



Certificates of Achievement—A.A. Degree Applicable as a Major

Certificates of Achievement

A.A. Degree Applicable

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 requirement for the A.A. degree.

Accounting* Certificate of Achievement

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

Core Courses Required		Units
<i>(Students will complete all of the following classes)</i>		
ACCT C100	Introduction to Accounting	3.0
ACCT C101	Financial Accounting	5.0
ACCT C102	Managerial Accounting	5.0
ACCT C112	Intermediate Accounting I	3.0
ACCT C106	Excel for Accounting	2.0
ACCT C107	Accounting with QuickBooks	2.0
Subtotal		20.0

and choose any concentration from below:

Concentration in General Accounting		Units
<i>Choose 2 of the following courses:</i>		
BUS C100	Introduction to the New Economy	3.0
ACCT C103	Individual Taxation	3.0
BUS C120	Personal Financial Planning	3.0
ENG C103	Business English	3.0
ACCT C283	Work Based Learning	3.0
Total elective units		6.0
Total certificate units (Core + Concentration)		26.0

Concentration in Bookkeeping		Units
<i>Choose 2 of the following courses:</i>		
ENG C103	Business English	3.0
COMP SCI C100	Intro to Business Info Systems	3.0
BUS C100	Introduction to the New Economy	3.0
ACCT C283-C284	Work Based Learning	3.0-4.0
BUS COMP C147	MS Word Beginning	1.5
BUS COMP C175	MS Access, Level 1	1.5
Total elective units		6.0
Total certificate units (Core + Concentration)		26.0

Concentration in Taxation		Units
<i>Choose 2 of the following courses:</i>		
ACCT C103	Individual Taxation	3.0
ACCT C104	Business Taxation	4.0
BUS C120	Personal Financial Planning	3.0
ACCT C283-C284	Work Based Learning	3.0-4.0
Total elective units		6.0
Total certificate units (Core + Concentration)		26.0-27.0

Business* Certificate of Achievement

The Business Certificate consists of five options 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 options will provide entry-level professionals with knowledge and skills to work in a variety of business environments.

CORE COURSES REQUIRED		Units
<i>(Students will complete all of the following classes)</i>		
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		12.0

and choose any concentration from below:

Concentration in General Business		Units
<i>Choose 3 of the following courses:</i>		
ACCT C100	Introduction to Accounting	3.0
CIS C111	Introduction to Information Systems and Programming	4.0
CIS C100	Introduction to Information Systems	3.0
MS C104	Human Resource Management	3.0
BUS C120	Personal Financial Planning	3.0
BUS C222	Small Business Operation/Management	3.0
PHIL C115	Logic and Critical Thinking	3.0
PHIL C120	Ethics	3.0
BUS C281-284	Work-Based Learning	1.0-4.0
Total elective units		9.0-10.0
Total certificate units (Core + Concentration)		21.0-22.0

* Pending State approval.

Career & Technical *Education*

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Concentration in Human Resources Management Units

Choose 3 of the following courses:

MS C101	Management/Employee Communication	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
BUS C130	E-Business	3.0
BUS C222	Small Business Operation/Management	3.0
CIS C100	Introduction to Information Systems	3.0
MS C281-284	Work Based Learning	1.0-4.0

Total elective units **9.0-10.0**

**Total certificate units
(Core + Concentration)** **21.0-22.0**

Concentration in Marketing Units

Choose 3 of the following courses:

MS C101	Management/Employee Communication	3.0
MS C120	Introduction to Successful Selling	3.0
MS C170	Customer Relations Services	1.5
BC C115	Customer Service: Soft Skills	1.5
BUS C130	E-Business	3.0
BUS C222	Small Business Operation/Management	3.0
COMM C100	Introduction to Mass Communications	3.0
CIS C100	Introduction to Information Systems	3.0
MS C281-284	Work Based Learning	1.0-4.0

Total elective units **9.0-10.0**

**Total certificate units
(Core + Concentration)** **21.0-22.0**

Concentration in Business Administration Units

Choose 3 of the following courses:

ACCT C100	Introduction to Accounting	3.0
MS C101	Management/Employee Communication	3.0
MS C104	Human Resource Management	3.0
MS C120	Introduction to Successful Selling	3.0
BUS C130	E-Business	3.0
BUS C222	Small Business Operation/Management	3.0
CIS C100	Introduction to Information Systems	3.0
ECON C180	Principles of Economics-Macro	3.0
ECON C185	Principles of Economics-Micro	3.0
MS C281-284	Work Based Learning	1.0-4.0

Total elective units **9.0-10.0**

**Total certificate units
(Core + Concentration)** **21.0-22.0**

Concentration in Health Care Management Units

Choose 3 of the following courses:

BC C145	Medical Administrative Assistant 1	3.0
BIOL C104	Medical Terminology for Health Professionals	3.0
BIOL C105	Introduction to Anatomy & Physiology	3.0
BIOL C200	Pharmacology	3.0
BUS C281-284	Work Based Learning	1.0-4.0

Total elective units **9.0-10.0**

**Total certificate units
(Core + Concentration)** **21.0-22.0**





Certificates of Achievement—A.A. Degree Applicable as a Major

Computer Networking

Certificate of Achievement

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

CORE COURSES REQUIRED		Units
CST C115	Command Line/Scripting	1.5
CST C116	A + Essentials	3.0
CST C128	Network +/Introduction to Networking	3.0
CST C201	Cisco Fundamentals/CCNA 1	3.0
CST C160	Windows XP Professional	3.0
CST C191	CompTIA Linux	3.0
CST C230	Security Essentials	3.0
Subtotal		19.5

And choose any concentration from below:

