# 2015/16 CATALOG

COASTLINE
COMMUNITY COLLEGE

# Academic Calendar

## FALL 2015

**August 22**
Residency Determination Date

**August 23**
Regular Classes Begin *(16- and 8-week Classes)*

**September 7**
Labor Day *(College Closed/No Classes)*

**October 19**
Second 8-week Classes Begin

**November 11**
Veterans Day *(College Closed/No Classes)*

**November 13**
Filing Deadline for Fall Graduation

**November 26-29**
Thanksgiving Break *(College Closed/No Classes)*

**December 13**
Last Day of Fall Semester

**December 21, 2015 – January 3, 2016**
Winter Break *(College Closed/No Classes)*

## WINTER 2015

**January 4**
Winter Intersession Class Instruction Begins

**January 18**
Martin Luther King Jr. Birthday *(College Closed/No Classes)*

**January 29**
End of Winter Intersession

## SPRING 2016

**January 30**
Regular Classes Begin *(16- and 8-week Classes)*

**February 12-14**
Lincoln's Birthday *(College Closed/No Classes)*

**February 15**
Washington's Birthday *(College Closed/No Classes)*

**March 28–April 3**
Spring Recess *(College Closed/No Classes)*

**April 4**
Filing Deadline for Spring Graduation

**April 4**
Second 8-week Classes Begin

**May 30**
Memorial Day *(College Closed/No Classes)*

**May 29**
Last Day of Spring Semester

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

# Contents

# PRESIDENT'S MESSAGE

**LORETTA P. ADRIAN, PH.D.**
*President*

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 an innovative college that is deeply committed to academic excellence and student success. We have an exceptional student-centered team of faculty and staff that is flexible and genuinely enjoys working with students in both face-to-face formats or online. Coastline offers complete programs at our campuses in Newport Beach, Westminster (Le-Jao), and Garden Grove as well as online through our top-notch Distance Learning Program.

Coastline continues to strengthen and expand our academic degree and transfer programs, as well as our Career and Technical Education and Basic Skills Programs—both onsite and online. Our accelerated degree/transfer program called STAR is designed for high school students who are academically focused and highly motivated. Our career and technical programs, which also include degree and transfer preparation programs, are designed to meet the current, emerging, and future needs of business and industry in terms of employees' knowledge and skills.

If your goal is to attain a degree, prepare for transfer, get a new job, or advance in your chosen career, Coastline is the perfect fit for you. We are proud to be "Tomorrow's College Today" through innovative, flexible, and high-quality programs. I am certain that the variety of academic programs and career-training we offer at Coastline will suit your goals and your passion.

Please remember that our student-centered team is here to assist you. Take advantage of the comprehensive array of support services that are available to you as a Coastline student. A great "first stop" would be meeting with one of our counselors, who can answer questions about which classes or degree programs are best suited for your long-term career goals.

Best wishes for a wonderful academic experience here at Coastline.

*Loretta P. Adrian*

# Why students choose community college

Recognized by Huffington Post, Community College is ranked the #1 community college in the U.S. for low cost education, high success rates, and return on investment. Voted as one of the Top 100 Associate Degree Producers by Community College Week, Coastline is one of the best community colleges in California. Students can take advantage of having high-quality instructors who hold Ph.D. and Masters degrees, low student-faculty ratio in classes, and a high return on their education investment.

Coastline offers top certificate and A.A./A.S. transfer degree programs, and is recognized for offering more than 250 online courses. First-class education at the student's convenience is what Coastline is all about, providing in-demand courses where students work and live. Coastline's education format combined with the high-quality education that students deserve, make it a tremendous win for so many students pursuing their educational goals. Welcome to Coastine!

# How Coastline is different from the rest

When you're on the go, working, or leading a busy life, courses that are available wherever you are can be essential. Coastline offers those courses, bringing convenience right to you anytime, anywhere.

Coastline is one of the nation's most innovative institutions, providing classes 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's top-rated faculty and staff work hand-in-hand with businesses and industries to tailor these programs to apply to today's business demands.

Coastline offers you a low student-faculty ratio, providing a small-college feel with the big-college benefits. Whether you're planning to obtain a degree, certificate, or transfer to another institution of higher learning, you'll find that Coastline is your most accessible, flexible, and affordable option.

# Coastline students

Whether you are looking to advance your career, pursuing a certificate, or seeking to transfer to a four-year university, Coastline is the college for you, no matter your background or professional interests.

Students range from being fresh-out-of-high-school teens to working professionals seeking to change careers by earning a certificate or A.A. /A.S. degree in a new career field.

Coastline also provides educational programs and services to thousands of active duty service members, veterans, and their families worldwide through their Contract and Military Education Program. This unique program allows service members and their families the opportunity to complete degrees and certificates, anytime and anywhere, through a variety of technology enhanced delivery options. Coastline welcomes all students!

## College Accreditation

Coastline Community College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Standards and Polices of ACCJC can be found at http://www.accjc.org.

The college's Accreditation documents can be found online at http://www.coastline.edu/about/accreditation/

# COLLEGE PHONE NUMBERS

Admissions and Records ................................ (714) 241-6176
Assessment Center ....................................... (714) 241-6285
Associated Student Government .................... (714) 241-6253
Bookstore ..................................................... (714) 241-6101
Corporate Training and
    Business Development .............................. (714) 241-6355
CalWORKs .................................. (714) 546-7600, ext. 16587
CARE Program............................................... (714) 241-6237
Career Services Center  ................................ (714) 241-6311
Contract/Corporate Education Programs ....... (714) 241-6355
Counseling (Info & Appointments).................. (714) 241-6162
Developmental Education
    (English/Math) ........................ (714) 241-6184, ext. 17420
Distance Learning Department....................... (714) 241-6216
English as a Second
Language (ESL) ...........................(714) 241-6184, ext. 17409
Extended Opportunity
    Programs & Services (EOP&S) ................... (714) 241-6237
Financial Aid ................................................ (714) 241-6239
International Student Program........................(714) 241-6141

Learning Centers
        College Center (Fountain Valley).............(714) 546-7600
            or TTY ................................................(714) 241-6283
        Garden Grove Center.............................(714) 241-6209
            or TTY ................................................(714) 530-8439
        Le-Jao Center (Westminster) ..................(714) 241-6184
            or TTY ................................................(714) 896-0810
        Newport Beach Center  ..........................(714) 241-6213
            or TTY ................................................(714) 751-2072

Legal Clinic .................................................(714) 241-6298
Library (Virtual)
    Textbook Reserve Library...........................(714) 241-6117
Matriculation ............................................... (714) 241-6162
Media Relations, Governmental
    Affairs, and Marketing ............................. (714) 241-6186
Military Education Programs.......................... (714) 241-6326
    or toll-free .............................................. (866) 422-2645
Public Safety............................... (714) 546-7600, ext. 16360
Scholarships .............................. (714) 546-7600, ext. 16554

Special Programs & Services
    for the Disabled (DSPS)............................ (714) 241-6214
        or TTY................................................... (714) 751-2072

STAR Program
    (Accelerated Program) .............................. (714) 241-6140
Student Success Center
    (Tutoring)
 All campuses..............................(714) 241-6184, ext. 17420
Study Abroad Program .................................. (714) 241-6215
Transfer Center ............................................ (714) 241-6171
Tutoring (Student Success
    Center) All campuses ...............(714) 241-6184, ext. 17420
Veterans Assistance............. (714) 241-6325, (714) 241-6126
Work-Based Learning...................(714) 241-6209, ext. 17318

## MyCCC Help desk

**Did you know that Coastline has a Help desk?**

This service is available through the Admissions and Records Office, Monday through Thursday, 8:00 a.m.–5:00 p.m. and Friday, 8:00 a.m.–Noon to answer your MyCCC questions. Call (714) 241-6176.

**My CCC**
LOG IN NOW!
Password Reset   Student Help

## 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.

## Coastline Programs

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

- Courses leading to the Associate in Arts for Transfer (AA-T), Associate in Science for Transfer (AS-T), Associate in Arts (AA), or Associate in Science (AS) degrees.
- 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 for adults with acquired brain injuries and learning disabilities.

In addition, the Office of Contract Education offers fee-based, customized training, courses, and services to businesses and organizations throughout Orange County and nationally, including active duty service members, veterans and their families worldwide. Education and training may be adapted from existing offerings found in the college catalog or designed to meet the specific needs of individuals, organizations and employers. Courses and certificates may be taken for college credit or not, depending on client needs, and delivered via the internet, mobile technology, or other mediated delivery.

**Associate Degrees** 60-unit programs

**Certificates of Achievement** 18-39 unit programs

**Certificates of Accomplishment** 12-17.5 unit programs

**Certificates of Specialization** 6-15 unit programs

# DISCOVER
## COASTLINE'S
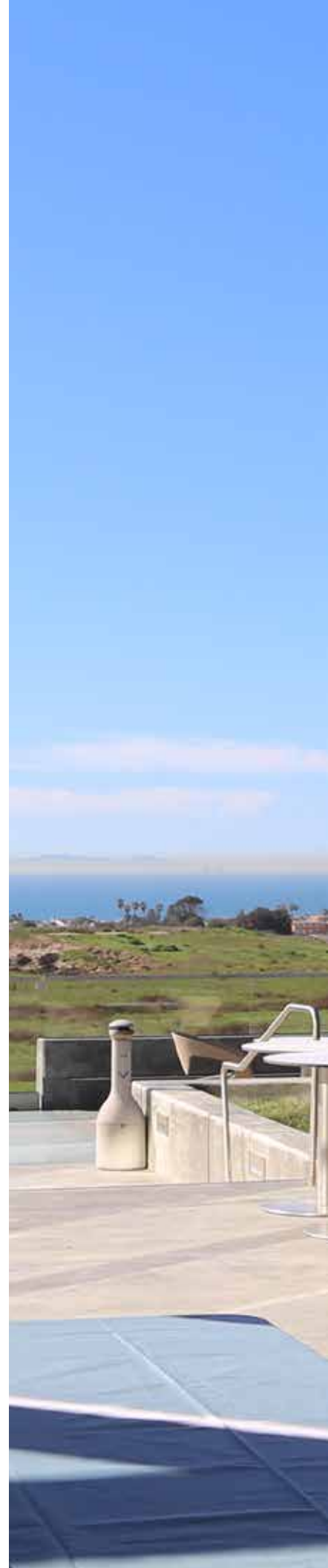## NEWPORT BEACH CENTER

Welcome to Coastline's Newport Beach Center. Opened Spring 2013, the Newport Beach Center is just minutes away from the beach. Relax and enjoy the ocean view from our eco-friendly facility, while taking courses toward your career goals.

Newport Beach's first full-service college campus serves the community with a number of programs and services. Within its eco-friendly grounds, you'll find dedicated faculty providing quality instruction for many of our programs of study. The Newport Beach Center has an emphasis on Arts and Science. Science majors study anatomy, physiology, biology, and chemistry in our state-of-the-art science laboratories as they prepare for careers in science, medicine, or other health-related fields.

As home to Coastline's visual arts programs, budding artists will refine their talents—using the building's hallways and its onsite Art Gallery as a showplace for their work. The Art Gallery is open to the public and showcases the works of student artists, community artists, and well-known international artists. Show information can be found at www.coastline.edu/artgallery.

Future paralegals receive their training in Coastline's American Bar Association Accredited Paralegal Program.

The Newport Beach Center also serves the needs of students with disabilities. Coastline is a leader in providing special programs and services for the disabled, and has been operating the acclaimed Acquired Brain Injury (ABI) Program for more than 30 years.

Our Student Success Center on campus offers tutoring and study areas with computers all for student use!

Visit our campus and discover the many opportunities that await you at the Coastline Community College, Newport Beach Center located on the coast of Newport Beach!

## Programs offered

Art
Business
Foreign Language
General Education Courses
English
Humanities
Paralegal Studies
Psychology
Science (with state-of-the-art laboratories)
Social Science
Special Programs for the Disabled

## Services

Student Success Center (tutoring services)
Veterans Resource Center

## Contact us

For more information about Coastline's Newport Beach Center, contact us by phone or online.

**Call (714) 241-6213 or visit us online at
www.coastline.edu/community/newport-beach**

**Coastline Community College**
Newport Beach Center, 1515 Monrovia Avenue
Newport Beach, CA 92663

# VIEW FROM PATIO

# Coastline Locations

You'll find Coastline throughout Orange County. Campuses include the Le-Jao Center in Westminster, the Garden Grove Center in Garden Grove, and the Newport Beach Center where Costa Mesa meets Newport Beach. Coastline's administration building is located in Fountain Valley where you'll find the Admissions Office, the Bookstore, Counseling Office, Assessment Center, Financial Aid, EOP&S, and the Office of the President.

The Coastline Art Gallery is conveniently located on campus at Coastline Newport Beach. The Art Gallery is open to the public and showcases the works of student artists, community artists, and well-known international artists. Show information can be found at www.coastline.edu/artgallery.

**Art Gallery Hours:** Wednesday-Friday, 12:00pm-4:00pm
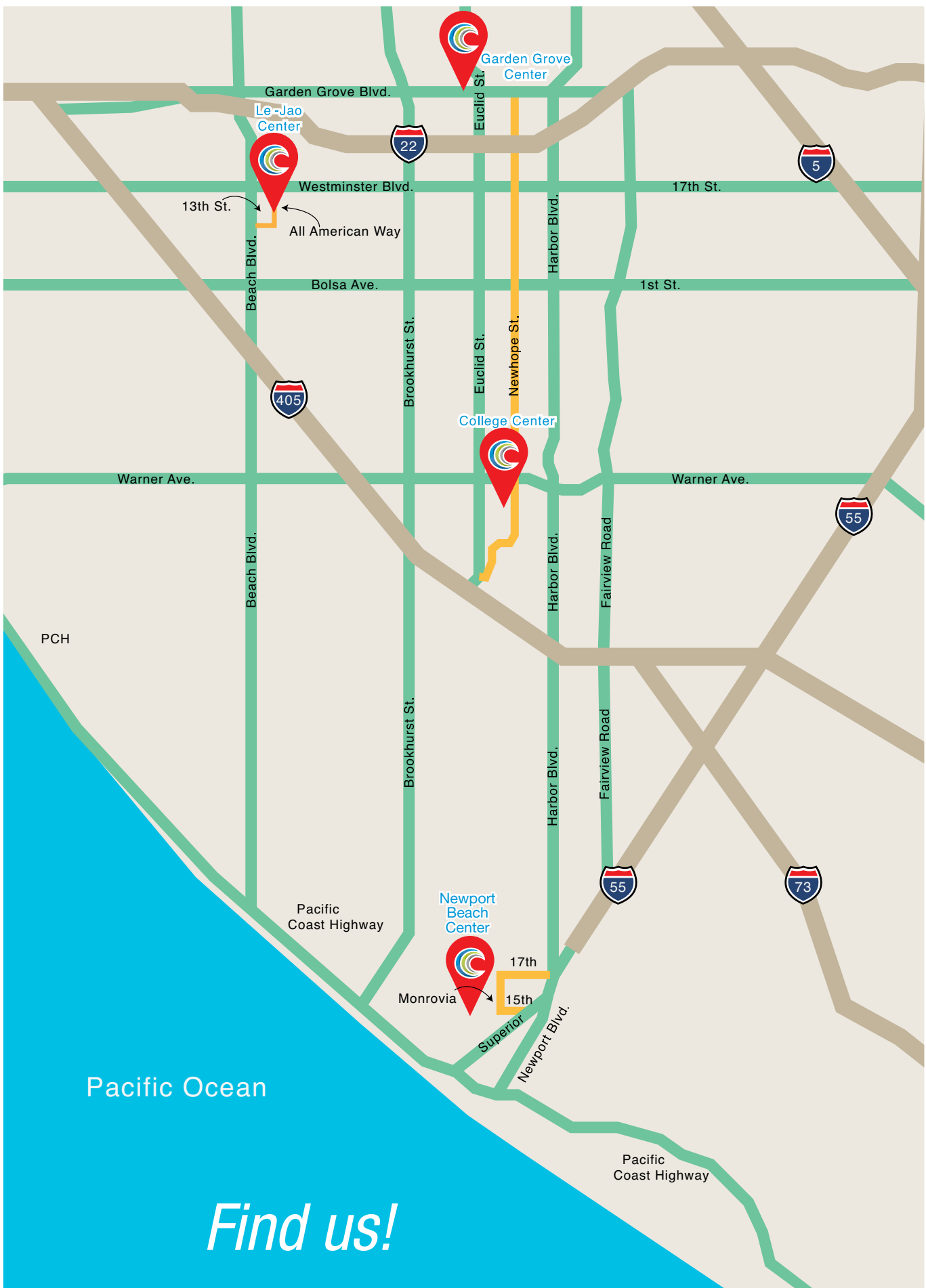
**Free Admission**

⑤ Online Classes
www.coastline.edu
(714) 241-6216

1. **College Center**
   (Administration)
   11460 Warner Avenue
   Fountain Valley, CA 92708
   **(714) 546-7600**

2. **Garden Grove Center**
   12901 Euclid Street
   Garden Grove, CA 92840
   **(714) 241-6209**

3. **Le-Jao Center**
   14120 All American Way
   Westminster, CA 92683
   **(714) 241-6184**

4. **Newport Beach Center**
   1515 Monrovia Avenue
   Newport Beach, CA 92663
   **(714) 241-6213**

Find us!

# Student Services at a Glance

**Admissions and Records**—Located on the first floor of College Center in Fountain Valley, 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!

**Assessment**—Assessment tests are administered at College Center in the subjects of English and Math. Call (714) 241-6285 to schedule an appointment, or schedule a testing appointment via the web at http://testing.coastline.edu/

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

**Bookstore**—Buy your books onsite at College Center or online at www.coastlinebookstore.com.

**Career Services Center**—Students receive assistance in making informed and educated decisions regarding their career goals. Students can obtain labor market information such as current employment statistics, labor force, wages, and outlook. For more information, please call (714) 241-6311.

**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 (714) 241-6162 to schedule an appointment, or get online assistance at www.coastline.edu/counseling.

**Extended Opportunity Programs and Services (EOP&S)**—Extra services and support for disadvantaged students. EOP&S students often receive added assistance for textbooks, counseling, and more. For more information, call (714) 241-6237.

**Financial Aid**—Coastline can help you apply for grants, loans, and gifts from federal, state, local and college programs. Be sure to apply regardless of your financial situation.

**Online Library**—A full-service, online library that puts e-books, journals, newspapers, and other resources at your fingertips. Check it out at www.coastline.edu/library.

**Scholarships**—Coastline's Scholarship Recognition Awards are granted to students who have demonstrated excellence, academic achievement, and/or wish to pursue educational or career goals. Students enrolled at Coastline in the fall or spring semesters may apply for scholarships. The awards are presented at the Scholarship Reception during the spring semester. Scholarships do not have to be repaid. Call the Scholarship Hotline at (714) 546-7600, ext. 16554 for more information.

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

**Student Success Centers/Tutoring:** Free tutoring is available to all Coastline students online and onsite in all major discipline areas, including writing, math, science, accounting, and general studies. See www.coastline.edu/ssc or call (714) 241-6184, ext. 17420 for more information.

**Transfer Center**—The Transfer Center at the Garden Grove Center can help you research colleges and universities, apply to those institutions, and transfer successfully. The Center also offers college fairs, university representative visits, and campus tours. For more information, call (714)241-6171, email transfercenter@coastline.edu or visit www.coastline.edu/services/transfer-center/.

**Veterans Resource Center (VRC)**—The VRCs provide a comfortable and positive environment where Veterans will find access to academic resources, community referrals, networking opportunities, counseling and advisement services, computer access with Wi-Fi, a place to study, and workshops of value to Veterans. Coastline also provides the resource information available in the VRCs to students worldwide through a Virtual VRC. For more information regarding the VRC, email vet2vet@coastline.edu or call (714) 241-6126.

## If you do not have a high school diploma or G.E.D.

It is possible to complete a certificate program, associate's degree, 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
(657) 278-2487**

**Garden Grove Unified School District
(Lincoln Education Center)
(714) 663-6291**

**Huntington Beach Adult/
Alternative School
(714) 842-4227**

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

# Admissions Information

**How to Apply (General Students)**—Students planning to attend Coastline Community College must apply online at www.coastline.edu. The admission cycle for the fall semester and summer session begins mid-February and for the spring semester the preceding September.

**How to Apply (Military Contract Education Programs)**—Military Personnel and their dependents wishing to enroll in the Military Contract Education program 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.

**High School Students—High School Students Special Part-Time 11th and 12th grade Students Admission and Registration Procedure:** High school students may be eligible for Coastline Community College's Special Part-Time Program. The Special Part-Time Program is designed for 11th and 12th grade high school students seeking advanced scholastic or vocational coursework not available at the high school. Consult the current class schedule or College Catalog for course pre-requisites and other requirements. **Note:** In accordance with SB338, enrollment in physical education courses has been restricted or excluded.

**Academic Requirements for Special Part-Time Program Students**—Eligible students have the opportunity to enroll in a maximum of 6 units each semester (3 units max for summer) and earn college credit while still attending high school. Students are expected to meet the same requirements as regular college students and coursework taken appears on the student's college transcript. Students interested in attending Coastline Community College under the Special Part-Time Program must submit a completed admissions application to the Admissions and Records Office along with a Special Part-Time Program High School Release Form signed by both the high school principal and the parent/guardian. Students who are enrolled in the Special Part-Time Program and are designated as California residents (see residency information) are not required to pay the per-unit enrollment fee but are required to pay all other required fees.

# Assessment Center

*T*he Assessment Center provides testing services for entry placement in English and Mathematics. This testing 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. **The Assessment Center is located at the College Center in Fountain Valley, 11460**

**Warner Avenue.** Testing dates and times, practice exams and additional information are posted on the Assessment Center's webpage: www.coastline.edu/services/assessment-center/

Students may schedule their assessment tests online by following the instructions posted at Assessment webpage.

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 visit the website or call the Assessment Center at (714) 241-6285.

# Assistance for students with disabilities

*S*tudents with disabilities (e.g., mobility, communication, speech, hearing, learning, vision, acquired brain injury, intellectual, 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, note taking, 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 adaptive fitness. Students with disabilities who wish to enroll in Coastline classes are invited to call upon the Special Programs office for assistance. Call (714) 241-6214 for information about special classes, site accessibility, or support services.

# Connect with a Counselor by phone, online, or in person

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

• Educational Planning
• Career Exploration
• Counseling Courses for Student Success
• Re-Entry Services
• Transfer Planning

Connect with Coastline Counseling via...

## eChat
Chat live with us 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.

To see the eChat calendar with available eChat times, go to www.coastline.edu/services/counseling/#e-chat.

## eAdvising
Use eAdvising for basic counseling questions via email. To access the eAdvising system, go to forms.coastline.edu/counseling/form.eadvising.cfm.

## In person or by phone
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 and career goals.

# Counseling Services

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 Coastline's College Center in Fountain Valley, Newport Beach Center, Garden Grove Center, and Le-Jao Center in Westminster throughout the academic year. Limited walk-in/resource counseling for short questions and counseling is also available via eAdvise (email system) and e-chat (times posted at "Counseling" webpage.) Call (714) 241-6162 to schedule an appointment. Academic counseling and advisement for military students is available by emailing militarycounselor@coastline.edu, or by calling toll free (866) 422-2645.

# Career Services Center

Whether you are looking for a part-time job while in college or full-time career position, the Coastline Career Services Center is here for you offering a variety of services. The center provides assistance with resume preparation and critique, mock interview, career exploration, referrals, job search and acquisition. Students can obtain labor market information on specific careers such as current employment statistics, labor force, wages, and outlook. Students can attend a series of job-search-related workshops such as Hidden Job Market &

Networking, Resume Writing Techniques & Tips, and Interviewing Techniques & Tips. These workshops are offered at all three learning centers: Newport Beach, Le-Jao and Garden Grove. The center hosts on-site recruitments, informational sessions, and career fair events. Students looking for a job can search openings via Coastline CareerLink at https://coastline-csm. symplicity.com. Students can prepare for upcoming job interviewing by utilizing the InterviewStream system to video record interview preparation sessions. For career exploration and assessment, students can use EUREKA and Sigi 3 systems. In addition, students are encouraged to connect with the academic counselors after taking the assessments to assist

them in making informed and educated decisions regarding their career goals. Students can research and explore careers by viewing Candid Career Videos. These videos include real people in specific career fields as well as videos on job acquisition skills such as interviewing, networking, and resume writing.

The Career Services Center is located at the College Center in Fountain Valley on the fourth floor. You can access career related services in person at the Career Service Center, or via email at careercenter@coastline.edu. You can also contact us by calling (714) 241-6311 or by visiting our website at www.coastline.edu/

**STAR** PROGRAM

**Keep it real…simple.**
**Your fast track to a 4-year university**

The STAR Program provides guaranteed classes, counseling services, and tutoring to transfer to a 4-year University. *Get in, Get out, Move on.*

**STAR** PROGRAM

**SPACES ARE**
**LIMITED**
**ENROLL**
**NOW**

# The STAR Program Gets Students Transfer-Ready

*T*hrough our STAR Program, students who want to transfer to a four-year university will find the support and resources they need. STAR provides structured pathways in programs that are transfer-ready to a California State University (CSU) or to an Allied Health program like registered nursing.

Students who participate in this program receive extra support each semester, including guaranteed classes in their major; counseling, transfer workshops, and insight into career and trends. STAR also helps students form study groups and learn more about their majors at the surrounding universities, CSU Fullerton, Long Beach, and UC Irvine.

Embedded tutoring and coaching are among the additional benefits to students, who

can major in psychology, business and pre-allied health (nursing). More majors, such as STEM, will soon be added to Coastline's STAR Program. STAR for Online and Working Adults is also scheduled to begin in Fall 2016.

To learn more about the STAR program and its requirements, contact the Coastline Community College Outreach Office by emailing an information request to outreachCCC@coastline.edu.

# Let us be your ally in education.

- **Onshore/Online**
- **Coast Guard**
- **Spouse/Dependent Program**
- **NCPDLP**
- **NCPACE**
- **GoArmyEd**
- **Air Force GEM**
- **Cognitive Boot Camp**
- **PocketEd Program**

# 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 servicemembers, 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 servicemembers.

## 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, and Air Force General Education Mobile (GEM).

**Associate Degree Programs currently available through the Military Programs include:**

**ACCOUNTING: BOOKKEEPING**
**ACCOUNTING: GENERAL ACCOUNTING**
**AMERICAN STUDIES**
**ARTS AND HUMANITIES**
**BUILDING CODES TECHNOLOGY: CODE PROFESSIONAL**
**BUSINESS ADMINISTRATION**
**BUSINESS: BUSINESS ADMINISTRATION**
**BUSINESS: GENERAL BUSINESS**
**BUSINESS: HUMAN RESOURCES MANAGEMENT**
**BUSINESS: MARKETING**
**COMMUNICATIONS**
**COMPUTER NETWORKING: CISCO**
**COMPUTER NETWORKING: MICROSOFT**
**COMPUTER NETWORKING: CYBER SECURITY**
**ELECTRONICS\***
**EMERGENCY MANAGEMENT/HOMELAND SECURITY: CONCENTRATION IN CRIMINAL JUSTICE**
**ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT**
**GERONTOLOGY**
**HEALTH AND FITNESS**
**HEALTH CARE MANAGEMENT**
**HISTORY**
**HUMAN SERVICES**
**MANAGEMENT**
**OFFICE SUPPORT SPECIALIST: ADMINISTRATIVE MANAGER**
**OFFICE SUPPORT SPECIALIST: ADMINISTRATIVE PROFESSIONAL—ASSISTANT**
**OFFICE SUPPORT SPECIALIST: FINANCIAL MANAGER**
**OFFICE SUPPORT SPECIALIST: GENERAL OFFICE MANAGER**
**PROCESS TECHNOLOGY: PROCESS TECHNICIAN**
**PSYCHOLOGY**
**SCIENCE AND MATH**
**SOCIAL AND BEHAVIORAL SCIENCES**
**SOCIOLOGY**
**SPANISH\***
**SUPERVISION AND MANAGEMENT**
**SUPERVISION AND MANAGEMENT PROFESSIONAL FOCUS**
**SUPPLY CHAIN MANAGEMENT**

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*\*Coastline currently requires military training to fulfill some of the degree requirements for Electronics and Spanish*

## Military Program Enrollment Fees

Coastline, with approval of its Board of Trustees in 2000, established an ancillary program specifically designed to meet the unique needs of military servicemembers as well as the specific requirements of military service educational programs, contracts and MOUs. Coastline's Military Program sets a fixed enrollment fee of $178 per unit (2014/15 rate) for its classes regardless of student residency status, does not impose additional fees, maintains a dedicated staff experienced with serving the military, and offers a set catalog of online courses every 8-weeks with assured enrollment for seamless and timely degree completion.

Programs are approved for Tuition Assistance (TA), MyCAA Financial Assistance vouchers (military spouses), and Veterans Affairs education benefits.

Any service member may apply and enroll in Coastline's regular terms and courses for the prevailing California enrollment fees. Students who qualify for in-state residency or a waiver of non-resident fees (servicemembers stationed in California may qualify) and enroll in the regular college terms will be charged the state subsidized enrollment fee of $46 per unit. Non-residents pay a non-resident rate of $231 per unit plus the enrollment fee of $46 per unit. Enrollment is subject to other applicable fees, enrollment restrictions, and course availability.

Active duty servicemembers, veterans, and their families may be eligible to enroll in either of these programs and are encouraged to explore their options.

## Funding Options

Coastline accepts Tuition Assistance (TA), MyCAA Financial Assistance vouchers, and the GI Bill. Students may apply for federal financial aid with FAFSA submission; students using Tuition Assistance are not precluded from receiving federal financial aid. Eligible students may apply for Coastline scholarships.

## National Test 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 Test Center (NTC) facilities.

## Coastline National Test 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
- Camp Pendleton

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.\*\*

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*\*\*Please refer to the chart of CLEP and DSST credits.*

## 10 Reasons to Choose Coastline

1. High transfer and graduation rates
2. Catalog of courses with assured enrollment for seamless and timely degree completion
3. Experienced counselors and advisors for military and veterans
4. Maximum credit for military training/experience, up to 40 SH (semester hours)
5. Military rate/MOS-related majors
6. Free, upfront transcript evaluations and degree planning
7. Affordable enrollment fees (no additional charges or fees)
8. Dedicated military student support services
9. Regional and on-installation site representatives nationwide
10. Short-term sessions and several delivery options

## Military Contract Education Programs

For degree roadmaps, current class schedules, and additional information about Coastline Military Programs, please contact us:

**Main Website**
**http://military.coastline.edu**

**Toll-Free Number**
**1 (866) 422-2645**

# Extended Opportunities Programs & Services (EOP&S) & CARE Programs

*E*OP&S is a state-funded program which aims to provide the academic, personal and financial support necessary for students whose educational and socioeconomic backgrounds might limit their access to higher education, or hinder their ability to be academically successful as they begin their college-level studies. The program's services are designed to address these obstacles and help students earn a Certificate, Associate of Arts degree, and/or successfully transfer to a 4-year university. Cooperative Agencies Resources for Education (CARE) is a supplemental program for EOP&S students who are also single parents with a child or children under age 14 and receiving public assistance.

## EOP&S/CARE Services and Benefits

• Individualized guidance and counseling with an EOP&S counselor who will help you identify your educational goals and map out an academic plan

• Assistance with applications (financial aid, scholarships, etc.)

• Assistance with transfer goal-setting and applications

• Help with textbook costs*

• Access to tutoring assistance

• Workshops that help you learn about effective techniques and strategies to help you become a successful student

• Priority registration (increasing the likelihood that you'll get the classes you need)

• Grants and emergency loans*

## EOP&S/CARE Program Eligibility Requirements

• Be a California resident (as determined by Coastline's Admissions and Records Office)

• Meet financial eligibility requirements (based on the State financial aid criteria)

• Be educationally disadvantaged as determined by the EOP&S Office

• Enrolled full-time (12 units)

• Must not have completed 30 degree applicable units at any Coast Community College location and/or other institution

• Emancipated foster youth

## How to Apply

The EOP&S staff is available to discuss program eligibility guidelines and services with all interested students. Call (714) 241-6237 or drop by the EOP&S/CARE Office, located at the Coastline College Center, 4th floor, or visit www.coastline.edu/academics/eops/.

Income verification, transcripts, and assessment scores may be required to determine eligibility.  Application to the EOP&S/CARE Program does not guarantee admission. Students admitted to the Program will be required to remain in good academic standing, and follow all the requirements and expectations as outlined in the Mutual Responsibility Contract.

*Based on availability of funds

# Financial Aid

Financial aid programs attempt to fill the gap that may exist between the cost of education at Coastline and the money available to students from family, employment, savings and other resources. State and federal programs for eligible students include: fee waivers, grants, loans and work study opportunities. Coastline participates in the following programs: Pell Grant, CalGrant, SEOG (Supplemental Equal Opportunity Grant), Federal Work study, 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 an eligible 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 completed the Free Application for Federal Student Aid (FAFSA). Useful telephone numbers and websites 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
- Financial Aid Information Page (includes link to Scholarships): www.icanaffordcollege.com/
- Coast Community College District website: www.cccd.edu/students/financial-aid
- FAFSA application: http://www.fafsa.ed.gov

**California Dream Act of 2011**

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 EOP&S assistance. Go to https://dream.csac.ca.gov/ for information and the application. For further details, go to the Coast Community College District website at www.cccd.edu/students/financial-aid and click on California Dream Act.

# Scholarships

Coastline students can apply for scholarships available through the Coastline Foundation during the fall and spring semesters. Applications are found online at www.coastline.edu/scholarships, and paper forms may be obtained from any Coastline center. The annual deadline is in February. Scholarship awards are presented during the spring semester at the annual Scholarship 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 website at: www.coastline.edu/scholarships.

# Study Abroad

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

For the most up-to-date information, go to: http://studyabroad.coastline.edu or call Kevin Donahue at (714) 241-6215 or email kdonahue@coastline.edu for more information.

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

# The Transfer Center

Start Your B.A./B.S. Degree at Coastline! The Transfer Center is located at Coastline's Garden Grove Center on the first floor. The Center provides services and transfer information from the UC, CSU, Private and Out-of-State schools for our students who want to earn a Bachelor degree. The "University" Transfer Center provides the following services: Exploration and Research about Majors (www.assist.org), Career Paths and Transfer Options (www.eureka.org) Application assistance to the CSU, UC, Private and Out-of-State Institutions, Follow-up on Applications and Deadlines Information, Personal/Narrative Assistance (also with Writing Tutors from the Student Success Center), Scholarship Opportunities, School Financing Information, Transfer-Related Workshops, and One-on-One Appointments. The major University Transfer Event is held in the fall semester. The Transfer Center offers tours to many four-year schools located in Southern California and invites college representatives to meet with our students at Coastline's learning campus locations. Virtual tours are also available!



Contact the Transfer Center to streamline your transition from Coastline to the CSU, UC, private institutions, and out-of-state schools. Check-out more information, university tours, and updates on the Transfer Center webpage at www.coastline.edu/services/transfer-center/. Transfer Center services are available in-person at the Garden Grove Center-Room 109, email at transfercenter@coastline.edu, or by teleconference by calling (714) 241-6171.

**Transferring to a UC or CSU?**

You need www.assist.org, an online database to help you determine if you will receive credit for courses you've already taken or plan to take. www.assist.org will tell you how your courses will apply to a specific academic major or general education requirement. ASSIST is California's official statewide repository of transfer information for the CSU and UC systems, offering easy access to a single database of course transfer information.

# Veterans Assistance

**C**oastline 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 Veteran Certifying Official in the Admissions Office at (714) 241-6325 or email VeteranServices@coastline.edu.

## Veterans Resource Centers

Coastline's Veterans Resource Centers (VRC) are community-based service centers that engage enrolled veterans, veteran-serving organizations, and community veterans who wish to support their peers.

The VRCs provide a comfortable and positive environment where Veterans will find access to academic resources, community referrals, networking opportunities, counseling and advisement services, computer access with Wi-Fi, a place to study, and workshops of value to Veterans. Coastline also provides the resource information available in the VRCs to students worldwide through a Virtual VRC.

Our goal is to honor our Veterans for their service, and to fully assist them with an effective transition and reintegration into civilian life.

Veterans Resource Centers Locations:

Fountain Valley VRC
11460 Warner Avenue
Fountain Valley, CA 92708

Newport Beach VRC
1515 Monrovia Avenue
Newport Beach, CA 92663

For more information regarding the VRC, email vet2vet@coastline.edu or call (714) 241-6126.

## Eligibility

Veterans may be eligible for benefits for ten years after the date of separation from active duty, provided the 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 they:

- Served at least two years with honorable discharge and

- Had $100 per month deducted from their military pay for educational benefits during the first 12 months of active duty.

Selected Reserve participants may be eligible under Chapter 1606.

Reserve Education Assistance Program (REAP) Chapter 1607 is a Department of Defense/VA Education Benefit Program 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 education benefit program is for individuals who served as active duty on or after September 11, 2001.

## 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 ensure 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 Veteran Certifying Official 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 Veteran Certifying Official 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 Financial Aid Office.

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 Veteran Certifying Official at (714) 241-6325.

## Registration Priority for Veterans

Coastline Community College offers priority registration to veterans for four academic years within 15 years of separation date. To be considered for Veteran Priority registration students must:

- Meet all of the Priority Registration requirements found in the Admissions and Registration section of this catalog

- Submit a copy of their DD Form 214 (Member-4 copy)

New and returning students who have previously submitted the above should request priority registration by contacting the Veteran Certifying Official. For additional information please contact the Veteran Certifying Official in the Admissions and Records Office at (714) 241-6325.

# Student Success & Support Program

**S**tudent Success and Support Program intends to help students achieve their educational goals through core Student Success and Support Program services as well as support services that are necessary to assist students meet their personal academic, and career objectives. All students, unless exempt, are required to participate in English and Math Assessment Testing, Orientation and Counseling. The college also provides follow-up services to evaluate the academic progress of students and to provide additional resources as necessary. Other support services are also available to those students who qualify for them. Effective Fall 2014, Student Success and Support Program regulations require that students complete testing orientation, and creation of an informed educational plan in order to receive priority registration. Students who believe they are exempt or would like to file an appeal may contact Enrollment Services on first floor of the College Center in Fountain Valley.

## Goal

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

1. Assist students to make wise educational choices concerning the pursuit of programs and courses 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.

## Student Success and Support Program Components

**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.

**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 online at: www.coastline.edu/orientation.

**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.

**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.

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

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

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

3. Students who, in the opinion of the Vice President of Instruction/Student Services or designee, would not directly benefit from participating in orientation, assessment, and/or counseling.

## Summary

Students are strongly encouraged to initiate and complete the Student Success and Support Program components prior to course registration. Students who complete all components of the Student Success and Support Program 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 (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 comprometen a llevar a cabo una meta educacional espefecifica, asistir a clases regularmente, completar el trabajo de cursos asignados, y mantener un progreso satisfactorio es su plan académico.

La meta principal del programa es que la matrícula aumente el éxito estudiantil por medio de la efectividad institucional. Este éxito se puede medir atravez 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 continuen 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 coumunidad para satisfacer sus necesidades.

4. Fortalece la motivación estudiantil para lograr los puntos mencionados y proveé apoyo frecuentemente para estímular y ánimar a los estudiantes.

A los estudiantes se les recomienda que se reunan con un consejero académico anualmente para revisar sus planes universitarios y analizen 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 hằng năm để thảo luận về ngành học và để kiểm nghiệm hồ sơ học vấn của mình.

# guideU Student-Mentor Connection

*T*he guideU Student-Mentor Connection provides students with the extra help they need to successfully navigate your higher education experience. The program is targeted toward students aiming to complete a degree or certificate in three years or less. The mentors are Coastline faculty and staff members serving as volunteers. Students can reach them by phone, email, or text message…24/7. Students participating in guideU find mentors most helpful at the start of the semester, especially when registering for classes. Coastline's guideU mentors are always happy to help. As the semester progresses, mentors will be available to address any need that arises. Mentors are students' source for answers to college questions in general, or to guide students in the right direction for all Coastline services, including academic or career counseling. A guideU mentor is the go-to person for all things Coastline. To get a guideU mentor, call (714) 241-6218.

# Associated Student Government

*T*he Associated Student Government (ASG) is the recognized student government at Coastline Community College. The ASG advocates student interests on-campus and in local, state, and national forums, and strives to develop relevant and quality-minded services, facilities, and experiences that are responsive to members of the campus and surrounding communities. Combining ASG with student activities provides opportunities for students and the College to expand and develop leadership skills through activities and experiences. These activities and experiences include student governance, student clubs, use of facilities and services by student clubs and organizations, student photo identification, and student scholarship awards and commencement.

The ASG fosters meaningful student development through leadership and community volunteer service experiences. In recognition of its responsibility to enhance student life, the ASG encourages and supports the activities of all Coastline's recognized student organizations whose activities stimulate individual and group participation within the College community.

## Other Library Resources

- **CalWest**—Coastline students with current student ID may obtain a free library card for member campus libraries at Golden West, Orange Coast, Cypress, and Fullerton College.

- **UCI**—Community college students can purchase a library card for a reduced rate at UC Irvine with proof of enrollment in current semester.

