study:

Complete the required courses in one of the fields of study below. All coursework must be completed with a grade of "C" or higher.

- **AREAS OF EMPHASIS**—American Studies, Arts and Humanities, Communications, Physical Education and Health, Science and Math, Social and Behavioral Sciences
- **MAJORS**—Art, Business Administration, Economics, English, French, Gerontology, Health and Fitness, History, Human Services, Liberal Studies, Mathematics, Psychology, Spanish, Sociology
- **CAREER PROGRAMS**—

### Accounting

General Accounting  
Bookkeeping  
Taxation

### Building Codes Technology

Combination Building Inspection  
Combination Residential Inspection  
Code Professional  
Permit Technician  
Green Building Technology

### Business

General Business  
Human Resources Management  
Marketing  
Business Administration  
Entrepreneurship and Small Business Management

### Computer Networking

Cisco  
Microsoft®  
Security

### Electronics

### Emergency Management/Homeland Security

Concentration in  
Criminal Justice

### Gerontology

### Health Care Management

### Informatics

### Management

### Management & Supervision

### Office Support Specialist

Administrative Professional—Assistant  
General Office Manager  
Financial Assistant  
Financial Manager  
Administrative Manager

### Paralegal Studies

### Process Technology

### Retail Management

### Supply Chain Management

## 3. Unit Requirement:

Complete at least 60 units of acceptable college work with a minimum of 12 Coastline units.

## 4. Electives:

Complete additional Associates degree applicable courses needed to meet the 60 unit requirement.

## 5. Global And Multicultural Studies Requirement:

Complete at least 2.5 units from any of the following Global and Multicultural Studies: Anthropology C100, C150; Art C100, C101, C103, C104, C105, C109, C135, C136, C137, C138, C233, C235, C236, C237, C261, C262, C265; Criminal Justice C148; English C144, C145, C150, C155; Foreign Language—any over C100; Geography C185; Gerontology C140; History C115, C122, C124, C125, C128, C132, C135, C146, C161, C162, C165, C180, C185; Humanities C100, C110; Human Services C100; Music C103; Philosophy C100, C113; Sociology C130

## 6. Additional Graduation Requirements:

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

This information is subject to change. For the latest information, please check the Catalog on the Web at [www.coastline.edu](http://www.coastline.edu).



# General Education Requirements

## OPTION 1 • 2012-2013

This option is designed for students pursuing a degree and who may or may not be planning to transfer to a four-year institution. Most of the coursework in this option is applicable towards transfer. Other colleges and universities may accept this degree for transfer. It is important to contact a Coastline counselor or your transfer institution for guidance in preparing your educational plan. In addition to the General Education requirements below, students must complete additional requirements for the Associate of Arts Degree listed in the catalog under Associate of Arts Degree Requirements.

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

### Group A – Basic Subjects

#### One course from each area

**A1** — Mass Communications C100; Communication Studies C100, C101, or C110.

**A2** — English Competency: Passing English C100 or C135 (with a grade of “C” or better).

**A3** — Math Competency: Passing the Math Placement Test or completion of two years of high school algebra with a grade of “C” or better, or passing one of the following with a “C” or better: Math C030\*, C040\*, C070\*, C100, C103, C104, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285.

\*Math C030, C040 C070 can be used to meet the Math competency requirements. They count toward the 60 units required for A.A. degree, but do not count toward the required general education units. All other courses numbered below 100 (other than English 099) do not count toward the A.A. degree.

### Group B – Natural Sciences:

#### Any three units

**B1** — Astronomy C100, C100L\* C101, C102, C103; Chemistry C100, C105, C110\*, C130\*, C180, C180L\*, C185, C185L\*, C220, C220L\*, C225, C225L\*; Environmental Studies C100; Geology C105, C105L\*, C115; Physics C110, C110L\*, C120\*, C125\*, C185\*, C280\*, C285\*.

**B2** — Anthropology C185, Biology C100, C100L\*, C120, C180\*, C185\*, C210\*, C220\*, C221, C225\*, C281, C282, C283; Ecology C100; Marine Science C100, C100L\*, C105\*.

\*Course has Laboratory Activity

### Group C – Arts and Humanities:

#### Any three units

**C1** — Art C100, C101, C102, C103, C104, C105, C109, C110, C110A, C110B, C120, C120A, C120B, C121, C122, C122A, C122B, C127, C129, C130, C131, C132, C133, C134, C135, C136, C137, C138, C139, C147A, C150, C151, C190, C194, C202, C203, C205, C206, C212, C214, C220, C221, C222A, C222B, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C239, C240, C242, C250A, C250B, C261, C262, C263, C265, C280; Music C100, C103, C130, C131, C139, C143; Theater C100, C101, C106, C107, C111

**C2** — Humanities: American Sign Language C180, C185; English C102, C111, C140, C143, C144, C145, C146, C150, C155, C181, C270, C275, C296, C297; Any Foreign Language C144, C160, C160A, C160B, C165, C165A, C165B, C180, C180A, C180B, C183, C185, C185A, C185B, C203, C204, C260, C280, C280A, C280B, C285, C285A, C285B; History C115, C121, C122, C124, C125, C128, C132, C135, C146, C150, C155, C161, C162, C170, C175, C180, C185, Humanities C100, C110, C135; Philosophy C100, C113, C115, C120, C140; Theater C101

### Group D – Social Sciences:

#### Any three units

**D1** — Anthropology and Archeology: Anthropology C100, C120, C150, C185

**D2** — Economics: Economics C110, C170, C175

**D3** — Ethnic Studies: History C122, C124, C125, C128, C146, C155

**D4** — Gender Studies: History C121

**D5** — Geography: Geography C100, C180, C185

**D6** — History: History C115, C132, C135, C146, C150, C161, C162, C170, C175, C180, C185

**D7** — Interdisciplinary Social Science: Mass Communications C100, C150

**D8** — Political Science: Political Science C101, C140, C180, C185

**D9** — Psychology: Psychology C100, C116, C118, C165, C170, C250, C255, C260, C280

**D10** — Sociology: Sociology C100, C110, C120, C130

### Group E – Self-Development:

#### Any three units

Business C120; Counseling C104, C105, C120; Dance C105, C106, C107, C108, C110, C111, C112, C114, C115, C116, C124, C125, C130, C140, C141, C160, C162, C256, C257; English C108; Foods and Nutrition C170, C175; Gerontology C120, C140; Health Education C100, C120, C175; Management & Supervision C144, C145, C150, C151; Photography C100, C102; Physical Education any course numbered C100 or above; Psychology C116, C118, C130, C151, C152, C153, C170

# Associate Degree General Education Requirements OPTION 2 – Transfer CSU • 2012-2013

Designed for students who are planning to transfer to a university in the CSU system. However, it may be appropriate for transfer to some independent colleges. In addition to the General Education requirements below, students must complete additional requirements for the Associate Degree listed in the catalog. Transfer students are strongly advised to contact a Coastline counselor for guidance in preparing an educational plan. In addition, for the most current articulation information, visit [assist.org](http://assist.org).

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

### **Certificate of Achievement In CSU General Education**

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

### **Certification of General Education for Transfer to CSU**

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

### **Area A – English Language Communication and Critical Thinking**

Must complete **9 units** with a minimum of one course in A1, A2 and A3 (grade of “C” or better).

#### **A1—Oral Communication**

Communication Studies C100 or C101 or C110

#### **A2—Written Communication**

English C100

#### **A3—Critical Thinking**

English C102 or Philosophy C115

### **Area B – Science Inquiry and Quantitative Reasoning**

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

#### **B1—Physical Science**

Astronomy C100, C101, C102, C103, Chemistry C100, C105, C110, C130, C180, C185, C220, Geology C105, C115; Physics C110, C120, C125, C185

#### **B2—Life Science**

Anthropology C185, Biology C100, C120, C210, C220, C221, C225, C283, Ecology C100, Marine Science C100, C105

#### **B3—Laboratory Activity**

Astronomy C100L\*, Biology C100L, C210, C220, C225, Chemistry C110, C130, C180L, C185L, C220L, Geology C105L, Marine Science C100L, C105, Physics C110L, C120, C125, C185

\*Astronomy C100 must be taken prior to or concurrently with Astronomy C100L

#### **B4—Mathematical/Quantitative Reasoning Concepts** (grade of “C” or better)

Math C100, C103, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285

—Associate Degree Option 2 continued from previous page

### Area C – Arts and Humanities

Must complete **9 units** with a minimum of 3 units in C1 and 3 units in C2.

#### C1—Arts

Art C100, C101, C102, C103, C104, C105, C109, C120, C122, C129, C135, C137, C214, C261, C262, C265; Music C100, C103, C139, C143; Theatre Arts C100, C101

#### C2—Humanities

American Sign Language C185, English C111, C140, C143, C144, C145, C146, C150, C155, C181, C270, C275, C296, C297, Foreign Language (any foreign language), C144, C160, C160A, C160B, C165, C165A, C165B, C180, C180A, C180B, C185, C260, C280, C280A, C280B, C285, History C121, C132, C135, C155, C161, C162, C170, C175, C180, C185, Humanities C100, C110, C135, Philosophy C100, C113, C120, Theater Arts C101

### Area D – Social Sciences

Must complete **9 units** with courses in at least two sub-areas.

#### D0—Sociology and Criminology

Sociology C100, C110, C120

#### D1—Anthropology and Archeology

Anthropology C100, C120, C150

#### D2—Economics

Economics C110, C170, C175,

#### D3—Ethnic Studies

History C122, C124, C128, C155

#### D4—Gender Studies

History C121

#### D5—Geography

Geography C100, C150, C180, C185

#### D6—History

History C115, C132, C135, C146, C161, C162, C170, C175, C180, C185

#### D7—Interdisciplinary Social or Behavioral Science

Mass Communications C100

#### D8—Political Science, Government and Legal Institutions

Political Science C101, C140, C180, C185

#### D9—Psychology

Psychology C100, C116, C118, C165, C170, C250, C255, C260, C280

### Area E – Lifelong Understanding and Self-Development

Must complete **3 units**.

Business C120, Counseling C104, C105, C120, English, C102, C108, Foods and Nutrition C170, C175, Gerontology 120, C140, Health Education C100, C175, Psychology C116, C118, C130, C152, C153, Sociology C120

#### A maximum of one unit may be counted from the following activity courses:

Dance C105, C106, C107, C108, C110, C111, C114, C116; C120, C124, C125, C126, C130, C140, C141, C150, C160

Physical Education C101, C102, C115, C116

#### American Institutions Requirement

All CSU campuses require that a student demonstrate competence in the Constitution of the United States and in American History. This may be satisfied by taking Political Science C180 and History C170 or C175 at Coastline College or by taking a course at the CSU. These courses also count toward Area D requirements.

# Associate Degree General Education

## OPTION 3 - Transfer IGETC • 2012-2013

Designed for students who are planning to transfer to a university in the CSU or UC system. However, it may be appropriate for transfer to some independent colleges. In addition to the General Education requirements below, students must complete additional requirements for the Associate Degree listed in the catalog. Transfer students are strongly advised to contact a Coastline counselor for guidance in preparing an educational plan. In addition, for the most current articulation information, visit [assist.org](http://assist.org).

Complete at least 37 units in the specific courses listed in Areas 1-6. One course may not be used to satisfy more than one general education requirement; however, the same course may be used to satisfy both a general education requirement and a requirement for the major or Area of Emphasis. Students may also double-count courses for the Global and Multicultural Studies Requirement.

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

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

### **CERTIFICATION OF GENERAL EDUCATION FOR TRANSFER TO CSU OR UC**

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

### **PARTIAL CERTIFICATION OF IGETC**

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

## **AREA 1 – English Communication**

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

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

### **Group A: English Composition**

English C100

### **Group B: Critical Thinking**

English C102

### **Group C: Oral Communication**

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

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

One course. Minimum of 3 units.

Math C115\*, C140\*, C150, C160, C170\*, C180\*, C185, C280, C285

## **AREA 3 – Arts and Humanities**

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

### **Group A: Arts**

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

Music C100, C139, C143

Theater Arts C100, C101

### **Group B: Humanities**

Arabic C185

Chinese C185, C280, C285

English C140, C144, C145, C150, C155, C181, C270, C275, C296, C297

French C185, C285

History C121, C122, C124, C128, C132, C135, C155, C161, C162, C170, C175, C180, C185

Humanities C100, C110, C135

Italian C185, C280, C285

Philosophy C100, C113, C120

Spanish C165, C185, C280, C285

Theater C101

Vietnamese C185, C280, C285

—Associate Degree Option 3 continued from previous page

## AREA 4 – Social and Behavioral Sciences

Three courses from at least two disciplines. Minimum of 9 units.

**4A** — Anthropology - Anthropology C100, C120, C150

**4B** — Economics - Economics C110\*, C170, C175

**4C** — Ethnic Studies

**4D** — Gender Studies - History C121

**4E** — Geography - Geography C100, C185

**4F** — History - History C115, C132, C135, C146, C180, C185

**4G** — Interdisciplinary Studies - Mass Communications C100; Ecology C100

**4H** — Political Science - Political Science C101, C140, C180, C185

**4I** — Psychology - Psychology C100, C118, C165, C170\*, C255, C280

**4J** — Sociology - Sociology C100

## AREA 5 – Physical and Biological Sciences

Two courses, with one from Group A and one from Group B. Minimum of 7 to 9 units.

*One of the courses must include a lab (indicated by + sign)*

### Group A: Physical Science

Anthropology C185

Astronomy C100, C100L\*+, C101, C102, C103

Chemistry C110\*+, C130\*+, C180, C180L+, C185, C185L+, C220, C220L+

Geography C180

Geology C105, C105L+, C115, C140

Physics C110\*, C110L+

### Group B: Biological Sciences

Biology C100, C100L\*+, C210+, C220\*+, C221\*+, C225\*+, 283

Marine Science C100, C105+

### Group C: Laboratory Science Requirement

At least one course from 5A or 5B must incorporate a laboratory component or take a corresponding lab course. Lab courses are indicated by (+).

## AREA 6 – Languages Other Than English

(UC REQUIREMENT ONLY): This requirement may be fulfilled by one of the following methods. See a counselor for clarification.

**A.** Complete two years of a high school foreign language with grades of “C” or better (high school transcripts must be on file at CCC)

OR

**B.** Completion of a foreign language course numbered 180 or higher with a grade of C or better.

OR

**C.** Earn a satisfactory score on one of the following tests (results must be on file at CCC):

1. SAT II Subject Test in a language other than English (Before 5/95 — score: 500. After 5/95— Chinese: 520; French: 540, German: 510; Hebrew: 470, Italian: 520; Japanese: 510; Korean: 500, Latin: 530, Spanish: 520).
2. College Board Advanced Placement Examination in a language other than English (score: 3 or better)
3. International Baccalaureate Higher Level Examination in language other than English (score: 5 or better)
4. An achievement test administered by a college or university (score: proficiency equivalent to at least two years of high school language).
5. Language other than English “0” level exam with a grade of “C” or better or “A” level exam with a score of “S” or higher.

**D.** Complete, with grades of “C” or better, two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. (documentation must be on file at CCC).

### AMERICAN INSTITUTIONS REQUIREMENT

(Not part of IGETC. May be completed prior to transfer.)

CSU has an American Institutions requirement that is separate from IGETC. Courses used to meet the CSU requirement can be double counted in Area 3 or 4. To meet the CSU requirement, students should take Political Science C180 AND one of the following courses: History C170 or C175.

UC requires the completion of a college course or courses with a grade of “C” or better OR a one-year course in high school in U.S. history or a half-year course in U.S. history and a half-year course in American government with grades of “C” or better (UCLA requires grades of “B”). UCSB requires the completion of a college course. If you are using college coursework to satisfy this requirement, check the appropriate UC catalog to determine which course(s) to take.

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

# Distance Learning Courses That Meet CSU System Transfer Requirements

TRANSFERABILITY SUBJECT TO CHANGE. CHECK WITH YOUR SCHOOL.

## AREA A REQUIREMENTS—

### English Language Communication and Critical Thinking

	Units
(A2) English C100—Freshman Composition .....	3.0
(A3) English C102—Critical Reasoning, Reading and Writing .....	3.0
Philosophy C115—Logic and Critical Thinking .....	3.0

## AREA B REQUIREMENTS—

### Scientific Inquiry and Quantitative Reasoning

	Units
(B1) Astronomy C100—Introduction to Astronomy .....	3.0
Astronomy C101—Planetary Astronomy .....	3.0
Chemistry C105—Chemistry Explorations for Teachers .....	2.0
Chemistry C110—Introduction to Chemistry .....	5.0
Chemistry C180—General Chemistry A .....	4.0
Chemistry C185—General Chemistry B .....	4.0
Geology C105—General Geology .....	3.0
Geology C115—California Geology .....	3.0
Physics C110—Conceptual Physics .....	3.0
(B2) Biology C100—Introduction to Biology .....	3.0
Biology C120—Biology of Aging .....	3.0
Biology C210—General Microbiology .....	5.0
Biology C283—Genetics .....	4.0
Ecology C100—Human Ecology .....	3.0
Marine Science C100—Introduction to Marine Science .....	3.0
(B3) Astronomy C100L—Introduction to Astronomy Lab .....	1.0
Biology C101—Introduction to Biology Lab .....	1.0
Biology C210—General Microbiology .....	5.0
Chemistry C110—Introduction to Chemistry .....	5.0
Chemistry C180L—General Chemistry Lab A .....	1.0
Chemistry C185L—General Chemistry Lab B .....	1.0
Geology C105L—Introduction to Geology Lab .....	1.0
Marine Science C100L—Marine Science Oceanography Lab .....	1.0
(B4) Mathematics C100—Liberal Arts Math .....	3.0
Mathematics C103—Statistics for Elementary Teachers .....	3.0
Mathematics C106—Geometry for Elementary Teachers 2 .....	3.0
Mathematics C115—College Algebra .....	4.0
Mathematics C120—Trigonometry .....	3.0
Mathematics C140—Business Calculus .....	4.0
Mathematics C155—Finite Mathematics with Applications .....	4.0
Mathematics C160—Introduction to Statistics .....	4.0
Mathematics C170—Precalculus .....	5.0
Mathematics C180—Calculus 1 .....	5.0
Mathematics C185—Calculus 2 .....	5.0
Mathematics C280—Calculus with Analytic Geometry 3 .....	5.0
Mathematics C285—Linear Algebra and Differential Equations .....	5.0

## GROUP C REQUIREMENTS—

### Arts and Humanities

	Units
(C1) Art C100—Art History and Appreciation 1 .....	3.0
Art C101—Art History and Appreciation 2 .....	3.0
Art C105—Introduction to Art .....	3.0
Art C110—Color and Design: 2D .....	3.0
Art C135—Survey of Chinese Brush Painting .....	2.0
Music C100—History & Appreciation of Music .....	3.0
Music C143—History of Jazz .....	3.0
Theater C100—Introduction to Theater .....	3.0
(C2) Chinese C180—Elementary Chinese .....	5.0
Chinese C185—Elementary Chinese 2 .....	5.0
English C140—Appreciation of Literature .....	3.0
English C143—Children's Literature .....	3.0
English C144—The International Short Story .....	3.0
English C145—American Literature: The Short Story .....	3.0
English C155—American Literature 1865 to Present .....	3.0
English C181—Shakespeare .....	3.0
English C275—British Literature Since 1800 .....	3.0
English C296—Gothic Victorian Literature .....	3.0

English C297—Contemporary Gothic Literature .....	3.0
French C180—Elementary French 1 .....	5.0
French C180A—Elementary French 1A .....	2.5
French C180B—Elementary French 1B .....	2.5
French C185A—Elementary French 2A .....	2.5
Humanities C110—Humanities through the Arts .....	3.0
Humanities C135—History and Appreciation of the Cinema .....	3.0
Italian C180—Elementary Italian 1 .....	5.0
Italian C185—Elementary Italian 2 .....	5.0
Philosophy C100—Introduction to Philosophy .....	3.0
Philosophy C113—Philosophical Approaches to Sustainability .....	3.0
Philosophy C120—Ethics .....	3.0
Spanish C180—Elementary Spanish .....	5.0
Spanish C180A—Elementary Spanish 1A .....	2.5
Spanish C180B—Elementary Spanish 1B .....	2.5
Spanish C185—Elementary Spanish 2 .....	5.0
Spanish C185A—Elementary Spanish 2A .....	2.5
Spanish C185B—Elementary Spanish 2B .....	2.5
Vietnamese C180—Elementary Vietnamese 1 .....	5.0
Vietnamese C185—Elementary Vietnamese 2 .....	5.0

## GROUP D REQUIREMENTS—

### Social Sciences

	Units
(D1) Anthropology C100—Cultural Anthropology .....	3.0
Economics C170—Principles of Microeconomics .....	3.0
(D2) Economics C175—Principles of Macroeconomics .....	3.0
(D4) History C121—History of American Women .....	3.0
(D6) History C146—History of Mexico .....	3.0
History C161—World History 1 .....	3.0
History C162—World History 2 .....	3.0
History C170—U.S. History to 1876 .....	3.0
History C175—U.S. History Since 1876 .....	3.0
History C180—Western Civilization to 1550 .....	3.0
History C185—Western Civilization Since 1550 .....	3.0
(D7) Mass Communications C100—Mass Communication .....	3.0
(D8) Political Science C180—American Government .....	3.0
Political Science C101—Survey of Current Issues .....	3.0
(D9) Psychology C100—Introduction to Psychology .....	3.0
Psychology C116—Child Growth & Development .....	3.0
Psychology C170—Psychology of Aging .....	3.0
Psychology C250—Psychobiology .....	3.0
Psychology C280—Introduction to Research Methods .....	4.0
(D0) Sociology C100—Introduction to Sociology .....	3.0
Sociology C110—Marriage & Family .....	3.0
Sociology C120—Introduction to Gerontology .....	3.0

## GROUP E REQUIREMENTS—

### Life-long Understanding and Self-Development

	Units
Counseling C105—Strategies for College Success .....	3.0
English C102—Critical Reasoning and Writing .....	3.0
English C108—Library Resource and Research .....	1.0
Foods and Nutrition C170—Nutrition .....	3.0
Foods and Nutrition C175—Nutrition and Aging .....	3.0
Health Education C100—Personal Health .....	3.0
Health Education C175—Healthy Aging .....	3.0
Psychology C116—Child Growth and Development .....	3.0
Psychology C118—Transitions through the Life Span .....	3.0

## ELECTIVES

All other Distance Learning courses numbered between C100 and C299 are transferable to CSU as Electives or Lower-Division major requirements.

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

**This information is subject to change. For the latest information please check the Course Catalog or [www.coastline.edu](http://www.coastline.edu).**

# Distance Learning Courses That Meet IGETC Transfer Requirements

## AREA 1—

### ENGLISH COMMUNICATION

#### Units

#### Group A: Freshman Composition

English C100—Freshman Composition.....3.0

#### Group B: Critical Reasoning

English C102—Critical Reasoning, Reading and Writing.....3.0

## AREA 2—

### Mathematical Concepts And Quantitative Reasoning

#### Units

Mathematics C115\*—College Algebra.....4.0

Mathematics C140\*—Survey of Calculus.....4.0

Mathematics C150—Finite Mathematics with Applications.....4.0

Mathematics C160—Introduction to Statistics.....4.0

Mathematics C170\*—Precalculus.....5.0

Mathematics C180\*—Calculus 1.....5.0

Mathematics C185—Calculus 2.....5.0

Mathematics C280—Calculus with Analytic Geometry 3.....5.0

Mathematics C285—Linear Algebra and Differential Equations.....5.0

## AREA 3—

### Arts & Humanities

#### Units

#### Group A: Arts

Art C100—Art History and Appreciation 1.....3.0

Art C101—Art History and Appreciation 2.....3.0

Art C105—Introduction to Art.....3.0

Music C100—History and Appreciation of Music.....3.0

Theater C100—Introduction to Theater.....3.0

#### Group B: Humanities

Chinese C185—Elementary Chinese 2.....5.0

English C140—Appreciation of Literature.....3.0

English C144—The International Short Story.....3.0

English C145—American Literature: The Short Story.....3.0

English C155—American Literature 1865 to Present.....3.0

English C275—British Literature after 1800.....3.0

History C121—Women in American History.....3.0

History C161—World History 1.....3.0

History C162—World History 2.....3.0

History C170—U.S. History to 1876.....3.0

History C175—U.S. History Since 1876.....3.0

History C180—Western Civilization 1.....3.0

History C185—Western Civilization 2.....3.0

Humanities C110—Humanities through the Arts.....3.0

Humanities C135—History and Appreciation of the Cinema.....3.0

Philosophy C100—Introduction to Philosophy.....3.0

Philosophy C113—Philosophical Approaches to Sustainability.....3.0

Philosophy C120—Ethics & Moral Choices.....3.0

Spanish C185—Elementary Spanish 2.....5.0

Vietnamese C185—Elementary Vietnamese 2.....5.0

## AREA 4—

### Social And Behavioral Sciences

#### Units

4A) Anthropology C100—Cultural Anthropology.....3.0

4B) Economics C170—Principles of Microeconomics.....3.0

Economics C175—Principles of Macroeconomics.....3.0

4D) History C121—History of American Women.....3.0

4G) Ecology C100—Human Ecology.....3.0

4H) Political Science C101—Survey of Current Issues.....3.0

Political Science C180—American Government.....3.0

4I) Psychology C100—Introduction to Psychology.....3.0

Psychology C118—Life Span Development Psychology.....3.0

Psychology C165—Principles of Human Sexuality.....3.0

Psychology C170—Psychology of Aging.....3.0

Psychology C225—Abnormal Psychology.....3.0

Psychology C280—Introduction to Research Methods

in Psychology.....3.0

4J) Sociology C100—Introduction to Sociology.....3.0

## AREA 5—

### Physical And Biological Sciences

#### Units

#### Group A: Physical Sciences

Astronomy C100—Introduction to Astronomy.....3.0

Astronomy C100L\*—Astronomy Lab.....1.0

Chemistry C110\*—Introduction to Chemistry.....5.0

Chemistry C180—General Chemistry A.....4.0

Chemistry C180L—General Chemistry Lab A.....1.0

Chemistry C185—General Chemistry B.....4.0

Chemistry C185L—General Chemistry Lab B.....1.0

Geology C105—General Geology.....3.0

Geology C105L\*—Geology Lab.....1.0

Physics C110—Conceptual Physics.....3.0

#### Group B: Biological Sciences

Biology C100—Introduction to Biology.....3.0

Biology C100L\*—Introduction to Biology Lab.....1.0

Biology C210—General Microbiology.....5.0

Biology C283—Genetics.....4.0

Marine Science C100—Introduction to Marine Science.....3.0

#### Language Other Than English

#### Units

Chinese C180—Elementary Chinese.....5.0

French C180—Elementary French 1.....5.0

Italian C180—Elementary Italian 1.....5.0

Spanish C180—Elementary Spanish 1.....5.0

Vietnamese C180—Elementary Vietnamese 1.....5.0

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

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

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# Programs Summary

<b>Coastline College Programs</b>	<b>Certificate of Achievement</b>	<b>Certificate of Accomplishment</b>	<b>Certificate of Specialization</b>	<b>AA/AS Degree</b>	<b>AA/AS-T Degree</b>
<b>Accounting</b>					
Bookkeeping concentration	X			AS	
General Accounting concentration	X			AS	
Taxation concentration	X			AS	
Advanced Accounting			X		
Intermediate Accounting			X		
<b>American Studies</b>					
American Studies - Area of Emphasis				AA	
<b>Biological and Physical Sciences (and Mathematics)</b>					
Science and Math - Area of Emphasis				AA	
<b>Biological Laboratory Technology</b>					
Biological Laboratory Technician	X				
<b>Building Codes Technology</b>					
Code Professional concentration	X			AS	
Combination Building Inspection concentration	X			AS	
Combination Residential Inspection concentration	X			AS	
Green Building Technology concentration	X			AS	
Permit Technician concentration	X			AS	
<b>Business Administration</b>					
Business Administration - Major for Transfer				AA	pending
<b>Business</b>					
Business Administration concentration	X			AS	
General Business concentration	X			AS	
Human Resources Management concentration	X			AS	
Marketing concentration	X			AS	
<b>Business Management</b>					
Business Plan			X		
Entrepreneurship and Small Business Management	X			AA	
Home Business			X		
Management (under Management and Supervision)	X			AA	
Project Management		X			
Retail Management	X			AA	
Supply Chain Management	X			AA/AS	
<b>Cognitive and Caregivers Boot Camp</b>					
Cognitive and Caregivers Boot Camp			X		
<b>Computer Networking</b>					
Cisco Certified Networking Administrator (CCNA)		X			
Cisco Certified Networking Professional (CCNP)			X		
CompTIA		X			
Computer Networking: Cisco concentration	X			AS	
Computer Networking: Microsoft concentration	X			AS	
Computer Networking: Security concentration	X			AS	
Network Security		X			
Windows Server 2008		X			

Continued on next page

<b>Coastline College Programs</b>	<b>Certificate of Achievement</b>	<b>Certificate of Accomplishment</b>	<b>Certificate of Specialization</b>	<b>AA/AS Degree</b>	<b>AA/AS-T Degree</b>
<b>Digital Media Foundation</b>					
Animation and Gaming Foundations		X			
Digital Media Foundation: Motion Graphic	X				
Digital Media Foundation: Print Design	X				
Digital Media Foundation: Web Design	X				
Digital Media Foundation: Web Technologies	X				
<b>Economics</b>					
Economics - Major				AA	
<b>Educational Studies</b>					
Educational Studies		X			
<b>Electronics and Electric Technology</b>					
Electronics (offered through Military/Contract Education)	X			AA	
<b>Emergency Management/Homeland Security</b>					
Emergency Management/Homeland Security	X			AS	
Criminal Justice	X			AA	
<b>English</b>					
English - Major				AA	AA-T
<b>Fine Arts, General</b>					
Art - Major				AA	
<b>French</b>					
French - Major				AA	
<b>Gerontology</b>					
Gerontology (see Major & Certificate of Achievement)	X			AA	
<b>Health Care Management</b>					
Health Care Management	X			AS	
<b>History</b>					
History - Major				AA	pending
<b>Humanities</b>					
Communications - Major				AA	
<b>Humanities and Fine Arts</b>					
Arts and Humanities - Major				AA	
<b>Human Services</b>					
Human Services - Major		X		AA	
<b>Information Technology</b>					
Informatics	X			AA/AS	
<b>Leadership</b>					
Leadership (under Management and Supervision)		X			
<b>Liberal Studies (teaching preparation)</b>					
Liberal Studies (for teaching)				AA	
<b>Management and Supervision</b>					
Supervision and Management	X			AA	
<b>Mathematics, General</b>					
Mathematics - Major				AA	pending

<b>Coastline College Programs</b>	<b>Certificate of Achievement</b>	<b>Certificate of Accomplishment</b>	<b>Certificate of Specialization</b>	<b>AA/AS Degree</b>	<b>AA/AS-T Degree</b>
<b>Medical</b>					
Medical Administrative Office Technician		X			
Medical Coding Specialist		X			
<b>Mobile Applications</b>					
Mobile Applications		X			
<b>Office Technology/Office Computer Applications</b>					
General Office Assistant		X			
<b>Office Support Specialist</b>					
Administrative Manager concentration	X			AS	
Administrative Professional (Assistant) concentration	X			AS	
Financial Assistant concentration	X			AS	
Financial Manager concentration	X			AS	
General Office Manager concentration	X			AS	
<b>Paralegal</b>					
Paralegal Studies	X			AA	
<b>Process Technology</b>					
Process Technology	X			AA	
Process Technician Fundamentals		X			
<b>Physical Education and Health</b>					
Health and Fitness - Major				AA	
Physical Education and Health - Area of Emphasis				AA	
<b>Psychology, General</b>					
Psychology - Major				AA	AA-T
<b>Real Estate</b>					
Real Estate Broker	X				
Real Estate Lending and Mortgage Brokering			X		
Real Estate Property Salesperson			X		
Real Estate Studies	X				
<b>Small Business and Entrepreneurship</b>					
Entrepreneurship and Small Business Management	X			AA	
<b>Supply Chain Management</b>					
Supply Chain Management	X			AA/AS	
<b>Social and Behavioral Sciences</b>					
Social and Behavioral Sciences - Area of Emphasis				AA	
<b>Sociology</b>					
Sociology - Major				AA	AA-T
<b>Spanish</b>					
Spanish - Major				AA	
<b>Transfer Studies</b>					
CSU General Education	X				
IGETC	X				

# Areas of Emphasis

Areas of Emphasis provide an opportunity for students to take courses in their areas of interest and apply them to an Associate degree. They are appropriate for students who do not plan on transferring as well as those who are transferring. Students who plan to transfer should consult with a counselor to make sure that they select the appropriate courses within the Area of Emphasis for their planned major and selected transfer university. All coursework in the Area of Emphasis must be completed with a grade of “C” or higher.

## American Studies

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

### Requirements for the major:

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

Art C102  
 Gerontology C140  
 History C121, C122, C150, C155, C170, C175  
 Humanities C135  
 English C145, C150, C155  
 Mass Communications C100  
 Music C139, C143  
 Philosophy C120  
 Political Science C101, C180  
 Psychology C116, C170  
 Sociology C110, C120  
 Communication Studies C100, C101, C110

**Total units required = at least 18 units**

## Arts and Humanities

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

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

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

Art C100, C101, C102, C103, C104, C105, C109, C110, C110A, C110B, C120, C120A, C120B, C121, C122, C122A, C122B, C127, C129, C130, C135, C136, C137, C150, C150A, C150B, C151, C205, C214, C221, C222, C222A, C222B, C224, C224A, C224B, C228, C229, C230, C231, C232, C242, C250A, C250B, C261, C262, C263, C265;

Music C100, C103, C130, C131, C139, C143

English C111, C140, C143, C144, C145, C146, C150, C155, C181, C270, C275, C296, C297

International Languages (any international language) Maximum of 10 units in one language: C144, C160, C160A, C160B, C165, C165A, C165B, C180, C180A, C180B, C185, C260, C280, C280A, C280B, C285, C285A, C285B

History C121, C132, C135, C155, C161, C162, C170, C175, C180, C185

Humanities C100, C110, C135

Philosophy C100, C113, C120

American Sign Language C185

Theater Arts C100, C101, C106, C107

**Total units required = at least 18 units**

## Communications

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

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

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

Art C203

Business Computing C171

English C100, C102, C133, C135, C136

Mass Communications C100, C140, C150

Philosophy C115

American Sign Language C185

Communication Studies C100, C101, C110

**Total units required = at least 18 units**

## Physical Education and Health

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

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

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

Dance C101, C102, C105, C106, C107, C108, C110, C111, C113, C114, C116, C120, C124, C125, C126, C130, C140, C141, C150, C160, C162

Foods and Nutrition C170, C175

Health Education C100, C175

Physical Education – any course numbered C100 or above

**Total units required = at least 18 units**

## Science and Math

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

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

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

Anthropology C185

Astronomy C100, C100L, C102, C103, C104

Biology C100, C101, C105, C120, C210, C220, C225, C283

Chemistry C100, C105, C110, C130, C180, C180L, C185, C185L, C220, C220L, C225, C225L

Ecology C100

Geology C105, C105L, C115

Marine Science C100, C100L, C105

Math C100, C103, C104, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285

Physics C110, C110L, C120, C125, C185, C280, C285

**Total units required = at least 18 units**

## Social and Behavioral Sciences

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

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

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

Anthropology C100, C120, C150

Economics C110, C170, C175

Geography C100, C180, C185

History C115, C121, C122, C124, C125, C128, C132, C135, C146, C150, C155, C161, C162, C170, C175, C180, C185

Mass Communications C100

Political Science C101, C140, C180, C185

Psychology C100, C116, C118, C130, C165, C170, C250, C255, C260, C280

Sociology C100, C110, C120, C130, C135

**Total units required = at least 18 units**

# Majors

## Art Major

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

### Requirements for the major:

*All courses must be completed with a grade of "C" or better.*

Art C110 (or C110A & C110B)—Color and Design: 2D (3.0 units)

Art C120 (or C120A & C120B)—Drawing 1 (3.0 units)

Art C121—Life Drawing (3.0 units)

Art C122 (or Art C122A & C122B)—Painting (3.0 units)

Art C100—Art History and Appreciation 1 (3.0 units)

OR

Art C101—Art History and Appreciation 2 (3.0 units)

Art C111A and 111B—Color and Design: 3D (3.0 units)

OR

Art C150—Ceramics (3.0 units)

**Total units = 18 units**

## Business Administration Major

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

### Requirements for the major:

*All courses must be completed with a grade of "C" or better.*

*Required core:*

Accounting C101—Financial Accounting (5.0 units)

Economics C170—Principals of Microeconomics(3.0 units)

Economics C175—Principals of Macroeconomics (3.0 units)

*At least 8 units from:*

Accounting C102—Managerial Accounting (5.0 units)

Business C110—Legal Environment of Business (3.0 units)

Business Computing C100AB—Introduction to Computers (3.0 units)

Computer Information Systems C100—Information Systems (3.0 units)

Computer Information Systems C111—Introduction to Information Systems and Programming (4.0 units)

Math C140—Business Calculus (4.0 units)

Math C150—Finite Mathematics (4.0 units)

Math C160—Introduction to Statistics (4.0 units)

Math C180—Calculus with Analytic Geometry 1 (5.0 units)

Math C185—Calculus with Analytic Geometry 2 (5.0 units)

**Total units required = at least 18 units**

## Economics Major

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

### Requirements for the major:

*All courses must be completed with a grade of "C" or better.*

*Required Core:*

Economics C170—Principles of Microeconomics (3.0 units)

Economics C175—Principles of Macroeconomics (3.0 units)

*Total: 6 units*

*Complete one of the following courses:*

Math C140—Business Calculus (4.0 units)

Math C180—Calculus with Analytic Geometry 2 (5.0 units)

*Total: 4-5 units*

*Complete two of the following courses:*

Accounting C101—Financial Accounting (4.0 units)

Accounting C102—Managerial Accounting (4.0 units)

Math C160—Introduction to Statistics (4.0 units)

Math C185—Calculus with Analytic Geometry 2 (5.0 units)

*Total: 8-9 units*

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

**Total units = 18-20 units**

## English Major

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

### Requirements for the major: (3 units)

English C102 – Critical Reasoning, Reading, and Writing (3.0 units)

*Select one course from the following (3 units):*

English C111—Composition and Literature

English C140—Introduction to Literature (3.0 units)

*Select two courses from the following (6 units):*

English C150—American Literature 1 (3.0 units)

English C155—American Literature 2 (3.0 units)

English C270—British Literature to 1800 (3.0 units)

English C275—British Literature since 1800 (3.0 units)

Any course not selected above

*Select two courses from the following (6 units):*

English C135—Business Writing (3.0 units)

English C136—Business Communication (3.0 units)

English C143—Children’s Literature (3.0 units)

English C144—The International Short Story (3.0 units)

English C145—American Literature: The Short Story (3 units)

English C146—Introduction to 20th Century Military Fiction (3.0 units)

English C181—Shakespeare (3.0 units)

English C296—Gothic Victorian Literature (3.0 units)

English C297—Contemporary Gothic Literature (3.0 units)

Humanities C100—Introduction to the Humanities (3.0 units)

Theater Arts C101—Introduction to the History and Literature of the Theater (3.0 units)

**Total – 18 units**

## French Major

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

### Requirements for the major:

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

French C180 (or C180A and C180B)—Elementary French 1 (5.0 units)

French C185 (or C185A and C185B)—Elementary French 2 (5.0 units)

French C280 (or C280A and C280B)—Intermediate French 1 (4.0 units)

French C285—Intermediate French 2 (4.0 units)

**Total units required = 18 units**

## Gerontology Major

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

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

### Requirements for the major:

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

*Required core- 12 units*

Biology C120—Biology of Aging (3 units)

Gerontology C120—Professional Issues (3 units)

Psychology C170—Psychology of Aging (3 units)

Sociology C120—Intro to Gerontology (3 units)

*6 units from*

Foods and Nutrition C175—Nutrition and Aging (3.0 units)

Gerontology C123—Activity Leadership (3.0 units)

Gerontology C124—Aging Policy (3.0 units)

Gerontology C130—Techniques of Working with Frail Elderly (3.0 units)

Gerontology C140—Aging in a Multicultural Society (3.0 units)

Gerontology C273—Careers in Gerontology: Field Practicum (3.0 units)

Gerontology C281-C284—Work Based Learning (1.0-4.0 units)

*Or other Gerontology courses*

Health C175—Healthy Aging (3.0 units)

Law C148—Elder Law (1.5 units)

Human Services C100—Introduction to Human Services (3.0 units)

Human Services/Counseling C101—Helping Theories and Intervention Strategies (3.0 units)

Human Services/Counseling C102—Introduction to Crisis Intervention (3.0 units)

*Or other Human Services courses approved by the Gerontology Dept.*

**Total units = at least 18 units**

## Health and Fitness Major

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

### Requirements for the major:

*All courses must be completed with a grade of "C" or better.*

#### *Required core— 10 units*

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

#### *8 units from*

Biology C220/C220L—Human Anatomy (4.0 units)  
 Biology C225/C225L—Human Physiology (4.0 units)  
 Biology C120—Biology of Aging (3.0 units)  
 Foods and Nutrition C175—Nutrition and Aging (2.0 units)  
 or other Nutrition courses;  
 Health C120—Personal Wellness Lifestyle (0.5-1.0 units)  
 Health C175—Healthy Aging (3.0 units)

*OR any other Health or PE courses*

**Total units = at least 18 units**

## History Major

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

### Requirements for the major:

*All courses must be completed with a grade of "C" or better.*

History C161—World History 1 (3.0 units)  
 History C162—World History 2 (3.0 units)  
 History C170—U.S. History to 1876 (3.0 units)  
 History C175—U.S. History Since 1876 (3.0 units)

#### *Select two courses from:*

History C115—Latin American History and Culture (3.0 units)  
 History C121—History of American Women (3.0 units)  
 History C122—Latino History and Culture (3.0 units)  
 History C124—Southeast Asian History and Culture (3.0 units)  
 History C125—Modern Iraqi History and Culture (3.0 units)  
 History C132—History of Britain and Ireland (3.0 units)  
 History C135—History of Britain and Ireland 2 (3.0 units)  
 History C128—History of Modern China (3.0 units)  
 History C146—History of Mexico (3.0 units)  
 History C150—History of California (3.0 units)  
 History C155—The American West (3.0 units)  
 History C180—Western Civilization 1 (3.0 units)  
 History C185—Western Civilization 2 (3.0 units)

**Total units required = at least 18 units**



## Human Services Major

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

### Requirements for the major:

*All courses must be completed with a grade of "C" or better.*

**Human Services C100—Introduction to Human Services (3.0 units)**

**Human Services/Counseling C101—Helping Theories and Intervention Strategies (3.0 units)**

**Human Services/Counseling C102—Introduction to Crisis Intervention (3.0 units)**

**Human Services C104—Treatment Issues in Substance Abuse (3.0 units)**

**Human Services C273—Practicum (3.0 units)**

*6 units from the following courses:*

**Anthropology C100—Cultural Anthropology (3.0 units)**

**Gerontology C120—Professional issues (3.0 units)**

**Gerontology C130—Techniques of Working w/ Frail Elderly (3.0 units)**

**Psychology C100—Introduction to Psychology (3.0 units)**

**Psychology C116—Child Growth and Development (3.0 units)**

**Psychology C170—Psychology of Aging (3.0 units)**

**Sociology C100—Introduction to Sociology (3.0 units)**

**Sociology C110—Introduction to Marriage and Family (3.0 units)**

**Sociology C120—Introduction to Gerontology (3.0 units)**

**Total units required = At least 18 units**

## Liberal Studies Major (for Teaching)

Coastline's Liberal Studies/Teaching Specialization A.A. Degree

The Liberal Studies/Teaching Specialization A.A. Degree offers future elementary school teachers an articulated transfer pathway and career ladder for a B.A. in Liberal Studies and the multiple-subject teaching credential. The focus of the degree is on content knowledge needed to teach in a K-8 setting and education courses that include early fieldwork opportunities for observation and practice. Coursework prepares students for the Multiple Subject CSET exam as required by the California Commission on Teacher Credentialing for elementary school teachers in both regular and special education. As a stand-alone degree without transfer the A.A., aligned with the requirements for No Child Left Behind, helps students become effective elementary school paraprofessionals in regular or special education classrooms. The degree is also appropriate for students pursuing a career other than in elementary school teaching (such as tutors and parents providing home schooling) who would like their course of studies and degree recognition to include an emphasis in liberal studies and teacher preparation curricula. Students may select courses to simultaneously earn the Certificate in Educational Studies as well.

*All courses must be completed with a grade of "C" or better.*

*Complete one course in each area.*

**A1 3 units—Oral Communication—Communication Studies C110**

**A2 3 units—Written Communication—English C100**

**A3 3 units—Critical Thinking—English C102 or Philosophy C115**

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

**B1 2 to 3 units—Survey of Chemistry and Physics—  
Chemistry C105, Physics C185**

**Survey of Earth Science—Geology C100 and C101**

**B2 3 units—Introduction to Biology—Biology C100**

**B3 1 unit—Lab—Biology C101**

**B4 3 units—Math—Math C103, C104, C106**

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

**C1 3 units—Arts—Music C100 or Theater C100**

**C2 3 units—Literature—English C102 or C112, C150, C155, C181, C270, C275, Philosophy C112, C120, C180**

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

**D 3 units—American Government—Political Science C180**

**3 units—US History—History C170**

*3 units from:*

**World History—History C161**

**World Geography—Geography C100**

**California History—History C150**

*Take one course in group E.*

**E 3 units—Child and Adolescent Development—Psychology C116**

*Additional Requirement—Take the following courses:*

**6.5 units—Education C103, C104 and C200**

**TOTAL UNITS FOR THE MAJOR—45.5—46.5**

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

**Suggested Electives—Education C180 and English C143**

## Mathematics Major

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

### Requirements for the major:

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

Math C180—Calculus 1 (5.0 units)

Math C185—Calculus 2 (5.0 units)

Math C280—Calculus 3 (5.0 units)

Math C285—Introduction to Linear Algebra and Differential Equations (5.0 units)

**Total Units = 20 units**

## Psychology Major

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

### Requirements for the major:

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

#### Required core:

Psychology C100—Introduction to Psychology (3.0 units)

Psychology C280—Introduction to Research Methods in Psychology (4.0 units)

Math C160—Introduction to Statistics (4.0 units)

#### 9 units from:

Psychology C116—Child Growth and Development (3.0 units)

Psychology C118—Life Span Developmental Psychology (3.0 units)

Psychology C255—Abnormal Psychology (3.0 units)

Psychology C130—Health Psychology (3.0 units)

Psychology C148—Principles of Human Sexual Behavior 1 (3.0 units)

Psychology C149—Principles of Human Sexual Behavior 2 (3.0 units)

Psychology C170—Psychology of Aging (3.0 units)

Psychology C250—Psychobiology (3.0 units)

**Total Units Required = At least 20 units**

## Sociology Major

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

### Requirements for the major:

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

#### Required:

Sociology C100—Introduction to Sociology (3.0 units)

Math C160—Introduction to Statistic (4.0 units)

#### Select four courses from:

Anthropology C100—Cultural Anthropology (3.0 units)

Human Services C100—Introduction to Human Services (3.0 units)

Human Services C101—Helping Theories and Intervention Strategies (3.0 units)

Human Services C102—Introduction to Crises Intervention (3.0 units)

Human Services C103—Introduction to Stress Management (1.5 units)

Human Services C104—Treatment Issues in Substance Abuse (3.0 units)

Management and Supervision C102— Human Relations (3.0 units)

Sociology C110—Introduction to Marriage and Family (3.0 units)

Sociology C120—Introduction to Gerontology (3.0 units)

Sociology C130—Globalization and Social Change (3.0 units)

Foreign Language Course (2.5—5 units)

**Total Units Required = 18.5—21 units**

## Spanish Major

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

### Requirements for the major:

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

Spanish C180 (or C180A and C180B)—Elementary Spanish 1 (5.0 units)

Spanish C185 (or C185A and C185B)—Elementary Spanish 2 (5.0 units)

Spanish C280 (or C280A and C280B)—Intermediate Spanish 1 (4.0 units)

Spanish C285 (or C285A and C285B)—Intermediate Spanish 2 (4.0 units)

**Total units required = 18 units**



Associate Degree  
for Transfer™

## Associate Degree for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. **This priority does not guarantee admission to specific majors or campuses.**

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Coastline Community College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [www.coastline.edu](http://www.coastline.edu). Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum G.P.A. of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth), Coastline's Option 2 General Education pattern OR the Intersegmental General Education Transfer Curriculum (IGETC), Coastline Option 3 General Education pattern.

**At the time of catalog publication, the following majors for the AA-T have been approved. Additional majors are under development. Please see a counselor and [www.coastline.edu](http://www.coastline.edu) for more information.**

## The Associate in Arts for Transfer (AA-T) Psychology Major

*Psychology is the scientific study of behavior and mental processes. Students majoring in psychology learn the major perspectives for understanding human behavior: behavioral, biological, cognitive, cross-cultural, evolutionary, humanistic, and psychodynamic. Students will acquire skills to analyze behavior, including statistical methods and research design, and will learn to document findings in APA style; descriptive research methods and experimental methods are covered. Students will gain an understanding of the following topics: neuroscience; sensation and perception; consciousness; learning; memory; thinking, language and intelligence; motivation and emotion; lifespan development; personality; social psychology; stress, health, and coping; psychological disorders; and therapies. Completion of the major provides a solid foundation for a psychology transfer program and many careers in the social service fields. A Master's degree or higher is required for most counseling or research psychologist positions.*

Requirement for the major:

*All courses must be completed with a grade of "C" or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.*

### **Required Core (11 units):**

Math C160—Introduction to Statistics (4.0 units)

Psychology C100—Introduction to Psychology (3.0 units)

Psychology C280—Introduction to Research Methods in Psychology (4.0 units)

### **Select one course from List A (3 units):**

Biology C100—Introduction to Biology (3.0 units)

Psychology C250—Psychobiology (3.0 units)

### **Select one course from List B (3 units):**

Any List A course not used above (3 units)

Psychology C115—Child Growth and Development (3.0 units)

Psychology C118—Life Span Developmental Psychology (3.0 units)

Sociology C100—Introduction to Sociology (3.0 units)

**Select one course from List C (3 units):**

Any courses not selected above (3.0 units)

Psychology C255—Abnormal Psychology (3.0 units)

Psychology C165—Principles of Human Sexuality 1 (3 units)

Psychology C170—Psychology of Aging (3.0 units)

Psychology C260—Social Psychology (3.0 units)

**Total units for the major Required: 20 units**

**CSU General Education or IGETC pattern: 37-39 units**

**Transfer Electives as needed to reach 60 transferable units**

**DEGREE TOTAL: 60 units**

### **The Associate in Arts for Transfer (AA-T) Sociology Major**

The *Associate in Arts for Transfer Sociology* major emphasizes a scientific approach to the study of human society, utilizing a variety of theories and research methods to understand the interaction between human groups and institutions and their influences on each other. Sociology ranges from the study of relationships in intimate social settings to the study of large bureaucratic institutions. Students taking this major will examine a variety of social institutions, including family, religion, and education, and will gain a better understanding of the roles played by social class, gender, and race in shaping social interactions. Successful students will develop their ability to think critically about social relationships, perform scientific social research, construct analytical arguments, and communicate their ideas effectively. Completion of this major will provide a solid foundation for people interested in a wide variety of careers, including law and law enforcement, social welfare, gerontology, urban planning, business, education, and public health.

Requirement for the major:

*All courses must be completed with a grade of "C" or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.*

**Required:**

Sociology C100—Introduction to Sociology (3.0 units)

**Select two courses from List A:**

Sociology C185—Analysis of Social Problems (3.0 units)

Math C160—Introduction to Statistics (4.0 units)

Psychology C280—Introduction to Research Methods in Psychology (4.0 units)

**Select two courses from List B:**

Any course from List A not used to fulfill List A requirements

Sociology C110—Introduction to Marriage and Family (3.0 units)

Psychology C260—Social Psychology (3.0 units)

**Select one course from List C:**

Any course from List A or List B not used to fulfill List A or B requirements

Anthropology C100—Cultural Anthropology (3.0 units)

Geography C185—Cultural Geography (3.0 units)

Psychology C100—Introduction to Psychology (3.0 units)

Sociology C120—Introduction to Gerontology (3.0 units)

Sociology C130—Globalization and Social Change (3.0 units)

Human Services C100—Introduction to Human Services (3.0 units)

**Total units for the Major Required: 18-19 units**

**CSU General Education or IGETC pattern: 37-39**

**Transfer Electives as needed to reach 60 transferable units**

**DEGREE TOTAL: 60 units**

### **Course Identification Numbering System (C-ID)**

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database.

## Preparation for Transfer

Students considering transferring to a CSU, UC or private college should plan as early as possible. Make an appointment to meet with a counselor for assistance in developing a Student Educational Plan (SEP) that outlines both your major and general education requirements.

### Strategies for Successful Transfer

#### Identify your major

- Enroll in Counseling C104 or C105
- Meet with a counselor to explore majors
- Check out Exploring Majors on [www.assist.org](http://www.assist.org)
- Explore majors on the Eureka Information System (see counselor)

#### Choose a University

- Visit the Coastline College Transfer Center
- Meet with college representatives at scheduled visits
- Attend the annual University Transfer Event
- Attend college fairs; preview days; open houses; campus tours
- Visit college Web sites

#### Determine Requirements

- Identify admission requirements
- Identify the best general education option pattern
- Identify major preparation requirements
- Visit [www.assist.org](http://www.assist.org)
- Review college catalogs and websites
- Determine the competitive GPA for the major

#### Develop a Transfer Plan

- Meet with a counselor regularly to help you develop and maintain your educational plan
- Be aware of application deadlines for admissions, financial aid, and scholarships
- Don't hesitate to ask for help when you have questions or concerns

## California State Universities (CSU)

All the campuses of the California State University welcome applications from transfer students. If a student completes college units after the summer following their graduation from high school, they are considered a transfer student. The majority of transfer students enter the CSU as "upper-division" transfers. Upper-division transfers must complete at least 60 semester units or 90 quarter units before transfer, maintain a 2.0 GPA or better (a higher GPA is recommended to remain competitive) in all transferable college units and be in good standing at the college or university attended. Some students enter as "lower-division" transfer

students if they completed fewer than 60 transferable semester units (90 quarter units). Visit [www.csumentor.edu](http://www.csumentor.edu) for admissions and application procedures.

**Academic Planning for Prospective Transfers:** If a student is unsure of their major, they should first concentrate on completing the lower-division general education requirements. Of these requirements, the highest-priorities are the general education requirements in the English language, oral communications, English composition, and critical thinking - along with a general education course in mathematics. While completion of all general education requirements is not required for admission, it is important that students complete as many of the lower-division general education requirements as possible prior to transfer. If they are pursuing a high-unit major that requires extensive lower-division prerequisites, they may not be able to complete all lower-division general education requirements prior to transfer.

**General Education/Breadth Requirements:** CSU provides California Community College transfers with two options for fulfilling CSU lower-division general education requirements: CSU General Education Breadth (GE-Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC). For a list of courses that meet these requirements refer to Option 2 and 3 in this catalog. You may also visit [www.assist.org](http://www.assist.org) for both general education and articulated major requirements. Please see a counselor for additional guidance.

**Impacted Majors:** Many campuses have some impacted majors that require additional admission criteria. Several majors are impacted at one or more but not all of the campuses offering the major. Generally, the majors remain the same from one year to the next, but the criteria are subject to change, and you should contact the campus directly for the most current information.

Detailed information about the 2012-2013 CSU impacted campuses and majors can be accessed at [www.calstate.edu/SAS/impactioninfo.shtml](http://www.calstate.edu/SAS/impactioninfo.shtml).

## University of California (UC)

A transfer applicant, according to the University, is a student who has enrolled in a fall, winter or spring session at another college or university after high school. A student who meets this definition cannot disregard his or her college record and apply as a freshman.

Prospective transfer applicants should plan their coursework carefully. Selected courses should help them 1) meet the minimum admission requirements for transfer, 2) prepare them for their major and 3) fulfill recommended general education requirements. All courses must be UC transferable.

**Admission Requirements:** In addition to meeting the minimum admission requirements, a student should adhere to any special application or screening procedures for the selected major or UC campus. Additional requirements for highly competitive majors can also be identified through articulation agreements (available at [www.assist.org](http://www.assist.org)). Students should enroll in the courses that meet these requirements. To earn 60 semester (90 quarter) units before transferring, the student should select courses that meet the eligibility, lower-division major-preparation and appropriate general education/breadth requirements.

**Major-Preparation Requirements:** Transfer students should take courses that meet major requirements. In most cases, completing at least a portion of the major requirements is essential to gain admission to the major. The Transfer Preparation Paths, available at [www.uctransfer.universityofcalifornia.edu](http://www.uctransfer.universityofcalifornia.edu), outline the major preparation requirements at each UC campus for the most popular majors. They are particularly useful in helping students identify major-preparation coursework that will prepare them for multiple UC campuses. Information on major preparation requirements is also available at [www.assist.org](http://www.assist.org)

**General Education/Breadth Requirements:** Transfer applicants to the University from California community colleges may satisfy lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). For a list of courses that meet these requirements refer to Coastline's General Education Option 3 in this catalog. You may also visit [www.assist.org](http://www.assist.org) for course information. Please see a counselor for additional guidance.

**Minimum eligibility requirements** - To be eligible for admission as a junior UC transfer student, a student must complete 60 semester (90 quarter) units of transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). However a higher GPA is recommended to remain competitive. No more than 14 semester (21 quarter) units may be taken Pass/Not Pass.

### **Transfer Admission Guarantee (TAG)**

Coastline College has Guaranteed Transfer Admission (TAG) agreements with UC Davis, UC Irvine, UC Merced, UC San Diego\*, UC Santa Barbara, UC Santa Cruz, and UC Riverside. By participating in a Transfer Admission Guarantee program, students receive early review of their academic records, early admission notification, and specific guidance about major preparation and general education coursework. Coastline College encourages students to take advantage of these agreements. See a counselor to determine eligibility. For more information and application procedures, see [www.uctransfer.universityofcalifornia.edu/tag](http://www.uctransfer.universityofcalifornia.edu/tag).

### **Independent Colleges and Universities**

Coastline maintains articulation agreements with many private colleges and universities. Check our Articulation Web page for links to our agreements. We also recommend that you speak with a counselor to assist you with creating a Educational Student Plan (SEP) to help meet your educational goals.

Additionally, Coastline partners with many military-friendly colleges and universities, so you can transfer your Coastline Associate degree into these Bachelor degree programs with ease. Students may contact a Military Counselor at [militarycounselor@coastline.edu](mailto:militarycounselor@coastline.edu) or the transfer institution of their choice for current information.

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\*The UCSD TAG program is being phased out:

- the last available term for TAG admission will be Fall 2014
- to apply for Fall 2014, you must submit your TAG online application—and the UC application for admission—in Fall 2013

# Certificates of Achievement and Associate Degrees

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

## Accounting – A.S. Degree

- General Accounting
- Bookkeeping
- Taxation

## Building Codes Technology – A.S. Degree

- Combination Building Inspection
- Combination Residential Inspection
- Code Professional
- Permit Technician
- Green Building Technology

## Business – A.S. Degree

- General Business
- Human Resources Management
- Marketing
- Business Administration

## Computer Networking – A.S. Degree

- Cisco
- Microsoft®
- Security

## Electronics – A.A. Degree

## Emergency Management/Homeland Security – A.S. Degree

- Emergency Management/Homeland Security
- Criminal Justice

## Entrepreneurship and Small Business Management – A.A. Degree

## Gerontology – A.A. Degree

## Health Care Management – A.S. Degree

## Informatics – A. A. or A.S. Degree

## Management & Supervision – A.A. Degree

- Management
- Supervision & Management

## Office Support Specialist – A.S. Degree

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

## Paralegal Studies – A.A. Degree

## Process Technology – A.A. Degree

## Retail Management – A.A. Degree

## Supply Chain Management – A.A. or A.S. Degree

## Certificate of Achievements (only)

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

### Biological Technology

- Biological Laboratory Technician

### Digital Media Foundation

- Motion Graphic Design
- Print Design
- Web Design
- Web Technologies

### Real Estate Broker

### Real Estate Studies

**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 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 timer 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.