Concentration in Cisco		Units
CST C202	Cisco Router Configuration/CCNA 2	3.0
CST C203	Cisco Switching/CCNA 3	3.0
CST C204	Cisco WAN Configuration/CCNA 4	3.0
Total elective units		9.0
Total certificate units (Core + Concentration)		28.5

Concentration in Microsoft®		Units
<i>Choose 3 of the following courses:</i>		
CST C161	Installing and Configuring Microsoft® Vista OS	3.0
CST C165	Managing and Maintaining a MS Windows Server 2003 OR	3.0
CST C172	MS SQL Server OR	3.0
CST C173	MS Exchange	3.0
CST C174	Managing and Maintaining a MS Windows Server 2003	3.0
Total elective units		9.0
Total certificate units (Core + Concentration)		28.5



Concentration in Security		Units
CST C230	Security Essentials	3.0
CST C232	Ethical Hacking	3.0
CST C248	Certified Wireless Network Administrator OR	3.0
CST C253	Cisco ASA, PIX, and Network Security OR	3.0
CST C258	Linux Networking and Security OR	3.0
BC C160	Introduction to Geographic Information Systems	3.0
Total elective units		9.0
Total certificate units (Core + Concentration)		28.5

Concentration in Convergence		Units
CST C102	Panduit Network Infrastructure Essentials	3.0
CST C153	CompTIA Convergence+ OR	3.0
CCT C105	Digital Home Technology Integration (DHTI) +	3.0
CST C217	Cisco CallManager Express	3.0
Total elective units		9.0
Total certificate units (Core + Concentration)		28.5

Concentration in Microsoft® Sharepoint Security		Units
CST C179	Implementing Microsoft® Office SharePoint Server 2007	1.5
CST C176	Designing Security for Microsoft® Servers	1.5
CST C161	Installing and Configuring MS Vista OS	3.0
CST C165	Managing and Maintaining a MS Windows Server 2003	3.0
Total certificate units		9.0
Total certificate units (Core + Concentration)		28.5

Certificates of Achievement—A.A. Degree Applicable as a Major

Gerontology Certificate of Achievement

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

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

REQUIRED COURSES 12.0 Units

Select a minimum of 12 units among the following:

BIOL C120	Biology of Aging	3.0
GERON C120	Professional Issues in Gerontology	3.0
PSYCH C170	Psychology of Aging	3.0
SOC C120	Introduction to Gerontology	3.0

*All 12 units of core courses above count toward the certificate, CSU breadth requirements, and help you transfer to CSUF's Human Services Department with an emphasis in Gerontology.

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

FN C175	Nutrition and Aging	2.0
GERON C123	Activity Director Certificate	2.0
GERON C124	Aging Policy	3.0
GERON C130	Techniques of Working with Frail Elderly	3.0
HLTH C110	First Aid and CPR	2.0
HLTH C175	Health and Aging	2.0
LAW C148	Elder Law	1.5

Select a minimum of 3 units of the following field experience courses:

GERON C121A	Basic Course for Activity Professionals 1	3.0
GERON C121B	Basic Course for Activity Professionals 2	3.0
GERON C122A	Advanced Course for Activity Professionals 1	3.0
GERON C122B	Advanced course for Activity Professionals 2	3.0
GERON C273	Careers in Gerontology	3.0

Field Practicum

GERON C281-C284 Work Based Learning

Maximum 6 elective units for total WBL 1.0-4.0

CHOOSE FROM THE COURSES ABOVE OR OTHER ELECTIVES FOR A TOTAL OF 21.0 UNITS THAT COMPLETE THE CERTIFICATE.

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

For information about the Coastline College/Cal State Fullerton degree partnership in human services and gerontology, call 1 (714) 241-6213 at Coastline or Human Services Office, CSUF, 1 (714) 278-2255.

Informatics Certificate of Achievement

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

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

FIRST YEAR	Coastline Course	Units
INFORMATICS C102	Concepts in Programming Languages II	3.0
INFORMATICS C141	Informatics Core I	4.0
INFORMATICS C142	Informatics Core II	4.0
INFORMATICS C143	Informatics Core III	4.0
ICS C123	Fundamental Data Structures	3.0
ICS C141	Concepts in Programming Languages I	3.0
Total first year		21.0

SECOND YEAR		Units
INFORMATICS C111	Software Methods and Tools	3.0
INFORMATICS C113	Requirements Analysis and Engineering	3.0
INFORMATICS C115	Software Specification & Quality Engineering	3.0
INFORMATICS C121	Software Design I	3.0
INFORMATICS C131	Human-Computer Interaction	3.0
INFORMATICS C132	Project in Human Computer Interaction	3.0
Total certificate units		39.0



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Management & Supervision

Management Certificate of Achievement

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

REQUIRED CORE COURSES		Units
BUS C100	Introduction to Business	3.0
BUS C110	Legal Environment of Business	3.0
BUS C150	Introduction to Marketing	3.0
BUS C120	Personal Financial Planning	3.0
MS C102	Human Relations	3.0
Total units		15.0

PROGRAM ELECTIVES

Choose 3 of the following courses:

ACCT C100	Introduction to Accounting	3.0
ACCT C101	Financial Accounting*	4.0
ACCT C102	Managerial Accounting*	4.0
BUS C101	Project Management	3.0
BUS C130	E-Business	3.0
BUS C222	Small Business Operation and Management	3.0
MS C101	Management/Employee Communication	3.0
MS C104	Human Resource Management	3.0
ECON C180	Principles of Economics (Macro)*	3.0
ECON C185	Principles of Economics (Micro)*	3.0
PHIL C140	Business Ethics	3.0
SPCH C110	Public Speaking	3.0

<i>Any computer classes</i>		1.0-5.0
MS C281-C284	Work Based Learning	1.0-4.0
Total elective units		9.0-10.0
Total certificate units		24.0-25.0

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

Medical Administrative Office Technician* Certificate of Achievement

This 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. Concentration in Medical Administrative Assistant focuses on front office preparation while the Concentration in Coding Specialist focuses on preparing students for a more in depth knowledge of coding. The coding specialist is geared toward preparing the students to pass the tests to become a Certified Coding Associate (CCA) and/or a Certified Coding Specialist (CCS). These tests are administered by the American Health Information Management Association.