- **CSU**—California State Universities Long Beach and Fullerton permit community college students access to their collections; however, they do not extend borrowing privileges.
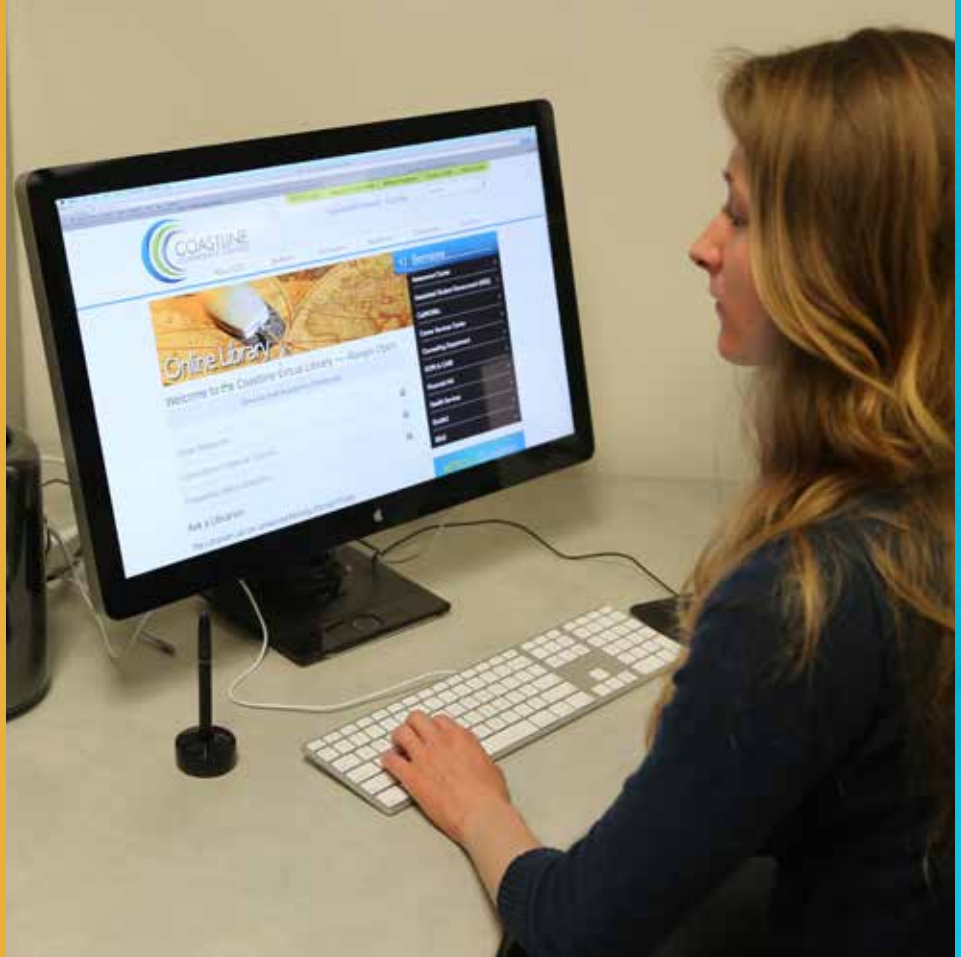
# The Coastline Online Library

## Articles and Books at your fingertips

**T**he Online Library is a full-service information and research portal available on the Internet for Coastline students, faculty, and staff. Because the Online Library's collection of books and resources is digital, it is available electronically any time: Go to www.coastline.edu/library; click on the Access Library Resource bar below the banner; use your MyCCC username and password to log in; select a database or resource from the list in the middle of the page. Through the Online Library, you have access to full-text articles in thousands of journals and magazines. There are more than 50,000 electronic books as well as digital encyclopedias, newspapers, and more. For help navigating the virtual halls of Coastline's Online Library, post a message any time from the "Ask the Librarian" link on the Library homepage or call (714) 241-6117. A librarian will get back with you as quickly as possible.

## Textbook Reserve Collections

Coastline maintains small collections of reserve textbooks in the Information Commons at Garden Grove Center and in the Student Success Centers at Le-Jao Center and Newport Beach Center.  Access to the textbooks is available during regular operating hours on a first-come, first-served basis.  Call to confirm that the textbook for your class is available in one of the centers: GGC (714) 241-6209 ext. 17318; NBC (714) 241-7210; LJC (714) 241-7420.  For more information, call Cheryl Stewart at (714) 241-6117.

# Non-Discrimination Statement

*T*he 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 khoẻ, 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 excluídos debido a su inglés limitado.

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

## Coast Colleges

COASTLINE COMMUNITY COLLEGE  GWC GOLDEN WEST COLLEGE HUNTINGTON BEACH, CA  ORANGE COAST COLLEGE

### 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.

A student's SOC Agreement or Official Student Education Plan will remain valid as long as the student maintains continuous enrollment.  For a student whose break in attendance is necessitated by reason of service in the uniformed services, the validity of the student's SOC Agreement ("contract for degree"), or other official degree plan prepared by the college, will remain in effect if the cumulative length of the service-related absence and of all previous service-related absences from that institution does not exceed five years.

## 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.

## 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 two primary terms 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 Associate 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. If you **are not** currently enrolled, you will need to meet the current catalog degree requirements for the current academic year. Military students may obtain a graduation petition online at *http://military.coastline.edu/forms*

- Summer filling date: June 15 - July 17, 2015
- Fall filing date: August 24 – November 13, 2015
- Spring filing date: February1 – April 4, 2016

# Associate Degree Requirements

Coastline Community College awards the degrees of Associate in Arts and Associate in Science. (See also, Associate Degree for Transfer under Transfer Information). 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.

## General Education

Complete one of the three General Education options below.

**Option 1**—designed for students pursuing an Associate degree and who may or 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.

## Program of Study

Complete the required courses in one of the programs 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**
Business Administration
Entrepreneurship and Small Business
General Business
Human Resources Management
Management
Marketing

**Computer Networking**
Cisco
Microsoft®
Cyber Security

**Electronics**

**Emergency Management/Homeland**

**Security**
Concentration in
Criminal Justice

**Gerontology**

**Health Care Management**

**Informatics**

**Management**

**Management & Supervision**

**Office Support Specialist**
Administrative Manager
Administrative Professional—Assistant
Financial Assistant
Financial Manager
General Office Manager

**Paralegal Studies**

**Process Technology**

**Retail Management**

**Supply Chain Management**

## Unit Requirement

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

## Electives

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

## Global and Multicultural Studies Requirement*

Complete at least 2.5 units from any of the following Global and Multicultural Studies Courses: Anthropology C100, C150; Art C100, C101, C103, C104, C105, C109, C135, C136, C137, C138, C233, C235, C236, C237, C261,C262, C265; Communication Studies C150; Criminal Justice C148; English C144, C145, C150, C155; International 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

*This requirement is waived for students completing an Associate Degree for Transfer.

## 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 online at www.coastline.edu.

# General Education Requirements
## OPTION 1 • 2015-2016

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 Degree listed in the catalog under Associate 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, C110, C140, C150, or C220

**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 (Algebra 1 and 2) with a grade of "C" or better, or passing one of the following with a "C" or better: Math C030*, C040*, C045*, C070*, C100, C103, C104, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285.

*Math C030, C040, C045, C070 can be used to meet the Math competency requirements. They count toward the 60 units required for the Associate degree, but do not count toward the required general education units. All other courses numbered below 100 (other than English 099 and Math 010) 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, C185, C185L*; Physics C110, C110L*, C120*, C125*, C185*, C280*, C285*.

**B2** — Anthropology C185; Biology C100, C100C*, C100L*, C120, C180*, C185*, C210*, C211, C211L*, 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, C140, C142, C147A, C150, C151, C190, C194, C202, C203, C205, C206, C212, C214, C220, C221, C222A,C 222B, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C239, C240, C242, C250A, 250B, C261, C262, C263, C265, C280; Dance C200; Music C100, C103, C130, C131, C139, C143; Theater Arts C100, C101, C106, C107, C111

**C2** — Humanities: American Sign Language C180, C185; English C102, C111, C140, C143, C144, C145, C146, C147, C150, C155, C163, C181, C270, C275, C296, C297; Any International Language C144, C160, C160A, C160B, C165, C165A, C165B, C180, C180A, C180B, C183, C185, C185A, C185B, C260, C280, C280A, C280B, C285, C285A, C285B; History C115, C121, C122, C124, C125, C126, C128, C132, C135, C146, C150, C155, C161, C162, C170, C175, C180, C185, Humanities C100, C110, C135; Philosophy C100, C102, C113, C115, C120, C140: Theater Arts C101*

*ENGL C163 and THEA C101 are equivalent courses; only 3 units may be counted.

## 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, C126, C128, C146, C155

**D4** — Gender Studies: History C121

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

**D6** — History: History C101, C115, C132, C135, C146, C150, C161, C162, C170, C175, C180, C185

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

**D8** — Political Science: Political Science C101, C140, C160, C180, C185

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

**D10** — Sociology and Criminology: Criminal Justice C140; Sociology C100, C110, C120, C130, C185

## 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; Foods and Nutrition C170, C175; Gerontology C120, C140; Health Education C100, C120, C175; Library Science C110 Management & Supervision C144, C145, C150, C151; Physical Education any course numbered C100 or above; Psychology C116, C118, C170

## Associate Degree—General Education Requirements
## OPTION 2—Transfer CSU • 2015-2016

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 **www.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. C101. C110. C140

#### A2—Written Communication

English C100

#### A3—Critical Thinking

Communication Studies C220; English C102. 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, C225; Geology C105, C115, C185; Physics C110, C120, C125, C185, C280, C285

#### B2—Life Science

Anthropology C185; Biology C100, C100C, C120, C180, C185, C210, C211, C220, C221, C225, C283; Ecology C100; Marine Science C100, C105

#### B3—Laboratory Activity

Astronomy C100L*; Biology C100C, C100L, C180, C185, C210, C211L, C220, C225; Chemistry C110, C130, C180L, C185L, C220L; Geology C105L, C185L; Marine Science C100L, C105; Physics C110L, C120, C125, C185, C280, C285

*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, C104, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285

## 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, C140, C142, C214, C261, C262, C263, C265; Dance C200; English C163*; Music C100, C103, C139, C143; Theatre Arts C100, C101*

### C2—Humanities

American Sign Language C185; Communication Studies C150; English C111, C140, C143, C144, C145, C146, C150, C155, C163*, C181, C270, C275, C296, C297; History C101, C121, C126, C132, C135, C150, C155, C161, C162, C170, C175, C180, C185; International Language C144, C160, C160A, C160B, C165, C165A, C165B, C180, C180A, C180B, C185, C260, C280, C280A, C280B, C285; Humanities C100, C110, C135; Philosophy C100, C102, C113, C120; Theater Arts C101*

*English C163 and Theater Arts C101 are equivalent courses, only 3 units may be counted.

## Area D – Social Sciences

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

### D0—Sociology and Criminology

Criminal Justice C140; Sociology C100, C110, C120, C130, C185

### D1—Anthropology and Archeology

Anthropology C100, C120, C150

### D2—Economics

Economics C110, C170, C175

### D3—Ethnic Studies

History C122, C124, C126, C128, C155

### D4—Gender Studies

History C121

### D5—Geography

Geography C100, C150, C180, C185

### D6—History

History C101, C115, C132, C135, C146, C150, C161, C162, C170+, C175+, C180, C185

### D7—Interdisciplinary Social or Behavioral Science

Communication Studies C150; Mass Communications C100

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

Political Science C101, C140, C160, 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; Foods and Nutrition C170, C175; Gerontology 120, C140; Health C100, C175; Kinesiology C100; Psychology C116, C118; Sociology C120

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

Dance C105, C106, C107, C108, C110, C111, C112, C114, C116; C120, C124, C125, C126, C130, C140, C141, C160

Physical Education C101, C102, C115, C116, C118A, C118B, C119A, C119B, C121A, C121B, C126A, C126B, C169A, C169B

+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 Requirements
## OPTION 3—Transfer IGETC • 2015-2016

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 www.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
Dance C200
English C163**
Music C100, C139, C143

Theater Arts C100, C101**

**Group B: Humanities**
Arabic C185
Chinese C185, C280, C285
English C140, C144, C145, C150, C155, C163**, C181, C270, C275, C296, C297
French C185, C285
History C121, C122, C124, C128, C132, C135, C150, 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 Arts C101**
Vietnamese C185, C280, C285

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

**English C163 and Theater Arts C101 are equivalent courses; only 3 units may be counted.

## 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, C150, C180, C185

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

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

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

**4J**—Sociology—Sociology C100, C110, C185

## 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+, C225, C225L+

Geography C180

Geology C105, C105L+, C115, C185+

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

### Group B: Biological Sciences

Biology C100, C100L*+, C180+, C185+, C210+, C220*+, C221*+, C225*+, C283

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 (+).

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

## Area 6 – Languages Other Than English

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

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

OR

B. Completion at Coastline of a foreign language course numbered C180 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.

# Distance Learning Courses That Meet CSU System Transfer Requirements

TRANSFERABILITY SUBJECT TO CHANGE. CHECK WITH YOUR SCHOOL.

## AREA A

| English Language Communication and Critical Thinking | | Units |
|---|---|---|
| **(A2) English C100** | **Freshman Composition** | **3.0** |
| **(A3)** | **English C102Critical Reasoning, Reading** | |
| **& Writing** | | **3.0** |
| Philosophy C115 | Logic and Critical Thinking | 3.0 |

## AREA B

| 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 |
| Geology C185 | Historical 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 |
| Geology C185L | Historical 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 3 | 5.0 |
| Mathematics C285 | Introduction to Linear Algebra and Differential Equations | 5.0 |

## GROUP C

| 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 1 | 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

| 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 1 | 3.0 |
| History C185 | Western Civilization 2 | 3.0 |
| **(D7) Mass Communications C100** | **Introduction to 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

| Life-long Understanding and Self-Development | | Units |
|---|---|---|
| Counseling C105 | Strategies for College Success | 3.0 |
| English C102 | Critical Reasoning, Reading, and Writing | 3.0 |
| 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 | Life Span Developmental Psychology | 3.0 |

## ELECTIVES

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

# 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 courses listed 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 www.assist.org.

This information is subject to change. For the latest information please check the Course Catalog or www.coastline.edu.

# Transfer Information

## Associate Degree for Transfer

California Community College students who receive an Associate Degree for Transfer are eligible for admission with junior standing into the California State University (CSU) system. **A student who has earned one of these degrees will not be guaranteed admission for a specific major or campus** but will be given priority admission consideration to the local CSU campus and to a program or major that is determined by the California State University to be similar to the transfer AA degree. Upon enrollment at the CSU campus, the student will be eligible to graduate with sixty remaining semester units.

Students who have been awarded an Associate Degree for Transfer 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**. 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 Associate Degrees for Transfer:

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 Associate Degree for Transfer 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 Associate Degrees for Transfer have been approved or are pending. Additional majors are under development. Please see a counselor and www.coastline.edu for more information.**

## Associate Degree for Transfer in BIOLOGY

Pending at time of publication

## Associate in Science for Transfer in BUSINESS ADMINISTRATION

The Associate in Science in Business Administration for Transfer is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resource management, international business, management, operations management, and marketing.

*Requirements for the major:*

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

*Required Core (17 units):*

Accounting C101 – Financial Accounting (4.0 units)

Accounting C102 – Managerial Accounting (4.0 units)

Economics C170 – Principles of Microeconomics (3.0 units)

Economics C175 – Principles of Macroeconomics (3.0 units)

Business C110 – Legal Environment of Business (3.0 units)

*List A - Select one course (4 units):*

Mathematics C140 – Business Calculus (4.0 units)

Mathematics C150 – Finite Mathematics with Applications (4.0 units)

Mathematics C160 – Introduction to Statistics (4.0 units)

*List B - Select two courses (6-7 units):*

Any course from List A not already taken.

Computer Information Science C111 – Introduction to Information Systems Programming (3.0 units)

Business C100 – Introduction to Business (3.0 units)

English C136 – Business Communication (3.0 units)

*Total Units for the major Required: 27- 28 units*

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

*Transfer Electives as needed to reach 60 transferable units*

*DEGREE TOTAL: 60 Units*

## COMMUNICATION STUDIES

The Coastline Community College Associates for Arts in Communication Studies for transfer program empowers students with the tools to analyze and improve communication in their personal, academic, public, and professional interactions.  Students will study and learn to effectively construct, evaluate, and communicate appropriate messages in a variety of communicative situations.  By completing this program students will be prepared to become effective contributors and leaders in their communities and chosen careers.

### Requirements for the Degree:

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

| Required Core | | Units |
|---|---|---|
| **Students will complete the following course:** | | |
| CMST C110 | Public Speaking | 3.0 |
| **Subtotal Units** | | **3.0** |

### List A — Select two courses from the following:

| CMST C100 | Interpersonal communication | 3.0 |
|---|---|---|
| CMST C140 | Small Group Communication | 3.0 |
| CMST C220 | Essentials of Argumentation | 3.0 |
| **Subtotal Units** | | **6.0** |

List B — Select two courses from the following:

| CMST C150 | Intercultural communication | 3.0 |
|---|---|---|
| CMST C101 | Fundamentals of Human Communication | 3.0 |
| MCOM C100 | Introduction to Mass Communications | 3.0 |
| **Subtotal Units** | | **6.0** |

List C — Select one course from the following:

| ANTH C100 | Cultural Anthropology | 3.0 |
|---|---|---|
| PSYC C100 | Introduction to Psychology | 3.0 |
| SOC C100 | Introduction to Sociology | 3.0 |
| ENGL C102 | Critical Reasoning, Reading, and Writing | 3.0 |
| **Subtotal Units** | | **3.0** |
| **Total Required Units for the Major** | | **18.0** |

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

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

**Total Units for Degree** ............................................ **60.0**

Pending at time of publication

## Associate in Arts for Transfer in ENGLISH

The Associate in Arts in English for Transfer major emphasizes writing about literature and the skills needed to analyze literature in academic terms. Students taking this major will examine a variety of genres and will gain a better understanding of a given literary work's relevance to the time period in which it was written as well as the relationship between the events in an author's life, time, and culture. In other words, successful students will develop the ability to analyze literature in context. Completion of this major will provide a solid foundation for students interested in pursuing a B.A. in literature.

### *Requirements for the major:*

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

### *Required Core (6 units):*

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

English C140 – Appreciation of Literature (3.0 units)

### *List A – Select two courses (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)

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

Any course not taken above in List A

English C145 – American Literature: The Short Story (3.0 units)

English C181 – Shakespeare (3.0 units)

### *List C – Select one course (3 units):*

Any course not taken above in List A or B

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

English C296 – Gothic Victorian Literature (3.0 units)

English C297 – Contemporary Gothic Literature (3.0 units)

*—Continued from previous page—English*

Humanities C100 – Introduction to the Humanities
(3.0 units)

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

**OR**

English C163 – Introduction to History and Literature of
the Theater (3.0 units)

*Total Units for the major Required: 18 units*
*CSU General Education or IGETC pattern: 37-39 units*
*Transfer Electives as needed to reach 60 transferable units*
*DEGREE TOTAL: 60 Units*

### Associate in Science for Transfer in GEOLOGY

Pending at time of publication

### Associate in Arts for Transfer in HISTORY

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 advantages 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.

*Required Core (6 units):*
History C170 – United States History to 1876 (3.0 units)
History C175 – United States History Since 1876
(3.0 units)

*List A - Select two courses (6 units):*
History C161 – World History 1 (3.0 units)
**OR**
History C180 – Western Civilization 1 (3.0 units)
History C162 – World History 2 (3.0 units)
**OR**
History C185 – Western Civilization 2 (3.0 units)

*List B – Select one course from each of the following 2 areas (6 units):*

*Area 1:*
Anthropology C150 – World Cultures (3.0 units)
Geography C100 – World Regional Geography
(3.0 units)
History C115 – Latin American History and Culture
(3.0 units)
History C121 – History of American Women (3.0 units)
History C122 – Chicano History (3.0 units)
History C124 – Vietnamese-American History and
Culture (3.0 units)
History C128 – History of Modern China (3.0 units)
History C146 – History of Mexico (3.0 units)
History C161 – World History 1 (3.0 units) if not
previously used to fulfill List A requirement
History C162 – World History 2 (3.0 units) if not
previously used to fulfill List A requirement
Political Science C185 – Comparative Politics (3.0 units)

*Area 2:*
Any history course from List A or List B Area 1 not previously used to fulfill a requirement or:

Anthropology C100 – Cultural Anthropology (3.0 units)
Art C100 – Art History and Appreciation 1 (3.0 units)
Art C101 – Art History and Appreciation 2 (3.0 units)
Geography C185 – Cultural Geography (3.0 units)
History C132 – History of Britain and Ireland 1
(3.0 units)
History C135 – History of Britain and Ireland 2
(3.0 units)
History C155 – The American West (3.0 units)
(3.0 units)
Music C100 – History and Appreciation of Music
(3.0 units)
Music C139 – History of Rock Music (3.0 units)
Music 143 – History of Jazz (3.0 units)
Political Science C180 – American Government
(3.0 units)
Psychology C100 – Introduction to Psychology
(3.0 units)
Sociology C100 – Introduction to Sociology (3.0 units)

*Total Units for the major Required: 18 units*
*CSU General Education or IGETC pattern: 37-39 units*
*Transfer Electives as needed to reach 60 transferable units*
*DEGREE TOTAL: 60 Units*

## Associate in Science for Transfer in KINESIOLOGY

**Pending at time of publication**

## Associate in Science for Transfer in MATHEMATICS

Upon successful completion of the Associate in Science in Mathematics for Transfer, the student will have demonstrated a practical and theoretical understanding of mathematics in preparation for transfer to the California State University system. This degree will be useful for students majoring in the STEM (science, technology, engineering and mathematics) fields. It is recommended that students consult a counselor for further information.

### *Requirements for the major:*

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

### *Required Core (15 units):*

Mathematics C180 – Calculus 1 (5.0 units)
Mathematics C185 – Calculus 2 (5.0 units)
Mathematics C280 – Calculus 3 (5.0 units)

Complete the requirements in Groups A and B below:

### *Group A – Complete the course below (5 units):*

Mathematics C285 – Introduction to Linear Algebra and Differential Equations (5.0 units)

### *Group B – Select one course (4 units):*

Mathematics C160 – Introduction to Statistics (4.0 units)
Physics C185 – Calculus Based Physics: Mech (4.0 units)

*Total Units for the major Required: 24 units*
*CSU General Education or IGETC pattern: 37-39 units*
*Transfer Electives as needed to reach 60 transferable units*
*DEGREE TOTAL: 60 Units*

## Associate in Science for Transfer in PHYSICS

Physics is an attempt to understand natural phenomena, and is fundamental to related fields such as astronomy, biology, chemistry, geology and engineering. The goal of the physics program is to develop students' understanding and analysis of the physical world through mathematical techniques involving qualitative and quantitative reasoning. It is strongly recommended that all physics majors take a course in linear algebra and differential equations such as Math C285 in addition to the degree requirements, but this cannot be included as a requirement due to unit limitations.

### *Requirements for the major:*

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

### *Required Core (27 units):*

PHYS C185 – Calculus Based Physics: Mechanics (4.0 units)
PHYS C280 – Calculus Based Physics: Electricity and Magnetism (4.0 units)
PHYS C285 – Calculus Based Physics: Modern (4.0 units)
Mathematics C180 – Calculus 1 (5.0 units)
Mathematics C185 – Calculus 2 (5.0 units)
Mathematics C280 – Calculus 3 (5.0 units)

*Total Units for the major Required: 27.0*
*CSU General Education or IGETC pattern: 37-39 units*
*Transfer Electives as needed to reach 60 transferable units*
*DEGREE TOTAL: 60 Units*

## Associate in Arts for Transfer in Psychology

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.

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

Mathematics 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)

*—Continued from previous page—Psychology*

### List A – Select one course (3 units):

Biology C100 – Introduction to Biology (3.0 units)

Psychology C250 – Psychobiology (3.0 units)

### List B – Select one course (3 units):

Any List A course not used above (3 units)

Psychology C116 – Child Growth and Development (3.0 units)

Psychology C118 – Life Span Developmental Psychology (3.0 units)

Sociology C100 – Introduction to Sociology (3.0 units)

### List C – Select one course (3 units):

Any courses not selected above (3.0 units)

Psychology C165 – Principles of Human Sexuality 1 (3.0 units)

Psychology C170 – Psychology of Aging (3.0 units)

Psychology C255 – Abnormal Psychology (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**

## Associate in Arts for Transfer in Sociology

The Associate in Arts for Transfer in Sociology 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.

### Required:

Sociology C100 – Introduction to Sociology (3.0 units)

### List A – Select two courses:

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)

### List B – Select two courses:

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)

### List C – Select one course:

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)

**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**

**Associate in Arts for Transfer in SPANISH**

Pending at time of publication

*Pending at the time of publication:*

- ☐ Biology
- ☐ Elementary Teacher Education
- ☐ Geology
- ☐ Kinesiology
- ☐ Spanish

## 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** 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
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 websites

**Determine Requirements**
Identify admission requirements
Identify the best general education option pattern
Identify major preparation requirements
Visit 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

**ASSIST (www.assist.org):** ASSIST is an online transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California. You can use ASSIST to find community college courses that are transferable to a UC or CSU campus and to determine how those courses might be used to satisfy specific subject matter requirements for admissions, General Education, or lower division major preparation. You can also use ASSIST to explore the majors available at University of California and California State University campuses.

# 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 his/her graduation from high school, he/she is 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** for admissions and application procedures.

**Academic Planning for Prospective Transfers:** If a student is unsure of their major, he/she 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** 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 2015-2016 CSU impacted campuses and majors can be accessed at **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**). 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 **http://admission.universityofcalifornia.edu/transfer/preparation-paths/** 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**

**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** 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 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 **http://admission.universityofcalifornia.edu/transfer/guarantee/.**

# Independent Colleges and Universities

Coastline maintains articulation agreements with many private colleges and universities. Check our Articulation Web page for links to our agreements. Go to the Transfer Center webpage for a list of transfer universities—UC, CSU, Private, and Out-of-State schools. We also recommend that you speak with a counselor to assist you with creating an Educational Student Plan (SEP) to help meet your educational goals.

Additionally, Coastline partners with many four-year schools, including military-friendly colleges, so you can transfer your Coastline Associate degree or units into Bachelor degree programs with ease. For our Veteran Students, contact a Military Counselor at militarycounselor@coastline.edu or contact the Transfer Center for current information.

# Programs Summary

| Coastline College Programs | Certificate of Achievement | Certificate of Accomplishment | Certificate of Specialization | AA/AS Degree | Associate Degree For Transfer |
|---|---|---|---|---|---|
| **Accounting** | | | | | |
| Advanced Accounting | | | X | | |
| Bookkeeping | X | | | AS | |
| General Accounting | X | | | AS | |
| Intermediate Accounting | | | X | | |
| Taxation | X | | | AS | |
| **American Studies** | | | | | |
| American Studies - Area of Emphasis | | | | AA | |
| **Art** | | | | | |
| Art - Major | | | | AA | |
| **Arts and Humanities** | | | | | |
| Arts and Humanities - Area of Emphasis | | | | AA | |
| **Biology** | | | | | |
| Biology | | | | | **pending** |
| Biological Laboratory Technician | X | | | | |
| **Biotechnology Media Design** | | | | | |
| Biotechnology Media Design | | | X | | |
| **Building Codes Technology** | | | | | |
| Code Professional | X | | | AS | |
| Combination Building Inspection | X | | | AS | |
| Combination Residential Inspection | X | | | AS | |
| Green Building Technology | X | | | AS | |
| Permit Technician | X | | | AS | |
| **Business** | | | | | |
| Business Administration - Major | | | | AA | **AS-T** |
| Business Administration | X | | | AS | |
| General Business | X | | | AS | |
| Human Resources Management | X | | | AS | |
| Marketing | X | | | AS | |
| **Business Management** | | | | | |
| Business Plan | | | X | | |
| Entrepreneurship and Small Business Management | X | | | AA | |
| Home Business | | | X | | |
| Management | X | | | AA | |
| Project Management | | X | | | |
| Retail Management | X | | | AA | |
| Supply Chain Management | X | | | AA | |
| **Cognitive and Caregivers Boot Camp** | | | | | |
| Cognitive and Caregivers Boot Camp | | | X | | |

| Coastline College Programs | Certificate of Achievement | Certificate of Accomplishment | Certificate of Specialization | AA/AS Degree | Associate Degree For Transfer |
|---|---|---|---|---|---|
| **Communication Studies** | | | | | |
| Communication Studies | | | | | **AA-T** |
| Communications - Area of Emphasis | | | | AA | |
| **Computer Networking** | | | | | |
| Cisco | X | | | AS | |
| Cisco Certified Networking Administrator (CCNA) | | X | | | |
| Cisco Certified Networking Professional (CCNP) | | | X | | |
| CompTIA | | X | | | |
| Cyber Security | X | X | | AS | |
| MCSA: Windows 8 | | | X | | |
| MCSA: Windows Server 2012 | | | X | | |
| Microsoft | X | | | AS | |
| Windows Server 2008 | | X | | | |
| **Digital Media Foundation** | | | | | |
| Animation and Gaming Foundations | | X | | | |
| Digital Media Design | X | | | | |
| Print Design | X | | | | |
| Web Design | X | | | | |
| Web Technologies | X | | | | |
| **Economics** | | | | | |
| Economics – Major | | | | AA | |
| **Educational Studies** | | | | | |
| Elementary Teacher Education | | | | | **pending** |
| Educational Studies | | X | | | |
| Liberal Studies (for Teaching) - Major | | | | AA | |
| **Electronics and Electric Technology** | | | | | |
| Electronics (offered through Military/Contract Education) | X | | | AA | |
| **Emergency Management/Homeland Security** | | | | | |
| Criminal Justice | | | | AA | |
| Emergency Management/Homeland Security | | | | **pending** | |
| Homeland Security (TSA) | | | X | | |
| **English** | | | | | |
| English - Major | | | | AA | **AA-T** |
| **French** | | | | | |
| French – Major | | | | AA | |
| **Geology** | | | | | |
| Geology | | | | | **pending** |

| Coastline College Programs | Certificate of Achievement | Certificate of Accomplishment | Certificate of Specialization | AA/AS Degree | Associate Degree For Transfer |
|---|---|---|---|---|---|
| **Gerontology** | | | | | |
| Gerontology – Major | | | | AA | |
| Gerontology (CTE) | X | | | AA | |
| **Health** | | | | | |
| Health and Fitness - Major | | | | AA | |
| **Health Care Management** | | | | | |
| Health Care Management | X | | | AS | |
| **Health Science** | | | | | |
| Health Science | X | | | | |
| **History** | | | | | |
| History - Major | | | | AA | AA-T |
| **Human Services** | | | | | |
| Human Services - Major | | X | | AA | |
| **Information Technology** | | | | | |
| Informatics | X | | | AA/AS | |
| **Kinesiology** | | | | | |
| Kinesiology | | | | | **pending** |
| **Leadership** | | | | | |
| Leadership | | X | | | |
| **Liberal Arts** | | | | | |
| American Studies - Area of Emphasis | | | | AA | |
| Arts and Humanities - Area of Emphasis | | | | AA | |
| Communications - Area of Emphasis | | | | AA | |
| Liberal Studies (for Teaching) - Major | | | | AA | |
| Physical Education and Health - Area of Emphasis | | | | AA | |
| Science and Math - Area of Emphasis | | | | AA | |
| Social and Behavioral Sciences - Area of Emphasis | | | | AA | |
| **Management and Supervision** | | | | | |
| Leadership | | X | | | |
| Management | X | | | AA | |
| Supervision and Management | X | | | AA | |
| **Mathematics** | | | | | |
| Mathematics - Major | | | | AA | AS-T |
| Science and Math - Area of Emphasis | | | | AA | |
| **Mobile Applications** | | | | | |
| Mobile Applications | | X | | | |

| Coastline College Programs | Certificate of Achievement | Certificate of Accomplishment | Certificate of Specialization | AA/AS Degree | Associate Degree For Transfer |
|---|---|---|---|---|---|
| **Office Technology** | | | | | |
| General Office Assistant | | X | | | |
| Medical Administrative Office Technician | | X | | | |
| Medical Coding Specialist | | X | | | |
| Office Support Specialist: Administrative Manager | X | | | AS | |
| Office Support Specialist: Administrative Professional— Assistant | X | | | AS | |
| Office Support Specialist: Financial Assistant | X | | | AS | |
| Office Support Specialist: Financial Manager | X | | | AS | |
| Office Support Specialist: General Office Manager | X | | | AS | |
| **Paralegal** | | | | | |
| Paralegal Studies | X | | | AA | |
| **Physical Education and Health** | | | | | |
| Physical Education and Health - Area of Emphasis | | | | AA | |
| **Physics** | | | | | |
| Physics | | | | | AS-T |
| **Process Technology** | | | | | |
| Process Technician Fundamentals | | X | | | |
| Process Technology | X | | | AA | |
| **Psychology** | | | | | |
| Psychology - Major | | | | AA | AA-T |
| **Real Estate** | | | | | |
| Real Estate Broker | X | | | | |
| Real Estate Lending and Mortgage Brokering | | | X | | |
| Real Estate Property Salesperson | | | X | | |
| Real Estate Studies | X | | | | |
| **Science and Math** | | | | | |
| Science and Math - Area of Emphasis | | | | AA | |
| **Social and Behavioral Sciences** | | | | | |
| Social and Behavioral Sciences - Area of Emphasis | | | | AA | |
| **Sociology** | | | | | |
| Sociology - Major | | | | AA | AA-T |
| **Spanish** | | | | | |
| Spanish - Major | | | | AA | pending |
| **Supply Chain Management** | | | | | |
| Supply Chain Management | X | | | AA | |
| **Transfer Studies** | | | | | |
| CSU General Education | X | | | | |
| IGETC | X | | | | |

# Academic, Career, and Certificate Programs

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**

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

**Business – A.S. Degree**

Business Administration
General Business
Human Resources Management
Marketing

**Computer Networking – A.S. Degree**

Cisco
Cyber Security
Microsoft®

**Electronics – A.A. Degree**

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

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. Degree**

## Certificates of Achievement

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**
Digital Media Design
Print Design
Web Design
Web Technologies

**Health Science**

**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 time requirements are completed. The student must file a petition for graduation during his/her final semester in order to receive the certificate. Students must earn a minimum of 12 units of coursework at Coastline, excluding experiential credit. Those with prior experience may be excused from certain courses. However, the total number of required units must be completed; 50 percent of the certificate program must be completed at Coastline. 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**
**Cyber Security**
**Digital Media Animation and Gaming Foundation**
**Educational Studies**
**General Office Assistant**
**Human Services**
**Leadership**
**Medical Administrative Office Technician**
**Medical Coding Specialist**
**Mobile Applications**
**Cyber 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**
**Biotechnology Media Design**
**Intermediate Accounting**
**Business Plan**
**Cisco Certified Networking Professional (CCNP)**
**Cognitive & Caregivers Boot Camp**
**Home Business**
**Homeland Security (TSA)**
**MCSA: Windows 8**
**MCSA: Windows Server 2012**
**Real Estate Lending & Mortgage Brokering**
**Real Estate Property Salesperson**

# Accounting

## Associate in Science Degree or 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

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Accumulate, record, and interpret financial data.

2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.

3. Demonstrate proficiency in the use of computerized accounting software.

4. Demonstrate understanding of accounting and business terminology.

5. Prepare accurate reports for decision making and regulatory compliance.

### Required Core

**Students will complete all of the following:**

| | | Units |
|---|---|---|
| ACCT C100 | Introduction to Accounting | 3.0 |
| ACCT C101 | Financial Accounting | 4.0 |
| ACCT C102 | Managerial Accounting | 4.0 |
| ACCT C106 | Excel for Accounting | 2.0 |
| ACCT C107 | Accounting with QuickBooks | 2.0 |
| ACCT C112 | Intermediate Accounting 1 | 3.0 |

**Subtotal Units**...............................................**18.0**

**Select 6 units from one of the concentrations below:**

### Concentration in Bookkeeping
**Complete 6 units from the following:**

| | | |
|---|---|---|
| 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 | Beginning Microsoft Word | 2.0 |
| BC C175 | Microsoft Access 1 | 1.5 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| ENGL C103 | Business English | 3.0 |

**Subtotal Elective Units**...............................................**6.0**

**Total Units for Certificate** .......................................**24.0**

**Total Units for Degree** ............................................**60.0**

### Concentration in General Accounting
**Complete 6 units from the following:**

| | | |
|---|---|---|
| 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 Finance | 3.0 |
| ENGL C103 | Business English | 3.0 |

**Subtotal Elective Units**...............................................**6.0**

**Total Units for Certificate** .......................................**24.0**

**Total Units for Degree** ............................................**60.0**

### Concentration in Taxation
**Complete 6 units from the following:**

| | | |
|---|---|---|
| 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 Finance | 3.0 |

**Subtotal Elective Units**...............................................**6.0**

**Total Units for Certificate** .......................................**24.5**

**Total Units for Degree** ............................................**60.0**

# Accounting

## 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Accumulate, record, and interpret financial data.

2. Prepare accurate reports for decision making and regulatory compliance.

3. Demonstrate understanding of accounting and business terminology.

4. Demonstrate proficiency in the use of computerized accounting software.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ACCT C104 | Business Taxation | 4.0 |
| ACCT C118 | Fundamentals of Auditing | 3.0 |
| ACCT C120 | Advanced Accounting | 3.0 |
| **Total Units for Certificate** …………………………**10.0** | | |

## 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Accumulate, record, and interpret financial data.

2. Prepare accurate reports for decision making and regulatory compliance.

3. Demonstrate understanding of accounting and business terminology.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ACCT C112 | Intermediate Accounting 1 | 3.0 |
| ACCT C113 | Intermediate Accounting 2 | 3.0 |
| ACCT C114 | Intermediate Accounting 3 | 3.0 |
| **Total Units for Certificate** …………………………… **9.0** | | |

## American Studies

## American Studies

### Associate in Arts Degree
### Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply perspectives from a variety of disciplines to develop an understanding of American culture, past and present, and its impact upon both the peoples of the United States and those outside its borders.

2. Critically evaluate historical sources, literature, art, film, music, or other types of cultural expressions in terms of their relevance to the American experience.

### Requirements for the Degree:
### 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

CMST C100, C101, C110

ENGL C145, C150, C155

GERO C140

HIST C121, C122, C150, C155, C170, C175

HUM C135

MCOM C100

MUS C139, C143

PHIL C120

PSCI C101, C180

PSYC C116, C170

SOC C110, C120

**Total Units for Area of Emphasis** ............ at least **18.0**

**Total Units for Degree** ...................................**60.0**

## Art

## Art

### Associate in Arts Degree
### 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Interpret the ideas being communicated by analyzing the visual elements and principles of design.

2. Solve visual problems involving craftsmanship by using the creative process.

3. Recognize, distinguish, and correlate the basic elements of form and utilize it to make original art.

### 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 |
| ART C120 (or C120A & C120B) | Drawing 1 | 3.0 |
| ART C121 | Life Drawing 1 | 3.0 |
| ART C122 (or ART C122A & C122B) | Painting | 3.0 |
| ART C100 | Art History and Appreciation 1 | 3.0 |
| OR | | |
| ART C101 | Art History and Appreciation 2 | 3.0 |
| ART C111A and 111B | Color and Design: 3D | 3.0 |
| OR | | |
| ART C150 | Ceramics 1 | 3.0 |

**Total Units for Major** ................................................**18.0**

**Total Units for Degree** ............................................**60.0**

## Arts and Humanities

### Arts and Humanities

#### Associate in Arts Degree
#### Area of Emphasis

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 the ways 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.

**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, C222A, C222B, C224, C224A, C224B, C228, C229, C230, C231, C232, C242, C250A, C250B, C261, C262, C263, C265;

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

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

HUM C100, C110, C135

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

MUS C100, C103, C130, C131, C139, C143

PHIL C100, C113, C120

SIGN C185

THEA C100, C101, C106, C107

**Total Units for Area of Emphasis**..................at least **18.0**

**Total Units for Degree** ...........................................**60.0**

## Biology

### Biology

#### Associate in Science Degree in
#### Biology for Transfer*

#### *Pending approval at the time of publication

## Biological Laboratory Technician

### Certificate of Achievement

Biological laboratory technicians are employed in research and development laboratories and process development laboratories. Biological laboratory technicians can be expected to maintain equipment, maintain media stocks, and assist scientists in research projects or developing quality control process. They must demonstrate good laboratory practices and 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate skills essential in laboratory management such as procurement/maintenance of laboratory inventories, preparation of industry-standard research notebook, preparation of laboratory reagents and proper operation of lab equipment.

2. Demonstrate ability to carry out various molecular biology techniques commonly found in biology research labs.

3. Demonstrate implementation of laboratory safety practices in compliance with appropriate regulatory bodies.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 and Medical Devices | 3.0 |
| CHEM C110 | Introduction to Chemistry | 5.0 |
| CHEM C180 | General Chemistry | 4.0 |
| CHEM C180L | General Chemistry Lab | 1.0 |

**Total Units for Certificate** ........................................**25.0**

# Biotechnology Media Design

## Biotechnology Media Design

### Certificate of Specialization

This unique certificate emphasizes the foundational digital media skills required to design and create professional media products for the biotechnology/biomedical field. Students will develop conceptual pathways related to interdisciplinary STEAM fields, (Science, Technology, Engineering, Art, Math) and explore mixed digital media, including 3D modeling, and discuss the importance of research, models, and props in the design and execution of the final product. This certificate will focus on entrepreneurship, building relationships, and self-promotion.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Develop materials utilizing advanced principles of design and application of digital media in the biotechnology field.

2. Select and use appropriate software and apply conceptual thinking skills to solve problems and generate specific digital media projects.

3. Demonstrate understanding of the implications of market trends on the needs and evolving styles within the biotechnology media industry.

4. Analyze and respond efficiently to specific customer needs.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| DGA C116A | Adobe Photoshop 1 | 3.0 |
| DGA C118A | Introduction to Adobe Illustrator | 3.0 |
| DGA C111 | 3-D Simulation using Maya and 3DS | 3.0 |
| DGA C195 | Introduction to Biotechnology Media Design | 3.0 |
| DART G103 | Introduction to 2D Design (Offered at Golden West College) | 3.0 |

**Total Units for Certificate** ........................................ **15.0**

# Building Codes Technology

## Code Professional

### Associate in Science Degree or Certificate of Achievement

The Building Codes Technology Certificate Program consists of five concentrations that focus 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 such as Combination Building Inspector, Combination Residential Inspector, Code Professional, or Permit Technician. This certificate meets Education requirements for State certification and can help prepare students for the International Code Council (ICC) certification exams.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Explain the format and performance principle of the Code and develop a working knowledge of the provisions contained in them.

2. Classify all buildings by use of occupancy; determine the occupant load, and calculate adequate emergency exit requirements.

3. Examine construction plans and evaluate if minimum code requirements have been met for each occupancy.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 Units**................................................... **15.0**

### Program Electives

**Complete four courses from the following**

| | | |
|---|---|---|
| BCT C283 | Work Based Learning | 3.0 |
| 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 |

**Subtotal Elective Units**......................................... **12.0**

**Total Units for Certificate** ..................................... **27.0**

**Total Units for Degree** ......................................... **60.0**

# Building Codes Technology

## Combination Building Inspection

### Associate in Science Degree
### or Certificate of Achievement

The Building Codes Technology Certificate Program consists of five concentrations that focus 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 such as Combination Building Inspector, Combination Residential Inspector, Code Professional, or Permit Technician. This certificate meets Education requirements for State certification and can help prepare students for the International Code Council (ICC) certification exams.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Interpret and assess the role and responsibilities of the building inspector and implement ethical standards.

2. Select the proper type of construction to ensure correct implementation of building code and law.

3. Examine construction plans and evaluate if minimum code requirements have been met for each occupancy.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 Units**............................................**15.0** | | |

### Program Electives
**Complete four courses from the following:**

| 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 |
| **Subtotal Elective Units**.........................**12.0** | | |
| **Total Units for Certificate**....................**27.0** | | |
| **Total Units for Degree**.........................**60.0** | | |

## Combination Residential Inspection

### Associate in Science Degree
### or Certificate of Achievement

The Building Codes Technology Certificate Program consists of five concentrations that focus 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 such as Combination Building Inspector, Combination Residential Inspector, Code Professional, or Permit Technician. This certificate meets Education requirements for State certification and can help prepare students for the International Code Council (ICC) certification exams.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Identify the administrative provisions of the International Residential Code.