## Certificates of Accomplishment

These certificates of Accomplishment are 12 or more units. A Coastline certificate will be awarded, but only courses will be posted on the transcript.

### **Cisco Certified Networking Administrator (CCNA)**

#### **CompTIA**

#### **Digital Media**

Animation and Gaming Foundation

#### **Educational Studies**

#### **General Office Assistant**

#### **Human Services**

#### **Leadership**

#### **Medical Administrative Office Technician**

#### **Medical Coding Specialist**

#### **Mobile Applications**

#### **Network Security**

#### **Process Technician Fundamentals**

#### **Project Management**

#### **Windows Server 2008**

**Curriculum Requirements:** Certificates of Accomplishment and Certificates of Specialization meet emerging technological needs of employers in business, government, and industry. These certificates 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. Note: A Coastline certificate for both the Certificates of Accomplishment and Certificates of Specialization will be awarded, but only courses will be posted on the transcript.

## Certificates of Specialization

These Certificates of Specialization are less than 12 units. A Coastline certificate will be awarded, but only the courses will be posted on the transcript.

### **Advanced Accounting**

### **Intermediate Accounting**

### **Business Plan**

### **Cisco Certified Networking Professional (CCNP)**

### **Cognitive & Caregivers Boot Camp**

### **Home Business**

### **Real Estate Lending & Mortgage Brokering**

### **Real Estate Property Salesperson**



## Accounting

### Certificate of Achievement

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

#### Core Courses Required

**Units**

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

ACCT C100	Introduction to Accounting	3.0
ACCT C101	Financial Accounting	5.0
ACCT C102	Managerial Accounting	5.0
ACCT C106	Excel for Accounting	2.0
ACCT C107	Accounting with QuickBooks	2.0
ACCT C112	Intermediate Accounting 1	3.0
<b>Subtotal</b>		<b>20.0</b>

And Choose any concentration from below:

#### Concentration in General Accounting

Choose 2 of the following courses:

**Units**

ACCT C103	Individual Taxation	3.0
ACCT C283-284	Work Based Learning	3.0-4.0
BUS C100	Introduction to Business	3.0
BUS C120	Personal Financial Planning	3.0
ENG C103	Business English	3.0

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

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

#### Concentration in Bookkeeping

Choose 2 of the following courses:

**Units**

ACCT C111	Advanced QuickBooks	2.0
ACCT C283-C284	Work Based Learning	3.0-4.0
BUS C100	Introduction to Business	3.0
BC C147	MS Word Beginning	1.5
BC C175	MS Access, Level 1	1.5
CIS C100	Introduction to Information Systems	3.0
ENG C103	Business English	3.0

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

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

#### Concentration in Taxation

Choose 2 of the following courses:

**Units**

ACCT C103	Individual Taxation	3.0
ACCT C104	Business Taxation	4.0
ACCT C108	Tax Return Preparation	2.0
ACCT C283-C284	Work Based Learning	3.0-4.0
BUS C120	Personal Financial Planning	3.0

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

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

## Building Codes Technology

### Certificate of Achievement

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

#### Core Courses Required

**Units**

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

BCT C250	Introduction to Building Codes Technology	3.0
BCT C300	Introduction to International Building Code	3.0
BCT C302	California Administrative Code (Title 24)	3.0
BCT C303	Non-Structural Provisions of Building Code	3.0
BCT C305	Framing Requirements of Building Code	3.0

**Subtotal** ..... 15.0

And Choose any concentration from below:

#### Concentration in Combination Building Inspection

Choose 4 of the following courses

**Units**

BCT C283	Work Basked Learning	3.0
BCT C304	Concrete Code	3.0
BCT C306	Electrical Code	3.0
BCT C307	Mechanical Code	3.0
BCT C308	Plumbing Code	3.0
BCT C314	Green Building Codes	3.0

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

**Total certificate units: (Core + concentratio)n.....** 27.0

#### Concentration in Combination Residential Inspection

Choose 4 of the following courses

**Units**

BCT C301	Residential/Construction Blueprint Reading	3.0
BCT C304	Concrete Code	3.0
BCT C311	International Residential Code	3.0

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

BCT C306	Electrical Code	3.0
BCT C307	Mechanical Code	3.0
BCT C308	Plumbing Code	3.0
BCT C283	Work Based Learning	3.0

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

**Total certificate units: (Core + concentration).....** 27.0

### Concentration in Code Professional

<i>Choose 4 of the following courses</i>		<i>Units</i>
BCT C290	Building Permit Technicians and Counter Operations	3.0
BCT C304	Concrete Code	3.0
BCT C306	Electrical Code	3.0
BCT C307	Mechanical Code	3.0
BCT C308	Plumbing Code	3.0
BCT C311	International Residential Code	3.0
BCT C316	Masonry Code	3.0
BCT C283	Work Based Learning	3.0

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

**Total certificate units: (Core + concentration)** ..... 27.0

### Concentration in Permit Technician

<i>Choose 4 of the following courses</i>		<i>Units</i>
BCT C290	Fundamentals of Building Permit Technicians	3.0
BCT C301	Residential/Construction Blueprint Reading	3.0
BCT C311	International Residential Code	3.0

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

BCT C306	Electrical Code	3.0
BCT C307	Mechanical Code	3.0
BCT C308	Plumbing Code	3.0
BCT C283	Work Based Learning	3.0

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

**Total certificate units:**  
**(Core + concentration)** ..... 27.0

### Concentration in Green Building Technology

<i>Required Courses for this certificate</i>		<i>Units</i>
BCT C251	Introduction to Green Building	3.0
BCT C314	Green Building Code	3.0

*AND (Choose 2 of the following courses 6.0 Units)*

BCT C306	Electrical Code	3.0
BCT C307	Mechanical Code	3.0
BCT C308	Plumbing Code	3.0
BCT C283	Work Based Learning	3.0

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

**Total certificate units: (Core + concentration)**..... 27.0

## Business

### Certificate of Achievement

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

### Core Courses Required

<i>(Students will complete all of the following classes)</i>		<b>Units</b>
BUS C100	Introduction to Business	3.0
BUS C110	Legal Environment of Business	3.0
BUS C150	Introduction to Marketing	3.0
MS C100	Organization and Management	3.0
<b>Subtotal</b>		<b>12.0</b>

*And Choose any concentration from below:*

### Concentration in General Business

<i>Choose 3 of the following courses:</i>		<b>Units</b>
ACCT C100	Introduction to Accounting	3.0
CIS C111	Introduction to Information Systems and Programming	4.0
CIS C100	Introduction to Information Systems	3.0
BUS C120	Personal Financial Planning	3.0
BUS C222	Entrepreneurship and Small Business Operation/Management	3.0
MS C104	Human Resource Management	3.0
PHIL C115	Logic and Critical Thinking	3.0
PHIL C120	Ethics	3.0
BUS C 281-284	Work-Based Learning	1.0-4.0

**Total elective units** .....9.0-10.0

**Total certificate units (Core + concentration)....21.0-22.0**

### Concentration in Human

#### Resources Management

<i>Choose 3 of the following courses:</i>		<b>Units</b>
BUS C130	E-Commerce: Strategy/Management	3.0
BUS C222	Entrepreneurship and Small Business Operation/Management	3.0
CIS C100	Introduction to Information Systems	3.0
MS C101	Management/Employee Communication	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
MS C283-284	Work Based Learning	3.0-4.0

**Total elective units** .....9.0-10.0

**Total certificate units (Core + concentration)....21.0-22.0**

### Concentration in Marketing

<i>Choose 3 of the following courses:</i>		<b>Units</b>
BC C115	Customer Service: Soft Skills	1.5
BUS C130	E-Commerce: Strategy/Management	3.0
BUS C222	Entrepreneurship and Small Business Operation/Management	3.0
CIS C100	Introduction to Information Systems	3.0
MCOM C100	Introduction to Mass Communications	3.0
MS C101	Management/Employee Communication	3.0
MS C283-284	Work Based Learning	3.0-4.0

**Total elective units** .....9.0-10.0

**Total certificate units (Core + concentration)....21.0-22.0**

**Concentration in Business Administration Units**

Choose 3 of the following courses:

ACCT C100	Introduction to Accounting	3.0
BUS C130	E-Commerce: Strategy/Management	3.0
BUS C222	Entrepreneurship and Small Business Operation/Management	3.0
CIS C100	Introduction to Information Systems	3.0
ECON C170	Principles of Microeconomics	3.0
ECON C175	Principles of Macroeconomics	3.0
MS C101	Management/Employee Communication	3.0
MS C104	Human Resource Management	3.0
MS C283-284	Work Based Learning	3.0-4.0

**Total elective units .....9.0-10.0**

**Total certificate units (Core + concentration)....21.0-22.0**

**Computer Networking**

**Certificate of Achievement**

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

**Core Courses Required**

		<b>Units</b>
CST C116	A + Essentials Hardware	3.0
CST C128	Network +/Introduction to Networking	3.0
CST C188	Configuring MS Windows 7	3.0
CST C191	CompTIA Linux	3.0
CST C201	Cisco Fundamentals/CCNA 1	3.0
CST C230	Introduction to Security	3.0

**Subtotal ..... 18.0**

And Choose any concentration from below:

**Concentration in Cisco Units**

Choose 3 of the following courses:

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

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

**Total certificate units (core + concentration)..... 27.0**

**Concentration in Microsoft Units**

Choose 3 of the following courses:

CST C172	MS SQL Server	3.0
CST C173	MS Exchange	3.0
CST C184	MS Server 2008 Active Directory	3.0
CST C185	MS Server 2008 Network Infrastructure	3.0
CST C186	MS Server 2008 Application Infrastructure	3.0

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

**Total certificate units (core + concentration)..... 27.0**

**Concentration in Security Units**

Choose 3 of the following courses:

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

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

**Total certificate units (core + concentration)..... 27.0**

**Electronics\***

**Certificate of Achievement**

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

**REQUIRED COURSES**

		<b>Units</b>
ELEC C101	Introduction to Electronics	3.0
ELEC C102	D/C Circuits	4.0
ELEC C103	A/C Circuits	4.0
ELEC C104	Digital Circuits	3.0

Select from Program Electives below: 10.0-11.0

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

**PROGRAM ELECTIVES**

Choose 3 of the following courses:

ELEC C204	Semiconductor Devices and Circuits	4.0
ELEC C210	Analog Electric Circuit Analysis	4.0
ELEC C230	Advanced Digital Electronics	3.0
ELEC C240	Microcomputer Systems & Assembly Programming	4.0
ELEC C272	Electronic Manufacturing	3.0
ELEC C280	Basic Electrical Machines	4.0
ELEC C281-284	Work Based Learning	1.0-4.0

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

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

## Emergency Management / Homeland Security

### Certificate of Achievement

The Emergency Management/Homeland Security (EM/HS) Certificate of Achievement is designed to prepare students to enter the emerging professions of disaster management and/or homeland security. Our curriculum is designed to provide the learner with a foundation of technical and professional knowledge needed by emergency and security workers to meet national, state and local public safety needs, both in the public and private sectors. Our program emphasizes an all-hazard approach to emergency planning/homeland security, with courses in emergency preparedness, response and recovery, incorporating Federal Emergency Management Agency (FEMA) and Emergency Management Institute (EMI) curriculum. In addition, we offer homeland security course teachings in terrorism, intelligence, critical infrastructure and the National Response Framework (NRF). Coastline's EM/HS program advances students by developing core competencies in hazard assessment, planning, critical thinking, and effective communications. Those benefiting from completing the Certificate of Achievement are those who intend to work in the fields of law enforcement, fire service, government, private security, health care or other public safety/service related occupations.

<b>CORE COURSES REQUIRED</b>		<b>Units</b>
EMGT C101	Introduction to Emergency Management	3.0
EMGT C102	Introduction to Homeland Security	3.0
EMGT C105	Emergency Preparedness	3.0
EMGT C110	Emergency Response	3.0
EMGT C120	Disaster Recovery	3.0
EMGT C130	Hazard Mitigation	3.0
<b>Subtotal .....</b>		<b>18.0</b>

### PROGRAM ELECTIVES

*Choose 2 of the following elective courses:*

EMGT C140	Crisis Response	3.0
EMGT C150	Crisis Management of Special Populations	3.0
EMGT C160	Introduction to Public Information Officer	3.0
EMGT C283	Work Based Learning	3.0

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

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

There are no prerequisite courses for those listed. The Department of Emergency Management and Homeland Security recommends that students begin by registering in the foundation courses of EMGT C101 and EMGT C102.

### Concentration in Criminal Justice

#### CORE COURSES REQUIRED

EMGT C101	Intro to Emergency Mgmt.	3.0
EMGT C102	Intro to Homeland Security	3.0
CJ C140	Intro to Criminal Justice	3.0
<b>Subtotal .....</b>		<b>9.0</b>

### PROGRAM ELECTIVES

*Emergency Management/Homeland Security area (6.0 units). Choose 2 of the following courses*

EMGT C105	Emergency Preparedness	3.0
EMGT C110	Emergency Response	3.0
EMGT C120	Disaster Recovery	3.0
EMGT C130	Hazard Mitigation	3.0
EMGT C283	Work Based Learning	3.0

*Criminal Justice area (6.0 units). Choose 2 of the following courses*

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

*Management/Leadership area (3.0 units). Choose 1 of the following courses*

MS C101	Mgt/Employee Communications	3.0
MS C102	Human Relations in Business	3.0
MS C144	Introduction to Leadership	3.0

**Total elective units ..... 15.0**

**Total certificate units..... 24.0**

## Entrepreneurship and Small Business Management

### Certificate of Achievement

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

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

### REQUIRED COURSES

**Units**

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

BUS C150	Introduction to Marketing	3.0
BUS C170	Entrepreneurship and Small Business Finance	3.0
BUS C180	Entrepreneurship and Small Business Plan	3.0
BUS C222	Entrepreneurship and Small Business Operation/Management	3.0

**Total Required Course Units ..... 12.0**

**ELECTIVE COURSES**

*(Students will select one of the following classes) 3.0 Units*

MS C100	Organization/Management	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0

*(Students will select two of the following classes) 6.0 Units*

BUS C100	Introduction to Business	3.0
BUS C110	Legal Environment of Business	3.0
BUS C120	Personal Financial Planning	3.0
BUS C130	E-Commerce: Strategy/Management	3.0

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

**Total certificate units..... 21.0**

**Gerontology**

**Certificate of Achievement**

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

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

**REQUIRED COURSES – 12 units Units**

*Select a minimum of 12 units among the following:*

BIOL C120	Biology of Aging	3.0
PSYC C170	Psychology of Aging	3.0
SOC C120	Introduction to Gerontology	3.0
GERO C120	Professional Issues in Gerontology	3.0

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

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

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

**FIELD COURSES**

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

GEROC273	Career in Gerontology: Field Practicum	3.0
GERO C281-C284	Work Based Learning (Maximum 6 units)	1.0-4.0

**Total certification units..... 18.0**

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

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

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

**Health Care Management**

**Certificate of Achievement**

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

**REQUIRED CORE COURSES Units**

HLTH C121	Introduction to Healthcare Management	3.0
LAW C126	Legal Aspects of Health Care	3.0
MS C100	Organization and Management	3.0
MS C101	Management and Employee Communications	3.0
MS C104	Human Resources Management	3.0

**Subtotal ..... 15.0**

**PROGRAM ELECTIVES**

*Choose 9.0 units from the following*

ACCT C100	Introduction to Accounting	3.0
BIOL C104	Medical Terminology for Health Professionals	3.0
BC C145	Medical Administrative Assistant	3.0
BIOL C200	Pharmacology	3.0
BIOL C221	Introduction to Anatomy and Physiology	3.0
BUS C100	Introduction to Business	3.0
BUS C007	Business Math	3.0
BUS C281-284	Work Based Learning	1.0-4.0
CIS C100	Introduction to Information Systems	3.0
ECON C170	Principles of Microeconomics	3.0
MATH C160	Introduction to Statistics	4.0
MS C102	Human Relations	3.0

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

## Informatics

### Certificate of Achievement

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

<b>FIRST YEAR</b>		<b>Units</b>
INFM C102	Concepts in Programming Languages II	3.0
INFM C141	Informatics Core I	4.0
INFM C142	Informatics Core II	4.0
INFM C143	Informatics Core III	4.0
ICS C123	Fundamental Data Structures	3.0
ICS C141	Concepts in Programming Languages I	3.0
<b>Total First Year .....</b>		<b>21.0</b>

<b>SECOND YEAR</b>		
INFM C111	Software Methods and Tools	3.0
INFM C113	Requirements Analysis and Engineering	3.0
INFM C115	Software Specification & Quality Engineering	3.0
INFM C121	Software Design I	3.0
INFM C131	Human-Computer Interaction	3.0
INFM C132	Project in Human Computer Interaction	3.0
<b>Total certificate units .....</b>		<b>39.0</b>

## Management and Supervision

### Certificate of Achievement

#### Management

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

<b>REQUIRED CORE COURSES</b>		<b>Units</b>
BUS C100	Introduction to Business	3.0
BUS C110	Legal Environment of Business	3.0
BUS C120	Personal Financial Planning	3.0
BUS C150	Introduction to Marketing	3.0
MS C102	Human Relations	3.0
<b>Subtotal .....</b>		<b>15.0</b>

## PROGRAM ELECTIVES

Choose 9.0-11.0 units from the following:

ACCT C100	Introduction to Accounting	3.0
ACCT C101	Financial Accounting*	5.0
ACCT C102	Managerial Accounting*	5.0
BUS C101	Project Management	3.0
BUS C130	E-Commerce	3.0
BUS C222	Entrepreneurship and Small Business Operation and Management	3.0
MS C101	Management/Employee Communication	3.0
MS C104	Human Resource Management	3.0
ECON C170	Principles of Microeconomics*	3.0
ECON C175	Principles of Macroeconomics*	3.0
PHIL C140	Business Ethics	3.0
CMST C110	Public Speaking	3.0

*Any computer classes* 1.0-5.0

MS C283-C284 Co-op Work Experience 3.0-4.0

**Total elective units .....** **9.0-11.0**

**Total certificate units.....** **24.0-26.0**

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

## Management and Supervision

### Certificate of Achievement

#### Supervision and Management

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

<b>REQUIRED CORE COURSES</b>		<b>Units</b>
MS C100	Organization and Management	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
<b>Subtotal .....</b>		<b>9.0</b>

## PROGRAM ELECTIVES

Choose 12 Units from the following:

BUS C100	Introduction to Business	3.0
BUS C110	Legal Environment of Business	3.0
BUS C120	Personal Financial Planning	3.0
BUS C150	Introduction to Marketing	3.0
BUS C222	Entrepreneurship and Small business Operation and Management	3.0
BUS C281-C284	Work Based Learning	1.0-4.0
CIS C100	Introduction to Information Systems	3.0
MS C101	Management and Employee Communications	3.0
MS C144	Introduction to Leadership	3.0
CMST C100	Interpersonal Communication	3.0

**Total certificate units (Core + Concentration) .....** **21.0**

## Office Support Specialist

### Certificate of Achievement

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

#### Core Courses Required Units

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

BC C104	Windows	1.5
BC C107	Keyboarding 1	1.5
BC C108	Data Entry	1.5
BC C112	Office Organization	3.0
BC C150	Microsoft Office Professional 1	3.0
ENGL C135	Business Writing OR	
ENGL C136	Business Communication	3.0
<b>Subtotal</b>		<b>13.5</b>

*And choose any concentration from below:*

#### Concentration in Administrative Professional (Assistant) Units

*Choose 9.0 Units from the following:*

BC C107B	Keyboarding/Formatting Documents	1.5
BC C109	Keyboarding Speed and Accuracy	1.0
BC C115	Customer Service: Soft Skills	1.5
BC C147	Beginning Microsoft Word	2.0
ENGL C103	Business English	3.0
BC C281-284	Work Based Learning	1.0-4.0

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

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

#### Concentration in General Office Manager Units

*Choose 9.0 Units from the following:*

BC C120	Excel 1 OR	1.5
BC C175	Access 1 (1.5)	
BC C121	Excel 2 OR	1.5
BC C176	Access 2 (1.5)	
ACCT C100	Introduction to Accounting OR	3.0
BC C123	Introduction to Quick Books (3)	
ENGL C103	Business English	3.0
BC C281-284	Work Based Learning	1.0-4.0

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

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

#### Concentration in Financial Assistant Units

*Choose 9.0 Units from the following:*

ACCT C100	Introduction to Accounting	3.0
BC C107B	Keyboarding/formatting Documents	1.5
BC C120	Excel 1	1.5
BC C121	Excel 2 OR	1.5
BC C175	Access (1.5)	
BC C147	Beginning Microsoft Word	2.0
BC C281-284	Work Based Learning	1.0-4.0

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

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

#### Concentration in Financial Manager Units

*Choose 10.0 Units from the following:*

ACCT C101	Financial Accounting	5.0
BC C120	Excel 1	1.5
BC C121	Excel 2	1.5
BC C123	Quick Books	3.0
BC C281-284	Work Based Learning	1.0-4.0

**Total elective units ..... 10.0**

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

#### Concentration in Administrative Manager Units

*Choose 9 Units from the following:*

BC C120	Excel 1 OR	1.5
BC C175	Access 1	(1.5)
BC C121	Excel 2 OR	1.5
BC C176	Access 2	(1.5)
CIS C100	Introduction to Information Systems	3.0
MS C100	Organization & Management	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
BC C283-284	Work Based Learning	1.0-3.0

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

**Total certificate units**

**(Core + concentration) ..... 22.5**

#### Concentration in Financial Assistant Units

*Choose 9.0 Units from the following:*

ACCT C100	Introduction to Accounting	3.0
BC C107B	Keyboarding/formatting Documents	1.5
BC C120	Excel 1	1.5
BC C121	Excel 2 OR	1.5
BC C175	Access (1.5)	
BC C147	Beginning Microsoft Word	2.0
BC C281-284	Work Based Learning	1.0-4.0

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

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

## Paralegal Studies - Paralegal Associate Degree

The American Bar Association (ABA) approves Coastline's Paralegal Studies Program. The Paralegal Program prepares personnel for the intermediary position between the legal secretary and the attorney, performing work under the supervision of an attorney. Paralegals work in law offices and other legal and law related environments and many interact with clients. A paralegal shall not provide legal advice or engage in conduct that constitutes the unauthorized practice of law including contracting with a natural person other than an attorney for the performance of paralegal services (California Business & Professions Code, Sections 6450 et seq.). This program is not intended to prepare students for law school or the practice of law.

Students who do not already possess an associate in arts or bachelor degree from a regionally accredited college or university must complete the associate degree (60 units) as specified below. These requirements are in compliance with the ABA Guidelines for paralegal programs. Degree candidate students are required to attend a paralegal orientation or a counseling session and complete the English and Math Placement Testing and Group A General Education requirements prior to entering LAW C105, LAW C118, LAW C121, LAW C390 and/or any major elective with a "LAW" designation. The remaining general education units are to be completed concurrently with the remaining paralegal courses. Students must achieve a grade point average of 2.0 or higher in each paralegal studies course.

Paralegal studies course work taken at other institutions in an ABA-approved program, with approval by the paralegal studies department, will qualify for no more than six (6) units of transfer credit in legal specialty courses in the paralegal studies certificate program. Paralegal studies courses taken for other than a letter grade are limited to seven (7) units within the 27 unit total and 21 units of paralegal course work must be completed at Coastline Community College. (Credit by examination is not available courses within the Paralegal Studies Certificate.) Upon completion of the degree program, students will be awarded an associate degree in Paralegal Studies and a Certificate of Achievement in Paralegal Studies approved by the American Bar Association.

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 in Paralegal Studies approved by the American Bar Association upon completion of the 27 units of required paralegal courses. All students are required to attend a paralegal orientation or a counseling session and must achieve a grade point average of 2.0 or higher in each paralegal studies course. All students are required to demonstrate computer proficiency\* (see below).

<b>REQUIRED PARALEGAL COURSES</b>		<b>Units</b>
LAW C100	Intro to Paralegal Studies	3.0
LAW C127	Legal Procedure 1	3.0
LAW C128	Legal Procedure 2	3.0
LAW C105	Civil Litigation 1	3.0
LAW C118	Legal Analysis & Briefing	3.0
LAW C121	Legal Research/CALR	4.0
	[or LAW C120 Legal Research and LAW C122 Computer Assisted Research]	
LAW C390	Legal Clinic Practicum/Ethics	2.0
<i>To be selected from Electives below</i>		<i>6.0</i>
<b>Paralegal Courses Subtotal .....</b>		<b>27.0</b>

## PROGRAM ELECTIVES

LAW C110	Civil Litigation 2	1.5
LAW C115	Criminal Litigation	1.5
LAW C130	Law Office Management	1.5
LAW C135	Family Law	1.5
LAW C142	Probate/Estate Planning	3.0
LAW C148	Elder Law	1.5
LAW C150	Corporate/Business Organization	3.0
LAW C152	Conflict Analysis and Resolution	3.0
LAW C155	Bankruptcy Law and Procedures	3.0
LAW C158	Intellectual Property	3.0
LAW C160	Civil Trial & Evidence	1.5
LAW C161	Tort Law	3.0
LAW C164	Contract Law	3.0
LAW C170	Computer Applications	3.0

## GENERAL EDUCATION, Paralegal Program

Students are required to complete at least 18 units in courses numbered C100-C299 listed in Groups A to D. (Course work in Group A2 is limited to ENGLISH C100. Course work in Group C1 is limited to ART C100, C101 and /or MUSIC C100. All course work in C2 is acceptable.) In addition, 3 units in Group E are required. Students can meet the general education requirements under Options 1, II, or III associate degree academic plans.

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

## ELECTIVES

\*Computer proficiency may be demonstrated by the satisfactory completion of LAW C170, or BUSINESS COMPUTING C148 and LIBRARY C110; 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 AA/AS degree program ..... 60.0**

\*\*Work Based Learning courses apply only to these elective units and are not a part of the paralegal studies courses. Earn credit for work you do on the job. [Effective catalog 2012-2013]



## PROCESS TECHNOLOGY

### Process Technician

#### Certificate of Achievement

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

REQUIRED COURSES		Units
PTEC C110	Introduction to Process Technology	3.0
PTEC C111	Safety, Health and Environment	3.0
PTEC C112	Quality Management	1.5
PTEC C113	Process Control I: Equipment	3.0
PTEC C114	Process Control II: Systems	3.0
PTEC C115	Process Control III: Operations	3.0
PTEC C116	Instrumentation I	3.0
PTEC C117	Instrumentation II	3.0
CIS C100	Introduction to Information Systems	3.0
<b>Total certificate units.....</b>		<b>25.5</b>

### 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
ACCT C100	Introduction to Accounting	3.0
BC C100	Introduction to Computers	3.0
BUS C007	Business Mathematics OR	3.0
MATH C007	Business Mathematics	3.0
BUS C150	Marketing in the New Economy	3.0
BUS C222	Entrepreneurship and Small Business Operation & Management	3.0
MS C100	Organization and Management	3.0
MS C101	Management and Employee Communications OR	3.0
ENGL C103	Business English	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
CMST C100	Interpersonal Communication	3.0
<b>Total certificate units.....</b>		<b>30.0</b>

## Supply Chain Management

### Certificate of Achievement

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

REQUIRED COURSES		Units
MS C100	Organization and Management	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
SM C101	Principles of Supply Chain Management OR	3.0
MS C171	Principles of Supply Chain Management	3.0
SM C102	Supply Chain Operations OR	3.0
MS C172	Supply Chain Operations	3.0
<b>Subtotal .....</b>		<b>15.0</b>

#### PROGRAM ELECTIVES

Choose 6.0 Units from the following:

ACCT C100	Introduction to Accounting	3.0
BUS C007	Business Mathematics	3.0
BUS C100	Introduction to Business	3.0
BUS C150	Introduction to Marketing	3.0
BUS C222	Entrepreneurship and Small Business Operation and Management	3.0
BUS C281-284	Work Based Learning	1.0-4.0
BC C112	Office Organization	3.0
CIS C100	Introduction to Information Systems	3.0
MS C101	Management / Employee Communication	3.0
SM C104	Purchasing and Procurement OR	3.0
MS C174	Purchasing and Procurement	3.0
SM C204	Supply Chain Logistics Management OR	3.0
MS C175	Supply Chain Logistics Management	3.0

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

**Total certificate units (Core + Concentration) ..... 21.0**

# Certificate of Achievement

These Certificates are 12 or more units and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degrees.

## Biological Technology

### Certificate of Achievement

#### Biological Laboratory Technician

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

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

## Digital Media Foundation

### Certificate of Achievement

#### Motion Graphic Design

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

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

<b>REQUIRED COURSES</b>		<b>Units</b>
ART C110	Color and Design: 2D	3.0
BC C171	Web Design/XHTML	3.0
DGA C116A	Adobe Photoshop 1	3.0
DGA C118A	Introduction to Adobe Illustrator	3.0
DGA C166A	Dreamweaver Basics	3.0
DGA C166C	Flash Basics	3.0
DGA C116B	Adobe Photoshop 2	3.0
DGA C118B	Adobe Illustrator 2	3.0
DGA C121	Adobe Premiere	3.0
DGA C122	After Effects	3.0
<b>Total certificate units.....</b>		<b>30.0</b>

## Digital Media Foundation

### Certificate of Achievement

#### Print Design

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

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

<b>REQUIRED COURSES</b>		<b>Units</b>
ART C110	Color and Design:2D	3.0
BC C124	Adobe Acrobat	3.0
BC C171	Web Design/XHTML	3.0
DGA C116A	Adobe Photoshop 1	3.0
DGA C118A	Introduction to Adobe Illustrator	3.0
DGA C166A	Dreamweaver Basics	3.0
DGA C166C	Flash Basics	3.0
DGA C116B	Adobe Photoshop 2	3.0
DGA C118B	Adobe Illustrator 2	3.0
DGA C120	InDesign	3.0
<b>Total certificate units.....</b>		<b>30.0 Units</b>

## Digital Media Foundation

### Certificate of Achievement

#### Web Design

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

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

<b>REQUIRED COURSES</b>		<b>Units</b>
ART C110	Color and Design: 2D	3.0
BC C103	Cascading Style Sheets	3.0
BC C171	Web Design/XHTML	3.0
BC C194	Web Accessibility	3.0
DGA C116A	Adobe Photoshop 1	3.0
DGA C116B	Adobe Photoshop 2	3.0
DGA C118A	Introduction to Adobe Illustrator	3.0
DGA C118B	Adobe Illustrator 2	3.0
DGA C166A	Dreamweaver Basics	3.0
DGA C166C	Flash Basics	3.0
<b>Total certificate units.....</b>		<b>30.0 Units</b>

## Digital Media Foundation

### Certificate of Achievement

#### Web Technologies

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

<b>REQUIRED COURSES</b>		<b>Units</b>
BC C103	Cascading Style Sheets	3.0
BC C171	Web Design/XHTML	3.0
BC C174A	JavaScript for Non-programmers	3.0
BC C174B	JavaScript 2	3.0
BC C194	Web Accessibility	3.0
BC C202	Cold Fusion	3.0
BC C204	Using SQL	3.0
BC C205	PHP and MYSQL	3.0
DGA C116A	Adobe Photoshop 1	3.0
DGA C116B	Adobe Photoshop 2	3.0
<b>Total certificate units.....</b>		<b>30.0 Units</b>

## Real Estate Broker

### Certificate of Achievement

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

#### REQUIRED COURSES

	<b>Units</b>
RE C100 Real Estate Principles	3.0
RE C110 Real Estate Legal Aspects	3.0
RE C120 Real Estate Practice	3.0
RE C130 Real Estate Appraisal 1	3.0
RE C140 Real Estate Finance	3.0
RE C160 Real Property Management	3.0
RE C105 Real Estate Mortgage Brokering	3.0
RE C352 Real Estate Loan Processing	3.0

**Total certificate units..... 24.0**

## Real Estate Studies

### Certificate of Achievement

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

#### REQUIRED COURSES

	<b>Units</b>
RE C100 Real Estate Principles	3.0
RE C110 Real Estate Legal Aspects	3.0
RE C120 Real Estate Practice	3.0
RE C130 Real Estate Appraisal 1	3.0
RE C140 Real Estate Finance	3.0
RE C160 Real Property Management	3.0
RE C352 Real Estate Loan Processing	3.0
RE C356 Real Estate Loan Underwriting	3.0

**Total certificate units..... 24.0**

# Certificates of Accomplishment

These certificates of Accomplishment are 12 or more units. A Coastline certificate will be awarded, but only courses will be posted on the transcript.

## Cisco Certified Networking Administrator (CCNA)

### Certificate of Accomplishment

This is the first in a series of Cisco certifications. The courses help prepare the students for the CCNA Certification Exam. Courses are hands-on intensive and cover OSI and TCP/IP models, IP numbering, cabling, router configuration, routing protocols, LAN switching, RIP, OSPF, EIGRP, Frame Relay, variable length subnet masking, NAT, DHCP, and WAN design.

<b>REQUIRED COURSES</b>		<b>Units</b>
CST C201	Cisco Fundamentals/CCNA 1	3.0
CST C202	Cisco Router Configuration/CCNA 2	3.0
CST C203	Cisco Switching/CCNA 3	3.0
CST C204	Cisco WAN Configuration/CCNA 4	3.0
<b>Total certificate units.....</b>		<b>12.0</b>

## Digital Media

### Certificate of Accomplishment

#### Animation/Gaming Foundations

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

<b>REQUIRED COURSES</b>		<b>Units</b>
ART C110A	Color and Design: Two Dimensional	1.5
CIS C100	Intro to Information Systems	3.0
CIS C110	Programming with Visual Basic.Net	1.5
DGA C111	3D Simulation and Multimedia	3.0
DGA C166C	Flash Basics	3.0
<b>Total certificate units .....</b>		<b>12.0</b>

## CompTIA

### Certificate of Accomplishment

The courses offered to obtain this certificate will give students the basic skills needed to provide entry level computer support. Topics provide skills necessary to prepare for CompTIA certifications including Network+, A+, Linux+ and Security+. Each course provides intensive hands-on training.

<b>REQUIRED COURSES</b>		<b>Units</b>
CST C116	A+ Essentials Hardware	3.0
CST C117	A+ Essentials Software	3.0
CST C128	Network+ Introduction to Networking	3.0
CST C191	CompTIA Linux+	3.0
CST C230	Introduction to Security	3.0
<b>Total certificate units.....</b>		<b>15.0</b>

## Educational Studies

### Certificate of Accomplishment

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

The paraprofessional or aspiring paraprofessional teacher aide.

The aspiring paraprofessional or currently employed paraprofessional teacher aide seeking a career ladder approach to a teaching credential

The teacher aide paraprofessional who has decided against pursuing an AA and/or credential but would like to retain paraprofessional status.

Teacher preparation students on a transfer pathway who desiring educational courses to be recognized via a certificate.

REQUIRED COURSES		Units
ED C200	The Teaching Profession (40 hours fieldwork/tutoring required)	3.5
ED C104	Introduction to Teaching and Learning in Diverse Contemporary Classrooms (10 hours fieldwork/observations required)	1.0
ED C103	Introduction to Computers in Education: Technology Proficiencies for Teachers I	2.0
ED C180	Family, School, and Community Partnerships (10 hours fieldwork/observations required)	3.0
PSYC C116	Child Growth and Development OR	(3.0)
PSYC C118	Life Span Developmental Psychology	3.0

### ELECTIVE COURSES

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

CHEM C105	Chemistry Exploration for Teachers	2.0
EDUC C101	Tutor Training	.5
ENGL C143	Children's Literature	3.0
FOREIGN LANGUAGE	American Sign Language, Arabic, Chinese,, French, Italian, Japanese, Spanish, or Vietnamese	1.0-5.0
HLTH C100	Health Education	3.0
HSVC C100	Introduction to Human Services Japanese, Korean, Persian, French,	3.0
LING C100	Linguistics/Language Acquisition	3.0
MATH C103	Statistics For Elementary Teachers	3.0
MATH C104	Real Numbers for Elementary School Teachers	3.0
MATH C106	Geometry for Elementary School Teachers or Sign Language	3.0 1.0-5.0
SPED C130	Techniques for Paraprofessionals working With the Developmentally Delayed	1.0

**Total certificate units (12.5 required + 5.0 elective)..17.5**

## General Office Assistant

### Certificate of Accomplishment

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

REQUIRED COURSES		Units
BC C107B	Keyboarding and Formatting Documents	1.5
BC C108	Data Entry	1.5
BC C109	Keyboarding Speed and Accuracy	1.5
BC C112	Office Organization	3.0
BC C147D	Microsoft Word	1.5
ENGL C103	Business English	3.0
<b>Total certificate units .....</b>		<b>12.0</b>

## Human Services

### Certificate of Accomplishment

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

REQUIRED COURSES		Units
HSVC C100	Introduction to Human Services	3.0
HSVC/COUN C101	Helping Theories and Applications	3.0
HSVC/COUN C102	Crisis Intervention	3.0
HSVC C104	Treatment Issues in Substance Abuse	3.0
HSVC C273	Field Practicum	3.0

*To be selected from the Program Electives below:* 3.0

### PROGRAM ELECTIVES

ANTH C100	Cultural Anthropology	3.0
GERO C120	Professional Issues in Gerontology	3.0
GERO C130	Techniques of Working with Frail Elderly	3.0
PSYC C100	Introduction to Psychology	3.0
PSYC C116	Child Growth and Development	3.0
PSYC C170	Psychology of Aging	3.0
SOC C100	Introduction to Sociology	3.0
SOC C110	Introduction to Marriage and Family	3.0
SOC C120	Introduction to Gerontology	3.0

**Total certificate units..... 18.0**

## Management & Supervision Leadership

### Certificate of Accomplishment

The Management and Supervision 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.

<b>REQUIRED COURSES</b>		<b>Units</b>
<b>MS C144</b>	<b>Introduction to Leadership</b>	<b>3.0</b>
<b>MS C145</b>	<b>Personal Leadership</b>	<b>3.0</b>
<b>MS C150</b>	<b>Organizational Leadership 1</b>	<b>3.0</b>
<b>MS C151</b>	<b>Organizational Leadership 2</b>	<b>3.0</b>
<b>Total certificate units .....</b>		<b>12.0</b>

## Medical Administrative Office Technician

### Certificate of Accomplishment

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

<b>REQUIRED COURSES</b>		<b>Units</b>
<b>BC C112</b>	<b>Office Organization</b>	<b>3.0</b>
<b>BC C145</b>	<b>Medical Administrative Assistant 1</b>	<b>3.0</b>
<b>BC C163</b>	<b>Medical Terminology 1</b>	<b>3.0</b>
<b>ENGL C103</b>	<b>Business English</b>	<b>3.0</b>
<b>Total certificate units .....</b>		<b>12.0</b>

## Medical Coding Specialist Certificate of Accomplishment

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

<b>REQUIRED COURSES</b>		<b>Units</b>
<b>BC C161</b>	<b>Medical Coding I</b>	<b>3.0</b>
<b>BC C162</b>	<b>Medical Coding 2</b>	<b>3.0</b>
<b>BC C163</b>	<b>Medical Terminology 1</b>	<b>3.0</b>
<b>BC C164</b>	<b>Review for Coding Specialist Exam</b>	<b>3.0</b>
<b>Total certificate units .....</b>		<b>12.0</b>

## Mobile Applications Certificate of Accomplishment

This certificate provides students with a foundation in the development of phone and tablet mobile applications. The curriculum emphasizes the basics of mobile application design and development using Operating Systems such as Apple and Android OS. The certificate also focuses on an understanding of entrepreneurship and business operations. Students will learn the 'development side' of application creation and marketing of applications.

<b>REQUIRED COURSES</b>		<b>Units</b>
<b>BC C116</b>	<b>Introduction to Mobile Applications</b>	<b>3.0</b>
<b>BC C117</b>	<b>Mobile Application Development</b>	<b>3.0</b>
<b>BC C171</b>	<b>WEB Design / XHTML</b>	<b>3.0</b>
<b>BUS C222</b>	<b>Entrepreneurship and Small Business Organization and Management</b>	<b>3.0</b>
<b>Total certificate units.....</b>		<b>12.0</b>

## Network Security

### Certificate of Accomplishment

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

<b>REQUIRED COURSES</b>		<b>Units</b>
CST C230	Introduction to Security	3.0
CST C232	Ethical Hacking	3.0
<b>Subtotal</b>	<b>.....</b>	<b>6.0</b>

*Select from Program Electives below:* 7.5

### PROGRAM ELECTIVES

CST C185	MS Server 2008: Network Infrastructure	3.0
CST C237	Cisco ASA and Network Security	1.5
CST C238	Intrusion Detection Systems	1.5
CST C240	Firewall and Access Control Lists	3.0
CST C244	Computer Forensics	1.5
CST C245	Exploring Computer Forensics	3.0
CST C248	Wireless Networking	3.0
CST C252	Cisco Security Virtual Private Networks (VPNs)	1.5
CST C253	Cisco ASA, PIX, and Network Security	3.0
CST C254	Cisco IPS/CCSP	3.0
CST C258	Linux Networking and Security	3.0
CST C259	Advanced Linux Security	3.0
CST C260	Certified Information Systems Security Professional (CISSP)	3.0
CST C271	Become a Security Consultant	1.5

**Total certificate units** ..... **13.5**

## PROCESS TECHNOLOGY

### Process Technician Fundamentals

#### Certificate of Accomplishment

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

<b>REQUIRED COURSES</b>		<b>Units</b>
PTEC C110	Introduction to Process Technology	3.0
PTEC C113	Process Control I: Equipment	3.0
PTEC C114	Process Control II: Systems	3.0
PTEC C115	Process Control III: Operations	3.0
<b>Total certificate units</b>	<b>.....</b>	<b>12.0</b>

## Project Management

### Certificate of Accomplishment

The Project Management Certificate of Accomplishment addresses the increasing importance of team work in the business environment. The program is designed to provide an understanding of the concepts, tools, and techniques of formal project management. Concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results. The program focuses on key concepts in each of the process and knowledge areas of project management to create a unique learning experience that prepares students to manage projects in a global, multicultural, and online environment.

<b>REQUIRED COURSES</b>		<b>Units</b>
BUS C100	Introduction to Business	3.0
BUS C101	Introduction to Project Management	3.0
BUS C102	Advanced Project Management	3.0
MS C104	Human Relations in Business	3.0
MS C144	Introduction to Leadership	3.0
<b>Total certificate units</b>	<b>.....</b>	<b>15.0</b>

## Windows Server 2008

### Certificate of Accomplishment

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

<b>REQUIRED COURSES</b>		<b>Units</b>
CST C184	Microsoft Server 2008 Active Directory Config	3.0
CST C185	Microsoft Server 2008 Network Infrastructure	3.0
CST C186	Microsoft Server 2008 Applications Infrastructure Configuration	3.0
CST C188	Configuring Microsoft Windows 7	3.0
<b>Total certificate units</b>	<b>.....</b>	<b>12.0</b>



# Certificates of Specialization

These Certificates of Specialization are less than 12 units. A Coastline certificate will be awarded, but only the courses will be posted on the transcript.

## Advanced Accounting Certificate of Specialization

The certificate in Advanced Accounting will enable students to succeed in understanding advanced accounting topics that are tested on the CPA exam.

REQUIRED COURSES		Units
ACCT C104	Business Taxation	4.0
ACCT C118	Fundamentals of Auditing	3.0
ACCT C120	Advanced Accounting	3.0
<b>Total certificate units .....</b>		<b>10.0</b>

## Intermediate Accounting

### Certificate of Specialization

The certificate in Intermediate Accounting will enable students to succeed in understanding the topics that are tested in the Financial Accounting and Reporting section of the CPA exam.

REQUIRED COURSES		Units
ACCT C112	Intermediate Accounting I	3.0
ACCT C113	Intermediate Accounting II	3.0
ACCT C114	Intermediate Accounting III	3.0
<b>Total certificate units.....</b>		<b>9.0</b>

## Business Plan

### Certificate of Specialization

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

REQUIRED COURSES		Units
(Students will complete <u>all</u> of the following classes)		
BUS C180	Entrepreneurship and Small Business Plans	2.0
BUS C222	Entrepreneurship and Small Business Operation/ Management	3.0
<b>Total certificate Units .....</b>		<b>5.0</b>

## Cisco Certified Networking Professional (CCNP)

### Certificate of Specialization

CST C205, C207, and C208 build on the foundational Cisco CCNA courses. This certificate provides for a three-semester sequence of courses that leads to an advanced Cisco certification (CCNP) that is highly regarded in the computer industry. Courses are hands-on intensive and cover topics such as Advanced Router and Switch Configuration, IPv6, and Router and Switch Troubleshooting.

REQUIRED COURSES		Units
CST C205	CCNP: Implementing Cisco IP Routing	3.0
CST C207	CCNP: Implementing IP Switching	3.0
CST C208	CCNP: Troubleshooting and Maintaining Cisco IP Networks	3.0
<b>Total certificate units.....</b>		<b>9.0</b>

## Cognitive & Caregivers Boot Camp

### Certificate of Specialization

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

REQUIRED COURSES		Units
SPED 300	Strategies for Using a PDA	2.0
SPED 301	Cognitive Strategy Building	3.0
SPED 302	A Family Guide to Brain Injury	3.0
SPED 303	Community Re-Integration	3.0
<b>Total certificate units.....</b>		<b>11.0</b>

## Home Business

### Certificate of Specialization

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

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

#### REQUIRED COURSES

#### Units

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

BUS C170	Entrepreneurship and Small Business Finance	3.0
BUS C222	Entrepreneurship and Small Business Operation/ Management	3.0

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

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

BUS C100	Introduction to Business	3.0
BUS C110	Legal Environment of Business	3.0
BUS C120	Personal Financial Planning	3.0
BUS C130	E-Commerce	3.0
BUS C150	Introduction to Marketing	3.0

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

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

## Real Estate

### Lending and Mortgage Brokering

#### Certificate of Specialization

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

RE C100	Real Estate Principles	3.0
RE C120	Real Estate Practice	3.0
RE C140	Real Estate Finance	3.0
RE C352	Real Estate Loan Processing	3.0
RE C356	Real Estate Loan Underwriting	3.0

**Total certificate units..... 15.0**

## Real Estate

### Property Salesperson

#### Certificate of Specialization

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

RE C100	Real Estate Principles	3.0
RE C120	Real Estate Practice	3.0

*Choose one of the following:*

RE C110	Real Estate Legal Aspects	3.0
RE C130	Real Estate Appraisal 1	3.0
RE C140	Real Estate Finance	3.0
RE C160	Real Property Management	3.0

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

# Course Numbering System

## **Courses Numbered 001-099:**

Introductory, developmental, special interest and some technical courses (not transferable to CSU or UC). Math C010, C020 and C030 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 C100 3.0 Units****Introduction to Accounting**

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

**ACCOUNTING C101 5.0 Units****Financial Accounting****Advisory: ACCT C100**

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

**ACCOUNTING C102 5.0 Units****Managerial Accounting****Advisory: ACCT C101**

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

**ACCOUNTING C103 3.0 Units****Individual Taxation****Advisory: ACCT C101**

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

**ACCOUNTING C104 4.0 Units****Business Taxation****Advisory: ACCT C100 or C101**

Topics will include rules related to the organization, life, and dissolution of corporations, partnerships, S corporations, and LLCs. Tax research and planning issues are considered. Case simulation project similar to the new computerized CPA exam will be required. Transfer Credit: CSU

**ACCOUNTING C106 2.0 Units****Excel for Accounting**

Application of fundamental spreadsheet concepts, principles, functions and formulas in working with problems in the Accounting discipline. Transfer Credit: CSU

**ACCOUNTING C107 2.0 Units****Accounting with QuickBooks****Advisory: ACCT C100, C101, or C102**

QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. Transfer Credit: CSU

**ACCOUNTING C108 2.0 Units****Tax Return Preparation using Turbo Tax Software**

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

**ACCOUNTING C111 2.0 Units****Advanced QuickBooks****Advisory: ACCT C107**

Advanced QuickBooks covers Planning and Budgeting, Progress Billing, file importing and Exporting, and creating Reports and Graphs. This course may be taken four times. Transfer Credit: CSU

**ACCOUNTING C112 3.0 Units****Intermediate Accounting I****Prerequisite: ACCT C101**

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

**ACCOUNTING C113 3.0 Units****Intermediate Accounting II****Advisory: ACCT C101, C102, and C110**

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

**ACCOUNTING C114 3.0 Units****Intermediate Accounting III****Advisory: ACCT C101, C102, C110, and C111**

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

**ACCOUNTING C118 3.0 Units****Fundamentals of Auditing****Advisory: ACCT C101**

Topics cover the process of examining and evaluating financial conditions and records. It is designed to provide a basis for an opinion concerning the reliability of the records, as evidenced by a written audit report. Transfer Credit: CSU

**ACCOUNTING C120 3.0 Units****Advanced Accounting****Advisory: ACCT C101**

Topics cover corporate reporting for segments; interim reporting; accounting for foreign operations; accounting for partnerships; and accounting for government entities, not-for-profit entities, estates, and trusts. Also covered are bankruptcies, equity method, consolidated financial statements, and foreign currency transactions.

**ACCOUNTING C125 3.0 Units****Retirement Planning and Employee Benefits****Advisory: Personal Financial Planning**

A survey of the various plans available to provide retirement and other investment-oriented employment benefits to employees, significant planning opportunities for tax deferral and capital accumulation, and the advantages and disadvantages of various alternatives. Topics include stock options, non-qualified deferred compensation plans, Section 125 cafeteria plans, and other non-pension related benefits. Instruction emphasizes qualified corporate retirement plans, including pension and profit-sharing plans; and non-corporate retirement programs, such as Keogh plans, IRAs, and Simplified Employee Pension plans. Students will gain new insight into the fiduciary responsibility requirements in connection with retirement plans and the taxation of benefits received, while learning to evaluate your alternatives and make the most beneficial choice. Recent legislation is examined.

**ACCOUNTING C130 2.0 Units****VITA Internship (Volunteer Income Tax Assistance)**

To enhance each Volunteer Income Tax Assistance (VITA) intern's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices. Successful completion of VITA course certification in IRS provided online Basic and Intermediate tax courses and tax software and completion of service hours in the VITA program provides skills transferable to the workplace. Transfer Credit: CSU

**ACCOUNTING C281** 1.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Accounting. This course may be taken four times. Transfer Credit: CSU

**ACCOUNTING C282** 2.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Accounting. This course may be taken four times. Transfer Credit: CSU

**ACCOUNTING C283** 3.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Accounting. This course may be taken four times. Transfer Credit: CSU

**ACCOUNTING C284** 4.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Accounting. This course may be taken four times. Transfer Credit: CSU

**AMERICAN SIGN LANGUAGE****AMERICAN**

**SIGN LANGUAGE C180** 3.0 Units  
(Formerly American Sign Language C110)

**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. Transfer Credit: CSU

**AMERICAN**

**SIGN LANGUAGE C185** 3.0 Units  
(Formerly American Sign Language C111)

**American Sign Language 2**

**Prerequisite:** SIGN C180

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. Transfer Credit: CSU

**ANTHROPOLOGY**

**ANTHROPOLOGY C100** 3.0 Units

**Cultural Anthropology**

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

**ANTHROPOLOGY C120** 3.0 Units

**Introduction to Archeology****Advisory: ANTH C100**

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

**ANTHROPOLOGY C150** 3.0 Units

**World Cultures**

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

**ANTHROPOLOGY C185** 3.0 Units

(Formerly Anthropology C110)

**Physical Anthropology**

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

**ARABIC**

**ARABIC C180** 5.0 Units

**Elementary Arabic 1**

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

**ARABIC C180A** 2.5 Units

**Elementary Arabic 1A**

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

**ARABIC C180B** 2.5 Units

**Elementary Arabic 1B**

**Prerequisite:** ARAB C180A

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

**ARABIC C182** 1.0 Unit

**Conversational Arabic**

**Prerequisite:** ARAB C180 or C180B

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

**ARABIC C185** 5 Units

**Elementary Arabic 2**

**Prerequisite:** ARAB C180 or C180B

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

**ARABIC C185A 2.5 Units****Elementary Arabic 2A****Prerequisite: ARAB C180 or C180B**

Advanced beginning course continuing ARAB C180 or C180B, 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. ARAB C185A is equivalent to the first half of ARAB C185. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**ARABIC C185B 2.5 Units****Elementary Arabic 2B****Prerequisite: ARAB C185A**

Continuation of ARAB C185A. ARAB C185B continues to develop skills in reading, writing, and speaking literary (classical) Arabic. Basic grammar and vocabulary learned in first-year Arabic will be enhanced, and listening and speaking opportunities provided. Further practice and review will be encouraged with audiotapes and special readings. Listening assignments may be made. Short compositions, expository writings, and themed writings will be assigned. ARAB C185B is equivalent to the second half of ARAB C185. Schedule description: Continuation of ARAB C185A, developing further skills in reading, writing, and speaking literary Arabic. Basic listening skills, vocabulary, and grammar will be enhanced, reading sophistication enhanced, and a variety of writing opportunities offered. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**ARABIC C280 4.0 Units****Intermediate Arabic 1****Prerequisite: ARAB C185 or C185B**

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

**ARABIC C280A 2.0 Units****Intermediate Arabic 1A****Prerequisite: ARAB C185 or C185B**

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

**ARABIC C280B 2.0 Units****Intermediate Arabic 1B****Prerequisite: ARAB C280A**

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

**ARABIC C285 4.0 Units****Intermediate Arabic 2****Prerequisite: ARAB C280 or C280B**

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

**ARABIC C285A 2.0 Units****Intermediate Arabic 2A****Prerequisite: ARAB C280 or C280B**

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

**ARABIC C285B 2.0 Units****Intermediate Arabic 2B****Prerequisite: ARAB C285A**

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

**ART****ART C100 3.0 Units****Art History and Appreciation 1****Advisory: Required for Art majors; Associate Degree credit course.**

A multi-cultural survey of art from prehistoric times to Renaissance period, stressing the basic principles of art. Also, introduction to form and content and the media and methods of the visual arts. Illustrated lectures, reading and study of related exhibitions. This is a required course for Art Majors. Transfer Credit: CSU; UC

**ART C101 3.0 Units****Art History and Appreciation 2****Advisory: Required for Art majors; Associate Degree credit course.**

A multi-cultural survey of art beginning with the Renaissance period through contemporary art. Illustrated lectures, reading, and study of current exhibits. Transfer Credit: CSU; UC

**ART C102 3.0 Units****Contemporary Art History**

**Advisory: ART C100 and C101 recommended or knowledge of art historical movements.**

This is a slide/lecture course dealing with the nature of twentieth century art and its origins in the late nineteenth century. Emphasis is placed on examining how art reflects history from the perspective of Eastern and Western Civilization, how style communicates the ideas of the artist and his culture and how symbols, techniques, materials, and subjects are used and expanded in twentieth-century artistic expression. Transfer Credit: CSU; UC

**ART C103 3.0 Units****History of Asian Art**

**Advisory: ART C100 and C101**

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

**ART C104 3.0 Units****The History of Impressionist and Post-Impressionist Art**

**Advisory: ART C100 and/or C101 or knowledge of art historical movements.**

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

**ART C105 3.0 Units****Introduction to Art**

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

**ART C107 3.0 Units****Art Gallery Production and Portfolio Design**

Students will develop skills and knowledge related to gallery management and design, art careers and portfolio design. This course may be taken four times. Transfer Credit: CSU

**ART C109 3.0 Units****The History and Appreciation of Italian Renaissance Art**

**Advisory: ART C101**

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

**ART C110 3.0 Units****Color and Design: 2D**

In this course students will develop and apply design skills using the visual elements and principles of two-dimensional design. They will use the creative process as both viewers and designers, solve visual problems, and create authentic designs using black and white and color media. Students will also study design in historical, social, and multi-cultural contexts. For general education and Art/Design majors. This course may be taken two times. Transfer Credit: CSU; UC

**ART C110A 1.5 Units****Color and Design: 2D**

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

**ART C110B 1.5 Units****Color and Design: 2D**

**Advisory: ART C110A**

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

**ART C120 3.0 Units****Drawing 1**

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

**ART C120A 1.5 Units****Drawing 1A**

First segment of a two-part course in beginning drawing emphasizing composition and proportion and basic elements of shape, volume, and perspective. Introduces usage of line, texture, and various methods of shading to create illusionistic space and form. This course may be taken four times. Transfer Credit: CSU; UC

**ART C120B 1.5 Units****Drawing 1B**

**Advisory: ART C120A**

Second segment of a two-part course in beginning drawing emphasizing composition, proportion, basic elements of shape, volume, and perspective. Introduces working in diverse drawing materials to include black and white and colored media to create illusionist space and form. This course may be taken four times. Transfer Credit: CSU; UC

**ART C121 3.0 Units****Life Drawing 1**

**Advisory: ART C110A or ART C120A**

A comprehensive course in beginning drawing from the model. Involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line, texture, value, modeling, gesture, and contour drawing principles. Includes the technical application of diverse drawing materials and techniques. The concept and reactive 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. This class may be taken four times. Transfer Credit: CSU; UC