CORE COURSES REQUIRED		Units
<i>(Students will complete all of the following classes)</i>		
BC C107B	Keyboarding	1.5
BC C108	Data Entry	1.5
BC C147	Beginning Word	2.0
BC C161	Medical Coding I	3.0
BC C163	Medical Terminology*	3.0
ENG C136	Business Communications OR	3.0
ENG C135	Business Writing	3.0
Subtotal		14.0

And choose any concentration from below:

Concentration in Medical Administrative Assistant		Units
<i>Choose 4 of the following courses:</i>		
BC C109	Speed and Accuracy	1.0
BC C145	Medical Administrative Assistant	3.0
BC C112	Office Organization	3.0
ENGL C103	Business English	3.0
Total elective units		10.0
Total certificate units (Core + Concentration)		24.0

Concentration in Coding Specialist		Units
<i>Choose 3 of the following courses:</i>		
BC C162	Medical Coding II	3.0
BIOL C175	Human Physiology	4.0
BIOL C200	Pharmacology	3.0
Total elective units		10.0
Total certificate units (Core + Concentration)		24.0

(*A minimum grade of "B" must be earned in BC C163 in order to waive Anatomy as a pre-requisite for BIOL C175. The waiver applies to this certificate only.)

*Pending State Approval.

Certificates of Achievement—A.A. Degree Applicable as a Major

Office Support Specialist* Certificate of Achievement

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

CORE COURSES REQUIRED		Units
<i>(Students will complete all of the following classes)</i>		
BC C107	Keyboarding 1	1.5
BC C108	Data Entry	1.5
BC C104	Windows	1.5
BC C112	Office Organization	3.0
BC C150	Microsoft® Office Professional 1	3.0
ENGL C135	Business Writing OR	3.0
ENGL C136	Business Communication	3.0
Subtotal		13.5

And choose any Concentration from below:

Concentration in Administrative Professional (Assistant)		Units
<i>Choose 9.0 Units from the following:</i>		
BC C107B	Keyboarding/Formatting Documents	1.5
BC C109	Keyboarding Speed and Accuracy	1.0
BC C147	Beginning Microsoft® Word	2.0
BC C115	Customer Service: Soft Skills	1.5
ENGL C103	Business English	3.0
BC C281-C284	Work Based Learning	1.0-3.0
Total elective units		9.0
Total certificate units (Core + Concentration)		22.5

Concentration in General Office Manager		Units
<i>Choose 9.0 units from the following:</i>		
BC C120	Excel 1 OR	1.5
BC C175	Access 1	(1.5)
BC C121	Excel 2 OR	1.5
BC C176	Access 2	(1.5)
ACCT C100	Introduction to Accounting OR	3.0
BC C123	Introduction to Quick Books	(3.0)
ENGL C103	Business English	3.0
BC C281-C284	Work Based Learning	1.0-3.0
Total elective units		9.0
Total certificate units (Core + Concentration)		22.5

Concentration in Financial Assistant		Units
<i>Choose 9.5 Units from the following:</i>		
ACCT C100	Introduction to Accounting	3.0
BC C107B	Keyboarding/formatting Documents	1.5
BC C120	Excel 1	1.5
BC C 121	Excel 2 OR	1.5
BC C175	Access	(1.5)
BC C147	Beginning Microsoft® Word	2.0
BC C283	Work Based Learning	1.0-3.0
Total elective units		9.5
Total certificate units (Core + Concentration)		22.5

Concentration in Financial Manager		Units
<i>Choose 10.0 units from the following:</i>		
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 C283	Work Based Learning	1.0-3.0
Total elective units		10.0
Total certificate units (Core + Concentration)		23.5

Concentration in Administrative Manager		Units
<i>Choose 9.0 units from the following:</i>		
BC C120	Excel 1 OR	1.5
BC C175	Access 1	1.5
BC C121	Excel 2 OR	1.5
BC C176	Access 2	1.5
BC C283	Work Based Learning	1.0-3.0
CIS C100	Introduction to Information Systems	3.0
MS C100	Organization & Management	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
Total certificate units		9.0
Total certificate units (Core + Concentration)		22.5

* Pending State Approval.



Certificates of Achievement—A.A. Degree Applicable as a Major

Retail Management Certificate of Achievement

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

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

REQUIRED COURSES		Units
ACCT C100	Introduction to Accounting	3.0
BC C100	Introduction to Computers	3.0
BUS C150	Marketing in the New Economy	3.0
BUS C222	Small Business Operation & Management	3.0
ENG C103	Business English	3.0
MATH C007	Business Mathematics	3.0
MS C100	Organization and Management	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
SPCH C100	Interpersonal Communication	3.0
Total certificate units		30.0

Earn credit for work you do on the job, call 1 (714) 241-6209.