2. Recognize the Health and Safety criteria of the Code.

3. Identify the general requirements regulating wiring methods, wall construction and wall coverings, ceiling and roof construction, requirements for mechanical appliances and the installation of plumbing and coolant systems.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 |
| BCT C301 | Residential/Construction Blueprint Reading | 3.0 |
| BCT C304 | Concrete Code | 3.0 |
| BCT C311 | International Residential Code | 3.0 |
| **Subtotal Units**............................................**24.0** | | |

### Program Electives
**Complete one course from the following**

| 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 |
| **Subtotal Elective Units**.........................**12.0** | | |
| **Total Units for Certificate**....................**27.0** | | |
| **Total Units for Degree**.........................**60.0** | | |

# Building Codes Technology

## Green Building Technology

### Associate in Science Degree
### or Certificate of Achievement

The Building Codes Technology Certificate Program consists of five concentrations that focus 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 such as Combination Building Inspector, Combination Residential Inspector, Code Professional, or Permit Technician. This certificate meets Education requirements for State certification and can help prepare students for the International Code Council (ICC) certification exams.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Describe each green building component and the integrated design.

2. Develop and prepare different documentations required during design and/or construction to achieve the appropriate building compliance.

3. Articulate, address, and implement the basics of green building technology and code requirements.

### Required Core

| | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 |
| BCT C251 | Introduction to Green Building | 3.0 |
| BCT C314 | Green Building Code | 3.0 |
| **Subtotal Units**.......................................................... | | **21.0** |

### Program Electives

| | | |
|---|---|---|
| **Complete two courses from the following:** | | |
| 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 |
| **Subtotal Elective Units**........................................... | | **12.0** |
| **Total Units for Certificate** ...................................... | | **27.0** |
| **Total Units for Degree** ............................................ | | **60.0** |

## Permit Technician

### Associate in Science Degree
### or Certificate of Achievement

The Building Codes Technology Certificate Program consists of five concentrations that focus 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 such as Combination Building Inspector, Combination Residential Inspector, Code Professional, or Permit Technician. This certificate meets Education requirements for State certification and can help prepare students for the International Code Council (ICC) certification exams.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Assess the role and responsibilities of the permit technician and implement ethical standards.

2. Identify the steps of the building permits process as a means of securing code requirements.

3. Implement and describe state and local powers in regard to the adoption and administration of building codes, including the limits of those powers.

### Required Core

| | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 |
| BCT C290 | Building Permit Technician and Counter Operations | 3.0 |
| BCT C301 | Residential/Construction Blueprint Reading | 3.0 |
| BCT C311 | International Residential Code | 3.0 |
| **Subtotal Units**.......................................................... | | **21.0** |

### Program Electives

| | | |
|---|---|---|
| **Complete one courses from the following:** | | |
| 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 |
| **Subtotal Elective Units**........................................... | | **12.0** |
| **Total Units for Certificate** ...................................... | | **27.0** |
| **Total Units for Degree** ............................................ | | **60.0** |

# Business

## Business Administration

### Associate in Science Degree in Business Administration for Transfer

The Associate in Science in Business Administration for Transfer is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resource management, international business, management, operations management, and marketing.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Analyze and recommend effective business decisions/ solutions using a systematic, evaluative, and information-based approach.

2. Develop and exhibit high standards of professional practice, demonstrate awareness of ethical and social responsibility in today's multicultural, team-oriented, changing environment.

3. Effectively communicate solutions to business problems using appropriate language and tools through demonstrating an understanding of business terms and concepts.

**Requirements for the Major:**

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

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following courses:** | | |
| ACCT C101 | Financial Accounting | 4.0 |
| ACCT C102 | Managerial Accounting | 4.0 |
| ECON C170 | Principles of Microeconomics | 3.0 |
| ECON C175 | Principles of Macroeconomics | 3.0 |
| BUS C110 | Legal Environment of Business | 3.0 |
| **Subtotal Units**............................................................ **17.0** | | |

**List A — Select one course from the following:**

| MATH C140 | Business Calculus | 4.0 |
|---|---|---|
| MATH C150 | Finite Mathematics with Applications | 4.0 |
| MATH C160 | Introduction to Statistics | 4.0 |

**List B — Select two courses from the following:**

Any course from List A not already taken.

| CIS C111 | Introduction to Information Systems Programming | 3.0 |
|---|---|---|
| BUS C100 | Introduction to Business | 3.0 |
| ENGL C136 | Business Communication | 3.0 |
| **Total Required Units for the Major** ..................**27.0-28.0** | | |

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

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

**Total Units for Degree** ...........................................**60.0**

## Business Administration

### Associate in Arts Degree 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/ solutions using a systematic, evaluative, and information-based approach.

3. Use economic concepts including scarcity, opportunity cost, supply and demand, etc. to analyze markets, evaluate fluctuations, and determine the impact on individual and global economic decisions.

**Requirements for the Major:**

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

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ACCT C101 | Financial Accounting | 4.0 |
| ECON C170 | Principals of Microeconomics | 3.0 |
| ECON C175 | Principals of Macroeconomics | 3.0 |
| **Subtotal Units**...................................................... **10.0** | | |

**Select at least 8 units from the following:**

| ACCT C102 | Managerial Accounting | 4.0 |
|---|---|---|
| BUS C110 | Legal Environment of Business | 3.0 |
| BC C100 | Introduction to Computers | 3.0 |
| CIS C100 | Information Systems | 3.0 |
| CIS C111 | Introduction to Information Systems Programming | 3.0 |
| MATH C140 | Business Calculus | 4.0 |
| MATH C150 | Finite Mathematics with Applications | 4.0 |
| MATH C160 | Introduction to Statistics | 4.0 |
| MATH C180 | Calculus 1 | 5.0 |
| MATH C185 | Calculus 2 | 5.0 |
| **Total Units for Major** ...................................**at least 18.0** | | |
| **Total Units for Degree** ...........................................**60.0** | | |

# Business

## Associate in Science Degree or 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information based approach.

2. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

3. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 |

**Subtotal Units**............................................................**12.0**

Select three courses from one of the concentrations below:

### Concentration in Business Administration

**Choose three of the following courses:**

| | | |
|---|---|---|
| ACCT C100 | Introduction to Accounting | 3.0 |
| BUS C130 | E-Commerce: Strategic Thinking and Management | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and 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 and Employee Communication | 3.0 |
| MS C104 | Human Resource Management | 3.0 |
| MS C283-284 | Work Based Learning | 3.0-4.0 |

**Subtotal Elective Units**......................................**9.0-10.0**

**Total Units for Certificate** ...............................**21.0-22.0**

**Total Units for Degree** ..........................................**60.0**

### Concentration in General Business

**Choose three of the following courses:**

| | | |
|---|---|---|
| ACCT C100 | Introduction to Accounting | 3.0 |
| CIS C111 | Introduction to Information Systems Programming | 4.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| BUS C120 | Personal Financial Planning | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and 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 |

**Subtotal Elective Units**......................................**9.0-10.0**

**Total Units for Certificate** ...............................**21.0-22.0**

**Total Units for Degree** ..........................................**60.0**

### Concentration in Human Resources Management

**Choose three of the following courses:**

| | | |
|---|---|---|
| BUS C130 | E-Commerce: Strategic Thinking and Management | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| MS C101 | Management and 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 |

**Subtotal Elective Units**......................................**9.0-10.0**

**Total Units for Certificate** ...............................**21.0-22.0**

**Total Units for Degree** ..........................................**60.0**

### Concentration in Marketing

**Choose three of the following courses:**

| | | |
|---|---|---|
| BC C115 | Customer Service: Soft Skills | 1.5 |
| BUS C130 | E-Commerce: Strategic Thinking and Management | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| MCOM C100 | Introduction to Mass Communications | 3.0 |
| MS C101 | Management and Employee Communication | 3.0 |
| MS C283-284 | Work Based Learning | 3.0-4.0 |

**Subtotal Elective Units**......................................**9.0-10.0**

**Total Units for Certificate** ...............................**21.0-22.0**

**Total Units for Degree** ..........................................**60.0**

# Business Management

## Entrepreneurship and Small Business Management

### Associate in Arts Degree or 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 managing the finances for the entrepreneurial company.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 Operations and Management | 3.0 |
| **Subtotal Units**............................................................**12.0** | | |

### Elective Courses
**Select one course from the following:**

| | | |
|---|---|---|
| MS C100 | Business Organization and Management | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |

**Select two courses from the following:**

| | | |
|---|---|---|
| BUS C100 | Introduction to Business | 3.0 |
| BUS C110 | Legal Environment of Business | 3.0 |
| BUS C120 | Personal Finance | 3.0 |
| BUS C130 | E-Commerce: Strategic Thinking and Management | 3.0 |
| **Subtotal Elective Units**.............................................**9.0** | | |
| **Total Units for Certificate** ......................................**21.0** | | |
| **Total Units for Degree** ...........................................**60.0** | | |

## Management

### Associate in Arts Degree or Certificate of Achievement

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

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following courses:** | | |
| BUS C100 | Introduction to Business | 3.0 |
| BUS C110 | Legal Environment of Business | 3.0 |
| BUS C120 | Personal Finance | 3.0 |
| BUS C150 | Introduction to Marketing | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| **Subtotal Unit** ........................................................**15.0** | | |

### Program Electives
**Choose 9-11 units from the following:**

| | | |
|---|---|---|
| ACCT C100 | Introduction to Accounting | 3.0 |
| ACCT C101 | Financial Accounting* | 4.0 |
| ACCT C102 | Managerial Accounting* | 4.0 |
| BUS C101 | Introduction to Project Management | 3.0 |
| BUS C130 | E-Commerce: Strategic Thinking and Management | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| MS C101 | Management and 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 | Organizational Ethics | 3.0 |
| CMST C110 | Public Speaking | 3.0 |
| **Any computer classes** | | 1.0-5.0 |
| MS C283-C284 | Work Based Learning | 3.0-4.0 |
| **Subtotal Elective Units** ..................................**9.0-11.0** | | |
| **Total Units for Certificate** ...........................**24.0-26.0** | | |
| **Total Units for Degree** ...........................................**60.0** | | |

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

# Business Management

## Retail Management

### Associate in Arts Degree
### or 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/ solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ACCT C100 | Introduction to Accounting | 3.0 |
| BUS C007 | Business Mathematics | 3.0 |
| OR | | |
| MATH C007 | Business Mathematics | 3.0 |
| BUS C150 | Introduction to Marketing | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| MS C100 | Business Organization and Management | 3.0 |
| MS C101 | Management and Employee Communication | 3.0 |
| OR | | |
| ENGL C103 | Business English | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |
| CMST C100 | Interpersonal Communication | 3.0 |

**Total Units for Certificate** .........................................**30.0**

**Total Units for Degree** .............................................**60.0**

## Supply Chain Management

### Associate in Arts Degree
### or 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/ solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| MS C100 | Business Organization and Management | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |
| SM C101 | Principles of Supply Chain Management | 3.0 |
| OR | | |
| MS C171 | Principles of Supply Chain Management | 3.0 |
| SM C102 | Supply Chain Operations | 3.0 |
| OR | | |
| MS C172 | Supply Chain Operations | 3.0 |

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

### Program Electives
**Choose 6 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 Operations 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 and Employee Communication | 3.0 |
| SM C104 | Purchasing and Procurement | 3.0 |
| OR | | |
| MS C174 | Purchasing and Procurement | 3.0 |
| SM C204 | Supply Chain Logistics Management | 3.0 |
| OR | | |
| MS C176 | Supply Chain Logistics Management | 3.0 |

**Subtotal Elective Units**...........................................**6.0**

**Total Units for Certificate** ......................................**21.0**

**Total Units for Degree** ...........................................**60.0**

# Business Management

## 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

### Required Courses

| | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BUS C100 | Introduction to Business | 3.0 |
| BUS C101 | Introduction to Project Management | 3.0 |
| BUS C102 | Advanced Project Management | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C144 | Introduction to Leadership | 3.0 |
| **Total Units for Certificate** ......................................... | | **15.0** |

## Business Plan

### Certificate of Specialization

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

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.

### Required Courses

| | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BUS C180 | Entrepreneurship and Small Business Plans | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| **Total Units for Certificate** ......................................... | | **6.0** |

## Home Business

### Certificate of Specialization

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

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

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

### Required Courses

| | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BUS C170 | Entrepreneurship and Small Business Finance | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| **Subtotal Units**.......................................................... | | **6.0** |
| Select one course from the following: | | |
| BUS C100 | Introduction to Business | 3.0 |
| BUS C110 | Legal Environment of Business | 3.0 |
| BUS C120 | Personal Finance | 3.0 |
| BUS C130 | E-Commerce: Strategic Thinking and Management | 3.0 |
| BUS C150 | Introduction to Marketing | 3.0 |
| **Total Units for Certificate** ......................................... | | **9.0** |

## Cognitive and Caregivers Bootcamp

## Cognitive and 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 professionals.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Understand how to use and apply technology as an aid or to compensate for cognitive deficits resulting from a brain injury.

2. Apply and generalize cognitive and psychosocial strategies to everyday life after a brain injury.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| SPED C300 | Strategies for Using PDAs | 2.0 |
| SPED C301 | Cognitive Strategy Building | 3.0 |
| SPED C302 | A Guide to Brain Injury | 3.0 |
| SPED C303 | Community Re-Integration | 3.0 |
| **Total Units for Certificate** ........................ | | **11.0** |

## Communication Studies

## Communication Studies

### Associate in Arts Degree in Communication Studies for Transfer

The Coastline Community College Associate in Arts in Communication Studies for Transfer program empowers students with the tools to analyze and improve communication in their personal, academic, public, and professional interactions. Students will study and learn to effectively construct, evaluate, and communicate appropriate messages in a variety of communicative situations. By completing this program students will be prepared to become effective contributors and leaders in their communities and chosen careers.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use written and oral tools to analyze and improve communication in personal, academic, public, and professional interactions.

2. Effectively deliver oral presentations in a range of settings to diverse audiences.

3. Construct written messages for various purposes to diverse audiences.

4. Observe, evaluate, and competently exercise interpersonal communication skills.

### Requirements for the Degree:
All courses must be completed with a grade of "C" or better.

| Required Core | | Units |
|---|---|---|
| **Students will complete the following course:** | | |
| CMST C110 | Public Speaking | 3.0 |
| **Subtotal Units** ........................................ | | **3.0** |

**List A — Select two courses from the following:**

| | | |
|---|---|---|
| CMST C100 | Interpersonal communication | 3.0 |
| CMST C140 | Small Group Communication | 3.0 |
| CMST C220 | Essentials of Argumentation | 3.0 |
| **Subtotal Units** .................................. | | **6.0** |

List B — Select two courses from the following:

| | | |
|---|---|---|
| CMST C150 | Intercultural communication | 3.0 |
| CMST C101 | Fundamentals of Human Communication | 3.0 |
| MCOM C100 | Introduction to Mass Communications | 3.0 |
| **Subtotal Units** .................................. | | **3.0** |

List C — Select one course from the following:

| | | |
|---|---|---|
| ANTH C100 | Cultural Anthropology | 3.0 |
| PSYC C100 | Introduction to Psychology | 3.0 |
| SOC C100 | Introduction to Sociology | 3.0 |
| ENGL C102 | Critical Reasoning, Reading, and Writing | 3.0 |
| **Subtotal Units** .................................. | | **3.0** |
| **Total Required Units for the Major** ........... | | **18.0** |

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

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

**Total Units for Degree** ............................. **60.0**

## Communications

### Associate in Arts Degree Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use written and oral tools to analyze and improve communication in personal, academic, public, and professional interactions.

2. Effectively deliver oral presentations in a range of settings to diverse audiences.

3. Construct written messages for various purposes to diverse audiences.

4. Observe, evaluate, and competently exercise interpersonal communication skills.

### Requirements for the Degree:
**Select at least 18 units from the following courses.**

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

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 for Area of Emphasis** ............................. **18.0**

**Total Units for Degree** ..................................... **60.0**

# Computer Networking

## Cisco

### Associate in Science Degree or Certificate of Achievement

The Computer Networking: Cisco program will give the student a solid background in the field of Computer Networking. The focus on Cisco courses helps prepare students for the CCNA Certification Exam and for entry-level Networking positions. Courses are hands-on intensive and cover OSI and TCP/IP models, IPv4 and IPv6, cabling, router and switch configurations, routing protocols, LAN switching, RIP, OSPF, EIGRP, Frame Relay, variable length subnet masking, NAT, DHCP, and WAN design.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.

2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

3. Build and maintain secure networks.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| CST C116 | A + Essentials Hardware | 3.0 |
| CST C128 | Network+ | 3.0 |
| CST C177 | Configuring Microsoft Windows 8 | 3.0 |
| CST C191 | CompTIA Linux | 3.0 |
| CST C201C | CCNA 1: Introduction to Networks | 3.0 |
| CST C202C | CCNA 2: Routing and Switching Essentials | 3.0 |
| CST C203C | CCNA 3: Scaling Networks | 3.0 |
| CST C204C | Connecting Networks | 3.0 |
| CST C230 | Introduction to Security | 3.0 |

**Total Units for Certificate** ......................................**27.0**

**Total Units for Degree** ............................................**60.0**

## Cyber Security

### Associate in Science Degree or Certificate of Achievement

The Computer Networking: Cyber Security program will give the student a solid background in the field of Computer Security. The focus on Cyber Security will provide the student with some of the basic skills needed for an entry-level career in Cyber Security. The courses provide an overview of the entire field. Topics covered will include Cisco Security, Windows Operating System security, Linux security, Firewalls, Intruder Detection systems, Security policies and procedures, e-mail & Web security, and design and designing and building a secure computer network.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.

2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

3. Build and maintain secure networks.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| CST C116 | A + Essentials Hardware | 3.0 |
| CST C128 | Network+ | 3.0 |
| CST C177 | Configuring MS Windows 8 | 3.0 |
| CST C191 | CompTIA Linux | 3.0 |
| CST C201C | CCNA 1: Introduction to Networks | 3.0 |
| CST C230 | Introduction to Security | 3.0 |

**Subtotal Units**.........................................................**18.0**

| Electives: | | |
|---|---|---|
| **Choose three of the following courses:** | | |
| CST C231 | CompTIA Advanced Security Practitioner | 3.0 |
| CST C232 | Ethical Hacking | 3.0 |
| CST C245 | Exploring Computer Forensics | 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 |
| CST C260 | Certified Information Systems Security Professional | 3.0 |

**Subtotal Elective Units**...........................................**9.0**

**Total Units for Certificate** ......................................**27.0**

**Total Units for Degree** ............................................**60.0**

# Computer Networking

## Microsoft

### Associate in Science Degree
### or Certificate of Achievement

The Computer Networking: Microsoft program will give the student a solid background in the field of Computer Networking. The focus on Microsoft will provide the student with some of the basic skills needed for an entry-level career in various Networking fields. The courses provide an overview of the entire field of Computer Networking.

Topics covered include Microsoft Server and Workstation operating systems; active directory, security, virtualization, backup and recovery, installation and configuration, group policies, and DNS.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.

2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

3. Build and maintain secure networks.

| Required Core | | Units |
|---|---|---|
| Students will complete all of the following: | | |
| CST C116 | A + Essentials Hardware | 3.0 |
| CST C128 | Network+ | 3.0 |
| CST C177 | Configuring MS Windows 8 | 3.0 |
| CST C191 | CompTIA Linux | 3.0 |
| CST C201C | CCNA 1: Introduction to Networks | 3.0 |
| CST C230 | Introduction to Security | 3.0 |
| **Subtotal Units**................................................ | | **18.0** |

### Electives:
**Choose three of the following courses:**

| CST C165 | Installing/Configuring Windows Server 2012 | 3.0 |
|---|---|---|
| CST C172 | MS SQL Server Design and Implementation | 3.0 |
| CST C173 | MS Exchange | 3.0 |
| CST C184 | MS Server 2008 Active Directory Configuration | 3.0 |
| CST C185 | MS Server 2008 Network Infrastructure | 3.0 |
| CST C186 | MS Server 2008 Application Infrastructure | 3.0 |
| CST C222 | Installing/Configuring Windows Server 2012 | 3.0 |
| CST C223 | Administering Windows Server 2012 | 3.0 |
| CST C224 | Configuring Advanced Windows Server 2012 Services | 3.0 |
| **Subtotal Elective Units**............................................ | | **9.0** |
| **Total Units for Certificate** ........................................ | | **27.0** |
| **Total Units for Degree** ........................................... | | **60.0** |

## Cisco Certified Networking Administrator (CCNA)

### Certificate of Accomplishment

This four course certificate helps prepare students for the CCNA Certification Exam and for entry-level Networking positions. Courses are hands-on intensive and cover OSI and TCP/IP models, IPv4 and IPv6, cabling, router and switch configurations, routing protocols, LAN switching, RIP, OSPF, EIGRP, Frame Relay, variable length subnet masking, NAT, DHCP, and WAN design.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.

2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

3. Build and maintain secure networks.

| Required Courses | | Units |
|---|---|---|
| Students will complete all of the following: | | |
| CST C201C | CCNA 1: Introduction to Networks | 3.0 |
| CST C202C | CCNA 2: Routing and Switching Essentials | 3.0 |
| CST C203C | CCNA 3: Scaling Networks | 3.0 |
| CST C204C | Connecting Networks | 3.0 |
| **Total Units for Certificate** ........................................ | | **12.0** |

## 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.

2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

3. Build and maintain secure networks.

| Required Courses | | Units |
|---|---|---|
| Students will complete all of the following: | | |
| CST C116 | A+ Essentials Hardware | 3.0 |
| CST C117 | A+ Essentials Software | 3.0 |
| CST C128 | Network+ | 3.0 |
| CST C191 | CompTIA Linux+ | 3.0 |
| CST C230 | Introduction to Security | 3.0 |
| **Total Units for Certificate** ........................................ | | **15.0** |

# Computer Networking

## Cyber Security

### Certificate of Accomplishment

The Cyber Security – Certificate of Accomplishment will give the students some of the basic skills needed for an entry-level career in cyber security. The courses provide an overview of the entire field of cyber security. Topics covered will include Cisco Security, Windows Operating System security, Linux security, Firewalls, Intruder Detection systems, Security policies and procedures, e-mail & Web security and design, and designing and building a secure computer network.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.

2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

3. Build and maintain secure networks.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| CST C230 | Introduction to Security | 3.0 |
| CST C232 | Ethical Hacking | 3.0 |
| **Subtotal Units**……………………………………………**6.0** | | |

### Program Electives
**Select a minimum of 7.5 units from the following:**

| | | |
|---|---|---|
| CST C231 | CompTIA Advanced Security Practitioner | 3.0 |
| CST C237 | Cisco Adaptive Security Appliance and Network Security | 1.5 |
| CST C238 | Intrusion Detection Systems | 1.5 |
| CST C240 | Firewall and Access Control Lists | 3.0 |
| 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 C260 | Certified Information Systems Security Professional (CISSP) | 3.0 |
| CST C271 | Become a Security Consultant | 1.5 |

**Total Units for Certificate** ……………………………**13.5**

## Windows Server 2008

### Certificate of Accomplishment

The Microsoft (MCTS) Certificate of Accomplishment 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.

2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

3. Build and maintain secure networks.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| CST C177 | Configuring Microsoft Windows 8 | 3.0 |
| CST C184 | Microsoft Server 2008 Active Directory Configuration | 3.0 |
| CST C185 | Microsoft Server 2008 Network Infrastructure | 3.0 |
| CST C186 | Microsoft Server 2008 Applications Infrastructure Configuration | 3.0 |

**Total Units for Certificate** ……………………………**12.0**

# Computer Networking

## 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.

2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

3. Build and maintain secure networks.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| CST C205 | CCNP: Implementing Cisco IP Routing | 3.0 |
| CST C207 | Building Multilayer Switched Networks/CCNP 3 | 3.0 |
| CST C208 | CCNP: Troubleshooting and Maintaining Cisco IP Networks | 3.0 |

**Total Units for Certificate** ...........................................**9.0**

## MCSA: Windows 8

### Certificate of Specialization

This certificate is one of the new stackable industry certification certificates created by Microsoft Corporation to provide a tool to measure the ability of a computer support specialist to configure, manage, and maintain a Windows 8 enterprise system. Consisting of two separate courses, MCSA: Windows 8 serves as the foundational desktop industry certification leading to the MCSE. The two courses that make up this certificate are Configuring Windows 8 (70-687) and Managing and Maintaining Windows 8 (70-688).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

2. Build and maintain secure networks.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| CST C177 | Configuring Microsoft Windows 8 | 3.0 |
| CST C178 | Managing and Maintaining Windows 8 | 3.0 |

**Total Units for Certificate** ...........................................**6.0**

## MCSA: Windows Server 2012

### Certificate of Specialization

This certificate is one of the new stackable industry certification certificates created by Microsoft Corporation to provide a tool to measure the ability of a Network Administrator to implement, manage, and maintain networking infrastructure within a Windows Server 2012 environment. Consisting of three separate courses, MCSA: Windows Server 2012 serves as the foundational server industry certification leading to the MCSE. The three courses that make up this certificate are Installing and Configuring Windows Server 2012, Administering Windows Server 2012, and Configuring Advanced Windows Server 2012 Services.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.

2. Build and maintain secure networks.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| CST C222 | Installing/Configuring Windows Server 2012 | 3.0 |
| CST C223 | Administering Windows Server 2012 | 3.0 |
| CST C224 | Configuring Advanced Windows Server 2012 Services | 3.0 |

**Total Units for Certificate** ...........................................**9.0**

## Digital Media Design

### Certificate of Achievement

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

The program will emphasize creativity, design skills, digital portfolios, project management, problem solving, global teamwork, and entrepreneurship options.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply strategies to support self-initiated lifelong technology learning to continually upgrade digital media knowledge and skills.

2. Select and use appropriate software and apply conceptual thinking skills to solve problems and complete specific digital media projects.

3. Demonstrate understanding of the implications of market trends on the needs and evolving styles within the media industry.

4. Analyze and respond efficiently to specific customer needs.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ART C110 | Color and Design: 2D | 3.0 |
| BC C124 | Using Adobe Acrobat | 3.0 |
| DGA C116A | Adobe Photoshop 1 | 3.0 |
| DGA C117 | Typography Fundamentals | 3.0 |
| DGA C118A | Introduction to Adobe Illustrator | 3.0 |
| DGA C120 | Introduction to InDesign | 3.0 |
| DGA C121 | Introduction to Adobe Premiere | 3.0 |
| DGA C122 | Introduction to After Effects | 3.0 |
| DGA C166A | Dreamweaver Basics | 3.0 |
| DGA C166C | Flash Basics | 3.0 |

**Total Units for Certificate** .......................................**30.0**

## Print Design

### Certificate of Achievement

Completion of the Digital Media Foundation Certificate will prepare students for entry-level employment in print, graphic design, multimedia, animation/gaming, web design, 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply strategies to support self-initiated lifelong technology learning to continually upgrade digital media knowledge and skills.

2. Select and use appropriate software and apply conceptual thinking skills to solve problems and complete specific digital media projects.

3. Demonstrate understanding of the implications of market trends on the needs and evolving styles within the media industry.

4. Analyze and respond efficiently to specific customer needs.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ART C110 | Color and Design: 2D | 3.0 |
| BC C124 | Adobe Acrobat | 3.0 |
| BC C171 | Web Design/XHTML 1 | 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 |

**Total Units for Certificate** .......................................**30.0**

# Digital Media Foundation

## Web Design

### Certificate of Achievement

Completion of the Digital Media Foundation Certificate will prepare students for entry-level employment in print, graphic design, multimedia, animation/gaming, web design, 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply strategies to support self-initiated lifelong technology learning to continually upgrade digital media knowledge and skills.

2. Select and use appropriate software and apply conceptual thinking skills to solve problems and complete specific digital media projects.

3. Demonstrate understanding of the implications of market trends on the needs and evolving styles within the media industry.

4. Analyze and respond efficiently to specific customer needs.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ART C110 | Color and Design: 2D | 3.0 |
| BC C103 | Cascading Style Sheets | 3.0 |
| BC C171 | Web Design/XHTML 1 | 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 |
| **Total Units for Certificate** ........................................ | | **30.0** |

## Web Technologies

### Certificate of Achievement

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply strategies to support self-initiated lifelong technology learning to continually upgrade digital media knowledge and skills.

2. Select and use appropriate software and apply conceptual thinking skills to solve problems and complete specific digital media projects.

3. Demonstrate understanding of the implications of market trends on the needs and evolving styles within the media industry.

4. Analyze and respond efficiently to specific customer needs.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BC C103 | Cascading Style Sheets | 3.0 |
| BC C171 | Web Design/XHTML 1 | 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 | 1.5 |
| BC C205 | PHP and MYSQL | 3.0 |
| DGA C116A | Adobe Photoshop I | 3.0 |
| DGA C116B | Adobe Photoshop 2 | 3.0 |
| **Total Units for Certificate** ........................................ | | **28.5** |

## Animation and Gaming Foundation

### Certificate of Accomplishment

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Select and use appropriate software and apply conceptual thinking skills to solve problems and complete specific technology-related projects.

2. Demonstrate understanding of the implications of market trends on the needs and evolving styles within the media industry.

3. Code and troubleshoot basic computer programming.

4. Interpret the ideas being communicated by analyzing the visual elements and principles of design.

5. Solve visual problems involving craftsmanship by using the creative process.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ART C110A | Color and Design: Two Dimensional | 1.5 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| CIS C110 | Introduction to Programming with Visual Basic.Net | 1.5 |
| DGA C111 | 3D Simulation and Multimedia | 3.0 |
| DGA C166C | Flash Basics | 3.0 |
| **Total Units for Certificate** ........................................ | | **12.0** |

## Economics

### Economics

#### Associate in Arts Degree
#### 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply the economic problem of scarcity and how it relates to choice, opportunity cost, and marginal decision making for individuals and society.

2. Use supply and demand models to analyze markets, evaluate fluctuations, and determine changes in prices.

3. Quantitatively analyze economic activity of individuals, firms, and the public sector.

#### Requirements for the Major:
#### All courses must be completed with a grade of "C" or better.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ECON C170 | Principles of Microeconomics | 3.0 |
| ECON C175 | Principles of Macroeconomics | 3.0 |
| **Subtotal Units**………………………………………**6.0** | | |
| **Complete 1 of the following courses:** | | |
| MATH C140 | Business Calculus | 4.0 |
| MATH C180 | Calculus 1 | 5.0 |
| **Subtotal Units**……………………………**4.0-5.0** | | |
| **Complete 2 of the following courses:** | | |
| ACCT C101 | Financial Accounting | 4.0 |
| ACCT C102 | Managerial Accounting | 4.0 |
| MATH C160 | Introduction to Statistics | 4.0 |
| MATH C185 | Calculus 2 | 5.0 |
| **Subtotal Units**……………………………**8.0-9.0** | | |

Recommended Electives: ACCT C100 (Introduction to Accounting); MATH C285 (Introduction to Linear Algebra and Differential Equations); BUS C110 (Legal Environment of Business); PHIL C115 (Logic and Critical Thinking).

**Total Units for Major** ……………………………**18.0-20.0**

**Total Units for Degree** ………………………………**60.0**

## Elementary Teacher Education

#### Associate in Arts Degree in Elementary Teacher Education for Transfer*

#### *Pending approval at the time of publication

## Education Studies

### 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 credential but would like to retain paraprofessional status.

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

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply skills in order to pursue a career in teaching or a related field or make an informed decision that the teaching profession is not a good personal career choice.

2. Work effectively with students, teachers, parents, colleagues, and administrators in a school and classroom setting.

3. Apply the major theories of psychology in understanding social and psychological problems.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| EDUC C200 | The Teaching Profession (40 hours fieldwork/tutoring required) | 3.5 |
| EDUC C104 | Introduction to Teaching and Learning in Diverse Contemporary Classrooms (10 hours fieldwork/observations required) | 1.0 |
| EDUC C103 | Introduction to Computers in Education: Technology Proficiencies for Teachers I | 2.0 |
| EDUC C180 | Family, School, and Community Partnerships (10 hours fieldwork/observations required) | 3.0 |
| PSYC C116 | Child Growth and Development | 3.0 |
| OR | | |
| PSYC C118 | Life Span Developmental Psychology | 3.0 |
| **Subtotal Units**………………………………………**12.5** | | |

#### Elective Courses

Select 5 units from the list below: (Students are advised to meet with a counselor or contact the TEACH[3] office for assistance in course selection to ensure alignment with students' career goals, educational plans, and /or credential requirements)

| | | |
|---|---|---|
| CHEM C105 | Chemistry Exploration for Teachers | 2.0 |
| EDUC C101 | Tutor Training | 0.5 |
| ENGL C143 | Children's Literature | 3.0 |
| INTERNATIONAL LANGUAGE | | |
| | American Sign Language, Arabic, Chinese, French, Italian, Japanese, Spanish, or Vietnamese | 1.0-5.0 |
| HLTH C100 | Personal Health | 3.0 |
| HSVC C100 | Introduction to Human Services | 3.0 |
| | Japanese, Korean, Persian, French, | |
| LING C100 | Introduction to Linguistics | 3.0 |
| MATH C103 | Statistics for Elementary Teachers | 3.0 |
| MATH C104 | Mathematics for Elementary School Teachers | 3.0 |
| MATH C106 | Geometry for Elementary School Teachers | 3.0 |
| | or American Sign Language | 1.0-5.0 |

*—Continued from previous—Educational Studies*

| | | |
|---|---|---|
| SPED C130 | Techniques for Paraprofessionals working with the Developmentally Delayed | 1.0 |

**Subtotal Elective Units**.......................................**5.0**

**Total Units for Certificate** ..............................**17.5**

| | | |
|---|---|---|
| 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 Operations 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 and Employee Communication** | 3.0 |
| SM C104 | **Purchasing and Procurement** | 3.0 |
| OR | | |
| MS C174 | **Purchasing and Procurement** | 3.0 |
| SM C204 | **Supply Chain Logistics Management** | 3.0 |
| OR | | |
| MS C176 | **Supply Chain Logistics Management** | 3.0 |

**Subtotal Elective Course Units** ...........................**6.0**

**Total Units for Certificate** .................................**21.0**

**Total Units for Degree** .........................................**60.0**

# Liberal Studies (for Teaching)

## Associate in Arts Degree
## Major

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply skills in order to pursue a career in teaching or a related field or make an informed decision that the teaching profession is not a good personal career choice.

2. Work effectively with students, teachers, parents, colleagues, and administrators in a school and classroom setting.

3. Apply the major theories of psychology in understanding social and psychological problems.

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

**Complete one course in each area.**

A1    3 units—Oral Communication—CMST C110

A2    3 units—Written Communication—ENGL C100

A3    3 units—Critical Thinking—ENGL C102 or PHIL 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—CHEM C105, PHYS C185

B2    3 units—Introduction to Biology—BIOL C100 Survey of Earth Science—GEOL C105 and C105L

B3    1 unit—Lab—BIOL C100L

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—MUS C100 or THEA 100

C2    3 units—Literature—ENGL C102 C140, C150, C155, C181, C270, C275, PHIL C120

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

D    3 units—American Government—PSCI C180

3 units—US History—HIST C170

**3 units from the following:**

3 units—World History—HIST C161

3 units—World Geography—GEOG C100

3 units—California History—HIST C150

**Take one course in group E.**

E    3 units—Child and Adolescent Development—PSYC C116

**Additional Requirement—Complete the following courses:**

2 units—Introduction to Computers in Education: Technology—EDUC C103

1 unit—Introduction to Teaching and Learning in Diverse Contemporary Classrooms—EDUC C104

3.5 units—The Teaching Profession—EDUC C200

**Total Units for 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:

3 units—Family, School, and Community Partnerships—EDUC C180

3 units—Children's Literature—ENGL C143

**Total Units for Degree** ...........................................**60.0**

# Electronics*

## Associate in Arts Degree or 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 or 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Design and build several of the most common circuits used in electronics technology.

2. Analyze operating and defective electronic circuits by interpreting data from a variety of test and measurement equipment.

3. Research and interpret basic electronic components using manufacturer's data manuals, library resources, and the Internet.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ELEC C101 | Introduction to Electronics | 3.0 |
| ELEC C102 | DC Circuit Analysis | 4.0 |
| ELEC C103 | AC Circuit Analysis | 4.0 |
| ELEC C104 | Digital Computer Electronics | 3.0 |

**Subtotal Units**..............................................................**14.0**

**Program Electives**

**Complete a minimum of 10 units from 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 Units for Certificate** ...............................**24.0-25.0**

**Total Units for Degree** ...........................................**60.0**

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

## Criminal Justice

### Associate in Arts Degree

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.

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Recognize the types of hazards that can negatively impact a community and assess the variables that impact this type of hazard exposure.

2. Distinguish some of the fundamental roles and responsibilities of the professional emergency manager established by the Emergency Management Institute.

3. Demonstrate effective skills using well established problem-solving, communication and interpersonal techniques.

### Concentration in Criminal Justice

Criminal Justice courses at Coastline are only offered online through our Military/Contact Education Program and designed to meet the needs of our global military community. Students not eligible for enrollment in our Military/Contract Education Programs may apply equivalent transferrable Criminal Justice coursework to satisfy requirements.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| EMGT C101 | Introduction to Emergency Management | 3.0 |
| EMGT C102 | Introduction to Homeland Security | 3.0 |
| CJ C140 | Introduction to Criminal Justice | 3.0 |
| **Subtotal Units**..................................................**9.0** | | |

**Complete courses in all of the following areas:**

**Program Electives**
**Complete courses from EACH of the following areas:**

**Emergency Management/Homeland Security area**
**Choose two 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 |
| **Subtotal Units**..................................................**6.0** | | |

**Criminal Justice area**
**Choose two of the following courses:**

| | | |
|---|---|---|
| CJ C110 | Criminal Investigation | 3.0 |
| CJ C128 | Criminal Procedure | 3.0 |
| CJ C135 | Introduction to Policing | 3.0 |
| CJ C141 | Criminal Law | 3.0 |
| CJ C146 | Written Communications in Criminal Justice | 3.0 |
| CJ C148 | Multicultural Studies in Criminal Justice | 3.0 |
| **Subtotal Units**..................................................**6.0** | | |

**Management/Leadership area**
**Choose one of the following courses:**

| | | |
|---|---|---|
| MS C101 | Management and Employee Communication | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C144 | Introduction to Leadership | 3.0 |
| **Subtotal Units**..................................................**3.0** | | |
| **Total Units for Area**...............................................**24.0** | | |
| **Total Units for Degree**...........................................**60.0** | | |

## Emergency Management/Homeland Security

### Associate in Arts Degree*

**\*Pending approval at the time of publication**

## Homeland Security (TSA)

### Certificate of Specialization

The Homeland Security (TSA) Certificate provides students with the necessary knowledge and skills to successfully enter the field of homeland security, specializing in employment positions overseeing security management, intelligence analysis, transportation safety and border security. The sequence of courses offered within the certificate helps develop a student's understanding of the interrelated duties, relationships, and responsibilities impacting personnel employed to ensure U.S. national security.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Recognize the types of hazards that can negatively impact a community and assess the variables that impact this type of hazard exposure.

2. Distinguish some of the fundamental roles and responsibilities of the professional emergency manager established by the Emergency Management Institute.

3. Demonstrate effective skills using well established problem-solving, communication and interpersonal techniques.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| EMGT C102 | Introduction to Homeland Security | 3.0 |
| EMGT C172 | Intelligence Analysis and Security Management | 3.0 |
| EMGT C174 | Transportation and Border Security | 3.0 |
| **Total Units for Certificate**.....................................**9.0** | | |

# English

## English

### Associate in Arts Degree in English for Transfer

The Associate in Arts in English for Transfer major emphasizes writing about literature and the skills needed to analyze literature in academic terms. Students taking this major will examine a variety of genres and will gain a better understanding of a given literary work's relevance to the time period in which it was written as well as the relationship between the events in an author's life, time, and culture. In other words, successful students will develop the ability to analyze literature in context.  Completion of this major will provide a solid foundation for students interested in pursuing a B.A. in literature.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1.   Write well-organized, well-developed expository essays using Standard English, with a clear thesis statement and supporting topic sentences and supporting details.

2.   Search for and find reliable, unbiased sources and use these sources in research papers, using correct MLA documentation.

3.   Evaluate a literary work in terms of style and descriptive technique, language, tone, mood, and literary conventions, such as symbolism, imagery, irony, and poetic devices such as meter and rhyme pattern.

4.   Analyze a given literary work and explain its relevance to the time period and genre in which it was written as well as the relationship between the events in an author's life, time, and culture to the development of his or her writing.

### Requirements for the Major:
**All courses must be completed with a grade of "C" or better.**

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| ENGL C102 | Critical Reasoning, Reading, and Writing | 3.0 |
| ENGL C140 | Appreciation of Literature | 3.0 |
| **Subtotal Units**……………………………………………**6.0** | | |

**List A — Select two courses from the following:**

| ENGL C150 | American Literature through the Civil War | 3.0 |
|---|---|---|
| ENGL C155 | American Literature 1865 to Present | 3.0 |
| ENGL C270 | British Literature to 1800 | 3.0 |
| ENGL C275 | British Literature since 1800 | 3.0 |

**List B — Select one course from the following:**
Any course not taken above in List A

| ENGL C145 | American Literature: The Short Story | 3.0 |
|---|---|---|
| ENGL C181 | Shakespeare | 3.0 |

**List C — Select one course from the following:**
Any course not taken above in List A or B

| ENGL C135 | Business Writing | 3.0 |
|---|---|---|
| ENGL C136 | Business Communication | 3.0 |
| ENGL C143 | Children's Literature | 3.0 |
| ENGL C144 | The International Short Story | 3.0 |
| ENGL C146 | Introduction to 20th Century Military Fiction | 3.0 |
| ENGL C296 | Gothic Victorian Literature | 3.0 |
| ENGL C297 | Contemporary Gothic Literature | 3.0 |
| HUM C100 | Introduction to the Humanities | 3.0 |
| THEA C101 | Introduction to History and Literature of the Theater | 3.0 |
| OR | | |
| ENGL C163 | Introduction to History and Literature of the Theater | 3.0 |
| **Total Required Units for the Major** ………………………… **18.0** | | |

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

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

**Total Units for Degree** ………………………………………… **60.0**

## English

### Associate in Arts Degree
### 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, and 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1.   Write well-organized, well-developed expository essays in a variety of rhetorical modes, using Standard English, with a clear thesis statement and supporting topic sentences and supporting details.

2.   Search for and find reliable, unbiased sources and to use these sources in research papers, using correct MLA documentation.

3.   Evaluate a literary work in terms of style and descriptive technique, language, tone, mood, and literary conventions, such as symbolism, imagery, irony, and poetic devices such as meter and rhyme pattern.

4.   Analyze a given literary work and explain its relevance to the time period and genre in which it was written as well as the relationship between the events in an author's life, time, and culture to the development of his or her writing.