**ART C122 3.0 Units****Painting 1**

**Advisory: ART C110A and C120A**

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

<p><b>ART C122A</b> <span style="float: right;"><b>1.5 Units</b></span>  <b>Painting 1A</b>  <b>Advisory: ART C120A and C120B</b>            First segment of a 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 in oil and acrylic painting. The concept and creative process of making art will be examined in historical and multicultural contexts. This course is required for all Art majors and includes written and verbal critiques. This course may be taken four times. Transfer Credit: CSU; UC</p>	<p><b>ART C131</b> <span style="float: right;"><b>2.0 Units</b></span>  <b>Chinese Brush Painting Teaching Techniques I</b>            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 strokes 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</p>	<p><b>ART C137</b> <span style="float: right;"><b>2.0 Units</b></span>  <b>History and Appreciation of Chinese Art and Culture</b>  <b>Advisory: Completion of one semester of Chinese brush painting.</b>            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</p>
<p><b>ART C122B</b> <span style="float: right;"><b>1.5 Units</b></span>  <b>Painting 1B</b>  <b>Advisory: ART C122A</b>            Second segment of a 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 in oil and acrylic painting. The concept and creative process of making art will be examined in historical and multicultural contexts. This course is required for all Art majors and includes written and verbal critiques. This course may be taken four times. Transfer Credit: CSU; UC</p>	<p><b>ART C132</b> <span style="float: right;"><b>1.5 Units</b></span>  <b>Beginning Brush Painting (Flower)</b>            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; UC</p>	<p><b>ART C138</b> <span style="float: right;"><b>1.5 Units</b></span>  <b>Watercolors with Oriental Brush</b>            Brush, the tool for all media, was invented in China. Its expert use has been developed as the main tool for communication and expression for 2000 years. Learn the variety of brushes used for line, texture, shading and washes, and how to deliver strokes with dynamic vitality. Composition includes flower, landscape, animal, and abstract expressions. This course may be taken two times. Transfer Credit: CSU</p>
<p><b>ART C127</b> <span style="float: right;"><b>2.0 Units</b></span>  <b>Introduction to Portrait Drawing and Painting</b>  <b>Advisory: ART C120 and C122</b>            Introduces the fundamentals of drawing and painting the head and upper torso in various drawing media as well as oil or acrylic painting. Includes lecture and exploration of both historical and contemporary portraiture to produce naturalistic and abstracted work. Also explores how palette and composition work within the medium. Emphasizes awareness of the creative process and includes individual and group critiques. This course may be taken four times. Transfer Credit: CSU; UC</p>	<p><b>ART C133</b> <span style="float: right;"><b>2.0 Units</b></span>  <b>Chinese Landscape Painting 1</b>            Learn the brush strokes used for line, texture, shading, and wash 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</p>	<p><b>ART C139</b> <span style="float: right;"><b>1.5 Units</b></span>  <b>Watercolors on Rice Paper</b>            Rice paper offers unique potential for watercolors through its absorbency. Learn which colors are most effective on rice paper and the merit and usage of raw and sized rice paper. Learn how to achieve color intensity and contrast and harmony and how to apply even wash for gradation of shades. Learn how to create special effects and texture through this remarkable handmade paper. This course may be taken two times. Transfer Credit: CSU</p>
<p><b>ART C129</b> <span style="float: right;"><b>3.0 Units</b></span>  <b>Abstract Painting</b>  <b>Advisory: Basic Drawing, ART C122A</b>            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 four times. Transfer Credit: CSU, UC</p>	<p><b>ART C134</b> <span style="float: right;"><b>2.0 Units</b></span>  <b>Painting Creatures 1</b>            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</p>	<p><b>ART C147A</b> <span style="float: right;"><b>3.0 Units</b></span>  <b>Jewelry 1</b>            This course explores jewelry making, space manipulation, surface treatment, and color interactions with an emphasis on jewelry design presentation, through the use of a variety of materials and tools. Awareness of the creative process for viewer and artist is emphasized as well as formal analysis for both cultural, professional, and student works through written and verbal critiques. Generation of authentic designs utilizing learned art elements will be stressed for General Education and visual design majors. This course may be taken four times. Transfer Credit: CSU</p>
<p><b>ART C130</b> <span style="float: right;"><b>3.0 Units</b></span>  <b>Experimental Drawing</b>  <b>Advisory: ART C110A, C120</b>            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. This course may be taken four times. Transfer Credit: CSU</p>	<p><b>ART C135</b> <span style="float: right;"><b>2.0 Units</b></span>  <b>Survey of Chinese Brush Painting</b>            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 floral, animals and landscape. Detailed instructions on the use of materials, colors, brushes, 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 two times. Transfer Credit: CSU; UC</p>	<p><b>ART C150</b> <span style="float: right;"><b>3.0 Units</b></span>  <b>Ceramics 1</b>            Introduces hand-building techniques of pinch, coil, slab, and simple mold construction used in the design, forming, glazing, and firing of ceramic materials. Introduces historical, philosophical, and contemporary analysis of ceramics as an art form. Lecture/lab. This course may be taken two times. Transfer Credit: CSU; UC</p>
<p><b>ART C136</b> <span style="float: right;"><b>1.5 Units</b></span>  <b>Chinese Brush Painting 1</b>            Study of the essence of Chinese culture. Basic introduction to oriental brush, ink, and colors. Concepts in design and composition. Selection from the basic subjects, four gentlemen (bamboo, orchid, mum, plum), floral, and animal studies. Includes techniques in mounting. This course may be taken two times. Transfer Credit: CSU; UC</p>		



<b>ART C151</b> <span style="float: right;"><b>3.0 Units</b></span> <b>Ceramics 2</b> Introduces use of the potter's wheel for forming utilitarian and sculptural vessels. Expanded analysis of the historical foundation and contemporary context of ceramics as an art form. Kiln loading and firing will be introduced. Lecture/lab. This course may be taken two times. Transfer Credit: CSU; UC	<b>ART C220</b> <span style="float: right;"><b>3.0 Units</b></span> <b>Human Anatomy for Artists</b> <b>Advisory: ART C121</b> A course designed to develop an ability to draw the human form accurately through careful study of the skeletal and muscular systems. Live models are used for observation of surface anatomy and practice of accurate drawing. This course may be taken four times. Transfer Credit: CSU; UC	<b>ART C229</b> <span style="float: right;"><b>1.5 Units</b></span> <b>Watercolor 2</b> Lectures and demonstrations related to advanced techniques and composition of watercolor painting. The second part of a two-part watercolor painting course. This course may be taken four times. Transfer Credit: CSU; UC
<b>ART C174</b> <span style="float: right;"><b>3.0 Units</b></span> <b>Narrative Painting</b> <b>Advisory: ART C224</b> This is a painting course in which the figure is used in a context to tell a story. Students learn to utilize the skills learned in figure painting to portray or suggest actual and metaphoric situations. The content of the painting is the focus of the students' creative explorations using personal, historic, psychological, and symbolic subject matter to express an Idea. This course may be taken four times. Transfer Credit: CSU	<b>ART C221</b> <span style="float: right;"><b>3.0 Units</b></span> <b>Life Drawing 2</b> <b>Advisory: ART C110, C120A, or C121</b> A comprehensive course in advanced drawing from the model. Involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line, texture, value, modeling, gesture, and contour drawing principles. Includes then technical application of diverse drawing materials and techniques. The concept and creative process of making art will be examined in historical and multi-cultural contexts. This course leads to a developmental of a personal style that is required for art majors and includes written and verbal critique and analysis. This course may be taken four times. Transfer Credit: CSU; UC	<b>ART C230</b> <span style="float: right;"><b>1.5 Units</b></span> <b>Landscape Painting 1</b> <b>Advisory: ART C120, C122, or C228 and C229</b> 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 two times. Transfer Credit: CSU; UC
<b>ART C190</b> <span style="float: right;"><b>3.0 Units</b></span> <b>Multimedia with Painter 6.0</b> <b>Prerequisite: ART C202</b> 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	<b>ART C222A</b> <span style="float: right;"><b>1.5 Units</b></span> <b>Painting 3</b> <b>Advisory: ART C122A and C122B</b> First segment of a two-part course in intermediate painting, with expanded content and concepts, emphasizing historical and contemporary issues in art. Explores oil and acrylic painting in a social and global context. Includes awareness of the creative process and explores formal analysis of student and professional work through written and verbal critique. This course may be taken four times. Transfer Credit: CSU; UC	<b>ART C231</b> <span style="float: right;"><b>1.5 Units</b></span> <b>Landscape Painting 2</b> <b>Advisory: ART C120, C122, C228 and C229, C230</b> Drawing, composition, and painting of landscape and seascape in watercolor, acrylic, or oil. Painting on location. Individual instruction supplemented by demonstrations, criticism, and painting in the studio. Illustrated lectures on the history of landscape painting. This is the second part of a two-part landscape painting series. This course may be taken two times. Transfer Credit: CSU; UC
<b>ART C205</b> <span style="float: right;"><b>3.0 Units</b></span> <b>Digital Design with Painter and Photoshop</b> 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	<b>ART C222B</b> <span style="float: right;"><b>1.5 Units</b></span> <b>Painting 4</b> <b>Advisory: ART C222A</b> Second segment of a two-part course in intermediate painting, with expanded content, concepts, emphasizing historical and contemporary issues in art. Explores oil and acrylic painting in a social and global context. Includes awareness of the creative process and explores formal analysis of student and professional work through written and verbal critique. This course may be taken four times. Transfer Credit: CSU; UC	<b>ART C232</b> <span style="float: right;"><b>1.5 Units</b></span> <b>Plein Air Painting</b> <b>Advisory: ART C120, C122, or C228 and C229</b> 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
<b>ART C212</b> <span style="float: right;"><b>3.0 Units</b></span> <b>Creative Photoshop for Digital Photographs</b> <b>Advisory: ART C202, C205, or DGA C131</b> 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	<b>ART C228</b> <span style="float: right;"><b>1.5 Units</b></span> <b>Watercolor 1</b> Painting in watercolor. Lectures and demonstrations related to the techniques and history of watercolor painting. This is the first part of a two-part watercolor course. This course may be taken four times. Transfer Credit: CSU; UC	<b>ART C233</b> <span style="float: right;"><b>1.5 Units</b></span> <b>Chinese Calligraphy</b> 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, subject title, and poetry in Chinese to enhance oriental paintings. This class will encourage development of brush style in line work and will complement the study of Chinese brush painting. This course may be taken two times. Transfer Credit: CSU; UC
<b>ART C214</b> <span style="float: right;"><b>3.0 Units</b></span> <b>Figure Composition</b> <b>Advisory: ART C224</b> An intermediate and advanced figure painting course in which students learn to integrate the human figure into a complete composition. Graphical and perceptual elements are applied to the special problems inherent in figure representation. The student learns to analyze the visual devices used by artists in a variety of styles. This course may be taken four times. Transfer Credit: CSU; UC	<b>ART C234</b> <span style="float: right;"><b>3.0 Units</b></span> <b>Contemporary Figure Painting</b> <b>Advisory: ART C224</b> Course in painting the figure from live models. Applies knowledge and techniques developed in ART C224 and examines historical as well as contemporary ideas. Evaluates traditional concepts of the figure and integrates the multi-culture experience with personal expression. This course may be taken four times. Transfer Credit: CSU	

**ART C235** 1.5 Units**Chinese Brush Painting 2****Prerequisite:** ART C136

Practice of the three main schools in Chinese brush painting: flower and bird, landscape, animal and figure. Students will explore subjects' spiritual and cultural significance as well as practice the strokes. This course may be taken two times. Transfer Credit: CSU; UC

**ART C236** 1.5 Units**Chinese Brush Painting 3****Prerequisite:** ART C235

Advanced studies of various schools in Chinese Brush Painting. Emphasis on technical variations and development of individual styles. This course may be taken two times. Transfer Credit: CSU; UC

**ART C237** 3.0 Units**Chinese Flower Paintings**

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

**ART C238** 3.0 Units**Chinese Flower Painting 2**

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

**ART C239** 1.5 Units**Watercolor 3****Advisory:** ART C120 or C120A and C120B, or C229

This advanced level watercolor course explores the use of both traditional and experimental watercolor techniques and methods as well as design concepts in developing expressive and conceptual content in watercolor painting. Emphasis on creative problem solving. This course may be taken four times. Transfer Credit: CSU

**ART C240** 1.5 Units**Mixed Media Techniques****Advisory:** ART C110, C122 or C122B, C229

This course will emphasize the creative process in 2-D and 3-D art by the combining of two or more media in a work of art. Both traditional and experimental techniques, methods, and materials will be explored. This course may be taken four times. Transfer Credit: CSU

**ART C242** 3.0 Units**Expressive Painting****Advisory:** ART C120A and C122A

A painting course in oil and acrylic, for the intermediate and advanced student, to expand expressive and conceptual content, beyond basic traditional painting techniques. Emphasis is on developing the specific skills and techniques relating to 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 two times. Transfer Credit: CSU; UC

**ART C261** 3.0 Units**The History of Tuscan Art Part 1, From the Etruscan through the Early Renaissance****Advisory:** ART C100

A multicultural survey of Tuscan Art from the prehistoric Etruscan period through the Ancient Roman, Byzantine, Medieval, and Early Renaissance periods. Discussion of major art forms from the periods including painting, sculpture, 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 C262** 3.0 Units**The History of Tuscan Art Part 2, From the Renaissance through the Modern Era****Advisory:** ART C101

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

**ART C263** 3.0 Units**Watercolor 1****ADVISORY:** ART C120

A comprehensive course in watercolor painting with lectures and demonstrations. Includes the history of watercolor painting and its relevance to society. Involves the student in selection of subject matter, color, materials and tools, basic and advanced techniques and methods, composition, and design concepts for effective painting, as well as student analysis and evaluation of watercolor masterworks. This course may be taken 4 times.

**ART C265** 3.0 Units**Methods and Materials of Italian Masterworks****Advisory:** ART C120A

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

**ASTRONOMY****ASTRONOMY C100** 3.0 Units**Introduction to Astronomy**

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

**ASTRONOMY C100L** 1.0 Unit**Astronomy Laboratory****Prerequisite:** ASTR C100 or concurrent enrollment in ASTR C100 and understanding of 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

**ASTRONOMY C101** 3.0 Units**Planetary Astronomy****Advisory:** ASTR C100

An introduction to the solar system and all its constituents (sun, planets, dwarf planets, moons, asteroids, comets, etc.), their origin and nature, and their development since the time of the creation of the solar system approximately 4.6 billion years ago. Current topics of interplanetary missions, other planetary systems, and development of life in our and in other planetary systems will be discussed. Transfer Credit: CSU

**ASTRONOMY C102** 3.0 Units**Stellar Astronomy****Advisory:** ASTR C100

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

**ASTRONOMY C103** 3.0 Units**Cosmology****Prerequisite:** ASTR C100 or C102**Advisory:** If ASTR C102 is used for the prerequisite; ASTR C100

An introduction to the origin and evolution of the universe with emphasis on the major cosmological models. Galaxy types, galaxy evolution, clustering, gravitational lensing, non-luminous (dark) matter, and the cosmological constant (dark energy) will be studied. An overview of relevant particle physics and special and general relativity will be included. Transfer Credit: CSU

**ASTRONOMY C104** 3.0 Units**Tools of Astronomy****Advisory:** ASTR C100

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

**BIOLOGY****BIOLOGY C100** 3.0 Units**Introduction to Biology**

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

**BIOLOGY C100L** 1.0 Unit**(Formerly Biology C101)****Introduction to Biology Lab****Prerequisite:** BIOL C100 or concurrent enrollment.

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

**BIOLOGY C104** 3.0 Units**Medical Terminology for Health Professionals**

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

**BIOLOGY C120** 3.0 Units**Biology of Aging**

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

**BIOLOGY C180** 4.0 Units**Cell and Molecular Biology****PREREQUISITE:** CHEM C180 or equivalent**ADVISORY:** Eligibility for ENGL C100

This course, intended for biological sciences and pre-health profession majors, explores principles and applications in cell and molecular biology. Topics include biological molecules; homeostasis; viruses; eukaryotic/prokaryotic cell structure and function; cell metabolism, including photosynthesis and respiration; cell communication; cell reproduction and its controls; classical (Mendelian) genetics; molecular genetics; and biotechnology. Transfer Credit: CSU; UC

**BIOLOGY C185** 5.0 Units**Diversity of Organisms****PREREQUISITE:** BIOL C180 with a grade of C or better

This course is a survey of the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles, such as classification, structure, function, evolution, and environmental interactions. Topics include morphological and molecular phylogeny, comparative anatomy, physiology, development, evolution, taxonomy, behavior, and ecology. Designed for biological science majors. Transfer Credit: CSU; UC

**BIOLOGY C200** 3.0 Units**Pharmacology****Prerequisite:** BIOL C225**Advisory:** CHEM C110; eligibility for ENGL C100

Introduction to the structure and design of the human body. Includes structural components spatial relationships, 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, physician assistant, occupational therapy, physical therapy, pre-pharmacy majors, and other allied health programs. Transfer Credit: CSU; UC

**BIOLOGY C210** 5.0 Units**General Microbiology****Advisory:** CHEM C110

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

**BIOLOGY C220** 4.0 Units**(Formerly Biology C170)****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 the requirements for nursing, physical therapy, and physical education majors. Transfer Credit: CSU; UC

**BIOLOGY C221** 3.0 Units**(Formerly Biology C105)****Introduction to Anatomy and Physiology**

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

**BIOLOGY C225** 4.0 Units**(Formerly Biology C175)****Human Physiology****Prerequisite:** BIOL C220

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 C281** 2.0 Units**Biochemistry****PREREQUISITE:** BIOL C180, CHEM C220 and CHEM C220L with a grade of C or better**COREQUISITE:** Enrollment in CHEM C225 and C225L

An introduction to the chemistry of biology. This course serves to satisfy transfer requirements for some biology majors. Transfer Credit: CSU; UC

**BIOLOGY C282** 2.0 Units**Molecular Biology**

**PREREQUISITE:** BIOL C281 with a grade of C or better

An introduction to molecular biology, emphasizing gene structure and function. This course serves to satisfy transfer requirements for some biology majors. Transfer Credit: CSU; UC

**BIOLOGY C283** 4.0 Units  
**Genetics**

**Prerequisite:** BIOL C100 and CHEM C110

**Advisory:** ENGL C100

This course covers the principles of Mendelian and non-Mendelian inheritance, eukaryotic and prokaryotic gene transmission, replication, mutation, recombination, gene expression and regulation, cell division, meiosis, human genetic diseases, and ethical implications of genetics. Emphasis is placed on problem solving. Transfer Credit: CSU

**BIOLOGY C291** 1.0 Unit**Work Based Learning**

**Prerequisite:** Complete 5.0 Units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a biology-related setting for 5 hours per week per unit of credit.

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and training in all aspects of lab environment, including preparation; care; and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student must also be employed, or serve as a volunteer, in a biology-based setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. This course may be taken four times. Transfer Credit: CSU

**BIOLOGY C292** 2.0 Units**Work Based Learning**

**Prerequisite:** Complete 5.0 Units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a Biology-related setting for 5 hours per week per unit of credit.

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and training in all aspects of lab environment, including preparation; care; and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student must also be employed, or serve as a volunteer, in a biology-based setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. This course may be taken four times. Transfer Credit: CSU

**BIOLOGY C293** 3.0 Units**Work Based Learning**

**Prerequisite:** Complete 5.0 Units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a Biology-related setting for 5 hours per week per unit of credit.

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and training in all aspects of lab environment, including preparation; care; and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student must also be employed, or serve as a volunteer, in a biology-based setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. This course may be taken four times. Transfer Credit: CSU

**BIOLOGY C294** 4.0 Units**Work Based Learning**

**Prerequisite:** Complete 5.0 Units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a Biology-related setting for 5 hours per week per unit of credit.

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and training in all aspects of lab environment, including preparation; care; and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student must also be employed, or serve as a volunteer, in a biology-based setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. This course may be taken four times. Transfer Credit: CSU

**BIOTECHNOLOGY****BIOTECH C100** 4.0 Units**Introduction to Biological Technology Skills**

**Advisory:** Successful completion of a math class at least at the MATH C030 level.

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

**BIOTECH C105** 4.0 Units**Biological Technology Skills II**

**Prerequisite:** BIOT C100

A course in advanced biological laboratory techniques used in the biotechnology industry, with an emphasis on protein detection and analysis. Protein techniques include 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 curves, and use a microplate reader. Internet projects assigned to enhance learning of theory and methods (virtual DNA sequencing, reading output from a DNA sequence, and entering sequences in BLAST database for DNA sequence comparison). Transfer Credit: CSU

**BIOTECH C110** 3.0 Units**Overview of Quality Assurance and Medical Devices**

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

**BUILDING CODES TECHNOLOGY****BUILDING CODES****TECHNOLOGY C250** 3.0 Units**Introduction to Building Codes Technology**

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

**BUILDING CODES****TECHNOLOGY C251** 3.0 Units**Introduction to Green Building**

An overview of the entire process of green building, covering the theory, history, state of the industry, and best practices in green building. The course will provide an introduction to green building programs such as LEED assessment system, Build It Green, Green Globes and other standards such as ICC 700 and the State of California Green Building Code. Transfer Credit: CSU

**BUILDING CODES****TECHNOLOGY C281****1.0 Units****Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Building Codes Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Building Codes Technology. This course may be taken four times. Transfer Credit: CSU

**BUILDING CODES****TECHNOLOGY C282****2.0 Units****Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Building Codes Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Building Codes Technology. This course may be taken four times. Transfer Credit: CSU

**BUILDING CODES****TECHNOLOGY C283****3.0 Units****Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Building Codes Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Building Codes Technology. This course may be taken four times. Transfer Credit: CSU

**BUILDING CODES****TECHNOLOGY C284****4.0 Units****Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Building Codes Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Building Codes Technology. This course may be taken four times. Transfer Credit: CSU

**BUILDING CODES****TECHNOLOGY C290****3.0 Units****Building Permit Technician and Counter Operations**

**Advisory:** BCT C250 and C300

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

**BUILDING CODES****TECHNOLOGY C300****3.0 Units****Introduction to the International Building Code**

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

**BUILDING CODES****TECHNOLOGY C301****3.0 Units****Residential/Construction Blueprint Reading**

Analysis of blueprints as they apply to residential/commercial construction; architectural graphic representations and their symbols for materials of construction and basic drafting principles related to working drawings. This course may be taken four times.

**BUILDING CODES****TECHNOLOGY C302****3.0 Units****California Administrative Code (Title 24)**

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

**BUILDING CODES****TECHNOLOGY C303****3.0 Units****Non-Structural Provisions of Building Codes**

**Advisory:** BCT C300

A comprehensive course designed to give the student an understanding of the non-structural provisions of the International Building Code. Important aspects of this course are regulation of building areas, heights, location on property, fire resistance rated materials, fire suppression systems, and the means of egress of buildings. This course may be taken four times.

**BUILDING CODES****TECHNOLOGY C304****3.0 Units****Concrete Codes**

**Advisory:** BCT C300

All facets of concrete construction and code requirements are covered in this course. In addition, students will become more proficient and professional in relating to concrete field practices, construction, and inspections. This course may be taken four times.

**BUILDING CODES****TECHNOLOGY C305****3.0 Units****Framing Requirements of Building Code**

**Advisory:** BCT C300

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

**BUILDING CODES****TECHNOLOGY C306****3.0 Units****Electrical Code**

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

**BUILDING CODES****TECHNOLOGY C307****3.0 Units****Mechanical Code**

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

**BUILDING CODES****TECHNOLOGY C308 3.0 Units****Plumbing Code**

**Advisory: Knowledge of building construction.**

Plumbing code interpretation for inspectors and installers necessary for correct selection of material, sizing of pipe, and installation of conventional and Green Building Plumbing systems. This course may be taken four times.

**BUILDING CODES****TECHNOLOGY C311 3.0 Units****International Residential Code**

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

**BUILDING CODES****TECHNOLOGY C312 3.0 Units****Construction Estimating**

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

**BUILDING CODES****TECHNOLOGY C314 3.0 Units****Green Building Codes**

**Advisory: BCT C251**

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

**BUILDING CODES****TECHNOLOGY C316 3.0 Units****Masonry Codes**

**Advisory: BCT C300**

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

**BUSINESS****BUSINESS C007 3.0 Units****Business Mathematics**

Business Mathematics provides a practical, up-to-date coverage of widely-used topics in business including basic math, bank services, payroll, discounts and markups, simple and compound interest, stocks and bonds, consumer loans, taxes and insurance, depreciation, financial statements, and business statistics. (NOT APPLICABLE TO A.A. DEGREE)

**BUSINESS C100 3.0 Units****Introduction to Business**

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

**BUSINESS C101 3.0 Units****Introduction to Project Management**

The introduction to Project Management class is designed to provide students an overview of the concepts, tools, and techniques of formal project management. Concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results. The class focuses on key concepts in each of the process and knowledge areas of project management to create a unique learning environment that prepares students to manage projects in a global, multicultural, and online environment. Transfer Credit: CSU

**BUSINESS C102 3.0 Units****Advanced Project Management**

The Advanced Project Management (PMP) class is designed to give students a solid foundation in the concepts, tools, and techniques of formal project management. Concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results. The focus of the class is key concepts in each of the process and knowledge areas of project management. This course also helps the student to prepare for the Project Management Professional (PMP) certification exam. Transfer Credit: CSU

**BUSINESS C103 3.0 Units****Project Management Professional Certification Review**

This course is designed to assist students in preparing for the PMP certification exam given by the Project Management Institute (PMI). The topics include the project management processes, and skills and professional responsibility. The class will focus on learning the purpose for processes, inputs, tools, techniques and outputs. The students will develop a study schedule, organize study groups and create a plan with tasks that will guide them to preparing for the PMP exam. Techniques on exam taking, including study time management, will also be addressed to ensure success. Transfer Credit: CSU

**BUSINESS C110 3.0 Units****Legal Environment of Business**

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

**BUSINESS C120 3.0 Units****Personal Finance**

The goal of Personal Financial Planning is to teach students the fundamentals of financial planning as well as develop an understanding the social, psychological, and physiological contexts which influence decision making. Personal Financial Planning provides comprehensive coverage the role of money in student's lives and provides financial planning tools enabling students to identify and evaluate choices that lead to long-term financial security and develop an understanding of their connection with money and the consequences of their decisions. Transfer Credit: CSU

**BUSINESS C124 3.0 Units****Risk Management for Enterprises and Individuals**

Risk Management for Enterprises and Individuals focuses on current as well as old and new risks for our times treating them in a holistic, global and integrated manner. Today the stakes are higher; decisions more complex; and consequences more severe and global. Knowledge and understanding of the risks at every phase in business and personal undertakings is critical. Tomorrow's leaders in business and individuals need to understand risks to make successful decisions. This course provides the background needed. Transfer Credit: CSU

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

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

**BUSINESS C150 3.0 Units****Introduction to Marketing**

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

**BUSINESS C170** 3.0 Units**Entrepreneurship and Small Business Finance**

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

**BUSINESS C180** 3.0 Units**Entrepreneurship and Small Business Plan**

This course focuses on the development of a comprehensive business plan applicable for the needs of an entrepreneurial venture by moving through several phases: generating ideas and recognizing opportunities, researching and gathering marketing data, assembling resources, launching the new venture, and enabling long-term success. Students will learn the individual components of a business plan which comprises of marketing, management, operation, and finance. It is ideal for anyone who is ready to take the entrepreneurship challenge. Transfer Credit: CSU

**BUSINESS C190** 3.0 Units**Investments****Advisory: BUS C120**

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

**BUSINESS C197** 3.0 Units**E-Commerce/Online Business**

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

**BUSINESS C222** 3.0 Units**Entrepreneurship and Small Business Operations and Management**

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

**BUSINESS C281** 1.0 Units**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Business by bridging the gap between educational theory and on the job practices through individualized performance objectives related to the student's career or occupational goal in Business. This course may be taken four times. Transfer Credit: CSU

**BUSINESS C282** 2.0 Units**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Business by bridging the gap between educational theory and on the job practices through individualized performance objectives related to the student's career or occupational goal in Business. This course may be taken four times. Transfer Credit: CSU

**BUSINESS C283** 3.0 Units**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Business by bridging the gap between educational theory and on the job practices through individualized performance objectives related to the student's career or occupational goal in Business. This course may be taken four times. Transfer Credit: CSU

**BUSINESS C284** 4.0 Units**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Business by bridging the gap between educational theory and on the job practices through individualized performance objectives related to the student's career or occupational goal in Business. This course may be taken four times. Transfer Credit: CSU

**BUSINESS COMPUTING****BUSINESS COMPUTING C080** 1.0 Unit**Computers Basics - Internet**

**Advisory: Basic keyboarding skills helpful.**

Introduction to the Internet, including terminology, operation, and navigation. Students will learn to use popular software such as Internet Explorer/Outlook Express. This course may be taken two times. Pass/No Pass Only. (NOT APPLICABLE TO A.A. DEGREE)

**BUSINESS****COMPUTING C100** 3.0 Units**Introduction to Computers**

**Advisory: Basic keyboarding skills recommended.**

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

**BUSINESS****COMPUTING C103** 3.0 Units**Cascading Style Sheets**

**Advisory: BC C171 or DGA C166**

Cascading style sheets are the preferred way to set the "look and feel" of your web sites. In this class, you will learn to use CSS for layout, positioning, styling lists, tables, headings, and many other functions. Transfer Credit: CSU

**BUSINESS****COMPUTING C104** 1.5 Units**Microsoft Windows 1**

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

**BUSINESS****COMPUTING C107A** 1.5 Units**Keyboarding**

**Advisory: Computer access required. Students without a computer should enroll in BC C300L to complete assignments.**

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

**BUSINESS****COMPUTING C107B** 1.5 Units**Keyboarding and Formatting Documents**

**Advisory: Computer access required. Students without a computer should enroll in BC C300L to complete assignments.**

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

**BUSINESS COMPUTING C108** 1.5 Unit**Data Entry**

**Advisory: Keyboarding skills of at least 25 words per minute. Computer access required. Students without a computer should enroll in BC C300L to complete assignments.**

Data entry exercises on personal computers. Skills, accuracy, and speed development will be accomplished through keying of characters and numerals and the preparation and handling of source documents. Student will become familiar with common business forms and vocabulary through the use of source documents. Transfer Credit: CSU

**BUSINESS COMPUTING C109** 1.5 Unit**Keyboarding Speed and Accuracy**

**Advisory: Computer access required. Students without a computer should enroll in BC 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 two times. Transfer Credit: CSU

**BUSINESS COMPUTING C112** 3.0 Units**Office Organization**

**Advisory: Keyboarding skills of at least 25 words per minute.**

This course prepares people to work efficiently in today's offices. Topics include how to become a successful employee, customer service, time management, proofreading and editing, punctuation review, business document production, workplace telecommunications, mail processing, filing and records management, computers in the office, 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 C115** 1.5 Units**Customer Service/Soft Skills**

This course teaches the students to be customer service aware. Transcends superficial elements and pinpoints the skills needed to improve and sustain customer satisfaction and business relationships. Transfer Credit: CSU

**BUSINESS COMPUTING C116** 3.0 Units**Introduction to Mobile Applications**

**Advisory: Computer literacy**

This course examines the development and future of mobile applications, including Smart Phone, I-phone, I-pad, and other Mobile Tablet devices. Content will include how mobile applications are researched, designed, created, and marketed. Project outcomes, software selection, interface design, graphics, programming, marketing and promotion will be introduced. Students will create a simple mobile application of their own design. Transfer Credit: CSU

**BUSINESS COMPUTING C117** 3.0 Units**Mobile Applications Development**

This course examines the development of mobile applications using current web technologies and distribution and operation on common platforms on the market (iPhone, iPad, Android operating systems and BlackBerry). Content will include the use and development of HTML5, jQuery Mobile, PhoneGap and designing elements with CSS3 for functionality and performance. Transfer Credit: CSU

**BUSINESS COMPUTING C120** 1.5 Units**Microsoft Excel 1**

**Advisory: BC C104, basic mathematical skills, and keyboarding skills of at least 25 words per minute.**

Students will learn to use Microsoft Excel to create professional worksheets that include formulas, range names, MS Excel Wizards, printing techniques, data analysis, and file management. Transfer Credit: CSU

**BUSINESS COMPUTING C121** 1.5 Units**Microsoft Excel 2**

**Advisory: BC C120**

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

**BUSINESS COMPUTING C123** 3.0 Units**Introduction to Quick Books**

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

**BUSINESS COMPUTING C124** 3.0 Units**Using Adobe Acrobat**

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

**BUSINESS COMPUTING C145** 3.0 Units**Medical Administrative Assistant I**

**Advisory: Microsoft Word and Internet experience**

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

**BUSINESS COMPUTING C147** 2.0 Units**Beginning Microsoft Word**

**Advisory: BC C107A or keyboarding skills of at least 25 words per minute.**

This course is designed for students who want to learn how to use Microsoft® Word latest version to create professional-looking documents for workplace, school, and personal communication needs. Students will learn the essential features and functions of computer hardware, the Windows XP or Vista operating system, and Internet Explorer. Topics cover the basics of computer hardware, an introduction to Windows XP or Vista, an introduction to Internet Explorer, creating and editing documents, formatting and maintaining documents, applying formatting and inserting objects, creating tables, and using SmartArt to create diagrams and organizational charts. This course may be taken four times. Transfer Credit: CSU

**BUSINESS COMPUTING C148** 2.0 Units**Intermediate Microsoft Word**

**Advisory: BC C147**

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

**BUSINESS COMPUTING C148G** 1.5 Units**Advanced Microsoft Word Sharing and Publishing Information**

**Advisory: Keyboarding skills of at least 25 words per minute.**

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

**BUSINESS COMPUTING C150** 3.0 Units**Microsoft Office Professional 1**

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



**BUSINESS****COMPUTING C160** 3.0 Units**Introduction to GIS (Geographic Information Systems)****Advisory:** BC C121 or C175

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

**BUSINESS****COMPUTING C161** 3.0 Units**Health Information Technology—  
Medical Coding 1****Advisory:** BC C104 or ability to use Microsoft Windows.

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

**BUSINESS****COMPUTING C162** 3.0 Units**Health Information Technology—  
Medical Coding 2****Prerequisite:** BC C161**Advisory:** BC C104 or ability to use Microsoft Windows.

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

**BUSINESS****COMPUTING C163** 3 Units**Health Information Technology—  
Medical Terminology 1****Advisory:** BC C104 or ability to use Microsoft Windows.

Introduction to medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes, word roots, and combined word forms. Includes instruction in spelling, definition, and pronunciation. Transfer Credit: CSU

**BUSINESS****COMPUTING C164** 3.0 Units**Health Information Technology:****Review for (CCS) Certified Coding Specialist Exam****Advisory:** BC C161, BC C162, and C163

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

**BUSINESS****COMPUTING C166** 3.0 Units**Intermediate Geographic Information Systems (GIS)****Advisory:** BC C160

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

**BUSINESS****COMPUTING C169** 1.0 Unit**Internet for Educators****Advisory:** Ability to use a Web browser.

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

**BUSINESS****COMPUTING C170** 1.5 Units**Using the Internet****Advisory:** Keyboarding skills of at least 25 words per minute.

Hands-on course, to learn how to locate information on the Internet; access World Wide Web servers, blogs, wikis, and other resources. Send and receive E-mail. Discuss netiquette, Internet browsers, and computer requirements. Transfer Credit: CSU

**BUSINESS****COMPUTING C171** 3.0 Units**Web Design/XHTML 1****Advisory:** BC C170 or DGA C166A

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 C171B** 3.0 Units**Web Design/XHTML 2****Advisory:** BC C171

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 C171C** 3.0 Units**XML—Extended Markup Language****Advisory:** BC C171 or BC C171B or BC C174A or BC C174B, and keyboarding skills of at least 25 words per minute.

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 C173** 1.5 Units**Internet Research I****Advisory:** BC C170 or Basic Internet knowledge and keyboarding skills of at least 25 words per minute.

Instructions using various search techniques and resources to quickly locate information on the Internet. Emphasis includes using Internet access tools, data formats and media, search engines, subject guides, library catalogs, and commercial, and government resources. Learn the secrets that the experts use to efficiently locate people and data. Transfer Credit: CSU

**BUSINESS  
COMPUTING C174A 3.0 Units**  
**JavaScript for Nonprogrammers**  
**Advisory: BC C170, C171, C171B and keyboarding skills of at least 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 taken 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 C174B 3.0 Units**  
**JavaScript 2**  
**Advisory: BC C174A and keyboarding skills of at least 25 words per minute.**

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

**BUSINESS  
COMPUTING C175 1.5 Units**  
**Microsoft Access 1**  
**Advisory: BC C104 or experience with the Windows Operating System.**

Using Microsoft Access, learn database basics. Design and create tables, forms, and reports. Create SELECT queries including aggregate functions and crosstab queries to analyze and filter data. This course may be taken two times. Transfer Credit: CSU

**BUSINESS  
COMPUTING C176 1.5 Units**  
**Microsoft Access 2**  
**Advisory: BC C175 or fundamental skills using a personal database.**

Hands-on continuation to Microsoft Access for Windows, emphasizing relational database design, maintenance, customized forms, built-in functions, macros, an introduction to Structured Query Language and an overview of Visual Basic for Applications. This course may be taken two times. Transfer Credit: CSU

**BUSINESS  
COMPUTING C180 2.0 Units**  
**Introduction to Multimedia**  
**Advisory: Experience with a personal computer.**

The course defines multimedia and shows 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 C181 3.0 Units**  
**Multimedia Essentials**  
**Advisory: Experience with a personal computer.**

This course 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 C185 1.5 Units**  
**Microsoft PowerPoint**  
**Advisory: BC C104, C147 or C150 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 C194 3.0 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 C202 3.0 Units**  
**ColdFusion**  
**Advisory: BC C171 or BC C171B, and BC C175 or BC C176 and keyboarding skills of at least 25 words per minute.**

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 C204 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 C205 3.0 Units**  
**Building Dynamic Web Pages with PHP and MySQL**

**Advisory: BC C168A or BC C171 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 C281 1.0 Unit**  
**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Business Computing. This course may be taken four times. Transfer Credit: CSU

**BUSINESS  
COMPUTING C282 2.0 Units**  
**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Business Computing. This course may be taken four times. Transfer Credit: CSU

**BUSINESS  
COMPUTING C283 3.0 Units**  
**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career, or occupational goal in Business Computing. This course may be taken four times. Transfer Credit: CSU

**BUSINESS**  
**COMPUTING C284** 4.0 Units  
**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Business Computing. This course may be taken four times. Transfer Credit: CSU

**BUSINESS**  
**COMPUTING C300L** 1.0 Unit  
**Computer Lab**

**Advisory:** Concurrent enrollment in any Coastline Community College class.

Provides Computer lab time on IBM PCS and Macs. Instructors provide limited individual attention due to the variety of software used in the lab. This course may be taken four times.

**BUSINESS**  
**COMPUTING C301L** 1.0 Unit  
**Computer Lab 2**

Provides computer lab time on IBM PCs and Macs. Instructors provide limited individual attention due to the variety of software being used in the lab. This class may be taken four times.

**BUSINESS**  
**COMPUTING C306** 1.5 Units  
**Web site Internship**

**Advisory:** BC C171

Create and post web pages and maintain a web site for a specific department, instructor, agency, or company. Enhance Web sites with tips and tricks discussed in class. This course may be taken four times.

## CHEMISTRY

**CHEMISTRY C100** 3.0 Units  
**Principles of Chemistry**

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

**CHEMISTRY C105** 2.0 Units  
**Chemistry Explorations for Teachers**

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

**CHEMISTRY C110** 5.0 Units  
**Introduction to Chemistry**

**Advisory:** "C" or better in Elementary Algebra.

A lab science course in principles of inorganic, organic, and biochemistry for transfer and for A.A. Degree programs in nursing, dietetics, paramedical, and other allied health fields. Not for students planning to take CHEM C130. Transfer Credit: CSU; UC

**CHEMISTRY C130** 4.0 Units  
**Preparation for General Chemistry**

**Advisory:** "C" or better in Intermediate Algebra.

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

**CHEMISTRY C180** 4.0 Units  
**General Chemistry A**

**Prerequisite:** Completion of CHEM C130 or a recent high school chemistry course with a grade of C, and completion of MATH C030 or a recent high school course in intermediate algebra with a grade of C or appropriate placement on a math placement assessment.

This course is the first semester of a two-semester sequence (CHEM C180 and C185). A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. Letter grade only. Transfer Credit: CSU; UC

**CHEMISTRY C180L** 1.0 Unit  
**General Chemistry A Lab**

**Prerequisite:** Completion of CHEM C130 or a recent high school chemistry course with a grade of C, and completion of MATH C030 or a recent high school course in intermediate algebra with a grade of C or appropriate placement on a math placement assessment.

**Corequisite:** CHEM C180 (may be waived by demonstration of satisfactory completion CHEM C180 or equivalent.)

A basic laboratory course in the principles of inorganic chemistry and lab techniques with special emphasis on chemical calculations and structure. Letter grade only. Transfer Credit: CSU; UC

**CHEMISTRY C185** 4.0 Units  
**General Chemistry B**

**Prerequisite:** CHEM C180

This course is the second semester of a two-semester sequence (CHEM C180 and CHEM C185). A basic course in the principles of inorganic chemistry with special emphasis on chemical kinetics, chemical equilibrium, electro chemistry, nuclear chemistry, acids, and bases. Letter grade only. Transfer Credit: CSU; UC

**CHEMISTRY C185L** 1.0 Unit  
**General Chemistry B Lab**

**Prerequisite:** CHEM C180 and CHEM C180L

**Corequisite:** CHEM C185

This course is the second semester of a two-semester sequence (CHEM C180L and CHEM C185L). A basic course in the principles of inorganic chemistry and lab techniques with special emphasis on chemical kinetics, chemical equilibrium, electro chemistry, nuclear chemistry, acids, and bases. Letter grade only. Transfer Credit: CSU; UC

**CHEMISTRY C220** 3.0 Units  
**Organic Chemistry A**

**Prerequisite:** CHEM C185 with grade of "C" or better.

This course is the first semester of Organic Chemistry, a two semester, which includes topics on the properties and reactions of aliphatic and aromatic organic compounds. Emphasis is placed on the reaction mechanisms, fundamental principles, and modern instrumental methods. Letter grade only. Transfer Credit: CSU

**CHEMISTRY C220L** 2.0 Units  
**(Formerly Chemistry 221)**

**Organic Chemistry A Lab**

**Prerequisite:** CHEM C185 with grade of "C" or better.

**Corequisite:** Concurrent enrollment in CHEM C220.

Theory and techniques of separation, purification, synthesis, and analysis of organic compounds, including instrumental methods of chromatography and spectroscopy. Letter grade only. Transfer Credit: CSU

**CHEMISTRY C225** 3.0 Units  
**Organic Chemistry B**

**Prerequisite:** CHEM C220 with grade of "C" or better.

This course is the second part of Organic Chemistry, two semesters, which includes topics on the properties and reactions of aliphatic and aromatic organic compounds. Emphasis is placed on the reaction mechanisms, fundamental principles, and modern instrumental methods. Letter grade only. Transfer Credit: CSU

**CHEMISTRY C225L** 2.0 Units  
**(Formerly Chemistry 226)**

**Organic Chemistry B Lab**

**Prerequisite:** CHEM C220L

**Corequisite:** CHEM C225

Theory and techniques of separation, purification, synthesis, and analysis of organic compounds, including instrumental methods of chromatography and spectroscopy. Letter grade only. Transfer Credit: CSU

## CHINESE

**CHINESE C180** 5.0 Units  
**Elementary Chinese 1**

**Advisory:** Students who have completed two years of high school Chinese with a grade of "C" or better should enroll in CHIN C185 or C185A.

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Chinese. Early reading and writing skills are introduced, as well as Chinese customs and culture. Transfer Credit: CSU; UC credit limitations. See counselor.

**CHINESE C180A 2.5 Units****Elementary Chinese 1A**

**Advisory:** Students who have completed two years of high school Chinese with a grade of "C" or better should enroll in CHIN C185 or C185A.

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Chinese. Grammar, vocabulary, and pronunciation are emphasized. Early reading and writing skills are introduced, as well as appreciation and understanding of Chinese customs and culture. Transfer Credit CSU; UC credit limitations. See counselor.

**CHINESE C180B 2.5 Units****Elementary Chinese 1B**

**Prerequisite:** CHIN C180A

**Advisory:** Students who have completed two years of high school Chinese with a grade of "C" or better should enroll in CHIN C185 or C185A.

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Chinese. Grammar, vocabulary, and pronunciation are emphasized. Early reading and writing skills are introduced, as well as appreciation and understanding of Chinese customs and culture. Transfer Credit CSU; UC credit limitations. See counselor.

**CHINESE C182 1.0 Unit****Conversational Chinese**

**Prerequisite:** CHIN C180 or C180B

Speaking, understanding, reading, and writing Chinese (Mandarin), with emphasis on tradition and customs of China. Transfer Credit: CSU

**CHINESE C185 5.0 Units****Elementary Chinese 2**

**Prerequisite:** CHIN C180 or C180B

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

**CHINESE C185A 2.5 Units****Elementary Chinese 2A**

**Prerequisite:** CHIN C180 or C180B

Continuation of CHIN C180. First half of CHIN C185. Designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures in China, Taiwan and elsewhere. CHIN C180 and C185 together constitute the beginning level of the language. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**CHINESE C185B 2.5 Units****Elementary Chinese 2B**

**Prerequisite:** CHIN C185A

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

**CHINESE C280 4.0 Units****Intermediate Chinese 1**

**Prerequisite:** CHIN C185 or C185B

CHIN C280 is a continuation of CHIN C185 or C185B. It is designed to develop further the abilities students have attained to comprehend and converse 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 C285 4.0 Units****Intermediate Chinese 2**

**Prerequisite:** CHIN C280

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

**COMMUNICATION STUDIES****COMMUNICATIONS STUDIES C100 3.0 Units**

**(Formerly Speech C100)**

**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

**COMMUNICATIONS STUDIES C101 3.0 Units**

**(Formerly Speech C101)**

**Human Communication**

This course is an introduction to the fundamentals and principles which underlie effective speech communication. Practical experience, emphasizing content, organization and delivery, will be required in at least three speaking situations, specifically including persuasive and informative speaking. Particular emphasis will be on Milton Rokeach's value theory (1968) as an explanation for the relationship between self-concept and behavior. Transfer Credit: CSU; UC

**COMMUNICATIONS STUDIES C110 3.0 Units**

**(Formerly Speech C110)**

**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

**COMMUNICATIONS STUDIES C200 3.0 Unit**

**(Formerly Speech C200)**

**Public Communications**

This course focuses on the preparation, presentation, and delivery of informative and persuasive public speeches. Particular emphasis is on organizing and outlining, reasoning and arguing, and analyzing audiences and adapting to different audiences. Transfer Credit: CSU

**COMMUNICATIONS**

**(SEE COURSES LISTED UNDER**

**MASS COMMUNICATIONS)**

**COMPUTER INFORMATION SCIENCE**

**(ALSO, SEE COURSES LISTED UNDER**

**INFORMATION AND COMPUTER SCIENCE)**

**COMPUTER INFORMATION****SCIENCE C100**

**3.0 Units**

**Introduction to Information Systems**

This course prepares students with a non-programming introduction to information systems and personal computer applications including word processing, spreadsheets, database and presentation software. This course may be taken two times. Transfer Credit: CSU

**COMPUTER INFORMATION****SCIENCE C110**

**1.5 Units**

**Introduction to Programming with Visual Basic.Net**

This course teaches the students the fundamentals of programming with emphasis on programming, coding, and troubleshooting tips using Visual Basic.Net. This course may be taken two times. Transfer Credit: CSU

**COMPUTER INFORMATION****SCIENCE C111 3.0 Units****Introduction to Information Systems and Programming**

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Transfer Credit: CSU

**COMPUTER INFORMATION****SCIENCE C150 3.0 Units****Introduction to C++**

This course covers the beginning concepts of C++ programming. Students, with no prior computer programming knowledge, will learn the fundamentals of writing computer programs using C++. This course may be taken two times. Transfer Credit: CSU

**COMPUTER INFORMATION****SCIENCE C171 1.0 Unit****Computer Programming with Alice**

**Advisory: Ability to use a Graphical User Interface operating system (such as Vista or MAC OS).**

Introduces both majors and non-majors to the concepts and topics of computer and simulation programming. Students will develop algorithmic thinking and abstraction through the use of a 3-D animation programming environment. This course is designed for beginning programmers, and web developers who need to understand object oriented concepts. Transfer Credit: CSU

**COMPUTER INFORMATION****SCIENCE C190 3.0 Units****Introduction to Geographic Information Systems**

**Advisory: BC C121 and C175**

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

**COMPUTER INFORMATION****SCIENCE C191 3.0 Units****Intermediate Geographic Information Systems**

**Advisory: CIS C190**

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

**COMPUTER SERVICES TECHNOLOGY****COMPUTER SERVICES****TECHNOLOGY C102 3.0 Units****Fiber Optic Cabling**

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

**COMPUTER SERVICES****TECHNOLOGY C111 3.0 Unit****VMware vSphere**

**Advisory: CST C112 or CST C113**

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

**COMPUTER SERVICES****TECHNOLOGY C112 1.0 Unit****Introduction to VMware**

**Advisory: CST C116, C117, and C128**

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

**COMPUTER SERVICES****TECHNOLOGY C113 3.0 Units****Overview of VMware Technologies**

**Advisory: CST C128**

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

**COMPUTER SERVICES****TECHNOLOGY C114 2.0 Units****Microsoft Office Visio**

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

**COMPUTER SERVICES****TECHNOLOGY C115 1.5 Units****Command/Line Scripting**

This course prepares students to use Command Line Utilities and scripting techniques to manage and maintain operating systems and network appliances. This course may be taken two times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C116 3.0 Units****A+ Essentials Hardware**

The A+ Essentials Hardware course maps to CompTIA's A+ Essentials Hardware exam. Course covers topics related to installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware. Lecture and hands-on experience in structured labs is included. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C117 3.0 Units****A+ Essentials Software**

**Advisory: CST C116**

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

**COMPUTER SERVICES****TECHNOLOGY C118 1.5 Units****Network +**

**Advisory: CST C115, C116 and C117**

A basic study of networking technologies focusing on the features and functions of networking components, the knowledge and hands-on skills needed to install, configure and troubleshoot basic networking hardware, protocols and services. The course is based on the CompTIA Network+ exam objectives. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C126 3.0 Units****A+ Help Desk**

**Advisory: CST C116**

This course is designed for Individuals who work as help desk, call center, and remote support technicians with emphasis on troubleshooting, problem identification, and customer service. This course may be taken two times. (CompTIA Test 220-603) Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C128** 3.0 Units**Network +**

This Network + certification course provides an in-depth survey of the field of Networking, including terms, OSI model, various NOS, certification requirements, and security. This course may be taken three times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C153** 3.0 Units**CompTIA Convergence +****Advisory: CST C128 and C215**

This course covers convergence skills including basic analysis, specification, implementation and management of basic components of data, voice and multimedia convergence applications and technologies. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C157** 3.0 Units**Microsoft SQL Database Development****Advisory: CST C172**

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

**COMPUTER SERVICES****TECHNOLOGY C160** 3.0 Units**Windows XP Professional****Advisory: CST C128**

This course teaches the students to plan, install, configure, and support a Windows XP Professional computer in a standalone or network environment. (Microsoft Test #70-270) Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C161** 3.0 Units**Installing and Configuring Microsoft Vista Operating System****Advisory: CST C128**

This course teaches the students to plan, install, configure, and support a Windows Vista Operating System in a standalone or network environment. (Microsoft Test #70-n620) Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C165** 3.0 Units**Managing and Maintaining a****MS Windows Server 2003****Advisory: CST C128**

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. (Microsoft Course #2273, Test #70-290) Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C167** 3.0 Units**Implementing Windows 2000 Network Infrastructure****Advisory: CST C161**

This course is designed for professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Windows 2000 Server products. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C172** 3.0 Units**SQL Server Design and Implementation****Advisory: CST C165**

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

**COMPUTER SERVICES****TECHNOLOGY C173** 3.0 Units**MCTS – Microsoft Exchange Server – Configuration****Advisory: CST C165**

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

**COMPUTER SERVICES****TECHNOLOGY C174** 3.0 Units**Managing and Maintaining a Microsoft Windows Server**

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 environment. This course may be taken four times.

**COMPUTER SERVICES****TECHNOLOGY C176** 1.5 Units**Designing Security for Microsoft Servers****Advisory: CST C165**

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

**COMPUTER SERVICES****TECHNOLOGY C177** 1.5 Units**Configuring Windows Vista Mobile Computing and Applications****Advisory: CST C161**

This course teaches students the skills to configure mobile computers and applications running on Windows Vista (Microsoft Course 5116). Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C178** 3.0 Units**Deploying & Maintaining Windows Vista Client 2007 Office Desktop****Advisory: CST C161**

This course teaches the deployment of Vista Professional and the business Desktop including installation, configuration and optimization. (Microsoft Courses 5105 and 5058) Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C179** 3.0 Units**Microsoft Share Point**

This course teaches the installation, configuration and optimization of the Microsoft SharePoint server (Microsoft Course 5061). This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C184** 3.0 Units**MS Server 2008 Active Directory Configuration****Advisory: CST C128**

This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore and monitor and troubleshoot Active Directory related issues. Covers topics associated with the Microsoft 70-640 MCTS exam. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C185** 3.0 Units**MS Server 2008 Network Infrastructure****Advisory: CST C128**

This course provides students with the knowledge and skills to configure and troubleshoot a Windows Sever 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies through secure servers and IP-enabled networks. Covers topics associated with the Microsoft 70-642 MCTS exam. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C186** 3.0 Units**MS Server 2008 Applications Infrastructure Configuration****Advisory: CST C128**

This course provides students with the knowledge and skills to configure and deploy Microsoft 2008 Applications, using applications server, IIS, terminal services, and application services. Covers topics associated with Microsoft 70-643 MCTS exam. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C187** 3.0 Units**MS Exchange Server 2007 Configuration****Advisory: CST C128**

This course provides students with the knowledge and skills to install, configure, and maintain Microsoft Windows 2007 Exchange and include managing security and recipient objects/lists, mobile e-mail retrieval, and migration. Covers topics associated with the Microsoft Exchange 2007. 70-236 TS exam. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C188** 3.0 Units**Configuring Microsoft Windows 7****Advisory: CST C128**

This course provides students with hands-on experience with Windows 7 deployment, upgrades, compatibility, system settings, security features, network connectivity and mobile computing. This course covers the material from the Microsoft MCTS 680 exam. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C191** 3.0 Units**CompTIA Linux +****Advisory: CST C116, C117, C128**

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 perform Linux installation. You will compare and contrast desktop managers, traverse the Linux file system structure, explore the wonders of VI—scripts and the Command Line. What is a Runlevel? You will know at the end of this class. Before it is over, you will document, archive, back up, and secure the workstation. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C196** 3.0 Units**Linux Administration I****Advisory: CST C118 or C128 and C195**

This course provides the student with information about the essential tasks of Linux Server and network installations, file system management, backup procedures, process control, user administration, and device management. This is the second in a series of three classes and is targeted at the network administration level. This class maps to the LPI level II, Novell CLA, and CompTia Linux+ test objectives. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C201** 3.0 Units**Cisco Fundamentals/CCNA 1**

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

**COMPUTER SERVICES****TECHNOLOGY C202** 3.0 Units**Cisco Router Configuration/CCNA 2****Advisory: CST C201**

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

**COMPUTER SERVICES****TECHNOLOGY C203** 3.0 Units**Cisco Switching/CCNA 3****Advisory: CST C202**

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

**COMPUTER SERVICES****TECHNOLOGY C204** 3.0 Units**Cisco WAN Configuration/CCNA 4****Advisory: CST C201 and C202 and C203**

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

**COMPUTER SERVICES****TECHNOLOGY C205** 3.0 Units**CCNP: Implementing Cisco IP Routing****Advisory: CST C204 or CCNA**

Students will learn to plan designs, perform tasks, and interpret performance measurements. Hands-on activities include configuring and verifying routing and routing protocols. This course covers the material in the current version of Implementing Cisco IP Routing. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C206** 3.0 Units**Implementing Secure Converged Wide-Area Networks/CCNP 2****Advisory: CST C204 or CCNA**

Introduction to secure enterprise-class network services. Learn to secure and expand the reach of an Enterprise Network. Topics include teleworker configuration and access, MPLS, IPSEC VPN, Cisco ZVPN, Cisco device hardening, IOS firewall features. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C207** 3.0 Units**Building Multilayer Switched Networks/CCNP 3****Advisory: CCNA**

Authorized Cisco Networking Academy CCNP course. This course covers VLAN's, Spanning-tree protocol, interVLAN routing, implementing security features, and designing and implementing a multilayer switched network. Emphasis on hands on training. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C208** 3.0 Units**CCNP: Troubleshooting and Maintaining Cisco IP Networks****Advisory: CST C205**

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

**COMPUTER SERVICES****TECHNOLOGY C215** 1.5 Units**Introduction to Voice over IP****Advisory: CST C118 or C128 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 C217** 3.0 Units**Cisco Call Manager Express****Advisory: CCNA**

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. The course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C218** 3.0 Units**Cisco VoIP Unity Express Voice Mail****Advisory: CST C202, C203, C215, C217, 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 C219** 3.0 Units**Introduction to Cisco Call Manager**

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

**COMPUTER SERVICES****TECHNOLOGY C220 3.0 Units****VMware vSphere: Install, Configure, Manage**

Virtualization allows consolidation of many traditional servers into a few physical servers with many virtual machines to realize significant cost savings. In this VMware-authorized, hands-on course, students learn to install, configure, and manage VMware vSphere™, which consists of VMware ESX/ESXi and VMware vCenter Server. Upon completion of this course, students can take the examination to become a VMware Certified Professional. This course may be taken four times.

**COMPUTER SERVICES****TECHNOLOGY C230 3.0 Units****Introduction to Security****Advisory: CST C128**

This class is a survey of Network/Internet security. It will help prepare you for the CompTIA Security+ Exam. Topics will cover: Authentication, Malicious Code, Web Security, Intrusion Detection, Cryptography, and Biometrics. The class will have lecture and hands-on components. This course may be taken three times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C232 3.0 Units****Ethical Hacking****Advisory: CST C230**

This course is a survey of the ethical and legal issues pertaining to security testing. It will demonstrate how to use tools that can be used to gain information about a computer network, how to recognize that the tools are being used, and how to defend a network against those attacks. This course may be taken three times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C237 1.5 Units****Cisco ASA and Network Security****Advisory: CCNA**

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

**COMPUTER SERVICES****TECHNOLOGY C245 3.0 Units****Exploring Computer Forensics****Advisory: CST C232 and C238**

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. This course may be taken three times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C248 3.0 Units****Wireless Networking****Advisory: CST C128**

This is an entry level course in wireless data communications. It covers the fundamentals of wireless communications and provides an overview of protocols, transmission methods, and IEEE standards. It also examines the broad range of wireless communications technologies available beginning with the basics of radio frequency and wireless data transmission and progressing to the protocols and mechanisms that every wireless network technician needs to understand. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C252 1.5 Units****Cisco Security Virtual Private Networks (VPNs)****Advisory: CCNA**

Students will learn how to implement VPN's on Cisco firewalls and routers. This course uses the same equipment as the Cisco ASA and Network Security class. Lecture and hands-on experience in structured labs will supply students with the skills to design, implement, maintain and troubleshoot a VPN. This course may be taken two times. Transfer Credit: CSU.

**COMPUTER SERVICES****TECHNOLOGY C253 3.0 Units****Cisco ASA, PIX, and Network Security****Advisory: CCNA**

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

**COMPUTER SERVICES****TECHNOLOGY C254 3.0 Units****Cisco IPS/CCSP****Advisory: CCNA**

This course will help the student prepare for one of the Cisco CCSP IPS exams. This course covers IPS concepts, Command Line Interface and IPS Device Manager, IPS signature engines, event monitoring, sensor maintenance, and capturing network traffic. Emphasis on hands-on training. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C258 3.0 Units****Linux Networking and Security****Advisory: CST C191**

Introductory course exploring the Linux operating system including theory and hands-on application of topics covering command line utilities, graphical tools, networking protocols and services, user and group management, system permissions, and security. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C260 3.0 Units****CISSP (Certified Information Systems Security Professional)****Advisory: CST C128 and C230**

This course covers the ten domains of information security known as the CISSP Common Body of Knowledge (CBK). Completing this course does not guarantee CISSP certification; however, the course addresses the test objectives defined by (ISC)<sup>2</sup> for the CISSP examination. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C271 1.5 Units****Become a Security Consultant****Advisory: CST C128 and C230**

This course shows the student how to become a security consultant. Topics will include what a security consultant is and how one becomes a security consultant and will explain the tools used, the type of training needed, and the ethics of security consulting. There will be a lecture and hands-on portions of the course with the hands-on portion demonstrating tools commonly used by a security consultant. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C281 1.0 Unit****Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Computer Services Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computer Services Technology. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C282 2.0 Units****Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Computer Services Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computer Services Technology. This course may be taken four times. Transfer Credit: CSU



**COMPUTER SERVICES****TECHNOLOGY C283****3.0 Units****Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Computer Services Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computer Services Technology. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C284****4.0 Units****Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Computer Services Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computer Services Technology. This course may be taken four times. Transfer Credit: CSU

**COMPUTER SERVICES****TECHNOLOGY C390L****1.0 Unit****Network Laboratory**

**Advisory:** Concurrent enrollment in any Coastline Community College class.

The lab provides supervised computer lab time on network computers and servers. Microsoft, CompTIA, Cisco and other networking students can utilize specialized software and hardware for additional "hands-on" practice. This class may be taken four times.