Small Business Ownership Certificate of Achievement

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

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

REQUIRED COURSES		Units
<i>(Students will complete all of the following classes)</i>		
BUS C150	Introduction to Marketing	3.0
BUS C170	Small Business Finance	3.0
BUS C180	Small Business Plan	2.0
BUS C222	Small Business Operation/Management	3.0
Total required course units		11.0

ELECTIVE COURSES		
<i>(Students will select one of the following classes)</i>		
MS C100	Organization/Management	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
<i>(Students will select two of the following classes)</i>		
BUS C100	Introduction to Business	3.0
BUS C110	Legal Environment of Business	3.0
BUS C120	Personal Financial Planning	3.0
BUS C130	E-Business	3.0
Total elective course units		9.0
Total certificate units		20.0

Supervision Certificate of Achievement

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

REQUIRED COURSES		Units
MS C100	Organization and Management	3.0
MS C102	Human Relations	3.0
MS C104	Human Resource Management	3.0
Subtotal		9.0

And choose 12.0 units from below:

Concentration in Supervision and Management		Units
BUS C100	Introduction to Business	3.0
BUS C110	Legal Environment of Business	3.0
BUS C120	Personal Financial Planning	3.0
BUS C150	Introduction to Marketing	3.0
BUS C222	Small Business Operation and Management	3.0
BUS C281-284	Work Based Learning	1.0-4.0
CIS C100	Introduction to Information Systems	3.0
LEADER C140	Leadership Development	3.0
SPCH C100	Interpersonal Communication	3.0
Total elective course units		12.0
Total certificate units (Core + Concentration)		21.0

Certificates of Achievement—Not Applicable for A.A. Degree

Certificates of Achievement

Not Applicable for A.A. Degree

These certificates are **12 or more units** and will be posted on the transcript. They may **NOT** be used to meet the requirement for the A.A. degree.

Biological Technology Biological Laboratory Technician Certificate of Achievement

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

REQUIRED COURSES		Units
CHEMISTRY C110	Introduction to Chemistry	5.0
CHEMISTRY C180	General Chemistry	4.0
CHEMISTRY C180L	General Chemistry Lab	1.0
BIOLOGY C100	Introduction to Biology	3.0
BIOLOGY C101	Introduction to Biology Lab	1.0
BIOTECHNOLOGY C100	Introduction to Biological Technology Skills	4.0
BIOTECHNOLOGY C105	Biological Technology Skills II	4.0
BIOTECHNOLOGY C110	Overview of Quality Assurance	3.0
Total units		25.0

Building Codes Technology

Certificate of Achievement

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

CORE COURSES REQUIRED

(Students will complete all of the following classes)

BCT C250	Introduction to Building Codes Technology	3.0
BCT C300	Introduction to International Building Code	3.0
BCT C302	California Administrative Code (Title 24)	3.0
BCT C303	Non-Structural Provisions of Building Code	3.0
BCT C305	Framing Requirements of Building Code	3.0
Subtotal		15.0

and choose any concentration from below:

Concentration in Combination Building Inspection

Choose 4 of the following courses:

BCT C304	Concrete Codes	3.0
BCT C306	Electrical Code	3.0
BCT C307	Mechanical Code	3.0
BCT C308	Plumbing Code	3.0
BCT C283	Work Based Learning	3.0
Total elective units		12.0
Total certificate units (Core + Concentration)		27.0



Certificates of Achievement—Not Applicable for A.A. Degree

Concentration in Combination Residential Inspection

Units

Choose 4 of the following courses:

One course may be substituted for Work Based Learning:

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

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

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

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

Total certificate units (Core + Concentration)..... **27.0**

Concentration in Code Professional

Units

Choose 4 of the following courses:

Choose a total of any four courses listed below:

BCT C290	Building Permit Technicians and Counter Operations	3.0
BCT C304	Concrete Codes	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 Codes	3.0
BCT C283	Work Based Learning	3.0

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

Total certificate units (Core + Concentration)..... **27.0**

Concentration in Permit Technician

Units

Choose 4 of the following courses:

BCT C290	Fundamentals of Building Permit Technicians	3.0
BCT C301	Residential/Commercial Blueprint Reading	3.0
BCT C311	International Residential Code	3.0

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

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

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

Total certificate units (Core + Concentration)..... **27.0**

Computer Entertainment^{*} Certificate of Achievement

The Computer Entertainment Certificate consists of concentrations that will prepare an individual to design and administer a website using Industry approved tools. Coastline's Computer Entertainment courses are designed to provide students with the knowledge and hands-on experience needed to provide Web site design, maintenance, and security.

CORE COURSES REQUIRED

Units

(Students will complete all of the following classes)

BC C171	Web Page Design	3.0
DGA C166C	Flash Basics	3.0
BC C171	Web Design/XHTML	3.0
BC C194	Web Accessibility	3.0
BC C203	Managing Web Teams	1.5
BC C207	Web Security	1.5

Subtotal **15.0**

And choose any concentration from below:

Concentration in Web Page Design

Units

Choose all 3 of the following courses:

ART C110	Color and Design	3.0
DGA C116A	Adobe Photoshop 1	3.0
DGA C166A	Dreamweaver Basics	3.0

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

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

Concentration in E-Commerce

Units

Choose all 3 of the following courses:

CST C230	Security Essentials	3.0
BC C197	E-Commerce - Constructing an Online Business	3.0
BC C202	ColdFusion	3.0

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

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

Concentration in Web Site Design

Units

Choose all 3 of the following courses:

BC C103	Cascading Style Sheets	3.0
BC C198	Intro to ASP (Active Server Pages)	3.0
BC C174A	JavaScript for Non-programmers	3.0

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

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

Concentration in Web Design Assistant

Units

Choose all 4 of the following courses:

DGA C166A	Dreamweaver Basics	3.0
BC C198	Intro to ASP (Active Server Pages)	3.0
DGA C166E	Integrating Dreamweaver, Fireworks, and Flash	1.5
CIS C110	Programming with Visual Basic.Net	1.5

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

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

*Pending State Approval.