### Requirements for the Major:
**All courses must be completed with a grade of "C" or better.**

| ENGL C102 | Critical Reasoning, Reading, and Writing | 3.0 |
|---|---|---|
| **Select one course from the following:** | | |
| ENGL C111 | Composition and Literature | 3.0 |
| ENGL C140 | Appreciation of Literature | 3.0 |
| **Select two courses from the following:** | | |
| ENGL C150 | American Literature through the Civil War | 3.0 |
| ENGL C155 | American Literature 1865 to Present | 3.0 |
| ENGL C270 | British Literature to 1800 | 3.0 |
| ENGL C275 | British Literature since 1800 | 3.0 |
| **Select two courses from the following:** | | |
| Any course not selected above or | | |
| ENGL C135 | Business Writing | 3.0 |
| ENGL C136 | Business Communication | 3.0 |
| ENGL C143 | Children's Literature | 3.0 |
| ENGL C144 | The International Short Story | 3.0 |
| ENGL C145 | American Literature: The Short Story | 3.0 |
| ENGL C146 | Introduction to 20th Century Military Fiction | 3.0 |
| ENGL C181 | Shakespeare | 3.0 |
| ENGL C296 | Gothic Victorian Literature | 3.0 |
| ENGL C297 | Contemporary Gothic Literature | 3.0 |
| HUM C100 | Introduction to the Humanities | 3.0 |
| THEA C101 | Introduction to History and Literature of the Theater | 3.0 |
| OR | | |
| ENGL C163 | Introduction to History and Literature of the Theater | 3.0 |
| **Total Units for Major** ……………………………………… **18.0** | | |
| **Total Units for Degree** ……………………………………… **60.0** | | |

## French

### French

#### Associate in Arts Degree
#### 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate appropriate level written and spoken fluency in the language.

2. Demonstrate understanding and respect for the cultural and global diversity in the francophone countries.

### Requirements for the Major:
### All courses must be completed with a grade of "C" or better.

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

**Total Units for Major** ................................................. **18.0**

**Total Units for Degree** ............................................. **60.0**

## Geology

### Geology

#### Associate in Science Degree in Geology for Transfer*

**\*Pending approval at the time of publication**

## Gerontology

### Gerontology

#### Associate in Arts Degree
#### 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. If you would like an overview of the field of aging while completing your A.A. Degree, the gerontology maior is a good option. Many of the courses are cross disciplinary and, therefore, count towards the major as well as the general education requirements for the A.A. Degree. Coursework will also transfer as electives or general education requirements to a four-year institution. Aging studies may be pertinent to degrees such as Human Services, Gerontology, Psychology, and Social Work.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply major theories and principles to everyday life and determine the impact of these theories on the individual and/or society as a whole.

2. Follow directions and apply effective communication skills in a variety of settings.

3. Support opinions/ideas using solid research principles.

#### Requirements for the Major:
#### All courses must be completed with a grade of "C" or better.

#### Required Core*
#### Students will complete all of the following:

| | | |
|---|---|---|
| BIOL C120 | Biology of Aging | 3.0 |
| GERO C120 | Professional Issues in Gerontology | 3.0 |
| PSYC C170 | Psychology of Aging | 3.0 |
| SOC C120 | Introduction to Gerontology | 3.0 |
| **Subtotal Units**............................................................ | | **12.0** |

#### Program Electives*
#### Select 6 units from the following:

| | | |
|---|---|---|
| ENGL C131 | Directed Autobiography | 3.0 |
| FN C175 | Nutrition and Aging | 3.0 |
| GERO C123 | Activity Leadership | 3.0 |
| GERO C124 | Public Policy and Aging | 3.0 |
| GERO C130 | Techniques of Working with Frail Elderly | 3.0 |
| GERO C140 | Aging in a Multicultural Society | 3.0 |
| GERO C273 | Careers in Gerontology: Field Practicum | 3.0 |
| GERO C281-C284 | Work Based Learning | 1.0-4.0 |
| HLTH C175 | Healthy Aging | 3.0 |
| LAW C142 | Probat Administartion/Estate Planning | 3.0 |
| LAW C148 | Elder Law | 1.5 |
| HSVC C100 | Introduction to Human Services | 3.0 |
| HSVC C101 | Helping Theories and Intervention Strategies | 3.0 |
| HSVC C102 | Introduction to Crisis Intervention | 3.0 |

And/or other courses related to the aging field numbered C100 or above, as approved by the Gerontology Department.

**Total Units for Major** ............................................. **18.0**

**Total Units for Degree** ............................................ **60.0**

### Gerontology (CTE)

#### Associate in Arts Degree
#### or 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. The coursework for the Certificate of Achievement in Gerontology will provide information about the aging process and training to work in services and agencies that interact with older people. Many of the courses are cross disciplinary and, therefore, can count towards the Certificate of Achievement as well as the general education requirements for the A.A. Degree. Coursework will also transfer as elective and general education requirements to a four-year institution.

Students have the option of completing the 21-unit Certificate of Achievement in Gerontology on its own or in conjunction with the A.A. degree. Those seeking new careers in gerontology and/or transfer to a four-year institution should complete the Associate in Arts Degree requirements in conjunction with those for the Gerontology Certificate of Achievement.

Coastline College students completing the A.A. Degree and Gerontology Certificate of Achievement qualify for our degree partnership with CSUF. 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply major theories and principles to everyday life and determine the impact of these theories on the individual and/or society as a whole.

2. Follow directions and apply effective communication skills in a variety of settings.

3. Support opinions/ideas using solid research principles.

#### Required Core*                                          Units
#### Students will complete all of the following:

| | | |
|---|---|---|
| BIOL C120 | Biology of Aging | 3.0 |
| GERO C120 | Professional Issues in Gerontology | 3.0 |
| PSYC C170 | Psychology of Aging | 3.0 |
| SOC C120 | Introduction to Gerontology | 3.0 |
| Red Cross Standard First Aid/CPR Card | | |
| **Subtotal Units**............................................................ | | **12.0** |

#### Program Electives*
#### Select a minimum of 6 units from the following:

| | | |
|---|---|---|
| ENGL C131 | Directed Autobiography | 3.0 |
| FN C175 | Nutrition and Aging | 3.0 |
| GERO C123 | Activity Leadership | 2.0 |
| GERO C124 | Public Policy and Aging | 3.0 |
| GERO C130 | Techniques of Working with Frail Elderly | 3.0 |
| GERO C140 | Aging in a Multicultural Society | 3.0 |
| GERO C190-195 | Issues In Gerontology | 0.5-3.0 |
| HLTH C175 | Healthy Aging | 3.0 |
| LAW C142 | Probate Administration/Estate Planning | 3.0 |
| LAW C148 | Elder Law | 1.5 |

And/or other courses related to the aging field number C100 or above, as approved by the Gerontology Department.

**Subtotal Units**......................................................... **6.0**

*—Continued from previous page—Gerontology (CTE)*

**Program Field Courses***
**Select a minimum of 3 units from the following:**

| | | |
|---|---|---|
| GERO C273 | Career in Gerontology: Field Practicum | 3.0 |
| GERO C281-C284 | Work Based Learning | 1.0-4.0 |

**Subtotal Units**................................................................**3.0**

**Total Units for Certificate** ......................................**21.0**

**Total Units for Degree** ...........................................**60.0**

*Some courses in the program are not offered every semester. GERO C273 is offered once per year, usually in the fall semester. GERO C120 Professional Issues and GERO C130 Techniques of Working with the Frail are offered once per year, usually in the spring semester. Plan your full schedule with the timing of your courses in mind.

# Health

## Health and Fitness

### Associate in Arts Degree
### 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 and the value of physical activity, food and nutrition, disease prevention and management, and additional health related issues.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply major theories and concepts of health, nutrition, and fitness to improve one's overall wellness and to guide others to make healthy lifestyle choices.

2. Support opinions/ideas using solid research principles.

**Requirements for the Major:**
**All courses must be completed with a grade of "C" or better.**

| Required core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BIOL C221 | Introduction to Anatomy and Physiology | 3.0 |
| FN C170 | Nutrition | 3.0 |
| HLTH C100 | Personal Health | 3.0 |
| PE C190 | Physiology of Exercise | 3.0 |

**Subtotal Units**...............................................................**12.0**

| Complete 6 units from the following: | | |
|---|---|---|
| BIOL C120 | Biology of Aging | 3.0 |
| FN C175 | Nutrition and Aging | 3.0 |
| HLTH C120 | Personal Wellness Lifestyle | 0.5-2.0 |
| HLTH C175 | Healthy Aging | 3.0 |
| PE C101 | Personal Fitness and Wellness | 1.0 |
| PE C102 | Lifetime Fitness | 0.5-1.0 |
| PE C189 | Exercise Assessment & Program Implementation | 3.0 |
| PE C190L | Physiology/Exercise Lab | 1.0 |

OR any other Health, Food and Nutrition, or Physical Education courses numbered C100 or above approved by the Department.

**Subtotal Units**.............................................................. 6.0

**Total Units for Major** ..............................................**18.0**

**Total Units for Degree** ...........................................**60.0**

Students wanting to take the exam to become a Certified Professional Trainer are advised to take PE C189 Exercise Assessment and Program Implementation as one of their electives.

# Health Care Management

## Health Care Management

### Associate in Science Degree
### or 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 students 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply the principles and legal regulations of healthcare management to real world situations.

2. Effectively communicate solutions to management issues in an organizational (health care) setting, using appropriate language and tools and demonstrating understanding of management terms and concepts.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing healthcare/management environment.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| HLTH C121 | Introduction to Healthcare Management | 3.0 |
| LAW C126 | Legal Aspects of Health Care Administration | 3.0 |
| MS C100 | Business Organization and Management | 3.0 |
| MS C101 | Management and Employee Communication | 3.0 |
| MS C104 | Human Resources Management | 3.0 |

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

**Program Electives**
**Choose 9 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 in Business | 3.0 |

**Total Units for Certificate** ...............................**24.0-25.0**

**Total Units for Degree** ...........................................**60.0**

## Health Science

### Health Science

#### Certificate of Achievement

This program prepares students for entry into many health professional programs or jobs in the medical field. Coursework provides many of the science prerequisites for programs in health professions such as nursing, physician assistant, pharmacy, physical therapy, occupational therapy, dental hygiene, and radiology technology.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Communicate chemical concepts effectively in written and/ or oral forms.

2. Communicate biological concepts effectively in written and/ or oral forms.

3. Find, select, and evaluate scientific information present in primary research literature, mass media, online, or other sources.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| CHEM C110 | Introduction to Chemistry | 5.0 |
| BIOL C210 | General Microbiology | 5.0 |
| BIOL C220 | Human Anatomy | 4.0 |
| BIOL C225 | Human Physiology | 4.0 |
| **Total Units for Certificate** ....................................... | | **18.0** |

## History

### History

#### Associate in Arts Degree in History for Transfer

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Critically evaluate the social, cultural, political and/or economic characteristics of past societies and explain how and why these characteristics change over time.

2. Analyze the meaning of primary and/or secondary historical sources and their significance as evidence.

3. Evaluate the impact of social and cultural diversity upon the development of past societies.

#### Requirements for the Major:
#### All courses must be completed with a grade of "C" or better.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| HIST C170 | United States History to 1876 | 3.0 |
| HIST C175 | United States History since 1876 | 3.0 |
| **Subtotal Units**............................................................ | | **6.0** |

*List A — Select 6 units from the following:*

| | | |
|---|---|---|
| HIST C161 | World History 1 | 3.0 |
| OR | | |
| HIST C180 | Western Civilization 1 | 3.0 |
| HIST C162 | World History 2 | 3.0 |
| OR | | |
| HIST C185 - Western Civilization 2 | | 3.0 |

*List B — Select one course from each of the following 2 areas:*

*Area 1:*

| | | |
|---|---|---|
| ANTH C150 | World Cultures | 3.0 |
| GEOG C100 | World Regional Geography | 3.0 |
| HIST C115 | Latin American History and Culture | 3.0 |
| HIST C121 | History of American Women | 3.0 |
| HIST C122 | Chicano History | 3.0 |
| HIST C124 | Vietnamese-American History and Culture | 3.0 |
| HIST C128 | History of Modern China | 3.0 |
| HIST C146 | History of Mexico | 3.0 |
| HIST C161 | World History 1 (if not previously used to fulfill List A requirement) | 3.0 |

# History

| | | |
|---|---|---|
| HIST C162 | World History 2 (if not previously used to fulfill List A requirement) | 3.0 |
| PSCI C185 | Comparative Government and Politics | 3.0 |

### *Area 2:*

Any history course from List A or List B Area 1 not previously used to fulfill a requirement or:

| | | |
|---|---|---|
| ANTH C100 | Cultural Anthropology | 3.0 |
| ART C100 | Art History and Appreciation 1 | 3.0 |
| ART C101 | Art History and Appreciation 2 | 3.0 |
| GEOG C185 | Cultural Geography | 3.0 |
| | | |
| HIST C132 | History of Britain and Ireland 1 | 3.0 |
| HIST C135 | History of Britain and Ireland 2 | 3.0 |
| HIST C155 | The American West | 3.0 |
| MUS C100 | History and Appreciation of Music | 3.0 |
| MUS C139 | History of Rock Music | 3.0 |
| MUS C143 | History of Jazz | 3.0 |
| PSCI C180 | American Government | 3.0 |
| PSYC C100 | Introduction to Psychology | 3.0 |
| SOC C100 | Introduction to Sociology | 3.0 |

**Total Required Units for the Major** ...........................**18.0**

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

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

**Total Units for Degree** ..............................................**60.0**

# History

## Associate in Arts Degree
## 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Critically evaluate the social, cultural, political and/or economic characteristics of past societies and explain how and why these characteristics change over time.

2. Analyze the meaning of primary and/or secondary historical sources and their significance as evidence.

3. Evaluate the impact of social and cultural diversity upon the development of past societies.

### Requirements for the Major:

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

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| HIST C161 | World History 1 | 3.0 |
| HIST C162 | World History 2 | 3.0 |
| HIST C170 | U.S. History to 1876 | 3.0 |
| HIST C175 | U.S. History since 1876 | 3.0 |

**Subtotal Units**.................................................................**12.0**

| Select two courses from the following: | | |
|---|---|---|
| HIST C115 | Latin American History and Culture | 3.0 |
| HIST C121 | History of American Women | 3.0 |
| HIST C122 | Chicano History | 3.0 |
| HIST C124 | Vietnamese-American History and Culture | 3.0 |
| HIST C125 | Modern Iraqi History and Culture | 3.0 |
| HIST C128 | History of Modern China | 3.0 |
| HIST C132 | History of Britain and Ireland 1 | 3.0 |
| HIST C135 | History of Britain and Ireland 2 | 3.0 |
| HIST C146 | History of Mexico | 3.0 |
| HIST C150 | History of California | 3.0 |
| HIST C155 | The American West | 3.0 |
| HIST C180 | Western Civilization 1 | 3.0 |
| HIST C185 | Western Civilization 2 | 3.0 |

**Total Units for Major** ..................................**at least 18.0**

**Total Units for Degree** ..........................................**60.0**

## Human Services

# Human Services

### Associate in Arts Degree
### 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1.  Utilize human services helping skills and resources to enhance career prospects.

2.  Demonstrate intervention skills within fields of human services.

**Requirements for the Major:**
**All courses must be completed with a grade of "C" or better.**

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| HSVC C100 | Introduction to Human Services | 3.0 |
| HSVC C101 | Helping Theories and Intervention Strategies | 3.0 |
| HSVC C102 | Introduction to Crisis Intervention | 3.0 |
| HSVC C104 | Treatment Issues in Substance Abuse | 3.0 |
| HSVC C273 | Human Services Practicum | 3.0 |
| **Subtotal Units**.......................................................**15.0** | | |
| **Select one course from the following:** | | |
| 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 Units for Major** ..................................**At least 18.0**

**Total Units for Degree** ...........................................**60.0**

# Human Services

### Certificate of Accomplishment

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

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1.  Utilize human services helping skills and resources to enhance career prospects.

2.  Demonstrate intervention skills within fields of human services.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| HSVC C100 | Introduction to Human Services | 3.0 |
| HSVC C101 | Helping Theories and Intervention Strategies | 3.0 |
| HSVC C102 | Introduction to Crisis Intervention | 3.0 |
| HSVC C104 | Treatment Issues in Substance Abuse | 3.0 |
| HSVC C273 | Human Services Practicum | 3.0 |
| **Subtotal Units**.......................................................**15.0** | | |

**Program Electives**
**Select one course from the following:**

| 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 Units for Certificate** .....................................**18.0**

## Information Technology

### Informatics

**Associate in Arts or Science Degree
or 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Design, develop, and analyze software that meets specifications for quality software.

2. Select and use appropriate software and apply conceptual thinking skills to solve problems and complete assigned projects.

3. Design and implement software/web based systems that address human computer interface issues.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| **First Year** | | |
| INFM C102 | Concepts in Programming Languages 2 | 3.0 |
| INFM C141 | Informatics Core 1 | 4.0 |
| INFM C142 | Informatics Core 2 | 4.0 |
| INFM C143 | Informatics Core 3 | 4.0 |
| ICS C123 | Fundamental Data Structures | 3.0 |
| ICS C141 | Concepts of Programming Languages 1 | 3.0 |

**Subtotal Units for the First Year**..............................**21.0**

| **Second Year** | | |
|---|---|---|
| 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 1 | 3.0 |
| INFM C131 | Human-Computer Interaction | 3.0 |
| INFM C132 | Project in Human Computer Interaction | 3.0 |

**Total Units for Certificate** .......................................**39.0**

**Total Units for Degree** ...........................................**60.0**

## Kinesiology

### Kinesiology

**Associate in Science Degree in
Kinesiology for Transfer\***
**\*Pending approval at the time of publication**

## Leadership

# Management and 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| MS C144 | Introduction to Leadership | 3.0 |
| MS C145 | Personal Leadership | 3.0 |
| MS C150 | Organizational Leadership 1 | 3.0 |
| MS C151 | Organizational Leadership 2 | 3.0 |
| **Total Units for Certificate** ...................................... **12.0** | | |

## Liberal Arts

# American Studies

### Associate in Arts Degree
### Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply perspectives from a variety of disciplines to develop an understanding of American culture, past and present, and its impact upon both the peoples of the United States and those outside its borders.

2. Critically evaluate historical sources, literature, art, film, music, or other types of cultural expressions in terms of their relevance to the American experience.

### Requirements for the Degree:
**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
GERO C140
HIST C121, C122, C150, C155, C170, C175
HUM C135
ENGL C145, C150, C155
MCOM C100
MUS C139, C143
PHIL C120
PSCI C101, C180
PSYC C116, C170
SOC C110, C120
CMST C100, C101, C110

**Total Units for Area of Emphasis**.................**at least 18.0**

**Total Units for Degree** ...........................................**60.0**

# Liberal Arts

## Arts and Humanities

### Associate in Arts Degree
### Area of Emphasis

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 the ways those decisions affect the way we interact with other people in our everyday lives.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.

**Select at least 18 units from the following courses:**

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.

**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;

MUS C100, C103, C130, C131, C139, C143

ENGL 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

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

HUM C100, C110, C135

PHIL C100, C113, C120

SIGN C185

THEA C100, C101, C106, C107

**Total Units for Area of Emphasis**..................**at least 18.0**

**Total Units for Degree** .............................................**60.0**

## Communications

### Associate in Arts Degree
### Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use written and oral tools to analyze and improve communication in personal, academic, public, and professional interactions.

2. Effectively deliver oral presentations in a range of settings to diverse audiences.

3. Construct written messages for various purposes to diverse audiences.

4. Observe, evaluate, and competently exercise interpersonal communication skills.

**Requirements for the Degree:**
**Select at least 18 units from the following courses.**

All courses must be completed with a grade of "C" or better.
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 for Area of Emphasis                    at least 18.05
**Total Units for Degree** ..........................................**60.0**

## Liberal Studies (for Teaching)
### See Education

# Liberal Arts

## Physical Education and Health

### Associate in Arts Degree
### Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply major theories and concepts of health, nutrition and fitness to improve one's overall wellness and to guide others to make healthy lifestyle choices.

2. Direct, practice and organize sports and recreation activities.

*Select at least 18 units from the following courses; a minimum of 9 units must be in non-activity courses such as Health Education, Foods and Nutrition, or Exercise Physiology.*

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

**Non-activity and Exercise Physiology courses:**
FN C170, C175
HLTH C100, C175
PE C189, C190, C190L

**Subtotal Units**............................................................**9.0**

**Activity courses:**
PE C102, C115, C116, C118A, C118B, C119A, C119B, C121A, C121B, C126A, C126B, C169A, C169B
OR any Physical Education activity course numbered C100 or above

**Subtotal Units**............................................................**9.0**

**Total Units for Area of Emphasis**..............................**18.0**

**Total Units for Degree** ............................................**60.0**

## Science and Math

### Associate in Arts Degree
### Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Design and apply the process of science to address a hypothesis.

2. Find, select, evaluate, and communicate scientific information present in primary research literature, mass media, online, or other sources.

3. Adequately explain thinking and mathematical processes, and justify mathematical solutions effectively and accurately.

**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.**
ANTH C185
ASTR C100, C100L, C102, C103, C104
BIOL C100, C101, C105, C120, C210, C220, C225, C283
CHEM C100, C105, C110, C130, C180, C180L, C185, C185L, C220, C220L, C225, C225L
ECOL C100
GEOL C105, C105L, C115
MRSC C100, C100L, C105
MATH C100, C103, C104, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285
PHYS C110, C110L, C120, C125, C185, C280, C285

**Total Units for Area of Emphasis**..................**at least 18.0**

**Total Units for Degree** ............................................**60.0**

## Liberal Arts

# Social and Behavioral Sciences

### Associate in Arts Degree
### Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Utilize methods and theories from the social and behavioral sciences to collect, interpret, and apply quantitative and qualitative evidence regarding the human experience as an individual and in the context of the larger society.

2. Employ methods and theories from different disciplines to analyze social and behavioral problems, policies related to these problems, and how they both change over time.

*Select at least 18 units from the following courses:*

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

ANTH C100, C120, C150

ECON C110, C170, C175

GEOG C100, C180, C185

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

MCOM C100

PSCI C101, C140, C180, C185

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

SOC C100, C110, C120, C130, C185

**Total Units for Area of Emphasis**.................**at least 18.0**

**Total Units for Degree** .............................................**60.0**

## Management and Supervision

# Supervision and Management

### Associate in Arts Degree
### or Certificate of Achievement

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

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/ solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| MS C100 | Business Organization and Management | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |

**Subtotal Units**.........................................................**9.0**

**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 Finance | 3.0 |
| BUS C150 | Introduction to Marketing | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations 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 Communication | 3.0 |
| MS C144 | Introduction to Leadership | 3.0 |
| CMST C100 | Interpersonal Communication | 3.0 |

**Total Units for Certificate** .......................................**21.0**

**Total Units for Degree** .............................................**60.0**

## Management

### Associate in Arts Degree
### or Certificate of Achievement

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

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/ solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BUS C100 | Introduction to Business | 3.0 |
| BUS C110 | Legal Environment of Business | 3.0 |
| BUS C120 | Personal Finance | 3.0 |
| BUS C150 | Introduction to Marketing | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| **Subtotal Units**.............................................**15.0** | | |

### Program Electives
**Choose 9-11 units from the following:**

| | | |
|---|---|---|
| ACCT C100 | Introduction to Accounting | 3.0 |
| ACCT C101 | Financial Accounting* | 4.0 |
| ACCT C102 | Managerial Accounting* | 4.0 |
| BUS C101 | Introduction to Project Management | 3.0 |
| BUS C130 | E-Commerce: Strategic Thinking and Management | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| MS C101 | Management and 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 | Organizational Ethics | 3.0 |
| CMST C110 | Public Speaking | 3.0 |
| **Any computer classes** | | **1.0-5.0** |
| MS C283-C284 | Work Based Learning | 3.0-4.0 |
| **Subtotal Elective Units**...............................**9.0-11.0** | | |
| **Total Units for Certificate** .......................**24.0-26.0** | | |
| **Total Units for Degree** ..................................**60.0** | | |

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

## Management and 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2. Analyze and recommend effective business decisions/ solutions using a systematic, evaluative, and information-based approach.

3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| MS C144 | Introduction to Leadership | 3.0 |
| MS C145 | Personal Leadership | 3.0 |
| MS C150 | Organizational Leadership 1 | 3.0 |
| MS C151 | Organizational Leadership 2 | 3.0 |
| **Total Units for Certificate** .........................**12.0** | | |

## Mathematics

### Associate in Science Degree in Mathematics for Transfer

Upon successful completion of the Associate in Science in Mathematics for Transfer, the student will have demonstrated a practical and theoretical understanding of mathematics in preparation for transfer to the California State University system. This degree will be useful for students majoring in the STEM (science, technology, engineering and mathematics) fields. It is recommended that students consult a counselor for further information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1.  Select and apply correct quantitative methods to find the correct solution to a problem in familiar or unique situations or contexts.

2.  Accurately interpret and create mathematical models such as formulas, graphs, tables, and schematics; include predictions based on the model.

3.  Adequately explain thinking and mathematical processes, and justify mathematical solutions effectively and accurately.

### Requirements for the Major:
**All courses must be completed with a grade of "C" or better.**

| Required Core | | Units |
|---|---|---|
| MATH C180 | Calculus 1 | 5.0 |
| MATH C185 | Calculus 2 | 5.0 |
| MATH C280 | Calculus 3 | 5.0 |
| **Subtotal Units** | | **15.0** |

**Complete the requirements in Groups A and B below:**
*Group A - Complete the course below:*

| MATH C285 | Introduction to Linear Algebra and Differential Equations | 5.0 |
|---|---|---|

*Group B - Select one course from the following:*

| MATH C160 | Introduction to Statistics | 4.0 |
|---|---|---|
| PHYS C185 | Calculus Based Physics: Mechanics | 4.0 |

**Total Required Units for the Major** ...........................**24.0**

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

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

**Total Units for Degree** ...........................................**60.0**

## Mathematics

### Associate in Arts Degree 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1.  Select and apply correct quantitative methods to find the correct solution to a problem in familiar or unique situations or contexts.

2.  Accurately interpret and create mathematical models such as formulas, graphs, tables, and schematics; include predictions based on the model.

3.  Adequately explain thinking and mathematical processes, and justify mathematical solutions effectively and accurately.

### Requirements for the Major
**All courses must be completed with a grade of "C" or better.**
**Students will complete all of the following:**

| MATH C180 | Calculus 1 | 5.0 |
|---|---|---|
| MATH C185 | Calculus 2 | 5.0 |
| MATH C280 | Calculus 3 | 5.0 |
| MATH C285 | Introduction to Linear Algebra and Differential Equations | 5.0 |

**Total Units for Major** ...........................................**20.0**

**Total Units for Degree** ...........................................**60.0**

## Science and Math

### Associate in Arts Degree Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1.  Design and apply the process of science to address a hypothesis.

2.  Find, select, evaluate, and communicate scientific information present in primary research literature, mass media, online, or other sources.

3.  Adequately explain thinking and mathematical processes, and justify mathematical solutions effectively and accurately.

**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.**

ANTH C185

ASTR C100, C100L, C102, C103, C104

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

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

ECOL C100

GEOL C105, C105L, C115

MRSC C100, C100L, C105

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

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

**Total Units for Area of Emphasis**.................**at least 18.0**

**Total Units for Degree** ...........................................**60.0**

## Mobile Applications

### 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Develop, design and revise mobile apps for gaming, business, productivity, personal use, and education.

2. Deploy and market mobile apps globally for gaming, business, productivity, personal use, and education.

3. Effectively communicate solutions to business problems using appropriate language and tools and demonstrating understanding of business terms and concepts.

4. Analyze and recommend effective business decisions/ solutions using a systematic, evaluative, and information-based approach.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BC C116 | Introduction to Mobile Applications | 3.0 |
| BC C117 | Mobile Application Development | 3.0 |
| BC C171 | WEB Design / XHTML 1 | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| **Total Units for Certificate** ........................................ | | **12.0** |

## Office Technology

### 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use appropriate software to create documents and digital files for the workplace.

2. Input, organize, retrieve, and manipulate data for the workplace.

3. Communicate effectively in the workplace.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 |
| **Total Units for Certificate** ........................................ | | **12.0** |

## 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use appropriate software to create documents and digital files for the workplace.

2. Input, organize, retrieve, and manipulate data for the workplace.

3. Communicate effectively in the workplace.

4. Apply Standard English principles when writing, editing, and speaking.

5. Use medical terminology to create medical records and insurance claim forms, integrate appropriate terminology from patient files and physician notes, and analyze medical terminology to produce professional medical documents.

### Required Courses

| | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BC C112 | Office Organization | 3.0 |
| BC C145 | Medical Administrative Assistant 1 | 3.0 |
| BC C163 | Medical Terminology 1 | 3.0 |
| ENGL C103 | Business English | 3.0 |
| **Total Units for Certificate** ....................... | | **12.0** |

## Medical Coding Specialist

### Certificate of Accomplishment

The Medical Coding Specialist certificate prepares the students to pass the tests to become a Certified Coding Associate (CCA) 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use CPT codes to create complex medical insurance claim forms used in a medical facility.

2. Analyze medical billing situations, integrate appropriate data from patient files and physician notes, complete professional accounts payable invoices, and submit the documents to the appropriate insurance provider(s).

3. Pass a sample AHIMA certification exam with a score of 75% or better.

4. Use medical terminology to create medical records and insurance claim forms, integrate appropriate terminology from patient files and physician notes, and analyze medical terminology to produce professional medical documents.

### Required Courses

| | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BC C161 | Medical Coding I | 3.0 |
| BC C162 | Medical Coding 2 | 3.0 |
| BC C163 | Medical Terminology 1 | 3.0 |
| BC C164 | Review for Coding Specialist Exam | 3.0 |
| **Total Units for Certificate** ....................... | | **12.0** |

# Office Technology

## Office Support Specialist

### Associate in Science Degree
### or 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use appropriate software to create documents and digital files for the workplace.

2. Input, organize, retrieve, and manipulate data for the workplace.

3. Communicate effectively in the workplace.

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| BC C104 | Introduction to Windows Operating System | 1.5 |
| BC C107A | Keyboarding | 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 | 3.0 |
| OR | | |
| ENGL C136 | Business Communication | 3.0 |
| **Subtotal Units**............................................... | | **13.5** |

**Select a Concentration:**

### Concentration in Administrative Manager
**Choose 9 units from the following:**

| BC C120 | Excel 1 | 1.5 |
|---|---|---|
| OR | | |
| BC C175 | Microsoft Access 1 | 1.5 |
| BC C121 | Excel 2 | 1.5 |
| OR | | |
| BC C176 | Microsoft Access 2 | 1.5 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| MS C100 | Business Organization and Management | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |
| BC C283-284 | Work Based Learning | 1.0-3.0 |
| **Subtotal Elective Units**............................................... | | **9.0** |
| **Total Units for Certificate** ...................................... | | **22.5** |
| **Total Units for Degree** ........................................... | | **60.0** |

### Concentration in Administrative Professional—Assistant
**Choose 9 units from the following:**

| BC C107B | Keyboarding and Formatting Documents | 1.5 |
|---|---|---|

| BC C109 | Keyboarding Speed and Accuracy | 1.5 |
|---|---|---|
| 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 |
| **Subtotal Elective Units**.............................................**9.0** | | |
| **Total Units for Certificate** .......................................**22.5** | | |
| **Total Units for Degree** ...........................................**60.0** | | |

### Concentration in Financial Assistant
**Choose 9 units from the following:**

| ACCT C100 | Introduction to Accounting | 3.0 |
|---|---|---|
| BC C107B | Keyboarding and Formatting Documents | 1.5 |
| BC C120 | Excel 1 | 1.5 |
| BC C121 | Excel 2 | 1.5 |
| OR | | |
| BC C175 | Microsoft Access 1 | 1.5 |
| BC C147 | Beginning Microsoft Word | 2.0 |
| BC C281-284 | Work Based Learning | 1.0-4.0 |
| **Subtotal Elective Units**.............................................**9.0** | | |
| **Total Units for Certificate** .......................................**22.5** | | |
| **Total Units for Degree** ...........................................**60.0** | | |

### Concentration in Financial Manager
**Choose 10 units from the following:**

| ACCT C101 | Financial Accounting | 4.0 |
|---|---|---|
| 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 |
| **Subtotal Elective Units**...........................................**10.0** | | |
| **Total Units for Certificate** .......................................**23.5** | | |
| **Total Units for Degree** ...........................................**60.0** | | |

### Concentration in General Office Manager
**Choose 9 units from the following:**

| BC C120 | Excel 1 | 1.5 |
|---|---|---|
| OR | | |
| BC C175 | Microsoft Access 1 | 1.5 |
| BC C121 | Excel 2 | 1.5 |
| OR | | |
| BC C176 | Microsoft Access 2 | 1.5 |
| ACCT C100 | Introduction to Accounting | 3.0 |
| OR | | |
| BC C123 | Introduction to Quick Books | 3.0 |
| ENGL C103 | Business English | 3.0 |
| BC C281-284 | Work Based Learning | 1.0-4.0 |
| **Subtotal Elective Units**.............................................**9.0** | | |
| **Total Units for Certificate** .......................................**22.5** | | |
| **Total Units for Degree** ...........................................**60.0** | | |

# Paralegal Studies

## Paralegal Studies

### Associate in Arts Degree
### or Certificate of Achievement

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 for 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).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Analyze and communicate conclusions both orally and in writing.

2. Apply legal concepts to the clients' problems.

3. Apply legal ethics in the paralegal field.

### REQUIRED PARALEGAL COURSES

| | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| LAW C100 | Introduction 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 |
| **To be selected from Program Electives below:** | | **6.0** |
| **Paralegal Courses Subtotal Units**............................ | | **27.0** |

### Program Electives

**Choose 6 units from the following:**

| | | |
|---|---|---|
| LAW C110 | Civil Litigation 2 | 1.5 |
| LAW C115 | Criminal Litigation | 1.5 |
| LAW C126 | Legal Aspects of Health Care Administration | 3.0 |
| 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 ENGL C100. Course work in Group C1 is limited to ART C100, C101 and /or MUS 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, 2, or 3 associate degree academic plans.

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

### ELECTIVES

*Computer proficiency may be demonstrated by the satisfactory completion of LAW C170 or BC C148 and LIBR 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 Units** ....................................... **12.0**

**Total Units for Certificate** ....................................... **27.0**

**Total Units for the 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]

## Physical Education and Health

### Health and Fitness

**See Health**

### Physical Education and Health

#### Associate in Arts Degree
#### Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply major theories and concepts of health, nutrition and fitness to improve one's overall wellness and to guide others to make healthy lifestyle choices.

2. Direct, practice and organize sports and recreation activities.

*Select at least 18 units from the following courses; a minimum of 9 units must be in non-activity courses such as Health Education, Foods and Nutrition, or Exercise Physiology.*

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

**Non-activity and Exercise Physiology courses:**

FN C170, C175

HLTH C100, C175

PE C189, C190, C190L

**Subtotal Units**............................................................**9.0**

**Activity courses:**

PE C102, C115, C116, C118A, C118B, C119A, C119B, C121A, C121B, C126A, C126B, C169A, C169B

OR any Physical Education activity course numbered C100 or above

**Subtotal Units**............................................................**9.0**

**Total Units for Area of Emphasis**............................**18.0**

**Total Units for Degree** ............................................**60.0**

## Physics

### Physics

#### Associate in Science Degree in
#### Physics for Transfer

Physics is an attempt to understand natural phenomena, and is fundamental to related fields such as astronomy, biology, chemistry, geology and engineering. The goal of the physics program is to develop students' understanding and analysis of the physical world through mathematical techniques involving qualitative and quantitative reasoning. It is strongly recommended that all physics majors take a course in linear algebra and differential equations such as Math C285 in addition to the degree requirements, but this cannot be included as a requirement due to unit limitations.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Identify and describe major concepts and theoretical principles as applied to physics.

2. Apply appropriate physical laws and mathematical techniques to analyze various physical situations.

3. Perform various scientific experiments and to analyze data to check agreement with theoretical predictions.

#### Requirements for the Degree:

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

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| PHYS C185 | Calculus Based Physics: Mechanics | 4.0 |
| PHYS C280 | Calculus Based Physics: Electricity and Magnetism | 4.0 |
| PHYS C285 | Calculus Based Physics: Modern | 4.0 |
| MATH C180 | Calculus 1 | 5.0 |
| MATH C185 | Calculus 2 | 5.0 |
| MATH C280 | Calculus 3 | 5.0 |

**Total Required Units for the Major** ..........................**27.0**

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

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

**Total Units for Degree** ...........................................**60.0**

## Process Technology

### Process Technology

#### Associate in Arts Degree
#### or 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Comply with environmental and safety regulations.

2. Safely operate process equipment.

3. Measure and control a process.

4. Work as a team member.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| PTEC C110 | Introduction to Process Technology | 3.0 |
| PTEC C111 | Health, Safety, and Environment | 3.0 |
| PTEC C112 | Quality Management | 1.5 |
| PTEC C113 | Process Technology 1: Equipment | 3.0 |
| PTEC C114 | Process Technology 2: Systems | 3.0 |
| PTEC C115 | Process Technology 3: Operations | 3.0 |
| PTEC C116 | Instrumentation I | 3.0 |
| PTEC C117 | Instrumentation II | 3.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |

**Total Units for Certificate** ........................... **25.5**

**Total Units for Degree** ............................... **60.0**

### 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Comply with environmental and safety regulations.

2. Safely operate process equipment.

3. Work as a team member.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| PTEC C110 | Introduction to Process Technology | 3.0 |
| PTEC C113 | Process Technology 1: Equipment | 3.0 |
| PTEC C114 | Process Technology 2: Systems | 3.0 |
| PTEC C115 | Process Technology 3: Operations | 3.0 |

**Total Units for Certificate** ........................... **12.0**

## Psychology

### Psychology

#### Associate in Arts Degree in
#### Psychology for Transfer

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Characterize the nature of psychology as a science.

2. Apply the major theories, principles, and concepts of psychology to everyday life.

3. Utilize investigative methods to collect, interpret, and present scientific data on psychological topics.

**Requirement for the Major:**
**All courses must be completed with a grade of "C" or better.**

| Required Core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| MATH C160 | Introduction to Statistics | 4.0 |
| PSYC C100 | Introduction to Psychology | 3.0 |
| PSYC C280 | Introduction to Research Methods in Psychology | 4.0 |
| **Subtotal Units** | | **11.0** |

*List A — Select one course from the following:*

| | | |
|---|---|---|
| BIOL C100 | Introduction to Biology | 3.0 |
| PSYC C250 | Psychobiology | 3.0 |

*List B — Select one course from the following:*

Any List A course not used above

| | | |
|---|---|---|
| PSYC C116 | Child Growth and Development | 3.0 |
| PSYC C118 | Life Span Developmental Psychology | 3.0 |
| SOC C100 | Introduction to Sociology | 3.0 |

*List C — Select one course from the following:*

Any courses not selected from List A or B or

| | | |
|---|---|---|
| PSYC C165 | Principles of Human Sexuality 1 | 3.0 |
| PSYC C170 | Psychology of Aging | 3.0 |
| PSYC C255 | Abnormal Psychology | 3.0 |
| PSYC C260 | Social Psychology | 3.0 |

**Total Required Units for the Major** .................. **20.0**

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

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

**Total Units for Degree** ............................... **60.0**

## Psychology

### Psychology

#### Associate in Arts Degree
#### 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Characterize the nature of psychology as a science.

2. Apply the major theories, principles, and concepts of psychology to everyday life.

3. Utilize investigative methods to collect, interpret, and present scientific data on psychological topics.

### Requirements for the Major:
### All courses must be completed with a grade of "C" or better.

| Required core | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| PSYC C100 | Introduction to Psychology | 3.0 |
| PSYC C280 | Intro to Research Methods in Psychology | 4.0 |
| MATH C160 | Introduction to Statistics | 4.0 |
| **Subtotal Units**……………………………………**11.0** | | |
| **9 units from the following:** | | |
| PSYC C116 | Child Growth and Development | 3.0 |
| PSYC C118 | Life Span Developmental Psychology | 3.0 |
| PSYC C165 | Principles of Human Sexual Behavior 1 | 3.0 |
| PSYC C170 | Psychology of Aging | 3.0 |
| PSYC C250 | Psychobiology | 3.0 |
| PSYC C255 | Abnormal Psychology | 3.0 |
| **Total Units for Major** ………………………**At least 20.0** | | |
| **Total Units for Degree** …………………………………**60.0** | | |

## Real Estate

### 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Be prepared to take and pass the California Real Estate Sales and/or Broker License Exam.

2. Select and complete appropriate real estate forms, including listing agreements, purchase contracts, and cost sheets.

3. Guide and assist buyers or sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales price, and helping clients understand and select financing options.

4. Be prepared to list, market, show, rent, lease, and/or sell a property.

5. Demonstrate ability to apply common knowledge of loan processing and underwriting.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 Units for Certificate** …………………………………**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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Be prepared to take and pass the California Real Estate Sales and/or Broker License Exam.

2. Select and complete appropriate real estate forms, including listing agreements, purchase contracts, and cost sheets.

3. Guide and assist buyers or sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales price, and helping clients understand and select financing options.

4. Be prepared to list, market, show, rent, lease and/or sell a property.

5. Demonstrate ability to apply common knowledge of loan processing and underwriting.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 Units for Certificate** ......................................**24.0**

## 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Be prepared to take and pass the California Real Estate Sales and/or Broker License Exam.

2. Select and complete appropriate real estate forms, including listing agreements, purchase contracts, and cost sheets.

*—Continued on next column*

3. Guide and assist buyers or sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales price, and helping clients understand and select financing options.

4. Be prepared to list, market, show, rent, lease and/or sell a property.

5. Demonstrate ability to apply common knowledge of loan processing and underwriting.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| 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 Units for Certificate** ......................................**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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Be prepared to take and pass the California Real Estate Sales and/or Broker License Exam.

2. Select and complete appropriate real estate forms, including listing agreements, purchase contracts, and cost sheets.

3. Guide and assist buyers or sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales price, and helping clients understand and select financing options.

4. Be prepared to list, market, show, rent, lease and/or sell a property.

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| RE C100 | Real Estate Principles | 3.0 |
| RE C120 | Real Estate Practice | 3.0 |
| **Subtotal Units**................................................**6.0** | | |

*Choose one of the following courses:*

| | | |
|---|---|---|
| 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 Units for Certificate** ......................................**9.0**

## Science and Math

### Science and Math

#### Associate in Arts Degree
#### Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

4. Design and apply the process of science to address a hypothesis.

5. Find, select, evaluate, and communicate scientific information present in primary research literature, mass media, online, or other sources.

6. Adequately explain thinking and mathematical processes, and justify mathematical solutions effectively and accurately.

**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.**

ANTH C185

ASTR C100, C100L, C102, C103, C104

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

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

ECOL C100

GEOL C105, C105L, C115

MRSC C100, C100L, C105

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

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

**Total Units for Area of Emphasis**……………**at least 18.0**

**Total Units for Degree** …………………………………**60.0**

## Social Behavioral Sciences

### Social and Behavioral Sciences

#### Associate in Arts Degree
#### Area of Emphasis

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

3. Utilize methods and theories from the social and behavioral sciences to collect, interpret, and apply quantitative and qualitative evidence regarding the human experience as an individual and in the context of the larger society.

4. Employ methods and theories from different disciplines to analyze social and behavioral problems, policies related to these problems, and how they both change over time.