**COMPUTER SERVICES****TECHNOLOGY C391L****1.0 Unit****Network Laboratory**

This course provides supervised lab time on network hardware and software. Microsoft, CompTIA, Cisco, and other networking students can utilize specialized software and hardware for additional "hands-on" practice. This class may be taken four times.

**COUNSELING****COUNSELING C101****3.0 Units****(Same as HSCV C101)****Helping Theories and Intervention Strategies**

An overview of the major helping theories and strategies in the counseling process. Emphasis will be placed on enabling students to develop theoretical foundations and apply appropriate intervention strategies. Topics covered include dealing with a crisis and disaster, clarifying personal values, solving common problems encountered as a helper, and case management. Transfer Credit: CSU

**COUNSELING C104****3.0 Unit****(Formerly Counseling C100)****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 C105****3.0 Units****Strategies for College Success**

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

**CRIMINAL JUSTICE**

Criminal Justice courses are offered through Coastline's Military Distance Learning Program. The courses are applicable to the Emergency Management/Homeland Security Degree Program. Students who reside in the local Orange County area and who are not eligible for enrollment in our global Military Distance Learning Program are encouraged to visit our sister college, Golden West College, for local course offerings.

**CRIMINAL JUSTICE C110****3.0 Units****Criminal Investigation**

This course examines fundamental principles and procedures employed to effectively investigate criminal cases. Students explore traditional methods used to manage crime scenes, preserve evidence and write reports. Students also recognize how to effectively develop sources of information, as well as obtain information from witnesses and suspects. Emphasis is placed on the investigation of specific crimes and the role of the investigator as a liaison in the criminal trial. Transfer Credit: CSU

**CRIMINAL JUSTICE C128****3.0 Units****Criminal Procedure**

This course explores some of the basic protections the U.S. Constitution affords citizens against government intrusion when individuals are suspected of criminal conduct. It allows students to analyze legal and practical problems related to search and seizure, arrest, and interrogation law from the perspective of both law enforcement and the community member. Emphasis is placed on court decisions involving specific amendments to the Bill of Rights, as well as the Due Process Clause of the Fourteenth Amendment. Topics include important legal concepts such as the exclusionary rule, stop and frisk, probable cause, and Miranda warnings. Transfer Credit: CSU

**CRIMINAL JUSTICE C135****3.0 Units****Introduction to Policing**

This course gives students an overview of the police and their mission. It examines the evolution of policing as well as methods, issues, and challenges to present day policing. The course also looks at technology in the service of law enforcement and explores the future of policing. Emphasis is placed on the student's developing a proper understanding of police accountability and ethical behavior. Transfer Credit: CSU

**CRIMINAL JUSTICE C140****3.0 Units****Introduction to Criminal Justice**

An introductory course that examines the history, development and philosophy of the American criminal justice system. Provides an overview of law enforcement, courts and correctional systems in a democratic society. Topics include the major theories of crime causation, the nature and scope of police work, the role of courts and prison life in the United States. Covers recent trends in terrorism prevention and homeland security matters. Transfer Credit: CSU

**CRIMINAL JUSTICE C141****3.0 Units****Criminal Law**

An introduction to the general doctrines of criminal liability. This course covers the historical and philosophical foundations of criminal law, as well as its purpose and structure. Students examine major conceptual legal principles and terminology. Topics include constitutional issues, legal causation, criminal defenses, parties to a crime, and inchoate offenses. Emphasis is placed on court decisions and their impact on law enforcement activities. Transfer Credit: CSU

**CRIMINAL JUSTICE C146****3.0 Units****Written Communication for Criminal Justice**

This course presents techniques for accurately communicating information and ideas in a clear, concise manner within the context of the criminal justice community. It focuses on developing the student's ability to organize information and prepare effective written correspondence in a law enforcement, court, or correctional environment. The course emphasizes instruction in the mechanics of writing, vocabulary development, and methods of effectively gathering information. Students practice note-taking, report writing, and investigative strategies to assist in the administration of justice. Transfer Credit: CSU

**CRIMINAL JUSTICE C148** **3.0 Units****Multi-Cultural Studies in Criminal Justice**

This course examines current issues and social problems relating to the administration of justice in a culturally diverse society. It focuses on the cross-cultural contact that criminal justice professionals have with citizens, victims, suspects, and coworkers from diverse backgrounds. The course emphasizes law enforcement's role and responsibility in understanding cultural differences and respect toward those of different backgrounds. Topics include prejudice in law enforcement, hate crimes, jury bias, racial profiling, disparate treatment in prisons, and terrorism/homeland security considerations. Transfer Credit: CSU

**CUSTOMER SERVICE ACADEMY****CUSTOMER SERVICE ACADEMY C010** **0.5 Unit**  
**Customer Service**

This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction, and customer retention. Topics will include communicating with customers, developing a positive attitude, handling complaints, and developing sales skills.

**CUSTOMER SERVICE ACADEMY C015** **0.5 Unit**  
**Communicating with People**

This course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills, and supervisory communication.

**CUSTOMER SERVICE ACADEMY C020** **0.5 Unit**  
**Team Building**

This course is designed to provide the student with an understanding of how to solve common types of problems. Students will learn to recognize various team player styles and will be introduced to team building in the workplace.

**CUSTOMER SERVICE ACADEMY C025** **0.5 Unit**  
**Stress Management**

This course is designed to acquaint the student with various skills the supervisor needs to help employees. Topics include stress recognition and how to manage it, job burnout and what to do about it, and employee counseling in various situations.

**CUSTOMER SERVICE ACADEMY C030** **0.5 Unit**  
**Time Management**

This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered.

**CUSTOMER SERVICE ACADEMY C035** **0.5 Unit**  
**Conflict Resolution**

This course is designed to provide the student with an analysis of attitudes and behavior that create conflict between individuals and groups within an organization.

**CUSTOMER SERVICE ACADEMY C040** **0.5 Unit**  
**Attitude in the Workplace**

This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude in the workplace and at home. The student will be introduced to attitude style recognition, attitude communication, and attitude adjustment. Topics will also include the primary causes of bad attitudes, turnaround strategies to battle these bad attitudes, and specific techniques to improve these bad attitudes.

**CUSTOMER SERVICE ACADEMY C045** **0.5 Unit**  
**Managing Organizational Change**

This course is designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization.

**CUSTOMER SERVICE ACADEMY C050** **0.5 Unit**  
**Decision Making and Problem Solving**

This course is designed to introduce the student to decision making and problem solving as a supervisor.

**CUSTOMER SERVICE ACADEMY C055** **0.5 Unit**  
**Foundation Essential: Values and Ethics**

This course is designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized.

**DANCE****DANCE C105** **1.0 Unit**  
**Pilates**

This course is designed to develop flexibility, strength, and coordination. It will introduce exercises with specific conditioning techniques based on Pilates Principles. This course may be taken four times. Transfer Credit: CSU; UC

**DANCE C106** **1.0 Unit**  
**Pilates Mat Work**

A course based on exercises and concepts developed by Joseph H. Pilates. The course will utilize "mat work" and will focus on exercises for improving body alignment, strength, coordination and breathing. This course may be taken four times. Transfer Credit: CSU; UC

**DANCE C107** **1.0 Unit**  
**Intermediate Pilates Mat**  
**Prerequisite: DANC C105 or C106**

A course based on exercises and concepts developed by Joseph H. Pilates. The course will utilize intermediate mat work and will focus on exercises for improving body alignment, breathing, core strength and stabilization. This course may be taken four times. Transfer Credit: CSU; UC

**DANCE C108** **1.0 Unit**  
**Pilates: Beginning Reformer****Prerequisite: DANC C105 or C106 or C107**

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 C110** **1.0 Unit**  
**Ballet 1**

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 C111** **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 C112** **1.0 Unit**  
**Advanced Classical Technique**

**Advisory: DANC C110 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 C114** **1.0 Unit**  
**Classical Turns and Jumps****Prerequisite: Successful completion of DANC C110**

An intermediate level class concentrating on various classical turning and jumping techniques alone and in combination. This course may be taken four times. Transfer Credit: CSU; UC

**DANCE C115** **1.0 Unit**  
**Ballet 2****Advisory: DANC C110 or C111 or equivalent experience**

An intermediate course in ballet technique, including barre and center work. Students will learn lengthened movement patterns incorporating adagio and allegro combinations. Includes French terminology and musicality. Class may be taken four times.

**DANCE C116** **1.0 Unit**  
**Jazz Dance 1**

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 C120** **1.0 Unit**  
**Jazz Technique****Prerequisite: 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 C124** 1.0 Unit**Performance Studies in Jazz**

**Prerequisite:** Successful completion of DANC C120 or equivalent experience.

Beginning/intermediate level course offering accelerated individual instruction in Jazz technique. This course may be taken four times. Transfer Credit: CSU; UC

**DANCE C125** 1.0 Unit**Tap Dance**

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 C130** 1.0 Unit**Broadway Tap Styles**

**Prerequisite:** Successful completion of DANC C125 or DANC C126.

**Advisory:** Intermediate Tap

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 C140** 1.0 Unit**Performance Jazz Ensemble**

**Prerequisite:** DANC C120, C257, or equivalent experience.

A course designed to provide performance experience for the beginning/intermediate jazz dancer. Curriculum includes learning, rehearsing, and performing one or more routines. This course may be taken four times. Transfer Credit: CSU; UC

**DANCE C141** 1.0 Unit**Dance Techniques in Modern Jazz**

**Prerequisite:** DANC C101 or equivalent experience.

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 C160** 2.0 Units**Choreography**

A course designed to learn the fundamentals of dance composition and experience the process of creating choreographic works. This course may be taken four times. Transfer Credit: CSU; UC

**DANCE C162** 1.0 Unit**Dance Production**

Specifically designed to learn and perform choreography with emphasis on integrating jazz and modern techniques. Also includes, rehearsing, and performing one or more choreographic pieces. This course may be taken four times. Transfer Credit: CSU

**DANCE C200** 3.0 Units**Dance Appreciation**

A lecture course exploring the evolution of dance throughout history and different cultures, and an appreciation for the various elements to observe when viewing dance choreography. Mandatory attendance at minimum of two live dance performances; cost to be paid by student (discounts available). Transfer Credit: CSU and UC

**DANCE C256** 1.0 Unit**Tap Dance Repertoire**

**Advisory:** Intermediate tap or equivalent experience.

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 C257** 1.0 Unit**Jazz Repertoire**

**Advisory:** DANC C120 or equivalent experience.

Intermediate level jazz course offering individual instruction in dance technique. Includes learning, rehearsing, and performing various choreographic works. This course may be taken four times. Transfer Credit: CSU; UC

**DIGITAL GRAPHICS APPLICATIONS****DIGITAL GRAPHICS****APPLICATIONS C110**

1.5 Units

**Animation I**

**Advisory:** DGA C116A

This course teaches the foundational animation skills. Students will plot, storyboard, and create animations using basic techniques including staging, timing, mechanics and kinetics. Drawing skills, life drawing, storytelling, mechanics of motion and animation camera techniques are covered. Transfer Credit: CSU

**DIGITAL GRAPHICS****APPLICATIONS C111**

3.0 Units

**3-D Simulation and Multimedia Using Maya and 3DS**

**Advisory:** DGA C116A

This course teaches foundational animation skills such as 3D modeling, animation, rendering, compositing, visual effects, production, and performance skills. Hands-on training is emphasized. This course may be taken four times. Transfer Credit: CSU

**DIGITAL GRAPHICS****APPLICATIONS C116A**

3.0 Units

**Adobe Photoshop 1**

The course will introduce basic tools and techniques to explore the graphic 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 retouch photos. No art background required. Transfer Credit: CSU

**DIGITAL GRAPHICS****APPLICATIONS C116B**

3.0 Units

**Adobe Photoshop 2**

**Advisory:** DGA C116A

This project-based course will focus on the intermediate tools and techniques that expand the graphic capabilities of Adobe Photoshop. Learn how editing tools and actions are used to enhance images and retouch photographs by compositing, deleting, replacing, or changing image elements with filters, masks, channels, and paths. Create original images and produce multi-layered graphics for print and the web. No art background required. Transfer Credit: CSU

**DIGITAL GRAPHICS****APPLICATIONS C118A**

3.0 Units

**Introduction to Adobe Illustrator**

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. Course is hands-on environment with lecture. No artistic background is required. Transfer Credit: CSU

**DIGITAL GRAPHICS****APPLICATIONS C118B**

3.0 Units

**Adobe Illustrator 2**

**Advisory:** DGA C118A

This course is primarily designed for the student wishing to expand their basic knowledge and enhance their skills using Adobe Illustrator. Topics include using Illustrator's effect and appearance features, expanded text techniques, special effects filters, stylized palettes, transformation tools, and preparing illustrations for the web. Create impressive illustrations utilizing features such as transparency, text, masking, and shadow & glow effects. Course is hands-on environment with lecture. No artistic background is required. Transfer Credit: CSU

**DIGITAL GRAPHICS****APPLICATIONS C120**

3.0 Units

**Introduction to InDesign**

This project-based course will introduce the basic tools and techniques to explore the graphic and type capabilities of Adobe InDesign. Learn how to import and edit text; create and manipulate styles, tables, and graphics; and use effects and blend modes to create multi-page documents, such as letterhead, tri-fold brochures, flyers, and booklets for print and the web. No art background required. Transfer Credit: CSU

**DIGITAL GRAPHICS****APPLICATIONS C121**

3.0 Units

**Introduction to Adobe Premiere**

This project-based course will introduce the basic tools and techniques to explore the capabilities of Adobe Premiere in storytelling using video. Learn how to import and edit video and audio; create; and apply transitions, effects, and animations to create movies that can be exported in various formats. No art background required. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C122 3.0 Units****Introduction to After Effects**

This project-based course will introduce fundamental techniques used to integrate text, graphics, sound, video, and 2D/CG animation into video projects. Learn the skills used to create compelling digital effects and motion graphics to enhance storytelling and bring a new dimension to the finished video. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C130 3.0 Units**  
**Adobe Web Tech**

Introduction to the Web design process including the integrated use of Adobe's Web design products: Photoshop, Illustrator, Acrobat, and InDesign. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C131 3.0 Units****Digital Photography Using Photoshop**

**Advisory: Student must have access to or own a digital camera.**

This basic, introductory course will teach you how to use a digital camera with 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. This course may be taken four times. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C166A 3.0 Units****Dreamweaver Basics**

To be competitive, web site developers need to stay current in the newest web technology tools. Learn to use Dreamweaver to produce visually appealing web sites with concise editable code while allowing you to use the most advanced features of this web editor. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C166B 3.0 Units****Fireworks**

To be competitive, digital graphic developers need to stay current in the newest web technology tools. Learn to use Fireworks to produce professional graphics and animations for digital media projects. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C166C 3.0 Units****Flash Basics**

From basic drawing to simple frame animations to complex video-enhanced materials, learn to build requisite skills with Flash, while allowing creative talent to emerge. Develop projects for the web or digital media projects. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C166F 3.0 Units****ActionScript and Flash**

**Advisory: DGA C166C**

ActionScript is a powerful, object-oriented programming language that signifies an important step in the evolution of the capabilities of the Flash program and player. Design and build rich internet applications using the consistent, industry standard, programming model found in ActionScript and Flash. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C168 1.5 Units****Introduction to Survey of Multimedia Entertainment**

This course will present a survey of the multimedia industry. It will focus on entry-level jobs and responsibilities, career paths, and the necessary skills for success. The regional differences in employment and types of projects and products will be explored. An introduction of the production processes from concept to publication will be researched and discussed. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C170 3.0 Units****Character Design**

**Advisory: ART C121**

In this course, students will learn the principles of hand drawn character design as it pertains to the animation, comic book, feature film, and other multimedia entertainment industries. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C171 1.0 Unit****Computer Programming with Alice**

Introduces both majors and non-majors to the concepts and topics of computer and simulation programming. Students with develop algorithmic thinking and abstraction through the use of a 3-D animation programming environment. This course is designed for beginning programmers, and web developers who need to understand object oriented concepts. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C172 3.0 Units****Introduction to 2-D Animation**

The course will demonstrate the principles of traditional 2-D animation. Students will create animation using techniques such as acting, timing, staging, weight, and physics. The course places an emphasis on drawing skills. Work from different studios and productions will be explored. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C174 3.0 Units****Introduction to 3-D Animation**

**Advisory: DGA C172**

In this course students will apply 2-D animation principles to a 3-D platform. Students are introduced to basic 3-D animation concepts such as applying key framing, camera control, and editing. Work from different studios and production will be explored. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C176 3.0 Units****Web Animation**

The course uses industry standard animation tools in which the principles of animation are developed for web animation. Students are expected to create one short webisode with sound of at least one minute in length using these tools. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C182 3.0 Units****Simulation Building**

**Advisory: DGA C174**

Students will learn to apply basic design principles to the solution of visual problems using elements of 3-D design. The student will conceptualize his/her intended design from concept into a 3-D environment. The use of primitive shape based design, 3-D coordinate systems and construction of 3-D models will be explored. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C184 3.0 Units****Interface Design**

**Same as Informatics C184**

This course covers the basics of designing media using authoring software and creating animation, interactivity, and basic programming techniques. Emphasis is on interface design and development. Transfer Credit: CSU

**DIGITAL GRAPHICS  
APPLICATIONS C185 3.0 Units****Interface Design Project**

**Advisory: DGA C184**

Students, working in teams, will design and implement a multimedia entertainment software system, paying particular attention to human computer/interface issues. Transfer Credit: CSU

**ECOLOGY****ECOLOGY C100 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

**ECONOMICS****ECONOMICS C110 3.0 Units**

**(Formerly Economics C100)**

**Contemporary Economic Issues and Problems**

Provides an introduction to the basic tools and concepts of economic analysis with an emphasis of applying economic theory to current problems and issues. Topics include scarcity and decision making, supply and demand, and the effects of fiscal and monetary policy as applied to selected problems such as crime and drug control, pollution, taxation, Social Security, healthcare, poverty and income equality, and international trade. Transfer Credit: CSU, UC credit limitations. See counselor.

**ECONOMICS C170** 3.0 Units

**(Formerly Economics C185)**  
**Principles of Microeconomics**  
**Prerequisite: MATH C030**

**Advisory: It is strongly recommended that ECON C170 be taken prior to ECON C175**

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

**ECONOMICS C175** 3.0 Units

**(Formerly Economics C180)**  
**Principles of Macroeconomics**  
**Prerequisite: MATH C030**

**Advisory: It is strongly recommended that ECON C170 be taken prior to ECON C175.**

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

**EDUCATION****EDUCATION C101** 0.5 Unit**Tutor Training**

Learn strategies for effective tutoring. Discover how to motivate, foster independence, stimulate active learning, and build confidence in the learner. Identify factors that affect student learning such as language and cultural differences; learn how to handle difficult tutoring situations, and to identify different learning styles. Transfer Credit: CSU

**EDUCATION C103** 2.0 Units

**Introduction to Computers in Education: Technology Proficiencies for Teachers 1**  
**Corequisite: EDUC C104 may be taken at the same time.**

Based on the Technology Standard for a California K-12 Preliminary Teaching Credential, this class focuses on the computer proficiencies that 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 TEACH<sup>3</sup> Program. Students will complete a portfolio in all the state mandated proficiencies and will receive certification as a Preliminary (Level I) Technology Proficient Educator. Letter Grade Only. Transfer Credit: CSU

**EDUCATION C104** 1.0 Unit

**Introduction to Teaching and Learning in Diverse Contemporary Classrooms**  
**Advisory: Eligibility for ENGL C100.**

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. Learning outcomes are aligned to the California Standards for the Teaching Profession and associated teacher performance expectations. Ten hours of arranged fieldwork /observation included. Letter Grade Only. Transfer Credit: CSU; UC

**EDUCATION C107** 1.0 Unit

**Introduction to Distance Learning**  
**Advisory: BC C050 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 C108** 1.0 Unit

**How to Succeed in Distance Learning**  
**Advisory: EDUC C107 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 C121** 2.0 Units**Expert Learning 1**

This course focuses on students' acquisition of expert learner skills in the areas of text comprehension and summarization, note-taking, test-taking, memory tools, graphic organizers, and time management. Transfer Credit: CSU

**EDUCATION C122** 2.0 Units**Expert Learning 2**

**Prerequisite: EDUC C121**

This course focuses on students' acquisition of expert learner skills in the areas of textbook reading and comprehension, note-taking, listening skills, and visual notes and study tools. Transfer Credit: CSU

**EDUCATION C180** 3.0 Units**Family/School/Community Partnerships**

A course for prospective teachers about current family, school, and community partnership models and approaches that foster two-way partnerships with families and communities of diverse backgrounds. This course covers historical, legal, social, and political perspectives regarding educational access and equity for diverse student populations found in contemporary classrooms; students learn about building relationships with ethnically and linguistically diverse families and communities along with a focus on socialization, identity development, and the developing child in a societal context. Includes ten hours of arranged fieldwork/ focused observations aligned with students' area of interest (preschool, elementary, middle school, high school). Letter Grade Only. Transfer Credit: CSU

**EDUCATION C200** 3.5 Units**The Teaching Profession**

**Advisory: Eligibility for ENGL C100.**

Designed for students considering teaching as a career or for those interested in a class that focuses on issues facing teachers and students in today's schools. The course examines opportunities, requirements, responsibilities, and rewards in teaching as well as skills needed and problems often encountered in the classroom. Additional 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. Letter Grade Only. Transfer Credit: CSU; UC

**ELECTRONICS**

The Electronics courses below are offered online through the Military/Contract Education Program only. Students who reside in the local Orange County area and who are not eligible for enrollment in our global military/contract education program are encouraged to visit our sister college, Orange Coast College, for local course offerings.

**ELECTRONICS C101** 3.0 Units

**Introduction to Electronics with Computer Applications**

**Advisory: MATH C010**

This class is an introduction to the field of Electronics. It is designed to familiarize the student with the fundamental equations, calculations, and numeric representations used by Engineers and Technicians. Topics covered will include understanding the range of magnitude of numbers (data) and their SI representation in Scientific and Engineering notation. Base conversion of numbers (hex to decimal). Analog to digital (A/D) and digital to Analog (D/A) conversion. Charting and Graphing of data and how to interpret data on different graphs (semi-log, log-log). Transfer Credit: CSU

**ELECTRONICS C102** 4.0 Units**DC Circuit Analysis****Advisory: MATH C010**

Students learn to conduct an experiment using modern tools, collect data, analyze data, and write a report to professional standards. Students learn to analyze DC networks with applied scientific principles. Students develop an understanding of the function of resistors, capacitors, and inductors in a functioning circuit. Students are required to perform computer analysis using modern software tools to validate calculations and experimental results. Transfer Credit: CSU

**ELECTRONICS C103** 4.0 Units**AC Circuit Analysis****Advisory: ELEC C101 and MATH C010**

Students learn to conduct an experiment using modern tools, collect data, analyze data, and write a report to professional standards. Students learn to analyze AC networks with applied scientific principles. Students develop an understanding of the function of resistors, capacitors, and inductors in a functioning circuit. Students are required to perform computer analysis using modern software tools to validate calculations and experimental results. Transfer Credit: CSU

**ELECTRONICS C104** 3.0 Units**Digital Computer Electronics****Advisory: ELEC C101 and C102**

This class is a continuation of the digital logic portion of ELEC C101 and C102 (binary numbers, Logic gates AND / OR). It starts with an introduction to one-bit memory cells (Flip-Flops), comparators, ADDITION and 2's complement using discrete logic gates (XOR), decision making circuitry, sequential circuits, program counter, instruction sequencing. This class gives the student a "behind the scene look" at what makes every digital computer work. Transfer Credit: CSU

**ELECTRONICS C204** 4.0 Units**Semiconductor Devices and Circuits****Advisory: ELEC C101, C102, and C103**

The student will learn the characteristics of semiconductor devices including diodes, BJTs, and FETs. Biasing and DC and AC load-lines are presented in each of the three configurations -- CB/CG, CE/CS, and CC/CD, followed by analysis and design of amplifier circuits at mid-band with emphasis on input/output impedance and gain. Students learn to design and analyze diode and transistor circuits, simulate test results with a circuit simulation package. Transfer Credit: CSU

**ELECTRONICS C210** 4.0 Units**Analog Electric Circuit Analysis****Advisory: ELEC C102 and C103 and MATH C010**

Students will learn to write transfer functions of low, high, and band pass RC filters; phase lead and lag RC networks; and use complex conjugates to separate functions into gain-magnitude and phase components and sketch bode plots on semi-log axes. Write transfer functions of series and parallel RLC resonant circuits and plot their response. Determine h-parameters from device curves and convert them into small signal models to compute input/output impedance and gain. Work with four idealized forms of amplifiers -- VV, VI, IV, and II. Students learn to analyze passive RC, RC, and RLC circuits, simulate test results with EWB or PSpice, set-up test apparatus, and gather data and to prepare technical reports to professional standards. Transfer Credit: CSU

**ELECTRONICS C230** 3.0 Units**Advanced Digital Electronics****Advisory: ELEC C101, C102, and C104**

The student will use discrete integrated circuits, glue logic, TTL or CMOS to simulate then prototype or breadboard functional components from the ELEC C104 class such as Multiplexers, Adders, Shift registers, stacks. These components will be ported to Altera PLDs and their operation verified. For the final project the student will construct a project from discrete components and PLDs then compare the operation / cost / complexity tradeoff in a final paper. Typical final projects in the past included Tic-Tac-Toe, a traffic signal, Pong, read/write a sequence of 1s and 0s to RAM. These projects will be converted again in ELEC C240 to run on a M68HC11 controller. Transfer Credit: CSU

**ELECTRONICS C240** 4.0 Units**Microcomputer Systems & Assembly Programming****Advisory: ELEC C101, C102, and C104**

The student will learn to design, write, and debug programs in assembly and a subset of American National Standards Institute (ANSI) "C." The student will learn to download programs to the microcomputer after they have been converted on a host computer with an assembler or C compiler. The first few programs will duplicate some of the hardwired processes developed in the Advanced Digital Logic class then progress to more complex time dependant processes such as Temperature measurement, motor speed control, metering the flow of liquids. This class is the logical continuation of ELEC C104 and will rely on information learned in other electronics classes such as ELEC C204 and C210. Transfer Credit: CSU

**ELECTRONICS C272** 3.0 Units**Electronic Manufacturing****Advisory: ELEC C102, C103, C104, C215 and MATH C010**

This course is designed to fulfill the needs of technicians seeking competency in all aspects of electronic design and fabrication techniques. It serves as a practical and realistic guide for developing skills in planning, designing and constructing electronic equipment. Students learn the process of design, from concept to completion of a piece of working hardware. Students learn the importance of safety in regards to AC wiring and protection. Students learn about modern manufacturing techniques with Printed circuit boards and automation. Students learn how to use modern CAD software to design a project, and use an outside vendor to produce a product using CAM files. Students learn to work in a group setting to design and manufacture a device. Transfer Credit: CSU

**ELECTRONICS C280** 4.0 Units**Basic Electrical Machines****Advisory: ELEC C101, C102, C104, and C210**

This class will provide students with a broad understanding of modern electric power, where it comes from, how it is transmitted and how it is turned into useful work. The scope of the class reflects the rapid changes that have occurred in power technology over the past few years—allowing the entrance of power electronics into every facet of industrial drives, and expanding the field to open more career opportunities. Transfer Credit: CSU

**ELECTRONICS C281** 1.0 Unit**Work Based Learning**

**Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning experience participant's opportunity for success in the field of Electronics by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Electronics. Transfer Credit: CSU

**ELECTRONICS C282** 2.0 Units**Work Based Learning**

**Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning**

To enhance each Work Based Learning experience participant's opportunity for success in the field of Electronics by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Electronics. Transfer Credit: CS

**ELECTRONICS C283 3.0 Units****Work Based Learning**

**Prerequisite:** Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning experience participant's opportunity for success in the field of Electronics by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Electronics. Transfer Credit: CSU

**ELECTRONICS C284 4.0 Units****Work Based Learning**

**Prerequisite:** Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning experience participant's opportunity for success in the field of Electronics by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Electronics. Transfer Credit: CSU

## **EMERGENCY MANAGEMENT/HOMELAND SECURITY**

**EMERGENCY****MANAGEMENT C101 3.0 Units****Introduction to Emergency Management**

This course introduces the student to the fundamental aspects of emergency management. It examines the roles and responsibilities of government and non-profit agencies when responding to disasters and emergencies with emphasis on man-made, natural, and technological events most likely to affect the United States. The course emphasizes the four concepts of emergency management: preparedness, mitigation, response, and recovery. Transfer Credit: CSU

**EMERGENCY****MANAGEMENT C102 3.0 Units****Introduction to Homeland Security**

This introductory course explores the history, development, and organization of homeland security in the United States. It examines the roles and functions of the various components of the Department of Homeland Security and its relationship to state and local agencies. Topics include the threat of terrorism and countermeasures, the importance of the intelligence community, and how government systems can effectively prepare for and respond to security threats on American soil. Emphasis is placed on homeland security practices of the emergency manager. Transfer Credit: CSU

**EMERGENCY****MANAGEMENT C105 3.0 Units****(Formerly EMGT C100)****Emergency Preparedness**

This course is designed for individuals from both the private and public sector who may be responsible for developing and implementing their organization's emergency planning guide. This course will identify steps of preparedness and the importance of community involvement, education, and disaster preparedness. Preparedness levels will include natural disaster, terrorism, incidents, and events. Transfer Credit: CSU

**EMERGENCY****MANAGEMENT C110 3.0 Units****Emergency Response**

This course is designed for individuals from both the private and public sector who may be responsible for developing and implementing their organization's emergency response due to incidents and/or man-made occurrences. This course will introduce the Incident Command System, identify necessary capabilities for effective response, and demonstrate coordination between various levels of government and the private sector. The course will also demonstrate how to effectively transition between the normal and emergency operations. Transfer Credit: CSU

**EMERGENCY****MANAGEMENT C120 3.0 Units****Disaster Recovery**

This course is designed for individuals from both the private and public sector who may be responsible for developing and implementing their organization's emergency recovery team during contingencies. The course will define and discuss short-term restoration and long-term recovery, discuss common restoration and recovery measures and activities and challenges related to this phase of emergency management, and identify recovery planning considerations and key elements of the recovery process. Transfer Credit: CSU

**EMERGENCY****MANAGEMENT C130 3.0 Units****Hazard Mitigation**

This course is designed for individuals from both the private and public sector, who may be responsible for developing and implementing their organization's hazard mitigation strategies, based upon a defined hazard analysis process. This course will review advanced concepts of mitigation, in both the pre and post disaster or man-made occurrence, with an emphasis on strategy development. Transfer Credit: CSU

**EMERGENCY****MANAGEMENT C140 3.0 Units****Crisis Response for Responders (CRR)**

An introduction to crisis response for first responders of an emergency or significant incident or event. This course will assist those who are assisting people in the immediate aftermath of a disaster or other type of tragedy. Students will learn how to reduce initial stress, gather information, debrief, and produce an environment of connectedness to empower communities to heal in the recovery process. It is an organized approach to supporting emergency first responders who are involved in emergency operations under stress. The purpose of debrief is to mitigate long-term emotional trauma following the incident. Transfer Credit: CSU

**EMERGENCY****MANAGEMENT C150 3.0 Units****Crisis Management of Special Populations**

This course discusses the challenges emergency responders face with individuals with special needs during a disaster or emergency. The course includes an overview of important issues and recommendations for solutions when establishing preparedness plans for individuals with special needs. Transfer Credit: CSU

**EMERGENCY****MANAGEMENT C160 3.0 Units****Introduction to Public Information Officer (PIO)**

This course is a basic introduction to the role of a Public Information Officer (PIO). It is designed for those who are new to the field or have had limited exposure carrying out the role as a PIO as well as those students who have been assigned the position of PIO as an ancillary duty. The course emphasizes the basic skills and knowledge needed for emergency management PIO activities. Course topics will include the role of the PIO as well as composing press releases, public speaking, doing television interviews, and conducting awareness campaigns. Transfer Credit: CSU

**EMERGENCY****MANAGEMENT C283 3.0 Units****Work Based Learning**

To enhance each Work Based Learning experience participant's opportunity for success in the field of Emergency Management/Homeland Security 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 Emergency Management/Homeland Security Transfer Credit: CSU

**ENGLISH****ENGLISH C001 0.5 Unit****Avoiding Sentence Errors**

**Prerequisite:** A passing score on the Reading Test.

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). (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH C002 0.5 Unit****Avoiding Punctuation Errors**

**Prerequisite:** A passing score on the Reading Test.

Students will learn how to identify and correct punctuation errors. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH C003 0.5 Unit****Making Subjects and Verbs Agree**

**Prerequisite:** A passing score on the Reading Test.

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 C004 0.5 Unit****Choosing Words Correctly**

**Prerequisite:** A passing score on the Reading Test.

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 C005 0.5 Unit****Parts of Speech: A Review**

**Prerequisite:** A passing score on the Reading Test.

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 C006 0.5 Unit****Pronouns: A Review**

**Prerequisite:** A passing score on the Reading Test.

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 C007 0.5 Unit****Plurals and Possessives: What's the Difference?**

**Prerequisite:** A passing score on the Reading Test.

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 C008 0.5 Unit****Verb Forms: A Review**

**Prerequisite:** A passing score on the Reading Test.

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 C009 0.5 Unit****Understanding the Writing Process**

**Prerequisite:** A passing score on the Reading Test.

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 C010 0.5 Unit****Writing on the Job in the 21st Century**

**Prerequisite:** A passing score on the Reading Test.

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 C020 0.5 Unit****Basic Grammar**

This is a basic grammar course covering sentence structure, parts of speech, punctuation, and syntax. Emphasis is placed on grammatical structure and correct usage. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH C021 0.5 Units****College Spelling 1**

First half of a beginning 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. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH C023 0.5 Unit****College Spelling 2**

**Prerequisite:** ENGL C021

Second half of a beginning 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. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH C024 0.5 Unit****College Vocabulary 1**

A beginning 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. (NOT APPLICABLE TO AN A.A. DEGREE)

**ENGLISH C025 0.5 Unit****College Vocabulary 2**

Part two of a beginning 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. (NOT APPLICABLE TO AN A.A. DEGREE)

**ENGLISH C026 0.5 Unit****College Vocabulary 3**

An intermediate 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. (NOT APPLICABLE TO AN A.A. DEGREE)

**ENGLISH C027 0.5 Unit****College Vocabulary 4**

Part two of an intermediate 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. (NOT APPLICABLE TO AN A.A. DEGREE)

**ENGLISH C037 0.5 Unit****Study Skills**

**Corequisite:** Must be enrolled in a college-level course

Learning to study is more important than acquiring bodies of information. In learning to study you are learning to think and live. Students will learn the meaning of study and the fundamental requirements of study, including concentrating, scheduling, reading, listening and note taking, memorizing, taking examinations, and actively putting one's knowledge to use. (NOT APPLICABLE TO AN A.A. DEGREE)

**ENGLISH C040 0.5 Unit****Reading Skills 1**

Introduction to an individualized, self-paced, computerized reading program designed to develop reading skills in comprehension, main idea, context clues, facts, and details. (NOT APPLICABLE TO A.A. DEGREE)



<b>ENGLISH C041</b> <b>0.5 Unit</b> <b>Writing Skills 1</b> Introduction to an individualized, self-paced, computerized writing program designed to improve or refresh basic writing skills for college placement exams or job placement. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C091</b> <b>2.0 Unit</b> <b>(Formerly ENGL C039)</b> <b>Basic Reading 1</b> This course provides an individualized reading program designed to develop and improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C097</b> <b>3.0 Units</b> <b>Basic Grammar and Writing</b> This basic grammar and writing course covers sentence structure, parts of speech, punctuation, syntax, unity, and paragraph structure. (NOT APPLICABLE TO A.A. DEGREE)
<b>ENGLISH C050</b> <b>0.5 Unit</b> <b>Reading Skills 2</b> A beginning self-paced, computerized reading program designed to develop reading skills in comprehension, main idea, context clues, and facts and details, conclusions, and judgments. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C092</b> <b>2.0 Unit</b> <b>Basic Reading 2</b> <b>Prerequisite: ENGL C091 or an appropriate score on the Reading Test</b> This course provides an individualized reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C098</b> <b>3.0 Units</b> <b>Developmental Writing</b> <b>Prerequisite: ENGL C097 or achieve a qualifying score on the English Placement Test</b> 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. (NOT APPLICABLE TO A.A. DEGREE)
<b>ENGLISH C051</b> <b>0.5 Unit</b> <b>Writing Skills 2</b> A beginning individualized, self-paced, computerized writing program designed to improve or refresh basic writing skills for college placement exams or job placement. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C094</b> <b>2.0 Unit</b> <b>Basic Reading 3</b> <b>Prerequisite: ENGL C092 or an appropriate score on the Reading Test</b> This course provides an individualized reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced, and extensive and intensive reading strategies are presented. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C099</b> <b>3.0 Units</b> <b>Fundamentals of Composition</b> <b>Prerequisite: ESL C160, ENGL C098 or a qualifying score on the English Placement Test</b> Students will analyze the writing process and composition principles with an emphasis on expository writing practice in extended paragraphs and essays. Students will also review grammar, sentence structure, and punctuation in order to express ideas clearly. This course is recommended preparation for English C100 (Freshman Composition).
<b>ENGLISH C060</b> <b>0.5 Unit</b> <b>Reading Skills 3</b> An intermediate self-paced, computerized reading program designed to develop reading skills in comprehension, main idea, context clues, and facts and details, conclusions, judgments, inferences, and vocabulary. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C095</b> <b>2.0 Unit</b> <b>Basic Reading 4</b> <b>Prerequisite: ENGL C094 or an appropriate score on the Reading Test</b> This course provides an individualized reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced, and extensive and intensive reading strategies are presented. Students will learn to identify, interpret, and use figurative language. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C100</b> <b>3.0 Units</b> <b>Freshman Composition</b> <b>Prerequisite: ENGL C099 or achieve a qualifying score on the English Placement Test</b> The basic principles and process of written composition will be applied through examinations and assigned essays. The process of choosing and shaping a thesis and writing an extended, well developed essay will be stressed. Practice in research and production of a research paper will be included. Letter grade only. Transfer Credit: CSU; UC
<b>ENGLISH C061</b> <b>0.5 Unit</b> <b>Writing Skills 3</b> An intermediate self-paced, computerized writing program designed to improve or refresh basic writing skills for college placement exams or job placement. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C096</b> <b>2.0 Unit</b> <b>Basic Reading 5</b> <b>Prerequisite: ENGL C095 or an appropriate score on the Reading Test</b> This course provides an individualized reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced, and extensive and intensive reading strategies are presented. Students will learn to identify, interpret, and use figurative language. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C102</b> <b>3.0 Units</b> <b>Critical Reasoning, Reading, and Writing</b> <b>Prerequisite: ENGL C100</b> This course is designed to develop critical thinking, reading and writing skills beyond the level achieved in ENGL C100. This course focuses on critical thinking skills, close textual analysis and expository writing. Students apply critical thinking skills through readings derived from themes and works in various disciplines and cultures. Students also apply critical thinking skills in writing expository argumentative essays. Letter grade only. Transfer Credit: CSU; UC
<b>ENGLISH C070</b> <b>0.5 Unit</b> <b>Reading Skills 4</b> An advanced intermediate self-paced, computerized reading program designed to develop reading skills in comprehension, main idea, context clues, and facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking skills. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C097</b> <b>0.5 Unit</b> <b>Writing Skills 4</b> An advanced intermediate self-paced, computerized writing program designed to improve or refresh basic writing skills for college placement exams or job placement. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C103</b> <b>3.0 Units</b> <b>Business English</b> 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
<b>ENGLISH C071</b> <b>0.5 Unit</b> <b>Writing Skills 4</b> An advanced intermediate self-paced, computerized writing program designed to improve or refresh basic writing skills for college placement exams or job placement. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)	<b>ENGLISH C098</b> <b>0.5 Unit</b> <b>English Assessment for Student Success</b> 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)	

<p><b>ENGLISH C108</b> <b>1.0 Unit</b>  <b>Information Competency and Library</b>            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</p>	<p><b>ENGLISH C136</b> <b>3.0 Units</b>  <b>Business Communication</b>  <b>Prerequisite: ENGL C100</b>  <b>Advisory: ENGL C105</b>            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</p>	<p><b>ENGLISH C150</b> <b>3.0 Units</b>  <b>American Literature to the Civil War</b>  <b>Advisory: ENGL C100</b>            This course is designed to expose students to the legends, poetry, short stories, and essays of early American writers beginning with Native Americans, through Colonialism to the Civil War. Students will examine the philosophical, cultural, religious, and historic elements related to these texts. Attention will be paid to literary devices and styles evident in individual works and the commentary made by these works on moral and social issues. Writers include Mary Rowlandson, Benjamin Franklin, Phillis Wheatley, William Apess, Frederick Douglass, Harriet Beecher Stowe, Edgar Allan Poe, Louisa May Alcott, Washington Irving, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville, and many others will be included. Transfer Credit: CSU; UC</p>
<p><b>ENGLISH C109</b> <b>3.0 Units</b>  <b>Essay Writing</b>  <b>Prerequisite: ENGL C099, A099, or G099 or passing score on English Placement Test</b>            The basic principles 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. Students will write essays in different rhetorical modes. This course may transfer to the California State Universities only as an elective, not as fulfillment of the A2 requirement. It will transfer to private and out-of-state colleges and universities only as the first semester of a two-semester Freshman Composition requirement. Transfer Credit: CSU, UC</p>	<p><b>ENGLISH C140</b> <b>3.0 Units</b>  <b>Appreciation of Literature</b>  <b>Advisory: ENGL C100</b>            The primary purpose of this survey-level course is to acquaint the student with a variety of literary, poetic, dramatic, and rhetorical devices so that the student can interact with literature in a meaningful way. Letter Grade Only. Transfer Credit: CSU; UC</p>	<p><b>ENGLISH C155</b> <b>3.0 Units</b>  <b>American Literature 1865 to Present</b>  <b>Advisory: ENGL C100</b>            This course is designed to expose students to the poetry, short stories, essays, and novels of American writers after the Civil War to the present. Students will examine the philosophical, cultural, religious, and historic elements related to these texts. Attention will be paid to literary devices and styles evident in individual works and the commentary made by these works on moral and social issues. The course includes major writers such as Walt Whitman, Emily Dickinson, Mark Twain, F. Scott Fitzgerald, Langston Hughes, Robert Frost, Ernest Hemingway, William Faulkner, T.S. Elliott, Toni Morrison, Alice Walker, and many others. Transfer Credit: CSU; UC</p>
<p><b>ENGLISH C111</b> <b>3.0 Units</b>  <b>Composition and Literature</b>  <b>Prerequisite: ENGL C100 or ENGL C109</b>            Composition and Literature An introduction to literature and further study of composition, emphasizing evaluation and analysis of various fictional genres: poetry, short stories, drama, etc. Students will write expository essays and short responses about selected pieces of literature and will write a research paper. Transfer Credit: CSU, UC</p>	<p><b>ENGLISH C143</b> <b>3.0 Units</b>  <b>Children's Literature</b>  <b>Advisory: ENGL C100</b>            This course provides a survey of classic and contemporary children's literature. The course will provide an overview of the literary content and social values found in selected works of children's literature. Letter Grade Only. Transfer Credit: CSU</p>	<p><b>ENGLISH C155</b> <b>3.0 Units</b>  <b>American Literature 1865 to Present</b>  <b>Advisory: ENGL C100</b>            This course is designed to expose students to the poetry, short stories, essays, and novels of American writers after the Civil War to the present. Students will examine the philosophical, cultural, religious, and historic elements related to these texts. Attention will be paid to literary devices and styles evident in individual works and the commentary made by these works on moral and social issues. The course includes major writers such as Walt Whitman, Emily Dickinson, Mark Twain, F. Scott Fitzgerald, Langston Hughes, Robert Frost, Ernest Hemingway, William Faulkner, T.S. Elliott, Toni Morrison, Alice Walker, and many others. Transfer Credit: CSU; UC</p>
<p><b>ENGLISH C133</b> <b>3.0 Units</b>  <b>Beginning Fiction Writing</b>            This course focuses on the study and practice of fiction writing, and it is appropriate for students who want to learn more about writing short stories and novels. Course work will emphasize foundational fiction techniques such as developing effective plots, characters, settings, scenes, and dialogue. This course may be taken four times. Transfer Credit: CSU</p>	<p><b>ENGLISH C144</b> <b>3.0 Units</b>  <b>The International Short Story</b>  <b>Advisory: ENGL C100</b>            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</p>	<p><b>ENGLISH C181</b> <b>3.0 Units</b>  <b>(Formerly English C180)</b>  <b>Shakespeare</b>  <b>Advisory: ENGL C100</b>            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</p>
<p><b>ENGLISH C135</b> <b>3.0 Units</b>  <b>Business Writing</b>  <b>Prerequisite: ENGL C099, C103, or achieving qualifying score on English Placement Test</b>            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</p>	<p><b>ENGLISH C145</b> <b>3.0 Units</b>  <b>American Literature: The Short Story</b>  <b>Advisory: ENGL C100</b>            Designed for the General Education student, this course is an introduction to the American short story, emphasizing major American writers from the nineteenth and twentieth century's and from various cultures in modern/contemporary America. Included is a view of each historical period and mindset and the study of character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. Transfer Credit: CSU; UC</p>	<p><b>ENGLISH C270</b> <b>3.0 Units</b>  <b>(Formerly English C290)</b>  <b>British Literature to 1800</b>  <b>Advisory: ENGL C100</b>            Analysis and interpretation of British Literature from the Middle Ages through the Restoration period in the eighteenth century. The course includes the literary characteristics of the major forms during this time period. Writers from this period may include Chaucer, Mallory, Elizabeth I, William Shakespeare, John Donne, Andrew Marvell, John Milton, Jonathan Swift, Samuel Johnson, and others. Transfer Credit: CSU; UC</p>
<p><b>ENGLISH C136</b> <b>3.0 Units</b>  <b>Business Communication</b>  <b>Prerequisite: ENGL C100</b>  <b>Advisory: ENGL C105</b>            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</p>	<p><b>ENGLISH C146</b> <b>3.0 Units</b>  <b>Introduction to 20th Century Military Fiction</b>            A survey of 20th century military fiction. This course will provide an overview of the literary content and social values found in selected works of military literature. Transfer Credit: CSU</p>	<p><b>ENGLISH C150</b> <b>3.0 Units</b>  <b>American Literature to the Civil War</b>  <b>Advisory: ENGL C100</b>            This course is designed to expose students to the legends, poetry, short stories, and essays of early American writers beginning with Native Americans, through Colonialism to the Civil War. Students will examine the philosophical, cultural, religious, and historic elements related to these texts. Attention will be paid to literary devices and styles evident in individual works and the commentary made by these works on moral and social issues. Writers include Mary Rowlandson, Benjamin Franklin, Phillis Wheatley, William Apess, Frederick Douglass, Harriet Beecher Stowe, Edgar Allan Poe, Louisa May Alcott, Washington Irving, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville, and many others will be included. Transfer Credit: CSU; UC</p>

**ENGLISH C275** 3.0 Units**(Formerly English C295)****British Literature Since 1800****Advisory: ENGL C100**

Analysis and interpretation of British Literature from the Romantic Period through the twentieth century. The course includes the literary characteristics of the major forms during this time period. Writers from this period may include William Blake, Robert Burns, Mary Wollstonecraft, William Wordsworth, Samuel Taylor Coleridge, John Keats, Robert Browning, Christina Rossetti, Matthew Arnold, Oscar Wilde, Joseph Conrad, Salman Rushdie, and many others. Transfer Credit: CSU; UC

**ENGLISH C296** 3.0 Units**Gothic Victorian Literature****Advisory: ENGL C100**

This course is a survey of Gothic literature written during England's 19th century. The course will begin with the origins of the genre and its major conventions and go on to trace the changes in the genre as measured by its historical and social contexts. Important Gothic texts, including the pre-Victorian work *Frankenstein* and canonical Victorian texts *Dracula* and *Jane Eyre* will be studied in order to identify the components of 19th century British Gothic literature. Transfer Credit: CSU

**ENGLISH C297** 3.0 Units**Contemporary Gothic Literature****Advisory: ENGL C100**

This course is a survey of Gothic literature, concentrating on critically-acclaimed novels written during the 20th century in the United States, which demonstrate the use of Gothic conventions in contemporary narrative. The course will begin with the initial development of the genre, and focus on 20th century American Gothicism and its major conventions. The course will study Nobel Prize winner Toni Morrison's "Beloved", Joyce Carol Oates's National Book award-winning "Them" and Jeffrey Eugenides "The Virgin Suicides". The course will also study the 19th century short story "Carmilla" by Le Fanu that illustrates vampire themes, and compare the story's literary conventions to contemporary Gothic themes. Transfer Credit: CSU

**ENGLISH AS A SECOND LANGUAGE INSTITUTE****ENGLISH AS A SECOND LANGUAGE C001** 3.0 Units**Grammar Preparation****Advisory: Placement by ESL assessment process.**

This is a very basic course designed to provide interactive practice in comprehending and generating simple English sentences. Focus on the verb be and the simple present tense. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C002** 3.0 Units**Grammar 1A****Advisory: Placement by ESL assessment process.**

This is a low, beginning course designed to provide interactive practice in comprehending and generating simple English sentences. Focus on imperatives, forms of the verb be, and the present progressive tense. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C003** 3.0 Units**Reading / Writing Preparation****Advisory: Placement by ESL assessment process.**

This is a very basic course designed to provide practice in reading simple, short paragraphs and writing simple sentences in English. Focus on vocabulary building and reading comprehension. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C004** 3.0 Units**Reading / Writing 1A****Advisory: Placement by ESL assessment process.**

This is a low, beginning course designed to provide practice in reading simple, short paragraphs and writing simple sentences in English. Focus on vocabulary building and reading comprehension. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C006** 3.0 Units**Listening / Conversation Preparation****Advisory: Placement by ESL assessment process.**

This is a very basic listening, speaking, and pronunciation course designed to provide practice in comprehending rudimentary spoken English, speaking clearly, and engaging in simple conversations. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C007** 3.0 Units**Listening / Conversation 1A****Advisory: Placement by ESL assessment process.**

This is a low, beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple spoken English, speaking clearly, and engaging in simple conversations. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C010** 3.0 Units**Grammar 1B****Advisory: Placement by ESL assessment process.**

This is a beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present and present progressive tenses. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C011** 3.0 Units**Grammar 1C****Advisory: Placement by ESL assessment process.**

This is a beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present, present progressive, simple past, and future tenses. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C013** 3.0 Units**Reading / Writing 1B****Advisory: Placement by ESL assessment process.**

This is a beginning course designed to provide practice in reading short narrative and descriptive paragraphs and writing simple sentences in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C015** 3.0 Units**Reading / Writing 1C****Advisory: Placement by ESL assessment process.**

This is a high, beginning course designed to provide practice in reading narrative, descriptive, and informative text and writing short paragraphs in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C017** 3.0 Units**Listening / Conversation 1B****Advisory: Placement by ESL assessment process.**

This is a beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English, speaking clearly, and engaging in simple conversations. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C018** 3.0 Units**Listening / Conversation 1C****Advisory: Placement by ESL assessment process.**

This is a high, beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English, speaking clearly, and engaging in simple conversations. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A SECOND LANGUAGE C020** 3.0 Units**Grammar 2A****Advisory: Placement by ESL assessment process.**

This is a low, intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C021** 3.0 Units  
**Grammar 2B**  
**Advisory: Placement by ESL assessment process.**

This is an intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses, introduction to modal auxiliaries, adjective clauses, and the passive voice. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C022** 0.5 Unit  
**ESL: Sentence Structure 2**  
**Advisory: Placement by ESL assessment process**

An intensive, intermediate-level grammar course for non native English speakers. A survey of common sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C023** 3.0 Units  
**Reading / Writing 2A**  
**Advisory: Placement by ESL assessment process.**

This is a low, intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C025** 3.0 Units  
**Reading / Writing 2B**  
**Advisory: Placement by ESL assessment process.**

This is an intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C026** 0.5 Unit  
**ESL: Listening and Conversation 2**  
**Advisory: Placement by ESL assessment process**

An intensive, intermediate-level course in English listening comprehension and oral communication for non-native English speakers with emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C028** 3.0 Units  
**Listening / Conversation 2**  
**Advisory: Placement by ESL assessment process.**

This is a low, intermediate listening, speaking, and pronunciation course designed to provide practice in engaging in conversations in response to lectures, dialogs, and narratives (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C030** 3.0 Units  
**Grammar 3A**  
**Advisory: Placement by ESL assessment process.**

This is a high, intermediate course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including modal auxiliaries, adjective clauses, and adverb clauses. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C032** 2.0 Units  
**ESL: Sentence Structure 3**  
**Advisory: Placement by ESL assessment process**

An intensive, condensed, 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. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C033** 3.0 Units  
**Reading / Writing 3A**  
**Advisory: Placement by ESL assessment process.**

This is a high, intermediate course designed to provide practice in reading and analyzing expository text selections and writing unified, coherent paragraphs with a topic sentence and well-developed supporting details. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C034** 3.0 Units  
**ESL: Reading and Writing 3**  
**Advisory: Placement by ESL assessment process.**

An intensive, condensed, high intermediate-level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for effective reading and writing in English. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C038** 3.0 Units  
**Listening / Conversation 3A**  
**Advisory: Placement by ESL assessment process.**

This is a high intermediate, listening, speaking, and pronunciation course designed to provide interactive practice in responding to short lectures, dialogs, narratives, and an introduction to simple note taking. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C040** 4.0 Units  
**Intensive Grammar 1B**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present and present progressive tenses. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C041** 4.0 Units  
**Intensive Grammar 1C**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, high beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present, present progressive, simple past, and future tenses. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C042** 2.0 Units  
**ESL: Sentence Structure 2**  
**Advisory: Placement by ESL assessment process.**

An intensive, intermediate-level grammar course for non-native English speakers. A survey of common sentence structures in American English. Emphasis is placed on developing proficiency and fluency in constructing grammatically correct English sentences. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C043** 4.0 Units  
**Intensive Reading / Writing 1B**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, beginning course designed to provide practice in reading short narrative and descriptive paragraphs and writing simple sentences in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C044** 3.0 Units  
**ESL: Reading and Writing 2**  
**Advisory: Placement by ESL assessment process.**

An intensive, condensed intermediate-level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for effective reading and writing in English. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C045** 4.0 Units  
**Intensive Reading / Writing 1C**  
**Advisory: Placement by ESL assessment process.**

This is a high, beginning course designed to provide practice in reading narrative, descriptive and informative text and writing short paragraphs in English. Focus on reading comprehension and analysis of reading passages. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C046** 3.0 Units  
**ESL: Conversation and Listening 2A**  
**Advisory: Placement by ESL assessment process.**

An intensive, intermediate-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis is placed on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C047** 4.0 Units  
**Intensive Listening / Conversation 1B**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English; speaking clearly; and engaging in simple conversations. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C048** 4.0 Units  
**Intensive Listening/Conversation 1C**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, high beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English, speaking clearly, and engaging in simple conversations. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C050** 4.0 Units  
**Intensive Grammar 2A**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, low intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C051** 4.0 Units  
**Intensive Grammar 2B**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, perfect tenses, and an introduction to modal auxiliaries, adjective clauses, and the passive voice. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C053** 4.0 Units  
**Intensive Reading/Writing 2A**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, low intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C055** 4.0 Units  
**Intensive Reading/Writing 2B**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C058** 4.0 Units  
**Intensive Listening/Conversation 2**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, low intermediate listening, speaking, and pronunciation course designed to provide practice in engaging in conversations in response to lectures, dialogs, and narratives. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C060** 4.0 Units  
**Intensive Grammar 3A**  
**Advisory: Placement by ESL assessment process.**

This is a high, intermediate course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including modal auxiliaries, adjective clauses, and adverb clauses. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C063** 4.0 Units  
**Intensive Reading/Writing 3A**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, high intermediate course designed to provide practice in reading and analyzing expository text selections and writing unified, coherent paragraphs with a topic sentence and well-developed supporting details. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C068** 4.0 Units  
**Intensive Listening/Conversation 3A**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, high intermediate listening, speaking, and pronunciation course designed to provide interactive practice in responding to short lectures, dialogs, narratives, and an introduction to simple note taking. (NOT APPLICABLE TO A.A. DEGREE)

**ENGLISH AS A  
SECOND LANGUAGE C130** 3.0 Units  
**Grammar 3B**  
**Advisory: Placement by ESL assessment process.**

This is a low, advanced course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including noun, adjective, adverb clauses, and an introduction to conditionals. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C133** 3.0 Units  
**Reading/Writing 3B**  
**Advisory: Placement by ESL assessment process.**

This is a low, advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed comparison/contrast, cause/effect and persuasive paragraphs. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C138** 3 Units  
**Listening/Conversation 3B**  
**Advisory: Placement by ESL assessment process.**

This is a low, advanced listening, speaking, and pronunciation course designed to provide interactive practice in comprehending and responding to short lectures, dialogs, and narratives. Focus on guided note taking. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C140** 3.0 Units  
**Grammar/Writing 4A**  
**Advisory: Placement by ESL assessment process.**

This is an advanced course in paragraph writing. Students will refine their use of English syntax and write extended, fully-developed definition, process, descriptive, opinion, and narrative paragraphs. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C141** 3.0 Units  
**Grammar/Writing 4B**  
**Advisory: Placement by ESL assessment process.**

This is a high, advanced course in paragraph writing. Students will refine their critical thinking skills and use of English syntax, Course curriculum includes introduction to short essays. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C143** 3.0 Units  
**Reading/Writing 4A**  
**Advisory: Placement by ESL assessment process.**

This is an advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed classification, comparison/contrast, and cause/effect and argument paragraphs. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C145** 3.0 Units  
**Reading/Writing 4B**  
**Advisory: Placement by ESL assessment process.**

This is a high, advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed definition, comparison/contrast, opinion, and argument paragraphs. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C147 3.0 Units**  
**Listening/Conversation 4A**  
**Advisory: Placement by ESL assessment process.**

This is an advanced listening, conversation, and pronunciation course designed to provide practice in taking effective notes on short lectures and academic topics. Students will also work on refining oral communication skills. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C148 3.0 Units**  
**Listening/Conversation 4B**  
**Advisory: Placement by ESL assessment process.**

This is a high, advanced listening, conversation, and pronunciation course designed to provide practice in taking effective notes on short lectures and academic topics. Students will also work on refining oral communication skills Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C150 4.0 Units**  
**Intensive Grammar 3B**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, low advanced course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including noun, adjective, adverb clauses, and an introduction to conditionals. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C153 4.0 Units**  
**Intensive Reading/Writing 3B**  
**Advisory: Placement by ESL assessment process.**

This is a low, advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed comparison/contrast, cause/effect and persuasive paragraphs. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C158 4.0 Units**  
**Intensive Listening/Conversation 3B**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, low advanced listening, speaking, and pronunciation course designed to provide interactive practice in comprehending and responding to short lectures, dialogs, and narratives. Focus on guided note taking. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C160 4.0 Units**  
**Intensive Grammar/Writing 4A**  
**Advisory: Placement by ESL assessment process.**

This is an advanced course in paragraph writing. Students will refine their use of English syntax and write extended, fully-developed definition, process, descriptive, opinion, and narrative paragraphs. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C161 4.0 Units**  
**Intensive Grammar/Writing 4B**  
**Advisory: Placement by ESL assessment process.**

This is a high, advanced course in paragraph writing. Students will refine their critical thinking skills and use of English syntax. Course curriculum includes introduction to short essays. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C163 4.0 Units**  
**Intensive Reading/Writing 4A**  
**Advisory: Placement by ESL assessment process.**

This is an advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed classification, comparison/contrast, and cause/effect and argument paragraphs. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C165 4.0 Units**  
**Intensive Reading/Writing 4B**  
**Advisory: Placement by ESL assessment process.**

This is a high, advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed definition, comparison/contrast, and opinion and argument paragraphs. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C167 4.0 Units**  
**Intensive Listening/Conversation 4A**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, advanced listening, conversation, and pronunciation course designed to provide practice in taking effective notes on short lectures on academic topics. Students will also work on refining oral communication skills. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C168 4.0 Units**  
**Intensive Listening/Conversation 4B**  
**Advisory: Placement by ESL assessment process.**

This is an intensive, high advanced listening, conversation, and pronunciation course designed to provide practice in taking effective notes on short lectures on academic topics. Students will also work on refining oral communication skills. Transfer Credit: CSU

**ENGLISH AS A  
SECOND LANGUAGE C408 0.0 Unit**  
**ESL: Preparation**  
**Advisory: Placement by ESL assessment process.**

A beginning course in English grammar, conversation, reading, and writing. This course is for students with little or no knowledge of the English language. Emphasis is placed on basic sentence structures and simple, practical conversation skills.