Certificates of Achievement—Not Applicable for A.A. Degree

Concentration in Informatics		Units
<i>Choose all 3 of the following courses:</i>		
INFORMATICS C102	Concepts in Programming Languages II	3.0
INFORMATICS C111	Software Methods and Tools	3.0
ICS C141	Concepts in Programming Languages I	3.0
Total elective units		9.0
Total certificate units (Core + concentration)		24.0

Concentration in Animation		Units
<i>Choose all 5 of the following courses:</i>		
DGA C110	Animation I	1.5
DGA C111	Animation II	1.5
Art C110	Color and Design: Two Dimensional	3.0
CIS C100	Intro to Business Information Systems	3.0
CIS C110	Programming with Visual Basic.net	1.5
Total elective units		10.5
Total certificate units (Core + concentration)		25.5

*Pending State approval.

Digital Media Foundation Certificate of Achievement Motion Graphic Design

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

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

REQUIRED CORE COURSES		Units
DGA C116A	Adobe Photoshop I	3.0
DGA C118A	Introduction to Illustrator	3.0
DGA C166A	Dreamweaver Basics	3.0
DGA C166C	Flash Basics	3.0
BC C171	Web Design/XHTML	3.0
ART C110	Color and Design	3.0
Total certificate units		18.0

REQUIRED COURSES		Units
DGA C116B	Photoshop II	3.0
DGA C118B	Illustrator II	3.0
DGA C121	Adobe Premiere	3.0
DGA C122	After Effects	3.0
Total certificate units		30.0

Digital Media Foundation Certificate of Achievement Print Design

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

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

REQUIRED CORE COURSES		Units
DGA C116A	Adobe Photoshop I	3.0
DGA C118A	Introduction to Illustrator	3.0
DGA C166A	Dreamweaver Basics	3.0
DGA C166C	Flash Basics	3.0
BC C171	Web Design/XHTML	3.0
ART C110	Color and Design	3.0
Total certificate units		18.0

REQUIRED COURSES		Units
DGA C116B	Photoshop II	3.0
DGA C118B	Illustrator II	3.0
DGA C120	InDesign	3.0
BC C124	Adobe Acrobat	3.0
Total certificate units		30.0

* Revised from the DVC Desktop Publishing Certificate



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, and/or other related occupations. Students will establish a strong foundation in both the technical and artistic aspects of the digital industry.

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

REQUIRED CORE COURSES		Units
DGA C116A	Adobe Photoshop 1	3.0
DGA C118A	Introduction to Illustrator	3.0
DGA C166A	Dreamweaver Basics	3.0
DGA C166C	Flash Basics	3.0
BC C171	Web Design/XHTML	3.0
ART C110	Color and Design	3.0
Total certificate units		18.0

REQUIRED COURSES		Units
DGA C116B	Photoshop II	3.0
DGA C118B	Illustrator II	3.0
BC C103	Cascading Style Sheets	3.0
BC C194	Web Accessibility	3.0
Total certificate units		30.0

Digital Media Foundation 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.

REQUIRED CORE COURSES		Units
BC C171	Web Design/XHTML	3.0
BC C103	Cascading Style Sheets	3.0
BC C194	Web Accessibility	3.0
BC C198	Intro ASP (Active Server Pages)	3.0
BC C174A	JavaScript for Non-programmers	3.0
BC C204	Using SQL	3.0
Total certificate units		18.0

REQUIRED COURSES		Units
BC C200	Active Server Pages II	3.0
BC C174B	Javascript 2	3.0
BC C202	Cold Fusion	3.0
BC C205	PHP and MYSQL	3.0
Total certificate units		30.0

* Revised from the Web Design/Management Certificate

Process Technology Process Technician Fundamentals Certificate of Achievement

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 them, and monitoring.

REQUIRED COURSES		Units
PTEC C110	Introduction to Process Control	3.0
PTEC C113	Process Control I: Equipment	3.0
PTEC C114	Process Control II: Systems	3.0
PTEC C115	Process Control III: Operations	3.0
Total certificate units		12.0

Certificates of Achievement—Not Applicable for A.A. Degree

Process Technology* Process Technician Certificate of Achievement

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

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

Real Estate* Certificate of Achievement

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

CORE COURSES REQUIRED		Units
<i>(Students will complete all of the following classes)</i>		
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 I	3.0
RE C140	Real Estate Finance	3.0
RE C160	Real Property Management	3.0
Subtotal		18.0

and choose any concentration from below:

Concentration in Brokering		Units
<i>Choose 3 of the following courses:</i>		
BUS C110	Legal Business Environment	3.0
RE C105	Mortgage Brokering	3.0
RE C165	Computer Skills for Real Estate	3.0
RE C352	Loan Processing	3.0
RE C356	Loan Underwriting	3.0
Total certificate units		9.0
Total certificate units (Core + concentration)		27.0

Concentration in Lending		Units
<i>Choose 2 of the following courses:</i>		
RE C110	Legal Aspects	3.0
RE C130	Real Estate Appraisal I	3.0
RE C352	Loan Processing	3.0
RE C356	Loan Underwriting	3.0
RE C281-C284	Co-Op Work Experience	1.0-4.0
Total certificate units		6.0
Total certificate units (Core + concentration)		24.0

Concentration in Sales		Units
<i>Choose 1 of the following courses:</i>		
RE C105	Mortgage and Lending	3.0
RE C110	Legal Aspects	3.0
RE C130	Real Estate Appraisal I	3.0
RE C140	Finance	3.0
RE C160	Property Management	3.0
Total certificate units		3.0
Total certificate units (Core + concentration)		21.0

* Pending State Approval.



Certificates of Accomplishment

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.

Digital Media

Animation/Gaming Foundations 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.