*Select at least 18 units from the following courses:*

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

ANTH C100, C120, C150

ECON C110, C170, C175

GEOG C100, C180, C185

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

MCOM C100

PSCI C101, C140, C180, C185

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

SOC C100, C110, C120, C130, C185

**Total Units for Area of Emphasis**………………**at least 18.0**

**Total Units for Degree** …………………………………**60.0**

## Sociology

### Associate in Arts Degree in Sociology for Transfer

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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate critical thinking and the use of sociological theory in analyzing social reality.

2. Develop an understanding of the sociological perspectives and apply the logic to the analysis of issues.

3. Articulate the process of social change and diversity in the U.S. and in the international context.

4. Distinguish between personal opinion and evidence gathered using the scientific process.

### *Requirement for the Major:*

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

| Required Course | | Units |
|---|---|---|
| SOC C100 | Introduction to Sociology | 3.0 |

### *List A — Select two courses from the following:*

| | | |
|---|---|---|
| SOC C185 | Analysis of Social Problems | 3.0 |
| MATH C160 | Introduction to Statistics | 4.0 |
| PSYC C280 | Introduction to Research Methods in Psychology | 4.0 |

### *List B — Select two courses from the following:*

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

| | | |
|---|---|---|
| SOC C110 | Introduction to Marriage and Family | 3.0 |
| PSYC C260 | Social Psychology | 3.0 |

### *List C — Select one course from the following:*

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

| | | |
|---|---|---|
| ANTH C100 | Cultural Anthropology | 3.0 |
| GEOG C185 | Cultural Geography | 3.0 |
| PSYC C100 | Introduction to Psychology | 3.0 |
| SOC C120 | Introduction to Gerontology | 3.0 |
| SOC C130 | Globalization and Social Change | 3.0 |

**Total Required Units for the Major** ................... **18.0-19.0**

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

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

**Total Units for Degree** ........................................ **60.0**

## Sociology

### Associate in Arts Degree 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate critical thinking and the use of sociological theory in analyzing social reality.

2. Develop an understanding of the sociological perspectives and apply the logic to the analysis of issues.

3. Articulate the process of social change and diversity in the U.S. and in the international context.

4. Distinguish between personal opinion and evidence gathered using the scientific process.

### Requirements for the Major:

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

| Required Courses | | Units |
|---|---|---|
| **Students will complete all of the following:** | | |
| SOC C100 | Introduction to Sociology | 3.0 |
| MATH C160 | Introduction to Statistic | 4.0 |

**Subtotal Units**.............................................................**7.0**

**Select four courses from the following:**

| | | |
|---|---|---|
| ANTH C100 | Cultural Anthropology | 3.0 |
| HSVC C100 | Introduction to Human Services | 3.0 |
| HSVC C101 | Helping Theories and Intervention Strategies | 3.0 |
| HSVC C102 | Introduction to Crises Intervention | 3.0 |
| HSVC C104 | Treatment Issues in Substance Abuse | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| SOC C110 | Introduction to Marriage and Family | 3.0 |
| SOC C120 | Introduction to Gerontology | 3.0 |
| SOC C130 | Globalization and Social Change | 3.0 |
| International Language Course | | 2.5-5.0 |

**Total Units for Major** ..................................... **18.5-21.0**

**Total Units for Degree** ........................................... **60.0**

## Spanish

**Associate in Arts Degree in
Spanish for Transfer\***

**\*Pending approval at the time of publication**

## Spanish

### Associate in Arts Degree
### 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).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1.  Demonstrate appropriate level written and spoken fluency in the language.

2.  Demonstrate understanding and respect for the cultural and global diversity in the Spanish-speaking countries.

### Requirements for the Major:
### All courses must be completed with a grade of "C" or better.

| Required Courses | Units |
| --- | --- |
| **Students will complete all of the following:** | |
| SPAN C180 (or C180A and C180B) Elementary Spanish 1 | 5.0 |
| SPAN C185 (or C185A and C185B) Elementary Spanish 2 | 5.0 |
| SPAN C280 (or C280A and C280B) Intermediate Spanish 1 | 4.0 |
| SPAN C285 (or C285A and C285B) Intermediate Spanish 2 | 4.0 |
| **Total Units for Major** | **18.0** |
| **Total Units for Degree** | **60.0** |

## Supply Chain Management

## Supply Chain Management

### Associate in Arts Degree
### or 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1.  Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

2.  Analyze and recommend effective business decisions/ solutions using a systematic, evaluative, and information-based approach.

3.  Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Core | | Units |
| --- | --- | --- |
| **Students will complete all of the following:** | | |
| MS C100 | Business Organization and Management | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |
| SM C101 | Principles of Supply Chain Management | 3.0 |
| OR | | |
| MS C171 | Principles of Supply Chain Management | 3.0 |
| SM C102 | Supply Chain Operations | 3.0 |
| OR | | |
| MS C172 | Supply Chain Operations | 3.0 |
| **Subtotal Units** | | **15.0** |

### Program Electives
**Choose 6 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 Operations 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 and Employee Communication | 3.0 |
| SM C104 | Purchasing and Procurement | 3.0 |
| OR | | |
| MS C174 | Purchasing and Procurement | 3.0 |
| SM C204 | Supply Chain Logistics Management | 3.0 |
| OR | | |
| MS C176 | Supply Chain Logistics Management | 3.0 |
| **Subtotal Elective Course Units** | | **6.0** |
| **Total Units for Certificate** | | **21.0** |
| **Total Units for Degree** | | **60.0** |

## Transfer Studies

### CSU General Education

**Certificate of Achievement**
**See Associate Degree Requirements-Option 2**


### IGETC

**Certificate of Achievement**
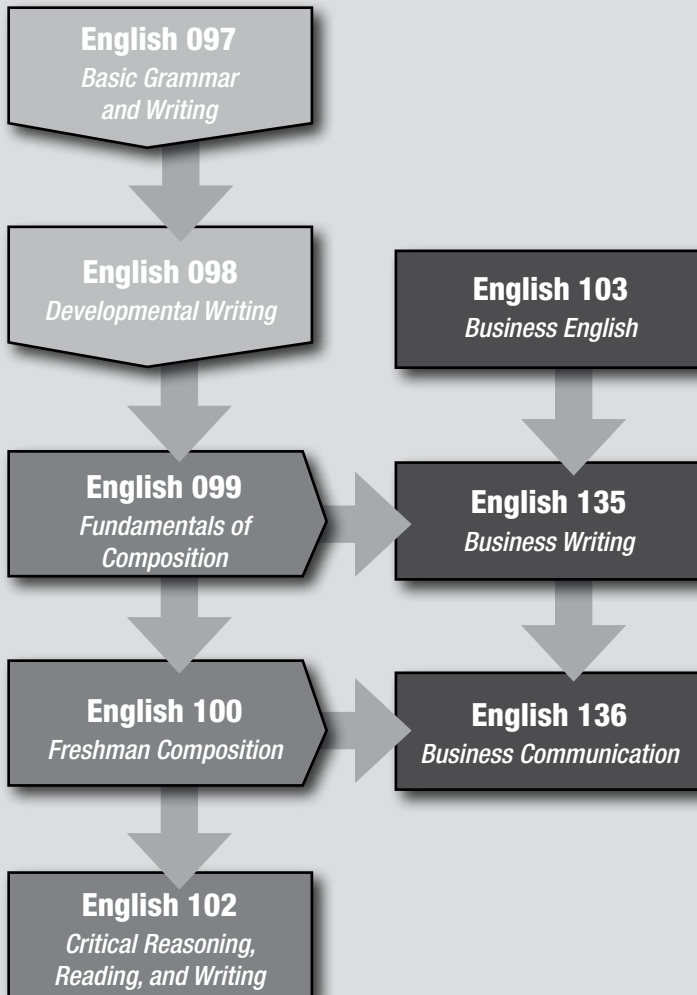**See Associate Degree Requirements-Option 3**

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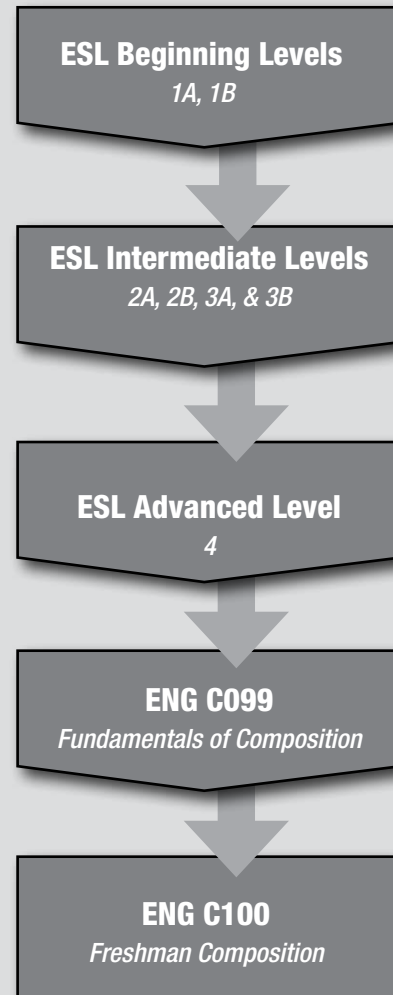## English Course Sequence

**Take the English Placement Test**
which will place you in one of the following classes:

**English 097**
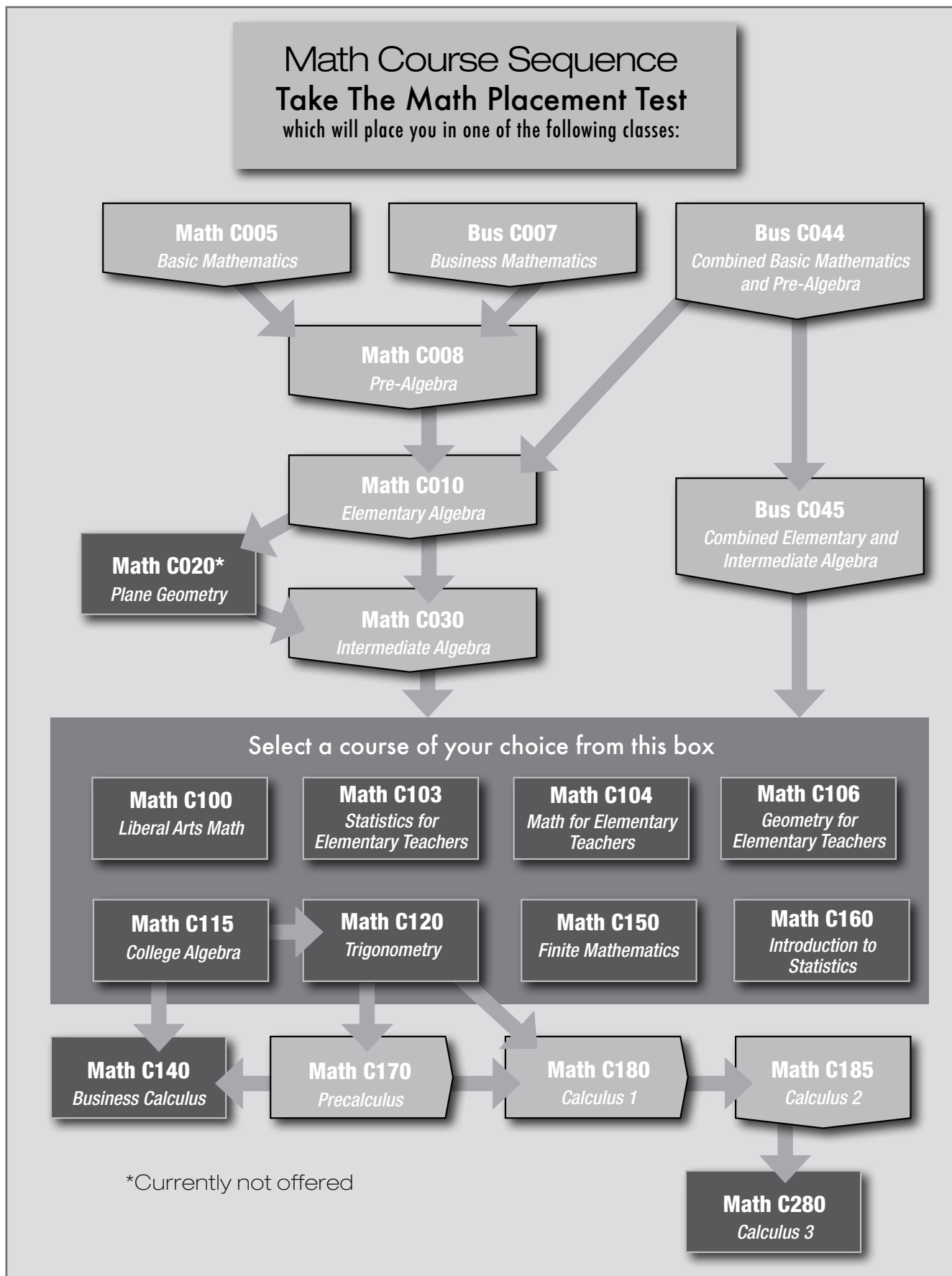*Basic Grammar and Writing*

**English 098**
*Developmental Writing*

**English 103**
*Business English*

**English 099**
*Fundamentals of Composition*

**English 135**
*Business Writing*

**English 100**
*Freshman Composition*

**English 136**
*Business Communication*

**English 102**
*Critical Reasoning, Reading, and Writing*

## ESL Course Sequence

**Take the ESL Placement Test**
which will place you in one of the following levels:

**ESL Beginning Levels**
*1A, 1B*

**ESL Intermediate Levels**
*2A, 2B, 3A, & 3B*

**ESL Advanced Level**
*4*

**ENG C099**
*Fundamentals of Composition*

**ENG C100**
*Freshman Composition*

Certain non-ESL courses are appropriate for students in levels 3A, 3B, and 4. See counselor for recommendation.

# Course Sequence Flow Charts

## Math Course Sequence
### Take The Math Placement Test
which will place you in one of the following classes:

**Math C005**
*Basic Mathematics*

**Bus C007**
*Business Mathematics*

**Bus C044**
*Combined Basic Mathematics and Pre-Algebra*

**Math C008**
*Pre-Algebra*

**Math C010**
*Elementary Algebra*

**Bus C045**
*Combined Elementary and Intermediate Algebra*

**Math C020***
*Plane Geometry*

**Math C030**
*Intermediate Algebra*

### Select a course of your choice from this box

**Math C100**
*Liberal Arts Math*

**Math C103**
*Statistics for Elementary Teachers*

**Math C104**
*Math for Elementary Teachers*

**Math C106**
*Geometry for Elementary Teachers*

**Math C115**
*College Algebra*

**Math C120**
*Trigonometry*

**Math C150**
*Finite Mathematics*

**Math C160**
*Introduction to Statistics*

**Math C140**
*Business Calculus*

**Math C170**
*Precalculus*

**Math C180**
*Calculus 1*

**Math C185**
*Calculus 2*

**Math C280**
*Calculus 3*

*Currently not offered

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

## Correct Use of English

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

## Critical Thinking

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

# ACCOUNTING (ACCT)

**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**                    **4.0 Units**
**Financial Accounting**
**Advisory: Eligibility for ENGL C100 and MATH C010.**

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle and the application of generally accepted accounting principles, the financial statements, and statement analysis. Students will analyze issues relating to asset, liability, and equity valuation; and revenue and expense recognition, cash flow, internal controls, and ethics and will record financial transactions and interpret financial statements. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. Transfer Credit: CSU; UC. C-ID: ACCT 110.

**ACCOUNTING C102**                    **4.0 Units**
**Managerial Accounting**
**Advisory: ACCT C101 and eligibility for ENGL C100 and MATH C010.**

This is the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. Transfer Credit: CSU; UC. C-ID ACCT 120.

**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 or C101**

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. Covers creation and operation of a detailed accounting system for new and existing businesses. 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 C109**                    **2.0 Units**
**Excel for Accounting 2**
**Advisory: ACCT C106**

The course includes a more advanced utilization of Excel as applied to Accounting subjects. Topics include using Excel functions to analyze data, manage multiple worksheets, and develop excel applications. This course meets the accounting-related or business-related course requirements needed to sit for the CPA exam. 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. Transfer Credit: CSU.

**ACCOUNTING C112**                    **3.0 Units**
**Intermediate Accounting 1**
**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 2**
**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 3**
**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 C116**                    **3.0 Units**
**Accounting for Non-Financial Managers and Entrepreneurs/Business Owners**

Basic accounting course for managers and entrepreneurs that provides a foundation in financial analysis, taxes and decision-making tools. Develops knowledge in determining financing needs and options to facilitate continued operations as well as the future growth of organizations. 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. Transfer Credit: CSU.

**ACCOUNTING C124**     **3.0 Units**
**Estate Planning**
**Advisory: ACCT C104**

This course addresses gift, estate, and generation-skipping transfer taxes, at the state and Federal levels. It covers planning techniques used to reduce tax impacts on transfers of wealth. It explores the effects of gifts and bequests including the limitations on income shifting. Non-tax aspects of estate planning, including the estate planning process, wills, trusts, durable powers of attorney, powers of appointment, and probate procedure are also studied. This course meets the accounting-related or business-related course requirements needed to sit for the CPA exam. Transfer Credit: CSU.

**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. Student will gain insight in connection with retirement plans and the taxation of benefits received while learning to evaluate your alternatives and make the most beneficial choice. Transfer Credit: CSU.

**ACCOUNTING C130**     **1.0 Unit**
**VITA 1 (Volunteer Income Tax Assistance)**
**Advisory: ACCT C103**

To enhance each volunteer Income Tax Assistance (VITA) student'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 1 course certification in IRS provided online Basic, Advanced, and additional tax courses. The course also includes tax software training that provides skills transferable to the workplace. Transfer Credit: CSU.

**ACCOUNTING C131**     **0.5 Units**
**VITA 2 (Volunteer Income Tax Assistance)**
**Prerequisite: ACCT C130**

To enhance each Volunteer Income Tax Assistance (VITA) student's opportunity for success in the field of accounting by bridging the gap between educational theory and on-the-job practices. Successful completion of the VITA 2 course using IRS provided tax software is through completion of service hours in the VITA program that 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. 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. 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. 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. Transfer Credit: CSU.

# AMERICAN SIGN LANGUAGE (SIGN)

**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 with a grade of "C" or better**

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; UC.

# ANTHROPOLOGY (ANTH)

**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 cultures providing a foundation for understanding current global developments and human behavior dynamics when encountering cultural differences. Emphasizes practical communication skills used in culturally diverse settings. Transfer Credit: CSU; UC.

**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 fund in the fossil record. Transfer Credit: CSU; UC.

# ARABIC (ARAB)

### 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      5.0 Units
### Elementary Arabic 2
### Prerequisite: ARAB C180 or C180B

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

### 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

**(SEE ALSO DIGITAL GRAPHICS APPLICATIONS)**

**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. 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. Transfer Credit: CSU; UC.

**ART C110A**                                1.5 Units
**Color and Design: 2D**

The first half of a two-part course in color and 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. 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. 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. 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. Transfer Credit: CSU; UC.

### ART C122 — 3.0 Units
**Painting 1**
**Advisory: ART C110A and C120**

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

### ART C122A — 1.5 Units
**Painting 1A**
**Advisory: ART C120A and C120B**

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. Transfer Credit: CSU; UC.

### ART C122B — 1.5 Units
**Painting 1B**
**Advisory: ART C122A**

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. Transfer Credit: CSU; UC.

### ART C127 — 2.0 Units
**Introduction to Portrait Drawing and Painting**
**Advisory: ART C120 and C122**

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. Transfer Credit: CSU; UC.

### ART C129 — 3.0 Units
**Abstract Painting**
**Advisory: ART C120 and ART C122**

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. Transfer Credit: CSU; UC.

### ART C130 — 3.0 Units
**Experimental Drawing**
**Advisory: ART C110A, C120**

A drawing course for the intermediate and advanced student to expand expressive and conceptual content beyond basic traditional drawing techniques. Uses both traditional and non-traditional materials as well as contemporary media to explore the parameters of drawing. Specific steps to develop an authentic style in drawing will be explored. Transfer Credit: CSU; UC.

### ART C131 — 2.0 Units
**Chinese Brush Painting Teaching Techniques I**

This course is designed to train students, artists, or teachers to learn how to share the technique of this ancient dynamic form of art. The class will focus on learning the materials: paper, colors, and brushes. It will offer techniques on brush stokes used for line; texture; shading; and washes on flowers, animals, and scenery. It will show methods of critique in design and composition. It will prepare students to teach brush painting at various levels. Transfer Credit: CSU.

### ART C132 — 1.5 Units
**Beginning Brush Painting (Flower)**

Study the concepts in the significance of paper and brush and the history and folklore of floral studies. Learn the brush strokes used for line, texture, shading and washes to capture the beauty of flowers. Transfer Credit: CSU.

### ART C133 — 2.0 Units
**Chinese Landscape Painting 1**

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. Transfer Credit: CSU.

### ART C134 — 2.0 Units
**Painting Creatures 1**

Learn the brush strokes used for line, texture, shading, and washes to capture the beauty of animals. Students will learn the strokes to do design and composition, the enchanting background of each subject, and their spiritual meaning in Chinese culture. Explore history and land of animals, birds, and marine life. Transfer Credit: CSU.

### ART C135 — 2.0 Units
**Survey of Chinese Brush Painting**

Focus on Chinese culture through hands-on practice of brush strokes. Designed to lead a beginner from how to hold a brush to producing finished compositions in floral, animals and landscape. Detailed instructions on the use of materials, colors, brushes, the rice paper, seals, and Chinese mounting technique.. Transfer Credit: CSU; UC.

### ART C136 — 1.5 Units
**Chinese Brush Painting 1**

Study the essence of Chinese culture. Basic introduction to Chinese brush, ink, and colors. Concepts in design and composition between the Eastern and Western philosophy. Subjects: floral, animal, and landscape studies. Includes techniques in mounting. Transfer Credit: CSU; UC.

### ART C137 — 2.0 Units
**History and Appreciation of Chinese Art and Culture**
**Advisory: Completion of one semester of Chinese brush painting.**

A survey of the history, culture, and development of Chinese painting, and calligraphy with an overview, and critique of the works of master painters from each Chinese dynasty. Course includes nature study techniques and skills related to picture formation and composition. Emphasis on calligraphy strokes pertinent to brush painting. Transfer Credit: CSU; UC.

### ART C138 — 1.5 Units
**Watercolors with Oriental Brush**

Learn the variety of brushes used for line, texture, shading and washes, and how to deliver strokes with dynamic vitality. Composition includes flower, landscape, animal, and abstract expressions. Transfer Credit: CSU.

**ART C139**      **1.5 Units**
**Watercolors on Rice Paper**

Rice paper offers unique potential for watercolors through its absorbency. Learn which colors are most effective on rice paper and the merit and usage of raw and sized rice paper. Learn how to achieve color intensity and contrast and harmony and how to apply even wash for gradation of shades. Learn how to create special effects and texture through this remarkable handmade paper. Transfer Credit: CSU.

**ART C140**      **3.0 Units**
**Advanced Drawing**
**Advisory: ART C120**

Designed as a continuation of Art C120, this course will emphasize advanced artistic concepts, styles, and creative expression for intermediate and advanced students using a variety of drawing mediums, techniques, and methodologies. Transfer Credit: CSU; UC.

**ART C142**      **3.0 Units**
**Painting 2**
**Advisory: ART C122**

Designed as a continuation of Art C122 for the intermediate and advanced painting student, this course emphasizes creative and interpretive expression in oil, acrylic painting, and non-traditional media. Includes awareness of the creative process, exploration of historical and contemporary issues in art, and advanced artistic concepts. Transfer Credit: CSU; UC.

**ART C147A**      **3.0 Units**
**Jewelry 1**

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. Transfer Credit: CSU.

**ART C150**      **3.0 Units**
**Ceramics 1**

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. Transfer Credit: CSU.

**ART C151**      **3.0 Units**
**Ceramics 2**
**Advisory: ART C150**

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. Transfer Credit: CSU.

**ART C174**      **3.0 Units**
**Narrative Painting**
**Advisory: ART C224**

This is a painting course in which the figure is used in a context to tell a story. Students learn to utilize the skills learned in figure painting to portray or suggest actual and 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. Transfer Credit: CSU.

**ART C190**      **3.0 Units**
**Multimedia with Painter 6.0**
**Prerequisite: ART C202**

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

**ART C205**      **3.0 Units**
**Digital Design with Painter and Photoshop**

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

**ART C212**      **3.0 Units**
**Creative Photoshop for Digital Photographs**

Work with award winning Photography professionals to build an exciting portfolio using Adobe's Creative Suite Photoshop. Learn digital camera design features and work with Camera Raw images. Learn how to integrate dynamic Photoshop images with other Creative Suite software such as Illustrator for dynamic Type Design, and InDesign for book layouts, and uploading your images to the Web for display. Transfer Credit: CSU.

**ART C214**      **3.0 Units**
**Figure Composition**
**Advisory: ART C224**

An intermediate and advanced figure painting course in which students learn to integrate the human figure into a complete composition. Graphical and perceptual elements are applied to the special problems inherent in figure representation. The student learns to analyze the visual devices used by artists in a variety of styles. Transfer Credit: CSU; UC.

**ART C220**      **3.0 Units**
**Human Anatomy for Artists**
**Advisory: ART C121**

A course designed to develop an ability to draw the human form accurately through careful study of the skeletal and muscular systems. Live models are used for observation of surface anatomy and practice of accurate drawing. Transfer Credit: CSU; UC.

**ART C221**      **3.0 Units**
**Life Drawing 2**
**Advisory: ART C110A, C120A, or C121**

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

**ART C222A**      **1.5 Units**
**Painting 3**
**Advisory: ART C122A and C122B**

First segment of a two-part course in intermediate painting, with expanded content and concepts, emphasizing historical and contemporary issues in art. Explores oil and acrylic painting in a social and global context. Includes awareness of the creative process and explores formal analysis of student and professional work through written and verbal critique. Transfer Credit: CSU; UC.

**ART C222B**      **1.5 Units**
**Painting 4**
**Advisory: ART C222A**

Second segment of a two-part course in intermediate painting, with expanded content, concepts, emphasizing historical and contemporary issues in art. Explores oil and acrylic painting in a social and global context. Includes awareness of the creative process and explores formal analysis of student and professional work through written and verbal critique. Transfer Credit: CSU; UC.

**ART C228**      **1.5 Units**
**Watercolor 1**

Painting in watercolor. Lectures and demonstrations related to the techniques and history of watercolor painting. This is the first part of a two-part watercolor course that meets the requirements for a three-unit transfer course. Transfer Credit: CSU; UC.

**ART C229**      **1.5 Units**
**Watercolor 2**

Lectures and demonstrations related to advanced techniques and composition of watercolor painting. The second part of a two-part watercolor painting course that meets the requirements for a three-unit transfer course. Transfer Credit: CSU; UC.

**ART C230**      **1.5 Units**
**Landscape Painting 1**
**Advisory: ART C120, C122, or C228 and C229**

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

**ART C231**      **1.5 Units**
**Landscape Painting 2**
**Advisory: ART C230**

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

**ART C232**      **1.5 Units**
**Plein Air Painting**
**Advisory: ART C120, C122, or C228 and C229**

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

**ART C233**      **1.5 Units**
**Chinese Calligraphy**

Introduction to technique for writing Chinese characters in various styles. It will show methods of design and composition. Practice includes common phrases and classical poetry studies. Transfer Credit: CSU; UC.

**ART C234**      **3.0 Units**
**Contemporary Figure Painting**
**Advisory: ART C224**

A intermediate course in figure painting from the live model. Non-traditional concepts and experimental techniques are explored to develop new insights into contemporary issues. Figure representation is examined in light of the multi-cultural society. Transfer Credit: CSU; UC.

**ART C235**      **1.5 Units**
**Chinese Brush Painting 2**
**Prerequisite: ART C136**

Practice of the three main schools in Chinese brush painting: flower and bird, landscape, animal and figure. Students will explore subjects' spiritual and cultural significance as well as practice the strokes. Transfer Credit: CSU; UC.

**ART C236**      **1.5 Units**
**Chinese Brush Painting 3**
**Prerequisite: ART C235**

Advanced studies of various schools in Chinese Brush Painting. Emphasis on technical variations and development of individual styles. Transfer Credit: CSU; UC.

**ART C237**      **3.0 Units**
**Chinese Flower Paintings**

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

**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. Transfer Credit: CSU; UC.

**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. Transfer Credit: CSU; UC.

**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. Transfer Credit: CSU; UC.

**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 and developing your original voice as an artist will be emphasized. Transfer Credit: CSU.

**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. Transfer credit: CSU: UC.

**ART C265**      **3.0 Units**
**Methods and Materials of Italian Masterworks**
**Advisory: ART C120A**

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

# ASTRONOMY (ASTR)

## 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 with a grade of "C" or better 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 using a virtual observatory with various telescopes. 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; UC.

## 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; UC.

## ASTRONOMY C103 — 3.0 Units
### Cosmology
**Prerequisite: ASTR C100 or C102 with a grade of "C" or better**
**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; UC.

## 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 (BIOL)

## 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 C100C — 4.0 Units
### Introduction to Biology Lecture/Lab

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. This lecture and lab course is suitable as a general education elective for non-science majors. Course combines content from BIOL C100 and BIOL C100L. Transfer Credit: CSU.

## BIOLOGY C100L — 1.0 Unit
### (Formerly Biology C101)
### Introduction to Biology Lab
**Prerequisite: BIOL C100 with a grade of "C" or better**
**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 with a grade of "C" or better 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. C-ID: BIOL 190.

## 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. C-ID: BIOL 140.

## BIOLOGY C200 — 3.0 Units
### Pharmacology
**Prerequisite: BIOL C225 with a grade of "C" or better**
**Advisory: CHEM C110; eligibility for ENGL C100**

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

**BIOLOGY C210**     **5.0 Units**
**General Microbiology**
**Advisory: CHEM C110**

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

**BIOLOGY C211**     **3.0 Units**
**General Microbiology Lecture**
**Advisory: BIO C100, CHEM C110, eligibility for ENGL C100**

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. This course covers the lecture content in BIOL C210. Transfer Credit: CSU.

**BIOLOGY C211L**     **2.0 Units**
**General Microbiology Lab**
**Corequisite: BIOL C211 (BIOL C210L is the laboratory component that accompanies lecture content covered in BIOL C211. Together they cover all of the content in BIOL C210.)**

Laboratory focuses on methods for identifying and characterizing microbes, including aseptic technique, microscopy, staining, cultivation, molecular biology and bioinformatics. This course covers the laboratory content in BIOL C210 and is meant to be taken with BIOL C211, the General Microbiology lecture. Transfer Credit: CSU.

**BIOLOGY C220**     **5.0 Units**
**(Formerly Biology C170)**
**Human Anatomy**
**Advisory: BIOL C100, ENGL C100, and MATH C100**

Introduction to the structure and design of the human body. Includes structural components, spatial relationships, and body system interactions. Students participate in the laboratory, which will include dissections. Appropriate for students interested in human anatomy and pursuing an allied health pathway; satisfies requirements for nursing, physician assistant, occupational therapy, physical therapy, pre-pharmacy majors, kinesiology majors, and other allied health programs. 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 and CHEM C110, C130, or C180 with a grade of "C" or better**

Emphasis is on integration of body systems and the interrelationships for maintaining body homeostasis. This course is designed for paramedical biology majors (nursing, X-ray technology, physical therapy, dental hygiene, etc.).Transfer Credit: CSU; UC. C-ID: BIOL 120B.

**BIOLOGY C281**     **4.0 Units**
**Biochemistry**
**Prerequisite:CHEM C220 with a grade of "C" or better**

An introduction to the chemistry of biology. This course serves to satisfy transfer requirements for some biology majors. Transfer Credit: CSU.

**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.

**BIOLOGY C283**     **4.0 Units**
**Genetics**
**Prerequisite: BIOL C180 and CHEM C180 or C185 with a grade of "C" or better**

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; UC.

**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. 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. 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. 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. Transfer Credit: CSU.

**BIOLOGY C296**     **1.0 Unit**
**Advanced Anatomical Dissection**
**Prerequisite: BIOL C220 with a grade of "A" or better and Instructor Approval**

Course is designed to provide prior anatomy students with the opportunity to dissect prosections of a human cadaver. The student will independently perform the dissections during open laboratory times. At the end of the course, the student will have successfully dissected a selected prosection that can be used in future anatomy courses. Transfer Credit: CSU.

# BIOTECHNOLOGY (BIOT)

**BIOTECHNOLOGY 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.

**BIOTECHNOLOGY C105**  **4.0 Units**
**Biological Technology Skills II**
**Prerequisite: BIOT C100 with a grade of "C" or better**

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.

**BIOTECHNOLOGY 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 (BCT)

**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. 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. 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. 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. 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. 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.

**BUILDING CODES TECHNOLOGY C301**  **3.0 Units**
**Residential/Construction Blueprint Reading**

An introduction to residential/commercial construction, this course is designed to provide you with foundational knowledge and with enough practice at reading blueprints to get you started. It is a guide to understanding the drawings used in the major construction trades, including carpentry, electrical, plumbing, heating, and air conditioning. The course includes information for styles of building from small-scale residential to large-scale commercial.

**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.

**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.

**BUILDING CODES**
**TECHNOLOGY C304**            **3.0 Units**
**Concrete Codes**
**Advisory: BCT C300**

Students that are preparing for a career in Building Code Technology or concrete specialty inspection and who want to learn more about code requirements for concrete construction will find this course a major learning asset. Every aspect of construction will have some sort of concrete placement. This fundamental course will provide the student with basic knowledge through advanced practices and procedures of the concrete industry.

**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.

**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.

**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.

**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.

**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.

**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.

**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. 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.

# BUSINESS (BUS)

**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 DEGREE APPLICABLE.)

**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. C-ID: BUS 110.

**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**

Fundamental legal principles pertaining to business transactions. Introduction to the legal process and law as an instrument of social and political control in society. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations. Transfer Credit: CSU; UC. C-ID: BUS 120.

## BUSINESS C112 — 3.0 Units
### Legal Aspects of Entrepreneurship

This course provides an overview of legal issues associated with starting and managing a small or entrepreneurial business including business formation and structure, intellectual property, hiring and managing employees, business agreements, and other legal issues facing the business owner. Transfer Credit: CSU.

## BUSINESS C120 — 3.0 Units
### Personal Finance

Personal Finance teaches students the fundamentals of financial planning as well as development of an understanding of the social, psychological, and physiological contexts that influence decision making. Personal Finance provides comprehensive coverage of the role of money in students' lives and personal financial planning in the areas of money management, stress management, healthcare, career planning, taxes, consumer credit, debt, insurance, investments, retirement planning, and estate planning. The course provides financial planning tools enabling students to identify and evaluate choices that lead to long-term financial security and a healthy lifestyle and to 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. 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 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. 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 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. 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. Transfer Credit: CSU.

# BUSINESS COMPUTING (BC)

**BUSINESS COMPUTING C103**            3.0 Units
**Cascading Style Sheets**
Advisory: BC C171

Cascading style sheets are used to create dynamic, high-quality web pages, quickly and set the "look and feel" of the site. Use CSS to implement the desired layout, positioning, styling, tables, headings and other page elements with efficiency. Transfer Credit: CSU.

**BUSINESS COMPUTING C104**            1.5 Units
**Introduction to Windows Operating System**

This course provides an overview of the Windows operating system. Topics include opening and closing programs, editing, saving and storing files, working with folders, the interface and internet, performing customizations, and using multimedia, communications, security, cloud storage and other related topics. Transfer Credit: CSU.

**BUSINESS COMPUTING C107A**            1.5 Units
**Keyboarding**
Advisory: Computer access required.

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: BC C107A and computer access required.

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 30 words per minute. Computer access required.

This data entry course will focus on the skills, accuracy, and speed development accomplished through keying of characters and numerals, and the preparation of common business forms and source documents. Transfer Credit: CSU.

**BUSINESS COMPUTING C109**            1.5 Unit
**Keyboarding Speed and Accuracy**
Advisory: Computer access required.

This course is for those with previous keyboarding skills who want to increase typing speed and improve accuracy. Emphasis is on techniques and skill development through prescribed drills and timed writings. Transfer Credit: CSU.

**BUSINESS COMPUTING C112**            3.0 Units
**Office Organization**
Advisory: Keyboarding skills of at least 25 words per minute.

This course prepares you to work efficiently in today's professional office environment. Topics include how to be a successful employee, customer service, time management, writing/proofreading/editing, workplace communications, records management, office computing/Internet, planning meetings, business travel, business terminology, office design, career advancement and business etiquette. Transfer Credit: CSU.

**BUSINESS COMPUTING C115**            1.5 Units
**Customer Service/Soft Skills**

This course focuses on the importance of effectively developing quality customer service techniques to be successful in any career. 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, iPhone, iPad, 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**
Advisory: BC C116

This course investigates further the rapidly changing development of mobile applications. Focus will be on the conversion to native apps, issues of distribution, designing for various platforms (iPhone, Android, Windows Mobile etc.), and recognizing the specific constraints and requirements of user interface design. The course combines a conceptual overview, design issues, and practical development. Students will create a working mobile application as a final project. 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, charts, 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 the Excel Introductory course. 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**

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 an effective, reliable, and efficient way to share information electronically. Convert any document into a PDF file with its original appearance preserved, and then distribute it 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 practical 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.

Learn to use the latest version of Microsoft® Word to create professional-looking documents for personal and business needs. Topics include using Windows operating system basics and Internet Explorer; creating, editing, formatting, and managing documents; inserting objects, tables, SmartArt, diagrams, and organizational charts. Transfer Credit: CSU.

**BUSINESS COMPUTING C148**            2.0 Units
**Intermediate Microsoft Word**
Advisory: BC C147

Learn to use the latest version of Microsoft® Word to create professional-looking documents for personal and business needs. Topics include using Windows operating system basics and Internet Explorer; creating, editing, formatting, and managing documents; inserting objects, tables, SmartArt, diagrams, and organizational charts. 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. 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 and BC C163**

An introductory course in Current Procedural Terminology (CPT). Systematically learn CPT codes by body system, various procedures and ways to code each one. This course includes an introduction to International Classification of Diseases, 9th Revision, Clinical Modification (ICD 9-CM/10-CM) and information about third party reimbursement. Transfer Credit: CSU.

**BUSINESS COMPUTING C162**      **3.0 Units**

**Health Information Technology— Medical Coding 2**

**Advisory: BC C104 or ability to use Microsoft Windows, BC C161 and C163**

This second course in medical coding emphasizes coding physician services and diagnoses in the outpatient settings of clinics and outpatient departments of hospitals. Study authentic medical cases covering concepts that give a more in-depth understanding of physician-based services. It includes auditing previously coded cases that were returned because of errors. This is the second course in preparing for the certification examination given by either the American Health Information Management Association or the American Academy of Professional Coders. Transfer Credit: CSU.

**BUSINESS COMPUTING C163**      **3.0 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 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 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 website. 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 beginning to intermediate-level course for 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 websites. 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. 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. 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 is a hands-on 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.**

Students will create powerful, effective, professional presentations using Microsoft PowerPoint. Hands-on introduction to Microsoft PowerPoint, including creating, organizing ideas, editing, communicating ideas, and printing presentations. Emphasis will be on learning to use the built-in Microsoft Wizards and drawing tools to quickly generate an electronic presentation utilizing charts, slides, text, color, and clip art. Transfer Credit: CSU.

**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 websites and "fix" existing, non-accessible websites, 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 webpages 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. 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. 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. 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. 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.

## 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.

## BUSINESS

**COMPUTING C306**      **1.5 Units**

**Website Internship**

**Advisory: BC C171**

Create and post webpages and maintain a website for a specific department, instructor, agency, or company. Enhance websites with tips and tricks discussed in class.

# CHEMISTRY (CHEM)

**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. 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. 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. Transfer Credit: CSU; UC.

**CHEMISTRY C185**      **4.0 Units**

**General Chemistry B**

**Prerequisite: CHEM C180 with a grade of "C" or better**

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. Transfer Credit: CSU; UC.

**CHEMISTRY C185L**      **1.0 Unit**

**General Chemistry B Lab**

**Prerequisite: CHEM C180 and CHEM C180L with a grade of "C" or better**

**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. 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. Transfer Credit: CSU; UC.

**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. Transfer Credit: CSU; UC.

**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. Transfer Credit: CSU; UC.

**CHEMISTRY C225L**      **2.0 Units**

**(Formerly Chemistry 226)**

**Organic Chemistry B Lab**

**Prerequisite: CHEM C220L with a grade of "C" or better**

**Corequisite: CHEM C225**

Theory and techniques of separation, purification, synthesis, and analysis of organic compounds, including instrumental methods of chromatography and spectroscopy. Transfer Credit: CSU; UC.

# CHINESE (CHIN)

**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 Develop the fundamental ability to both comprehend and converse in daily spoken Chinese. Introduction to early reading and writing skills, as well as Chinese customs and culture. Transfer Credit: CSU; UC credit limitations (see counselor).

**CHINESE C182**                    1.0 Unit
**Conversational Chinese**
**Prerequisite: CHIN C180 or C180B with a grade of "C" or better**
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 with a grade of "C" or better**
Continued acquisition of more complex language structures to develop listening, reading, writing and conversational skills in Mandarin Chinese. Further explores Chinese daily life, culture and customs. Transfer Credit: CSU; UC credit limitations (see counselor).

**CHINESE C280**                    4.0 Units
**Intermediate Chinese 1**
**Prerequisite: CHIN C185 or C185B with a grade of "C" or better**
Intermediate course in Mandarin Chinese that stresses reading, writing, listening, and speaking and expands upon students' knowledge of grammar and morphology as well as expanding cultural awareness of the Chinese-speaking world. Transfer Credit: CSU; UC.

**CHINESE C285**                    4.0 Units
**Intermediate Chinese 2**
**Prerequisite: CHIN C280 with a grade of "C" or better**
Intermediate course in Mandarin Chinese that stresses reading, writing, listening, and speaking and expands upon students' knowledge of grammar and morphology as well as expanding cultural awareness of the Chinese-speaking world.. Transfer Credit: CSU; UC.

# COMMUNICATION STUDIES (CMST)

**COMMUNICATION 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.

**COMMUNICATION 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.

**COMMUNICATION 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.

**COMMUNICATION STUDIES C140**     3.0 Units
**Small Group Communication**
**Advisory: ENGL C100**
Introduction to study, practice, and application of communication principles and theory in small group contexts. Analysis of small group concepts and processes with focus on group norms, leadership, cooperative problem solving, decision making, and conflict management. Transfer Credit: CSU; UC.

**COMMUNICATION STUDIES C150**     3.0 Units
**Intercultural Communication**
**Advisory: ENGL C100 and CMST C100 or C110**
This course is an introduction to the study, practice, and application of communication concepts and theory in intercultural contexts. Analysis of cultural influence and interactional patterns to explain, predict, and improve communication behavior within and across cultural groups. With emphasis of examination of various communication patterns across cultures to increase interpersonal and intercultural effectiveness and to decrease ethnocentric and prejudicial beliefs and discriminative behavior. Transfer Credit: CSU; UC. C-ID: COMM 150.