**ENGLISH AS A  
SECOND LANGUAGE C412 0.0 Unit**  
**ESL: Sentence Structure 1**  
**Advisory: Placement by ESL assessment process.**

An intensive, beginning English grammar course for non-native English speakers. A survey of simple sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically-correct English sentences.

**ENGLISH AS A  
SECOND LANGUAGE C414 0.0 Unit**  
**ESL: Reading and Writing 1**  
**Advisory: Placement by ESL assessment process.**

A beginning-level course in English reading and writing for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for reading and comprehending simple, short paragraphs and writing simple sentences.

**ENGLISH AS A  
SECOND LANGUAGE C416 0.0 Unit**  
**ESL: Listening and Conversation 1**  
**Advisory: Placement by ESL assessment process.**

An intensive, beginning-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skill necessary to comprehend spoken English and to speak English fluently and accurately.

**ENGLISH AS A  
SECOND LANGUAGE C435 0.0 Unit**  
**ESL: Advanced Pronunciation**  
**Advisory: Placement by ESL assessment process.**

A pronunciation and communication course for non native English speakers of intermediate to advanced level English proficiency. Emphasis is placed on highly accurate pronunciation and comprehension of American English speech patterns and communication skills necessary for common business and social situations.

## FOODS AND NUTRITION

**FOODS AND NUTRITION C170 3.0 Units**  
**Nutrition**

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes, individual needs, and food sources of nutrients, current nutrition issues, and diet analysis will be emphasized. Transfer Credit: CSU

**FOODS AND NUTRITION C175 3.0 Units**  
**Nutrition and Aging**

Fundamentals of foods and nutrition and food topics related to the health and well being of older adults. Transfer Credit: CSU

**FRENCH****FRENCH C060 2.0 Units****Practical French 1**

Introduction to fundamental skills of French, concentrating on pronunciation and structural patterns especially useful in travel and business. Sound pattern production and perception as well as listening will be emphasized, and simple reading and writing introduced. Situational dialogues will offer students opportunities to learn specialized vocabulary for special circumstances, such as finding their way, changing currency, using telephones, and making reservations for lodging, eating, and transport. Schedules and short news items, as well as cultural vignettes and language/country profiles, will provide extra-linguistic context. Transfer Credit: CSU

**FRENCH C061 2.0 Units****Practical French 2****Advisory: FREN C060**

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

**FRENCH C107 0.5 Unit****French Grammar Fundamentals**

Introduction to and practice with basic grammatical processes and terminology in French. Transfer Credit: CSU

**FRENCH C108 0.5 Unit****French Grammar Practicum**

Practical applications of basic grammatical processes and terminology in French. Transfer Credit: CSU

**FRENCH C109 0.5 Unit****French Grammar Review**

Review of basic grammatical processes and terminology in French. Transfer Credit: CSU

**FRENCH C119 0.5 Unit****French Language and Culture Basics**

Introduction to the French language culture, and the francophone world. Transfer Credit: CSU

**FRENCH C120 0.5 Unit****French Culture in Media**

A survey course concentrating on media-sourced readings and writings of the countries, customs, and cultures where French is or has been spoken, included in its dialectal or historical forms. Global interconnections are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Students will learn and employ vocabulary and writing styles consistent with social and regional dialects. Transfer Credit: CSU

**FRENCH C144 2.0 Unit****Introduction to French Short Stories**

Introduction to the short story in French and the francophone world, emphasizing the uniqueness of the genre. Features will be emphasized that make the stories of various countries and traditions similar, and distinctive ways will be discussed in which each country has realized this traditionally French genre. Stories will be analyzed with regard to plot, character, theme, point of view, setting, tone, style, and other literary devices. In addition, each story's particular linguistic features and socio-cultural context will be examined. Transfer Credit: CSU

**FRENCH C158 2.0 Units****French for Business****Prerequisite: FREN C180**

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

**FRENCH C176 1.0 Unit****Introductory Conversational French****Prerequisite: FREN C180 or C180B**

Conversational course using vocabulary and grammar of elementary French, concentrating on customs, words, and structures useful to the Anglophone who would do business with or in the francophone world, including Canada, Senegal, Côte d'Ivoire, Belgium, and Switzerland, among others. Transfer Credit: CSU

**FRENCH C177 1.0 Unit****Elementary Conversational French****Prerequisite: FREN C180 or C180B**

Conversational course using vocabulary and grammar of elementary French, concentrating on customs, words, and structures useful to the Anglophone who would do business with or in the francophone world, including Canada, Senegal, Côte d'Ivoire, Belgium, and Switzerland, among others. Transfer Credit: CSU

**FRENCH C178 1.0 Unit****Intermediate Conversational French****Prerequisite: FREN C180 or C180B**

Conversational course using vocabulary and grammar of elementary French, concentrating on words and structures useful to the Anglophone who would interact with the francophone world, including Canada, Senegal, Côte d'Ivoire, Belgium, and Switzerland, among others. Transfer Credit: CSU

**FRENCH C179 1.0 Unit****Advanced Conversational French****Prerequisite: FREN C180 or C180B**

Conversational course using vocabulary and grammar of colloquial French, concentrating on words and structures useful to the Anglophone who would interact with the francophone world, including Canada, Senegal, Côte d'Ivoire, Belgium, and Switzerland, among others. Transfer Credit: CSU

**FRENCH C180 5.0 Units****Elementary French 1**

Introduction to French language, culture and thought with emphasis upon listening, comprehension, speaking, reading and basic writing skills. Students will become acquainted with fundamental sounds, forms and structures of French and will be aware of the cultural and linguistic backgrounds of Francophone countries. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**FRENCH C180A 2.5 Units****Elementary French1A**

Introduction to French language, culture and thought with emphasis upon listening, comprehension, speaking, reading and basic writing skills. Students will become acquainted with fundamental sounds, forms and structures of French and will be aware of the cultural and linguistic backgrounds of Francophone countries. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**FRENCH C180B 2.5 Units****Elementary French 1B****Prerequisite: FREN C180A**

This course is designed to enhance the fundamental abilities developed in students in Introductory Elementary French to comprehend and to converse in ordinary, standard colloquial French. Reading and writing skills are strengthened, and customs and cultures of the Francophone world are noted. FREN C180B is equal to the second half of FREN C180. Transfer Credit: CSU; UC credit limitations. See counselor.

**FRENCH C181 1.0 Unit****French Language Practicum**

Course designed to improve the student's skills in both comprehension and communication through individualized work in basic French. Vocabulary and grammar practice will be reviewed in the context of current social and business practices and trends. Transfer Credit: CSU

**FRENCH C183 2.0 Units****Review of Elementary French****Prerequisite: FREN C180 or equivalent**

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. Transfer Credit: CSU

<p><b>FRENCH C184</b> <span style="float: right;"><b>2.0 Units</b></span>  <b>Introduction to French Phonetics and Phonology</b>  <b>Prerequisite:</b> FREN C180, or one semester, minimum, of college-level French.            Study and practice of the sounds of French, emphasizing the historical development of the French sound system as well as pronunciation, sound patterns, and a history of French vocabulary and intonation. Course uses language history texts as well as poetry, songs, folk tales, and other literary devices, emphasizing pronunciation, production, and comprehension of spoken French, including vocabulary and sound systems unique to colloquial dialects. This course may be taken two times. Transfer Credit: CSU</p>	<p><b>FRENCH C186</b> <span style="float: right;"><b>1.0 Unit</b></span>  <b>Topics in French</b>  <b>Prerequisite:</b> FREN C180            Discussion in French using controversial and topical matters. Opportunities will be proposed to enlarge the vocabulary and to increase the ability to present ideas. Listening to and evaluating the ideas of others will precede spontaneous self-expression. Readings from popular and traditional sources will comprise writing prompts. Transfer Credit: CSU</p>	<p><b>FRENCH C197</b> <span style="float: right;"><b>2.0 Units</b></span>  <b>CLEF (Culture, littérature, écriture en français) and/or (Culture, Literature, and Writing in French)</b>            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</p>
<p><b>FRENCH C185</b> <span style="float: right;"><b>5.0 Units</b></span>  <b>Elementary French 2</b>  <b>Prerequisite:</b> FREN C180 or C180B, or completion of two years of high school French with a grade of “C” or better.            Continuation of FREN C180 or C180B, designed to enhance the student’s abilities to comprehend and converse, to read and to write in standard French at the second-semester college level. Diverse cultural and philosophical features of the francophone world will be discussed, and reading and writing skills broadened and deepened. The notions of language, dialect, and socio-cultural variation will be discussed. FREN C185 comprises the single-semester equivalent of FREN C185A and FREN C185B combined. Transfer Credit: CSU; UC Credit Limitations, See counselor.</p>	<p><b>FRENCH C190</b> <span style="float: right;"><b>1.0 Unit</b></span>  <b>French Culture 1</b>  <b>Advisory:</b> Some knowledge of French language, history, arts, or culture will be most beneficial.            Brief overview in English of the history, geography, economic and political systems and culture of the French speaking people and countries. Transfer Credit: CSU</p>	<p><b>FRENCH C198</b> <span style="float: right;"><b>2.0 Units</b></span>  <b>Current Topics in French Culture and Communication</b>  <b>Prerequisite:</b> FREN C180            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. Transfer Credit: CSU</p>
<p><b>FRENCH C185A</b> <span style="float: right;"><b>2.5 Units</b></span>  <b>Elementary French 2A</b>  <b>Prerequisite:</b> FREN C180 or C180B, or completion of two years of high school French with a grade of “C” or better.            Continuation of FREN C180 or C180B, designed to enhance the student’s abilities to comprehend and converse, to read and to write in standard French at the second-semester college level. Diverse cultural and philosophical features of the francophone world will be discussed, and reading and writing skills broadened and deepened. The notions of language, dialect, and socio-cultural variation will be discussed. FREN C185A comprises the first half, and FREN C185B the second half, of FREN C185. Transfer Credit: CSU; UC Credit Limitations, See counselor.</p>	<p><b>FRENCH C191</b> <span style="float: right;"><b>1.0 Unit</b></span>  <b>French Culture 2</b>  <b>Advisory:</b> FREN C190 or some knowledge of French.            In depth study of related aspects of France and the French, including culture and cultural traits, tourism, geology and geography, politics and government, demographics, agriculture and industry, all examined both with relation to historical development and to current status. Transfer Credit: CSU</p>	<p><b>FRENCH C260</b> <span style="float: right;"><b>3.0 Units</b></span>  <b>French Short Story and Novel</b>  <b>Advisory:</b> FREN C185            French fictional literature, both historical and contemporary, that is for intermediate to advanced-level students. Course is designed to excite and augment student awareness of French fiction through readings, analyses and discussions in French. Transfer Credit: CSU; UC</p>
<p><b>FRENCH C185B</b> <span style="float: right;"><b>2.5 Units</b></span>  <b>Elementary French 2B</b>  <b>Prerequisite:</b> FREN C185A or completion of three years high school French with a grade “C” or better.            Continuation of FREN C185A, designed to enhance the student’s abilities to comprehend and converse, to read and to write in standard French at the second-semester college level. Diverse cultural and philosophical features of the francophone world will be discussed, and reading and writing skills broadened and deepened. The notions of language, dialect, and socio-cultural variation will be discussed. FREN C185B comprises the second half, and FREN C185A the first half, of FREN C185. Transfer Credit: CSU; UC credit limitations. See counselor.</p>	<p><b>FRENCH C193</b> <span style="float: right;"><b>1.0 Unit</b></span>  <b>(Formerly French C196)</b>  <b>Introductory Readings in French</b>  <b>Prerequisite:</b> FREN C180 or C180B            A survey course introducing readings and writings from the countries, customs, and cultures where French is or has been spoken, are included in its dialectal or historical forms. Global interconnections are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Transfer Credit: CSU</p>	<p><b>FRENCH C261</b> <span style="float: right;"><b>3.0 Units</b></span>  <b>French Drama and Poetry</b>  <b>Advisory:</b> FREN C185            French theater and poetry, both historical and contemporary designed for intermediate to advanced-level students. Course is designed to challenge and enrich student knowledge through readings, discussions and media presentations in French. Emphasis is placed upon improvement of speaking, reading and comprehension skills through studies and practice of drama and poetry. Transfer Credit: CSU; UC</p>
	<p><b>FRENCH C194</b> <span style="float: right;"><b>1.0 Unit</b></span>  <b>Intermediate Reading and Writing in French Culture</b>  <b>Prerequisite:</b> FREN C180, C180B, or C193            A survey course employing readings and writings from the countries, customs, and cultures where French is or has been spoken, are included in its dialectal or historical forms. Global interconnections are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Students will learn and employ vocabulary and writing styles consistent with social and regional dialects. Transfer Credit: CSU</p>	
	<p><b>FRENCH C195</b> <span style="float: right;"><b>1.0 Unit</b></span>  <b>Intermediate Reading in French</b>  <b>Prerequisite:</b> FREN C180 or C180B            A survey course using readings and writings to improve awareness of the countries, customs, and cultures where French is or has been spoken, are including in its dialectal or historical forms. Global interconnections, as well as diverse vocabulary and structures are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Transfer Credit: CSU</p>	<p><b>FRENCH C280</b> <span style="float: right;"><b>4.0 Units</b></span>  <b>Intermediate French 1</b>  <b>Prerequisite:</b> FREN C185 or C185B            Continuation of FREN C185, 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. Socio-cultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. FREN C280A + C280B = FREN C280 sequence. Transfer Credit: CSU; UC</p>



**FRENCH C280A** 2.0 Units**Intermediate French 1A****Prerequisite:** FREN C185 or C185B

Continuation of FREN C185 or C185B, 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. Socio-cultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. FREN C280A is the first half of a FREN C280A + C280B = FREN C280 sequence. Transfer Credit: CSU; UC credit limitations. See counselor.

**FRENCH C280B** 2.0 Units**Intermediate French 1B****Prerequisite:** FREN C280A

Continuation of FREN C280A, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French at a fourth-semester, or intermediate-level. 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. Socio-cultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. FREN C280B is the second half of a FREN C280A + C280B = FREN C280 sequence. Transfer Credit: CSU; UC credit limitations. See counselor.

**FRENCH C285** 4.0 Units**Intermediate French 2****Prerequisite:** FREN C280 or C280B

Continuation of FREN C280, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French as it is produced in France and in other francophone countries. The course emphasizes improvement of intermediate-level reading and writing proficiencies as the bases for improving speaking and listening skills and as the sources for enhancement of inter-cultural understanding. Transfer Credit: CSU; UC

**FRENCH C291** 3.0 Units**Introduction to Methods in Translation and Interpretation in French****Advisory:** Advanced 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; UC

**FRENCH C295** 1.0 Unit**(Formerly French C290)****Francophone Culture and Civilization****Prerequisite:** FREN C180

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 group discussions on a variety of topics ranging from current events to global issues. Transfer Credit: CSU

**GEOGRAPHY****GEOGRAPHY C100** 3.0 Units**World Regional Geography**

This course covers the physical and cultural features of various regions of the world. It examines the relationship between the physical environment and the cultural, political, and economic development of human societies, the reciprocal impact of human societies upon the environment, and current and potential world problems relating to geographic issues. Transfer Credit: CSU; UC

**GEOGRAPHY C180** 3.0 Units**Physical Geography**

This course examines the physical elements of geography with particular attention to the earth as a planet. Students will study the interactions between the atmosphere, biosphere, hydrosphere, and lithosphere, how these interactions create particular environments, and the impact of human actions upon earth's environments. Transfer Credit: CSU; UC

**GEOGRAPHY C185** 3.0 Units**Cultural Geography**

This course surveys the broad landscape of global cultures in terms of their spatial distributions and interactions. It focuses on how culture shapes physical spaces, how humans perceive these spaces, and how culture and place define people's lives and identity. Transfer Credit: CSU; UC

**GEOLOGY****GEOLOGY C105** 3.0 Units**(Formerly Geology C100)****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 C105L** 1.0 Unit**Geology Lab****(Formerly Geology C141)****Prerequisite:** GEOL C105 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.

**GEOLOGY C115** 3.0 Units**(Formerly Geology C130)****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

**GERONTOLOGY****GERONTOLOGY C120** 3.0 Units**Professional Issues in Gerontology****Advisory:** SOC C120

This multidisciplinary 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 C123** 2.0 Units**Activity Leadership****Corequisite:** 36 hours of employment or volunteer work in the activity department in a Health Care setting.

Provides the information and knowledge needed to plan, direct and Implement activity programs In compliance with state and federal regulations. Training in leadership skills, management, and supervision of employees and volunteers. Provides the 36-hour certificate of attendance required to meet State Title 22 and OBRA (Federal) Regulations for a "Qualified Activity Director" in RCFE and Skilled Nursing Facilities. Transfer Credit: CSU

**GERONTOLOGY C124** **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 care-giving; 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 C130** **3.0 Units****Techniques in Working with the Frail Elderly Advisory: SOC C120**

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 C140** **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, care-giving expectations, and attitudes towards death and dying. Students completing this course will learn the importance of establishing culturally competent health care and social programs for ethnically diverse aging populations. Transfer Credit: CSU

**GERONTOLOGY C190** **0.5 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 C191** **1.0 Unit****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 C192** **1.5 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 C193** **2.0 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 C194** **2.5 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 C195** **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 C273** **3.0 Units****Careers in Gerontology—A Field Practicum**

**Prerequisite: Be employed or volunteer in the field of Gerontology for a total of 40 hours during the semester.**

A course 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 C281** **1.0 Unit****Work Based Learning**

**Prerequisite: Be employed or volunteer in the field of Gerontology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

Enhances opportunities for success and bridges the gap between educational theory and on-the-job practices through individualized performance objectives related to career or occupational goals in the field of Gerontology. This course may be taken four times. Transfer Credit: CSU

**GERONTOLOGY C282** **2.0 Units****Work Based Learning**

**Prerequisite: Be employed or volunteer in the field of Gerontology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

Enhances opportunities for success and bridges the gap between educational theory and on-the-job practices through individualized performance objectives related to career or occupational goals in the field of Gerontology. This course may be taken four times. Transfer Credit: CSU

**GERONTOLOGY C283** **3.0 Units****Work Based Learning**

**Prerequisite: Be employed or volunteer in the field of Gerontology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

Enhances opportunities for success and bridges the gap between educational theory and on-the-job practices through individualized performance objectives related to career or occupational goals in the field of Gerontology. This course may be taken four times. Transfer Credit: CSU

**GERONTOLOGY C284** **4.0 Units****Work Based Learning**

**Prerequisite: Be employed or volunteer in the field of Gerontology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

Enhances opportunities for success and bridges the gap between educational theory and on-the-job practices through individualized performance objectives related to career or occupational goals in the field of Gerontology. This course may be taken four times. Transfer Credit: CSU

**HEALTH****HEALTH C100** **3.0 Units****Personal 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 C120** **0.5 - 2.0 Units****Personal 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 two times. Transfer Credit: CSU

**HEALTH C121** **3.0 Units****Introduction to Health Care Management**

This course introduces students to the subject of Health Care Management and prepares them to start their career in that field. It covers all aspects of management such as communication, coordination, leadership, planning, and decision making. In addition, it also covers organization design, staffing, and budgeting within the context of health care management and administration. Transfer Credit: CSU

**HEALTH C175** **3.0 Units****Healthy Aging**

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

**HEALTH C281** **1.0 Unit****Work Based Learning**

**Prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7 units including Work Based Learning.**

This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU

**HEALTH C282** 2.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7 units including Work Based Learning.

This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU

**HEALTH C283** 3.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7 units including Work Based Learning.

This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU

**HEALTH C284** 4.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7 units including Work Based Learning.

This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CS

**HISTORY****HISTORY C115** 3.0 Units**Latin American History and Culture**

This introductory course in Latin American history covers the Caribbean, Central America, and South America from pre-Columbian times to the present. It emphasizes the development of the cultures, social institutions, political forms, and economic structures of this region, including the complex interactions between Native-American, African, and European societies and the significance of international political and economic connections. Transfer Credit: CSU

**HISTORY C121** 3.0 Units**(Formerly History C120)****History of American Women**

The course will examine the traditional and developing roles of women in American history. Emphasis will be on the 19th century struggle to gain equal status legally, the struggle of the twentieth century woman to solidify and build on these gains, comparisons of the images developed through literature and mass media with the realities of women's lifestyles and women's contributions to economic, political and social change particularly in the twentieth century. Transfer Credit: CSU; UC

**HISTORY C122** 3.0 Units**Chicano History**

This introductory course explores the role played by peoples of Mexican heritage in the development of the United States with a particular focus upon the Southwest. This class will evaluate the significance of Mexican/Latino culture, the status of Chicanos as a minority group within the U.S. society, and the struggles for civil rights. Transfer Credit: CSU; UC

**HISTORY C124** 3.0 Units**Vietnamese - American History and Culture**

An introductory course on the history of the Vietnamese-American experience in the 20th century. This course will examine Vietnamese culture, the impact of foreign intervention on the Vietnamese, and finally migration and integration into the U.S. society. Transfer Credit: CSU

**HISTORY C125** 3.0 Units**Modern Iraqi History and Culture**

An introductory course on the modern history of the Iraqi experience. This course will examine Iraqi culture, the impact of foreign intervention on Iraq, and 20th century historical developments. Topics will include the British Occupation, Sykes-Picot Treaty, World War II, Baathist politics, and conflict with the United States. The challenges of regional Middle Eastern politics, petroleum, and religious life will be studied, and connections to the present situation will be debated and analyzed. Transfer Credit: CSU

**HISTORY C128** 3.0 Units**History of Modern China**

The course surveys the social, cultural, economic, and political development of China from the 17th century to the present, with a particular emphasis upon the 20th century. The class will focus on the transformation of traditional Chinese society in the context of the collapse of the Qing Empire and the rise of Communism. Transfer Credit: CSU; UC

**HISTORY C132** 3.0 Units**History of Britain and Ireland 1**

This course surveys the history of the British Isles from the Neolithic age through the 17th century. It explores how various cultures synthesized to create English, Scottish, Welsh, and Irish identities. Major topics include Celtic culture, Roman imperialism, Viking impact, and the Tudor and Stuart monarchies as well as the development of parliamentary institutions and the Common Law. Transfer Credit: CSU

**HISTORY C135** 3.0 Units**History and Britain and Ireland 2**

This course surveys the history of the British Isles from the 17th century to the present. Content spans the major political, economic, social, cultural, and intellectual forces that have shaped the United Kingdom and Eire. Historical emphasis is placed on constitutional development, the impact of the industrial revolution, and the origins and consequences of British imperialism, Irish nationalism, the world wars, the Cold War, decolonization, the growth of the European community, and contemporary British and Irish culture. Transfer Credit: CSU

**HISTORY C146** 3.0 Unit**History of Mexico**

An introductory course on Mexican history and culture from pre-history to modern times. Emphasis will be on ancient civilizations, colonization, independence, foreign intervention, the Revolution of 1910, and modern developments. Transfer Credit: CSU; UC

**HISTORY C150** 3.0 Units**History of California**

This course covers the development of California from the earliest times to the present, analyzing the different cultures which have inhabited this region and the diverse societies they have created. Topics include the impact of the natural environment, the relationship between California and the nation, the growth of differences between Northern and Southern California, the role of myth and dreams in the evolution of the state, and the impact of social diversity, including but not limited to categories such as race, ethnicity, class, and gender. Transfer Credit: CSU; UC

**HISTORY C155** 3.0 Units**The American West**

This course explores the evolution of the trans-Mississippi West from earliest times to the present. Key topics include the interaction between nature and human society; the significance of the Western mythos in American society; the impact of racial and cultural diversity; the role played by government in the creation of the West; and the evolving role of the West within the context of the nation and the world. Transfer Credit: CSU; UC

**HISTORY C161** 3.0 Units**(Formerly History C160)****World History 1**

A survey of the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas, from antiquity to 1500 C.E. This course covers the origin and early development of human civilizations in each region as well as unique cultural traditions and the beginnings of interactions between the different societies. Transfer Credit: CSU; UC

**HISTORY C162** 3.0 Units**(Formerly History C165)****World History 2**

This course traces the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from 1500 to the present. It covers the varied impact of industrialization and the creation of a global economy, the evolution and interaction of disparate political systems, and the development of diverse cultural, social, and ideological trends. Transfer Credit: CSU; UC

**HISTORY C170** 3.0 Units**U.S. History to 1876**

A comprehensive examination of the history of the United States from the beginnings of exploration to the end of reconstruction after the Civil War. It covers the political, economic, diplomatic, social, and cultural aspects of American life during this time span. This course fulfills the UC and CSU requirements for the BA degree and is transferable to all state institutions of higher learning. Transfer Credit: CSU; UC

**HISTORY C175** 3.0 Units**U.S. History Since 1876**

A comprehensive examination of the history of the United States from Reconstruction to the present time that covers the political, economic, diplomatic, social, and cultural aspects of American life. This course fulfills the UC and CSU requirements for the BA degree and is transferable to all state institutions of higher learning. Transfer Credit: CSU; UC

**HISTORY C180** 3.0 Units**Western Civilization 1**

A study of the development of western culture from the earliest beginnings to 1550 with an emphasis upon the impact of philosophical, social, and economic factors upon western civilization. Transfer Credit: CSU; UC

**HISTORY C185** 3.0 Units**Western Civilization 2**

A survey of the development of present day Western society from 1550 to the present, the course will emphasize the cultural, and socio-economic changes wrought by the Reformation, the Enlightenment, the Scientific Revolution, industrialization and imperialism. It will also trace the political evolution of the West by examining a variety of political trends, including liberalism, nationalism, socialism, communism, and fascism. Transfer Credit: CSU; UC

**HUMAN SERVICES****HUMAN SERVICES C100** 3.0 Units**Introduction to Human Services**

A comprehensive survey of the development and scope of the human services field, with a global sensitivity, covers the history of human services, current theories and models of helping, ethics, administration, and careers in human services. Transfer Credit: CSU

**HUMAN SERVICES C101** 3.0 Units**(Same as COUN C101)****Helping Theories and Intervention Strategies**

An overview of the major helping theories and strategies in the counseling process the emphasis will be placed on enabling students to develop theoretical foundations and apply appropriate intervention strategies. Topics covered include dealing with a crisis and disaster, clarifying personal values, solving common problems encountered as a helper, and case management. Transfer Credit: CSU

**HUMAN SERVICES C102** 3.0 Units**Introduction to Crisis Intervention**

This course examines crisis theory, types of crises, crisis intervention strategies and referral procedures. Topics will include: ethical and cultural issues, death and dying, substance abuse, suicide, victimization, AIDS and HIV, and PTSD. Students become familiar with the assumptions of crisis theory and how it shapes interventions. Transfer Credit: CSU

**HUMAN SERVICES C104** 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, and substance abuse assessment, issues of diversity and treatment, group counseling, family counseling, codependency and enabling, and modalities of treatment. Transfer Credit: CSU

**HUMAN SERVICES C115** 0.5 Units**Youth Mentoring**

Designed to prepare students to become mentors, this course will cover mentoring goals and strategies. Participants will learn how to communicate and develop a relationship with a child or adolescent, and how to plan age-appropriate activities, set goals, problem-solve, and handle crises. Transfer Credit: CSU

**HUMAN SERVICES PRACTICUM C273** 3.0 Units**Human Services Practicum**

**Prerequisite:** HSVC C100 or permission of instructor

**Corequisite:** 60 hours of employment or volunteer work in a human services agency.

Through online and community agencies, students will learn the work of human services delivery through supervised participation. 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 C100** 3.0 Units**Introduction to the Humanities**

A cultural survey of Western Civilization from its roots in prehistory to its influence throughout the world. Consideration of religious, intellectual, sociopolitical, and cultural values as they have influenced artistic expressions in specific historical periods. Transfer Credit: CSU; UC

**HUMANITIES C110** 3.0 Units**Humanities through the Arts**

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

**HUMANITIES C135** 3.0 Units**(Formerly Humanities C130)****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 C102** 3.0 Units**Concepts of Programming Languages II**

**Prerequisite:** INFM C111, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C225 with a "C" or better grade.

In-depth study of major programming paradigms: imperative, functional, declarative, object-oriented, and aspect-oriented. Understanding the role of programming languages in software development and the suitability of languages in context, including domain-specific languages. Designing new languages for better software development support. Transfer Credit: CSU

**INFORMATICS C111** 3.0 Units**Software Methods and Tools**

**Prerequisite:** INFM C141, C142, C143, and C144; ICS C123; PHIL C115; ENGL C100; MATH C225 with a "C" or better grade.

Concepts and techniques of constructing software in a systematic fashion, including detailed design techniques, specifications, programming methods, quality-inducing procedures, development tools, team techniques, testing, estimation, and performance improvement. Laboratory work involves exercises to illustrate important concepts, methods, and tools. Transfer Credit: CSU

**INFORMATICS C113** 3.0 Units**Requirements Analysis and Engineering**

**Prerequisite:** INFM C111, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C160 and C225 with a "C" or better grade.

Students learn the systematic process of developing requirements through cooperative problem analysis, representation, and validation. Develop techniques of software-intensive systems through successful requirements analysis techniques and requirements engineering. Transfer Credit: CSU

**INFORMATICS C115** 3.0 Units  
**Software Specification and Quality Engineering**  
**Prerequisite:** INFM C102, C111, C113, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C160 and C225 with a "C" or better grade.

A hands-on course in 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 C121** 3.0 Units  
**Software Design 1**  
**Prerequisite:** INFM C102, C111, C113, C131, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C160 and C225 with a "C" or better grade.

An introduction to software and design principles, paradigms, tools, and techniques. Topics include alternative and architectural styles, iterative refinement, and design patterns, mapping design onto code, design tools, and design notations. The course includes extensive practice in creating designs and in the study of existing designs. Transfer Credit: CSU

**INFORMATICS C131** 3.0 Units  
**Human Computer Interaction**

An introduction to human-computer interaction with an emphasis placed on user interface design. Students learn about Human Computer Interaction (HCI) theory, guidelines for effective interface design, and the evaluation of user interfaces. Transfer Credit: CSU

**INFORMATICS C132** 3.0 Units  
**Project in Human Computer Interaction and User Interfaces**

A project based course in which students, working in teams, will design and implement new software/web based systems, paying particular attention to human computer interface issues. Transfer Credit: CSU

**INFORMATICS C141** 4.0 Units  
**Informatics Core Course I**

Fundamental concepts of computer software design and construction that includes data, algorithms, functions, and abstractions. Overview of computer systems: data representation, architectural components, operating systems, and networks. Introduction to information systems: parties involved architectural alternatives, usability, and organizational and social concerns. Transfer Credit: CSU

**INFORMATICS C142** 4.0 Units  
**Informatics Core Course II**  
**Advisory:** INFM C141

This course introduces object-oriented programming concepts and techniques classes, objects, inheritance, interfaces, formal languages, automata, and the Java programming language. It introduces additional data structures (hash tables and balanced trees) and explores the basis for making tradeoffs and design decisions among alternative data structures and implementations. Transfer Credit: CSU

**INFORMATICS C143** 4.0 Units  
**Informatics Core Course III**  
**Advisory:** INFM C141 and C142

This course describes the development process for large-scale software systems, explores the tools and techniques available to facilitate development and enhance quality, and provides students with the opportunity to apply these tools and techniques to a problem of significant size. Transfer Credit: CSU

**INFORMATICS C144** 1.0 Unit  
**Seminar in Informatics Research Topics**  
**Advisory:** INFM C141, C142, and C143.

This seminar course explores the current research topics in Informatics. Experts, faculty members, and student team's present topics related to software/interface design, programming and interface design. Transfer Credit: CSU

**INFORMATICS C168** 1.5 Units  
**Introduction/Survey of Multimedia Entertainment**

This course will present a survey of the multimedia industry. It will focus on entry-level jobs and responsibilities, career paths, and the necessary skills for success. The regional differences in employment and types of projects and products will be explored. An introduction of the production processes from concept to publication will be researched and discussed. Transfer Credit: CSU

**INFORMATICS C171** 1.0 Unit  
**Computer Programming with Alice**

This course introduces both majors and non-majors to the concepts and topics of computer and simulation programming. Students will develop algorithmic thinking and abstraction through the use of a 3-D animation programming environment. This course is designed for beginning programmers, and web developers who need to understand object oriented concepts. Transfer Credit: CSU

**INFORMATICS C176** 3.0 Units  
**Web Animation**

The course uses industry standard animation tools in which the principles of animation are developed for web animation. Students are expected to create one short webisode with sound of at least one minute in length using these tools. Transfer Credit: CSU

**INFORMATICS C182** 3.0 Units  
**Simulation Building**  
**Advisory:** DGA C174

Students will learn to apply basic design principles to the solution of visual problems using elements of 3-D design. The student will conceptualize his/her intended design from concept into a 3-D environment. The use of primitive shape based design, 3-D coordinate systems and construction of 3-D models will be explored. Transfer Credit: CSU

**INFORMATICS C184** 3.0 Units  
**Interface Design**  
**Same as DGA C184**

This course covers the basics of designing media using authoring software and creating animation, interactivity, and basic programming techniques. Emphasis is on interface design and development. Transfer Credit: CSU

**INFORMATICS C185** 3.0 Units  
**Interface Design Project**  
**Advisory:** INFM C184

Students, working in teams, will design and implement a multimedia entertainment software system, paying particular attention to human computer/interface issues. Transfer Credit: CSU

## INFORMATION AND COMPUTER SCIENCE

(ALSO, SEE COURSES LISTED UNDER COMPUTER INFORMATION SCIENCE)

**INFORMATION AND COMPUTER SCIENCE C1233.0** Units

**Fundamental Data Structures**

**Prerequisite:** INFM C141 and C142, PHIL C115; ENGL C100 with a "C" or better grade.

An introduction to computer science that is primarily concerned with the topic of data structures: what various ones are and how they are used, and the pros and cons, in terms of execution time and memory usage, of choosing one over another. Transfer Credit: CSU; UC

**INFORMATION AND COMPUTER SCIENCE C1413.0** Units

**Concepts of Programming Languages 1**

**Prerequisite:** INFM C141, C142, and C144; ICS C123; PHIL C115; ENGL C100 with a "C" or better grade.

Explore a broad range of approaches to programming, the technical principles and characteristics of different programming languages, and the issues that programming language designers must consider. Transfer Credit: CSU; UC

## ITALIAN

**ITALIAN C180** 5.0 Units  
**Elementary Italian 1**

**Advisory:** Students who have completed two years of high school Italian with a grade of "C" or better should enroll in ITAL C185 or ITAL C185A.

Beginning course designed to develop students' fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills, and introduces basic aspects of the life and culture of Italy. Transfer Credit: CSU; UC credit limitations. See counselor.

**ITALIAN C180A** 2.5 Units  
**Elementary Italian 1A**

**Advisory:** Students who have completed two years of high school Italian with a grade of "C" or better should enroll in ITAL C185

Beginning course designed to develop 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 ITAL C180. Transfer Credit: CSU; UC credit limitations. See counselor.

**ITALIAN C180B 2.5 Units****Elementary Italian 1B**  
**Prerequisite: ITAL C180A**

Second half of beginning course designed to develop students' fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills, and introduces basic aspects of the life and culture of Italy. Equivalent to the second half of ITAL C180. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**ITALIAN C182 1.0 Unit****Conversational Italian**  
**Prerequisite: ITAL C180 or C180B**

Conversational course in Italian designed to promote comprehension, build vocabulary and review specific grammar points through readings and oral exercises. Transfer Credit: CSU

**ITALIAN C185 5.0 Units****Elementary Italian 2**  
**Prerequisite: ITAL C180 or C180B**

Continuation of ITAL C180 or C180B, emphasizing acquisition of proficiency in listening comprehension, fluency in speaking, and competence in writing and reading. Cultural traditions including an introduction to Italian folkways, arts, architecture, literature, drama, dance, geography, history, government, and religions will be emphasized. Transfer Credit: CSU; UC credit limitations. See counselor.

**ITALIAN C185A 2.5 Units****Elementary Italian 2A**  
**Prerequisite: ITAL C180 or C180B**

A continuation of elementary level coursework, augmenting basic skills in reading, speaking, understanding, and writing simple Italian. ITAL C185A is equivalent to the first half of ITAL C185, the second level of elementary Italian language studies. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**ITALIAN C185B 2.5 Units****Elementary Italian 2B**  
**Prerequisite: ITAL C185A**

Advanced elementary course in speaking, listening, reading, and writing Italian to achieve simple competence in production, perception, and comprehension. Study of grammar, vocabulary, pronunciation, literature, the media, customs, and culture of Italy. Practice of writing using Italian stylistics. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**ITALIAN C280 4.0 Units****Intermediate Italian 1**  
**Prerequisite: ITAL C185 or C185B with a grade of "C" or better.**

Continuation of ITAL C185 or C185B, with further development of language skills at the intermediate level and exploration of cultures related to the Italian language. Additional emphasis on reading and writing, with an introduction to selected literary works.

**ITALIAN C285 4.0 Units****Intermediate Italian 2**  
**Prerequisite: ITAL C280 with a grade of "C" or better.**

Continuation of ITAL C280, with further refinement of language skills at the intermediate level and investigation of cultures related to the Italian language in preparation for higher level specialized work.

**JAPANESE****JAPANESE C180 5.0 Units****Elementary Japanese 1**  
**Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.**

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Japanese. Early reading and writing skills are introduced, as well as the Japanese customs and culture. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**JAPANESE C180A 2.5 Units****Elementary Japanese 1A**  
**Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.**

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Japanese. Early reading and writing skills are introduced, as well as Japanese customs and cultures. JAPN C180A is equal to the first half of JAPN C180. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**JAPANESE C180B 2.5 Units****Elementary Japanese 1B**  
**Advisory: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in JAPN C185 or C185A.**

This course reviews and expands the student's fundamental ability developed in introductory elementary Japanese to comprehend and converse in daily spoken Japanese. Reading and writing skills are strengthened. An introduction to Japanese customs and culture is continued. JAPN C180B is equal to the second half of JAPN C180. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**JAPANESE C185 5.0 Units****Elementary Japanese 2**  
**Prerequisite: JAPN C180 or C180B**

Advanced beginning course continuing JAPN C180 or C180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**JAPANESE C185A 2.5 Units****Elementary Japanese 2A**  
**Prerequisite: JAPN C180 or C180B**

Advanced beginning course continuing JAPN C180 or C180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. JAPN C185A is equal to the first half of JAPN C185. JAPN C185A and C185B are equivalent to JAPN C185. Transfer Credit: CSU; UC Credit Limitations, See counselor.

**JAPANESE C185B 2.5 Units****Elementary Japanese 2B**  
**Prerequisite: JAPN C185A or equivalent competency.**

Advanced beginning course continuing JAPN C185A emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. JAPN C185B is equal to the second half of JAPN C185. Transfer Credit: CSU; UC credit limitations. Transfer Credit: CSU

**LEARNING SKILLS****LEARNING SKILLS C921 0.0 Units****Supervised Tutorial Services Attendance**

This course provides tutorial assistance to students requesting educational support to increase student success. Permission to register will be given at the Student Success Center.

**LEGAL ASSISTANT**

(SEE PARALEGAL STUDIES)

**LIBRARY/INFORMATION SCIENCE****LIBRARY/INFORMATION****LIBRARY C110 2.0 Units****Library Research and Information Competency**

Use current information resources and tools 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, Internet, and other media. Transfer Credit: CSU, UC

**ENGLISH C108 1.0 Unit****Information Competency and Library**

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

## LINGUISTICS

### LINGUISTICS C100 3.0 Units

#### Introduction to Linguistics

Introduction to the study of human language and systems of communication, providing a theoretical basis for practical applications, such as diagnosis and treatment of language disorders, planning of "language arts" curricula, fights against illiteracy, learning of foreign language and acquisition of native tongues, and the development of computerized speech products. Human language will also be examined as a special form of communication, within the context of other human and non-human signing systems. Transfer Credit: CSU; UC

## MANAGEMENT AND SUPERVISION

### MANAGEMENT AND SUPERVISION C100 3.0 Units

#### Business Organization and Management

Business Organization and Management is a course designed to provide a comprehensive review of the role of management in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The 21st Century workplace is undergoing dramatic changes. Organizations are reinventing themselves for speed, efficiency, and flexibility and are creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with increased emphasis on employee participation and empowerment. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C101 3.0 Units

#### Management and Employee Communication

Management and Employee Communications is designed to provide communication strategies applied in the supervisory and management roles and responsibilities in today's rapidly changing workplace environments. Topics include development of speaking, listening, and writing skills for managers/supervisors, consistent with good human relations, leadership, and problem solving principles. The course content emphasizes memos and letters, reports, career communications, oral communication, global and multicultural issues, legal and ethical situations, and communication technology. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C102 3.0 Units

#### Human Relations

The course explores the influence of individual differences, interpersonal dynamics, and culture on human relations. Its focus is on learning to apply the principles of social science as a business management skill, and to improve working relationships and the ability to deal with a variety of people and situations. Students will learn how to utilize problem solving, critical thinking, and human relations skills to become effective supervisors and managers in today's business environment. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C104 3.0 Units

#### Human Resource Management

This course focuses on human resource management skills used by business managers in day-to-day operations to ensure individuals are treated with accordance to the state and the federal law. While focusing on the different aspects of human resource management and practices, problem solving, and critical thinking skills that are applied by people who are seeking to become an effective supervisors and managers in today's workplace environments. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C144 3.0 Units

#### (Formerly Leadership C140)

#### Introduction to Leadership

An introductory participative course designed for individuals wanting to improve their current leadership and management skills. Emphasis is on assessing leadership skills; analyzing management styles; evaluating interactions among leaders, followers, and situations, communicating within groups; reducing conflicts; setting goals; delegating tasks; utilizing parliamentary procedure; and conducting effective meetings through the Student Advisory Council. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C145 3.0 Units

#### (Formerly Leadership C144)

#### Personal Leadership

#### Advisory: MS C144

A participative course designed for individuals wanting to improve their current leadership and management skills. Topics include knowing what leadership is, challenging the process, inspiring a shared vision, enabling others to act, modeling the way, recognizing contributions and accomplishments, and becoming a caring and effective leader through the Student Advisory Council. Other topics include evaluating personal leadership and management skills, solving problems creatively, communicating supportively, gaining power and influence, managing conflict, and motivating others. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C150 3.0 Units

#### (Formerly Leadership C150)

#### Organizational Leadership 1

#### Advisory: MS C144 and C145

An introductory participative 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). Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C151 3.0 Units

#### (Formerly Leadership C155)

#### Organizational Leadership 2

#### Advisory: MS C144, C145, and C150

A participative course designed for individuals wanting to improve their current leadership and management skills. Topics include assessing the connection between leadership and communication; comparing various communication styles and leadership approaches; and analyzing the similarities and differences among leadership, power, influence, and motivation. Additional topics include evaluating leadership characteristics and qualities within individuals, small groups, and large organizations. Students practice their creative leadership skills through the Student Advisory Council (student government). Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C171 3.0 Units

#### Principles of Supply Chain Management

The Principles of Supply Chain Management encompasses purchasing, operations, logistics activities, and explains how these aspects of supply chain activity are accomplished effectively and efficiently. The course follows a natural flow through the supply chain, demonstrating the practical applications of supply chain management in the workplace. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C172 3.0 Units

#### Supply Chain Operations

Supply Chain Operations provides a strong foundation and solid understanding of key supply chain processes. Topic highlights include supply chain strategy development; process evaluation and design; and planning, control, and scheduling with a focus on value-added approaches to link suppliers, the organizations and customers. Strategic and operational issues are covered with an emphasis on tools and techniques. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C174 3.0 Units

#### Purchasing and Procurement

Purchasing and Procurement provides contextual insight and knowledge into the strategies, processes, and practices of purchasing. Topics include supplier integration, evaluation, cost analysis, negotiations, contracts, managing inventory and information, e-systems, and sourcing and supply measurement and evaluation. Transfer Credit: CSU

### MANAGEMENT AND SUPERVISION C176 3.0 Units

#### Supply Chain Logistics Management

Supply Chain Logistics Management provides a strategic focus that blends logistics theory with practical applications showing how all the pieces fit together. Topics include logistics management, operations, design, administration, and changes in the way business is being conducted. Emphasis is on relating current technology developments to supply chain managerial concepts and logistical practices. Transfer Credit: CSU

**MANAGEMENT AND SUPERVISION C283** 3.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Management and Supervision for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Management and Supervision by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Management and Supervision. This course may be taken four times. Transfer Credit: CSU

**MANAGEMENT AND SUPERVISION C284** 4.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Management and Supervision for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of Management and Supervision by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Management and Supervision. This course may be taken four times. Transfer Credit: CSU

**MARINE SCIENCE****MARINE SCIENCE C100** 3.0 Units**Introduction to Marine Science**

A general study of the marine environment. Examines the chemical, biological and geological properties of the sea, the sea as a natural resource and its geo-political and economic impact. Transfer Credit: CSU; UC

**MARINE SCIENCE C100L** 1.0 Unit**Marine Sciences Oceanography Laboratory**

**Corequisite:** MRSC C100 or taken previously.

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 C105** 4.0 Units**Marine Biology**

**Prerequisite:** MRSC C100

A study of the marine environment, interaction of species, populations, and communities. Taxonomy of marine plants and animals through invertebrates, fish, reptiles, birds, and mammals. Transfer Credit: CSU; UC

**MASS COMMUNICATIONS****MASS COMMUNICATIONS C100** 3.0 Units**Introduction to Mass Communications**

A study and analysis of the major media: newspapers, magazines, radio, and television covering how they function and affect society. Transfer Credit: CSU; UC

**MASS COMMUNICATIONS C140** 3.0 Units**Public Relations**

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

**MASS COMMUNICATIONS C150** 3.0 Units**Introduction to Radio, TV, Film**

Overview and analysis of the radio, TV, and film industries in the U.S. with emphasis on the historical, cultural, and technical functions of each medium. Broadcast advertising, audience ratings, broadcast law and regulations are also explored in addition to the impact of global broadcasting, cable TV, the Internet, and satellite technologies. Transfer Credit: CSU

**MATHEMATICS****MATHEMATICS C004** 0.5 Unit**Math Skills 1**

An individualized, self-paced, computerized math program designed to develop, improve, or refresh math skills for college placement exams, job placement, or general math usage. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

**MATHEMATICS C005** 3.0 Units**Beginning Mathematics**

**Advisory:** Take Math placement test.

Fundamental operations of arithmetic including operations on whole numbers, fractions, decimals, percents, and descriptive statistics, geometry, and consumer applications. (NOT APPLICABLE TO A.A. DEGREE)

**MATHEMATICS C006** 0.5 Units**Math Skills 2**

An intermediate self-paced, computerized math program designed to develop, improve, or refresh math skills for college placement exams, job placement, or general math usage. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

**MATHEMATICS C007** 3.0 Units**Business Mathematics**

Business Mathematics provides a practical, up-to-date coverage of widely-used topics in business including basic math, bank services, payroll, discounts and markups, simple and compound interest, stocks and bonds, consumer loans, taxes and insurance, depreciation, financial statements, and business statistics. (NOT APPLICABLE TO A.A. DEGREE)

**MATHEMATICS C008** 3.0 Units**Pre-Algebra**

**Prerequisite:** MATH C005 or MATH C007 with a grade of "C" or better or achieve qualifying score on Math placement test.

Introduction to algebraic expression and linear equations with an emphasis on the arithmetic of integers, fractions, decimal numbers, and rules of exponents. Applications include ratios, percentages, and graphs. (NOT APPLICABLE TO A.A. DEGREE)

**MATHEMATICS C010** 4.0 Units**Elementary Algebra**

**Prerequisite:** MATH C008 with a grade of "C" or better or achieve qualifying score on Math placement test.

Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, polynomials, factors, roots and exponents, and applications.

**MATHEMATICS C020** 3.0 Units**Plane Geometry**

**Prerequisite:** MATH C010 with a grade of "C" or better or achieve qualifying score on Math placement test.

Construction, congruence, proof, geometric inequalities, parallel lines, perpendicular lines, planes, coordinate geometry, circles and similarity.

**MATHEMATICS C030** 4.0 Units**Intermediate Algebra**

**Prerequisite:** MATH C010 with a grade of "C" or better or achieve qualifying score on Math placement test.

Review of elementary algebra, linear and quadratic equations, curve plotting, exponents, radicals, polynomials, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications.

**MATHEMATICS C070** 5.0 Units**Intermediate Algebra and Trigonometry**

**Prerequisite:** MATH C010 with a grade of "C" or better, or achieve qualifying score on Math placement test.

**Advisory:** MATH C020 with a grade of "C" or better.

Topics covered will be functions, linear and quadratic equations curve sketching, exponents, rational expressions, rational exponents, logarithms, systems of equations, determinants, Cramer's rule, conic sections, trigonometric and inverse trigonometric triangles, and complex numbers. This is an intense and fast-paced course designed for students intending to continue into pre-calculus.

**MATHEMATICS C080** 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 C100** 3.0 Units**Liberal Arts Mathematics**

**Prerequisite:** MATH C030 with a grade of “C” or better or achieve qualifying score on Math placement test.

This course will focus on the mathematics involved in current issues, topics and applications that directly affect students’ lives. Topics may include personal finance, environmental issues, the social sciences, politics and voting, business and economics, graph theory, fractals, art, and music. Transfer Credit: CSU

**MATHEMATICS C103** 3.0 Units**Statistics for Elementary Teachers**

**Prerequisite:** MATH C030 with a grade of “C” or better or achieve qualifying score on Math placement test.

This course is designed for prospective teachers. It is an activity-based exploration of statistics aligned with the California State Mathematics Standards for K-12. Topics include data representation and analysis, randomization and sampling, measures of central tendency and dispersion, hypothesizing, and statistical inference. Letter Grade Only. Transfer Credit: CSU

**MATHEMATICS C104** 3.0 Units**Mathematics for Elementary Teachers**

**Prerequisite:** MATH C030 with a grade of “C” or better or achieve qualifying score on Math placement test.

This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem-solving, and communicating skills. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include whole numbers, integers, rational numbers, real numbers, number theory, ratio, and proportion. Letter Grade Only. Transfer Credit: CSU; UC

**MATHEMATICS C106** 3.0 Units**Geometry for Elementary Teachers**

**Prerequisite:** MATH C030 with a grade of “C” or better or achieve qualifying score on Math placement test.

This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communicating skills. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include data analysis, probability, geometry, measurement, algebra, and coordinate geometry. Letter Grade Only. Transfer Credit: CSU; UC

**MATHEMATICS C115** 4.0 Units**College Algebra**

**Prerequisite:** MATH C030 with a grade of “C” or better or achieve qualifying score on Math placement test.

Basic concepts of algebra, equations and inequalities along with functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems, matrices and determinants, linear programming, conic sections, sequences, series, and combinatorial. Transfer Credit: CSU; UC

**MATHEMATICS C120** 3.0 Units**Trigonometry**

**Prerequisite:** MATH C030 with a grade of “C” or better or achieve qualifying score on Math placement test.

**Advisory:** MATH C020

Circular functions, trigonometric identities and graphs, inverse functions, triangles, vectors, applications, and imaginary and complex numbers. Transfer Credit: CSU

**MATHEMATICS C140** 4.0 Units**Business Calculus**

**Prerequisite:** MATH C115 or C170 with a grade of “C” or better or achieve qualifying score on Math placement test.

For Business, Management, and Social Science majors. Functions, graphs, limits, continuity, derivatives, and integrals of exponential and logarithmic functions, the Chain Rule, multivariable functions, differential equations, and applications. Transfer Credit: CSU; UC

**MATHEMATICS C150** 4.0 Units**Finite Mathematics with Applications**

**Prerequisite:** MATH C030 with a grade of “C” or better or achieve qualifying score on Math placement test.

Topics include sets, logic, number bases, number theory, mathematical systems, equations, graphs, probability, statistics, matrices, Markov chains, and game theory, with applications. Transfer Credit: CSU; UC

**MATHEMATICS C160** 4.0 Units**Introduction to Statistics**

**Prerequisite:** MATH C030 with a grade of “C” or better or achieve qualifying score on Math placement test.

Topics covered include collecting of data, sampling, probability, hypothesis testing, analyzing of variance, nonparametric testing, and correlating for application in the natural sciences, social sciences, business, and management. Use of statistical technology will be introduced. Transfer Credit: CSU; UC

**MATHEMATICS C170** 5.0 Units**Precalculus**

**Prerequisite:** MATH C120 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, and 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

**MATHEMATICS C180** 5.0 Units**Calculus 1**

**Prerequisite:** MATH C120 or C170 with a grade of “C” or better or achieve a qualifying score on Math placement Test.

A first course in the calculus sequence. It satisfies the requirement for majors in mathematics, science, or engineering. Topics include limits, derivatives of algebraic and transcendental functions, applications of derivatives, indefinite integrals, definite integrals, the Fundamental Theorem of Calculus, and applications of integration. Transfer Credit: CSU; UC credit limitations. See counselor.