COURSES REQUIRED		Units
DGA C110	Animation I	1.5
DGA C111	Animation II	1.5
ART C110A	Color and Design: Two Dimensional	1.5
DGA C166C	Software Topics-Macromedia Flash	3.0
CIS C100	Intro to Business Information Systems	3.0
CIS C110	Programming with Visual Basic.Net	1.5
Total certificate units		12.0

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 A.A. and/or credential but would like to retain paraprofessional status.

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

REQUIRED COURSES

		Units
ED C200	The Teaching Profession (40 hrs fieldwork/tutoring required)	3.5
ED C104	Introduction to Teaching and Learning in Diverse Contemporary Classrooms (10 hrs fieldwork/observations required)	1.0
ED C103	Introduction to Computers in Education: Technology Proficiencies for Teachers I	2.0
ED C180	Family, School, and Community Partnerships (10 hrs fieldwork/observations required)	3.0
PSYCH C115	Child Growth and Development (3.0)	
OR		
PSYCH C118	Transitions Through the Life Span	3.0

ELECTIVE COURSES

Select from the list below: (Students are advised to meet with a counselor or contact the TEACH³ office for assistance in course selection to ensure alignment with students' career goals, educational plans, and /or credential requirements)

ED C101	Tutor Training	0.5
ENGL C143	Children's Literature	3.0
SPED C130	Techniques for Paraprofessionals working With the Developmentally Delayed	1.0
LING C100	Linguistics/Language Acquisition	3.0
MATH C103	Statistics For Elementary Teachers	3.0
MATH C104	Real Numbers for Elementary School Teachers	3.0
MATH C106	Geometry for Elementary School Teachers	3.0
CHEM C105	Chemistry Exploration for Teachers	2.0
HLTH C100	Health Education	3.0
HUM SVC C100	Introduction to Human Services	3.0
FOREIGN LANGUAGE	Spanish, Vietnamese, Arabic, Chinese, Italian, Japanese, Korean, Persian, French, or Sign Language	1.0-5.0

Total certificate units (12.5 required + 5.0 elective) 17.5

Certificates of Accomplishment

Human Services

Certificate of Accomplishment

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

REQUIRED COURSES		Units
HS C100	Introduction to Human Services	3.0
HS/COUNS C101	Helping Theories and Applications	3.0
HS/COUNS C102	Crisis Intervention	3.0
HS C272	Field Practicum	2.0

To be selected from the Program Electives below: 3.0-6.0

Total units **14.0-17.0**

PROGRAM ELECTIVES

HEALTH C100	Health Education	3.0
HS C103	Stress Management	1.5
HS C104	Treatment Issues in Substance Abuse	3.0
GERON C130	Techniques of Working with Frail Elderly	3.0
PSYCH C100	Introduction to Psychology	3.0
PSYCH C115	Child Growth and development	3.0
PSYCH C170	Psychology of Aging	3.0
SOCIO C100	Introduction to Sociology	3.0
SOCIO C110	Marriage and Family	3.0
SOCIO C120	Introduction to Gerontology	3.0
COUN C105	Succeeding in College	3.0

ADDITIONAL ELECTIVES

ANTHRO C150	World Cultures	3.0
COUNS C100	Career/Life Planning	3.0
GERON C120	Professional Issues in Gerontology	3.0

Leadership

Certificate of Accomplishment

The Leadership Certificate recognizes the formal leadership study, participation and student commitment to student government at Coastline Community College, as well as to student government organizations in the local region and the State of California. Students receiving the Leadership Certificate will have developed skills related to evaluating and assessing leadership characteristics and skills, communicating within groups, managing conflict, setting goals, solving problems creatively, facilitating effective decision-making, delegating tasks, inspiring a shared vision, motivating and enabling others, utilizing parliamentary procedures and conducting effective meetings. Employers and four-year transfer institutions often place value upon involvement in student government or other direct leadership development activities.

REQUIRED COURSES		Units
LEADER C140	Leadership Development 1	3.0
LEADER C145	Leadership Development 2	3.0
LEADER C150	Leadership Development 3	3.0
LEADER C155	Leadership Development 4	3.0
Total units	12.0



Certificates of Specialization

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

Business Plan

Certificate of Specialization

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

REQUIRED COURSES		Units
<i>(Students will complete all of the following classes)</i>		
BUS C180	Small Business Plans	2.0
BUS C222	Small Business Operation/Management	3.0
Total required course units		5.0

Cisco Certified Networking Administrator (CCNA)

Certificate of Specialization

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

REQUIRED COURSES		Units
CST C202	Cisco Router Configuration/CCNA2	3.0
CST C203	Cisco Switching/CCNA 3	3.0
CST C204	Cisco WAN Configuration/CCNA4	3.0
Total certificate units		9.0

Cisco Certified Networking Professional (CCNP)

Certificate of Specialization

CST C205-C208 build on the foundational Cisco CCNA courses to provide advanced Cisco certifications. This certificate provides for a four-semester sequence of courses that leads to an advanced Cisco certification (CCNP) that is highly regarded in the computer industry.

REQUIRED COURSES		Units
CST C205	Building Scalable Internetworks	3.0
CST C207	Building Multilayer Switched Networks	3.0
<i>Select from Program Electives below:</i>		3.0
Total units		9.0

PROGRAM ELECTIVES		Units
CST C206	Implementing Secure Converged Wide Area Networks	3.0
CST C208	Optimizing Converged Cisco Networks	3.0

CompTIA Computer Hardware

Certificate of Specialization

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+ Essentials, and Security+.