**COMMUNICATION 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.

**COMMUNICATION STUDIES C220**     3.0 Units
**Essentials of Argumentation**
**Advisory: ENGL C100**
Essentials of Argumentation is the study of theory, practice, and criticism of argumentation, focusing on principles of effective argumentation, including the use of inductive and deductive logic, propositions, reasoning, evidence, and refutation. Students analyze, construct, and present written and oral arguments. The emphasis of the course is on critical thinking skills necessary for personal, professional, and academic success. Transfer Credit: CSU; UC. C-ID: COMM 120.

# COMPUTER INFORMATION SYSTEMS (CIS)

**(ALSO, SEE COURSES LISTED UNDER INFORMATION AND COMPUTER SCIENCE)**

**COMPUTER INFORMATION SYSTEMS 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. Transfer Credit: CSU.

**COMPUTER INFORMATION SYSTEMS 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. Transfer Credit: CSU.

**COMPUTER INFORMATION SYSTEMS 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; UC. C-ID: BUS 140.

**COMPUTER INFORMATION SYSTEMS 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++. Transfer Credit: CSU.

**COMPUTER INFORMATION SYSTEMS C155**                    **3.0 Units**

**Introduction to Programming Using Java**

**Advisory: CIS C111**

Student will learn structured programming techniques using Java. There is an emphasis on control structures, procedures, simple data types, file I/O, and a general introduction to object-oriented programming. Transfer Credit: CSU.

**COMPUTER INFORMATION SYSTEMS C171**                    **1.0 Unit**

**Computer Programming with Alice**

**Advisory: Ability to use a Graphical User Interface operating system (such as Vista or MAC OS).**

Introduces both majors and non-majors to the concepts and topics of computer and simulation programming. Students with develop algorithmic thinking and abstraction through the use of a 3-D animation programming environment. This course is designed for beginning programmers, and web developers who need to understand object oriented concepts. Transfer Credit: CSU.

**COMPUTER INFORMATION SYSTEMS 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. Transfer Credit: CSU.

**COMPUTER INFORMATION SYSTEMS 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. Transfer Credit: CSU.

# COMPUTER SERVICES TECHNOLOGY (CST)

**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. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C111**                    **3.0 Unit**

**VMware vSphere**

**Advisory: CST C112 or CST C113**

Virtualization is key to cost savings for businesses with sprawling server rooms. 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. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C112**                    **1.0 Unit**

**Introduction to VMware**

**Advisory: CST C116, C117, and C128**

Virtualization is one of the exciting new technologies being adopted by the computer industry. In this class we will explore the business and educational usages of Virtualization and give the student hands-on experience with the software. Students will install a virtual environment on their classroom systems and learn how to create and run virtual computer systems (Microsoft, Linux, and Novell) simultaneously in this environment. 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. 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. 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. 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. The A+ Essentials Hardware course teaches necessary competencies for an entry-level IT professional. Topics include Personal Computer Components, Operating Systems, Networks, Security. Lecture and hands-on experience in structured labs is included. The A+ Essentials Hardware course maps to CompTIA's A+ Essentials Hardware exam. 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**

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

**COMPUTER SERVICES TECHNOLOGY 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. (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. 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. 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

**Installing/Configuring Windows Server 2012**

**Advisory: CST C128**

This course covers the skills and knowledge to implement a core Windows Servers 2012 Infrastructure into an existing enterprise environment. First of three courses in preparation for the MCSE certification. Topics include implementing/configuration of Server 2012 core services including Active Directory and networking services. Topics covered maps to Microsoft 70-410 Exam. 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. Transfer Credit: CSU.

**COMPUTER SERVICES**

**TECHNOLOGY C173** 3.0 Units

**MCTS – Microsoft Exchange Server – Configuration**

**Advisory: CST C165**

Microsoft Exchange Server is the email 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. 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.

**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** 3.0 Units

**Configuring Microsoft Windows 8**

**Advisory: CST C128**

The course provides hands-on experience with Windows 8. Topics include storage management, optimization of file system, performance and reliability tools, troubleshooting, configuring IPv6, wireless networking, file/folder management, SkyDrive functionality, client Hyper-V, VPNs, and Direct Access. This course maps to Windows 8 MCSA and 70-687 exam.

**COMPUTER SERVICES**

**TECHNOLOGY C178** 3.0 Units

**Managing and Maintaining Windows 8**

**Advisory: CST C128**

This course provides hands-on experience managing and maintaining Windows 8 desktop enterprise environment. Topics include: desktop applications, cloud applications, user settings, network connectivity, remote access, authentication, storage, security, mobile devices, endpoint security, Windows Intune, public cloud and, MDOP. Maps to Windows 8 MCSA and 70-688 exams.

**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). 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 email retrieval, and migration. Covers topics associated with the Microsoft Exchange 2007. 70-236 TS exam. Transfer Credit: CSU.

**COMPUTER SERVICES**
**TECHNOLOGY C188**          **3.0 Units**
**Configuring Microsoft Windows 7**
**Advisory: CST C128**

This course provides students with hands-on experience with Windows 7 deployment, upgrades, compatibility, system settings, security features, network connectivity and mobile computing. This course covers the material from the Microsoft MCTS 680 exam. Transfer Credit: CSU.

**COMPUTER SERVICES**
**TECHNOLOGY C189**          **3.0 Units**
**Upgrading Microsoft Certified Solutions Associate (MCSA) to 2012**
**Advisory: CST C185**

This course covers the new features and functionality of Windows 2012 Management, Networking Infrastructure, Storage, Access Control, Hyper-V, High Availability and Identity Federation. Covers topics covered maps to Microsoft 70-417 Exam. Transfer Credit: CSU.

**COMPUTER SERVICES**
**TECHNOLOGY C191**          **3.0 Units**
**CompTIA Linux +**
**Advisory: CST C116, C117, or 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. 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. Transfer Credit: CSU.

**COMPUTER SERVICES**
**TECHNOLOGY C201C**          **3.0 Units**
**CCNA 1: Introduction to Networks)**
**Advisory: CST C128**

In this introductory course, students will be able to build simple LANs, perform basic configurations of routers and switches, and implement IP addressing schemes. This is the first in a series of courses providing preparation for students seeking the Cisco CCNA Certification. There is an emphasis on hands-on training. 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. Transfer Credit: CSU.

**COMPUTER SERVICES**
**TECHNOLOGY C202C**          **3.0 Units**
**CCNA 2: Routing and Switching Essentials**
**Advisory: CST C201C**

This course covers configuration and troubleshooting routers and switches, resolving common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This is the second in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. 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. Transfer Credit: CSU.

**COMPUTER SERVICES**
**TECHNOLOGY C203C**          **3.0 Units**
**CCNA 3: Scaling Networks**
**Advisory: CST C201C and C202C**

This course covers LAN Design, LAN Redundancy, Link Aggregation, Wireless LANs, Single and Multi-area OSPF, EIGRP and IOS Images. This is the third in a series of courses providing preparation for students seeking the Cisco CCNAv5 Certification. There is an emphasis on hands-on training. 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. Transfer Credit: CSU.

**COMPUTER SERVICES**
**TECHNOLOGY C204C**          **3.0 Units)**
**Connecting Networks**
**Advisory: CST C201C and C202C**

The focus of this course is WAN technologies and network services required by converged applications in a complex network. This is the fourth in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Topics include PPP, Frame Relay, NAT, VPN Tunnels, Syslog, and SNMP. There is an emphasis on hands-on training. 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. 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. 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. 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. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C209** 3.0 Units

**CCNA Security**

**Advisory: CST C202C**

The Cisco Networking Academy course provides an introduction to the core security concepts and skills needed for the installing, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. 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. 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 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.

**COMPUTER SERVICES TECHNOLOGY C220A** 3.0 Units

**VMware vSphere: Install, Configure, Manage 5.1**

**Advisory: CST C112**

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™ 5.1, 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. Topics covered map to a VCP-DCA Exam. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C220B** 3.0 Units

**VMware vSphere: Install, Configure, Manage 5.5**

**Advisory: CST C112**

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 training course, students explore installation, configuration, and management of VMware® vSphere® 5.5, which consists of VMware ESXi™ and VMware® vCenter Server™. This course is based on versions of ESXi 5.5 and vCenter Server 5.5. Completion of this course satisfies the prerequisite for taking the VMware® Certified Professional 5 exam. Topics covered map to a VCP-DCA Exam. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C220C** 3.0 Units

**VMware vSphere: Install, Configure, Manage 6**

Virtualization allows consolidation of many traditional servers into a few physical servers with many virtual machines to realize significant cost savings. In this VMware-authorize hands-on training course, students explore installation, configuration, and management of VMware® vSphere® 6, which consists of VMware ESXi™ and VMware® vCenter Server™. This course is based on versions of ESXi 6 and vCenter Server 6. Completion of this course satisfies the prerequisite for taking the VMware® Certified Professional exam. Topics covered map to a VCP6-DCA Exam. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C221** 3.0 Units

**vSphere Performance Manage and Tune**

**Advisory: CST C220**

This class covers managing and tuning a vSphere environment. It prepares you to make design choices and improve and tune a vSphere environment. Topics include understanding and tuning CPU, memory, network, storage, virtual machine, and application performance. The class will have lecture and hands-on components. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C222** 3.0 Units

**Installing/Configuring Windows Server 2012**

**Advisory: CST C128**

This course covers the skills and knowledge to implement a core Windows Servers 2012 Infrastructure into an existing enterprise environment. First of three courses in preparation for the MCSE certification. Topics include implementation/configuration of Server 2012 core services including Active Directory and networking services. Topics covered maps to Microsoft 70-410 Exam. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C223** 3.0 Units

**Administering Windows Server 2012**

**Advisory: CST C128**

This course covers the administration tasks needed to implement, manage, and maintain provisioning services and infrastructure in a Windows 2012 environment. Building on CST 222, this course maps to Windows Server 2012 MCSA and 70-411 exam. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C224** 3.0 Units

**Configuring Advanced Windows Server 2012 Services**

**Advisory: CST C128**

This course covers advanced configuration and service tasks for deploying, managing, and maintaining a Windows Server 2012 infrastructure and builds on materials covered in CST 223. Maps to Windows Server 2012 MCSA and 70-412 exam. Transfer Credit: CSU.

**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. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C231**　　3.0 Units

**CompTIA Advanced Security Practitioner**

**Advisory: CST C230**

Building on the skills learned in Security +, this course builds the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. The candidate will apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers. This course maps to the CompTIA CASP exam. 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. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C233**　　2.0 Units

**Cybersecurity Competition**

**Advisory: CST C230**

This course prepares the student to participate in various cybersecurity competitions. It covers topics in the major areas of concentration for the competitions, and students will participate in practice competitions. Participating in a competition teaches students practical techniques for securing a network or personal data. 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. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C238**　　1.5 Units

**Intrusion Detection Systems**

**Advisory: CST C230**

This course uses a combination of lecture and hands-on training to demonstrate the use of network and host-based Intrusion Detection Systems to set up a 'Defense in Depth.' The class will also consider the use of Honeypots as a defensive tool. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY 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. 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 C250**　　3.0 Units

**Windows Server 2012 Hyper-V**

**Advisory: CST C222**

Windows Server 2012 Hyper-V offers greater scalability, new components, and more options than ever before for all businesses. Students will learn about this new cloud operating system. Topics include architecture, basic deployment and upgrading, creating virtual workloads, designing and implementing advanced network architectures, creating multi-tenant clouds, backup, disaster recovery, and more. This course offers technical detail as well as hands-on exercises and plenty of real-world scenarios so that students understand proper uses cases of Hyper-V features. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C252**　　1.5 Units

**Cisco Security Virtual Private Networks (VPNs)**

**Advisory: CCNA**

Students will learn the theory and specifics behind IPSec and IKE in the most presentable manner possible. Lecture and hands-on experience in structured labs will supply students with the skills to design, implement, maintain, and troubleshoot a VPN. 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. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C254**　　3.0 Units

**Cisco IPS/CSSP**

**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. 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. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C260**　　3.0 Units

**CISSP (Certified Information Systems Security Professional)**

**Advisory: CST C230**

This course walks the student through the steps to become a cybersecurity consultant. Topics will include what a cybersecurity consultant does and ways to become one. Tools used, type of training needed, and the ethics of security consulting are explained. 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 C271**　　3.0 Units

**Become a Security Consultant**

**Advisory: CST C230**

This course walks the student through the steps to become a cybersecurity consultant. Topics will include what a cybersecurity consultant does and ways to become one. Tools used, type of training needed, and the ethics of security consulting are explained. 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. 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. 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. 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. Transfer Credit: CSU.

**COMPUTER SERVICES TECHNOLOGY C390A**    **1.0 Unit**

**Network Laboratory**

**Corequisite: Student must be enrolled in a CST course for the current semester.**

This lab course provides supervised computer lab time on computers and network hardware. Microsoft, CompTIA, Cisco, VMware and other computer and/or networking students can utilize specialized software and hardware for additional "hands-on" practice and completion of classroom projects.

**COMPUTER SERVICES TECHNOLOGY C390B**    **1.0 Unit**

**Network Laboratory**

**COREQUISITE: Student must be enrolled in a CST course for the current semester.**

This course provides supervised lab time on network hardware and software. Microsoft, CompTIA, Cisco, VMware and other networking students can utilize specialized software and hardware for additional "hands-on" practice.

**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.

**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.

# COUNSELING (COUN)

**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.

**COUNSELING C115**    **0.5 Units**

**Educational Planning**

This course provides students with important information needed to develop a comprehensive Student Educational Plan (SEP) that is in alignment with individual educational and career goals. It includes an overview of Coastline College programs, graduation requirements, transfer requirements, college policies and regulations and student support services. Transfer Credit: CSU.

# CRIMINAL JUSTICE (CJ)

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 prospective 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 (CSA)

**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 (DANC)

**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; UC.

# DIGITAL GRAPHICS APPLICATIONS (DGA)

**(SEE ALSO ART)**

**DIGITAL GRAPHICS**
**APPLICATIONS C110**     **1.5 Units**
**Animation I**
**Advisory: DGA C116A**

This course covers animation basics such as storyboard and character development and creation of 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 using Autodesk Suite. 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 C117**   3.0 Units
**Typography Fundamentals**

Typography is the window into the world of visual communication. Explore the history and development of basic letterforms and the ubiquitous nature of type and typography as it relates to mastering the skills necessary to design effective digital assets. Real world applications will be discussed relating to perceptions, intention, readability and usage of typography, while creating successful designs for a professional portfolio. Recommended for Digital Graphic Application majors and certificates. 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 students wishing to expand their basic knowledge and enhance their skills using Adobe Illustrator. Topics include Illustrator's effect and appearance features, expanded text techniques, special effects filters, stylized palettes, transformation tools, and preparation of illustrations for the web. Create impressive illustrations utilizing features such as transparency, text, masking, and shadow-and-glow effects. 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**

Overview of the design process using the integrated Adobe products: Photoshop, Dreamweaver, Illustrator, Flash, and InDesign. Transfer Credit: CSU.

**DIGITAL GRAPHICS APPLICATIONS C131**   3.0 Units
**Digital Photography Using Photoshop**
**Advisory: Student must have access to/own a digital camera.**

Use a digital camera with Adobe Photoshop to perform 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. Transfer Credit: CSU.

**DIGITAL GRAPHICS APPLICATIONS C166A**   3.0 Units
**Dreamweaver Basics**

To be competitive, website developers need to stay current in the newest web technology tools. Learn to use Dreamweaver to produce visually appealing websites with concise editable code while allowing you to use the most advanced features of this web editor. 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 the evolution of web programming. Design and build rich Internet applications using the consistent, industry-standard programming model found in ActionScript. 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. 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.

**Digital Graphics
Applications C195**      **3.0 Units**
**Intro to BioTech Digital Media Design**
**Advisory: DGA C116A and C118A**

This course emphasizes the foundational digital arts skills required to design and create professional media products for the BioTech field. Students will develop conceptual pathways related to interdisciplinary STEAM fields (Science, Technology, Engineering, Art & Math); experiment with mixed digital arts and media, including 3D modeling; and discuss the importance of research, models, and props in the design and execution of the final product. Career options, self-promotion, and practical application of digital media skills will also be discussed. Transfer Credit: CSU.

# ECOLOGY (ECOL)

**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 (ECON)

**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 with a grade of "C" or better**
**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. C-ID: ECON 201.

**ECONOMICS C175**      **3.0 Units**
**(Formerly Economics C180)**
**Principles of Macroeconomics**
**Prerequisite: MATH C030 with a grade of "C" or better**
**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. C-ID: ECON 202.

# EDUCATION (EDUC)

**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 TEACh3 Program. Students will complete a portfolio in all the state mandated proficiencies and will receive certification as a Preliminary (Level I) Technology Proficient Educator. 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. 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 with a grade of "C" or better**

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). 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. Transfer Credit: CSU; UC.

**EDUCATION C210**       **3.0 Units**
**Introduction to Special Education**

This course provides an overview of the broad range of exceptionalities and the varying levels of characteristics, prevalence, causes & prevention, assessment, early intervention, and teaching concerning individuals with disabilities. Topics will include the impact on academic, social, and emotional performances along with ways teachers can support these individuals and their families to promote a successful learning experience. 10 hours of fieldwork in a special education setting is required. Transfer Credit: CSU.

# ELECTRONICS (ELEC)

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 discreet logic gates (XOR), decision making circuitry, sequential circuits, program counter, instruction sequencing. This class gives the student a "behind the scene look" at what makes every digital computer work. Transfer Credit: CSU.

**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 Alerta 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-dependent 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**

This course enhances each Work Based Learning experience participant's opportunity for success in the field of Electronics by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Electronics. Transfer Credit: CSU.

**ELECTRONICS C283**　　　**3.0 Units**

**Work Based Learning**

**Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning.**

**Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning.**

This course enhances 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.**

This course enhances 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 (EMGT)

**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 C172**                    **3.0 Units**
**Intelligence Analysis and Security Management**
**Advisory: EMGT C102**

This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters, and natural disasters. It also explores vulnerabilities of our national defense and private sectors as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates. Letter grade only. Transfer Credit: CSU.

**EMERGENCY MANAGEMENT C174**                    **3.0 Units**
**Transportation and Border Security**
**Advisory: EMGT C102**

This course provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges. The course covers a time period from post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure, to include: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. The course will include an exploration of technological solutions employed to enhance security of borders and transportation systems. Students will be required to discuss the legal, economic, political, and cultural concerns and impacts associated with transportation and border security. The course provides students with a knowledge level understanding of the variety of challenges inherent in transportation and border security. 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 (ENGL)

**ENGLISH C020**                    **1.5 Units**
**Basic Grammar**

This basic grammar course covers sentence structure, parts of speech, punctuation, and syntax. Emphasis is placed on grammatical structure and correct usage. (NOT DEGREE APPLICABLE.)

**ENGLISH C021**                    **1.5 Units**
**College Spelling 1**

A beginning, self-paced, programmed course designed to help students master the basic rules of spelling. Among other topics, it addresses phonics, silent letters, plurals, suffixes, commonly misspelled words, and apostrophes. (NOT DEGREE APPLICABLE.)

**ENGLISH C024**                    **1.5 Units**
**College Vocabulary 1**

A beginning course designed to help students develop a college-level vocabulary. Students learn word usage and ways to build words using context clues, word derivatives, and prefixes and suffixes. (NOT DEGREE APPLICABLE)

**ENGLISH C091**                    **2.0 Unit**
**(Formerly ENGL C039)**
**Basic Reading 1**
**Advisory: Eligibility for ENGL C098**

This course provides a 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 DEGREE APPLICABLE.)

**ENGLISH C092**                    **2.0 Unit**
**Basic Reading 2**
**Advisory: Eligibility for ENGL C098**

This course provides a 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 DEGREE APPLICABLE.)

**ENGLISH C094**                    **2.0 Unit**
**Basic Reading 3**
**Advisory: Eligibility for ENGL C098**

This course provides a 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 DEGREE APPLICABLE.)

**ENGLISH C095**                    **2.0 Unit**
**Basic Reading 4**
**Advisory: Eligibility for ENGL C098**

This course provides a 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 DEGREE APPLICABLE.)

**ENGLISH C096**                    **2.0 Unit**
**Basic Reading 5**
**Advisory: Eligibility for ENGL C098**

This course provides a 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. Included are problem-solving methods, including verbal reasoning, comparative reasoning, ideological reasoning, empirical reasoning, and analyzing and evaluating evidence. (NOT DEGREE APPLICABLE.)

**ENGLISH C097**                    **3.0 Units**
**Basic Grammar and Writing**

This basic grammar and writing course covers sentence structure, parts of speech, punctuation, syntax, unity, and paragraph structure. (NOT DEGREE APPLICABLE.)

**ENGLISH C098**                    **3.0 Units**
**Developmental Writing**
**Prerequisite: ENGL C097 or achieve a qualifying score on the English Placement Test**
Students write paragraphs in various modes and learn rules of grammar, punctuation, and mechanics. (NOT DEGREE APPLICABLE.)

**ENGLISH C099**                    **3.0 Units**
**Fundamentals of Composition**
**Prerequisite: ESL C054, ESL C160, ENGL C098 or a qualifying score on the English Placement Test**
Students will analyze the writing process and composition principles with an emphasis on expository writing practice in extended paragraphs and essays. Students will also review grammar, sentence structure, and punctuation in order to express ideas clearly. This course is recommended preparation for ENGL C100. (NOT DEGREE APPLICABLE.)

**ENGLISH C100**                    **3.0 Units**
**Freshman Composition**
**Prerequisite: ENGL C099 or achieve a qualifying score on the English Placement Test**
The basic principles and processes of written composition will be applied through examinations and assigned essays. Shaping a thesis and writing an extended, well-developed essay will be stressed. Research methods and composition of a substantial research paper will be included. Must be taken for letter grade. Transfer Credit: CSU; UC. C-ID: ENGL 100.

**ENGLISH C102**                    **3.0 Units**
**Critical Reasoning, Reading, and Writing**
**Prerequisite: ENGL C100 with a grade of "C" or better**
This course develops analytical, reading, and writing skills beyond the levels achieved in English 100. It focuses on critical thinking; close textual analysis of works from different disciplines and cultures, and expository writing. Students also apply critical thinking skills by writing argumentative essays and substantial research essays. Transfer Credit: CSU; UC. C-ID: ENGL 105.

**ENGLISH C103**                    **3.0 Units**
**Business English**
Focuses on real-world English skills that contribute to good workplace communication. It includes English principles you already know, those you learned in the past and forgot, and those you wish you had learned. Students study grammar, English usage, punctuation, spelling, vocabulary, and dictionary use from the businessperson's viewpoint. Emphasis is placed on finding and correcting types of errors people make while speaking and writing. Transfer Credit: CSU.

**ENGLISH C109**                    **3.0 Units**

**Essay Writing**
**Prerequisite: ENGL C099 or passing score on English Placement Test**
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.

**ENGLISH C111**                    **3.0 Units**
**Composition and Literature**
**Prerequisite: ENGL C100 or C109 with a grade of "C" or better**
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.

**ENGLISH C131**                    **3.0 Units**
**Directed Autobiography**
This course will give students a structure to facilitate the recall of events, feelings, and settings to help them organize their life histories. Structured writing assignments cover a variety of life themes. Transfer Credit: CSU.

**ENGLISH C133**                    **3.0 Units**
**Beginning Fiction Writing**
This course focuses on the study and practice of fiction writing, and it is appropriate for students who want to learn more about writing short stories and novels. Course work will emphasize foundational fiction techniques such as developing effective plots, characters, settings, scenes, and dialogue. Transfer Credit: CSU.

**ENGLISH C135**                    **3.0 Units**
**Business Writing**
**Prerequisite: ENGL C099, C103, or achieving qualifying score on English Placement Test**
This course addresses techniques, strategies, and forms of business communication, including use of precise, professional, and persuasive language to achieve business goals and communicate effectively in the workplace. Using a variety of media and technologies, students will learn how to produce effective memos, letters, and reports; prepare successful resumes and employment documents; and make effective oral presentations. Transfer Credit: CSU.

**ENGLISH C136**                    **3.0 Units**
**Business Communication**
**Prerequisite: ENGL C100 with a grade of "C" or better**
**Advisory: ENGL C103**
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 at work. Using a variety of media, technologies, and research tools, students will learn how to write effective memos, letters, reports, and proposals; present effective oral and multimedia presentations; and prepare successful resumes and employment documents. Transfer Credit: CSU.

**ENGLISH C140**                    **3.0 Units**
**(Formerly ENGLISH C112)**
**Appreciation of Literature**
**Prerequisite: ENGL C100 with a grade of "C" or better**
The primary purpose of this survey-level course is to acquaint the student with a variety of literary, poetic, dramatic, and rhetorical devices so that the student can interact with literature in a meaningful way. Transfer Credit: CSU; UC. C-ID: ENGL 120.

**ENGLISH C143**                    **3.0 Units**
**Children's Literature**
**Prerequisite: ENGL C100 with a grade of "C" or better**
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. Transfer Credit: CSU. C-ID: ENGL 180.

**ENGLISH C144**                    **3.0 Units**
**The International Short Story**
**Advisory: ENGL C100**
This course introduces the modern short story, emphasizing multicultural stories from countries throughout the world. Each story will be studied with regard to character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. In addition, each story will be analyzed to understand the particular culture from which it comes. Transfer Credit: CSU; UC.

**ENGLISH C145**                    **3.0 Units**
**American Literature: The Short Story**
**Advisory: ENGL C100**
This course is an introduction to the American short story, emphasizing major American writers from various cultures in modern/contemporary America. Included is a view of 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 a particular story. Transfer Credit: CSU; UC.

**ENGLISH C146**                    **3.0 Units**
**Introduction to 20th Century Military Fiction**
**Advisory: ENGL C100**
A survey of 20th century military fiction. This course will provide an overview of the literary content and social values found in selected works of military literature Transfer Credit: CSU.

**ENGLISH C147**                    **3.0 Units**
**History of Science Fiction**
**Advisory: ENGL C100**

History of Science Fiction offers students the opportunity to explore this dynamic genre by applying critical thought to various works. Students will find connections between these works and, through examining these connections, develop concepts of how the genre has evolved in its considerations of various themes. Transfer Credit: CSU.

**ENGLISH C150**                    **3.0 Units**
**American Literature through the Civil War**
**Prerequisite: ENGL C100 with a grade of "C" or better**

This course exposes 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 Allen Poe, Louisa May Alcott, Washington Irving, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville, and many others will be included. Transfer Credit: CSU; UC. C-ID: ENGL 130.

**ENGLISH C155**                    **3.0 Units**
**American Literature 1865 to Present**
**Prerequisite: ENGL C100 with a grade of "C" or better**

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. C-ID: ENGL 135.

**English C163**                    **3.0 Units**
**Introduction to History and Literature of Theater**
**(Same as Theater Arts C101)**
**Prerequisite: ENGL C100**

Designed for the General Education student, this course is an introduction to dramatic literature and an examination of the process of theater production. Included is a view of each period of dramatic literature in the context of history and mind set, the study of characterization and theme, and an examination of the creative process. Transfer Credit: CSU; UC.

**ENGLISH C181**                    **3.0 Units**
**(Formerly English C180)**
**Shakespeare**
**Prerequisite: ENGL C100 with a grade of "C" or better**

Participants will engage in analysis and interpretation of the works of William Shakespeare, evaluating his poems, comedies, histories, tragedies, and romances. This instruction may be complemented by attendance of performances and/or viewing recommended videos/DVDs. Transfer Credit: CSU; UC.

**ENGLISH C270**                    **3.0 Units**
**(Formerly English C290)**
**British Literature to 1800**
**Prerequisite: ENGL C100 with a grade of "C" or better**

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. C-ID: ENGL 160.

**ENGLISH C275**                    **3.0 Units**
**(Formerly English C295)**
**British Literature Since 1800**
**Prerequisite: ENGL C100 with a grade of "C" or better**

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 others. Transfer Credit: CSU; UC. C-ID ENGL 165.

**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; UC.

**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; UC.

# ENGLISH AS A SECOND LANGUAGE (ESL)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A**

**SECOND LANGUAGE C012**      **4.0 Units**

**Listening & Speaking Skills 2A**

**Prerequisite: ESL C010, C011, C015, C016, C017, C018, C041, C045, C047, or C048 with a grade of "C" or better; or ACT Compass assessment: Grammar 51 or higher, Reading 51or higher, and Listening 35 or higher.**

This is a listening comprehension, oral communication, and accent reduction course for high-beginning level non-native English speakers who are pursuing college coursework. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A**

**SECOND LANGUAGE C016**      **8.0 Units**

**Grammar, Reading, and Writing 2A**

**Prerequisite: ESL C010, C011, C013, C015, C040, C041, C043, or C045 with a grade of "C" or better; or ACT Compass assessment: Reading: 51 or higher, Grammar: 51 or higher, and Listening: 35 or higher.**

This is an intensive, integrated grammar and reading course for high-beginning level non-native English speakers who are pursuing college coursework. This course provides practice in reading and interpreting short reading passages and writing sentences in the simple, progressive and perfect past and present tenses. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A**

**SECOND LANGUAGE C019**      **4.0 Units**

**Listening & Speaking Skills 2B**

**Prerequisite: ESL C012, C016, C020, C028, C047, C048, or C058 with a grade of "C" or better; or ACT Compass assessment: Grammar 55, Reading 57, and Listening 40 or higher.**

This is a listening comprehension, oral communication, and accent reduction course for low-intermediate students. Emphasis on preparation for classroom situations. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A SECOND LANGUAGE C031** 8.0 Units

**Prerequisite: ESL C0 016, C020, C023, C050, or C053 with a grade of "C" or better; or ACT Compass assessment: Reading: 57 or higher, Grammar: 55 or higher, and Listening: 40 or higher.**

This is an intensive, integrated grammar and reading course for low-intermediate students who are non-native speakers of English. This course provides practice in reading and analyzing short text selections and writing paragraphs that include a topic sentence and supporting details. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A SECOND LANGUAGE C035** 8.0 Units

**Grammar, Reading, and Writing 3A**

**Prerequisite: ESL C021, C025, C031, C051, or C055 with a grade of "C" or better; or ACT Compass assessment: Reading: 62 or higher, Grammar: 65 or higher, and Listening: 47 or higher.**

This is an intensive, integrated grammar, reading, and writing course for intermediate students who are non-native speakers of English. This course provides an introduction to literal and critical reading and responding to un-simplified texts and practice in writing unified paragraphs with a topic sentence and supporting details with an emphasis on accuracy in grammar and mechanics. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A SECOND LANGUAGE C039** 8.0 Units

**Grammar, Reading, and Writing 3B**

**Prerequisite: ESL C030, C033, C035, C060, or C063 with a grade of "C" or better; or ACT Compass assessment: Reading: 71 or higher, Grammar: 71 or higher, and Listening: 59 or higher.**

This is an intensive, integrated grammar, reading, and writing course for high-intermediate students who are non-native speakers of English. This course provides practice in literal and critical reading and responding to un-simplified texts. Emphasis on writing focused, grammatically-correct paragraphs with an effective topic sentence and supporting details. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A SECOND LANGUAGE C049**     4.0 Units

**Listening & Speaking Skills 3A**

**Prerequisite: ESL C019, C021, C025, C028, C031, C038, C047, C051, C055, or C058 with a grade of "C" or better; or ACT Compass assessment: Grammar 65, Reading 62, and Listening 47 or higher.**

This is a listening comprehension, oral communication, and accent reduction course for intermediate students. Emphasis on basic note-taking skills. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A SECOND LANGUAGE C052**     4.0 Units

**Listening & Speaking Skills 3B**

**Prerequisite: ESL C030, C033, C035, C038, C049, C060, C063, C068, C138, or C158 with a grade of "C" or better; or ACT Compass assessment: Grammar 71, Reading 71, and Listening 59 or higher.**

This is a listening comprehension, oral communication, and accent reduction course for high-intermediate students. Emphasis on effective note taking and participation in class discussion. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A SECOND LANGUAGE C054**     8.0 Units

**Grammar, Reading, and Writing 4A**

**Prerequisite: ESL CC039, C130, C133, C150, or C153 with a grade of "C" or better; or ACT Compass assessment: Reading: 80 or higher, Grammar: 78 or higher, and Listening: 70 or higher.**

The current ESL program includes separate Reading/Writing and Grammar courses. This course combines these subjects in an integrated curriculum designed to increase efficiency and accelerate students' progress in gaining English proficiency. The low-advanced level Reading, Writing, and Grammar course is the sixth in the series of six core ESL courses. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**ENGLISH AS A SECOND LANGUAGE C056**     4.0 Units

**Listening & Speaking Skills 4**

**Prerequisite: ESL C039, C052, C130, C133, C138, C150, C153, C158, or C167 with a grade of "C" or better; or ACT Compass assessment: Grammar 78, Reading 80, and Listening 70 or higher.**

This is a listening comprehension, oral communication, and accent reduction course for advanced second language students. Emphasis on effective note taking from lectures on academic topics. (NOT DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

**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** 3.0 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 an 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 (FN)

**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; UC.

**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; UC.

# FRENCH (FREN)

**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 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.

**FRENCH C184**      **2.0 Units**

**Introduction to French Phonetics and Phonology**

**Prerequisite: FREN C180, or one semester, minimum, of college-level French.**

Study and practice of the sounds of French, emphasizing the historical development of the French sound system as well as pronunciation, sound patterns, and a history of French vocabulary and intonation. Course uses language history texts as well as poetry, songs, folk tales, and other literary devices, emphasizing pronunciation, production, and comprehension of spoken French, including vocabulary and sound systems unique to colloquial dialects. Transfer Credit: CSU.

**FRENCH C185**      **5.0 Units**

**Elementary French 2**

**Prerequisite: FREN C180 or C180B with a grade of "C" or better, or completion of two years of high school French with a grade of "C" or better.**

Continuation of FREN C180 or C180B, designed to enhance the student's abilities to comprehend and converse, to read and to write in standard French at the second-semester college level. Diverse cultural and philosophical features of the francophone world will be discussed, and reading and writing skills broadened and deepened. The notions of language, dialect, and socio-cultural variation will be discussed. FREN C185 comprises the single-semester equivalent of FREN C185A and FREN C185B combined. Transfer Credit: CSU; UC credit limitations (see counselor).

**FRENCH C186**      **1.0 Unit**

**Topics in French**

**Prerequisite: FREN C180**

Discussion in French using controversial and topical matters. Opportunities will be proposed to enlarge the vocabulary and to increase the ability to present ideas. Listening to and evaluating the ideas of others will precede spontaneous self-expression. Readings from popular and traditional sources will comprise writing prompts. Transfer Credit: CSU.

**FRENCH C190**      **1.0 Unit**

**French Culture 1**

**Advisory: Some knowledge of French language, history, arts, or culture will be most beneficial.**

Brief overview in English of the history, geography, economic and political systems and culture of the French speaking people and countries. Transfer Credit: CSU.

**FRENCH C191**      **1.0 Unit**

**French Culture 2**

**Advisory: FREN C190 or some knowledge of French.**

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

**FRENCH C193**      **1.0 Unit**

**(Formerly French C196)**

**Introductory Readings in French**

**Prerequisite: FREN C180 or C180B with a grade of "C" or better**

A survey course introducing readings and writings from the countries, customs, and cultures where French is or has been spoken, are included in its dialectal or historical forms. Global interconnections are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Transfer Credit: CSU.

**FRENCH C194**      **1.0 Unit**

**Intermediate Reading and Writing in French Culture**

**Prerequisite: FREN C180, C180B, or C193 with a grade of "C" or better**

A survey course employing readings and writings from the countries, customs, and cultures where French is or has been spoken, are included in its dialectal or historical forms. Global interconnections are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Students will learn and employ vocabulary and writing styles consistent with social and regional dialects. Transfer Credit: CSU.

**FRENCH C195**      **1.0 Unit**

**Intermediate Reading in French**

**Prerequisite: FREN C180 or C180B with a grade of "C" or better**

A survey course using readings and writings to improve awareness of the countries, customs, and cultures where French is or has been spoken, are including in its dialectal or historical forms. Global interconnections, as well as diverse vocabulary and structures are to be emphasized among francophone civilizations and between the francophone and the Anglophone. Transfer Credit: CSU.

**FRENCH C197**      **2.0 Units**

**CLEF (Culture, littérature, écriture en français) and/or (Culture, Literature, and Writing in French)**

Introduction to French culture through literature and writing, concentrating on themes and styles characteristic of francophone Canada, Polynesia, and Africa, as well as Europe. Folklore, songs, poetry, drama, fiction, and non-fiction will be discussed; "explication de texte" style criticism will be performed. Transfer Credit: CSU.

**FRENCH C198**      **2.0 Units**

**Current Topics in French Culture and Communication**

**Prerequisite: FREN C180 with a grade of "C" or better**

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.

**FRENCH C260**      **3.0 Units**

**French Short Story and Novel**

**Advisory: FREN C185**

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

**FRENCH C261**                                      **3.0 Units**
**French Drama and Poetry**
**Advisory: FREN C185**

French theater and poetry, both historical and contemporary designed for intermediate to advanced-level students. Course is designed to challenge and enrich student knowledge through readings, discussions and media presentations in French. Emphasis is placed upon improvement of speaking, reading and comprehension skills through studies and practice of drama and poetry. Transfer Credit: CSU; UC.

**FRENCH C280**                                      **4.0 Units**
**Intermediate French 1**
**Prerequisite: FREN 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.

**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.

**FRENCH C295**                                      **1.0 Unit**
**(Formerly French C290)**
**Francophone Culture and Civilization**
**Prerequisite: FREN C180 with a grade of "C" or better**

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 (GEOG)

**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 (GEOL)

**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). C-ID: GEOL 100.

**GEOLOGY C105L**                                    **1.0 Unit**
**Geology Lab**
**(Formerly Geology C141)**
**Prerequisite: GEOL C105 with a grade of "C" or better 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). C-ID: GEOL 100L.

**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.

**GEOLOGY C185**                                     **3.0 Units**
**Historical Geology**
**Advisory: GEOL C105**

An introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. Transfer Credit: CSU; UC. C-ID: GEOL 110.

**GEOLOGY C185L**                                    **1.0 Unit**
**Historical Geology Lab**
**Advisory: GEOL C105**
**Prerequisite: GEOL C185. Students should have taken or be currently enrolled in GEOL C185 in order to enroll in the lab section.**

The laboratory component to an introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. Transfer Credit: CSU; UC.

# GERONTOLOGY (GERO)

**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**

**Public Policy and Aging**

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. 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. 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. 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. 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. 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. 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 focus on career options in the field of gerontology. Bridges the gap between educational theory and on-the-job practices through a placement in the field of gerontology. Transfer Credit: CSU.

**GERONTOLOGY 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. 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. 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. 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. Transfer Credit: CSU.

# HEALTH (HLTH)

**HEALTH C100**     **3.0 Units**

**Personal Health**

Examines personal, community, and global 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. 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: CSU.

# HISTORY (HIST)

**HISTORY C101**      **3.0 Units**
**Military History of the United States**
This course surveys the military history of the United States from the colonial period to the present with emphasis on institutional, technological, social, political, cultural and diplomatic contexts in times of peace and conflict. Transfer Credit: CSU.

**HISTORY C115**      **3.0 Units**
**Latin American History and Culture**
This introductory course in Latin American history covers the Caribbean, Central America, and South America from pre-Columbian times to the present. It emphasizes the development of the cultures, social institutions, political forms, and economic structures of this region, including the complex interactions between Native-American, African, and European societies and the significance of international political and economic connections. Transfer Credit: CSU; UC.

**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;

**HISTORY C122**      **3.0 Units**
**Chicano History**
This introductory course explores the role played by peoples of Mexican heritage in the development of the United States with a particular focus upon the Southwest. This class will evaluate the significance of Mexican/Latino culture, the status of Chicanos as a minority group within the U.S. society, and the struggles for civil rights. Transfer Credit: CSU; UC.

**HISTORY C124**      **3.0 Units**
**Vietnamese - American History and Culture**
An introductory course on the history of the Vietnamese-American experience in the 20th century. This course will examine Vietnamese culture, the impact of foreign intervention on the Vietnamese, and finally migration and integration into the U.S. society. Transfer Credit: CSU; UC.

**HISTORY C125**      **3.0 Units**
**Modern Iraqi History and Culture**
An introductory course on the modern history of the Iraqi experience. This course will examine Iraqi culture, the impact of foreign intervention on Iraq, and 20th century historical developments. Topics will include the British Occupation, Sykes-Picot Treaty, World War II, Baathist politics, and conflict with the United States. The challenges of regional Middle Eastern politics, petroleum, and religious life will be studied, and connections to the present situation will be debated and analyzed. Transfer Credit: CSU.

**HISTORY C126**      **3.0 Units**
**African-American History**
This course is a survey of the political, economic and social history of African-Americans in the history of the United States of America. Focus and emphasis will be given to the contributions of and events related to African-Americans between 1400 and the present day. 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; UC.

**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; UC.

**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. C-ID: HIST 150.

**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. C-ID: HIST 130.

**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 emphasis 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 (HSVC)

**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
**Helping Theories and Intervention Strategies**
**(Same as COUN C101)**

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 .post-traumatic stress disorder. Students will 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 C273**     3.0 Units
**Human Services Practicum**
**Prerequisite: HSVC C100 & C101**
**Corequisite: 60 hours of employment or volunteer work in a human services agency.**

Through 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 (HUM)

**HUMANITIES C100**     3.0 Units
**Introduction to the Humanities**

A survey of Western Civilization from its roots in prehistory to its current influence throughout the world, this course considers the religious, intellectual, socio-political, philosophical, and cultural values that have influenced the arts of the West. Transfer Credit: CSU; UC.

**HUMANITIES C110**     3.0 Units
**Humanities through the Arts**

This course surveys Western Civilization's cultural achievements in music, literature, drama, film, painting, sculpture, and architecture. Transfer Credit: CSU; UC.

**HUMANITIES C135**     3.0 Units
**(Formerly Humanities C130)**
**History and Appreciation of the Cinema**

. This course explores the world of cinema. Content includes film theory, appreciation and criticism, narrative devices and techniques, the movie-making industry, and film's influence on culture. Among other genres, the rom-com, musical, gangster, western, action, epic, foreign, independent, animated, and documentary will be critiqued. Students also learn the terminology of cinematography. Transfer Credit: CSU; UC.

# INFORMATICS (INFO)

**INFORMATICS C102**     3.0 Units
**Concepts of Programming Languages 2**
**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 co-operative problem analysis, representation, and validation. Develop techniques of software-intensive systems through successful requirements analysis techniques and requirements engineering. Transfer Credit: CSU.

**INFORMATICS 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 grade of "C" or better**

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 grade of "C" or better**

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 1**

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 2**

**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; UC.

**INFORMATICS C143**      **4.0 Units**

**Informatics Core Course 3**

**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 with develop algorithmic thinking and abstraction through the use of a 3-D animation programming environment. This course is designed for beginning programmers, and web developers who need to understand object oriented concepts. Transfer Credit: CSU.