**MATHEMATICS C185** 5.0 Units**Calculus 2**

**Prerequisite:** MATH C180 with a grade of “C” or better or achieve a qualifying score on Math placement test.

Second course in the calculus sequence. It satisfies the requirement for majors in mathematics, science, or engineering. Topics include techniques and applications of integration, calculus applied to parametric curves and polar curves, analytic geometry, sequences, series, and an introduction to differential equations. Transfer Credit: CSU; UC

**MATHEMATICS C280** 5.0 Units**Calculus 3**

**Prerequisite:** MATH C185 with a grade of “C” or better.

Multivariable calculus including vectors, vector-valued functions, functions of several variables, partial derivatives, multiple integrals, calculus of vector fields, Green’s Theorem, Stokes’ Theorem, and the Divergence Theorem. Transfer Credit: CSU; UC

**MATHEMATICS C285** 5.0 Units**Introduction to Linear Algebra and Differential Equations**

**Prerequisite:** MATH C280 with a grade of “C” or better.

Introduction to linear algebra and differential equations, matrices, determinants, eigenvectors and eigenvalues, inverse and implicit function theorems, linear methods and numerical methods, Fourier series, and Laplace transforms Transfer Credit: CSU; UC

**MUSIC****MUSIC C100** 3.0 Units**History and Appreciation of Music**

The study of the major genres, forms, styles, and periods of musical history since the Middle Ages with an emphasis on listening with an increased awareness of the musical material of the composers and characteristics of each period. Transfer Credit: CSU; UC

**MUSIC C103** 3.0 Units**World Music**

This course will give the student an appreciation of the elements of music through recorded or performed examples from each of the continents of the world. Emphasis is given to the music of the Americas, Asia, and Africa, and the folk music of Europe, as well as the primary composers of the Western classical tradition. Transfer Credit: CSU

**MUSIC C130** 2.0 Units**Beginning Guitar**

**Prerequisite:** Must have own acoustic or electric guitar.

For the beginning player, or a player with no prior professional instruction. Studies include basic chord forms, scales and music theory. Focus is on music styles of the last 40 years and is very “rock” oriented. Students learn songs of their choice as part of the curriculum. Student must provide own acoustic or electric guitar. Daily practice is necessary for satisfactory progress. This course may be taken four times. Transfer Credit: CSU; UC

**MUSIC C131** **2.0 Units**  
**Intermediate Guitar**  
**Prerequisite:** Must have own acoustic or electric guitar.  
**Advisory:** MUS C130  
 Continuation of MUS C130 or placement at instructor's discretion. Studies include advanced chord forms, modes, diatonic music theory, improvisation and song analysis. Focus is on music styles of the last 40 years and is very rock oriented. Students learn songs of their choice as part of the curriculum. Student must provide own acoustic or electric guitar. Daily practice is necessary for satisfactory progress. This course may be taken two times. Transfer Credit: CSU; UC

**MUSIC C139** **3.0 Units**  
**(Formerly Music C105)**  
**History of Rock Music**  
 An overview of the social and musical characteristics of music in the Rock and Roll era, 1950's through the present, with emphasis on its impact on American culture today. Multimedia selections will be used. Transfer Credit: CSU; UC

**MUSIC C143** **3.0 Units**  
**(Formerly Music C106)**  
**History of Jazz**  
 An overview of the social and musical characteristics of music in the Jazz era from the early 20th century to the present, with an emphasis on its impact on American culture and the world. An appreciation of Jazz History will be achieved through compact discs, videos, live performances, and multimedia. Transfer Credit: CSU; UC

## PARALEGAL STUDIES

**LAW C100** **3.0 Units**  
**Introduction to Paralegal Studies**  
 Introductory course covering the relationship between paralegals and attorneys and clients. Topics include structure of the profession, federal and state court systems, ethical standards, legal terminology, investigation techniques, research, case and statute analysis, overview of legal practice areas, and communication. Transfer Credit: CSU

**LAW C105** **3.0 Units**  
**Civil Litigation 1**  
**Advisory:** LAW C100 and C127  
 Learn, analyze, and examine the basic principles of civil litigation as applicable to jurisdiction, venue, and preparation of pleadings, discovery, motions, trial preparation, and alternative dispute resolution by plaintiffs and defendants in the California court system. Transfer Credit: CSU

**LAW C110** **1.5 Units**  
**Civil Litigation 2**  
**Advisory:** LAW C105 and C120  
 Basic principles of civil litigation as applicable to discovery, injunctions, attachments, summary judgment, dispute resolution, and develop and improve legal writing skills and style. Transfer Credit: CSU

**LAW C115** **1.5 Units**  
**Criminal Litigation**  
**Advisory:** LAW C100 and C120  
 The criminal court system and litigation in criminal cases, constitutional law, criminal law, criminal procedure; including investigation, prosecution, defenses, discovery, motions, trial preparation, and appeal in criminal cases. Transfer Credit: CSU

**LAW C118** **3.0 Units**  
**Legal Analysis and Briefing**  
**Advisory:** LAW C100, C127, and/or C128  
 Learn the methods and procedures of statutory and case law analysis, including proper briefing and persuasive writing techniques. Transfer Credit: CSU

**LAW C120** **3.0 Units**  
**Legal Research**  
**Advisory:** LAW C100 or C127; C118, and C128  
 Course in legal research methods and writing by examination and analysis of the law, written legal memoranda, and supervised library assignments. Students will have a working knowledge of statutory and case law, secondary sources, and computerized research techniques. Transfer Credit: CSU

**LAW C121** **4.0 Units**  
**Legal Research/CALR**  
**Advisory:** LAW C100, C105 and C118.  
 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, case law, secondary source research techniques, and computer assisted legal research. Transfer Credit: CSU

**LAW C122** **1.0 Unit**  
**Computer Assisted Legal Research**  
**Prerequisite:** LAW C120 or concurrent enrollment.  
**Advisory:** LAW C118  
 This course is a continuation of LAW C120, solving legal research problems with computer assisted legal research resources. Transfer Credit: CSU

**LAW C126** **3.0 Units**  
**Legal Aspects of Health Care Administration**  
 This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Transfer Credit: CSU

**LAW C127** **3.0 Units**  
**Legal Procedure 1**  
 Knowledge and skills required of paralegals and legal assistants, including procedures and functions in the court structure and litigation procedures including personal injury and general civil cases, probate, family law, dissolution, adoption, and bankruptcy. Transfer Credit: CSU

**LAW C128** **3.0 Units**  
**Legal Procedure 2**  
**Advisory:** LAW C127 or concurrent enrollment.  
 Continuation of LAW C127, including civil procedures in unlimited and limited courts with emphasis on preparing, filing, and 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 C130** **1.5 Units**  
**Law Office Management**  
**Advisory:** LAW C100 or C120 and C128  
 A study of the systems and procedures for management and administration of legal entities, including structure and decision process, delegation, personnel selection, job descriptions, office policies, file systems, calendar systems, records management, new matters and client conflicts, facilities, communication, technology, billing systems, risk management, ethics, and paralegal employment. Transfer Credit: CSU

**LAW C135** **1.5 Units**  
**Family Law**  
**Advisory:** LAW C100 or C127  
 Topics include organization and jurisdiction of the Family Law Court, marriage, annulment, dissolution, and non-marital property agreements, custody, support, visitation, use of family code and current case law applications, preparation for trial, temporary orders, appeals, and judgment enforcement. Transfer Credit: CSU

**LAW C142** **3.0 Units**  
**Probate Administration/Estate Planning**  
**Advisory:** LAW C100 or C127  
 Organization and jurisdiction of the Probate Court, administration of estates, including gift, income, inheritance and estate taxes, estate litigation, and 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 C148** **1.5 Units**  
**Elder Law**  
**Advisory:** LAW C100 or C142  
 Substantive and procedural law and federal, state, and administrative regulations, as they pertain to the senior population, including Social Security, Medicare, Medi-Cal/SSI, funding sources, pensions, residential and/or long term care, and applicable probate statutes. Transfer Credit: CSU

**LAW C150** **3.0 Units**  
**Corporate/Business Organizations**  
**Advisory:** LAW C100 and C128  
 Introduction to the formation, maintenance and dissolution of corporations (C and S, professional, and non-profit), partnerships, sole proprietorships, limited liability companies (federal and state), securities regulations; including corporate reorganizations, stock and asset sales, mergers and consolidations and the simple sale of small business. Transfer Credit: CSU

**LAW C152 3.0 Units****Conflict Analysis and Resolution****Advisory: LAW C100**

This course introduces the student to the basic skills needed to begin evaluating client needs regarding the use of alternative solutions to resolving conflicts and explore the changing climate of litigation-oriented practices, including ethical considerations. Transfer Credit: CSU

**LAW C155 3.0 Units****Bankruptcy Law and Procedures****Advisory: LAW C100 or C127 and C105**

An overview of federal bankruptcy law and procedures for the paralegal; introduction to the functions and working of bankruptcy court, the United States Trustee and bankruptcy counsel, examination of Chapters 7, 11, 13, schedules preparation, creditor representation, and bankruptcy research. Transfer Credit: CSU

**LAW C158 3.0 Units****Intellectual Property****Advisory: LAW C100 and C105**

A study of the requirements and procedures for obtaining and maintaining patent, trademark, copyright protection, and trade secret under the laws of the United States and foreign laws, including regulations, formulate search requests, preparation of applications, forms and documents, maintenance of records and protection of information through litigation or licensing. Transfer Credit: CSU

**LAW C160 1.5 Units****Civil Trial and Evidence****Advisory: LAW C105 and C120**

Basic principles of preparing a civil case for trial, including preparation of a trial notebook, pre-trial and post-trial motions, jury instructions, verdicts, judgments, and the principles of evidence and its preparation for presentation in court. Transfer Credit: CSU

**LAW C161 3.0 Units****Tort Law****Advisory: LAW C100, C105, and C127**

The substantive and procedural law of tort law principles in intentional tort, negligence, and strict liability in tort in a study and instruction developed for paralegals. Transfer Credit: CSU

**LAW C164 3.0 Units****Contract Law****Advisory: LAW C100 and C128**

The substantive and procedural law of contracts [transactional and litigation] in a study and instruction developed for paralegals. Transfer Credit: CSU

**LAW C170 3.0 Units****Computer Applications for the Paralegal****Advisory: LAW C100 and keyboarding skills at 30 words per minute.**

This course is designed to acquaint paralegals with basic computer use, including software programs utilized by attorneys (word processing, spreadsheets, and document databases), law-related public databases, non-law public databases, systems management, research, time and billing, and other applications. Transfer Credit: CSU

**LAW C281 1.0 Units****Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. This course may be taken four times. Transfer Credit: CSU

**LAW C282 2.0 Units****Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. This course may be taken four times. Transfer Credit: CSU

**LAW C283 3.0 Units****Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. This course may be taken four times. Transfer Credit: CSU

**LAW C284 4.0 Units****Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. This course may be taken four times. Transfer Credit: CSU

**LAW C390 2.0 Units****Legal Clinic Practicum/Ethics****Advisory: LAW C100 and C127**

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 two times.

**PHILOSOPHY****PHILOSOPHY C100 3.0 Units****Introduction to Philosophy**

This course provides an introduction to the main ideas, methods, and problems of philosophy. Topics include the nature of philosophy and reality, questions of human nature and free will, relationship between mind and body, the question of God, sources of knowledge, and personal and social ethics. Multicultural and feminist issues are woven into traditional Western material, including contributions from India (Hinduism and Buddhism), China (Confucianism), Japan (Zen Buddhism), and Native American philosophy, among others. Transfer Credit: CSU; UC

**PHILOSOPHY C113 3.0 Units****Philosophical Approaches to Sustainability**

A philosophical course focusing upon global environmental issues such as scarcity of resources, world hunger, animal welfare, conservation, and preservation. Transfer Credit: CSU; UC

**PHILOSOPHY C115 3.0 Units****Logic and Critical Thinking**

Introduction to thinking logically and critically. It will cover the concepts of persuasion, argument, and semantic and logical consistency. It will identify deductive and inductive proofs through categorical and sentential logic. It will address the accurate use of language, both meaning and structure. It will evaluate the effects of advertising, politics, religion, the news media, and textbook creation. It will address the critical thinking issues in such world effecting aspects as philosophies, religions, cultural influences, and history. It will explore the gulf between theory and practice. Transfer Credit: CSU; UC

**PHILOSOPHY C120 3.0 Units****Ethics**

A comprehensive look at major ethical and moral issues of today. Transfer Credit: CSU; UC

**PHILOSOPHY C140 3.0 Units****Organizational Ethics**

The elements of moral ethical reasoning appropriate to individuals in organizations in all fields, including business, finance, law, engineering, government, media, social services, scientific research, medicine and neonatal units, and the environment. The focus is on the ethical and social responsibilities of professionals, wherever employed. Transfer Credit: CSU; UC

**PHOTOGRAPHY****PHOTOGRAPHY C108 1.0 Unit****Digital Photography for Travelers**

Introductory course in shooting techniques and photographic management methods necessary for successful travel photography. Basic skills such as shooting night scenes and scenic panoramas, and using professional effects to take more accomplished interior and exterior photographs will be covered. Includes brief history of the digital camera and discussion of some basic computer, printer, or publishing output options as well as suggestions for simple image manipulation. Student shall provide own digital camera. This course may be taken four times. Transfer Credit: CSU

**PHYSICAL EDUCATION****PHYSICAL EDUCATION C101 1.0 Unit****Personal Fitness and Wellness**

Individualized program of exercise, fitness, stress control and body weight control to improve muscle strength, endurance, flexibility, and overall physical fitness to achieve and maintain a healthy lifestyle. Transfer Credit: CSU; UC

**PHYSICAL****EDUCATION C102 0.5 - 1.0 Unit****Lifetime Fitness**

Individualized program for adults to achieve and maintain physical fitness. This course may be taken four times. Transfer Credit: CSU; UC See counselor.

**PHYSICAL****EDUCATION C115 0.5 - 1.0 Unit****Tai Chi Beginning**

A focus on movement, balance, and concentration for greater health and well-being. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL****EDUCATION C116 0.5 - 1.0 Unit****Tai Chi Intermediate****Advisory: PE C115**

An intermediate level of Tai Chi skills including movement, balance, and concentration. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL****EDUCATION C118A 0.5 - 1.5 Units****Introduction to Yoga 1**

An overview course in yoga, the integrated study of health and movement. It includes breathing techniques, yoga postures, meditation, and relaxation. Emphasis is on practicing the principles of breathing and deep relaxation to reduce stress as well as practicing the postures to improve flexibility, balance, and strength. The first segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL****EDUCATION C118B 0.5 - 1.5 Units****Introduction to Yoga 2**

An overview of yoga, which is an integrated study of health. It includes breathing techniques, yoga postures, meditation, and relaxation. Emphasis is on practicing the principles of breathing and deep relaxation to reduce stress as well as practicing the postures to improve flexibility, balance, and strength. The second segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL****EDUCATION C119A 0.5 - 1.5 Units****Hatha Yoga 1**

Designed to teach a variety of yoga postures. Breathing, concentration/meditation and relaxation techniques will be presented as a method of personal development encompassing body, mind, and spirit. The first segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC credit limitations.

**PHYSICAL****EDUCATION C119B 0.5 - 1.5 Units****Hatha Yoga 2**

Designed to reach a variety of beginning and intermediate yoga postures. Breathing, concentration/meditation and relaxation techniques will be presented as a method of personal development encompassing body, mind, and spirit. This course may be taken four times. Transfer Credit: CSU; UC credit limitations.

**PHYSICAL****EDUCATION C121A 0.5 - 1.5 Units****Power Yoga 1**

Power Yoga is an ancient Eastern practice, connecting movement using mind, body, and breathing practice. The course focuses on dynamic movement to keep the body strong, flexible, and relaxed. The first segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL****EDUCATION C121B 0.5 - 1.5 Units****Power Yoga 2**

Power Yoga is an ancient Eastern practice, connecting movement using mind, body and breathing practice. The course focuses on dynamic movement to keep the body strong, flexible and relaxed. The second segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC credit limitations. See counselor.

**PHYSICAL****EDUCATION C126A 0.5 - 1.5 Units****Relaxation Movements 1**

The students will participate in a variety of techniques from various Eastern healing traditions which can include Hatha Yoga, Qigong, Taiji (Tai Chi) that are designed to improve quality of life on all levels-physical, emotional, and spiritual. Breathing, concentration/meditation, self-massage, gentle flowing movement, strengthening poses, and relaxation techniques will be presented. The first segment of a two-part course and may be taken four times. Transfer Credit: CSU; UC

**PHYSICAL****EDUCATION C126B 0.5 - 1.5 Units****Relaxation Movements 2**

The students will participate in a variety of techniques from various Eastern healing traditions which can include Hatha Yoga, Qigong, Taiji (Tai Chi) that are designed to improve quality of life on all levels-physical, emotional, and spiritual. Breathing, concentration/meditation, self-massage, gentle flowing movement, strengthening poses, and relaxation techniques will be presented. The second segment of a two-part course. This course may be taken four times. Transfer Credit: CSU; UC

**PHYSICAL****EDUCATION C169A 0.5 - 1.5 Unit****Self-Defense Arts**

The first segment of a two-part course. The student will participate in and sample a variety of techniques from various Martial Arts, which can include Aikido, Judo, Karate, and Hawaiian Lua that are designed to increase self-awareness, confidence, and assertiveness when faced with a physical confrontation. The Laws of Self-Defense will also be covered in the course. This course may be taken four times. Transfer Credit: CSU

**PHYSICAL****EDUCATION C169B 0.5 - 1.5 Unit****Self-Defense Arts Part 2**

The second segment of a two-part course. The student will participate in and sample a variety of techniques from various Martial Arts, which can include Aikido, Judo, Jujitsu, Karate, and Hawaiian Lua, that are designed to increase self-awareness, confidence, and assertiveness when faced with a physical confrontation. The Laws of Self-Defense will also be covered in the course. This course may be taken four times. Transfer Credit: CSU

**PHYSICAL EDUCATION C190 3.0 Units****Physiology of Exercise**

This course is designed for the student who has an interest in health, wellness, fitness, or sports, or who is planning a career in the fitness industry. This course will cover the basic principles and functions of the three main systems of the body: cardiovascular-respiratory system, metabolic system, and neuromuscular system. Emphasis will be placed on the body's response to exercise conditioning. Transfer credit CSU, UC

**PHYSICAL EDUCATION C190L 1.0 Unit****Physiology of Exercise Lab****Advisory: PE C190**

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 of exercise physiology. Students will demonstrate an understanding of the scientific processes of neurological, cardiovascular, respiratory, muscular, and metabolic systems. Transfer Credit: CSU

## PHYSICS

### PHYSICS C110 3.0 Units

#### Conceptual Physics

**Advisory:** MATH C010 and C020

Discusses the fundamental laws of nature: mechanics, Newton's Laws, energy, momentum, rotational dynamics, gravity, properties of 3 states of matter, heat and thermodynamics, harmonic motion, waves, and sound. Other topics will be selected from electricity and magnetism, light, and modern physics. Transfer Credit: CSU; UC

### PHYSICS C110L 1.0 Unit

(Formerly Physics C111)

#### Conceptual Physics Lab

**Prerequisite:** PHYS C110 or concurrent enrollment.

**Advisory:** MATH C010 and C020

Introductory Physics Laboratory to complement PHYS C110. This course utilizes lectures and demonstrations to present various principles of physics in a non-mathematical manner as discussed in PHYS C110. Transfer Credit: CSU; UC

### PHYSICS C120 4.0 Units

#### Algebra Based Physics: Mech

**Corequisite:** MATH C120 or achieving qualifying score on Math Placement Test.

**Advisory:** PHYS C110 or concurrent enrollment.

The course covers mechanics, heat, and sound. 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 liberal arts elective. Transfer Credit: CSU

### PHYSICS C125 4.0 Units

#### Algebra Based Physics: Elec/Mag

**Prerequisite:** PHYS C120

The course covers electricity, magnetism, light/optics and modern physics. It satisfies the physics requirement of biological science programs and technical programs, except physics, chemistry, or engineering. It satisfies requirements as liberal arts elective. Transfer Credit: CSU; UC

### PHYSICS C185 4.0 Units

#### Calculus Based Physics: Mech

**Prerequisite:** MATH C180

**Advisory:** MATH C185, PHYS C110

The course covers mechanics, heat and sound. Topics include kinematics and dynamics in one and two-dimensions, Newton's Laws of Motion, Energy and Momentum, conservation principles, rotational motions, elasticity, Hook's Law, simple harmonic motion, wave behavior, interference and standing waves, properties of fluids, Pascal's principle and Bernoulli's principle, temperature, heat, calorimetry, the Gas Laws, and the Laws of Thermodynamics. Transfer Credit: CSU

### PHYSICS C280 4.0 Units

#### Calculus Based Physics: Electricity and Magnetism

**Prerequisite:** PHYS C185 and MATH C185.

The course covers electricity and magnetism. Topics include electric fields, Gauss's Law, electric potential, capacitance and dielectrics, current and resistance, direct current circuits, magnetic fields, sources of the magnetic fields, Faraday's Law, inductance, alternating current circuits, and electromagnetic waves. Lecture and Lab. Transfer Credit: CSU

### PHYSICS C285 4.0 Units

#### General Physics: Light and Modern Physics

**Prerequisite:** MATH C185 and PHYS C185 or C280.

The course covers light, optics, and modern physics. Topics include nature of light and laws of geometric optics, image formation, and interference of light waves, diffraction patterns and polarization, relativity, introduction to quantum physics, quantum mechanics, atomic physics, molecules, and solids. Transfer Credit: CSU

## POLITICAL SCIENCE

### POLITICAL SCIENCE C101 3.0 Units

(Formerly Political Science C110)

#### Survey of Current Issues

**Advisory:** Read the U.S. Constitution prior.

An analysis of crucial current political issues in American society and the world. This course will focus on defining key problems facing modern society and potential resolutions. Students will learn how to evaluate contemporary issues in an informed manner and construct arguments based upon reliable data and appropriate political science theory. Transfer Credit: CSU; UC

### POLITICAL SCIENCE C140 3.0 Units

#### Politics of the Middle East

An introduction to the principles and problems of government, with particular attention to the American political system at all levels. Emphasis is on the human factor in politics and the realities of government at work. This course satisfies the state college requirement on the Constitution of the United States and California State and local government. Transfer Credit: CSU; UC

### POLITICAL SCIENCE C180 3.0 Units

(Formerly Political Science C100)

#### 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

### POLITICAL SCIENCE C185 3.0 Units

(Formerly Political Science C130)

#### Comparative Politics

This class provides a comparative analysis of governments in various regions of the world, including Latin America, Asia, Europe, Africa, and the Middle East by examining the differences in the structures and functions of major political systems, including democratic, communistic, and monarchical types of governance. Transfer Credit: CSU; UC

## PROCESS TECHNOLOGY

### PROCESS

### TECHNOLOGY C110 3.0 Units

#### Introduction to Process Technology

Introduction to Process Technology provides an overview of various process industries (oil and gas, chemical, mining, power generation, pulp and paper, water and waste water treatment, food and beverage, and pharmaceutical), basic chemistry, basic physics, safety, health, environment and security, quality, teams, process drawings, and process equipment. Transfer Credit: CSU

### PROCESS

### TECHNOLOGY C111 3.0 Units

#### Health, Safety, and Environment

**Advisory:** PTEC C110

The purpose of this course is to provide an introduction into the field of Safety, Health, and Environment within the process industry. Within this course, students will be introduced to various types of plant hazards, safety and environmental systems, equipment, and regulations under which plants are governed. Transfer Credit: CSU

### PROCESS

### TECHNOLOGY C112 1.5 Units

#### Quality Management

The purpose of this course is to provide an introduction to the field of Quality within the process industry. Within this course students will be introduced to many process industry-related quality concepts, including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC). Transfer Credit: CSU

### PROCESS

### TECHNOLOGY C113 3.0 Units

#### Process Technology I: Equipment

**Advisory:** PTEC C110

The purpose of this course is to provide an introduction to the field of equipment within the process industry. Within this course, students will be introduced to many process industry-related equipment concepts including purpose, components, operation, and the Process technician's role for operating and troubleshooting the equipment. Transfer Credit: CSU

**PROCESS****TECHNOLOGY C114** 3.0 Units**Process Technology II: Systems****Advisory: PTEC C113**

The purpose of this course is to study the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems, describe the purpose and function of specific process systems, explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Transfer Credit: CSU

**PROCESS****TECHNOLOGY C115** 3.0 Units**Process Control III: Operations****Advisory: PTEC C114**

The purpose of this course is to provide an introduction to the field of operations within the process industry. Within this course, students will use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit. Students study concepts related to commission, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Transfer Credit: CSU

**PROCESS****TECHNOLOGY C116** 3.0 Units**Instrumentation I****Advisory: PTEC C115**

The purpose of this course is to study the interrelation of instrumentation used in the petrochemical and refining industries. Students will be able to identify instrumentation loops and explain how industrial processes are controlled by instruments and loops. Transfer Credit: CSU

**PROCESS****TECHNOLOGY C117** 3.0 Units**Instrumentation II****Advisory: PTEC C116**

The purpose of this course is to study the advanced instrumentation used in the petrochemical and refining industries. Students will be able to select instrumentation loops and describe industrial processes controls. Transfer Credit: CSU

**PROCESS****TECHNOLOGY C281** 1.0 Unit**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Process Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Process Technology. This course may be taken four times. Transfer Credit: CSU

**PROCESS****TECHNOLOGY C282** 2.0 Units**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Process Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Process Technology. This course may be taken four times. Transfer Credit: CSU

**PROCESS****TECHNOLOGY C283** 3.0 Units**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Process Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Process Technology. This course may be taken four times. Transfer Credit: CSU

**PROCESS****TECHNOLOGY C284** 4.0 Units**Work Based Learning**

**Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

To enhance each Work Based Learning participant's opportunity for success in the field of Process Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Process Technology. This course may be taken four times. Transfer Credit: CSU

**PSYCHOLOGY****PSYCHOLOGY C100** 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, perception, motivation, learning and memory, maturation and development, personality, and social psychology. Transfer Credit: CSU; UC

**PSYCHOLOGY C104** 3.0 Units**Drama Therapy: For Clinical and Personal Application**

This class serves as an introduction to drama therapy. It will expose students to the theory of drama therapy, its evolution as a profession, its roots in both theater and psychology, as well as providing students experiential learning about its application in both clinical and everyday situations. Transfer Credit: CSU

**PSYCHOLOGY C116** 3.0 Units**(Formerly Psychology C115)****Child Growth and Development**

Examination of human development from conception through adolescence. Includes the biological, psychological, and socio-cultural aspects of the maturation process. Letter Grade Only. Transfer Credit: CSU

**PSYCHOLOGY C118** 3.0 Units**Life Span Development Psychology**

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 C130** 3.0 Units**Health Psychology**

Research and theory about the biological, social, and psychological approaches to the study of health and illness. Individual difference variables will be examined. Topics include genes and environment, cancer, cardiovascular disease and diabetes, HIV and AIDS, stress, pain, substance abuse, nutrition, health care settings, and analysis of applications of psychology to preventing, counseling, and treating of major health problems. Transfer Credit: CSU; UC

**PSYCHOLOGY C151** 2.0 Units**Parent Education: Toddler****Advisory: Proof of child's age.**

Parent and toddler interactive activities and parent lecture/discussion, emphasizing positive guidance techniques, toddler growth and development, sleep, health, nutrition, safety, toileting concerns, and issues for both younger and older toddlers (from walking to 24 months). This course may be taken four times. Transfer Credit: CSU

**PSYCHOLOGY C152** 3.0 Units**Parent Education: Two-Year-Old****Advisory: Proof of child's age.**

Parent and child interactive activities and parent lecture/discussion, emphasizing positive guidance techniques, two-year-old growth and development, sleep, health, nutrition, safety, toileting concerns, and issues for two year olds (24 months to 36 months). This course may be taken four times. Transfer Credit: CSU

**PSYCHOLOGY C153 3.0 Units****Parent Education: Preschool****Advisory: Proof of child's age.**

Lecture/discussion/observation activities for parents of preschool aged children 2 years 6 months to 5 years 6 months. Preschoolers attend with parents and participate in music, art, and other preschool activities. Parents study growth and development and positive guidance techniques. Topics include cognitive, physical, social and emotional development, as well as other current topics. This course may be taken four times. Transfers to CSU under E category. Transfer Credit: CSU

**PSYCHOLOGY C165 3.0 Units****(Formerly Psychology C148)****Principles of Human Sexuality 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 C170 3.0 Units****Psychology of Aging****Advisory: SOC C120**

Investigates the lifespan of adults - career choices and changes, marriage, relationships, family issues, aging parents, and retirement. Opportunities and challenges for retirees and the elderly to explore the potential for longer, healthier lives. Transfer Credit: CSU; UC credit limitations. See counselor.

**PSYCHOLOGY C250 3.0 Units****Psychobiology****Prerequisite: PSYC C100**

This course will provide an introduction to how the brain and nervous system influence our thinking and behavior. Students will examine neuroanatomy of the brain, the neuron, the peripheral and central nervous systems, and the endocrine system. Students will study the five major senses, perception, and higher cognitive processes. Students will understand how these nervous system components contribute to basic biological functions (e.g., sleep, wakefulness, and drive states), feelings, memory, movement, language, thinking, and behavioral actions. Transfer Credit: CSU; UC

**PSYCHOLOGY C255 3.0 Units****(Formerly Psychology C120)****Abnormal Psychology****Prerequisite: PSYC C100**

An introduction to emotional and mental disorders from a biological, socio-cultural, and psychological approach. The course covers the field's historical approaches and the range of psychological disorders as well as their symptoms, treatment, and the prevention of mental problems. Transfer Credit: CSU; UC

**PSYCHOLOGY C260 3.0 Units****Social Psychology**

The scientific study of the influence of the group on an individual's mental processes and behavior. Topics include self-perceptions, attitudes and behavior, group influence and persuasion, attraction and relationships, stereotypes, prejudice, discrimination, aggression, belonging, helping, and the application of social psychology to law, health, and business. Transfer Credit: CSU

**PSYCHOLOGY C280 4.0 Units****Introduction to Research Methods in Psychology****Prerequisite: PSYC C100 and MATH C160 or concurrent enrollment in MATH C160****Advisory: ENGL C100**

This course introduces to students psychological research methods and critical analysis techniques that may be applied to diverse research studies and issues. Transfer Credit: CSU; UC

**PURCHASING****(SEE SUPPLY MANAGEMENT)****REAL ESTATE****REAL ESTATE C100 3.0 Units****Real Estate Principles**

Introductory course to real estate. Topics covered include contracts, manner of holding title to real property, escrow, basic appraisal understanding, marketing, financing, property management, and many other topics. This course is one of three required for the State of California Real Estate license exams. Transfer Credit: CSU

**REAL ESTATE C105 3.0 Units****California Mortgage Loan Brokering and Lending****Advisory: RE C100**

Introduces student to Mortgage Brokering operations including office setup, loan processing by computer, lending regulations, types of loans, A to D paper, loan submission, quality control, FICO credit scoring, and loan packaging and shipping. Transfer Credit: CSU

**REAL ESTATE C110 3.0 Units****Real Estate Legal Aspects****Advisory: RE C100**

The legal aspects of real estate law as encountered by brokers and others who deal with real property. Includes escrows, sales contracts, trust deeds, landlord-tenant, liens, probate sales, joint tenancy, and others. Transfer Credit: CSU

**REAL ESTATE C120 3.0 Units****Real Estate Practice**

Introduction to the day-to-day activities performed by a licensed real estate salesperson. Students will examine various methods of prospecting for buyers and sellers, disclosure requirements, types of financing available. One of three required courses for the State of California Real Estate exams. Transfer Credit: CSU

**REAL ESTATE C125 1.5 Units****Real Estate Development Management****Advisory: RE C100 strongly recommended.**

Designed for brokers, salesmen, building designers, and architects to understand development potentials for residential, commercial, or industrial properties as well as constraints in compliance with state and local land use regulations. The emphasis will be on proper planning and determination of development potentials. Transfer Credit: CSU

**REAL ESTATE C130 3.0 Units****Real Estate Appraisal 1****Advisory: RE C100**

Basic principles and methods of appraisal generally used in establishing the market value of real estate, along with the knowledge and skills necessary for application and interpretation of basic entry-level appraisals. Time will be devoted to discussion and reference to the Uniform Standards of Professional Appraisal Practice (USPAP) Transfer Credit: CSU

**REAL ESTATE C135 3.0 Units****Real Estate Appraisal II****Advisory: RE C130**

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 C140 3.0 Units****Real Estate Finance**

Students will learn the sources of funding for real estate loans including terminology, appraisal for real estate, and math for real estate as well as appropriate economic and legal terms. Included are open-end trust deeds, ARM loans, conventional, VA, FHA loans, point's 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 C160 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 C165 1.5 Units****Computer Skills for Real Estate****Advisory: RE C100 or permission of instructor**

Students will apply computers and software to access information on sales, listings, MLS, financial analysis, financing, presentations and marketing. Transfer Credit: CSU

**REAL ESTATE C281** 1.0 Unit**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Real Estate for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of 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. This course may be taken four times. Transfer Credit: CSU

**REAL ESTATE C282** 2.0 Unit**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Real Estate for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of 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. This course may be taken four times. Transfer Credit: CSU

**REAL ESTATE C283** 3.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Real Estate for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of 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. This course may be taken four times. Transfer Credit: CSU

**REAL ESTATE C284** 4.0 Units**Work Based Learning**

**Prerequisite:** Be employed or volunteer in a field related to Real Estate for 5 hours per week per 1.0 unit of Work Based Learning.

**Corequisite:** Be enrolled in a total of 7.0 units including Work Based Learning.

To enhance each Work Based Learning participant's opportunity for success in the field of 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. This course may be taken four times. Transfer Credit: CSU

**REAL ESTATE C352** 3.0 Units**Real Estate Loan Processing**

**Advisory:** RE C100

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. Transfer Credit: CSU

**REAL ESTATE C356** 3.0 Units**Real Estate Loan Underwriting**

**Advisory:** RE C140 and C352

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. Transfer Credit: CSU

**SOCIOLOGY****SOCIOLOGY C100** 3.0 Units**Introduction to Sociology**

An introduction to the scientific study of human society and social behavior, including the analysis of social interrelationships and human group organizations, culture, social differentiation, and social institutions. Transfer Credit: CSU; UC

**SOCIOLOGY C110** 3.0 Units**Introduction to Marriage and Family**

A study of the family as a social institution. Examines the process of family development including dating, courtship, engagement, mate selection, marriage, parenthood, and divorce. Crises and challenges facing families today will be examined from a sociological perspective. Transfer Credit: CSU

**SOCIOLOGY C120** 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.

**SOCIOLOGY C130** 3.0 Units**Globalization and Social Change**

This course evaluates the social, cultural, economic, political, and environmental changes brought about by globalization. The course will deal with issues such as outsourcing, immigration, economic development, and terrorism. The arguments and theories for and against globalization will be studied in depth and supplemented with empirical examples. Students will learn to understand how globalization is impacting their country, community, and ultimately themselves. Transfer Credit: CSU

**SOCIOLOGY C185** 3.0 Units**Analysis of Social Problems**

An analysis of contemporary social problems. Topics include global ecology, political economy, sexual behavior, drug use, racism, sexism, ageism, education, environment, health issues, crime, and violence. Transfer Credit: CSU

**SPANISH****SPANISH C055** 3.0 Units**Spanish for Health Personnel 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 C056** 3.0 Units**Spanish for Health Personnel 2**

**Prerequisite:** SPAN C055

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 C060** 2.0 Units**Beginning Practical Spanish**

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 C061** 3.0 Units**Continuing Practical Spanish**

**Prerequisite:** SPAN C060

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 C160** 5.0 Units

(Formerly Spanish C260)

**Spanish for Spanish Speakers 1**

SPAN C160 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. The course is conducted primarily in Spanish. Transfer Credit: CSU; UC

**SPANISH C160A** 2.5 Units

(Formerly Spanish C260A)

**Spanish for Spanish Speakers 1A**

SPAN C160A is the first part of SPAN C160. It is designed to enrich the communication skills of the Spanish-English bilingual student. The course focuses instruction on improving the communication skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition. The course explores Hispanic culture through readings, plays, and film. Transfer Credit: CSU; UC



<p><b>SPANISH C160B</b> <b>2.5 Units</b>  <b>(Formerly Spanish C260B)</b>  <b>Spanish for Spanish Speakers 1B</b>  <b>Prerequisite: SPAN C160A</b>  SPAN C160B is the second part of SPAN C160. It reviews and expands the communication skills of Spanish-English bilingual students. The course focuses instruction on improving the communication skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition. The course explores Hispanic culture through readings, plays, and film. The course is conducted mainly in Spanish. Transfer Credit: CSU; UC</p>	<p><b>SPANISH C176</b> <b>1.0 Unit</b>  <b>Beginning Conversational Spanish 1</b>  <b>Prerequisite: SPAN C180 or SPAN C180B</b>  Basic communication skills with emphasis on oral communication and pronunciation. This course is designed to develop the student's ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, the internet, and selected texts. Grammar is taught only as it will facilitate conversation. Transfer Credit: CSU. See counselor.</p>	<p><b>SPANISH C180A</b> <b>2.5 Units</b>  <b>Elementary Spanish 1A</b>  <b>Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185.</b>  This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as customs and cultures of the Spanish-speaking world. SPAN C180A is equal to the first half of SPAN C180. SPAN C180A and C180B are equivalent to SPAN C180. Transfer Credit: CSU; UC credit limitations. See counselor.</p>
<p><b>SPANISH C165</b> <b>5.0 Units</b>  <b>(Formerly Spanish C265)</b>  <b>Spanish for Spanish Speakers 2</b>  <b>Prerequisite: SPAN C160 or C160B</b>  SPAN C165 is the continuation of SPAN C160. 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.</p>	<p><b>SPANISH C177</b> <b>1.0 Unit</b>  <b>Beginning Conversational Spanish 2</b>  <b>Prerequisite: SPAN C180 or SPAN C180B</b>  Students will continue to develop basic oral skills speaking in Spanish during guided conversations with other classmates. This course is designed to develop the student's ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, the internet, and selected texts. Grammar is taught only as it will facilitate conversation. Transfer Credit: CSU. See counselor.</p>	<p><b>SPANISH C180B</b> <b>2.5 Units</b>  <b>Elementary Spanish 1B</b>  <b>Prerequisite: SPAN C180A</b>  This course reviews and expands the student's ability to comprehend and converse in daily spoken Spanish. There is increased emphasis on reading and writing. An introduction to Hispanic culture is continued. SPAN C180B is equal to the second half of SPAN C180. Transfer Credit: CSU; UC credit limitations. See counselor.</p>
<p><b>SPANISH C165A</b> <b>2.5 Units</b>  <b>(Formerly Spanish C265A)</b>  <b>Spanish for Spanish Speakers 2A</b>  Prerequisite: SPAN C160 or 160B  SPAN C165A is equal to the first half of SPAN C165. 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.</p>	<p><b>SPANISH C178</b> <b>1.0 Unit</b>  <b>Intermediate Conversational Spanish 1</b>  <b>Prerequisite: SPAN C180 or SPAN C180B</b>  Students will continue to develop basic oral skills by speaking in Spanish during guided conversations with other classmates and the instructor. This course is designed to develop the student's ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, the internet, and selected texts. Grammar is taught only as it will facilitate conversation. Transfer Credit: CSU. See counselor.</p>	<p><b>SPANISH C185</b> <b>5.0 Units</b>  <b>Elementary Spanish 2</b>  <b>Prerequisite: SPAN C180, C180B, or completion of two years of high school Spanish with a grade of "C" or better.</b>  This course is a continuation of SPAN C180 or C180B and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. Spanish 185A and 185B are equivalent to Spanish 185. Transfer Credit: CSU; UC credit limitations. See counselor.</p>
<p><b>SPANISH C165B</b> <b>2.5 Units</b>  <b>(Formerly Spanish C265B)</b>  <b>Spanish for Spanish Speakers 2B</b>  <b>Prerequisite: SPAN C165A</b>  SPAN C165B is the continuation of SPAN C165A. 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.</p>	<p><b>SPANISH C179</b> <b>1.0 Unit</b>  <b>Intermediate Conversational Spanish 2</b>  <b>Prerequisite: SPAN C180 or SPAN C180B</b>  Students will continue to develop basic oral skills by speaking in Spanish during guided conversations with other classmates and the instructor. This course is designed to develop the student's ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, the internet, and selected texts. Grammar is taught only as it will facilitate conversation. Transfer Credit: CSU. See counselor.</p>	<p><b>SPANISH C185A</b> <b>2.5 Units</b>  <b>Elementary Spanish 2A</b>  <b>Prerequisite: SPAN C180, C180B, or completion of two years of high school Spanish with a grade of "C" or better.</b>  This course is a continuation of SPAN C180 or C180B and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with selected reading materials and discussion. Spanish 185A and 185B are equivalent to Spanish 185. Transfer Credit: CSU; UC credit limitations. See counselor.</p>
	<p><b>SPANISH C180</b> <b>5.0 Units</b>  <b>Elementary Spanish 1</b>  <b>Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185 or C185A.</b>  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.</p>	

**SPANISH C185B 2.5 Units****Elementary Spanish 2B**  
**Prerequisite: SPAN C185A**

This course is a continuation of SPAN C185A and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. SPAN C185B is equal to the second half of SPAN C185. SPAN C185A and C185B are equivalent to SPAN C185. Transfer Credit: CSU; UC credit limitations. See counselor.

**SPANISH C186 1.0 Unit**  
**Spanish Topics****Advisory: SPAN C185, C185A and C185B**

An intermediate conversational Spanish course using selected readings and activities as vehicles for discussion. Students will be encouraged to enlarge their vocabulary and ability to speak and write in a spontaneous manner, using various verb tenses. Transfer Credit: CSU

**SPANISH C280 4.0 Units**  
**Intermediate Spanish 1****Prerequisite: SPAN C185 or C185B**

This course is a continuation of SPAN C185 or C185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary, and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. Transfer Credit: CSU; UC credit limitations. See counselor.

**SPANISH C280A 2.0 Units**  
**Intermediate Spanish 1A****Prerequisite: SPAN C185 or C185B**

This course is a continuation of SPAN C185 or C185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third-semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. SPAN C280A is equal to the first half of SPAN C280. Span C280A and C280B are equivalent to SPAN C280. Transfer Credit: CSU; UC credit limitations. See counselor.

**SPANISH C280B 2.0 Units****Intermediate Spanish 1B**  
**Prerequisite: SPAN C280A**

This course is a continuation of SPAN C280A and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. SPAN C280B is equal to the second half of SPAN C280. SPAN C280A and C280B are equivalent to SPAN C280. Transfer Credit: CSU; UC credit limitations. See counselor.

**SPANISH C285 4.0 Units**  
**Intermediate Spanish 2****Prerequisite: SPAN C280 or C280B**

Continuation of SPAN C280 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.

**SPANISH C285A 2.0 Units**  
**Intermediate Spanish 2A****Prerequisite: SPAN C280 or C280B**

Continuation of SPAN C280 or C280B. Designed to further develop student's ability to comprehend, converse, read and write in Spanish at the fourth-semester level. Discussion of literature and culture through selected readings. Transfer Credit: CSU credit limitations; UC credit limitations. See counselor.

**SPANISH C285B 2.0 Units**  
**Intermediate Spanish 2B****Prerequisite: SPAN C285A**

Continuation of SPAN C285A. Designed to further develop student's ability to comprehend, converse, read and write in Spanish at the fourth-semester level. Discussion of literature and culture through selected readings. Transfer Credit: CSU credit limitations; UC credit limitations. See counselor.

**SPECIAL EDUCATION****SPECIAL EDUCATION C007 1.5 Units****Post-Concussion Cognitive Retraining****Prerequisite: Acceptance into ABI Program and completion of SPED C470.****Advisory: Individual should be currently employed or attending school full-time.**

Cognitive retraining designed for individuals who have sustained a mild brain injury at or after age 13. Course work includes emphasis on fundamental cognitive skills, critical thinking skills, memory compensation techniques, and psychosocial and transition issues. This course may be taken five times. (NOT APPLICABLE TO A.A. DEGREE)

**SPECIAL EDUCATION C055 2.0 - 3.0 Units****Cognitive Retraining for Acquired Brain Injury Survivors****Prerequisite: Acceptance into ABI program and completion of SPED C470.**

Cognitive retraining designed for individuals with acquired brain injury sustained at or after age 13. Course work includes emphasis on fundamental cognitive skills, critical thinking skills, memory compensation techniques, attention, and psychosocial and transition issues. This course may be taken twelve times. (NOT APPLICABLE TO A.A. DEGREE)

**SPECIAL EDUCATION C300 2.0 Units**  
**Strategies for Using PDAs after Brain Injury**

Survivors of brain injury and individuals who work with survivors will learn how to use a PDA (Personal Digital Assistant) to help with memory compensation, organization, and time management after a brain injury.

**SPECIAL EDUCATION C301 3.0 Units**  
**Cognitive Strategy Building**

This course is designed to help survivors of brain injury and their caretakers learn to build and apply cognitive strategies to help with adjustment to life after brain injury. Transfer Credit: CSU

**SPECIAL EDUCATION C302 3.0 Units**  
**A Guide to Brain Injury**

This course is designed to help family members of brain injured adults deal with the cognitive, physical and social changes that can be associated with life after brain injury. Transfer Credit: CSU

**SPECIAL EDUCATION C303 3.0 Units**  
**Community Re-Integration**

This course is designed to help survivors of brain injury and their caretakers learn about how to re-enter the community. Transfer Credit: CSU

**SPECIAL EDUCATION C403 0.0 Unit**  
**Oral Communication I - Beginning Communication Skills**

Designed to assist students with intellectual disabilities in acquiring and improving basic receptive and expressive language skills. Students will develop listening skills and will learn to express their needs and thoughts. Emphasis of the course will be on the functional application of communication skills in everyday life situations. This course may be taken four times.

**SPECIAL EDUCATION C404 0.0 Unit**  
**Oral Communication II - Conversational Language**

Designed to assist students with developmental delays in acquiring and improving receptive and expressive language skills. Students will develop communication skills and will learn to express their needs and thoughts. Emphasis of the course will be on the functional application of communication skills in everyday life situations. This course may be taken four times.

<p><b>SPECIAL EDUCATION C406</b>                      <b>0.0 Unit</b>  <b>Manual Communication</b>  Basic sign language for non-verbal and hearing-impaired developmentally delayed learners to acquire the ability to communicate with others. Emphasis on understanding and utilizing signs related to everyday living. Students enrolled in the course receive an individualized Student Educational Contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C413</b>                      <b>0.0 Unit</b>  <b>Functional Math</b>  Designed to assist students with developmental delays in acquiring and applying basic math skills in everyday life situations. Emphasis will be on using basic math operations, using money, and telling time. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C424</b>                      <b>0.0 Unit</b>  <b>Beginning Instrumental Music</b>  Introduction to instrumental music for students with developmental delays. Course concentrates on the utilization of a variety of melodic and percussive instruments, with an emphasis on using improvisation techniques to facilitate individual development. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.</p>
<p><b>SPECIAL EDUCATION C407</b>                      <b>0.0 Unit</b>  <b>Beginning Reading</b>  Designed to assist students with developmental delays to acquire beginning reading skills. Emphasis of the course will be on pre-reading skills, knowledge of the alphabet, phonetic pronunciation, and sight word vocabulary. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C420</b>                      <b>0.0 Unit</b>  <b>Survey of Arts/Activities</b>  An exploratory course designed for, but not limited to, students with developmental delays utilizing a variety of activities to develop knowledge and skills related to arts, crafts and collections. The course relates to arts and activities such as collecting, playing table games, and doing other activities. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C425</b>                      <b>0.0 Unit</b>  <b>Advanced Instrumental Music</b>  Advanced instrumental music for students with developmental delays. Focus is on the development of music skills for performing simple instrumental arrangements in a group format. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.</p>
<p><b>SPECIAL EDUCATION C408</b>                      <b>0.0 Unit</b>  <b>Reading and Writing Development</b>  Designed to assist students with developmental delays in acquiring basic reading and writing skills or improving their present skills. Emphasis of the course will be on reading, comprehension, communication, and the functional application of those skills in everyday situations. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C421</b>                      <b>0.0 Unit</b>  <b>Orientation to Art</b>  Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking, and ceramics for adults with developmental delays. Emphasis on use of tools and materials necessary to render finished artwork. Skills will be assessed to determine placement in more advanced art classes. Students enrolled in the course receive an individualized student educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C426</b>                      <b>0.0 Unit</b>  <b>Vocal Music</b>  Designed for students with developmental delays in acquiring skills to participate in individual and or small to large choral singing, utilizing unison and two and/or three part music as well as emphasizing voice production, tone, dictation, breath control, and posture. This course may be taken four times.</p>
<p><b>SPECIAL EDUCATION C409</b>                      <b>0.0 Unit</b>  <b>Applied Academics</b>  Designed to assist students with developmental delays in acquiring basic academic skills or improving their present skills. Emphasis of the course will be on mathematics, reading, and writing skills and the functional application of those skills in everyday life situations. Students will identify their personal academic goals, and Student Educational Contracts will be developed for students based on their goals and ability level. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C422</b>                      <b>0.0 Unit</b>  <b>Art</b>  Art class for adults with intellectual disabilities. Focus is on the development of skills related to specific art processes, e.g., fiber arts, painting/drawing, mixed media, and three-dimensional art forms and processes. Participants will be expected to utilize skills to produce one or more art projects in a chosen medium. Students receive an individualized student educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C430</b>                      <b>0.0 Unit</b>  <b>Adapted Fitness</b>  <b>Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be required from the student's physician.</b>  Group exercise course designed for students with physical limitations to increase cardiovascular health, muscular strength, improve posture, enhance range of motion and increase breath control. Focus is on functional motor control, coordination, strength, and flexibility. Special attention is given to activity programs that meet the interest and individual functional abilities of students who may not safely or successfully engage in the activities of a regular Physical Education program.</p>
<p><b>SPECIAL EDUCATION C410</b>                      <b>0.0 Unit</b>  <b>Critical Thinking</b>  Designed to assist students with disabilities in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations and environments. Emphasis on problem-solving and decision-making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C423</b>                      <b>0.0 Unit</b>  <b>Orientation to Music</b>  Introduction to vocal and instrumental music, including individual and group singing and knowledge and use of a variety of musical instruments. Skills will be assessed to determine placement in more advanced music classes. This course may be taken four times.</p>	<p><b>SPECIAL EDUCATION C431</b>                      <b>0.0 Unit</b>  <b>Adapted Balance and Mobility</b>  <b>Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be required from the student's physician.</b>  Group exercise course designed for students with physical limitations to reduce the risk of falls by using a multidimensional approach to maintain/improve balance and mobility.</p>
<p><b>SPECIAL EDUCATION C412</b>                      <b>0.0 Unit</b>  <b>Mathematical Concepts</b>  Designed to assist students with developmental delays in acquiring and applying the following number, money, time, and measurement concepts. Students and teacher will identify the student's personal academic goals, and Student Educational Plans will be developed for students based on their goals and ability level. This course may be taken four times.</p>		

**SPECIAL EDUCATION C432 0.0 Unit**

**Adapted Strength and Conditioning**

**Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be required from the student's physician.**

A course designed to meet the health related fitness needs of disabled seniors who require individualized approaches to curriculum and adapted methodologies pursuant to each student's unique needs affording goal achievement. Activities are designed and implemented to achieve improved levels in all categories of fitness: muscle strength, muscle endurance, cardio-respiratory and cardiovascular functions, anaerobic efficiency, general flexibility, and range of motion. All levels of body management, mobility/agility, and ambulation/locomotion are included. This course may be taken fifteen times.

**SPECIAL EDUCATION C433 0.0 Unit**

**Adapted Seated Fitness**

**Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be required from the student's physician.**

Group exercise course designed to meet the health related fitness needs of a student with a physical disability who is severely limited in their ability to perform fitness activities while standing and who requires adapted curriculum and methodologies. Activities are designed and implemented to achieve improved levels of fitness: muscle strength, muscle endurance, cardio-respiratory & cardiovascular functions, respiratory volumes, general flexibility & range of motion. Progressions to improve body management techniques, mobility/agility, and ambulation/locomotion are included.

**SPECIAL EDUCATION C435 0.0 Unit**

**Rhythmic Movement**

An aerobic class for special education students. Focus on utilizing movement combined with a variety of musical rhythms to facilitate and strengthen the development of coordination, mobility, spatial orientation, socialization skills, body awareness, and flexibility. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

**SPECIAL EDUCATION C436 0.0 Unit**

**Adult Fitness**

A fitness class designed for students with developmental delays. This course is designed to utilize calisthenics, jogging, exercise, race walking, and weight training to increase muscular strength and endurance, to improve posture and mobility, and to increase breath control. Exercises are tailored to the abilities of the students. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

**SPECIAL EDUCATION C437 0.0 Unit**

**Aerobics**

A fitness class for adults with developmental delays. Course designed to combine dance, stretching, movement with a variety of musical rhythms in order to increase fitness, flexibility, endurance, and coordination. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

**SPECIAL EDUCATION C438 0.0 Unit**

**Adaptive Physical Education 1**

A basic motor skills program designed for students with developmental delays. Course focuses on the development of coordination, balance, conditioning, spatial orientation, and socialization skills utilizing sequential motor exercises and elements of structured sports activities. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

**SPECIAL EDUCATION C450 0.0 Unit**

**Customs, Cultures, and Holidays**

Designed to provide the student with developmental delays an understanding of the customs and cultures of various nationalities, ethnic, and religious groups; course will utilize holidays as a focal point for exploring customs, art, music, food, and special traditions. This course may be taken four times.

**SPECIAL EDUCATION C451 0.0 Unit**

**Personal and Social Development**

Course designed to assist students with developmental delays in acquiring skills necessary to establish and maintain productive interpersonal relationships. Includes social interaction as well as basic etiquette and manners related to home, community, and vocational settings. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. This course may be taken four times.

**SPECIAL EDUCATION C452 0.0 Unit**

**Health Concepts**

Designed to provide developmentally disabled learners with information regarding general health related concepts. Emphasis of the course will be on developing self esteem and confidence in dealing with others as well as making informed choices regarding human relationships. The course will include a review of basic body structure and function, human sexuality, and reproduction, development and maintenance of good emotional habits and relationships, and how to maintain good physical health through exercise, diet, and self care. This course may be taken four times.

**SPECIAL EDUCATION C453 0.0 Unit**

**Home Economics I - Food Preparation**

Designed to assist the student with developmental delays to achieve greater independence within the home. This course emphasizes practical skills related to healthy and nutritious food preparation, including menu planning, using kitchen hygiene and safety, cooking, serving, and storing food properly. This course may be taken four times.

**SPECIAL EDUCATION C454 0.0 Unit**

**Home Economics II - Home Maintenance**

Designed to assist students with disabilities in independently caring for his/her home. This course emphasizes housekeeping skills (including cleaning and laundry skills), home repairs, safety, and home decorating. This course may be taken four times.

**SPECIAL EDUCATION C455 0.0 Unit**

**Mobility Training**

Designed to teach students with intellectual disabilities to travel within their communities with minimal dependence upon others. Simulated experiences in the classroom will be combined with training in the neighborhood and community at large. Class size will be limited, and all students will be tested for class readiness prior to enrollment. This course may be taken four times.

**SPECIAL EDUCATION C456 0.0 Unit**

**Community Resources**

This course is designed to provide the student with intellectual disabilities with skills necessary to function safely and independently within the community. The class will focus on utilizing free and low cost community resources for entertainment and knowledge. The student may also gain knowledge of community services, including fire, police, library, and other social services. This course may be taken four times.

**SPECIAL EDUCATION C457 0.0 Unit**

**Consumer Skills**

Designed to provide students with disabilities with skills necessary to function independently as a consumer; course emphasizes consumer skills related to shopping, budgeting, and banking. This course may be taken four times.

**SPECIAL EDUCATION C461 0.0 Unit**

**Vocational Preparation and Readiness**

This course is designed to prepare students with intellectual disabilities for competitive employment or volunteerism. Course will focus on activities to develop and identify vocational interests, job readiness skills, abilities and behaviors. Students will identify their personal vocational goals and Student Educational Contracts will be developed. This course may be taken two times.

**SPECIAL EDUCATION C462 0.0 Unit**

**Career Development**

**Prerequisite:** Concurrent employment, volunteer service, or training within the college or community for a minimum of for 5 hours per week.

Provides supervised career exploration opportunities and the specialized counseling and guidance support necessary to enhance the student's opportunity for on-the-job success by bridging the gap between educational theory and on-the-job practices. Emphasis on individualized performance objectives relative to the student's special needs and occupational or career goals. This course can be taken four times.

**SPECIAL EDUCATION C463 0.0 Unit****Introduction to Career Planning**

**Advisory:** Verification of disability.

Introduction to career planning for individuals with disabilities. Includes evaluation of interests, skills and abilities as they relate to career areas, and how to determine transferable skills. Emphasis will be placed on how to explore career options and develop goal setting strategies to begin making a career plan. This course may be taken four times.

**SPECIAL EDUCATION C464 0.0 Unit****Identify Career Options**

**Advisory:** Verification of disability.

Career planning for persons with disabilities. Emphasis will include investigation of various career areas and assessment of student interests, values, and strengths in relationship to career options. Students will be guided in self assessment of skills and abilities and how to utilize effective decision making strategies in career planning. Community training options will be explored. This course may be taken four times.

**SPECIAL EDUCATION C465 0.0 Unit****Job Search Strategies and Skills**

**Advisory:** Verification of disability.

Designed to teach persons with disabilities effective job search strategies. Students will learn how to develop job leads, prepare applications and resumes, contact employers, and prepare for interviews and how to follow up. Emphasis will be placed on turning "disability" into "ability" in the minds of prospective employers. This course may be taken four times.

**SPECIAL EDUCATION C470 0.0 Unit****ABI Program Pre-Admission Evaluation**

**Advisory:** Referral by Acquired Brain Injury program admission committee.

Designed for adults who have acquired brain injuries and who have been referred by Coastline's ABI Program Admissions Committee for evaluation of cognitive and psychosocial skills for consideration for admission to the ABI Program. This course may be taken two times.

**SPECIAL EDUCATION C475 0.0 Unit****ABI Cognitive Refresher Course**

**Prerequisite:** Graduation from Coastline's Acquired Brain Injury program.

This is a refresher course in cognitive skills and compensation strategies as related to job school, and home settings. The course will also teach students to self-assess job and school performance and to develop and implement plans for improving performance. This course may be taken five times.

**SPECIAL EDUCATION C480 0.0 Unit****Introduction to Computers**

An individualized course designed to introduce adults with developmental delays to computer instruction. Computer Education topics will include basic equipment operation, keyboard knowledge, and basic word processing (WP) commands. This course may be taken four times.

**SPECIAL EDUCATION C481 0.0 Unit****Introduction to Desktop Publishing**

**Advisory:** SPED C480

An individualized course designed to introduce adults with developmental 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.

**SPECIAL EDUCATION C482 0.0 Unit****Introduction to the Internet**

A slow paced introduction to the Internet primarily designed for but not limited to students with intellectual disabilities. Will familiarize students with terms, protocol, and hazards of Internet, WWW, search engines, and e-mail. Will help students find resources in the community. This course may be taken four times.

**SPEECH**

(SEE COURSES LISTED UNDER COMMUNICATION STUDIES)

**SUPPLY MANAGEMENT****SUPPLY MANAGEMENT C101 3.0 Units****Principles of Supply Chain Management**

Principles of Supply Chain Management encompass purchasing, operations, and explain logistics activities and explain how these aspects of supply chain activity are accomplished effectively and efficiently. The course follows a natural flow through the supply chain, demonstrating the practical applications of supply chain management in the workplace. Transfer Credit: CSU

**SUPPLY MANAGEMENT C102 3.0 Units****Supply Chain Operations**

Supply Chain Operations provide a strong foundation and solid understanding of key supply chain processes. Topic highlights include supply chain strategy development; process evaluation and design; and planning, control, and scheduling with a focus on value-added approaches to link suppliers, the organizations, and customers. Strategic and operational issues are covered with an emphasis on tools and techniques. Transfer Credit: CSU

**SUPPLY MANAGEMENT C104 3.0 Units****Purchasing and Procurement**

Purchasing and Procurement provides contextual insight and knowledge into the strategies, processes, and practices of purchasing. Topics include supplier integration, evaluation, cost analysis, negotiations, contracts, managing inventory and information, e-systems, sourcing, supply measurement, and evaluation. Transfer Credit: CSU

**SUPPLY MANAGEMENT C204 3.0 Units****Supply Chain Logistics Management**

Supply Chain Logistics Management provides a strategic focus that blends logistics theory with practical applications showing how all the pieces fit together. Topics include logistics management, operations, design, administration, and changes in the way business is being conducted. Emphasis is on relating current technology developments to Supply Chain Managerial concepts and logistical practices. Transfer Credit: CSU

**THEATER ARTS****THEATER ARTS C100 3.0 Units****Introduction to Theater**

A course designed for those who wish to explore the performing arts with special attention given to a survey of all the contributing elements in a production, such as, stage craft, direction, and the actor's contribution. Attendance at a live performance is mandatory at the student's expense. Transfer Credit: CSU; UC

**THEATER ARTS C101 3.0 Units****(Formerly English C164)****Introduction to History and Literature of Theater**

Designed for the General Education student, this course is an introduction to dramatic literature and an examination of the process of theater production. Included is a view of each period of dramatic literature in the context of history and mind set, the study of characterization and theme, and an examination of the creative process. Transfer Credit: CSU; UC

**THEATER ARTS C103 2.0 Units****Acting Skills for Life**

This unique hands-on interactive course incorporates the best practices from the world of theater to strengthen human interaction and leadership skills for greater success in life. Students from diverse backgrounds will benefit from this practical experience. Topics include: style and power, body language, active listening, creative collaboration, vocal essentials, and the nature of leadership. Transfer Credit: CSU; UC

**THEATER ARTS C104 3.0 Units****Drama Therapy: For Clinical and Personal Application**

This class serves as an introduction to drama therapy. It will expose students to the theory of drama therapy, its evolution as a profession, and its roots in theater and psychology, as well as providing student's experiential learning about its application in both clinical and everyday situations. Transfer Credit: CSU; UC

**THEATER ARTS C105 3.0 Units**

**Theater Games and Exercises**

A beginning class for anyone interested in drama. The course covers the basic principles and techniques of acting through the use of interactive theater games and improvisational exercises. Development of expressive freedom; creativity; relaxation; sensory awareness concentration; and the acting instruments of voice, body, and imagination will be emphasized. Minimal memorization. Transfer Credit: CSU; UC

**THEATER ARTS C106 3.0 Units**

**Acting Fundamentals**

An interactive course analyzing the art of acting, including vocal and movement exercises, character development, and examination of various acting techniques and styles. Emphasis is placed on class participation in scene work to develop a concrete understanding of the creative process. This course may be taken four times. Transfer Credit: CSU; UC

**THEATER ARTS C107 3.0 Units**

**Acting 2**

**Advisory: THEA C106**

An interactive course further developing skills addressed in THEA C106, including character development and examination of various acting techniques. Scene work and development of an audition piece will produce further familiarity with the creative process of the actor. Transfer Credit: CSU; UC

**THEATER ARTS C111 3.0 Units**

**The Show: Creating and Performing for Television and the Web**

This course introduces students to the process of creating and performing in television productions intended for distribution to television and the Internet (Web). Both sides of the camera will be experienced: acting for television as well as the process of creating and taping a television program. Skill building through hands-on experience will be emphasized. Students will learn the process of television acting, including creating a character, auditioning, and performing monologues and dialogues, as well as movement. Students will also learn the fundamentals of television show creation including camera work, audio recording, scriptwriting, producing, and directing. Finally, each student will have a hand in the creation of a television program that is uploaded to the Web. This course is designed for those interested in careers in acting and television as well as those just curious about the mysterious process of making television programs. No previous experience is required. The course may be taken three times. Transfer Credit: CSU; UC

**VIETNAMESE**

**VIETNAMESE C180 5.0 Units**

**Elementary Vietnamese 1**

**Advisory: Students who have completed two years of high school Vietnamese with a grade of "C" or better should enroll in VIET C185.**

A beginning course in speaking, understanding, reading, and writing Vietnamese; study of grammar, vocabulary and pronunciation, and of customs and culture of Vietnam. Transfer Credit: CSU; UC credit limitations. See counselor.

**VIETNAMESE C180A 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 VIET C185.**

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Vietnamese. Early reading and writing skills are introduced as well as customs and cultures of the Vietnamese-speaking world. VIET C180A is the first half of VIET C180. VIET C180A and VIET C180B are equivalent to VIET C180. Transfer Credit: CSU; UC credit limitations. See counselor.