REQUIRED COURSES		Units
CST C116	A+ Essentials Hardware	3.0
CST C128	Network+ Introduction to Networking	3.0
<i>Select from Program Electives Below</i>		3.0
Total units		9.0

PROGRAM ELECTIVES		Units
CST C153	CompTIA Convergence+	3.0
CST C191	CompTIA Linux+	3.0
CST C230	Security Essentials	3.0

* Revised from the CompTia Computer Support Certificate

Certificates of Specialization

CompTIA Computer Software

Certificate of Specialization

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

REQUIRED COURSES		Units
CST C117	A+ Essentials Software	3.0
CST C230	Security Essentials	3.0
Select from Program Electives Below		4.5
Total units		10.5

PROGRAM ELECTIVES

CST C109	CompTIA Project +	1.5
CST C128	Network+/Introduction to Networking	3.0
CST C153	CompTIA Convergence+	3.0
CST C191	CompTIA Linux+	3.0

*Revised from the CompTIA Computer Support Certificate

Emergency Management

Certificate of Specialization

This certificate will provide a basic understanding of the field of emergency management for employees in the public and private sector. The training will include current NIMS-SEMS-ICS requirements, as well as hands-on practical exercises which will integrate all aspects of the emergency preparedness, mitigation, response, and recovery processes. Students will gain an understanding of the functions of an Emergency Operations Center and its various components, and its relationship to other emergency management organizations.

REQUIRED COURSES		Units
EMGT C100	Preparedness	2.0
EMGT C110	Response	2.0
EMGT C120	Recovery	2.0
EMGT C130	Mitigation	2.0
Total certificate units		8.0

Geographic Information Systems (GIS)

Certificate of Specialization

Geographic Information Systems (GIS) this 11 credit unit certificate is designed for those who need immediate skills to initially enter the geospatial/geographic information systems workplace (GIS) or for those who are already in the field and need to enhance their skills. This certificate will give you background in mapping and spatial analysis capabilities of the ArcView software program.

REQUIRED COURSES		Units
BC C160	Intro to GIS	3.0
BC C166	Intermediate GIS	3.0
BC C167	GIS Cartography/Base Map Development	3.0
BC C282	GIS Internship (Co-Work Experience)	2.0
Total certificate units		11.0

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.

REQUIRED COURSES		Units
<i>(Students will complete all of the following classes)</i>		
BUS C170	Small Business Finance	3.0
BUS C222	Small Business Operation/Management	3.0
Total required course units		6.0

<i>(Students will select one of the following classes)</i>		
BUS C100	Introduction to Business	3.0
BUS C110	Legal Environment of Business	3.0
BUS C120	Personal Financial Planning	3.0
BUS C130	E-Business	3.0
BUS C150	Introduction to Marketing	3.0
Total elective course units		3.0
Total certificate units		9.0



Networking Tools Certificate of Specialization

The courses offered to obtain this certificate will give students the basic skills needed to use various industry requested tools. These tools are from specialized areas and will provide students with hands-on training for each of the tools. The tools have been developed by different vendors and are in wide use in the Networking world.

REQUIRED COURSES		Units
CST C109	CompTIA Project +	2.0
CST C112	Introduction to VMWare	1.0
CST C113	Survey of Virtual Software	2.0
CST C114	Microsoft® Office Visio	2.0
Total units		7.0

LINUX Administration Certificate of Specialization

The courses within the Linux Administration Certificate of Specialization prepare students with Linux and Internet skills. Potential certifications for students taking these classes include CompTIA/Linux +, LTI level 1, 2, and 3, and Novell CLE and CLP.

REQUIRED COURSES		Units
CST C191	CompTIA Linux +	3.0
CST C195	Linux Administration I	3.0
<i>Select from Program Electives below:</i>		3.0
Total certificate units		9.0

PROGRAM ELECTIVES		
CST C196	Advanced Linux Administration	3.0
CST C197	Linux Engineer	3.0
CST C258	Linux Networking & Security	3.0

Network Security Specialist

Certificate of Specialization

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

REQUIRED COURSES		Units
CST C230	Security Essentials	3.0
CST C232	Ethical Hacking	3.0
<i>Select from Program Electives below:</i>		4.5
Total certificate units		10.5

PROGRAM ELECTIVES		
BC C160	Introduction to Geographic Information Systems (GIS)	3.0
CST C237	Cisco ASA and Network Security	1.5
CST C238	Intrusion Detection Systems	1.5
CST C240	Firewall and Access Control Lists	3.0
CST C244	Computer Forensics	1.5
CST C245	Exploring Computer Forensics	3.0
CST C246	Wireless Small Office Home Office Security	1.5
CST C247	Wireless Business Security	1.5
CST C248	Certified Wireless Network Administrator	3.0
CST C252	Cisco Security Virtual Private Networks (VPNs)	1.5
CST C253	Cisco ASA, PIX, and Network Security	3.0
CST C254	Cisco IPS/CCSP	3.0
CST C258	Linux Networking and Security	3.0
CST C259	Advanced Linux Security	3.0
CST C260	Cert Info Sys Security Professional (CISSP)	1.5
CST C271	Become a Security Consultant	1.5

*Revised from the Cyber Security Institute Certificate

Certificates of Specialization

SharePoint Server

Certificate of Specialization

The Microsoft® (MCTS) Certificate of Specialization-SharePoint Server Certificate is designed to give the students the knowledge and skills necessary to understand SharePoint Services including the skills to configure, deploy, monitor, administer, customize, secure, and configure network infrastructure for Windows SharePoint Services. This certificate aligns itself with the Microsoft® Certified Technology Specialist: Windows SharePoint Services Configuration certification.

REQUIRED COURSES		Units
CST C128	Network +/Introduction to Networking	3.0
CST C230	Security Essentials	3.0
CST C161	Installing and Configuring Microsoft® Vista OS	3.0
CST C179	Implementing Microsoft® Office SharePoint Server	1.5
Total certificate units		10.5

Windows Vista

Certificate of Specialization

The Microsoft® (MCTS) Certificate of Specialization-Windows Vista Certificate is designed to give the students the knowledge and skills necessary to understand the functions and features of Windows Vista and to troubleshoot network connectivity and applications issues. This certificate aligns itself with the Microsoft® Certified Technology Specialist: Windows Vista - Configuration certification.