**INFORMATICS C176**      **3.0 Units**

**Web Animation**

The course uses industry standard animation tools in which the principles of animation are developed for web animation. Students are expected to create one short web-i-sode 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 (ICS)

**(ALSO, SEE COURSES LISTED UNDER** COMPUTER INFORMATION SYSTEMS)

**INFORMATION AND COMPUTER SCIENCE C123**      **3.0 Units**

**Fundamental Data Structures**

**Prerequisite: INFM C141 and C142, PHIL C115; ENGL C100 with a "C" or better grade.**

An introduction to computer science that is primarily concerned with the topic of data structures: what various ones are and how they are used, and the pros and cons, in terms of execution time and memory usage, of choosing one over another. Transfer Credit: CSU; UC.

**INFORMATION AND COMPUTER SCIENCE C141**      **3.0 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 (ITAL)

**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 C182**　　　　　**1.0 Unit**
**Conversational Italian**
**Prerequisite: ITAL C180 or C180B with a grade of "C" or better**

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 with a grade of "C" or better**

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 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. Transfer Credit: CSU; UC.

**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. Transfer Credit: CSU; UC.

# JAPANESE (JAPN)

**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 C185**　　　　　**5.0 Units**
**Elementary Japanese 2**
**Prerequisite: JAPN C180 or C180B with a grade of "C" or better**

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).

# KINESIOLOGY (KIN)

**Kinesiology C100**　　　　　**3.0 Units**
**Introduction to Kinesiology**

An introduction to the study of human movement, including its role in daily life, its place in higher education, and professional career opportunities in areas related to sport, movement, exercise, and fitness. Students will examine the multiple ways of knowing and studying human movement with a focus on the sub disciplines within Kinesiology. Transfer Credit: CSU.

# LEARNING SKILLS (LRSK)

**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.

# LAW (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 entitles, 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. 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. 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. 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. 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.

# LIBRARY/INFORMATION SCIENCE (LIBR)

## 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.

# LINGUISTICS (LING)

**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.

# MANAGEMENT AND SUPERVISION (MS)

**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**

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. Transfer Status: CSU.

**MANAGEMENT AND SUPERVISION C102**     **3.0 Units**

**Human Relations in Business**

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**
**(Same as SM C101)**

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**
**(Same as SM C102)**

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**
**(Same as SM C104)**

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**
**(Same as SM C204)**

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. 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. Transfer Credit: CSU.

# MARINE SCIENCE (MRSC)

**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 with a grade of "C" or better**

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 (MCOM)

**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.

**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 (MATH)

**MATHEMATICS C005**      **3.0 Units**
**Basic 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 DEGREE APPLICABLE.)

**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 DEGREE APPLICABLE.)

SEE ALSO MATHEMATICS C044 Combined Basic Mathematics and Pre-Algebra

**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 DEGREE APPLICABLE.)

SEE ALSO MATHEMATICS C045 Combined Elementary and Intermediate Algebra

**MATHEMATICS C010**      **4.0 Units**
**Elementary Algebra**
**Prerequisite: MATH C008 or C044 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. (NOT DEGREE APPLICABLE.)

**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.

SEE ALSO MATHEMATICS C045 Combined Elementary and Intermediate Algebra

**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.

**MATHEMATIC C044**      **5.0 Units**
**Combined Basic Mathematics and Pre-Algebra**
This course prepares students with the basic math principles and foundation for Elementary Algebra (Math 010). The course content is equivalent to that covered separately in Math 005 (Basic Arithmetic) and Math 008 (Pre-Algebra). The course develops number and operation sense with regard to whole numbers, integers, rational numbers, mixed numbers, and decimals. Also included are grouping symbols, order of operations, estimation and approximation, scientific notation, ratios, percents, proportions, geometric figures, and units of measurement with conversions. An introduction to algebraic topics, including simple linear equations, algebraic expressions and formulas, and practical applications of the material are also covered. All topics will be covered without the use of a calculating device.

**Mathematics C045**      **6.0 Units**
**Combined Elementary and Intermediate Algebra**
**Prerequisite: MATH C008 or C044 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, exponents, polynomials, radicals, curve plotting, 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 C100**      **3.0 Units**
**Liberal Arts Mathematics**
**Prerequisite: MATH C030 or C045 with a grade of "C" or better or achieve qualifying score on Math placement test.**
Examines the mathematics involved in personal finance, environmental issues, the social sciences, politics and voting, business and economics, graph theory, fractals, art, and music. The course will also include a writing and research component. Transfer Credit: CSU.

**MATHEMATICS C103**      **3.0 Units**
**Statistics for Elementary Teachers**
**Prerequisite: MATH C030 or C045 with a grade of "C" or better or achieve qualifying score on Math placement test.**
This course is designed for prospective teachers. It is an activity-based exploration of statistics aligned with the California State Mathematics Standards for K-12. Topics include data representation and analysis, randomization and sampling, measures of central tendency and dispersion, hypothesizing, and statistical inference. Transfer Credit: CSU.

**MATHEMATICS C104**      **3.0 Units**
**Mathematics for Elementary Teachers**
**Prerequisite: MATH C030 or C045 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. Transfer Credit: CSU; UC credit limitations (see counselor).

**MATHEMATICS C106**      **3.0 Units**
**Geometry for Elementary Teachers**
**Prerequisite: MATH C030 or C045 with a grade of "C" or better or achieve qualifying score on Math placement test.**
This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communicating skills. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include data analysis, probability, geometry, measurement, algebra, and coordinate geometry. Transfer Credit: CSU; UC credit limitations (see counselor).

**MATHEMATICS C115**      **4.0 Units**
**College Algebra**
**Prerequisite: MATH C030 or MATH C045 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 combinatory. Transfer Credit: CSU; UC credit limitations (see counselor).

**MATHEMATICS C120**      **3.0 Units**
**Trigonometry**
**Prerequisite: MATH C030 or C045 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 credit limitations (see counselor).

**MATHEMATICS C150**                4.0 Units
**Finite Mathematics with Applications**
**Prerequisite: MATH C030 or C045 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 or C045 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 credit limitations (see counselor).

**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".**

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 (MUS)

**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. C-ID: MUS 100.

**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. 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. 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

**(SEE LAW)**

# PHILOSOPHY (PHIL)

**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 C102**                3.0 Units
**History of Ancient Philosophy**
**Advisory: Eligibility for ENGL C100**

This course addresses ancient philosophy, emphasizing the development of Greek philosophy from the pre-Socratics through Aristotle, and may also include Hellenistic, Roman, medieval, and non-Western thinkers. Recommended for all students interested in refining critical thinking faculties. Essential for philosophy majors. Transfer Credit: CSU.

**PHILOSOPHY C113**                    **3.0 Units**
**Environmental Ethics: Philosophical Approaches to Sustainability**
**Advisory: Eligibility for ENGL C100**

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**

This course introduces logic and critical thinking. It covers persuasion, argument, semantic and logical consistency, and the accurate use of language, both meaning and structure. It evaluates the effects of advertising, politics, religion, and the news media. The course also explores the gulf between reasoning in theory and in practice. Students critically evaluate world philosophies, religions, cultural influences, and history, and analyze deductive and inductive proofs through categorical and sentential logic. Transfer Credit: CSU; UC.

**PHILOSOPHY C120**                    **3.0 Units**
**Ethics**

This course examines morality, values, and representative ethical theories. Moral problems may include euthanasia/assisted suicide, capital punishment, war, hunger and homelessness, global resource inequality, animal rights, the free rider problem, the environment and future generations, racial and gender injustice, sexual and reproductive autonomy, exploitation, or personal and social responsibility. Transfer Credit: CSU; UC.

**PHILOSOPHY C140**                    **3.0 Units**
**Business and Organizational Ethics**
**Advisory: Eligibility for ENGL C100**

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 (PHOT)

**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. Transfer Credit: CSU.

# PHYSICAL EDUCATION (PE)

**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. Transfer Credit: CSU; UC credit limitations (see counselor).

**PHYSICAL EDUCATION C115**            **0.5 - 1.0 Unit**
**Tai Chi Beginning**

A focus on movement, balance, and concentration for greater health and well-being. 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. 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. 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. 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. Transfer Credit: CSU; UC credit limitations (see counselor).

**PHYSICAL EDUCATION C119B**           **0.5 - 1.5 Units**
**Hatha Yoga 2**

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 second segment of a two-part course. Transfer Credit: CSU; UC credit limitations (see counselor).

**PHYSICAL EDUCATION C121A**           **0.5 - 1.5 Units**
**Power Yoga 1**

Power Yoga is an ancient Eastern practice, connecting movement using mind, body, and breathing practice. The course focuses on dynamic movement to keep the body strong, flexible, and relaxed. The first segment of a two-part course. 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. 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. Transfer Credit: CSU.

**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. Transfer Credit: CSU.

**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. 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. Transfer Credit: CSU.

**PHYSICAL EDUCATION C189**  3.0 Units
**Exercise Assessment and Program Implementation**

Prepares students to use a variety of screening methods to analyze the fitness level and risk factors of implementing an individual exercise program. The course will include the application of health behavior modification theories, strategies for determining individual expectations, and appropriate fitness goals to optimize adherence to an exercise plan. Students will be able to design and implement exercise programs for specific client needs (e.g., specific sports, performance, lifestyle, functional, balance, agility, aerobic, and anaerobic) as well as, for some special populations. 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 (PHYS)

**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 credit limitations (see counselor).

**PHYSICS C110L**  1.0 Unit
**(Formerly Physics C111)**
**Conceptual Physics Lab**
**Prerequisite: PHYS C110 with a grade of "C" or better 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 credit limitations (see counselor).

**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; UC credit limitations (see counselor).

**PHYSICS C125**  4.0 Units
**Algebra Based Physics: Elec/Mag**
**Prerequisite: PHYS C120 with a grade of "C" or better**

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 credit limitations (see counselor).

**PHYSICS C185**  4.0 Units
**Calculus Based Physics: Mechanics**
**Prerequisite: MATH C180 with a grade of "C" or better**
**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; UC credit limitations (see counselor). C-ID: PHYS 205.

**PHYSICS C280**  4.0 Units
**Calculus Based Physics: Electricity and Magnetism**
**Prerequisite: PHYS C185 and MATH C185 with a grade of "C" or better**

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; UC credit limitations (see counselor). C-ID: PHYS 210.

**PHYSICS C285**  4.0 Units
**General Physics: Modern**
**Prerequisite: MATH C185 and PHYS C185 or C280 with a grade of "C" or better**

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; UC. C-ID: PHYS 215.

# POLITICAL SCIENCE (PSCI)

**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**

This course surveys the major political, economic, and social institutions and movements of the Middle East, from the 1800s to the present. A special emphasis will be placed on the problems of the developing Middle Eastern region as a whole as well as the individual countries of Saudi Arabia, Iraq, Iran, Egypt, and Israel. The course will include a study of regional conflicts with a particular emphasis upon the Arab-Israeli conflict and the political and economic implications of oil as a resource. There will be a brief introduction to Islamic religious institutions, terrorism, and militarism, with particular attention paid to the importance of these institutions to the contemporary scene. Transfer Credit: CSU; UC.

**POLITICAL SCIENCE C160**  3.0 Units
**Law and Democracy**

Interdisciplinary exploration of themes such as citizenship, participation, access, and social justice. Critical analysis of how law structures as well as limits democracy. Democracy as a universal value will be examined. Transfer Credit: CSU.

**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. C-ID: POLS 110.

**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 (PTEC)

**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 1: 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 2: 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 3: 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 1**
**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 2**
**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. 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. 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. 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. Transfer Credit: CSU.

# PSYCHOLOGY (PSYC)

**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. C-ID: PSY 110.

**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. 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. C-ID: PSY 180.

**PSYCHOLOGY C165**     **3.0 Units**

**(Formerly Psychology C148)**

**Principles of Human Sexuality 1**

**Advisory: ENGL C099 or eligibility for English composition (ENGL C100).**

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. C-ID: PSY 130.

**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 with a grade of "C" or better**

**Advisory: ENGL C099 or eligibility for English composition (ENGL C100) and ENGL C096 or ability to read a college-level text, as measured by the placement test.**

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. C-ID: PSY 150.

**PSYCHOLOGY C255**     **3.0 Units**

**(Formerly Psychology C120)**

**Abnormal Psychology**

**Prerequisite: PSYC C100 with a grade of "C" or better**

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. C-ID: PSY 120.

**PSYCHOLOGY C260**     **3.0 Units**

**Social Psychology**

**Advisory: ENGL C099 or eligibility for English composition (ENGL C100) and ENGL C096 or ability to read a college-level text, as measured by the placement test.**

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. C-ID: PSY 170.

**PSYCHOLOGY C280**     **4.0 Units**

**Introduction to Research Methods in Psychology**

**Prerequisite: PSYC C100 and MATH C160 with a grade of "C" or better 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)**

# READING (READ)

**READING C100**     **3.0 Units**

**College Reading**

**Prerequisite:** ENGL C099, C103, or eligibility for ENGL C100 via the Coastline English Placement Test.

Introduces strategies to improve the comprehension and analysis of college-level reading material for any academic discipline. Transfer Credit: CSU.

**READING C102**     **3.0 Units**

**Critical Reading**

**Prerequisite: ENGL C100 or READ C100 with a grade of "C" or better**

Emphasizes the application of logic and reasoning in the analysis, criticism, and advocacy of ideas in academic readings in print and online media. Transfer Credit: CSU.

# REAL ESTATE (RE)

**REAL ESTATE C100**     **3.0 Units**

**Real Estate Principles**

This is an introductory course in California real estate business. Topics covered include the following: 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.

**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 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 , 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. 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. 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. 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. 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. 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.

# SIGN LANGUAGE

**(SEE AMERICAN SIGN LANGUAGE)**

# SOCIOLOGY (SOC)

**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. C-ID: SOCI 110.

**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; UC. C-ID: SOCI 130.

**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; UC.

# SPANISH (SPAN)

**SPANISH C160**     **5.0 Units**
**(Formerly Spanish C260)**
**Spanish for Spanish Speakers 1**

Spanish C160 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. The course is conducted mainly 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 improve the communication skills of the native or near-native Spanish-English bilingual student by focusing instruction on improving the communicating skills in formal and familiar ways of speaking, reading, using correct grammar, spelling, vocabulary building, and composing. The course explores Hispanic culture through readings, plays, and film. The course is conducted in Spanish. Transfer Credit: CSU; UC.

**SPANISH C160B**     **2.5 Units**
**(Formerly Spanish C260B)**
**Spanish for Spanish Speakers 1B**
**Prerequisite: SPAN C160A with a grade of "C" or better**

Spanish C160B is designed to improve the communication skills of the native or near-native Spanish-English bilingual student by focusing instruction on improving the communication skills in formal and familiar ways of speaking, reading, using correct grammar, spelling, vocabulary building, and composing. The course explores Hispanic culture through readings, plays, and film. The course is conducted in Spanish. Transfer Credit: CSU; UC.

**SPANISH C165**      **5.0 Units**
**(Formerly Spanish C265)**
**Spanish for Spanish Speakers 2**
**Prerequisite: SPAN C160 or C160B with a grade of "C" or better**

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, using correct grammar, spelling, vocabulary building, and composing at the advanced intermediate level. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted in Spanish. Transfer Credit: CSU; UC.

**SPANISH C165A**      **2.5 Units**
**(Formerly Spanish C265A)**
**Spanish for Spanish Speakers 2A**
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 Spanish-English bilingual students who are native or near native speakers of Spanish. The course focuses instruction on improving the communications skills in formal speaking, reading, using correct grammar, spelling, vocabulary building, and composing at the advanced intermediate level. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted in Spanish. Transfer Credit: CSU; UC credit limitations (see counselor).

**SPANISH C165B**      **2.5 Units**
**(Formerly Spanish C265B)**
**Spanish for Spanish Speakers 2B**
**Prerequisite: SPAN C165A with a grade of "C" or better**

SPAN C165B is the continuation of SPAN C165A. 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, using correct grammar, spelling, vocabulary building, and composing at the advanced intermediate level. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted in Spanish. Transfer Credit: CSU; UC credit limitations (see counselor).

**SPANISH C176**      **1.0 Unit**
**Beginning Conversational Spanish 1**
**Prerequisite: SPAN C180 or SPAN C180B with a grade of "C" or better**

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.

**SPANISH C177**      **1.0 Unit**
**Beginning Conversational Spanish 2**
**Prerequisite: SPAN C180 or SPAN C180B with a grade of "C" or better**

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.

**SPANISH C178**      **1.0 Unit**
**Intermediate Conversational Spanish 1**
**Prerequisite: SPAN C180 or SPAN C180B with a grade of "C" or better**

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.

**SPANISH C179**      **1.0 Unit**
**Intermediate Conversational Spanish 2**
**Prerequisite: SPAN C180 or SPAN C180B with a grade of "C" or better**

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.

**SPANISH C180**      **5.0 Units**
**Elementary Spanish 1**
**Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185 or C185A.**

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as the customs and culture of the Spanish-speaking world. Transfer Credit: CSU; UC credit limitations (see counselor).

**SPANISH C180A**      **2.5 Units**
**Elementary Spanish 1A**
**Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185.**

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as customs and cultures of the Spanish-speaking world. SPAN C180A is 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).

**SPANISH C180B**      **2.5 Units**
**Elementary Spanish 1B**
**Prerequisite: SPAN C180A with a grade of "C" or better**
**Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185.**

This course 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).

**SPANISH C185**      **5.0 Units**
**Elementary Spanish 2**
**Prerequisite: SPAN C180, C180B with a grade of "C" or better, or completion of two years of high school Spanish with a grade of "C" or better.**

This course is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. Transfer Credit: CSU; UC credit limitations (see counselor).

**SPANISH C185A**      **2.5 Units**
**Elementary Spanish 2A**
**Prerequisite: SPAN C180, C180B with a grade of "C" or better, or completion of two years of high school Spanish with a grade of "C" or better.**

This course is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. SPAN C185A is equal to the first half of SPANC185. SPAN C185A and C185B are equivalent to SPAN C185. Transfer Credit: CSU; UC credit limitations (see counselor).

**SPANISH C185B**      **2.5 Units**
**Elementary Spanish 2B**
**Prerequisite: SPAN C185A with a grade of "C" or better**
**Advisory: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185.**

This course is designed to 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 with a grade of "C" or better**
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 intermediate 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 C285**  **4.0 Units**
**Intermediate Spanish 2**
**Prerequisite: SPAN C280 or C280B with a grade of "C" or better**
Continuation of SPAN C280 or C280B. Designed to further develop student's ability to comprehend, converse, read, and write in Spanish at the advanced intermediate level. Discussion of literature and culture through selected readings. Transfer Credit: CSU; UC credit limitations (see counselor).

# SPECIAL EDUCATION (SPED)

**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. (NOT DEGREE APPLICABLE.)

**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. (NOT DEGREE APPLICABLE.)

**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 1 - 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.

**SPECIAL EDUCATION C404**  **0.0 Unit**
**Oral Communication 2 - 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.

**SPECIAL EDUCATION C406**  **0.0 Unit**
**Manual Communication**
Basic sign language for non-verbal and hearing-impaired developmentally delayed learners to acquire the ability to communicate with others. Emphasis on understanding and utilizing signs related to everyday living. Students enrolled in the course receive an individualized Student Educational Contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

**SPECIAL EDUCATION C407**  **0.0 Unit**
**Beginning Reading**
Designed to assist students with developmental delays to acquire beginning reading skills. Emphasis of the course will be on pre-reading skills, knowledge of the alphabet, phonetic pronunciation, and sight word vocabulary.

**SPECIAL EDUCATION C408**  **0.0 Unit**
**Reading and Writing Development**
Designed to assist students with developmental delays in acquiring basic reading and writing skills or improving their present skills. Emphasis of the course will be on reading, comprehension, communication, and the functional application of those skills in everyday situations.

**SPECIAL EDUCATION C409**  **0.0 Unit**
**Applied Academics**
Designed to assist students with developmental delays in acquiring basic academic skills or improving their present skills. Emphasis of the course will be on mathematics, reading, and writing skills and the functional application of those skills in everyday life situations. Students will identify their personal academic goals, and Student Educational Contracts will be developed for students based on their goals and ability level.

**SPECIAL EDUCATION C410**  **0.0 Unit**
**Critical Thinking**
Designed to assist students with developmental delay 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.

**SPECIAL EDUCATION C412**  **0.0 Unit**
**Mathematical Concepts**
Designed to assist students with developmental delays in acquiring and applying the following number, money, time, and measurement concepts. Students and teacher will identify the student's personal academic goals, and Student Educational Plans will be developed for students based on their goals and ability level.

**SPECIAL EDUCATION C413**  **0.0 Unit**
**Functional Math**
Designed to assist students with developmental delays in acquiring and applying basic math skills in everyday life situations. Emphasis will be on using basic math operations, using money, and telling time.

**SPECIAL EDUCATION C420**  **0.0 Unit**
**Survey of Arts/Activities**
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.

**SPECIAL EDUCATION C421**          **0.0 Unit**
**Orientation to Art**

Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking, and ceramics for adults with developmental delays. Emphasis on use of tools and materials necessary to render finished artwork. Skills will be assessed to determine placement in more advanced art classes. Students enrolled in the course receive an individualized student educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable.

**SPECIAL EDUCATION C422**          **0.0 Unit**
**Art**

Art class for adults with developmental disabilities. Focus is on the development of skills related to specific art processes, e.g., fiber arts, painting/drawing, mixed media, and three-dimensional art forms and processes. Participants will be expected to utilize skills to produce one or more art projects in a chosen medium. Students receive an individualized student educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable.

**SPECIAL EDUCATION C423**          **0.0 Unit**
**Orientation to Music**

Introduction to vocal and instrumental music, including individual and group singing and knowledge and use of a variety of musical instruments. Skills will be assessed to determine placement in more advanced music classes.

**SPECIAL EDUCATION C424**          **0.0 Unit**
**Beginning Instrumental Music**

Introduction to instrumental music for students with developmental delays. Course concentrates on the utilization of a variety of melodic and percussive instruments, with an emphasis on using improvisation techniques to facilitate individual development. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable.

**SPECIAL EDUCATION C425**          **0.0 Unit**
**Advanced Instrumental Music**

Advanced instrumental music for students with developmental delays. Focus is on the development of music skills for performing simple instrumental arrangements in a group format. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable.

**SPECIAL EDUCATION C426**          **0.0 Unit**
**Vocal Music**

Designed for students with developmental delays in acquiring skills to participate in individual and or small to large choral singing, utilizing unison, and two and/or three part music as well as emphasizing voice production, tone, dictation, breath control, and posture.

**SPECIAL EDUCATION C430**          **0.0 Unit**
**Adapted 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 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.

**SPECIAL EDUCATION C431**          **0.0 Unit**
**Adapted Balance and Mobility**

**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 for students with physical limitations to reduce the risk of falls by using a multidimensional approach to maintain/improve balance and mobility.

**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.**

Group exercise course designed to meet the fitness needs of the student with a physical disability who requires individualized approaches to curriculum and adapted methodologies. Activities are designed and implemented to achieve improved levels of fitness: muscle strength, muscle endurance, cardio-respiratory & cardiovascular functions, anaerobic efficiency, general flexibility, and range of motion. All levels of body management, mobility/agility and ambulation/locomotion are included.

**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 needs of a student with a physical disability who is severely limited in their ability to perform fitness activities while standing. Activities are designed to promote improved levels of function in all areas of fitness are included: muscle strength/endurance, cardio-respiratory/cardiovascular functions, respiratory volumes, general flexibility & range of motion. Progressions to improve body management techniques, mobility/agility, and ambulation/locomotion when appropriate are included.

**SPECIAL EDUCATION C435**          **0.0 Unit**
**Rhythmic Movement**

An aerobics class for students with developmental delays. Focus on utilizing movement combined with a variety of musical rhythms to facilitate and strengthen the development of coordination, mobility, spatial orientation, socialization skills, body awareness, and flexibility. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

**SPECIAL EDUCATION 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.

**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.

**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.

**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.

**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.

**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, self-care, and safety.

**SPECIAL EDUCATION C453**　　0.0 Unit
**Home Economics 1 - 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.

**SPECIAL EDUCATION C454**　　0.0 Unit
**Home Economics 2 - Home Maintenance**

Designed to assist students with disabilities in independently caring for his/her home. This course emphasizes housekeeping skills (including cleaning and laundry skills), home repairs, safety, and home decorating.

**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.

**SPECIAL EDUCATION C456**　　0.0 Unit
**Community Resources**

This course is designed to provide the student with developmental disabilities with skills necessary to function safely and independently within the community. The class will focus on utilizing free and low cost community resources for entertainment and knowledge. The student may also gain knowledge of community services, including fire, police, library, and other social services.

**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.

**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.

**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.**

Designed for students with disabilities. Provides supervised career exploration opportunities and specialized counseling and guidance support necessary to enhance opportunities for on-the-job success. Bridges the gap between educational theory and on-the-job practices. Emphasizes individualized performance objectives relative to special needs and occupational or career goals.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**SPECIAL EDUCATION C482**　　0.0 Unit
**Introduction to the Internet**

A slow paced introduction to the Internet primarily designed for but not limited to students with developmental disabilities. The class will familiarize students with terms, protocol, and hazards of Internet, WWW, search engines, and e-mail. The class will help students find resources in the community.

# SPEECH

**(see Communication Studies)**

# SUPPLY MANAGEMENT (SM)

**SUPPLY MANAGEMENT C101**　　3.0 Units
**Principles of Supply Chain Management**
**(Same as MS C171)**

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**
**(Same as MS C171)**

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**
**(Same as MS C174)**

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**
**(Same as MS C176)**

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 (THEA)

**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**
**(Same as English C163)**

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.

**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.

**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.

**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. 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. Transfer Credit: CSU.

# VIETNAMESE (VIET)

**VIETNAMESE C160**                     **5.0 Units**
**Vietnamese for Vietnamese Speakers**
**(Formerly Vietnamese C260)**
**Advisory: Native or near-native fluency in Vietnamese recommended.**

VIET C160 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 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.**

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. 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 with a grade of "C" or better**

Advanced beginning course 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. Transfer Credit: CSU; UC credit limitations (see counselor).

**VIETNAMESE C185A**                     **2.5 Units**

**Elementary Vietnamese 2A**

**Prerequisite: VIET C180 or C180B with a grade of "C" or better**

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 with a grade of "C" or better 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 C280**                     **4.0 Units**

**Intermediate Vietnamese 1**

**Prerequisite: VIET C185 or C185B with a grade of "C" or better**

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, 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 with a grade of "C" or better**

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 with a grade of "C" or better**

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 with a grade of "C" or better**

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 advanced intermediate 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.

## 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) 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 may 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, exam answer, discussion board posting, 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, exam answer, 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 his/her 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.

### Enrollment Priorities

The philosophy of Coast Community College District (CCCD) is that all students should have fair and equitable access to courses and programs in pursuit of their educational goals, within the resource limits of the institution and in accordance with Education Code and Title 5 provisions.

Recognizing that not all students can be first to enroll, CCCD provides priority registration for students who enroll in one of the district colleges for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. Furthermore, CCCD provides an opportunity for earlier registration for students who maintain good academic standing and have not exceeded 100 earned degree-applicable units across the three colleges in the district.

Title 5 Sections 51006, 55031, 55524(b)2, 58106, 58108.

### 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, 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 are 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 EOP&S 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 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. 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 or 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 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. 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 Misconduct Information & Title IX Compliance

Members of the Coastline Community College (CCC) community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCC has zero tolerance for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention and a respondent is found to have violated any sexual misconduct district policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. The following is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

### SEXUAL VIOLENCE — Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
- In campus hearings, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but the college never assumes a student is in violation of district policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.
- The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, interim suspension from campus pending a hearing and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

### Sexual Harassment

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment5, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

NON-CONSENSUAL SEXUAL CONTACT:

- Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.
- The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:
  - the frequency of the conduct;
  - the nature and severity of the conduct;
  - whether the conduct was physically threatening;
  - whether the conduct was humiliating;
  - the effect of the conduct on the alleged victim's mental or emotional state;
  - whether the conduct was directed at more than one person;
  - whether the conduct arose in the context of other discriminatory conduct;
  - whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
  - whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness
  - whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

NON-CONSENSUAL SEXUAL INTERCOURSE:

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION:

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- prostituting another student;

- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

## Sanction Statement

Any student found responsible for violating the CCCD policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for violating the CCCD policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the CCCD policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The Title IX investigative team reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## Other Misconduct Offenses (Will fall under TITLE IX when gender-base)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Student Code of Conduct);

- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

## Privacy and Reporting

The Vice President of Student Services, Ross Miyashiro (rmiyashiro@coastline.edu), is the college's designated Title IX Officer. The Title IX Officer is responsible for the purposes of initiating notice and/or investigation of sexual misconduct excluding cases involving personnel (not related to a student). The Title IX Officer will assign deputy investigators, who are members of the Investigative Team, to investigate allegations of gender-based discrimination and/or sexual misconduct. The deputy investigators will use discretion on how they act in response to notice of gender-based discrimination. Understanding that different people on campus have different reporting responsibilities and varied abilities to maintain confidentiality, the Title IX Officer will assign deputy investigators depending on the situation and the parties involved.

To Report Gender-Based Discrimination, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation, please contact:

Ross Miyashiro
Title IX Officer
Vice President of Student Services
rmiyashiro@coastline.edu
714-241-6160

## To Report Confidentially

If you want the details of the incident be kept confidential, you should speak with on-campus mental health counselors or off-campus rape crisis resources who can maintain confidentiality.

**Reporting to those who can maintain the privacy of what you share**—You can seek advice from certain individuals who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the college has not specifically designated as "responsible employees" for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them.

**NON-CONFIDENTIAL REPORTING OPTIONS**—You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other

administrators with supervisory responsibilities, campus security, and human resources). The college considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be informed of the report, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

**Federal Statistical Reporting Obligations**–Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, coaches, athletic directors, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

**Federal Timely Warning Reporting Obligations**–Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed above.

## 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. Using 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/boardoftrustees/BoardPolicies/Pages/Student-Services.aspx pdf or may be reviewed at the Coastline Community College—College Center Counseling Office.

A copy of the Student Code of Conduct may be found online at http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx 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 Counseling 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 Counseling to discuss the grievance. At this step, the "Formal Grievance Petition" is filed. The Vice President of Student Services will serve as an ombudsman in order to examine objectively both sides of the issue.

The Vice President of 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 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 Student Services
3. Faculty Member

A meeting of the committee will be called by the Vice President of 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 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 website: http://www.goo.gl/4YByun

A copy of this information may be obtained by calling Coastline's Public Relations office at (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 **Helen Rothgeb**, Americans with Disabilities Act (ADA) officer, (714) 241-6240 or **Helen Rothgeb**, Equal Employment officer, (714) 241-6150.

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: Dean of Counseling, (714) 241-6162; **Helen Rothgeb**, Equal Employment Officer, (714) 241-6150; or the Sexual Harassment Prevention Coordinator, (714) 241-6160 for further information.

## Study Load

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

No CCC student may carry more than 19 units during a semester, 9 units during summer, or 6 units during intersession without the permission of the Director of Admissions and Records/designee. This maximum applies to the combination of all units in which the student enrolls per semester/term in the Coast Community Colleges (Orange Coast, Golden West and Coastline). Petitions to take more than the previously referenced units will only be considered during the first week of the term or session.

## 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.

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## 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.

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*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

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.

Students may receive a maximum of 40 units through experiential learning, including American Council on education (ACE) College credit recommendations, military training and expience, 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 Test Centers on base at Dyess AFB, Fallon NAS, Gulfport NCP, Holloman AFB, Pensacola NAS and Point Loma.

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

1) student is in good standing;

2) course is appropriate for credit by examination;

3) course is listed in the college catalog and

4) appropriate instructor, currently teaching the classroom course, is willing to assist the student in completing "Credit by Examination."

The appropriate number of units may be posted to the student's transcript upon completion of 12 units at Coastline. This credit will be designated "Credit by Examination" and will be awarded the grade of "Pass" if the student successfully passes the examination; the grade of "No Pass" will be assigned if the student fails the examination.

### DANTES (Defense Activities Non-Traditional Education Support) Subject Standardized Tests (DSSTs)

- Coastline accepts DANTES (DSSTs) with scores from 44 to 400 depending on the exam.

- DSST credits will count towards general education, major, or elective credits for the Associate 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 (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).

- Military transcripts are evaluated to verify credit applicable to a degree. Transcript documentation includes JST (Joint Service 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 (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

**Part-time:** A student carrying fewer than 12 units per semester (for Summer session, fewer than 6 units)

**Full-time:** A student carrying 12 or more units per semester (for Summer session, 6 or more units)

**Enrollment Status for Reporting Purposes:**

**Full-time:** A student carrying 12 or more units per semester

(for Summer session, 6 or more units)

**Three-Quarter time:** A student carrying 9 to 11 .99 units per semester (summer excluded)

**Half-time:** A student carrying 6 to 8.99 units per semester (for Summer session, 3 to 5.99 units)

**Less Than Half-time:** A student carrying .5 to 5.99 units per semester (for Summer session, .5 to 2.99 units)

## 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.

### Repetition of Activities Courses—Families of Courses

New regulations governing the repetition of credit courses in the California Community College system have eliminated repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses. Intercollegiate Athletics and some Music courses that are required for transfer programs will be the only courses

that will remain repeatable; all other courses previously offered as repeatable will be offered as one time enrollment courses.

While students will not, in most cases, be allowed to repeat active participatory courses in Dance, Drama, Music, Physical Education, and Visual Arts, you will still be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses) a maximum of four times. This is a state regulation and applies to all Dance, Drama, Music, Physical Education and Visual Arts activity classes in the District.

For example, all Ballet courses are part of the "Ballet Family". Repeatable courses that are related in content and taken prior to FALL 2013 will count toward the four enrollment limitation. Therefore, the "Ballet Family" includes Dance C110 Ballet 1 and Dance C115 Ballet 2. A student who previously enrolled in Dance C110 twice can only take two more courses in the family; a student who previously enrolled in Dance C110 four times may not take any additional courses in the family.

A family of courses may include more than four courses, but students are limited to a maximum of four courses in any family, in the District. Further, all grades, including "W"s, will count toward the four course enrollment limitation and for computing the grade point average (GPA). Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a "NP", "D", "F" grade was earned or "W" was assigned; however, all enrollments count toward the 4 enrollment maximum for each family of courses.

### Repeating Courses

It is possible to repeat a class only in certain circumstances as follows:

1. In the course description in the catalog, the class is identified as eligible for repetition; or

2. The class is eligible for grade remediation by repetition.

Students are limited to three (3) total enrollments for most credit courses. Students will not be allowed to repeat a course more than three times without documented evidence of extenuating circumstances. 'W' grades are counted as enrollments.

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.

### Reasons to Repeat a Class:

A. Repeating a course in an effort to alleviate a substandard grade; Students who receive substandard grades ("D"," F", "NP" or "NC") and/or one or more Withdrawals ("W") on the transcript may attempt to successfully complete the course up to a total of two additional times within the Coast Community College District, if necessary to alleviate the substandard grade or successfully complete the course.

After the third attempt to receive a passing grade in a course, the student may complete the Petition to Repeat form and submit to the Admissions and Records Office for one additional attempt. Petitions are only considered for documented extenuating circumstances. Students who Withdraw and receive a "W" on each of the three allowable attempts, if by petition the student is given permission to enroll, the students will not be able to withdraw from the course again and an evaluative grade symbol will be recorded. NO FURTHER ATTEMPTS WILL BE PERMITTED.

If the substandard grade is repeated within the Coast Community College District, the Repeat/Delete grade exclusion will be automatically performed on the student's academic transcript. The grades in the latest term will be the grade which will be used to calculate grade point average regardless of which grade was higher. Although the previous grade(s) will not be counted in the grade point average, they will remain visible on the transcript and the last recorded attempt is the course which will be counted in the student's permanent academic history.

When a student repeats an equivalent course in which a substandard grade outside the Coast Community College District at a regionally accredited college, they must file a Repeat/Delete Request and submit it to the Admissions and Records Office along with an official transcript from the other college showing successful completion of the course.

B. Repeating a course due to a significant lapse of time, where a passing grade (CR or P) or C or better was previously earned. A significant lapse of time is defined as at least five years. All coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once. (documentation must be submitted)

C. You have extenuating circumstances - verified cases of accidents, illness, or other life changing event beyond the control of the student that prevented you from doing well in the course (must submit documentation);

D. The course you wish to repeat is part of a legally mandated training as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. (Documentation must be attached to certify that course repetition is necessary to complete legally mandated training).

E. Repeating a course previously taken at another college. Substandard or non-substandard grades earned at another institution will not be alleviated by repeating a course at Coastline Community College. The grade and unit credit earned will be calculated and averaged in GPA.

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 and Records Office or Counseling for updated information.

## Expenses

**Enrollment Fees:** $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:** $200.00 per unit + $31.00 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" found in the Parking Regulations section of this catalog.

**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) 241-6176 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.

**Expenses for Military & Contract Education Programs:** Coastline has a number of agreements with employers and private entities to provide specialized educational opportunities to their employees or other designees. Fees will be assessed according to the respective agreements in place between the college and entity for students opting to enroll in these programs.

Coastline, with approval of its Board of Trustees in 2000, established an ancillary program specifically designed to meet the specific requirements and best practices set forth in service contracts and MOU's as well as to provide services and course delivery options that meet the mobile life style of the military community. Coastline's Military Program sets a fixed enrollment fee of $178 per unit (current rate) for its classes regardless of student residency status, does not impose additional fees, maintains a dedicated staff experienced with serving the military, and offers a set catalog of courses with assured enrollment for seamless and timely degree completion. For additional enrollment options for military students, please see the Military Programs section of this catalog.

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 on the academic transcript 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

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**HOW TO CALCULATE YOUR GPA (example):**

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

**42 ÷ 17 = 2.47 = GPA**

## Grading Options

### 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 by the same deadlines as last day to drop without a "W," which is printed on the Student Class Program (Web Schedule Bill) through MyCCC.

### Pass/No Pass" grading option:

Students who enroll in courses designated "graded or pass/ no pass option" may change the grade by logging into MySite, clicking on Add/Drop Classes, then clicking on the Grade Mode for the class they wish to change the grade option.

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.

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.

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.

### 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.

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

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites;

2. The prerequisite or corequisite is a violation of this article;

3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available; and

6. Such other grounds for challenge as may be established by the District governing board.

Coastline has established all prerequisites or corequisites in full compliance with the District's process for establishing prerequisites and corequisites. The existing prerequisites and corequisites are not in violation of state law. The District has not established any grounds for challenge other than those already permitted by law. Therefore, students are not advised to challenge a prerequisite or corequisite based on items 1, 2, or 6 above. 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.

## How To Prepare for Proper Course Placement, Registration, and Educational Planning (Student Success and Support Program)

### Student Success and Support Program

Student Success and Support Program intends to help students achieve their educational goals through core matriculation services as well as support services that are necessary to assist students meet their personal, academic, and career objectives. All students, unless exempt, are required to participate in English and Math Assessment Testing, Orientation, and Academic Advising. The College also provides follow-up services to evaluate the academic progress of students and to provide additional resources as necessary. Other support services are also available to those students who qualify for them. Effective Fall 2014, Student Success and Support Program regulations require that students complete testing, orientation, and creation of an informed educational plan in order to receive priority registration. Students who believe they are exempt or would like to file an appeal may contact the Admissions and Records Office located at the College Center.

### Exemptions

Some students may be exempted from assessment, advisement/orientation, and counseling if they meet one of the following criteria:

1. Completed an A.A. degree or higher at an accredited United States college or university.

2. Completed 30 or more units at an accredited United States college or university.

3. Completed 15 or more units with a cumulative GPA of 2.0 or higher along with official evidence of one of the following:

   • Verified completion of college level course work in English, writing, and mathematics (Intermediate Algebra or higher) with a grade of "C" or better.

   • Evaluation of learning skills (placement testing) from a California Community College within the last two years.

   • A score of 3, 4, or 5 on the Advanced Placement Examination in English Composition.

   • A passing score on the California State University English Equivalency Examination

4. Concurrently enrolled K-12th grade school student attending with the recommendation of the school principal.

### 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 prerequisite 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

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 for some student groups will be done at the college level in accordance with District procedures. 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 Degree, certificate, and transfer programs. Therefore, priority is extended to matriculated students who have demonstrated satisfactory academic progress toward their declared educational objectives in these areas.

Effective fall 2014 registration and forward, the registration priority will be according to the framework of Administrative Procedure (AP) 5055. Board Policies and Administrative Procedures are available on the Board Policy section of the Coast Community College District (CCCD) website at www.cccd.edu. Please contact Admissions and Records Office for additional information.

Important Things to Remember:

- Only students who complete placement testing and orientation and have a Student Education Plan (SEP) on file will be eligible for priority registration

- Once students have completed 100 or more units, they will lose their registration priority

- Students must remain in good academic standing to receive priority registration each semester

Tips to Keep in Mind:

- Don't take unnecessary courses (courses not on your approved Student Education Plan). Adding these units to your records will increase your chances of losing registration priority and/or losing financial aid.

- Do your best to keep your grade point average (GPA) at 2.0 or higher. Seek help from the Student Success Center if you feel you are falling behind.

- If you haven't already done so, make an appointment with a counselor for a Student Education Plan (SEP).

### Refund Policy and 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 Dates to Remember. 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 week 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.

All requests for review of account summary must be made within one-year grace period from the semester in which the fees were assessed. Such petitions are subject to review.

### In Person Payment Refunds:

Fee payments paid in person or by cash, check, money order, or credit card will be refunded through Higher One as either a check, mailed to the mailing address the Admissions and Records Office has on file; direct deposit to an existing bank account; or to a Higher One account, depending on the refund choice made by the student. 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:

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 that 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.

### Non-California Residence

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 and capital outlay fees.

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 and capital outlay fees unless they have met the residency intent and durational requirements for a one-year period prior to the residency determination date.

4. Veteran military personnel who were stationed in California for more than one year prior to separation qualify for the non-resident college fee waiver for one year within two years commencing immediately after discharge.

5. Minors (under 18 years of age and not married) will be required to pay the nonresident tuition and capital outlay fees if their parents or legal guardians reside outside the state even though such minors may have lived in California for one year or more.

6. Students who are financially dependent on their parents or legal guardians will be required to pay nonresident tuition capital outlay fees if their parents or legal guardians reside outside the State even though such students may have lived in California for one year or more.

7. Alien students holding visas that preclude them from establishing residency in California may be restricted in their enrollment at Coastline Community College and will have to pay nonresident tuition. capital outlay fees.

8. In accordance with Education Code 68130.5 (AB 540), other than nonimmigrant aliens, students who meet all of the following requirements may be exempt from paying the nonresident tuition capital outlay 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.

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.

9. In accordance with SB 141, Coastline Community College will exempt from nonresident tuition, a nonresident student who is a U.S. citizen and who resides in a foreign country, if that student meets all of requirements of the bill. Contact the Residence clerk for a list of requirements.

10. 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.

Non-resident Tuition: $193.00 per unit + $32.00 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 multiple 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 and spring, in late January. 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. Note: Effective spring 2015, the application fee will increase to $55.00.