**VIETNAMESE C180B 2.5 Units**

**Elementary Vietnamese 1B**

**Advisory: Students who have completed two years of high school Vietnamese with a grade of "C" or better should enroll in VIET C185.**

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Vietnamese. Early reading and writing skills are introduced as well as customs and cultures of the Vietnamese-speaking world. VIET C180B is the first second half of VIET C180. VIET C180A and VIET C180B are equivalent to VIET C180. Transfer Credit: CSU; UC credit limitations. See counselor.

**VIETNAMESE C185 5.0 Units**

**Elementary Vietnamese 2**

**Prerequisite: VIET C180 or C180B**

Advanced beginning course continuing VIET C180 emphasizing correct pronunciation, basic structural patterns, and extensive vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple and short supplementary readings on Vietnamese culture and civilization will be included. Transfer Credit: CSU; UC credit limitations. See counselor.

**VIETNAMESE C185A 2.5 Units**

**Elementary Vietnamese 2A**

**Prerequisite: VIET C180 or C180B**

Advanced beginning course continuing VIET C180 or C180B emphasizing correct pronunciation, basic structural patterns, and vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple supplementary readings on Vietnamese culture and civilization will be included. VIET C185A is the first half of VIET C185. VIET C185A and VIET C185B are equivalent to VIET C185. Transfer Credit: CSU; UC credit limitations. See counselor.

**VIETNAMESE C185B 2.5 Units**

**Elementary Vietnamese 2B**

**Prerequisite: VIET C185A or equivalent competency**

Advanced beginning course continuing VIET C185A emphasizing correct pronunciation, basic structural patterns, and vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple supplementary readings on Vietnamese culture and civilization will be included. VIET C185B is the second half of VIET C185. VIET C185A and VIET C185B are equivalent to VIET C185. Transfer Credit: CSU; UC credit limitations. See counselor.

**VIETNAMESE C260 4.0 Units**

**Vietnamese for Vietnamese Speakers**

**Advisory: Native or near-native fluency in Vietnamese recommended.**

VIET C260 is designed to enrich the communication skills of the Vietnamese bilingual student. The course focuses instruction on improving the communications skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building and composition. The course explores culture through readings, plays and films. Class is conducted primarily in Vietnamese. Transfer Credit: CSU

**VIETNAMESE C280 4.0 Units**

**Intermediate Vietnamese 1**

**Prerequisite: VIET C185 or C185B**

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

**VIETNAMESE C280A****2.0 Units****Intermediate Vietnamese 1A****Prerequisite: VIET C185 or C185B**

Continuation of VIET C185 or C185B. 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. VIET C280A is the first half of VIET C280. VIET C280A and VIET C280B are equal to VIET 280. Transfer Credit: CSU; UC credit limitations. See counselor.

**VIETNAMESE C280B****4.0 Units****Intermediate Vietnamese 1B****Prerequisite: VIET C280A**

Continuation of VIET C280A. VIET C280A and C280B together comprise the subject matter and academic content included in VIET C280. This course 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, 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 make language study current. Cultural and philosophical aspects of Vietnamese-speaking communities are discussed. VIET C280B is the second half of VIET C280. VIET C280A and C280B are equal to VIET C280. Transfer Credit: CSU; UC credit limitations. See counselor.

**VIETNAMESE C285****4.0 Units****Intermediate Vietnamese 2****Prerequisite: VIET C280, C280B**

VIET C285 is a continuation of VIET C280 with continuing emphasis on student's ability to comprehend and converse in daily spoken Vietnamese at the fourth semester level. The course focuses on enriching the communication skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building and composition. The course explores culture through readings, plays and film. Transfer Credit: CSU; UC

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# 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 BP 4030 as approved 02/05/03.

## Academic Honesty

Coastline Community College's institutional integrity is built in part upon the individual student's commitment to academic honesty. The College's institutional integrity is also founded upon the effective administration of academic honesty issues by the College's faculty and staff.

Coastline Community College Faculty are responsible for ensuring that the student grades are truly indicative of the student's learned knowledge as exhibited in the classroom. Student acts of academic dishonesty cause disruption of the educational process, weaken our College's institutional integrity, and present challenges for our faculty to fairly assess the student's academic performance.

Coastline Community College Faculty holds primary responsibility for ensuring that academic honesty is maintained in their classes. Individual students also share in this responsibility. Coastline students are required to refrain from all acts of academic dishonesty. The Coast Community College District's Student Code of Conduct and Disciplinary Procedures (BP-3902) apply to students whose conduct violates this academic honesty procedure.

## Procedures for Dealing with Violations of Academic Honesty

### Actions Taken by Faculty Member

Any Coastline Faculty member who has evidence that a student has committed an act of academic dishonesty, shall, 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;
- If the act of academic dishonesty results in a "F" grade or zero points being awarded to the student for that particular paper, project, or examination, and this result affects the student's overall grade in the class, then the student shall be issued the proper grade, as affected by the specific "F" or zero grade, by the faculty member.

For any incident of academic dishonesty resulting in the instructor's issuance of an "F" or zero points - the instructor shall assess the severity of the student's misconduct and determine whether the incident should be immediately

reported to the College's Student Discipline Officer (presently the Dean of Counseling, Special Programs & Services) on the "Academic Dishonesty Report" form.

### Actions by the College Administration

The sanction imposed for an act of academic dishonesty depends on the severity of the alleged improper conduct of the student. However, sanctions are generally imposed as follows:

Upon receipt of a faculty-member completed first "Academic Dishonesty Report" form concerning a student, (or) upon satisfactory investigation of allegations brought by other staff or students about academic misconduct by a student, the Student Discipline Officer shall respond in one of two ways:

1. By sending a Student Discipline Notification Letter to the student, inviting the student to present a response to the allegations of academic dishonesty. The Student Discipline Officer will inform the student that if a finding of academic dishonesty is sustained, the student will be placed on disciplinary probation for a minimum of one year, with other possible sanctions being imposed pursuant to the District's Student Code of Conduct.
2. The Student Discipline Officer may also create an Academic Dishonesty Report file and send no letter (the Student Disciplinary Officer will not take action, based on the request of the individual instructor, who will handle the disciplinary action individually with his/her own students). If the Student Discipline Officer notes that multiple Academic Dishonesty Reports have been filed for particular students, from multiple instructors, however, then the student will receive the Letter of Student Discipline Notification.

Upon receipt of a second or more "Academic Dishonesty Report" of academic misconduct committed by a student, the Student Discipline Officer shall seek the suspension of the student for one full calendar year.

If, upon this student's return from the one year suspension, the Student Discipline Officer receives any further reports of academic dishonesty concerning this student, the Student Discipline Officer shall recommend the student be expelled from the District for a period of no less than three years.

Depending on the severity of the student's academic dishonesty, a student may be suspended from the College on a first offense or be recommended for expulsion by the CCCD Board of Trustees.

The Student Discipline Officer shall keep the faculty member and Division Dean reasonably informed of the status of the student discipline process and outcome.

### Examples of Academic Dishonesty Conduct

Some examples of academic dishonesty conduct warranting the imposition of disciplinary probation,

suspension or expulsion include, but are not limited to, the following:

- Taking an examination for another student or having someone else take an examination for one-self.
- Altering a graded examination/assignment and returning it for additional credit.
- Having another person or a company do research and/or writing of a report.
- Stealing or attempting to steal an examination or answer key.
- Printing an online exam without the express authorization of the instructor.
- Stealing or attempting to change official academic records.
- Forging or altering grades.
- Obtaining answers from another student before or during an examination.
- Falsely reporting or claiming to have experienced technical difficulties with online instructional tests, quizzes, or assignments.
- Knowingly allowing another student to copy one's work.
- Using unauthorized materials, such as notebooks, calculators, or other items, without the instructor's consent during an examination or placement test.
- Sharing answers for a take-home or on-line examination unless otherwise authorized by the instructor.
- 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.
- Offering another person's work as one's own: copying a speech, essay, report, discussion board posting, project or paper from another person or from books, websites, or other sources.
- Using outside sources (books, or other written sources) without giving proper credit (by naming the person and putting any exact words in quotation marks).
- Intentionally impairing the performance of other students and/or a faculty member.
- Collusion - when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

### **Academic Renewal Policy and Procedure**

This Academic Renewal Policy (BP 4240) for Coastline Community College is issued pursuant to Section 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy is to disregard past substandard academic performance of a student 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 control of a student, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

Therefore, under the circumstances outlined below, Coastline Community College may disregard from all considerations associated with requirements for the Certificate of Achievement/Associate in Arts Degree and general education certification up to a maximum of thirty (30) semester units of course work from two semesters taken at any college. These circumstances are:

1. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is substandard (less than a 2.0 grade point average) and not representative of present scholastic ability as verified by the current level of performance. Verification must consist of:
  - a. Completion of a minimum of 12 semester units of course work at any regionally accredited college or university with a minimum cumulative grade point average of at least 2.0 subsequent to the course work to be disregarded.
  - b. At least 12 months has elapsed since completion of the most recent course work to be disregarded.
2. Agreement that all units taken during the semester(s) to be disregarded, except those courses required as a prerequisite or to satisfy a requirement, in the student's "redirected" educational objective.
3. An understanding that the student's permanent academic record shall be annotated so that it is readily evident to all users of the records that units disregarded, even if satisfactory, may not apply to certificate, degree or general education certification requirements.
4. Agreement that all course work remains legible on the student's permanent record ensuring a true and complete academic history.

If another accredited college has acted to remove previous course work from Certificate of Achievement, Associate in Arts or Bachelor Degree consideration, such action shall be honored in terms of that institution's policy. Units disregarded by another institution shall be deducted from the thirty semester units maximum of course work eligible for alleviation at Coastline Community College.

Students requesting removal of previous course work for certificate or degree consideration shall file a petition at the Admissions and Records Office. The petition shall outline

the semesters of course work to be disregarded and shall include evidence verifying (1) that work completed during this period is substandard, and (2) the expiration of at least 12 months since the end of the last term to be excluded. All official transcripts must be on file at Coastline Community College.

The Director of Admissions and Records or his/her designee shall act to approve the petition and make the proper annotation on the student's permanent record upon verification of the conditions set forth herein.

**Note: It is possible that other colleges or universities may not accept the Academic Renewal Policy.**

### **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.

### **Family Educational Rights and Privacy**

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 Director of Admissions and Records, Director of Admissions and Records or appropriate official, written requests that identify the record(s) they wish to inspect. The Coastline Community College 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 Community College 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 records that the student believes is inaccurate. Students may ask Coastline Community College to amend a record that they believe is inaccurate. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If Coastline Community College 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. Additional 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 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 (including law enforcement unit personnel and health staff); 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 committee, 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.

School officials may disclose any and all educational records, including disciplinary records, to another institution at which the student seeks or intends to enroll without the prior consent of the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastline Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Directory Information**

Student's directory information is released only upon approval of the Director of Admissions and Records. Students may request in writing to the Director of Admissions and Records or his/her designee, that directory information not be released.

Directory information includes one or more of the following: student's name, birthdate, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, number of units of enrollment, and degrees and awards received.

Coastline Community College maintains in the Admissions and Records Office the following student record information:

1. Demographic data supplied to the college by the student through the enrollment process.
2. Transcripts of high school work if supplied by the student.
3. Transcripts of college work.
4. Placement test data.

## 5. Semester class enrollment data.

Additional information maintained in other offices on some students may include:

6. Financial Aid and EOPS application information on students who have applied for either program.
7. Work Experience records on students who have taken work experience courses within the past three years.
8. Records maintained of students who have been disciplined.

Students may review the information contained in items 1-8. For items 1-5, a letter requesting review should be directed to the Admissions and Records Office. Requests for review of information contained in item 6 may be made to the Vice President of Instruction/Student Services and information in item 7 may be reviewed by arrangement with the office of Instruction. Inquiries regarding information contained in items 8, are to be directed to the Dean of Counseling & Matriculation. All requests for review will be honored within 15 days. Students may challenge the contents of any records by notifying the administrator associated with the records in question. If the issue is not resolved at that level, the student may use the student grievance procedure.

### 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, Newport Beach, and Garden Grove Centers. Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the inside lower left corner of the windshield in clear view. Permit hangers are not recommended. However, if you choose to use one you must ensure the permit is visible at all times. Motorcycles (mopeds) will have the permit affixed to the left front fork.

Cars without permits properly displayed will be cited. Vehicles may park only in spaces or areas designated for vehicle parking. PURCHASE OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE ON CAMPUS.

Purchase parking permits online: Current semester permits are now available online at [www.coastline.edu](http://www.coastline.edu). Daily parking permits can also be obtained from the office at each area site. Coastline parking permits are not valid at Golden West or Orange Coast Colleges.

**Parking Areas:** Designated parking areas are color coded:

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

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

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

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

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

### Parking, Traffic Rules and Regulations:

#### ARTICLE 1—ENFORCEMENT

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

### 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
- 414 No overnight parking without approval. BAIL: \$17

**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. Pursuant to BP 3517, the Coast 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. 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. As soon as it is safe to do so, any student who is the victim of a sexual offense should report the incident, including the date, time, and other pertinent to the local police, campus public safety department, vice president of student services, or other college official.

**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.):

**Student Code of Conduct**

**BP 3902 - STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES:**

The Coast Community College District has special interests and purposes essential to its effective functioning as an educational institution. These include (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual and educational atmosphere throughout the District, and (c) the protection of the health, safety, welfare, property, and human rights of all members of the District community and the property of the District itself. The Coast Community College District has a clear responsibility in the area of student conduct to protect and promote the pursuit of its goals.

The Coast Community College District Policy Regarding Student Code of Conduct and Disciplinary Procedures sets forth those acts which constitute unacceptable conduct. All alleged violations of this policy may result in referral to the College Administrator charged with enforcing this policy.

The Coast Community College District reserves the right, for educational purposes, to review any action taken by civil authorities regarding students. Students are expected to adhere, and will be held accountable for adhering to all federal, state and local laws, in addition to all District policies and regulations not set forth herein.

A student of the Coast Community College District accepts the responsibility to conform to all District rules and regulations. Failure to meet this obligation will justify appropriate disciplinary actions including, but not limited to, expulsion, suspension, disciplinary probation, or reprimand. Although the District will make every reasonable effort to make the District's rules and regulations available, students are responsible for becoming familiar with them.

This policy applies to all students, and also applies to:

- a. applicants for offenses committed as part of the application process;
- b. applicants for offenses committed on campus and/or while participating in District-related events or activities that take place following a student's submittal of the application through his or her official enrollment;
- c. individuals who participate in a District-sponsored program; and
- d. former students for offenses committed while a student.

If specified in the campus regulations, this policy shall also apply to conduct that occurs off campus and that would violate student conduct and discipline policies or regulations if the conduct occurred on campus, or where the conduct occurs within a reasonable distance from the campus and such conduct disrupts or interferes with the educational mission of the campus.

The following acts are defined by the District to be unacceptable. The list is not all inclusive. The Chancellor and/or College President may add violations to this code as they deem appropriate subject to the provisions of Section 3.50. A student found to have violated any of the

following regulations is subject to the maximum sanction of expulsion. 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 Disciplinary Code.

The District may impose discipline for the commission or attempted commission of the following types of violations by students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Policy:

- 3.1 Academic Misconduct. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- 3.2 Cheating/Plagiarism. Cheating or plagiarism in connection with an academic program of the District.
- 3.3 Dishonesty. All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.
- 3.4 Forgery. Any forgery alteration, or misuse of any District document, record, key, electronic device, or identification, or knowingly furnishing false information to a District official.
- 3.5 Misrepresentation. Misrepresentation of oneself, or of an organization, to be an agent or representative of the District.
- 3.6 Misuse of Identification. Transferring, lending, borrowing, altering or unauthorized creation of District identification.
- 3.7 False Report of Emergency. Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- 3.8 Assault/Battery. Assault, battery or any threat of force or violence upon a student or upon a Member of the District Community. This includes, but is not limited to: (a) Inflicting bodily harm upon any Member of the District Community; (b) taking any action for the purpose of inflicting bodily harm upon any Member of the District Community; (c) taking any reckless but not accidental action, from which bodily harm could result to any Member of the District Community; (d) causing a Member of the District Community to believe that the offender or his/her agent may cause bodily harm to that person or any member of his/her family or any other Member of the District Community; (e) inflicting or attempting to inflict bodily harm on oneself.
- 3.9 Physical Abuse. Physical abuse including but not limited to rape, sexual assault, sex offenses, and other physical assault; threats of violence; or any action which results in serious injury or death or other conduct that threatens the health or safety of any person.
- 3.10 Serious Injury or Death. Any action which results in serious injury or death to a Member of the District Community or his/her family.
- 3.11 Threat of Sexual Assault or Sexual Assault. Rape or sexual assault, or the threat thereof, upon a Member of the District Community or his/her family.
- 3.12 Infliction of Mental Harm. (a) Inflicting mental harm upon any Member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (d) causing a Member of the District Community to believe that the student or his/her agent may cause mental harm to that person or any member of his/her family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.
- 3.13 Stalking. Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the District to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the District to serve no legitimate purpose.
- 3.14 Harassment. Verbal or physical abuse, or the threat of physical abuse on or off District Property of any Member of the District Community or members of his/her family.
- 3.15 Sexual Harassment. Sexual harassment against a Member of the District Community. Sexual harassment is defined as (a) verbal harassment, e.g., epithets, derogatory comments or slurs; (b) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; (c) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings; (d) unwelcome sexual advances, requests for sexual favors; or (e) an intimidating, hostile, or offensive environment. "Unwelcome conduct" is defined as conduct which the Member of the District Community does not solicit or initiate and which the person regards as undesirable or offensive.
- 3.16 Discrimination. Discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, except where such distinction is authorized by law.
- 3.17 Hateful Behavior. Hateful behavior aimed at a specific person or group of people.
- 3.18 Hazing. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at

any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.

- 3.19 Possession of Weapons. Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons.
- 3.20 Narcotics. Unlawful or attempted manufacture, distribution, dispensing, possession, use, distribution or sale of, controlled substances, dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in state or federal statutes on District Property or at any District function.
- 3.21 Alcohol. Manufacture, distribution, dispensing, possession, use, distribution, consumption or sale of, or the attempted manufacture, distribution, dispensing, distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy or campus regulations.
- 3.22 Public Intoxication. Public intoxication or being under the influence of alcoholic beverages on District Property or at any District function.
- 3.23 Smoking. Smoking in an area where smoking has been prohibited by law or regulation of the District.
- 3.24 Theft or Conversion of Property. Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.
- 3.25 Possession Of Stolen Property. Possession of District Property, or the property of any other person, when the student knows, or reasonably should know, that the property was stolen.
- 3.26 Destruction of Property. The damaging, destroying, defacing, or tampering with District Property or the property of any person or business on District Property or at a District function, including but not limited to, taking down, defacing, or otherwise damaging District authorized posters, handbills and/or notices posted on District property.
- 3.27 Failure to Repay Debts or Return District Property. Failure to (a) repay debts to the District; (b) return District property; (c) return property of any member of the District community.
- 3.28 Theft or Abuse Of District's Computers Or Electronic Resources. Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others and with the operation of computer and

electronic communications facilities, systems, and services. Use of District computer and electronic communications facilities, systems, or services that violates other District policies or campus regulations.

- 3.29 Violation of Computer Usage Policy. Violation of the District's or College's Computer Usage Policy and/or any of the following:
  - a. Accessing and/or without permission altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  - b. Accessing and/or without permission taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  - c. Using or causing to be used District computer services without permission.
  - d. Accessing and/or without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer systems, or computer network belonging to or used by the District or any Member of the District Community.
  - e. Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  - f. Providing or assisting in providing a means of accessing, without permission, a computer, computer, system, or computer network belonging to or used by the District or any Member of the District Community.
  - g. Accessing or causing to be accessed without authorization any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
  - h. Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.

- i. Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
  - j. Using any account or password without authorization.
  - k. Allowing or causing to be used an account number or password by any other person without authorization.
  - l. Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing a pornographic website which is part of the instructional process or assignment for a class the student is currently enrolled in.
  - m. Use the District's systems or networks for commercial purposes; for example, by performing work for profit with District resources in a manner not authorized by the district.
- 3.30 Trespass and Unauthorized Possession. Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, water craft or facility, including the District's name, insignia, or seal without permission or authorization.
- 3.31 Disruption of Educational Process. (a) Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class, lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized student activity; (b) administrative process or other District function; or (c) disturbing the peace on District Property or at any District function.
- 3.32 Disruptive Behavior. Disruptive behavior, disobedience, habitual profanity or vulgarity or the open defiance of the authority of or abuse of District personnel.
- 3.33 Disturbing the Peace. Disturbing the peace and good order of the District by, among other things, fighting, quarreling, disruptive behavior, or participation in a disturbance of the peace or unlawful assembly.
- 3.34 Failure to Comply or Identify. Failure to identify oneself to, or comply with the directions of, a District official, employee, policy, law enforcement, or other public official when requested to do so; or resisting or obstructing such District or other public officials in the performance of or the attempt to perform their duties.
- 3.35 Failure to Appear. Failure to appear before a District official when directed to do so.
- 3.36 Disorderly or lewd conduct. Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.
- 3.37 Unauthorized Use Of Course Materials. Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these Policies whether or not it was the student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course unless authorized by the District in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).
- 3.38 Library Materials. Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.
- 3.39 Continued Misconduct or Repeat Violation. Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.
- 3.40 Failure to Obtain Permits. Participating in an organized protest for which a District permit has not been obtained.
- 3.41 Fighting. Fighting with any other person on District Property or at any District function.
- 3.42 Gambling. Unauthorized gambling on District Property or at any District function.
- 3.43 Unreasonable Demands. Placing repeated, hostile, or unreasonable demands on District staff.
- 3.44 Unauthorized Tape Recording. Tape recording any person on District Property or at any District function without that person's knowledge or consent.
- 3.45 Unauthorized Use of District Keys. Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room, or other District Property.
- 3.46 Unauthorized Use of Electronic Devices. Unauthorized use of an electronic device on District property or at any District function, including but not limited to, classes, lectures, labs and field trips.
- 3.47 Unauthorized Use of Property or Services. Unauthorized use of property or services or unauthorized possession of District Property or the property of any other person or business.
- 3.48 Violation of Driving Regulations. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.



- 3.49 Violation of Health & Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.
- 3.50 Violation of Posted District Rules. Violation of any rule or regulation posted on District property by the District or the College, or printed in any District publication.
- 3.51 Violation of Law. Violation of any federal, state or local law on District property, at a District function or involving a member of the District community.

A copy of the Student Code of Conduct may be found online at: [www.cccd.edu/board/docs/policies/bp507.pdf](http://www.cccd.edu/board/docs/policies/bp507.pdf) or may be reviewed at the Coastline Community College—College Center Counseling Office.

### Student Grievance Procedures

Coastline Community College extends to all students the right to petition for readdress of grievance. The right to petition may be initiated at any time when the student has a grievance against any college employee, policy or procedure at Coastline Community College.

Every effort will be made to preserve confidentially as grievances are fairly and equitably considered. The procedures will allow students to exhaust every administrative level possible in receiving fair and complete hearing of their grievances. These are college-level procedures for resolving problems and should not be viewed as legal or quasi-legal proceedings.

Based on the principle of improved communication between the students and the institution, the following procedures will be followed for students registering grievances:

**NOTE:** In order to establish due process, all parties to the grievances will adhere to the steps as outlined.

**STEP I:** Prior to filing a formal grievance, the student is expected to first contact the Dean of Enrollment Services and the person(s) who has (have) the closest contact with the pertinent issue. The grievance should be thoroughly defined to be discussed objectively.

If the grievance cannot be resolved at this step, the student may progress to Step II after

Informing the person(s) involved of intended plans to file a formal grievance. The formal grievance must be filed during the semester in which the grievance occurs.

**STEP II:** The student meets with the Dean of Enrollment Services to discuss the grievance. At this step, the “Formal Grievance Petition” is filed. The Vice President of Instruction/Student Services will serve as an ombudsman in order to examine objectively both sides of the issue.

The Vice President of Instruction/Student Services will then meet with all persons involved with the grievance. At the conclusion of Step II, the Vice President, within five (5) school days, will provide the student and others involved with a written summary of the discussion.

If the grievance has not been resolved by this step, the student may proceed to Step III.

**STEP III:** The student, within five (5) school days after the conclusion of Step II, will submit a written request to the Vice President of Instruction/Student Services for a meeting of an arbitration committee.

The committee will consist of:

1. The appropriate Dean for the Area involved
2. Vice President of Instruction/Student Services
3. Faculty Member

A meeting of the committee will be called by the Vice President of Instruction/Student Services to review and/or take action on the grievance. In ten school days after the student has filed a written request, the committee will meet with all involved parties and discuss the grievance in detail in an attempt to resolve the issue at this step. Meetings will be chaired by the Vice President of Instruction/Student Services.

Within five (5) school days, the decision and proposed action will be communicated to the following:

1. Student involved
2. Committee members
3. College President
4. Other person(s) involved with the grievance

**STEP IV:** If either the grievant or other person(s) involved are not satisfied with the decision of action of the Grievance Committee an appeal may be made. Within five (5) school days after the decision or action, the appeal must be filed with the President of the College for consideration. Once the College President has reviewed the memorandum and the written Communication from the Grievance Committee, the President will schedule a private meeting with the complainant to discuss the matter.

**NOTE:** The College President has discretionary power to uphold, Reverse, or modify the action taken by the Grievance Committee. The president’s decision will be delivered to the Grievant/student in writing with copies to the appropriate individuals involved.

**STEP V:** If the grievant/student is not satisfied with the final college level disposition of the case, She/he may, through the Chancellor of the Coast Community College District, appeal directly to the Board of Trustees. The Board, after reviewing the materials pertaining to the grievance, may determine the time, place and manner of the hearing.

### 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:

[www.srtk.cccco.edu/index.asp](http://www.srtk.cccco.edu/index.asp). A copy of this information may be obtained by calling Coastline’s Public Relations office at 1 (714) 241-6186.

### Students' Rights

The Coast Community College District and Coastline are committed to the concept and principles of providing all persons with equal opportunity in employment and education by prohibiting discrimination based on race, color, sex, national origin, religion, age disability, marital or veteran's status or sexual preference. 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: **Cynthia Pienkowski**, Americans with Disabilities Act (ADA) officer, 1 (714) 241-6240 or **Richard Kudlik**, Equal Employment officer, 1 (714) 241-6146.

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

Contact one of the following college administrators: **Christine Leon**, Dean of Counseling and Matriculation, 1 (714) 241-6257; **Richard Kudlik**, Equal Employment Officer, 1 (714) 241-6146; or **Cynthia Pienkowski**, Sexual Harassment Prevention Coordinator, 1 (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.

### Remedial Coursework Limits

No more than 30 semester units of course credit may be assigned to a student for remedial coursework except when the student is enrolled in one or more course in English as a Second Language or is identified as having a learning disability. This limit may be waived if the student can show significant and/or measurable progress toward the development of skills appropriate to enrollment in college-level courses. Student needing remedial instruction beyond the course credit restrictions set forth in this section shall be referred to appropriated non-credit adult basic education programs conducted by an adult school.

# Admissions and Registration

## 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 NP" 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 NP" 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.

## Attendance

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

It is especially important that students attend the first class meeting of every class in which they are registered since a full period of instruction will begin the first day of the semester. Instructors may drop students who miss the first class meeting to make room for students who may wish to enroll. Registered students who must miss the first class should notify their instructors through the appropriate area center prior to the first meeting to avoid being dropped from the class.

Each instructor will determine the attendance policy for his or her class and its implication for successful completion of the course. The instructor will explain to students during the first class meeting the policy for attendance and grading to be used in the course.

It is the student's responsibility to officially drop classes that he or she is no longer attending (see the Withdrawal from Class Policy). If a student stops attending class, but does not officially withdraw from the course via MyCCC, by mail or in person, he or she could receive a failing grade.

**Continuous Attendance:** Defined as the completion of at least one course during a regular semester in an academic year.

**Auditing**

Effective summer 2010, the college is no longer offering students the option to audit a course.

**Awarding College Credit**

Coastline recognizes college credit, except sectarian courses, earned at any institution of higher education which is accredited by one of the regional accrediting associations of schools and colleges as identified by the Council on Postsecondary Accreditation.

Upon completion of 12 units at Coastline, students may receive a maximum of 40 units through experiential learning, including American Council on education (ACE) College credit recommendations, Military, CLEP, DSST, and Advanced Placement towards the experiences in similar subject areas.

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

**Advanced Placement Credit:** Credit may be granted for Advanced Placement courses completed in high school. The credit may be applied toward the Associate degree and/or CSU General Education Certification. Official test scores must be submitted to Coastline's Admissions and Records Office. See Appendix B—AP Chart for the required scores and degree application.

**CLEP (College Level Examination Program)**

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

- CLEP credits will count towards general education, major, or elective credits for the Associate degree or CSU General Education Certification. See Appendix C—CLEP Chart for the required scores and applicability.
- The University of California does not grant credit for CLEP.
- CLEP may or may not be accepted by other colleges and universities. A student must check with the specific transfer institution to determine regulations regarding CLEP. General CLEP policies can be found in the college catalogs.
- CLEP exams may not be used to retake or improve a grade in a course at Coastline or any other institution.
- CLEP credit posted to another institution's transcript will be reevaluated based on Coastline's standards and may or may not be equal to credit received at another institution. CLEP credit posted to a student's Coastline transcript may or may not be accepted for equal units at another institution.
- Coastline has established CLEP and DSST National Testing Centers on base at Dyess AFB, Fallon NAS, Gulfport NCP, Holloman AFB, Pensacola NAS and Point Loma, and in Westminster in collaboration with NWS Seal Beach.

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

- 1) student is in good standing;
- 2) course is appropriate for credit by examination;
- 3) course is listed in the college catalog and
- 4) appropriate instructor, currently teaching the classroom course, is willing to assist the student in completing "Credit by Examination."

The appropriate number of units may be posted to the student's transcript upon completion of 12 units at Coastline. This credit will be designated "Credit by Examination" and will be awarded the grade of "Pass" if the student successfully passes the examination; the grade of "No Pass" will be assigned if the student fails the examination.

**DANTES (Defense Activities Non-Traditional Education Support) Subject Standardized Tests (DSSTs)**

- Coastline accepts DANTES (DSSTs) with scores from 44 to 400 depending on the exam.
- DSST credits will count towards general education, major, or elective credits for the Associate of Arts degree. (See DSST chart for applicability)
- DSST scores may not count toward CSU and IGETC certifications.
- DSST scores may or may not be accepted by other colleges and universities. A student must check with the specific transfer institution to determine regulations regarding DSST credit.
- DSST exams may not be used to retake or improve a grade in a course at Coastline or any other institution.
- CLEP/DSST credit posted to another institution's transcript will be reevaluated based on Coastline's standards and may or may not be equal to credit received at another institution.

See Appendix D—DSST Chart.

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

Although the agency charges a fee for the service, the expense is usually much less than repeating the courses at an American institution of higher education. Coastline will accept the official evaluation and will count the units and/or degrees toward the student's educational program. Call the Counseling office for information at 1 (714) 241-6162.

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

1. If the course is offered during the petition semester;
2. If the course is appropriate for this method of instruction, and
3. If the petition is approved by the specific instructor teaching the class, the discipline dean and the vice president of instruction.

**Military Credit:** Coastline recognizes that U.S. Service members receive intensive training and educational instruction unmatched by many others in our society. Coastline will award a maximum of 40 units of credit for military training and experience as recommended by the American Council on Education (ACE). The determined number of units may be posted to the student's transcript upon completion of 12 units at Coastline.

- Military transcripts are evaluated to verify credit applicable to a degree. Transcript documentation includes SMART (Sailor/Marine ACE Registry Transcript) AARTS (Army/ACE Registry Transcript System), Coast Guard Institute Transcript, DD 295 and DD 2586.
- Military credits may count towards general education, major, areas of emphasis, certificate, and elective credits and are applicable to an associate degree at Coastline.

**Work-based Learning:** Students pursuing any vocational major at Coastline may earn elective credit for learning on the job through a planned program of goal setting, site visits and evaluations. Concurrent enrollment in Coastline's vocational classes is required. For further information, contact the Work-based Learning office at 1 (714) 241-6209.

### Classification of Students

Students are classified as follows:

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

**Sophomore:** A student who has completed 30 or more units

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

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

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

### Course Repetition

In accordance with Title 5, sections 55024, 55040-55045 only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course in the same term or part of term is not permitted.

1. The course schedule and catalog descriptions state that a course may be repeated a pre-approved number of times, which may be once, twice, or three times. If the description states that: This course may be repeated one time ..... it may be taken twice for credit; two times..... it may be taken three times for credit; three times ..... it may be taken four times for credit.
2. Students who wish to repeat a course in which a substandard grade (D, F, and/ or NP) was received may retake the course at any regionally accredited college or university to alleviate the substandard grade earned at Coastline Community College provided the repeated course is equivalent to the one taken at CCC. Equivalency will be determined by the appropriate department at CCC. Prior to repeating a course, students should consult the CCC Admissions and Records Office or CCC Counseling Office to ensure the original CCC course is equivalent to the course being repeated. Students who repeat a course in which a substandard grade was earned at CCC may repeat that course only one additional time, except upon appeal for extenuating circumstances. Appeal forms are available in the Admissions and Records Office and online at [www.coastline.edu](http://www.coastline.edu) Students who are approved to take a specific course for the third time do not receive registration priority for that course and must wait until the week prior to the start of the term to register.

Upon completion of the repeated course, the student must file a Repeated Course Grade Petition in the Admissions and Records Office. For repeated courses taken outside of the Coast Community College District students must include official transcripts and a copy of the catalog descriptions and/or course outlines from colleges or universities where courses were repeated. The student's academic transcript shall then be annotated reflecting exclusion of the previously recorded course work with the substandard grade for purposes of grade point calculation and for all considerations associated with the awarding of certificates and degrees. However, previously recorded course work shall neither be removed nor otherwise obliterated from the permanent record.

3. Special classes which meet the needs of students with a documented disability may be repeated in compliance with Title 5, Section 56029, of the Education Code. **Note:** Some transfer institutions may elect to include both courses or may choose to use only the first grade taken in their computation of the grade point average to establish entrance requirements.

**Note:** There is current State and District policy pending regarding changes to the Course Repetition Policy. Please check with the Admissions & Records Office or Counseling for updated information.

**Expenses**

**Enrollment Fees (effective Summer 2012):** \$46 per unit. The enrollment fee is subject to change by the state legislature.

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

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

**Non-resident Tuition:** \$179.00 per unit + \$35.00 per unit Non-Resident Capital Outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee in addition to the fees described above. Please note that it is the student’s responsibility to prove that he/she is a California resident.

**Materials Fees:** Students may need to purchase materials for classes, as follows:

1. Required instructional materials of continuing value outside of the classroom **must** be paid for by the student. These are tangible materials that are essential to satisfy course objectives, have value to the student outside the classroom, belong to the student and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabi, computer discs, tools, uniforms and canvases. They also include materials, such as clay, that are transformed into materials of lasting value.

NOTE: Some classes carry a fee for required instructional materials. These fees are for the types 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:** \$15 per Fall/Spring Semester. \$7 for Summer Session. See “Parking Regulations” on page 133.

**Health Services Fee:** All students enrolling in one or more courses are required to pay the Health Services Fee of \$10. This is a mandatory fee unless the student presents a waiver. Students who qualify for a waiver are:

- Students who depend solely upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. Call 1 (714) 241-6160 for information.
- Students enrolled only in courses of two weeks or less in duration.
- Students enrolled only in non-credit courses.
- Students enrolled in an approved Study Abroad Program.
- Students enrolled in an approved apprenticeship training program.

**Textbooks:** Students may need to buy textbooks as determined by their instructors. Total cost will vary from approximately \$75 per class to \$600 per semester for full-time students. In some cases, used textbooks are available at a reduced price. Some textbooks may also be rented. Textbooks may be purchased in the Bookstore located at the College Center or online at: [www.coastlinebookstore.com](http://www.coastlinebookstore.com).

Information about textbook pricing and ordering for courses delivered through the Military Program may be found online at <http://military.coastline.edu/text50.cfm>.

**Grading**

Student performance is indicated by one of seven grades. Grades, which carry a point value and which are used in determining the grade point average (GPA) are as follows:

A = Excellent	4 grade points per unit
B = Good	3 grade points per unit
C = Satisfactory	2 grade points per unit
D = Passing-less than satisfactory	1 grade point per unit
F = Failing	0 grade points per unit

The grade point average is calculated by dividing the number of grade points by the number of units attempted for the grades of A, B, C, D, or F.

The following grades are not part of the GPA calculation:

P (formerly CR) = Pass satisfactory, C or better	Unit credit granted
NP (formerly NCR) = Not passing, less than satisfactory or failing	No units granted
W = Withdrawal	No Units granted
MW = Military withdrawal	No Units granted
I, IB, IC, ID, IF, INP = Incomplete*	No Units granted
NG = Non graded	No Units granted
RD = Report delayed	No Units granted

\*Incompletes were expanded to include the grade that the incomplete will revert to in one year if the student does not make up the coursework with the instructor (i.e. ID= incomplete which will revert to a “D” in one year if the student does not make up missing coursework).

An “E” to the far right of a course indicates that the grade has been excluded from the GPA calculation. The reason for the exclusion may be notated as follows:

ACDRNL	Academic renewal
HS or HSC	High school credit only
UR	Unauthorized repeat
SUBSTND	Repeated substandard grade

**Other Notations**

APL = Assessment of Prior Learning

CE = Credit by Exam

(I) = Course taken during Winter Intersession

(H) = Honors Course

**Grading Options**

**1. Optional Pass/No Pass or grade classes.**

In these courses, students may elect to receive either a traditional letter grade of “A” through “F” or Pass/No Pass for the course. This choice must be made within the first four (4) weeks of the fall and spring semesters, and within 30% of the course in short-term courses.

**2. Pass/No Pass grading option:**

Students selecting this grading option must submit the Pass/No Pass Option Request Form to the Records office by the specified deadline for each course.

Requests can be submitted in-person or by mail. If mailing, make sure the request is postmarked on or before the deadline date. Requests received after the deadline will not be processed.

Once the Pass/No Pass grading option deadline has passed, the grade option cannot be reversed. Therefore, before selecting this option, students should consult with a counselor.

NOTE: In classes graded on this basis, students are held to attendance regulations and academic standards expected in the standard graded courses.

Students are advised to read the following statements before deciding to pursue a course on a graded (“A” to “F”) or Pass/No Pass basis.

- A grade of “Pass” or “No Pass” does not affect a student’s grade point average at Coastline Community College.
- “NP”, “W”, and “I” grades are utilized by Coastline Community College in the determination of academic probation and disqualification. (Refer to college regulations concerning “Probation/ Disqualification.”)
- Courses taken at Coastline Community College to remedy an admissions deficiency for the University of California due to poor or incomplete high school preparation are not acceptable if completed on a “pass” basis.
- Students required to complete 60 units of course work with a grade point average of 2.4 prior to transfer to a University of California campus, such as Irvine, must complete at least 42 of these units on a graded (“A” through “F”) basis.
- Some universities may specify that courses required for a major be completed on a standard grade basis (“A” through “F”).
- A grade of “pass” is equivalent to a “C” for purposes of transfer.
- Some universities specify that courses taken to satisfy general education breadth requirements be completed on a standard grade basis (“A” through “F”).
- Some institutions limit the number of units completed on a “pass” basis which are accepted toward the bachelor’s degree.
- Students planning to apply to competitive admissions programs such as the health professions are usually advised to complete the specified preparation on a graded basis (“A” through “F”).

**W (Withdrawal)**

Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through the Admissions and Records Office, to avoid receiving “F” or “NP” (no-pass) grades.

HOW TO CALCULATE YOUR GPA (example):						
Class	GPA units (Units Attempted)	Grade Received	Units Earned	Grade Points times Per Unit	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
<b>TOTALS</b>	<b>17</b>					<b>42</b>

**42 ÷ 17 = 2.47 = GPA**

Upon entering Coastline Community College, the student assumes the responsibility of completing each course in which he/she is registered. A college student is expected to attend all sessions of the classes in which he/she is enrolled. An instructor may drop a student for excessive absences when the instructor determines that, due to absences, the student may not successfully complete the course. Students who miss the first meeting of the class may also be dropped. Students who are dropped by their instructors for missing the first class meeting or for excessive absences should verify the instructor drop with the Admissions Office in order to avoid grade penalties and to comply with critical drop dates as specified. After a student has been dropped from the class for unexcused absences, appeal for reinstatement will be considered only under extenuating circumstances.

When withdrawing from a class, students should be aware that the following policies apply:

#### **Early Withdrawal**

Classes will not appear on a transcript (a "W" will not be assigned) when a student officially withdraws during the first two (2) weeks of full semester (16-week) fall or spring courses, and 20% of all other length courses. Students should refer to their "Student Class Program, Web Schedule Bill" for specific course deadlines.

#### **Other Withdrawals**

A "W" will appear on a transcript for official withdrawals made between the Tuesday of the 3rd week and the last day of the 12th week for full semester (16-week) fall or spring courses and more than 20% and less than 75% in all other length courses.

#### **MW (Military Withdrawal)**

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of "MW" is assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

#### **I (Incomplete)**

An incomplete grade (I, I/B, I/C, I/D, I/F, and I/NP) may be assigned when the course is not completed for unforeseen, emergency and justifiable reasons, with permission from the instructor, and the student intends to complete the work after the end of the term. The condition for the removal of the "I" shall be stated by the instructor as well as the grade assigned in lieu of its removal in a written record available to the student at the Admissions and Records Office.

The "I" must be made up no later than one year following the term in which it was assigned. If the work assigned is not completed within that year, then the grade will revert to the grade attached to the "I" (i.e., I/B=B)

A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work has passed.

NOTE: When unusual circumstances prevail, a petition may be filed at the Admissions and Records Office requesting a reasonable extension of time.

#### **IP (In Progress)**

The "IP" (In Progress) grade indicates that the class extends beyond the normal academic term. It indicates that work is "in progress" but assignment of a final grade awaits completion of the course. The "IP" symbol remains on the student's record and is not used in calculating units attempted or grade points. The appropriate evaluative grade, units and grade points are assigned and appear on the student's record for the term in which the course is completed.

Note: There are very few classes at Coastline Community College that qualify to use the IP grade.

#### **NG (Non-Graded)**

The NG symbol is assigned to non-graded courses.

#### **Grade Challenge Policy**

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetence. A student who has been assigned a final grade which he/she believes to be incorrect may file a Grade Challenge Petition form obtained from the Office of Admissions and Records. All grade challenges must be made by the student, in writing, within two years after the end of the semester in which the grade in question was assigned. Grade challenges filed after the two- year deadline will be reviewed for recording errors only to ensure that the student's grade on the instructor's roster is, in fact, the grade that appears on the transcript.

#### **Examinations**

Final examinations are required in all courses, except physical education. Normally final examinations are given the last week of class. No student will be excused from these examinations. Students must be in attendance at Coastline Community College for the entire semester and must take the final examination to receive credit.

#### **MW (Military Withdrawal)**

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of "MW" is assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

**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.

**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..

### **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 attend the first class meeting and ask instructor for permission to enroll in class.

**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 and Matriculation.

### **Assessment and Placement Test Requirements**

Placement testing for English and mathematics is required for all non-matriculated students prior to enrolling in courses. All students must either place into a course or successfully complete the pre-requisite prior to enrolling. Students may not register in a course level higher than what is indicated on their placement test results. Coastline Community College, in compliance with California Community College State Chancellor's Office regulations, has validated the assessment process used to place students and found it to correlate highly with a student's ability to perform at the level indicated. However, the College recognizes that, on occasion, the assessment process is not always the only indicator to determine a student's placement, and in some cases, other factors may need to be considered. Therefore, students may submit an appeal for review for consideration of higher placement if they believe their placement is inaccurate. Appeal forms are located in the Admissions and Records Office and must be made prior to enrolling in the course.

Since the standard English test may not accurately measure non-native English speakers' reading, writing, and speaking skills, the College recommends that non-native English speakers take the ESL Assessment Test, which can correctly place the student in ESL or English courses.

Contact the Assessment Center in the College Center for information about scheduling an appointment for placement testing.

### **Priority Registration Policy**

The Coast Community College District is committed to the philosophy that all students should have fair and equitable access to courses and programs within the resources of each college and in accordance with State Education Code, Title 5 provisions and guidelines adopted by the Board of Governors. Further, the District believes that students should be able to progress toward their stated educational objective in a timely manner. The primary mission of the District colleges is to provide transfer and vocational courses and programs. Therefore, priority is extended to matriculated students who have demonstrated progress toward their declared educational objectives, the completion of their transfer requirements, and/or the completion of a degree or vocational certificate. Enrollment priority is the process used to determine the order in which students will have the opportunity to register for classes. Recognizing that each college serves a unique student population that may have differing needs, the development of specific registration priorities will be done at the college level in accordance with District procedures. Contact the Dean, Enrollment Services for additional information.

### **Refund Policy**

In accordance with State regulations and District Board policy, registration fees will be refunded upon according to the following:

1. **Enrollment Fees, Nonresident Tuition, Material Fees:** 100% of the fees paid at registration for the affected class(es) will be refunded provided the student withdraws by the refund deadline date printed next to the class on the student's class program. Withdrawals after the printed refund date for the class are not eligible for refund.
2. **Parking Fee, Health Fee College Services Charge:** 100% of the fees paid at registration will be refunded if the student totally withdraws from all classes in accordance with the refund deadline date for each of the classes being dropped as printed on the student's class program, and the student returns the Parking Permit Decal within the refund deadline.

### **Refund Procedure**

In Accordance with California State Regulations and Coast District Policy, registration fees will be refunded according to the following:

**Enrollment fees, Non-Resident Fees, Material Fees:**

100% refund of fees paid at registration for each class dropped by the refund deadline. No refund will be made after the refund deadline. There are no exceptions.

#### **Health Fee, College Service Charge:**

100% of the fees paid at registration will be refunded if the student totally withdraws from all classes by the refund deadline for each class. No refund will be made after the refund deadline. There are no exceptions.

#### **Parking Permit:**

Return the parking permit (If purchased) in-person or by mail. The Parking Permit must be postmarked or returned to the Public Safety Office on or before the earliest refund deadline on your official Student Class Program, which is available via the student tab on your MyCCC portal.

#### **To Be Eligible For a Refund:**

Students must officially withdraw from classes by the refund deadline (Refer to the Student Class Program/ Web Schedule Bill on the Student tab of the MyCCC portal page or see Important Dates.) It is the student's responsibility to officially withdraw from classes and to verify all withdrawals. An instructor may drop students for non-attendance. Instructors are not responsible for making sure drops are made by the refund deadline. If the student has not been dropped from the class by the instructor, the student is responsible for withdrawing from the class by the refund deadline. Students who are officially enrolled in a class after the refund deadline will not be eligible for a refund. There are no exceptions.

**Refund Processing:**

Refunds will be automatically processed every Wednesday beginning the first week of registration of the semester in which the fees were paid and each week thereafter until the end of the term. Official withdrawals made in accordance with the refund policy and by the withdrawal deadline will generate a credit balance on the student account.

**Online Credit Card Payment Refunds:**

Registration fee payments made by credit card through MyCCC will be refunded to the same credit card used for payment. Allow 6-10 business days for the refund to post. If the Credit Card used to pay fees is no longer valid, it is the student's responsibility to notify the Admissions and Records Office once the credit has been posted to the student's account and prior to the refund being processed. The refund will be converted to a check refund upon proper notification.

**On Campus Payment Refunds:**

Fee payments posted on campus, by cash, check, money order or credit card, will be refunded by check and mailed to the mailing address the Admissions and Records Office has on file. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyCCC, under the Student Tab, and then click on Banner Self Service.

**Important:**

Payments made using multiple payment methods (online credit card payments and cash, check or money order) during the current registration period will be refunded to the credit card used for online payments.

**Cancelled Classes**

If Coastline Community College cancels a class, registration fees for that class will be refunded. If you purchased a parking decal, it must be returned within two weeks of the class cancellation date.

**Returned Checks**

Any check returned unpaid (stop payment or insufficient funds) does not constitute automatic withdrawal from class. A check returned from the bank for any reason is subject to a \$25 service charge. A hold will be placed on student records for any financial obligation, until the obligation is cleared.

**Residence Requirements****California Residence:** 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 in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.

2. If the applicant is 18 but not yet 19 years of age, the applicant and the applicant's parents or legal guardian must have residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.
4. Alien students holding visas which do not preclude them from establishing residency in California must have legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.

It is the responsibility of all students to maintain an accurate address on file with the Admissions and Records Office.

**Nonresident Students**

The following conditions are applicable regarding nonresident fees:

1. Students who are not residents of California as of the day immediately preceding the first day of the semester or summer session will be required to pay a nonresident 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 of active military personnel are granted a one-year exemption from paying the nonresident tuition fee. The one-year period begins on the date the dependent enters California. After the exemption period has ended, dependents will be charged nonresident tuition unless they have met the residency intent and durational requirements for a one-year period prior to the residency determination date.
4. Minors (under 18 years of age and not married) will be required to pay the nonresident tuition 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 nonresident 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. Alien students holding visas which preclude them from establishing residency in California may be restricted in their enrollment at Coastline Community College and will have to pay nonresident tuition. In addition, alien students with visas who are citizens of another country are required to pay an additional per unit capital outlay fee. See the class schedule for the amount of the fee.
7. In accordance with Education Code 68130.5 (AB 540), other than nonimmigrant aliens, students who meet all of the following requirements are exempt from paying the nonresident tuition fees.

- a. Attendance in a California high school for three or more years. Copy of High School transcript must be submitted to the Admissions Office
  - b. Graduation from a California high school or attainment of the equivalent prior to the start of the term. Copy of High School diploma or equivalent required
  - c. Students without lawful immigration status must have filed an application to legalize their immigration status or will file for lawful status as soon as they are eligible to do so. The student is required to submit an affidavit with the college admissions application to verify that the student has met all conditions described above.
8. This is a "Non Resident Tuition" Exemption: In accordance with AB669, a student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.

Note: Students who are nonimmigrant aliens (e.g., F series student visas or B series visitor visas) are not eligible for this AB 540 exemption unless they have applied to INS for a change of status to other than nonimmigrant status and meet all other requirements for the exemption.

**Nonresident Tuition:** \$179.00 per unit + \$35.00 per unit Non-Resident Capital Outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee in addition to the fees described above. Please note that it is the student's responsibility to prove that he/she is a California resident.

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

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

Interested International students should request applications from:

**Coastline Community College**  
**Attn: International Students Admissions**  
**11460 Warner Avenue**  
**Fountain Valley, CA 92708**

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. However, students are strongly encouraged to provide TOEFL or equivalent scores for appropriate placement purposes. To make arrangements to take the TOEFL, write to: TOEFL, Educational Testing Service, P.O. Box 592, Princeton, New Jersey, 08540. International students must designate Coastline (Institution Code 004086) as the recipient of the test results.
  7. Notice of Intent to Transfer if transferring from a college in the U.S.
  8. International students must provide proof of private health insurance during their entire course of studies at Coastline, meeting the minimum requirement of \$30,000 of health insurance.
  9. International students must complete 12.0 or more units each semester with at least a 2.0 GPA while pursuing their selected academic goal.

10. The Bureau of Citizenship and Immigration Services (BCIS) restricts international students from off-campus employment for the first year of study. After the first year of study, International students are allowed to work part-time. International students must get approval from the BCIS and the vice president of student services before they can be legally employed off-campus.
11. International students pay nonresident tuition during their attendance at Coastline.

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

**Students Holding Visas Other Than Student (F-1) Visas:** Aliens holding valid visas that are otherwise eligible for admission may enroll in classes provided that they are proficient in English and their visas do not expire before the end of the term for which they are enrolling. Contact the Admissions & Records Office for information concerning specific enrollment restrictions.

An alien who is precluded from establishing domicile in the United States shall not be classified as a resident unless and until he or she has been granted a change in status by the U.S. Citizenship and Immigration Services (USCIS) to a classification which permits establishing domicile and has met all other applicable residency requirements. Aliens considered to be nonresidents are required to pay the nonresident tuition charge, and are not eligible for tuition exemption (Education Code 68130.5).

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

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

### Student Records

**Active Records:** Most requests for changes to a student's current class program or information can be done online by logging in to MyCCC or in the Admissions and Records Office. Included are "adds" to program, "withdrawal from class," "fee payments" "and address changes." Grade option requests and name changes must be done in person in the Admissions & Records Office. If changing a name, official documentation must be presented at the time of the request.

**Transcripts:** Transcripts of academic work taken at Coastline Community College are available upon official request. Students make their requests online through Credentials, Inc. on the CCC website, [www.coastline.edu](http://www.coastline.edu) Two transcripts and/or enrollment verifications will be provided free of charge. For each additional transcript there will be a charge of \$5. Students may request "rush" (next day) services for an additional \$5 per transcript or verification. Fees are subject to change. In accordance with Education Code provision 72237, transcripts will be withheld from students and former students who have outstanding financial or materials obligations to the college and/or district or who have unresolved matters related to student discipline.

**Cumulative Folders:** The Admissions and Records Office maintains an electronic cumulative file on each student who has records sent to the College. The file, containing copies of high school and college transcripts, and other relevant academic information, such as records of military service and other awarded credit, is available to the student. These files are the property of the college.

**Verifications:** The Admissions and Records Office will provide information regarding a student's records upon written student request. There is a \$3 charge. Two verifications and/or transcripts will be provided free of charge. This fee is subject to change. Coastline Community College also utilizes the National Student Clearinghouse for reporting of enrollment status. Enrollment status is reported automatically several times during the semester or session.

**Student Picture Identification:** Students may be required to furnish picture identification in order to participate in certain classes and activities. Beginning this summer 2012 photo I.D cards are issued in the Admissions & Records office during the students first semester and validated each semester thereafter after verification of enrollment and payment. Students are only allowed one replacement during their studies at Coastline Community College.

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# 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 building on the second floor. Call 1 (714) 241-6157 for information.

- President ..... Pedro Gutierrez
- Vice President Committees.....Frederick Lockwood
- Vice President Legislative Issues..... Michael Warner
- Recording Secretary ..... Marilyn Fry
- Corresponding Secretary .....Ken Leighton
- Treasurer .....Ann Holliday
- Parliamentarian..... Cheryl Stewart

## 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, maintenance and operations, personnel services, Equal Employment office, reception, safety and security, and computer services.

The office processes student requests for refunds which are approved and submitted by the Bookstore. The office also disburses student loans, scholarships and grant checks.

The Equal Employment office oversees the job-applicant screening process for the college. The goal of this office is to guarantee that the process is fair and nondiscriminatory. The college equal employment officer investigates all employee and applicant complaints of discrimination. This office also handles employee contract grievances. Call 1 (714) 241-6150 for information.

- VP, Administrative Services .....Christine Nguyen
- Technology Support Services ..... Anthony Maciel
- Interim Director, Fiscal Services .....Richard Kudlik
- Director, Maintenance and Operations ..... David Cant
- Interim Director, Personnel Services.....Richard Kudlik
- Coordinator, Security ..... Gary Stromlund

## Coastline Institute for Economic Development (CIED)

The Economic Development arm of the College is responsible for workforce development, business training, community outreach and employer services. This department also oversees the college’s partnership to operate the Orange County One-Stop Centers.

- Interim Admin Director, Workforce and Economic Development..... Sallie Salinas
- Director, Orange County One-Stop Center .....Paul Van Ast
- Program Supervisor, Orange County One-Stop Center .....Evelyn Bell
- Program Supervisor, Orange County One-Stop Center .....Mai Le

## Contract Education (Corporate, Workforce, Military, and EBUS program)

The Department of Contract Education delivers contract, fee-based, credit, non-credit, and not-for-credit programs and services to meet the unique needs of the military, workforce, corporate, industry, international, and local communities. Training and educational services are offered through distance learning, or site based at our college centers, on military bases, at company locations and more.

The Department of Contract Education also manages the college’s unique EBUS program (Education Bound United States), which allows students from abroad to improve their English language skills, prepare for a college education in the U.S., and earn college credit while in their home country.

For information on Military Programs and Services, call 1 (866) 422-2645.

For information about Corporate, Contract Education Programs, call 1 (714) 241-6355.

For information about the EBUS Program, call 1 (714) 546-7600, Ext. 17522.

- Dean, Military/Corporate Education .....Vacant
- Manager, Contract Education Operations .....Rozanne Capoccia-White
- Program Director, Education Bound United States (EBUS)..... Laurie Melby
- Manager, Contract Education Programs and Development Services .....Vacant
- Coordinator, Contract Education/Instructional Services .....Nate Harrison
- Manager, Outreach and Off-Campus Operations.....Peter Maharaj

### 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. or A.S. 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 college's **English as a Second Language (ESL) Institute** helps nonnative speakers 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 intellectual disabilities. **Coastline STAR Programs** are a fast-track route for transfer to a four-year university. STAR Programs offer majors in History, Psychology, and Business Administration, with guaranteed enrollment in needed classes. Students can achieve transfer-readiness in 3.5 semesters.

Courses are offered both day and evening and via distance learning to accommodate the busy schedules of Coastline students, most of whom are employed full or part-time while attending college. Coastline also provides courses on-site at local businesses and large companies for the convenience of their employees. These programs are developed for the employer on a fee basis to meet their individual needs.

A leader with more than three decades of experience, Coastline's Distance Learning Department offers a comprehensive selection of distance learning courses for Coastline students to earn college credit and to complete their educational goals with convenience and flexibility. Distance learning courses are offered through a variety of delivery methods. Each distance learning course is academically proven, well-produced curriculum developed by college faculty, scholars, practitioners and instructional design specialists. Students interact with their instructors by telephone, fax, e-mail, electronic bulletin boards, chatrooms, via Second Life virtual world, or in person. **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. **Telecourses** are pre-produced video lessons broadcast over local TV stations. Students can watch the lessons as they are aired, record lessons to watch or repeat at a more convenient time or watch the lessons at one of the Coastline Viewing Centers. The instructor conducts review sessions, administers examinations on-site and may have optional workshops. **Cablecast Courses** are locally produced lessons shown on cable TV from Coastline's Cable Television Center. For students who do not have cable access within the District, cablecast lessons are available at Coastline's Viewing Centers. Students watch their instructor's lectures, read text books and complete course assignments. You can also buy DVDs of Telecourses and Cablecast courses for your viewing convenience. For both, the instructor administers examinations on-site. **Independent Study Courses** are specially prepared with course materials including reading materials, text books, study guides, self-paced assignments and video materials. Courses may also include CD-ROM multimedia materials, Internet access or lab kits. Although these courses are designed for students to study independently, students can interact with their instructor by telephone, fax, e-mail, electronic bulletin boards, chatrooms or in person. Examinations are administered by the instructor or a proctor on-site. Coastline's Distance Learning Department schedules more than 200 courses during the fall and spring semesters and many courses in the summer which meet general education requirements for a degree or certificate. 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: [www.library.coastline.edu](http://www.library.coastline.edu).

Coastline's goal is to provide comprehensive and state-of-the-art instruction which meets the special needs of the communities it serves.



Vice President, Instruction/  
 Student Services .....Dr. Vince Rodriguez  
 Dean of Instruction,  
 Costa Mesa Center ..... Dr. Ted Boehler  
 Dean of Instruction,  
 Garden Grove Center .....Nancy Jones  
 Dean of Instruction, Le-Jao Center .....Vinicio Lopez  
 Associate Dean, Distance Learning  
 and Professional Development .....Bob Nash  
 Dean of Instruction, Military/  
 Corporate Education .....Vacant

**Department Chairs** are elected every other spring. Their primary activities include acting as a liaison among and between faculty, the Academic Senate and administrators, as well as assisting deans with class scheduling, faculty evaluations, curriculum development, faculty interviews and staff development.