REQUIRED COURSES		Units
CST C128	Network +/Introduction to Networking	3.0
CST C161	Installing and Configuring Microsoft® Vista OS	3.0
CST C177	Configuring Windows Vista Mobile Computing and Applications	1.5
CST C178	Deploying and Maintaining Windows Vista Client 2007 Office Desktop	3.0
Total certificate units		10.5



Career and Technical Education A.A. Degrees

Paralegal Studies—Paralegal Associate Degree

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

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

Students are required to attend a paralegal orientation or a counseling session and complete the English and Math Placement Testing and Group A General Education requirements prior to entering LAW C105, LAW C118, LAW C120, LAW C390AB and/or any major elective with a “LAW” designation. The remaining general education units are to be completed concurrently with the remaining paralegal courses. Students must achieve a grade point average of 2.0 or higher in each paralegal studies course. Students possessing a transferable associate in arts or bachelor degree from a regionally accredited college or university, with official transcripts on file at Coastline, will be awarded a certificate of achievement approved by the American Bar Association upon completion of the 27 units of required paralegal courses. All students are required to demonstrate computer* proficiency (see below).

REQUIRED PARALEGAL COURSES

		Units
LAW C100	Intro to Paralegal Studies	3.0
LAW C127	Legal Procedure 1	3.0
LAW C128	Legal Procedure 2	3.0
LAW C105	Civil Litigation 1	3.0
LAW C118	Legal Analysis & Briefing	3.0
LAW C120	Legal Research	3.0
LAW C122	Computer Assisted Research	1.0
LAW C390AB	Legal Clinic Practicum/Ethics	2.0

To be selected from Electives below 6.0

Paralegal courses subtotal..... 27.0

PROGRAM ELECTIVES

LAW C110	Civil Litigation 2	1.5
LAW C115	Criminal Litigation	1.5
LAW C130	Law Office Management	1.5
LAW C135	Family Law	1.5
LAW C142	Probate/Estate Planning	3.0
LAW C148	Elder Law	1.5
LAW C150	Corporate/Business Organizations	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

GENERAL EDUCATION—Paralegal Program

Students are required to complete at least 18 units in courses numbered 100-299 listed in Groups A to D. (Course work in Group A2 is limited to ENGLISH 100. Course work in Group C1 is limited to ART C100, C101 and/or MUSIC C100. All course work in C2 is acceptable.) In addition, 3 units in Group E are required. Students can meet the general education requirements under Option I, II or III A.A. degree academic plans.

General Education subtotal 21.0

ELECTIVES

* Computer proficiency may be demonstrated by the satisfactory completion of LAW C170, COMPUTER C148A and ENGLISH C108; by completion of similar courses; by transfer credit course work; by workplace substantiation; by Microsoft® Certification; or by other computer industry certification.

**** Electives subtotal..... 12.0**

Total units for A.A. degree program 60.0

**Work-Based Learning experience only applies to these elective units. Earn credit for work you do on the job. Call 1 (714) 241-6209 (Effective Fall 2007)

Career and Technical Education A.A. Degrees

Process Technician * Process Technician Associate Degree

The Process Technology Program is designed to provide students with skills necessary to succeed in the chemical and refining industries. Duties of a process technician include maintaining a safe environment, controlling, monitoring and troubleshooting equipment, analyzing, evaluating and communicating about data and training others while continuing his/her own life-long learning process.

The Process Technology program is committed to serving the community and industry in partnership with a quality, industry-driven curriculum. The program will develop and supply a technically prepared workforce in the Operator profession for the petrochemical industry. In addition to developing technical knowledge regarding plant operations, Process Technology students will develop strong communication and team building skills throughout the program.

Process Technology offers 60 units that prepare students with the skills necessary for employment as a Process Operator. To be eligible for an Associate in Arts degree in Process Technology, students must have 1) completed the prescribed courses listed with an overall grade point average of 2.0 or better, 2) passed each class listed in the prescribed course of study with a grade of "C" or better, 3) met any individually prescribed behavior or remediation-related requirements.

Students who do not already possess an associate in arts or bachelor degree from a regionally accredited college or university must complete an A.A. degree (60 units) as specified below. Process Technician studies course work taken at other institutions, if approved by the Process Technician studies department, can be applied in partial fulfillment of these requirements. Upon completion of this program, students will be awarded an associate in arts degree and a certificate of achievement in Process Technician.

REQUIRED PROCESS TECH COURSES		Units
PTEC C110	Introduction to Process Control	3.0
PTEC C111	Safety, Health and Environment	3.0
PTEC C112	Quality Management	1.5
PTEC C113	Process Control I: Equipment	3.0
PTEC C114	Process Control II: Systems	3.0
PTEC C115	Process Control III: Operations	3.0
PTEC C116	Instrumentation I	3.0
PTEC C117	Instrumentation II	3.0
CIS C100	Intro to Information Systems	3.0
Process Technology Subtotal.....		25.5

GENERAL EDUCATION—Process Technology Program

Students are required to complete at least 18 units in courses numbered 100-299 listed in Groups A to E. Students can meet the general education requirements under Option I, II or III A.A. degree academic plans.

It is recommended that the student meet with a Coastline counselor to develop his/her academic plan.

General Education Subtotal..... 18.0

ELECTIVES	Units
PTEC Work Based Learning C281-C284	1.0-4.0

AND

Choose any other classes totaling 12.5

Total units for A.A. degree program 60.0

For more information for Work-based Learning, call 1 (714) 241-6209.

* Pending State Approval.