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 500 (paper based) or 61 (computer-based) in order to be accepted into the regular college program. Students who plan to enroll in the English as a Second Language (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 are required to purchase medical insurance approved by Coastline Community College during their entire course of study.

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. 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." 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 Coastline's website, 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. Photo I.D cards are issued in the Admissions & Records Office during the student's 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.

## Academic Senate

The Academic Senate addresses Coastline Community College faculty concerns on academic and professional matters with the College administration and with the Board of Trustees. The Senate office is located in the College Center building on the second floor. Call (714) 241-6157 for information.

President ....................................................Ann Holliday

Vice President Committees......................... Scott Davis

Vice President Legislative Issues.......... Stephen Barnes

Treasurer ...............................................Margaret Lovig

Corresponding Secretary ..........................Ken Leighton

Recording Secretary ................................... Marilyn Fry

Parliamentarian............................... Joshua Levenshus

Curriculum Chair.......................................Dan Johnson

## 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, campus, safety and security, emergency management, and computer services.

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 Director of Human Resources investigates all employee and applicant complaints of discrimination. This person also handles employee contract grievances Title V complaints. Call (714) 241-6146 for information.

VP, Administrative Services .................Christine Nguyen

Director, Human Resources ................................Vacant

Technology Support Services ..............Chris Blackmore

Director, Business Services,
and Entrepreneurship ............................Helen Rothgeb

Director, Maintenance and Operations .........David Cant

Director, Campus Safety
and Emergency Management...............Gary Stromlund

## Division of Military Education, Corporate Training & Business Development (Contract Education, Corporate, Workforce, Military)

The division of Military Education, Corporate Training & Business Development is an ancillary division of the College.  The division develops and offers programs and services that meet the unique needs of government, military and business communities – locally, nationally, and internationally.  Services also include the development and support of innovative technology solutions for the college.

The military and corporate education and training programs are typically fee-based facilitated under specific contracts, special agreements and memorandums of understanding.  Programs and services may be customized, adapted from existing college programs, and developed to meet client and student needs.   Services may be delivered at a location chosen by the client, at one of our 4 sites in Orange County, on military installations nationwide, at international locations, or remotely through our distance learning programs.

The division operates the Military Programs that serve active duty service members, veterans, and their families worldwide, primarily through distance learning modalities and on military installations.

The division also encompasses the department of Coast Learning Systems (CLS).  CLS is noted for their development of sophisticated integrated learning systems that include textbooks and online interactive course content. CLS has produced more than 50 courses used by higher education institutions worldwide and is the recipient of several Emmy Awards for Instructional Design.

For information on Military Programs and Services, call (866) 422-2645.

For information about Corporate Training and Business Development Services, call (714) 241-6355.

For information about program and technology solutions, call (714) 241-6219

Executive Dean,.....................................Joycelyn Groot

Director, Strategy and Logistics ...............Michael Scott

Manager, Enrollment Services & Program
Operations............................Rozanne Capoccia-White

Manager, Business Development
& Marketing ........................................ Lynn M. Dahnke

Manager, Student Services Outreach
and Partnerships ......................... Jennifer De La Rosa

Manager, Instructional Media Design
& Production ........................................Judy M. Garvey

Manager, Instructional & Veterans
Programs ................................................Nate Harrison

Manager, Technology Development
& Marketing Strategies  ...........................Peter Maharaj

Director, eLearning, Application &
Web Development..........................David L. Thompson

## 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)** 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 Program** classes are on track for transfer to a four-year university. The STAR Program offers majors in Business, Psychology, and Health Sciences, with guaranteed enrollment in needed classes. Students can achieve transfer-readiness in as little as 4 semesters.

Courses are offered both onsite and online 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 onsite 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 via Coastline Contract Ed.

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, email, 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 website 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 are 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. Students can also buy DVDs of Telecourses and Cablecast courses for their viewing convenience. For both, the instructor administers examinations onsite. **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, email, electronic bulletin boards, chat rooms, 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.coastline.edu/library.

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 ......... Vince Rodriguez, Ph.D.

Dean of Instruction,
Newport Beach Center ...........................Michael Priest

Dean of Instruction,
Garden Grove Center ..............................Nancy Jones

Dean of Instruction,
Le-Jao Center .............................Dana Emerson, Ph.D.

Associate Dean, Distance Learning
and Professional Development ......................Bob Nash

Executive Dean , Military Education, Corporate Training, and Business Development ...................Joycelyn Groot

**Department Chairs** are elected every other spring. Their primary activities include acting as a liaison among and between faculty, the Academic Senate, and administrators as well as assisting deans with class scheduling, faculty evaluations, curriculum development, faculty interviews and staff development.

Accounting ...........................................Kevin Erdkamp

Business/Management
 & Supervision ..............................Frederick Lockwood

Counseling ...........................................Nancy Jenkins
and Eric Garcia

CST, CIS and DGA .............................. Michael Warner

CTE....................................................Cheryl Chapman

Education .....................................Sharon Chard-Yaron

Emergency Management........... Kevin Sampson, Ph.D.

Gerontology/Health/Nutrition/PE....Debra Secord, PhD.

Humanities ...................................................Marilyn Fry
and Ken Leighton

International Languages....................... Rosemary Miller

Mathematics.................................................. Lisa Lee

Psychology.......................................... Gayle Berggren

Science .................................................Deborah Henry
and David Devine

Social Sciences ........................................Dan Johnson

Visual & Performing Arts ...........................Jane Bauman

## Institutional Research, Effectiveness and Planning

The Department of Institutional Research, Effectiveness, and Planning conducts analytical studies and provides information in support of institutional planning, policy formulation and decision making. In addition, the department provides leadership and support in institutional effectiveness and research related activities to members of the Coastline Community College community engaged in planning and evaluating the institution's success in accomplishing its mission. In addition, the department provides guidance to Coastline Community College policymakers on the effectiveness of the institution and future strategic direction; provides college wide leadership and coordination for planning and institutional effectiveness to collect and report information for decision-making and organizational development, and to provide responsive support for accreditation-related self-studies.

Administrative Director/Dean ...... Aeron Zentner, D.B.A.

Associate Dean ......................... Jorge Sanchez, Ph.D.

## Institutional Grant Development

The Department of Institutional Grant Development provides leadership, coordination and development support of all grant applications and proposals in association with faculty, administrators and staff in order to advance the mission, vision and strategic plans of Coastline Community College.

Administrative Director/Dean ...... Aeron Zentner, D.B.A.

## 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.

Executive Director, College
Foundation .........................Mariam Khosravani, M.B.A.

## 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 website is also administered through this department.

Director, Marketing and
Public Relations ..................... Nhadira Johnson, M.P.A.

## 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 (EOP&S), 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.

Vice President of Student
Services/Title IX Officer .......................... Ross Miyashiro

Dean of Counseling & Matriculation Assessment,
Transfer Center, Career Services Center,
EOP&S and CalWORKs ..................................... Vacant

Director, Admissions and Records ... Jennifer McDonald

Director, Financial Aid ..................... Stephen Woodyard

Director, EOP&S ................................................ Vacant

# Administration

**Adrian, Loretta (2010)**
President
M.A., University of the Pacific
Ph.D., Claremont Graduate University

**Brais, Nathan (2014)**
Director, Student Life
B.A., M.A., California State University, Long Beach

**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

**DeLaRosa, Jennifer (2014)**
Contract Education Manager, Programs and Development Services
A.A., Coastline Community College
B.A., Azusa Pacific University

**Dahnke, Lynn M. (1998)**
Director, Marketing and Product Development
Certificate, Fundraising, University of Southern California
Certificate, Sawyer College of Business

**Emerson, Dana (2015)**
Dean, Instruction, Humanities and Basic Skills
B.A., California State University, Northridge
M.A., California State University, Northridge

**Garvey, Judith M. (1999)**
Director, Instructional Media Design and Production
B.A., Loyola University

**Groot, Joycelyn M. (1996)**
Executive Dean, Military Education, Corporate Training, and Business Development
A.A., Orange Coast College Center
B.A., National University
M.A., Argosy University

**Harrison, Nathaniel (2002)**
Coordinator, Contract Education Instructional Services, Contract & Military Education Programs
A.A., Orange Coast College
B.A., University of California, Irvine

**Johnson, Nhadira (2014)**
Director of Marketing and Public Relations
M.A., University of Washington
B.A., San Jose 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

**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

**Miyashiro, Ross (2014)**
Vice President, Student Services
B.A., California State University, San Bernardino
M.A., California State University, San Bernardino

**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 D. (2000)**
Vice President, Administrative Services
B.S., California State University, Long Beach
M.A., University of Phoenix

**Priest, Michelle (2015)**
Dean, Instruction, Arts, Mathematics, Science, and Special Programs and Services
B.S., University of California, Los Angeles
M.S., California State University, Fullerton
Ed.D., University of Southern California

**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

**Rothgeb, Helen (2013)**
Director, Business Services and Entrepreneurship
B.A., National University

**Sanchez, Jorge R. (2007)**
Associate Dean, Research, Planning and Institutional Effectiveness
A.A., Santa Ana College
M.A., California State University, Fullerton
M.A., Ph.D., University of California, Los Angeles

**Schumacher, Jean P. (2014)**
Project Director, AANAPISI
A.A., El Camino College
B.A., University of California Los Angeles
M.A., University of LaVerne

**Scott, Michael (2015)**
Director, Strategy and Logistics
A.S., El Camino College
B.A., California State University, Dominguez Hills
M.A., California State University, Dominguez Hills

**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

**Woodyard, Steve (2014)**
Director, Financial Aid
B.A., Biola University
M.A., Talbot School of Technology
M.A., California State University, Long Beach

**Zentner, Aeron (2014)**
Administrative Director, Institutional Effectiveness and Planning
B.A., California State University, Bakersfield
M.A., California State University, Bakersfield
D.B.A., Capella University

# Faculty– Full time

**Alves, Mitchell (2012)**
Instructor, Mathematics
Cerritos College
M.A., California State University Fullerton

**Bach, Michael (1976)**
Instructor, Political Science
A.A., Los Angeles Harbor College
B.S., California State University, Long Beach

**Barnes, Stephen G. (2012)**
Professor, Paralegal
B.A., University of the Pacific
J.D., Western State University College of Law

**Basabe, Sandra (2008)**
Professor, Spanish
A.A., Cerritos Community College
B.A., 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

**Black, Laurie (2015)**
Instructor, Health Education, Foods & Nutrition
B.S., Ashland University
M.S., Ph.D., Arizona State University

**Curry, Fredrick (2014)**
Instructor, Philosophy
B.A., California State University, Fullerton
M.A., Bowling Green State University
PhD., Bowling Green State University

**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., Northwestern University
M.A., University of California, Irvine

**Devine, David (2012)**
Instructor, Physics/Astronomy
B.A., Georgia Institute of Technology
M.A., University of Maryland, College Park
Ph.D., University of Colorado, Boulder

**Dupon, Jean (2014)**
Instructor, Chemistry
B.A., Massachusetts Institute of Technology
Ph.D., Northwestern University

**Erdkamp, Kevin (2013)**
Instructor, Accounting
B.A., California State University, Fullerton

**Evangelista, Amy (2015)**
Counselor
A.A., El Camino College
B.A., California State University, Long Beach
M.S., University of La Verne

**Feldon, Fred A. (1995)**
Professor, Mathematics
B.A., University of California, Santa Cruz
M.A., California State University, Fullerton

**Garcia, Eric (2013)**
Counselor
B.A., California State University, San Bernardino
M.A., University of La Verne

**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 College of Medicine

**Holliday, Ann B. (1987)**
Professor, Special Education
B.A., United States International University

**Huynh, Jordan (2015)**
Counselor
B.A., University of California, Irvine
M.S., California State University, Long Beach

**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

**Johnson, Erin (2015)**
Instructor, Psychology
B.A., M.A., Saint Louis University

**Kuntzman, Linda E. (1980)**
Professor, English as a Second Language
B.A., Augustana College
M.A., Ph.D., University of Hawaii

**Lee, David M. (2013)**
Instructor, Art and Gallery Curator
B.A., Columbia College, Chicago
M.A., California State University, Fullerton

**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, Berkeley
M.A., California State University, Long Beach
Certificate of Achievement, Gerontology,
Coastline Community College

**Levenshus, Joshua T. (2012)**
Instructor, Speech
B.S., California State University, Long Beach
M.A., California State University, Long Beach

**Lockwood, Rick (2009)**
Professor, Business
B.S., California State University, Northridge
M.B.A., California State Polytechnic
University, Pomona

**Major, Nicole (2015)**
Instructor, Sociology
B.A., University of California, Los Angeles
M.A., California State University, Fullerton

**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

**Murray, Tanya**
Instructor, Organismal and Marine Biology
B.S., Mary Washington College
Ph.D., Syracuse University

**Nguyen, Ailene (1998)**
Professor, Counselor
A.A., Golden West College
B.S., California State University, Long Beach
M.A., National University

**Nguyen, Christina D. (2005)**
Professor, Counselor
B.A., California State University, Long Beach
M.A., National University

**Nguyen, Son (2015)**
Instructor, Mathematics
A.A., Coastline Community College
B.S., M.S., California State University, Long
Beach
Ph.D., University of California, Irvine

**Peterson, Kimberly A. (1989)**
Counselor, Special Programs
B.A., M.S., University of Southern California

**Pittaway, Daniel S. (2011)**
Instructor, Reading/Education
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

**Reagan, Evette (2013)**
Instructor, Psychology/Intellectual Disabilities
Coordinator
B.A., Mount Saint Mary's College
M.A., Pepperdine 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

**Stewart, Cheryl (2001)**
Librarian, Associate Professor
B.S., California State University,
Dominguez Hills
M.LIS., San Jose 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

**West, Tobi (2015)**
Instructor, Computer Information Systems
B.A., University of La Verne
M.A., California State Polytechnic University,
Pomona

**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

**Allen, Stacey**
Instructor, Sociology

**Alweheiby, Julie**
Instructor, Spanish

**Amito'elau, Sylvia**
Instructor, Business Computing

**Anderson, Rachel**
Instructor, Health

**Aprile, Judy**
Instructor, Special Education

**Ardinger, Charles**
Instructor, English

**Armendariz, Patricia**
Instructor, English as a Second Language

**Atallah, Joseph**
Instructor, Accounting

**Aubry, Michael**
Instructor, Business

**Backman, Jolene**
Instructor, Chemistry

**Bai, Hannah**
Instructor, Computer Services Technology

**Baitoo, Hilda**
Instructor, Digital Graphics Applications

**Barnes, R. Ted**
Professor, Psychology, Philosophy

**Barragan, Valeria**
Instructor, Spanish

**Barrett, Debra**
Instructor, Special Programs

**Benitez-Whitney, Melanie**
Instructor, Communication Studies

**Beaver, Dorothy**
Instructor, English as a Second Language

**Belanger, Albert**
Instructor, Health

**Boddie, Richard**
Instructor, Political Science

**Boehler, Connie**
Professor, Physical Education

**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

**Campbell, Gregory**
Instructor, Computer Information Science

**Campbell, Lynda**
Instructor, Business Law

**Candelaria, Patricia**
Professor, Spanish

**Cao, Thomas**
Instructor, Mathematics

**Capocciama, 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

**Chang, Yu-An**
Instructor, Chemistry

**Chapman, Cheryl**
Professor, Digital Graphics Applications,
Education

**Chard-Yaron, Sharon**
Professor, Counseling, Education

**Chen, Donna**
Counselor

**Chen, Eric**
Instructor, Computer Services Technology

**Chhun, Surya**
Instructor, Biology

**Chow, Brian**
Instructor, Accounting

**Cisneros, Mark**
Instructor, Mathematics

**Clark, John**
Instructor, Photography

**Cole, Maureen**
Instructor, Special Education

**Collins, Clint**
Instructor, Special Education

**Covert, Robert**
Professor, Philosophy

**Cratty, William**
Instructor, Music

**Combs, Michelle**
Instructor, English

**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

**Daneshvar, Tamara**
Instructor, Spanish

**Daniel, Marion**
Instructor, English

**Davis, Georgette**
Instructor, English as a Second Language

**Davis, Loretta**
Instructor, English as a Second Language

**Dawes, Arthur**
Instructor, Business Computing, Computer
Services Technology

**Demchik, Lisa**
Instructor, Biology

**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

**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

**Eber, Loraine**
Instructor, Gerontology

**Escobar, Amy**
Instructor, Psychology

**Everett, Michael**
Instructor, Mathematics

**Farnham, Paul**
Instructor, Mathematics

**Farrington, Brenda**
Instructor, History

**Fauce, Steven**
Instructor, Biology

**Feher, Katherine**
Instructor, Biology

**Feiner, Henri**
Professor, Mathematics

**Flores, Robert**
Instructor, Physical Education

**Forbes, Junko**
Instructor, Mathematics

**Freeman, W. David**
Instructor, History

**Fry, Marilyn**
Professor, English

**Fuller, Brent**
Instructor, Accounting

**Fuller, David**
Instructor, Paralegal Studies

**Gabela, Jose**
Instructor, Business

**Gandall, Beverly**
Instructor, English as a Second Language

**Garvin, Timothy**
Instructor, History

**Giancarlo, Jennifer**
Instructor, Biology

**Gill, Tina**
Instructor, Business

**Glover, Christopher**
Instructor, Reading

**Go, Marianne**
Instructor, Sociology

**Godfrey, Donald**
Instructor, Building Codes Technology

**Gundy, Helen**
Instructor, Chemistry

**Gustaveson, Valerie**
Professor, English as a Second Language

**Hadley, Brian**
Instructor, Building Codes Technology

**Haritwal, Tushita**
Instructor, Communication Studies

**Hart, John**
Instructor, Business, Mass Communications

**Henry, Charles**
Instructor, Business

**Hill, Kevin**
Instructor, Digital Graphics Application

**Hoekstra, Thomas**
Instructor, Accounting

**Hofferd, Richard**
Instructor, English as a Second Language

**Hogan, Mikel**
Instructor, Anthropology, Human Services

**Hurst, Geoff**
Instructor, Computer Services Technology

**Ildelfonso, Nelson**
Instructor, Accounting

**Irvin, Teresa**
Instructor, Emergency Management

**Isbell, Donald**
Instructor, Computer Services Technology

**Jaber, Jihad**
Instructor, Mathematics

**James, Scott**
Instructor, Psychology

**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

**Kelleher, Michael**
Instructor, Chemistry

**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

**Khambatta, Zubin**
Instructor, Computer Services Technology

**Khan, Mahbubur**
Instructor, Physics

**Klingenmaier, Brenda**
Instructor, Business Computing

**Kosbab, Tina**
Instructor, Special Education

**Kroll, Stephen**
Professor, Accounting

**Kuang, Jessica**
Instructor, Mathematics

**Lee, Sheryl**
Instructor, English as a Second Language

**Lembke, Phyllis**
Instructor, Psychology

**Letterman, Bryce**
Associate Professor, Paralegal Studies

**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, Michelle**
Instructor, English

**Lopez, Rachelle**
Counselor

**Lovig, Margaret**
Professor, Paralegal Studies

**Lowther, Gene**
Instructor, Business

**Lui, Edward**
Instructor, Computer Services Technology

**Maccoun, Wendy**
Instructor, English as a Second Language

**Magrann, Tracy**
Instructor, Biology

**Man, Georgina Ching To**
Instructor, English as a Second Language

**Mann, Claire**
Instructor, Psychology

**Marin, Iliana**
Instructor, Business Computing

**Marks, Karen**
Instructor, Human Services

**Martenuk, Stephen**
Instructor, Computer Services Technology

**Masters, Melinda**
Instructor, Special Education

**Matar, Mike**
Instructor, Business

**McDermott, Sarah**
Instructor, Communication Studies

**McGeoch, Norma**
Instructor, English as a Second Language

**McLaughlin, Marta**
Instructor, Special Education

**McLucas, Karen**
Instructor, 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

**Mestas, Sara**
Counselor, ECHS

**Miller, Rosemary**
Professor, Spanish

**Milton, Noelle**
Instructor, Reading

**Mims, Brian**
Counselor, EOP&S

**Mohr, Cheryl**
Instructor, English as a Second Language

**Montooth, Carisa**
Counselor, Military

**Morehouse, Karen**
Instructor, English

**Morin, Linda**
Instructor, Emergency Management

**Najera, Michael**
Instructor, History

**Nguyen, Christina H.**
Instructor, Communication Studies

**Nguyen, David**
Instructor, Vietnamese

**Nguyen, Diem Thanh**
Instructor, Mathematics

**Nguyen, Lien Kara**
Counselor

**Nguyen, Scott**
Instructor, Biology

**Nguyen, Steve**
Counselor, EOP&S

**Nichols, Kristen**
Instructor, English

**Oase, Daniel**
Instructor, English

**Oelstrom, Jeanne**
Professor, Business

**Offenhauser, Tyler**
Instructor, Paralegal Studies

**Ondracek, Ted**
Instructor, Business

**Ozbirn, Katherine**
Instructor, English

**Palmer, Catherine**
Professor, English

**Pankhurst, Paul**
Instructor, Mathematics

**Parent, Nancy**
Professor, Health Education

**Pasino, James**
Instructor, Special Education

**Pecoraro, Michaelene**
Instructor, Special Education

**Perez, Elena**
Instructor, Food and Nutrition

**Petri, Michael**
Instructor, Political Science

**Petropoulos, Mary**
Instructor, Sociology

**Pfister, Raven**
Instructor, Communication Studies

**Pourreza, Atousa**
Instructor, Biology

**Powell, Rita**
Professor, Counselor

**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

**Reyes, Jesus**
Instructor, Biology

**Richter, Otto**
Instructor, Astronomy

**Riley, Kevin**
Instructor, Computer Services Technology

**Rogoff, Meri**
Professor, English

**Rosen, Lugene**
Instructor, English

**Ruhle, James**
Instructor, Geology

**Ruppert, Kelly**
Instructor, Geology

**Ryan, John**
Instructor, Mathematics

**Ryan, Mutsuno**
Instructor, Mathematics

**Sakovich, Lauren**
Instructor, English

**Salvi, Lisa**
Associate Professor, Anthropology

**Sampson, Kevin**
Professor, Criminal Justice, Emergency Management

**Satow, Jing-Fang**
Instructor, Chinese

**Schachat, Carol**
Instructor, Psychology

**Schindelbeck, Judy**
Professor, Foods and Nutrition

**Seyster, Barry**
Instructor, English as a Second Language

**Shi, Nigie**
Instructor, Mathematics

**Shibata, Sharon**
Instructor, English as a Second Language

**Shiring, Richard**
Professor, Mathematics

**Shoro, Natasha**
Instructor, Art

**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, Amena**
Instructor, Mathematics

**Syed, Erum**
Instructor, Biology

**Takacs, Marcia**
Instructor, English as a Second Language

**Talmage, Dorrie**
Instructor, Biology

**Thomas, Toni**
Instructor, Communication Studies

**Terry, Ladd**
Instructor, Art

**Torrini, Lynn**
Professor, Art

**Tran, Chau**
Instructor, Mathematics

**Tran, Dung**
Instructor, Vietnamese

**Tyndal, Jason**
Instructor, Philosophy

**Villalobos, Jose**
Instructor, Mathematics

**Visi, Mandana**
Instructor, Chemistry

**Wagner, Helene**
Instructor, Mass Communications

**Wahba, Remon**
Instructor, Biology

**Walker, Heather**
Instructor, Art

**Waller, Ellis**
Instructor, Gerontology

**Walling, Diane**
Professor, Art

**Washington, Warren**
Instructor, Sociology

**Watson, Katherine**
Professor, French

**Wegter, Rachel**
Instructor, Communication Studies

**Whitson, Stephen**
Professor, Accounting

**Windsor, Adrian**
Professor, English

**Wooten, Darlene**
Instructor, Counseling

**Worden, Mark**
Instructor, Business Computing

**Yeh, Lauren**
Counselor

**Yeh, Ning**
Professor, Art

**Yue, Amy**
Instructor, English as a Second Language

**Zuniga, Desiree**
Counselor

# Staff

**Agag-Maxwell, Diana**
Military/Contract Education Technician, Intermediate
Military Education Programs

**Aistrich, Darian**
Project Coordinator
Research

**Ajbani, Minal**
Accounting Coordinator Senior
Fiscal Services

**Amito'elau, Sylvia**
(Ancillary) Educational Technology Designer
Instructional Systems Development

**Arroyo, Gabe**
Maintenance and Operations Lead
Maintenance and Operations

**Banda, Javier**
Custodian
Maintenance and Operations

**Barber, Shaunick**
Staff Assistant, Senior
Personnel Services

**Balderas, Armando**
Campus Security Officer
Administrative 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
Newport Beach Center

**Borja, Sergio**
Admissions and Records Technician II
Admissions and Records

**Boyle, Robin**
Military/Contract Education Technician, Intermediate
Military Education Programs

**Bui, Kimberly**
Contract Education Course Assistant I
Distance Learning

**Castorena, Eunice**
Admissions and Records Technician II
Admissions and Records

**Cervantes, Rachel**
Admissions and Records Technician III
Admissions and Records

**Chan, John**
Campus Security Officer
Administrative Services

**Chotima, Poomchai**
Instructional Associate/Basic Skills Lab
Le-Jao Center

**Clark, Wendy**
Contract Education Technician—Staff Aide
Military Education Programs

**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

**Covit, Raissa**
Research Assistant
Research

**Cruz, Baltazar**
Custodian
Maintenance and Operations

**Cuevas, Manuel**
Admissions & Records Technician II
Admissions and Records

**Daniel, Marion**
Military/Contract Education Technician
Military Education Programs

**DeBattista, Janice**
Area Facilitator
Le-Jao Center

**De La Fuente, Armando**
Campus Security Officer
Administrative Services

**Dixon, Robert**
(Ancillary) Educational Technology Specialist
Instructional Systems Development

**Donahue, Kevin**
Staff Assistant
Distance Learning

**Drennen, Pamela**
Military/Contract Education Staff Aide
Contract Education

**Evans, Jeffrey**
Maintenance Semi-Skilled,
Maintenance and Operations

**Fernandez, Karen**
Admissions and Records Technician II
Admissions and Records

**Flores, Ralph**
Campus Security Officer
Administrative Services

**Follis, Diane**
Staff Specialist
Instructional Systems Development

**French, Ann**
Staff Assistant Senior
Office of Instruction

**Furlong, Kimberly**
Guidance Assistant
Assessment Center

**Ganzon, Arvine**
Office Assistant I
Admissions and Records

**Garcia, Allen**
Custodian
Maintenance and Operations

**Garcia, Nick**
Groundskeeper III
Maintenance and Operations

**Genova, Lori**
Intellectual Disabilities Program Assistant
Special Programs and Services for the Disabled

**Gille, Justin**
Military Contract Education Technician
Intermediate
Contract Education

**Gomez, Angela**
Military/Contract Education Technician,
Intermediate
Military Education Programs

**Gonzalez, Shañon**
Research Analyst, Senior
Research

**Guray, Minerva**
Military/Contract Education Technician
Military Education Programs

**Ha, Tran**
Accounting Coordinator Senior
Fiscal Services

**Hayes, Joan**
Division Area Office Coordinator
Newport Beach 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

**Hulett, Marie**
Contract Education Video Production Coordinator
Instructional Systems Development

**James, Teresa**
Staff Aide
Distance Learning

**Jimenez, Hector**
Custodian
Maintenance and Operations

**Jones, Jeffrey**
Campus Security Officer
Administrative Services

**Jones, Kerry**
Contract Education/Military IT Applications
Facilitator

**Jones, Shirley**
Military/Contract Education Technician
Intermediate
Military Education Programs

**Jugle, Elizabeth**
Typist Clerk, Intermediate
Special Programs and Services

**Kelly, Patrick**
Maintenance, Skilled
Maintenance and Operations

**Kistler, John**
Maintenance, Skilled
Maintenance and Operations

**Kleppe, Vicky**
Military Contract Education Technician
Intermediate
Contract Education

**Le, Jenny**
Military/Contract Education Technician,
Intermediate
Contract Education

**Le, Mai**
Student Success and Support Program
Coordinator
Extended Opportunity Programs and Services

**Lee, Amy**
Military Contract Education Technician
Intermediate
Contract Education

**Linda, Gigi**
Course Assistant I
Distance Learning

**Lopez, Ashley**
Staff Aide
Foundation

**Lopez, Rachelle**
Staff Aide
International Student Program

**Lopez Espana, Jose**
Custodian
Maintenance and Operations

**Mai, Maria**
Admissions and Records Specialist
Admissions and Records

**Mangrum, Leslie**
Office Assistant I
Admissions and Records

**Marin, Iliana**
Instructional Associate
Garden Grove Center

**Martinez, Tannia**
Military Contract Education Technician, Intermediate
Contract Education

**McCollom, Dorothy**
Staff Assistant
Distance Learning Center

**McKindley, Katherine**
Staff Specialist
Maintenance and Operations

**McLucas, Karen**
Instructional Programs Facilitator
Distance Learning

**Mensah, Araba**
Military/Contract Education Programs Coordinator
Contract Education

**Mertz, Laila**
Executive Assistant to the President

**Mihatov, Janell**
Contract Education/Military Business Analyst Programmer
Contract Education

**Mihatov, Steven**
Information Systems Technician, Senior
Computer Services

**Moon, Bill**
Bookstore Shipping and Receiving Clerk
Bookstore

**Moreno, Andrew**
Custodian
Maintenance and Operations

**Moulton, Janette**
Financial Aid Specialist
Financial Aid

**Neal, Krystal**
Division Area Office Coordinator
Garden Grove Center

**Needham, Carol**
Guidance Assistant
Counseling and Guidance

**Ngo, Cecilia**
Student Financial Specialist
Financial Aid

**Nguyen, Kevin**
Campus Security Officer
Administrative Services

**Nguyen, Kim**
Instructional Associate, ESL
Le-Jao Center

**Nguyen, Kimlan**
Military/Contract Education Technician Intermediate
Contract Education

**Nguyen, Peter**
Ancillary Business Analyst Programmer
Instructional Systems Development

**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

**Ochoa, Lizeth**
Typist Clerk Intermediate
Garden Grove Center

**O'Steen, Kelly**
Admissions and Records Technician II
Admissions and Records

**Pegg, Kevin**
Instructional Associate
Biology and Chemistry

**Perdue, Brenda**
Staff Assistant Senior
Office of Instruction

**Perez, Arturo**
Groundskeeper III
Maintenance and Operations

**Pham, Hai**
Information Systems Technician II
Computer Services

**Phan, Sheena**
Accounting Assistant III
Extended Opportunity Programs and Services

**Phomprasack, Tracee**
Military/Contract Education Technician, Intermediate
Contract Education

**Ponce, Brenda**
Office Assistant I
Admissions and Records

**Pontius, Cody**
Course Assistant I
Distance Learning

**Poush, Irene**
Typist Clerk, Intermediate
Le-Jao Center

**Quach, Helen**
Military Programs Course Assistant II
Distance Learning

**Ramirez, Ismael**
Admissions and Records Technician I
Admissions and Records

**Ramirez, Juana**
Custodian
Maintenance and Operations

**Ramirez, Nancy**
Administrative Assistant to the Vice President of Instruction

**Ramon, Diana**
Bookstore Operations Assistant
Bookstore

**Rehnberg, Nicole**
Instructional Associate
Student Success Center

**Riley, Richard**
Custodian, Senior
Maintenance and Operations

**Roberts-Winger, Lisa**
Staff Assistant, Senior
Special Programs

**Rogers, Stephani**
Military/Contract Education Technician III
Military Education Programs

**Rojas, Mario**
Custodian, Senior
Maintenance and Operations

**Rose, Lynn**
Military/Contract Education Technician
Military Education Programs

**Russell, Anita**
Admissions and Records Technician II
Admissions and Records

**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

**Shore, Lisa**
Special Programs Activities Assistant
Special Programs and Service

**Smith, Travis**
Financial/Accounting Analyst
Fiscal Services

**Spencer, Shirley**
Administrative Assistant to the Vice President
Administrative Services

**Spoja, Caroline**
Staff Assistant Senior
Student Services

**Strube, Kathy**
Graphic Designer
Graphics and Publications

**Susanto, Agustinus**
Accounting Technician
Fiscal Services

**Ta, Cindy**
Military Program Course Assistant I
Distance Learning

**Tetnowski, Deborah**
Systems Analyst Special
Admissions and Records

**Tran, Celicia**
Instructional Aide - ESL
Le-Jao Center

**Tran, Chau**
Military/Contract Education Technician,
Intermediate
Military Education Programs

**Tran, Hannah**
Office Assistant I
Admissions and Records

**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**
(Ancillary) Educational Technology Designer
Instructional Systems Development

**Tran, Tom**
Course Assistant I
Distance Learning

**Tran-Nguyen, Martha**
Staff Assistant Special Projects
Office of the President

**Triggs, Rosalie**
Administrative Assistant to the Vice President
Student Services

**Valle, Erica**
Staff Assistant
Special Programs and Services for the Disabled

**Vargas, Adrian**
Custodian
Maintenance and Operations

**Vaughan, Marie**
Staff Aide
Instructional Systems Development

**Ventura-Gomez, Lazaro**
Custodian
Maintenance and Operations

**Vinh, Tho**
(Ancillary) IT Application FA
Distance Learning

**Vu, Thien**
Counseling & Guidance Office Operations
Coordinator
Counseling

**Wang, Michelle**
Admissions and Records Technician II
Admissions and Records

**Ward, Helen**
Staff Assistant
Counseling

**Wood, Lori**
CalWORKS Program Office Specialist Senior
CalWORKS

**Worden, Mark**
(Ancillary) Educational Technology Designer
Instructional Systems Development

**Xa, Quan**
Financial Aid Technician, Financial Aid
EOP&S Care Specialist
Extended Opportunity Programs and Services

**Yanalunas, Margaret**
(Ancillary) Educational Technology Designer
Instructional Systems Development

**Zubia, Savannah**
Military Contract Education Technician
Intermediate
Contract Education

# Emeritus Status

**Arlington, Patricia**
**Baker, Lynne**
**Baugh, James**
**Braithwaite, John**
**Breihan, John**
**Brown, John**
**Candelaria, Patricia**
**Dills, Ruth**
**Do, Tuan**
**Duffy, Joan**
**Eccles, Faye**
**Friebertshauser, 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**
**Melby, Laurie**
**Mullaney, Marilyn**
**Oelstrom, Jeanne**
**Purdy, Leslie**
**Ratner, Harry**
**Sirianni, George**
**Snyder, Thomas**
**Wilkerson, Lois**
**Wojciechowski, Danny**
**Wojciechowski, Linda**

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# Educational Options in California
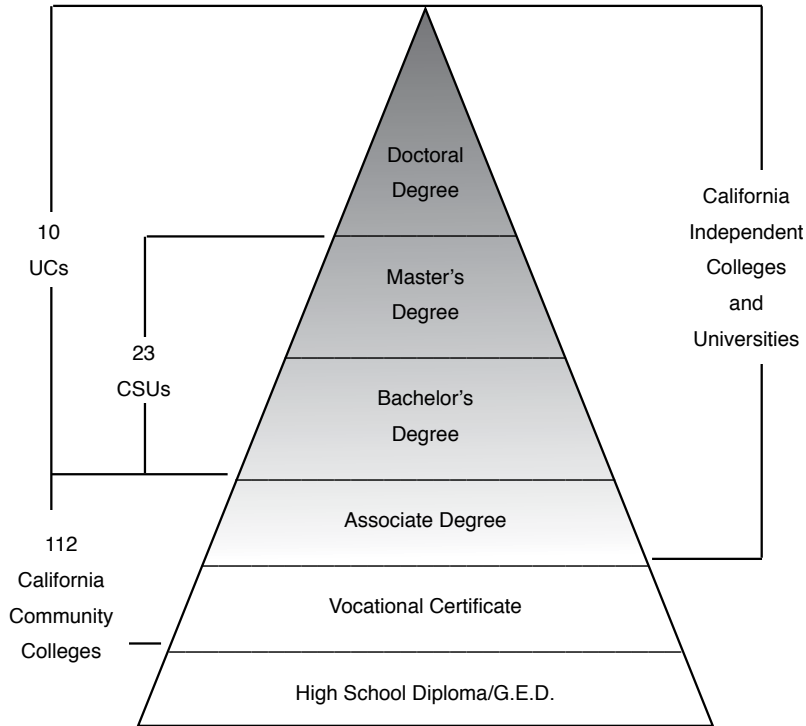


## Vocational Certificates

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 in Arts (A.A.) or Associate in 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/transfer/requirements/csustudents.shtml

IGETC Standards, Policies and Procedures: http://icas-ca.org/standards-policies-and-procedures-manual

UC AP Credit: http://admission.universityofcalifornia.edu/counselors/exam-credit/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 | # |
| **AP Calculus Exam Limitations *** | *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 |
| **AP Chemistry Note*** | | *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* |
| **AP CS Exam Limitations*** | | | * Max 1 exam toward transfer | | 2.7 sem units for bothAB 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* |
| **AP English Exam Limitations*** | | | | | *Max. 8 quart./5.3 sem. units for both |
| Environmental Science | 4 units / Area B | B1 & B3*  4 sem. units | 4 | 5A with Lab  3 sem. units | 2.7 |
| **AP Environmental Science Exam Note*** | | B2 + B3 prior to F'09 | | | |

# 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 |
|---|---|---|---|---|---|
| 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 French Language Note*** | | *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 |
| **AP French Literature Note*** | | *If taken prior to Fall '09 | | | |
| German Language | 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 | 3 units / Area D | D8 + US-2*    3 sem. units | 3 | 4H + US-2* 3 sem. units | 2.7 |
| **AP Govt. Exam*** | | *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 |
| **Italian Language and Culture Note*** | | *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 | 3 units / Area C | C2* 3 sem. units | 6 | 3B or 6A    3 sem. units | 2.7 |
| **AP Latin Literature Exam Limitations*** | | *If taken prior to Fall '09 | | | |
| Latin : Vergil | 3 units / Area C | C2    3 sem. units | 3 | 3B or 6A    3 sem. Units | 2.7 |
| Macro Economics | Econ C175 / 3 units / Area D | D2    3 sem. units | 3 | 4B    3 sem. units | 2.7 |
| | Econ C175 / 3 units / Area D | D2    3 sem. units | 3 | 4B    3 sem. units | 2.7 |

**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 |
|---|---|---|---|---|---|
| Music Theory | Mus C151 & C152 / 6 units / Area C | C1* 3 sem. units | 6 | N/A | 5.3 |
| **AP Music Theory Exam Limitations*** | | *If taken prior to Fall '09 | | | |
| Physics 1 | Phys C120/ 4 units Area B | | | | |
| Physics 2 | Phys C125/ 4 units Area B | | | | |
| Physics B | Phys C110 / 3 units / Area B | B1 & B3* 4 sem. units | 6 | 5A with Lab 4 sem. units | 5.3 * |
| **AP Physics B Note*** | | *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 * |
| **AP Physics Exam Limitations*** | | *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 |
| **AP Spanish Language Note*** | | *6 units in C2 if taken prior to F'09 | | | |
| Spanish Literature | 3 units / Area C | C2 3 sem. units | 6 | 3B & 6A 3 sem. units | 5.3 |
| **AP Spanish Literature Note*** | | *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 * |
| **AP Studio Art Exam Limitations*** | | | | | *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 | n/a | 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 | **Group D** – Social Sciences |
| Art of the Western World | 48 | 3 | **Group C** – Arts/Humanities & Global |
| Astronomy | 48 | 3 | **Group 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 | **Group B** – Natural Sciences |
| Ethics in America | 400 | 3 | **Group C** – Arts/Humanities |
| Foundations of Education | 46 | 3 | Major/Electives |
| Fundamentals of College Algebra | 400 | 3 | **Group A3** - Math |
| Fundamentals of Counseling | 45 | 3 | Major/Electives |
| General Anthropology | 47 | 3 | **Group D** – Social Sciences & Global |
| Here's to Your Health | 400 | 3 | **Group E** – Self Development |
| Human Resource Management | 46 | 3 | Major/Electives |
| Human/Cultural Geography | 48 | 3 | **Group D** – 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 | **Group D** – Social Sciences |
| Introduction to World Religions | 400 | 3 | **Group C** – Arts/Humanities |
| Lifespan Developmental Psychology | 46 | 3 | **Group D** – 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 | **Group 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 | **Group B** – Natural Sciences |
| Principles of Public Speaking | 47 | 3 | **Group A1** - Communications |
| Principles of Statistics | 400 | 3 | **Group A3** - Math |
| Principles of Supervision | 400 | 3 | Major/Electives |
| Rise & Fall of the Soviet Union | 45 | 3 | **Group D** – Social Sciences |
| Technical Writing | 46 | 3 | Major/Electives |
| The Civil War & Reconstruction | 47 | 3 | **Group D** – Social Sciences |
| Western Europe Since 1945 | 45 | 3 | **Group D** – 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 |
|---|---|---|---|---|---|
| BIOLOGY HL | B<br>3 units | B2<br>3 units | 6 | 5B<br>(without lab)<br>3 units | 5.3 |
| CHEMISTRY HL | B<br>3 units | B1<br>3 units | 6 | 5A<br>(without lab)<br>3 units | 5.3 |
| ECONOMICS HL | D<br>3 units | D2<br>3 units | 6 | 4B<br>3 units | 5.3 |
| GEOGRAPHY HL | D<br>3 units | D5<br>3 units | 6 | 4E<br>3 units | 5.3 |
| HISTORY<br>(any region) HL | D<br>3 units | C2 or D6<br>3 units | 6 | 3B or 4F<br>3 units | 5.3 |
| LANGUAGE A1<br>(any language, except English) HL | C<br>3 units | N/A | 0 | 3B & 6A<br>(UC only)<br>3 units | 5.3 |
| LANGUAGE A2<br>(any language, except English) HL | C<br>3 units | N/A | 0 | 3B & 6A<br>(UC only)<br>3 units | 5.3 |
| LANGUAGE A1<br>(any language) HL | C<br>3 units | C2*<br>3 units | 6* | 3B<br>3 units | 5.3 |
| LANGUAGE A2<br>(any language) HL | C<br>3 units | C2*<br>3 units | 6* | 3B<br>3 units | 5.3 |
| LANGUAGE B<br>(any language) HL | C<br>3 units | N/A | 6* | 6A<br>3 units | 5.3 |
| MATHEMATICS HL | A3<br>3 units | B4*<br>3 units | 6* | 2A<br>3 units | 5.3 |
| PHYSICS HL | B<br>3 units | B1<br>3 units | 6 | 5A<br>(without lab)<br>3 units | 5.3 |
| PSYCHOLOGY HL | D<br>3 units | D9<br>3 units | 3 | 4I<br>3 units | 5.3 |
| THEATRE HL | C<br>3 units | C1*<br>3 units | 6* | 3A<br>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 note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

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# LOCATIONS

## Administration Center

11460 Warner Avenue
Fountain Valley
California 92708
(714) 546-7600

## Le-Jao Center

14120 All American Way
Westminster
California 92683
(714) 241-6184

## Newport Beach Center

1515 Monrovia Avenue
Newport Beach
California 92663
(714) 241-6213

## Garden Grove Center

12901 Euclid Street
Garden Grove
California 92840
(714) 241-6209

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