Accounting .....Vacant  
 Business Computing .....Vacant  
 Business/Management .....Frederick Lockwood  
 Counseling ..... Vacant  
 CST and Digital Media ..... Michael Warner  
 Emergency Management/Homeland  
 Security .....Dr. Kevin Sampson  
 English and Humanities ..... Linda Kuntzman  
 Gerontology/Health/PE ..... Dr. Debra Secord  
 English/Humanities/Speech .....Marilyn Fry &  
 Ken Leighton  
 International Languages..... Rosemary Miller  
 Mathematics..... Lisa Lee  
 Paralegal Studies..... Margaret Lovig  
 Performing Arts ..... Jean Proppe  
 Psychology/Parent Education ..... Jeanette Ellis  
 Science .....Pedro Gutierrez  
 Social Science.....Dan Johnson  
 Visual Arts .....Jane Bauman

**Office of Learning and Information Technologies (OLIT)**

**OLIT** develops and markets courses, as Coast Learning Systems, for use at Coastline and other educational institutions throughout the United States and worldwide. OLIT also provides computer support services within the College and offers training in educational technology for the more than 300 members of Coastline’s faculty. Award-winning courses from **Coast Learning Systems** are part of sophisticated integrated learning systems that include textbooks and online interactive course content. Coast has produced more than 50 courses, including such highly acclaimed and widely used courses as Anatomy & Physiology: An Introduction; Astronomy: Observation & Theories; Concepts in Marketing; Cycles of Life: Exploring Biology; Cultural Anthropology: Our Diverse World; Child Development: Stepping Stones; Physical Anthropology: The Evolving Human; Physical Geology Across the American Landscape; Psychology: The Human Experience; Transitions Throughout the Life Span; and Understanding Chemistry in Our World.

OLIT coordinates Coastline’s **Summer Institute**, a two-day conference on instructional techniques, technology, tools, and resources, conducted each year for faculty and staff.

Executive Dean..... Dan C. Jones  
 Director, Technology Support  
 Services ..... Anthony Maciel  
 Director, Marketing &  
 Product Development..... Lynn M. Dahnke  
 Director, Instructional Media  
 Design & Production.....Judy M. Garvey  
 Director, eLearning, Application &  
 Web Development.....David L. Thompson

**Institutional Research, Planning and Grant Development**

Knowing our students and community is important to Coastline Community College. The Research Office provides support to the staff, faculty, administration, and the Associated Student Government (ASG). 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 or grant-seeking activities.

Associate Dean, Institutional Research and Planning..... Jorge Sanchez

**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 ..... Loretta P. Adrian, 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 1 (714) 241-6154 for information.

Director, College Foundation.....Mariam Khosravani

**Marketing, Public Relations**

Marketing and Public Relations serves as the communications arm of the College. The office coordinates public information activities, media and promotional efforts, and manages the printing/publication services for the College. The college Web site is also administered through this department.

Director, Marketing and Public Relations.....Michelle Ma

**Student Services**

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), Associated Student Government (ASG), and career and transfer services. It also manages student conduct and grievance procedures. Student Services maintains and provides a full range of matriculation services for students.

Dean, Enrollment Services and ASG.....Lois Wilkerson  
Counseling & Matriculation Assessment, Transfer Center, EOPS and CalWORKs... Christine Leon  
Director, Admissions and Records ... Jennifer McDonald  
Director, Financial Aid ..... Cynthia Pienkowski

# Administration

## **Adrian, Loretta (2010)**

President  
M.A., University of the Pacific  
Ph.D., Claremont Graduate University

## **Bell, Evelyn (2004)**

Program Supervisor, Orange County  
One-Stop Center  
A.A., Los Angeles Southwest College

## **Boehler, Ted A. (1983)**

Dean, Instruction, Costa Mesa Center  
and Newport Beach Learning Center  
B.A., M.A., California State University,  
Long Beach  
Ed.D., Pepperdine University

## **Cant, David K. (1993)**

Director, Maintenance and Operations  
California State Contractors License

## **Capoccia-White, Rozanne (2003)**

Manager, Contract & Military Education  
Operations  
A.A., Golden West College  
B.A., California State University,  
Fullerton  
M.A., Chapman University

## **Dahnke, Lynn M. (1998)**

Director, Marketing and Product  
Development  
Certificate, Fundraising, University of  
Southern California  
Certificate, Sawyer College of Business

## **Garvey, Judith M. (1999)**

Director, Instructional Media Design and  
Production  
B.A., Loyola University

## **Harrison, Nathaniel (2002)**

Coordinator, Contract Education  
Instructional Services, Contract &  
Military Education Programs  
A.A., Orange Coast College  
B.A., University of California, Irvine

## **Jones, Dan C. (1999)**

Executive Dean, Distance Learning and  
Professional Development  
A.A., Bakersfield Community College  
B.S., California State University,  
Bakersfield  
M.S., American University  
Ed.D., Nova Southeastern University

## **Jones, Nancy S. (1996)**

Dean, Instruction, Career and Technical  
Education  
B.S. Oral Roberts University  
M.A. California State University, Fullerton

## **Khosravani, Mariam (2001)**

Director, College Foundation  
B.S., Regents College  
M.B.A., National University  
Certificate, Fundraising, University of  
California, Irvine

## **Kudlik, Richard (2005)**

Director, Business Services and  
Entrepreneurship  
B.A., University of California, Irvine  
M.A., University of Southern California

## **Le, Mai T. (2004)**

Program Supervisor, Orange County  
One-Stop Center  
A.A., Orange Coast College  
B.A., California State University,  
Fullerton

## **Leon, Christine M. (2012)**

Dean, Counseling and Matriculation  
B.A. University of California, Los Angeles  
M.A. University of California, Los  
Angeles

## **Lopez, Vinicio J. (2009)**

Dean, Instruction, Le-Jao Center  
B.A., University of California, San Diego  
M.A., University of Phoenix

## **Ma, Michelle K. (2005)**

Director, Marketing and Public Relations  
B.S., University of Southern Indiana  
M.P.A., California State University, Long  
Beach

## **Maciel, Anthony (2005)**

Interim Director, Technology Support  
Services  
B.A., DeVry University  
M.B.A., California State University, Long  
Beach

## **Maharaj, Peter (2006)**

Manager, Contract Education Program  
Development and Services  
B.A., California State University, Long  
Beach  
M.A., National University

## **McDonald, Jennifer C. (1976)**

Director, Admissions and Records  
A.A., Rancho Santiago College

## **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

## **Nash, Robert D. (1993)**

Associate Dean, Distance Learning and  
Professional Development  
B.S., University of California, Berkeley  
M.S.Ed., University of Southern  
California

## **Nguyen, Christine P. (2000)**

Vice President, Administrative Services  
B.S., California State University, Long  
Beach  
M.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)**

Vice President, Instruction and Student  
Services  
A.A., Orange Coast College  
B.S., M.A., University of Phoenix  
Ed.D. California State University, Long  
Beach

## **Salinas-Rumps, Sallie A. (2011)**

Interim Administrative Director,  
Workforce and Economic Development  
B.S., California State University,  
Fullerton

## **Sanchez, Jorge R. (2007)**

Dean, Research, Planning and  
Institutional Effectiveness  
A.A., Santa Ana College  
M.A., California State University,  
Fullerton  
M.A., University of California, Los  
Angeles  
Ph.D. University of California, Los  
Angeles

## **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

**Thompson, Dave (2003)**

Director, eLearning, Application & Web Development  
B.S., Computer Learning Center

**Van Ast, Paul A. (2011)**

Director, Orange County One-Stop Center  
B.A., Simpson College

**Wilkerson, Lois Y. (1984)**

Dean, Enrollment Services  
A.A., Orange Coast College  
B.A., University of Redlands  
M.B.A., National University

## Faculty— Full time

**Bach, Michael (1976)**

Instructor, Political Science  
A.A., Los Angeles Harbor College  
B.S., California State University, Long Beach

**Barnes, Stephen G. (2012)**

Instructor, Paralegal  
J.D., Western State University College of Law

**Basabe, Sandra (2008)**

Professor, Spanish  
A.A., Cerritos Community College  
B.A., California State University, Long Beach  
M.A., California State University, Long Beach

**Bauman, Jane (1999)**

Professor, Art  
B.A., Santa Clara University  
M.F.A., San Francisco Art Institute

**Berggren, Gayle L. (1982)**

Professor, Psychology  
B.A., M.A., California State University, Fullerton  
Ph.D., Claremont Graduate School

**Darby, Barbara J. (1984)**

Professor, Special Education  
B.A., California State University, Fullerton  
M.S., National University

**Davis, Scott P. H. (2012)**

Instructor, English  
B.A., North Western University  
M.A., University of California, Irvine

**Devine, David (2012)**

Instructor, Physics/Astronomy  
B.A., Georgia Institute of Technology  
M.D., University of Maryland, College Park  
Ph.D., University of Colorado, Boulder

**Desmond, Deborah J. (1976)**

Professor, Special Education  
B.A., M.S., California State University, Long Beach

**Ellis, Jeanette (2001)**

Professor, Psychology; Parent Education  
B.F.A., M.A. California State University, Long Beach

**Feldon, Fred A. (1995)**

Professor, Mathematics  
B.A., University of California, Santa Cruz  
M.A., California State University, Fullerton

**Gutierrez, Pedro J. A. (2007)**

Professor, Biological Sciences-Anatomy/Physiology  
B.A., Massachusetts Institute of Technology  
Ph.D., Stanford University

**Henry, Deborah C. (2012)**

Associate Professor, Anatomy/Physiology  
B.S., Baylor University  
M.D., Baylor University

**Holliday, Ann B. (1987)**

Professor, Special Education  
B.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

**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  
Ed.D. California State University, Long Beach

**Leighton, Kenneth A.J. (2008)**

Professor, English  
B.A., University of California, Berkley  
M.A., California State University, Long Beach

**Levenshus, Joshua T. (2012)**

Instructor, Speech  
B.S., California State University, Long Beach  
M.A., California State University, Long Beach

**Lockwood, Frederick (2009)**

Professor, Business  
B.S., California State University, Northridge  
M.B.A., California State Polytechnic University, Pomona

**Marcus, Ted (2005)**

Professor, Chemistry  
B.S., University of Alexandria  
M.S., Ph.D., University of California, Santa Barbara

**Miscione, Velvet (2006)**

Counselor  
B.S., Linfield College  
M.A., University of Oregon

**Montague, Judy K. (1998)**

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

**Pittaway, Daniel S. (2011)**

B.A., Pitzer College  
M.S., California State University,  
Fullerton

**Preciado, Anita G. (1991)**

Professor, English as a Second  
Language  
B.A., California State University,  
Dominguez Hills  
M.A., Azusa Pacific University

**Ryan, Celeste S. (1986)**

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

**Teregis, Tracy L. (1990)**

Instructor, Special Education  
B.A., California State University, Long  
Beach  
M.S., National University

**Tsutsumida-Krampe, Lorraine  
M. (1991)**

Professor, English as a Second  
Language  
A.A., Phoenix College  
B.A., M.A., Arizona State University

**Warner, Michael (1999)**

Professor, Computer Services  
Technology  
A.A., Orange Coast College  
B.A., California State University, Long  
Beach

**Warwick, Randall J. (1991)**

Professor, Biology  
A.S., San Francisco City College  
A.B., University of California, Berkeley  
M.S., University of California, Los  
Angeles

**Wild, Michelle R. (1991)**

Professor, Special Education,  
Computers, Education  
B.A., M.A., California State University,  
Fullerton

**Winterbourne, Susan (1998)**

Professor, Counselor  
B.S., California Poly University  
M.S., California State University,  
Fullerton

## Faculty–Part Time and Temporary

Adler, Roberta  
Instructor, Special Programs

Ahlman, Mary  
Instructor, English as a Second Language

Ahmed, Shariq  
Instructor, Business Computing

Akamine, Karen  
Instructor, Art

Allen, Stacey  
Instructor, Sociology

Alweheiby, Julie  
Instructor, Spanish

Amito'elau, Sylvia  
Instructor, Business Computing

Aprile, Judy  
Instructor, Physical Education, Emeritus, Special  
Education

Ardolino, Maureen  
Instructor, Special Education

Armendariz, Patricia  
Instructor, English as a Second Language

Atallah, Joseph  
Instructor, Accounting

Atkins, Courtney  
Instructor, Business Computing

Aubry, Michael  
Instructor, Business

Bai, Hannah  
Instructor, Computer Services Technology

Bailly, Jennifer  
Instructor, Economics

Baitoo, Hilda  
Instructor, Digital Graphics Applications

Barnes, R. Ted  
Professor, Psychology, Philosophy

Barragan, Valeria  
Instructor, Spanish

Barrett, Debra  
Instructor, Special Programs

Basford, Sean  
Instructor, Business

Bassett, Maxine  
Instructor, Business Computing

Beaver, Dorothy  
Instructor, English as a Second Language

Belanger, Albert  
Instructor, Health

Bhattacharyya, Deba  
Instructor, Geology

Blackman, Darin  
Instructor, Computer Services Technology

Boddie, Richard  
Instructor, Political Science

Boehler, Connie  
Professor, Physical Education

Bogle, Dennis  
Instructor, Building Construction Technology

Borcoman, K. Douglas  
Instructor, Philosophy

Bouley, Harold  
Instructor, Real Estate

Brock, Marilyn V.  
Assistant Professor, English

Bund, Stefan  
Instructor, Business Computing

Calcanas, Christina  
Instructor, Special Education

Candelaria, Patricia  
Professor, Spanish

Cao, Thomas  
Instructor, Mathematics

Capocciana, John  
Instructor, Computer Services Technology

Carlucci, Michael  
Instructor, Mass Communications

Carpenter, Linda  
Associate Professor, English, Humanities,  
Communications Studies

Caterina, Amy  
Instructor, Digital Graphics Applications

Cemo, James  
Instructor, Political Science

Chabra, Shashi  
Instructor, Special Education

Chambers, Malcolm  
Instructor, Real Estate

Chambers, Thomas  
Instructor, Political Science

Chang, Sarah  
Instructor, Counseling  
Credits for College Program

Chang, Yu-An  
Instructor, Chemistry

Chapman, Cheryl  
Professor, Digital Graphics Applications,  
Education

Chard-Yaron, Sharon  
Professor, Counseling, Education

Chase, Suzanne  
Instructor, English as a Second Language

Chen, Donna  
Counselor

Chen, Eric  
Instructor, Computer Services Technology

Chhun, Surya  
Instructor, Biology

Chow, Brian  
Instructor, Accounting

Churgel, Marlene  
Professor, English as a Second Language

Cisneros, Mark  
Instructor, Mathematics

Clark, John  
Instructor, Photography

Cole, Maureen  
Instructor, Special Education

Collins, Clint  
Instructor, Special Education

Coroneus, John  
Instructor, Physics

Covert, Robert  
Professor, Philosophy

Cratty, William  
Instructor, Music

Crawfis, Robert  
Associate Professor, Business Law

Crowley, Debra  
Instructor, Computer Services Technology

Crowley, Erin  
Instructor, Special Education

Cummins, Megan  
Instructor, Economics

Curtis, Michael  
Instructor, Marine Science

Dalbey, Elizabeth  
Instructor, English as a Second Language

Davis, Georgette  
Instructor, English as a Second Language

Davis, Loretta  
Instructor, English as a Second Language

Davis, Penny  
Instructor, English

Dawes, Arthur  
Instructor, Business Computing, Computer  
Services Technology

DeCarlo, Joseph  
Professor, Real Estate

DeVoe, Todd  
Instructor, Emergency Management

DeWitt, Stanley  
Instructor, Music

DelCarmen, George  
Instructor, Business

Diaz-Brown, William  
Instructor, History

Dietrich, Phillip  
Instructor, Mathematics

Do, Anh  
Counselor, Career Education

Do, Anhvy  
Instructor, English as a Second Language

Don, Rachel  
Instructor, English as a Second Language

Doren, Ricia  
Instructor, English as a Second Language

Doyle, John  
Instructor, Human Services, Philosophy

Duzey, Janice  
Assistant Professor, Counseling

Eber, Loraine  
Instructor, Gerontology

El-Ahraf, Amer  
Instructor, Arabic

Elbettar, Jay  
Instructor, Building Codes Technology

Everett, Michael  
Instructor, Mathematics

Farr, Jon Scott  
Instructor, Music

Farrington, Brenda  
Instructor, History

Feiner, Henri  
Professor, Mathematics

Fitzgeorge, Brenda  
Professor, Special Education

Flores, Robert  
Instructor, Physical Education

Forbes, Junko  
Instructor, Mathematics

Forsgren, Kristy  
Instructor, Biology

Freeman, W. David  
Instructor, History

Fry, Marilyn  
Professor, English

Fuller, David  
Instructor, Paralegal Studies

Gabela, Jose  
Instructor, Business

Galima, Maelanie  
Instructor, Biology

Gandall, Beverly  
Instructor, English as a Second Language

Gardea, Serena  
Instructor, Communication Studies

Garvin, Timothy  
Instructor, History

Gettinger, Amy  
Instructor, English as a Second Language

Giancarlo, Jennifer  
Instructor, Biology

Gill, Tina  
Instructor, Business

Go, Marianne  
Instructor, Sociology

Godfrey, Donald  
Instructor, Building Codes Technology

Goodin, M. Lynn  
Instructor, Art

Gundy, Helen  
Instructor, Chemistry

Gustaveson, Valerie  
Professor, English as a Second Language

Haas, Roland  
Professor, Art

Hall, Leva  
Professor, English

Hampton, Jancy  
Associate Professor, Dance

Hart, John  
Instructor, Business, Mass Communications

Hazard, Sue  
Instructor, Physical Education

Henry, Charles  
Instructor, Business

Hernandez, Christina  
Instructor, Dance

Hernandez, Marcela  
Counselor

Ho-Chen, Jennifer  
Instructor, Biology

Hoekstra, Thomas  
Instructor, Accounting

Hogan, Mikel  
Instructor, Anthropology, Human Services

Hollinden, Jody  
Instructor, Special Education

Hurst, Geoff  
Instructor, Computer Services Technology

Huynh, Minh Tri  
Instructor, Business Computing

Ildelfonso, Nelson  
Instructor, Accounting

Irvin, Teresa  
Instructor, Emergency Management

Isbell, Donald  
Instructor, Computer Services Technology

Jaber, Jihad  
Instructor, Mathematics

James, Scott  
Instructor, Psychology

Jarmin, Margie  
Instructor, English as a Second Language

Jereb, Claudia  
Instructor, English

Jewell, Randall  
Instructor, Process Technology

Johnson, Jeffrey  
Instructor, Biology

Jones, Julie  
Instructor, English as a Second Language

Kabaji, Noha  
Professor, English

Kahn, Kathy  
Instructor, Dance

Keefer, Sherry  
Instructor, English as a Second Language

Kelsey, David  
Instructor, Philosophy

Kempe, Gladys  
Instructor, English as a Second Language

Kepler, Marc  
Instructor, English as a Second Language

Kerr, Jeff  
Instructor, Computer Services Technology

Kerwin, William  
Instructor, Business

Khambatta, Zubin  
Instructor, Computer Services Technology

Khan, Kathy  
Assistant Professor, Dance

Khan, Mahbubur  
Instructor, Physics

Kosbab, Tina  
Instructor, Special Education

Kroll, Stephen  
Professor, Accounting

Kuang, Jessica  
Instructor, Mathematics

Kurz, Sally  
Professor, Business Computing

Lee, Alexander  
Instructor, Physics

Lee, Sheryl  
Instructor, English as a Second Language

Lembke, Phyllis  
Instructor, Psychology

Letterman, Bryce  
Associate Professor, Paralegal Studies

Levy, Andrew  
Instructor, Theater

Lieu, Thanh-Thuy  
Instructor, Mathematics

Litman, Todd  
Instructor, Paralegal Studies

Loester, Karen  
Instructor, English as a Second Language

Long, Barbara  
Professor, Business Computing

Lopez, Ellen  
Instructor, Emergency Management

Lopez, Rachelle  
Counselor

Lovig, Margaret  
Professor, Paralegal Studies

Lowther, Gene  
Instructor, Business

Maccoun, Wendy  
Instructor, English as a Second Language

Magrann, Tracy  
Instructor, Biology

Maharaj, Peter  
Instructor, Computer Information Systems

Man, Georgina Ching To  
Instructor, English as a Second Language

Maniaci, Vera  
Instructor, Italian

Mann, Claire  
Instructor, Psychology

Marin, Iliana  
Instructor, Business Computing

Marks, Karen  
Instructor, Human Services

Marquez, Gilbert  
Instructor, Digital Graphics Applications

Martenuk, Stephen  
Instructor, Computer Services Technology

Masters, Melinda  
Instructor, Special Education

Matar, Mike  
Instructor, Business

Maynard, Linda  
Instructor, English as a Second Language

McCliman, Michelle  
Instructor, Paralegal Studies

McClure, Helen  
Professor, Counselor

McGeoch, Norma  
Instructor, English as a Second Language

McLaughlin, Marta  
Instructor, Special Education

McLucas, Karen  
Instructor, Business Computing/Psychology

McNamara, John  
Instructor, Geology

Mefford, Christopher  
Instructor, English as a Second Language

Mendoza, Jaime  
Instructor, English as a Second Language

Menzing, Todd  
Instructor, History

Messina, John  
Instructor, Ecology

Mielke, Tammy  
Instructor, Psychology

Miller, Rosemary  
Professor, Spanish

Milton, Noelle  
Instructor, Reading

Mims, Brian  
Counselor

Mohr, Cheryl  
Instructor, English as a Second Language

Morehouse, Karen  
Instructor, English

Morin, Linda  
Instructor, Emergency Management

Mozell, Harold  
Instructor, English as a Second Language

Mungaray, Sally  
Instructor, Special Education

Najera, Michael  
Instructor, History

Nguyen, David  
Instructor, Vietnamese

Nguyen, Diem Thanh  
Instructor, Mathematics

Nguyen, Ky  
Instructor, English as a Second Language

Nguyen, Lien Kara  
Counselor

Nguyen, Scott  
Instructor, Biology

Nguyen, Steve  
Counselor

Nichols, Kristen  
Instructor, English

Oelstrom, Jeanne  
Professor, Business

Offenhauser, Tyler  
Instructor, Paralegal Studies

Ondracek, Ted  
Instructor, Business

Ozborn, Katherine  
Instructor, English

Palmer, Catherine  
Professor, English

Parent, Nancy  
Professor, Health Education

Parker, Spurgeon  
Instructor, Mathematics

Parsell, Jill  
Instructor, Biology

Pasino, James  
Instructor, Special Education

Pastel, Fay  
Instructor, Physical Education

Pecoraro, Michaelene  
Instructor, Special Education

Petri, Michael  
Instructor, Political Science

Petropoulos, Mary  
Instructor, Sociology

Pirino, Giorgia  
Instructor, Biology

Platfoot, Shirley  
Instructor, Special Education

Pourreza, Atousa  
Instructor, Biology

Powell, Rita  
Professor, Career Education

Primich, Sue  
Professor, Counselor

Proppe, Jean  
Instructor, Music

Quast, Gerald  
Instructor, Building Codes Technology

Ratzlaff, Duane  
Instructor, English as a Second Language

Reisch, Carla  
Instructor, Music

Revilla, Candace  
Instructor, English as a Second Language

Reyes, Jesus  
Instructor, Biology

Richter, Otto  
Instructor, Astronomy

Riley, Kevin  
Instructor, Computer Services Technology

Rives, Nick  
Instructor, Accounting

Roche, Joshua  
Instructor, Mathematics

Rogoff, Meri  
Professor, English

Ruhle, James  
Instructor, Geology

Ruppert, Kelly  
Instructor, Geology

Rutledge, Darius  
Instructor, Health

Ryan, Mutsuno  
Instructor, Mathematics

Sabha, Fayruz  
Instructor, English as a Second Language

Sak, Kathleen  
Instructor, Biology

Sallee, Mark  
Instructor, Building Codes Technology

Salvi, Lisa  
Associate Professor, Anthropology

Sampson, Kevin  
Professor, Criminal Justice, Emergency  
Management



Satow, Jing-Fang  
Instructor, Chinese

Sayasy, Ny Khen  
Instructor, Business Computing

Schindelbeck, Judy  
Professor, Foods and Nutrition

Scoggin, Sally  
Instructor, English as a Second Language

Semer, Lynn  
Instructor, Special Education

Seyster, Barry  
Instructor, English as a Second Language

Shi, Nigie  
Instructor, Mathematics

Shibata, Sharon  
Instructor, English as a Second Language

Shiring, Richard  
Professor, Mathematics

Siefkes, Ashlie  
Instructor, Communication Studies

Sleep, Katherine  
Instructor, English as a Second Language

Sliff, Robert  
Instructor, Philosophy

Smith, Ronald  
Instructor, Process Technology

Snetsinger, Peter  
Professor, History, Political Science

Stachelski, Barbara  
Instructor, Special Education

Steddum, Michelle  
Instructor, Accounting

Strauss-Thacker, Esther  
Professor, English

Stubblefield, Katie  
Instructor, Special Education

Sullivan, M. Christine  
Professor, Art

Syed, Erum  
Instructor, Biology

Takacs, Marcia  
Instructor, English as a Second Language

Talmage, Dorrie  
Instructor, Biology

Taylor, Marg  
Professor, Office Automation Careers, English,  
Computer

Terry, Brenda  
Instructor, Business Computing

Terry, Ladd  
Instructor, Art

Thaler, Timothy  
Professor, Accounting

Thayer, Karen  
Instructor, Art

Torrini, Lynn  
Professor, Art

Tran, Chau  
Instructor, Mathematics

Tran, Dung  
Instructor, Vietnamese

Tran, Toan  
Instructor, Computer Information Systems

Vayo, Sunshine  
Instructor, Economics

Villalobos, Jose  
Instructor, Mathematics

Vo, Son  
Instructor, Vietnamese

Wahba, Remon  
Instructor, Biology

Walker, Heather  
Instructor, Art

Walker, Lynn  
Instructor, English as a Second Language

Waller, Ellis  
Instructor, Gerontology

Walling, Diane  
Professor, Art

Washington, Warren  
Instructor, Sociology

Watson, Katherine  
Professor, French

Watts, Susan  
Instructor, Paralegal Studies

Wegter, Rachel  
Instructor, Communication Studies

Whitson, Stephen  
Professor, Accounting

Windsor, Adrian  
Professor, English

Woodruff, Sandra  
Instructor, English as a Second Language

Worden, Mark  
Instructor, Business Computing

Yeh, Lauren  
Instructor, Counseling

Yeh, Ning  
Professor, Art

Yue, Amy  
Instructor, English as a Second Language

Zaki, Sohair  
Instructor, Business Computing

Zuniga, Desiree  
Counselor

## Staff

Agag-Maxwell, Diana  
Military/Contract Education Technician,  
Intermediate, Military Education Programs

Aguirre, Isaiah  
Admissions and Records Technician I, Admissions  
and Records

Aistrich, Darian  
Project Coordinator, Research

Ajbani, Minal  
Accounting Coordinator Senior, Fiscal Services

Alatorre, Patricia  
Workforce Specialist, One-Stop Center

Amito'elau, Sylvia  
Educational Media Designer Military Programs,  
Instructional Systems Development

Arellano, Cristina  
EOPS Recruitment Technician, Extended  
Opportunity Programs and Services

Arroyo, Gabe  
Maintenance and Operations Lead, Maintenance  
and Operations

Arroyo, Judith  
Typist Clerk, Intermediate, Costa Mesa Center

Au, Duc  
MIS Technician, One-Stop Center

Barber, Shaunick  
Staff Assistant Senior, Personnel Services

Barry, Nancy  
Accounting Assistant III, Admissions and Records

Berry, Cynthia  
Area Facilitator, Garden Grove Center

Blake, Suzanne  
Staff Assistant, Assessment Center

**Bledsoe, Katherine**  
Area Facilitator, Costa Mesa Center

**Borja, Sergio**  
Admissions and Records Technician II, Admissions and Records

**Boyle, Robin**  
Military/Contract Education Technician, Intermediate, Military Education Programs

**Brahmbhatt, Ravindra**  
Workforce Specialist, One-Stop Center

**Caluag, Elizabeth**  
Instructional Associate, Le-Jao Center

**Cervantes, Rachel**  
Admissions and Records Technician III, Admissions and Records

**Chan, John**  
Campus Security Officer, Maintenance & Operation

**Chotima, Poomchai**  
Instructional Associate/Basic Skills Lab, Le-Jao Center

**Clark, Wendy**  
Military/Contract Education Technician, Intermediate, Military Education Programs

**Clausen, Carolyn**  
Division Area Office Coordinator, Garden Grove Center

**Cline, James**  
Information Systems Technician II, Computer Services

**Coker, Paula**  
Staff Aide, Foundation

**Collins, Shirley**  
Computer Support Specialist I, Computer Services

**Conlisk, Karen**  
Contract Education Staff Aide, Contract Education

**Cruz, Baltazar**  
Custodian, Maintenance and Operations

**Curren, Alice**  
Bookstore Operations Assistant, Bookstore

**Daniel, Marion**  
Military/Contract Education Technician, Military Education Programs

**DeBattista, Janice**  
Area Facilitator, Le-Jao Center

**De La Rosa, Jennifer**  
Military/Contract Education Programs Coordinator, Contract Education

**Dixon, Robert**  
Instructional Systems Development Programmer, Instructional Systems Development

**Donahue, Kevin**  
Staff Assistant, Distance Learning

**Drake, Rena**  
Workforce Specialist, One-Stop Center

**Drennen, Pamela**  
Military/Contract Education Staff Aide, Contract Education

**Durkee, Dolores**  
MIS Technician, One-Stop Center

**Eldridge, Keven**  
Workforce Specialist, One-Stop Center

**Evans, Jeffrey**  
Maintenance Semi-Skilled, Maintenance and Operations

**Flores, Ralph**  
Campus Security Officer, Maintenance and Operations

**Follis, Diane**  
Staff Specialist, Instructional Systems Development

**French, Ann**  
Staff Assistant Senior, Distance Learning

**Furlong, Kimberly**  
Receptionist, College Center

**Garcia, Nick**  
Groundskeeper III, Maintenance and Operations

**Genova, Lori**  
Intellectual Disabilities Program Assistant, Special Programs and Services for the Disabled

**Giaconia, John**  
Information Systems Technician II, Telemedia Services

**Gomez, Angela**  
Military/Contract Education Technician, Intermediate, Military Education Programs

**Gonzalez, Shañon**  
Research Analyst, Senior, Research

**Gould III, Harry**  
Contract Education Production Editor, Instructional Systems Development

**Gracia, Esequiel**  
Workforce Specialist, One-Stop Center

**Guray, Minerva**  
Military/Contract Education Technician, Military Education Programs

**Ha, Tran**  
Accounting Coordinator Senior, Fiscal Services

**Harguess, Dale**  
Accounting Technician, Senior, Computer Services

**Hauri, Gail**  
Workforce Specialist, One-Stop Center

**Hayes, Laura**  
Military/Contract Education Technician, Intermediate, Contract Education

**Hein, Jerry**  
Multimedia Production Specialist, Telemedia Services

**Hill, Elaine**  
Telecourse Marketing Coordinator, Instructional Systems Development

**Ho, Charlene**  
Financial Aid Technician, Financial Aid

**Hou, Anthony**  
Workforce Specialist, One-Stop Center

**Hulett, Marie**  
Contract Education Video Production Coordinator, Instructional Systems Development

**James, Teresa**  
Staff Aide, Distance Learning

**Jensen, Kathryn**  
Workforce Specialist, One-Stop Center

**Jones, Jeffrey**  
Campus Security Officer, Administrative Services

**Jones, Shirley**  
Military/Contract Education Technician, Intermediate, Military Education Programs

**Karr, Beverly**  
WIA Support Clerk, One-Stop Center

**Kelly, Patrick**  
Maintenance, Skilled, Maintenance and Operations

**Kennedy, Ann**  
Workforce Specialist, One-Stop Center

**Keough, Janell**  
Military/Contract Education Application Project Coordinator, Contract Education

**Kistler, John**  
Maintenance, Skilled, Maintenance and Operations

**Le, Jenny**  
Military/Contract Education Technician, Intermediate, Contract Education

**Lee, Jeanette**  
Graphic Designer, Graphics and Publications

**Lopez, Ashley**  
Staff Aide, Foundation

**Lopez, Rachelle**  
Staff Aide, International Student Program

**Mai, Maria**  
Admissions and Records Specialist, Admissions and Records

**Marin, Iliana**  
Grant Project Assistant, Garden Grove Center

**Martinez, Carlos**  
Job Center Clerk, One-Stop Center

**Martinez, Tannia**  
Military Contract Education Technician,  
Intermediate, Contract Education

**McCollom, Dorothy**  
Staff Assistant, Le-Jao Center

**McCord, Diane**  
Workforce Specialist, One-Stop Center

**McKindley, Katherine**  
Staff Specialist, Maintenance and Operations

**McLucas, Karen**  
Instructional Programs Facilitator, Distance  
Learning

**Mensah, Araba**  
Military/Contract Education Technician,  
Intermediate, Contract Education

**Mihatov, Steven**  
Information Systems Technician, Senior, Computer  
Services

**Miles, Susie**  
Counselor Aide, Counseling and Guidance

**Moon, Bill**  
Bookstore Shipping and Receiving Clerk,  
Bookstore

**Moulton, Janette**  
Financial Aid Specialist, Financial Aid

**Neal, Krystal**  
Typist Clerk, Intermediate, Garden Grove Center

**Needham, Carol**  
Guidance Assistant, Counseling and Guidance

**Nguyen, Kim**  
Instructional Associate, ESL, Le-Jao Center

**Nguyen, Kimlan**  
Military/Contract Education Technician  
Intermediate, Contract Education

**Nguyen, Thomas**  
Offset Press Operator III, Graphics and  
Publications

**Nguyen, Trang**  
Accounting Technician, Fiscal Services

**Nguyen, Vu**  
Admissions and Records Technician II, Admissions  
and Records

**Nibeel, Deborah**  
Staff Assistant Senior, Personnel Services

**O'Steen, Kelly**  
Admissions and Records Technician II, Admissions  
and Records

**Perdue, Brenda**  
Staff Assistant Senior, Office of Instruction

**Perez, Arturo**  
Groundskeeper III, Maintenance and Operations

**Pham, Hai**  
Information Systems Technician II, Computer  
Services

**Pham, Jonathan**  
Workforce Specialist, One-Stop Center

**Phan, Sheena**  
Accounting Assistant III, Extended Opportunity  
Programs and Services

**Phomprasack, Tracee**  
Military/Contract Education Technician,  
Intermediate, Contract Education

**Poush, Irene**  
Typist Clerk, Intermediate, Le-Jao Center

**Quach, Helen**  
Military Program Course Assistant I, Distance  
Learning

**Ramirez, Juana**  
Custodian, Maintenance and Operations

**Ramon, Diana**  
Bookstore Operations Assistant, Bookstore

**Rhoades, Victoria**  
Workforce Specialist, One-Stop Center

**Riley, Richard**  
Custodian, Senior, Maintenance and Operations

**Rivera, Irma**  
WIA Support Clerk, One-Stop Center

**Rogers, Stephani**  
Military/Contract Education Technician III,  
Military Education Programs

**Rojas, Mario**  
Custodian, Senior, Maintenance and Operations

**Romeo, Erika**  
Military/Contract Education Technician,  
Intermediate, Admissions and Records

**Rose, Lynn**  
Military/Contract Education Technician, Military  
Education Programs

**Rusamiprasert, Laila**  
Staff Assistant, Special Projects, President's Office

**Sacket, Wendy**  
Electronic Media Publishing Project Coordinator,  
Instructional Systems Development

**Salcedo, Veronica**  
Staff Assistant, Instructional Systems Development

**Santoro, George**  
Offset Press Operator III, Graphics and  
Publications

**Sayasy, Khen**  
Accounting Analyst, One-Stop Center

**Spencer, Shirley**  
Administrative Assistant to the Vice President,  
Administrative Services

**Spoja, Caroline**  
Staff Assistant Senior, Student Services

**Stewart, 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

**Tetnowski, Deborah**  
Systems Analyst Special, Admissions and Records

**Tiongco, Lanie**  
Workforce Specialist, One-Stop Center

**Tran, Celicia**  
Instructional Aide - ESL, Le-Jao Center

**Tran, Chau**  
Military/Contract Education Technician,  
Intermediate, Military Education Programs

**Tran, Kathie**  
Student Financial Aid Coordinator, Financial Aid

**Tran, Khoi**  
Admissions and Records Technician II, Admissions  
and Records

**Tran, Tiffany**  
Instructional Associate - ESL, Le-Jao Center

**Tran, Toan**  
Instructional Systems Development Programmer,  
Instructional Systems Development

**Tran, Tom**  
Workforce Specialist, One-Stop Center

**Tran, Vinh**  
Workforce Specialist, One-Stop Center

Tran-Nguyen, Martha  
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

Vargas, Adrian  
Custodian, Maintenance and Operations

Vaughan, Marie  
Staff Aide, Instructional Systems Development

Vega-Gutierrez, Luz  
WIA Support Clerk, One-Stop Center

Ventura-Gomez, Lazaro  
Custodian, Maintenance and Operations

Vinh, Tho  
Web/Multimedia Programmer, Distance Learning

Vu, Thien  
Counseling & Guidance Office Operations  
Coordinator, Counseling

Wang, Jocelyn  
Special Projects Budget Clerk, One-Stop Center

Wang, Michelle  
Admissions and Records Technician II, Admissions  
and Records

Ward, Helen  
Staff Assistant, Counseling

Williams, Doug  
Information Systems Technician II, Computer  
Services

Wood, Lori  
CalWORKS Program Office Specialist Senior,  
CalWORKS

Worden, Mark  
Web/Multimedia Designer - Military Programs,  
Instructional Systems Development

Xa, Quan  
Financial Aid Technician, Financial Aid

Xa, Tina  
EOPS Care Specialist, Extended Opportunity  
Programs and Services

Yanalunas, Margaret  
Educational Media Designer, Instructional  
Systems Development

Yokota, Janice  
Division/Area Office Coordinator, Costa Mesa  
Center

Zaki, Sohair  
Seaport Learning Management System  
Analyst/Programmer, Instructional Systems  
Development

## **Emeritus Status**

**Arlington, Patricia**

**Baker, Lynne**

**Baugh, James**

**Braithwaite, John**

**Breihan, John**

**Brown, John**

**Candelaria, Patricia**

**Dills, Ruth**

**Do, Tuan**

**Duffy, Joan**

**Eccles, Faye**

**Friebertshauer, Donna**

**Garmon, James**

**Haas, Roland**

**Hall, Leva**

**Hamilton, Rachel**

**Harding, George**

**Hearlson, Julie**

**Hickey, Margaret**

**Hollowell, Barbara**

**Houghton, Dennis**

**Huson, Dorothy**

**Johnson, Patricia**

**Kurz, Sally**

**Lascoe, Marion**

**Leslie, Sandra**

**McClure, Helen**

**Mullaney, Marilyn**

**Oelstrom, Jeanne**

**Purdy, Leslie**

**Ratner, Harry**

**Sirianni, George**

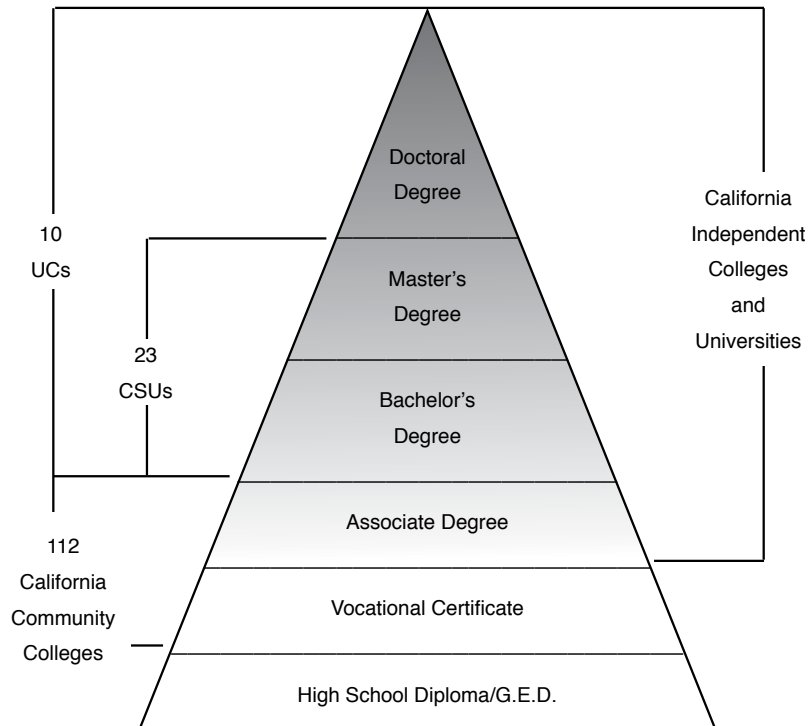
**Snyder, Thomas**

**Wojciechowski, Danny**

**Wojciechowski, Linda**

**Appendix A:**

# Educational Options in California

**Vocational Certificates**

Major courses ONLY. Number of units required varies. A series of special major courses, all related to a particular occupational skill. Offered by community colleges and private educational organizations. Certificates help students prepare for new careers or upgrade current employment skills.

**Associate Degrees**

Major courses plus general education courses and electives, 60 units required. Usually referred to as Associate of Arts (A.A.) or Associate of Science (A.S.) degrees.

**Bachelor's Degrees**

Major courses plus general education and electives, 120-132 total units required. Usually referred to as Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) degrees. You may complete the first two years at a community college and then transfer to a four-year university.

**Master's Degrees**

Bachelor's degree plus graduate courses in a specialized area. Bachelor's degree units (120-132) plus approximately 36 units. Usually referred to as Master of Science (M.S.) or Master of Arts (M.A.) degrees. Normally requires two additional years full-time work after completion of bachelor's degree.

**Doctoral Degrees**

Advanced training beyond a bachelor's or master's degree. Units vary, depending on field of study. Usually referred to as Doctor of Philosophy (Ph.D.) or Doctor of Education (Ed.D.). Normally requires three to five additional years of full-time work after completion of master's degree.

**Appendix B:**

# Advanced Placement Chart

## College Credit for Advanced Placement (AP) Tests

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general Education (GE) and/or major requirements.

Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the A.A. or GE patterns.

Course credit and units granted at Coastline College may differ from course credit and units granted by a transfer institution.

This AP Chart is based on the most current information available. Although every attempt has been made to assure the accuracy of the information provided, make sure to use the links below to view the source documents:

**AP Courses & Exams CollegeBoard:** <http://www.collegeboard.com/student/testing/ap/subjects.html>

**CSU Systemwide Credit for External Examinations:** <http://www.calstate.edu/app/general-ed-transfer.shtml>

**2011 IGETC Standards, Policies and Procedures Version 1.3:** <http://icas-ca.org/standards-policies-and-procedures-manual>

**UC AP Credit:** <http://www.universityofcalifornia.edu/admissions/counselors/ap-credits/index.html>

AP Examination	CCC AA (Subject Credit and / or GE) Units & Area	CSU GE Area for Certification		Total CSU Semester Transfer Units	IGETC Area for Certification		Total UC Semester Transfer Units
Art History	Art C100 & C101 / 6 units / Area C	C1 or C2	3 sem. units	6	3A or 3B	3 sem. units	5.3
Biology	Biol C100 & C101 / 4 units / Area B	B2 & B3	4 sem. units	6	5B with Lab	4 sem. units	5.3
Calculus AB	Math C180 / 5 units / Area A3	B4	3 sem. units	3*	2A	3 sem. units	2.7*
Calculus BC *	Math C180 / 5 units / Area A3	B4	3 sem. units	6*	2A	3 sem. Units	5.3*
Calculus BC/AB Subscore	Math C180 / 5 units / Area A3	B4	3 sem. units	3	2A	3 sem. Units	#
<b>AP Calculus Exam Limitations *</b>	*score 5 for C180 + C185* / 10 units max			* Max 1 exam toward transfer			*5.3 sem. units for both
Chemistry	Chem C110 / 5 units / Area B	B1 & B3	4 sem. units	6	5A with Lab	4 sem. units	5.3
<b>AP Chemistry Note*</b>		*6 units B1 + B3 prior to F'09					
Chinese Language & Cultures	Chin C185 / 5 units / Area C	C2	3 sem. units	6	3B & 6A	3 sem. units	5.3
Computer Science: A	N/A / N/A / N/A		N/A	3*		N/A	1.3*
Computer Science : AB	N/A / N/A / N/A		N/A	6*		N/A	2.7*
<b>AP CS Exam Limitations*</b>				* Max 1 exam toward transfer			2.7 sem units for both AB always supersedes A
English Language & Composition	Engl C100 / 3 units / Area A2	A2	3 sem. units	6	1A	3 sem. Units	5.3*
English Literature	Engl C100 & Lit course / 6 units / A2 & C2	A2 & C2	6 sem. units	6	1A or 3B *	3 sem. units	5.3*
<b>AP English Exam Limitations*</b>							*Max. 8 quart./5.3 sem. units for both
Environmental Science	Envs C100 / 4 units / Area B1	B1 & B3*	4 sem. units	4	5A with Lab	3 sem. units	2.7
<b>AP Environmental Science Exam Note*</b>		B2 + B3 prior to F'09					
European History	Hist C180 & C185 / 6 units / Area C or D	C2 or D6	3 sem. units	6	3B or 4F	3 sem. units	5.3
French Language	Fren C185 / 5 units / Area C	C2	3 sem. Units*	6	3B & 6A	3 sem. units	5.3

AP Examination	CCC AA (Subject Credit and / or GE) Units & Area	CSU GE Area for Certification	Total CSU Semester Transfer Units	IGETC Area for Certification	Total UC Semester Transfer Units
<b>AP French Language Note*</b>		*6 units C2 if taken prior to F'09			
French Literature	Fren C260 / 3 units / Area C	C2* 3 sem. units	6	3B & 6A 3 sem. units	5.3
<b>AP French Literature Note*</b>		*If taken prior to Fall '09			
German Language	N/A / 5 units / Area C2	C2 3 sem. Units*	6	3B & 6A 3 sem. units	5.3
		*6 units C2 if taken prior to F'09			
Government & Politics: Comparative	PSCI C130 / 3 units / Area D	D8 3 sem. units	3	4H 3 sem. units	2.7
Government & Politics: United States	PSCI C100 / 3 units / Area D	D8 + US-2* 3 sem. units	3	4H + US-2* 3 sem. units	2.7
<b>AP Govt. Exam*</b>		*Doesn't fulfill Calif. Gov. req.			
Human Geography	Geog C185 / 3 units / Area D	D5 3 sem. units	3	4E 3 sem. units	2.7
Italian Language and Cultures	Ital C185 / 5 units / Area C	C2 3 sem. Units*	6	3B or 6A 3 sem. units	5.3
<b>Italian Language and Culture Note*</b>		*If taken prior to Fall '10			
Japanese Language and Cultures	Japn C185 / 5 units / Area C	C2 3 sem. units	6	3B or 6A 3 sem. units	5.3
Latin Literature	N/A / 3 units / Area C	C2* 3 sem. units	6	3B or 6A 3 sem. units	2.7
<b>AP Latin Literature Exam Limitations*</b>		*If taken prior to Fall '09			
Latin : Vergil	N/A / 3 units / Area C	C2 3 sem. units	3	3B or 6A 3 sem. Units	2.7
Macro Economics	Econ C180 / 3 units / Area D	D2 3 sem. units	3	4B 3 sem. units	2.7
	Econ C185 / 3 units / Area D	D2 3 sem. units	3	4B 3 sem. units	2.7
Music Theory	Mus C151 & C152 / 6 units / Area C	C1* 3 sem. units	6	N/A	5.3
<b>AP Music Theory Exam Limitations*</b>		*If taken prior to Fall '09			

Continued on next page

**Notes:**

**#AB subscore on Calculus BC examination** - Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.

**Associate degrees:** Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Coastline College course. A student who receives AP credit and then takes the equivalent Coastline College course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Advanced Placement exam results and courses for which credit is granted will be posted on a student's transcript, with units assigned and no grade.

**CSU GE:** The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

**IGETC:** AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

**Appendix B:** Continued

AP Examination	CCC AA (Subject Credit and / or GE) Units & Area	CSU GE Area for Certification	Total CSU Semester Transfer Units	IGETC Area for Certification	Total UC Semester Transfer Units
Physics B	Phys C110 / 3 units / Area B	B1 & B3* 4 sem. units	6	5A with Lab 4 sem. units	5.3 *
<b>AP Physics B Note*</b>		*6 units B1 + B3 prior to F'09			
Physics C: Mechanics	Phys C120 / 4 units / Area B	B1 & B3* 4 sem. units	4	5A with Lab 3 sem. units	2.7 *
Physics C: Electricity and Magnetism	Phys C125 / 4 units / Area B	B1 & B3* 4 sem. units	4	5A with Lab 3 sem. units	2.7 *
<b>AP Physics Exam Limitations*</b>		*Max. 4 sem. units for GE and 6 for transfer			5.3 sem. Units for all 3
Psychology	Psyc C100 / 3 units / Area D	D9 3 sem. units	3	4I 3 sem. units	2.7
Spanish Language	Span C185 / 5 units / Area C	C2 3 sem. units	6	3B & 6A 3 sem. units	5.3
<b>AP Spanish Language Note*</b>		*6 units in C2 if taken prior to F'09			
Spanish Literature	N/A / 3 units / Area C	C2 3 sem. units	6	3B & 6A 3 sem. units	5.3
<b>AP Spanish Literature Note*</b>		*6 units in C2 if taken prior to F'09			
Statistics	Math C160 / 4 units / Area A3	B4 3 sem. units	3	2A 3 sem. units	2.7
Studio Art: 2D Design	Art C110 / 3 units / Area C	N/A	3	N/A	5.3 *
Studio Art: 3D Design	N/A / N/A / N/A	N/A	3	N/A	5.3 *
Studio Art: Drawing	N/A / N/A / N/A	N/A	3	N/A	5.3 *
<b>AP Studio Art Exam Limitations*</b>					*Only 5.3 UC Sem. units max. for all 3 exams
United States History	Hist C170 & C175 / 6 units / Area C or D	C2 or D6 3 sem. units	6	3B or 4F 3 sem. units	5.3
World History	Hist C160 & C165 / 6 units / Area C or D	C2 or D6 3 sem. units	6	3B or 4F 3 sem. units	5.3



## Appendix C:

## CLEP Chart

CLEP EXAM	Passing Score	Coastline Units Earned & Application Toward Associate Degree	CSU Units Earned & GE Breadth Certification Area or Elective Credit	Minimum Semester Credits Earned
American Government	50	3 units – Group D	3 units – D8	3
American Literature	50	6 units – Group C	3 units – C2	3
Analyzing and Interpreting Literature	50	6 units – Group C	3 units – C2	3
Biology	50	6 units – Group B	3 units – B2	3
Calculus	50	3 units – Group A3	3 units – B4	3
Chemistry	50	6 units – Group B	3 units – B1	3
College Algebra	50	3 units – Group A3	3 units – B4	3
College Algebra-Trigonometry (discontinued)	50	3 units – Group A3	3 units – B4	3
College Composition	50	Pending	n/a	0
College Mathematics	50	3 units – Group A3	n/a	0
English Composition (with essay) (discontinued)	50	3 units - A2	n/a	0
English Literature	50	6 units – Group C	3 units – C2	3
Financial Accounting	50	3 units – major/electives	n/a	3
French Level I	50	6 units – Group C	n/a	6
French Level II	59	12 units – Group C	3 units – C2	12
German Level I	50	6 units – Group C	n/a	6
German Level II	60	12 units – Group C	3 units – C2	12
History, United States I	50	3 units – Group D	3 units – D6 + US-1	3
History, United States II	50	3 units – Group D	3 units – D6 + US-1	3
Human Growth and Development	50	3 units – Group D or E	3 units – E	3
Humanities	50	6 units – Group C	3 units – C2	3
Information Systems & Computer Applications	50	3 units – major/electives	3 units – electives	3
Introduction to Educational Psychology	50	3 units – major/electives	3 units – electives	3
Introductory Business Law	50	3 units – major/electives	3 units – electives	3
Introductory Psychology	50	3 units – Group D	3 units – D9	3
Introductory Sociology	50	3 units – Group D	3 units – D0	3
Natural Sciences	50	6 units – Group B	3 units – B1 or B2	3
Pre-Calculus	50	3 units – Group A3	3 units – B4	3
Principles of Accounting	50	3 units – major/electives	3 units – electives	3
Principles of Macroeconomics	50	3 units – Group D	3 units – D2	3
Principles of Management	50	3 units – major/electives	n/a	3
Principles of Marketing	50	3 units – major/electives	n/a	3
Principles of Microeconomics	50	3 units – major/electives	n/a	3
Social Sciences and History	50	6 units – Group D	n/a	0
Spanish Level I	50	6 units – Group C	n/a	6
Spanish Level II	63	12 units – Group C	3 units – C2	12
Trigonometry (discontinued)	50	3 units – Group A3	3 units – B4	3
Western Civilization I	50	3 units – Group C or D	3 units – C2 or D6	3
Western Civilization II	50	3 units – Group C or D	3 units – D6	3

As directed in Executive Order 1036, Section 1.2.4, the CSU faculty have determined the following passing scores, minimum units of credit earned, and certification area (for General Education Breadth and/or U.S. History, Constitution, and American Ideals) for the enclosed list of standardized external examinations.

Note that each campus in the California State University system determines how it will apply external examinations toward credit in the major. For students not already certified in GE and/or American Institutions, the campus also determines how to apply credit from such exams toward the local degree requirements.

**Appendix D:**

# DANTES - DSST Chart

## DANTES SUBJECT STANDARDIZED TESTS (DSST) CREDIT APPLICABILITY CHART

Exam Title	Required Score*	CCC Credit Awarded	Area Satisfied
A History of the Vietnam War	44	3	<b>Group D</b> – Social Sciences
Art of the Western World	48	3	<b>Group C</b> – Arts/Humanities & Global
Astronomy	48	3	<b>Group B</b> – Natural Sciences
Business Ethics and Society	400	3	Major/Electives
Business Law II	44	3	Major/Electives
Business Mathematics	400	3	Major/Electives
Criminal Justice	400	3	Major/Electives
Substance Abuse	400	3	Major/Electives
Environment & Humanity: Race to Save the Planet	46	3	<b>Group B</b> – Natural Sciences
Ethics in America	400	3	<b>Group C</b> – Arts/Humanities
Foundations of Education	46	3	Major/Electives
Fundamentals of College Algebra	400	3	<b>Group A3</b> - Math
Fundamentals of Counseling	45	3	Major/Electives
General Anthropology	47	3	<b>Group D</b> – Social Sciences & Global
Here's to Your Health	400	3	<b>Group E</b> – Self Development
Human Resource Management	46	3	Major/Electives
Human/Cultural Geography	48	3	<b>Group D</b> – Social Sciences & Global
Introduction to Business	400	3	Major/Electives
Introduction to Computing	400	3	Major/Electives
Introduction to Law Enforcement	45	3	Major/Electives
Introduction to the Modern Middle East	400	3	<b>Group D</b> – Social Sciences
Introduction to World Religions	400	3	<b>Group C</b> – Arts/Humanities
Lifespan Developmental Psychology	46	3	<b>Group D</b> – Social Sciences
Management Information Systems	400	3	Major/Electives
Money and Banking	48	3	Major/Electives
Organizational Behavior	48	3	Major/Electives
Personal Finance	400	3	Major/Electives
Physical Geology	46	3	<b>Group B</b> – Natural Sciences
Principles of Finance	400	3	Major/Electives
Principles of Financial Accounting	47	3	Major/Electives
Principles of Physical Science 1	47	3	<b>Group B</b> – Natural Sciences
Principles of Public Speaking	47	3	<b>Group A1</b> - Communications
Principles of Statistics	400	3	<b>Group A3</b> - Math
Principles of Supervision	400	3	Major/Electives
Rise & Fall of the Soviet Union	45	3	<b>Group D</b> – Social Sciences
Technical Writing	46	3	Major/Electives
The Civil War & Reconstruction	47	3	<b>Group D</b> – Social Sciences
Western Europe Since 1945	45	3	<b>Group D</b> – Social Sciences

\* For tests taken prior to July 2001, required scores are: General Exams 490; Subject Exams 50; and Paper-Based Exams 490.  
 \*\* Although there is not a CCC course equivalency for this exam, the credit is applicable to the area requirement indicated.

## Appendix E:

## International Baccalaureate (IB)

Students can earn IB credit with minimum score of 5 except where noted.\*

EXAM	Coastline Associate Degree GE Area	CSU GE Area	CSU Min. Units Earned Toward Transfer	IGETC Area	UC Sem. Units Earned Toward Transfer
<b>BIOLOGY HL</b>	B 3 units	B2 3 units	6	5B (without lab) 3 units	5.3
<b>CHEMISTRY HL</b>	B 3 units	B1 3 units	6	5A (without lab) 3 units	5.3
<b>ECONOMICS HL</b>	D 3 units	D2 3 units	6	4B 3 units	5.3
<b>GEOGRAPHY HL</b>	D 3 units	D5 3 units	6	4E 3 units	5.3
<b>HISTORY (any region) HL</b>	D 3 units	C2 or D6 3 units	6	3B or 4F 3 units	5.3
<b>LANGUAGE A1 (any language, except English) HL</b>	C 3 units	N/A	0	3B & 6A (UC only) 3 units	5.3
<b>LANGUAGE A2 (any language, except English) HL</b>	C 3 units	N/A	0	3B & 6A (UC only) 3 units	5.3
<b>LANGUAGE A1 (any language) HL</b>	C 3 units	C2* 3 units	6*	3B 3 units	5.3
<b>LANGUAGE A2 (any language) HL</b>	C 3 units	C2* 3 units	6*	3B 3 units	5.3
<b>LANGUAGE B (any language) HL</b>	C 3 units	N/A	6*	6A 3 units	5.3
<b>MATHEMATICS HL</b>	A3 3 units	B4* 3 units	6*	2A 3 units	5.3
<b>PHYSICS HL</b>	B 3 units	B1 3 units	6	5A (without lab) 3 units	5.3
<b>PSYCHOLOGY HL</b>	D 3 units	D9 3 units	3	4I 3 units	5.3
<b>THEATRE HL</b>	C 3 units	C1* 3 units	6*	3A 3 units	5.3

\* A minimum of score of 4 is needed for CSU credit

CSU GE: The IB examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please

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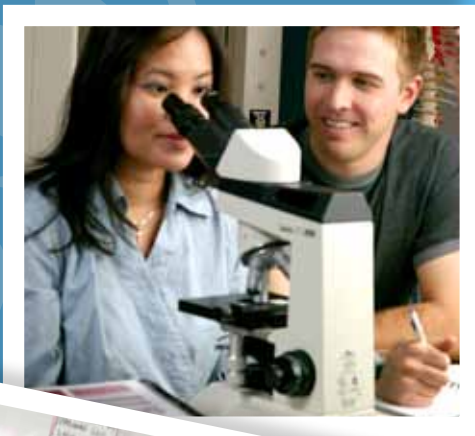
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**Vision Statement:** Creating opportunities for student success.

**Mission Statement:** Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education.

**Coastline Community College—President:** Loretta P. Adrian, Ph.D.

**Coast Community College District—Board of Trustees:** David A. Grant, Mary L. Hornbuckle, Jim Moreno, Jerry Patterson, Lorraine Prinsky, Ph.D., and Cody Joe Torres, Student Trustee

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**Accreditation:** Coastline Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

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