

SPRING 2019

INCARCERATED STUDENT GUIDE



COASTLINE
COMMUNITY COLLEGE

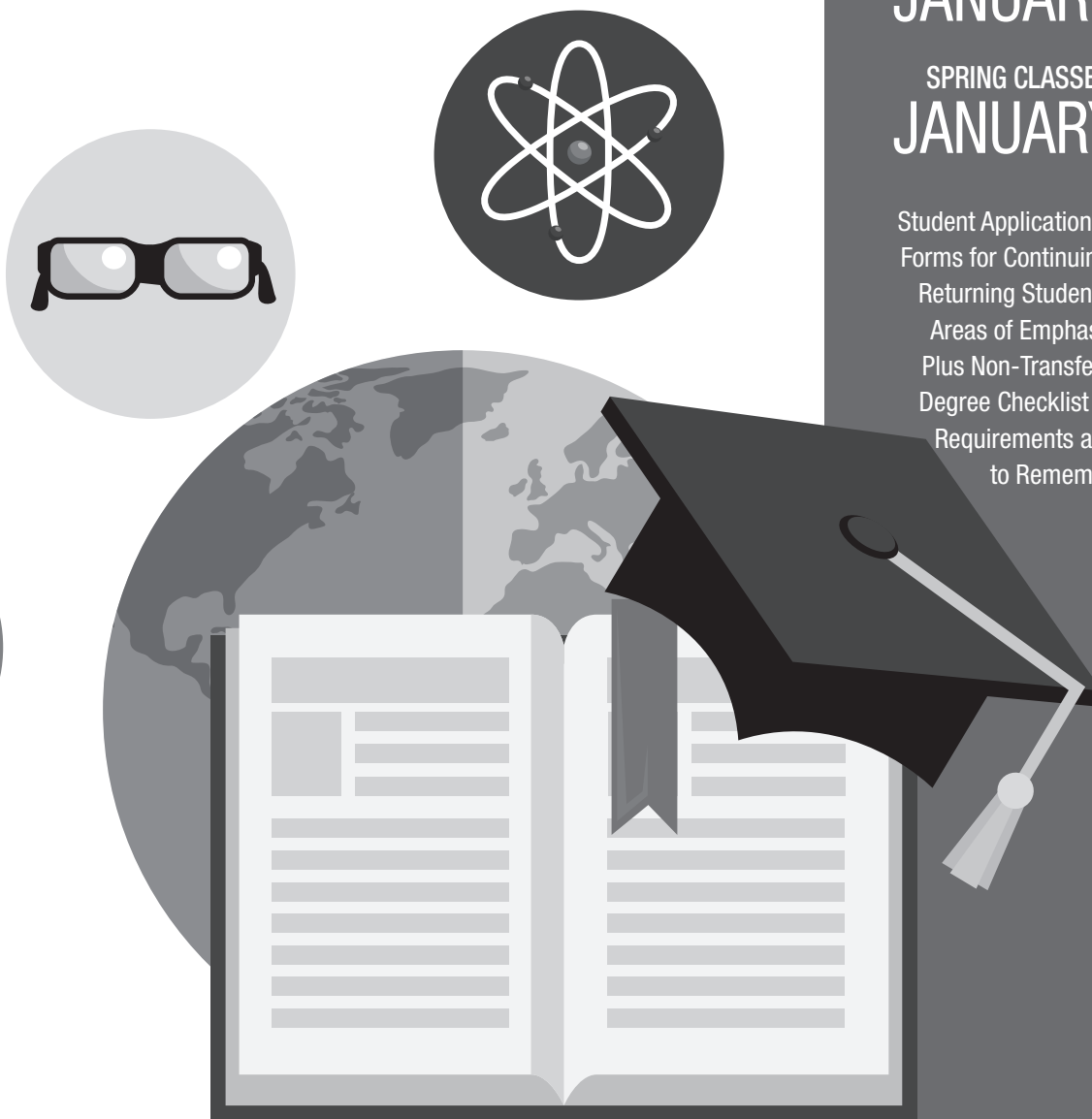
REGISTRATION BEGINS:
NOVEMBER 5th

APPLICATION DEADLINE:
JANUARY 11th

REGISTRATION ENDS:
JANUARY 25th

SPRING CLASSES BEGIN:
JANUARY 28th

Student Application Registration
Forms for Continuing, New, and
Returning Students, Majors/
Areas of Emphasis Guide,
Plus Non-Transfer A.A./A.S.
Degree Checklist Residency
Requirements and Dates
to Remember



Courses/Textbooks

Coastline Bookstore

Orders begin to be processed 4 weeks before the beginning of the term depending on availability. Any orders received before this time period will be placed on hold.

Before placing an order please go to the bookstore website at www.coastlineccbookstore.com for pricing.

Pricing information:

Incarcerated Students are **not** eligible for the Rental or Digital textbook price options through the bookstore.

Used textbooks are subject to availability and will be substituted for new.

For **Trust Checks** it is highly recommended to choose the **new** book price as used textbooks are subject to availability and will be substituted for new. If used textbooks are chosen and are not available the student will be contacted by mail requesting additional funds. This **will** cause a delay in processing the order. Orders could be cancelled if funds are not provided by the first week of the term.

Pricing is subject to change without prior notice. Final pricing is determined once order is processed in store.

Please be advised:

The most current handbooks must be used.

All Distance Learning Scantrons indicated are orange and used only for courses listed in this Guide.

All student handbooks are 'final sale' and are not refundable.

All editions, versions, authors, titles and availability are subject to change without prior notice.

Before enrolling, be sure you are able to view the videos (e.g. DVD's) for the class if videos are required.

Submitting an application does not guarantee enrollment.

Textbooks noted with **one** asterisk (*) are "custom books", and are only available for purchase through the Coastline Bookstore.

Student Handbooks with **two** asterisks (**) include pages, in addition to the Student Learning Contract, that students must fill out and mail to instructors. In these cases, instructors will not accept handwritten copies of these worksheets. So, students need to purchase the Handbook or print out these specific worksheet pages.

We are indicating the estimated maximum of students accepted into the class section(s). The number is assumed to be accurate as of the printing of this Guide but it is an estimate and is subject to change.

Textbook prices available at coastlineccbookstore.com

Pricing is subject to change without prior notice. Final pricing is determined once the order is processed in store.

ANTHROPOLOGY C100 – CULTURAL ANTHROPOLOGY**3.0 units**

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. Graded or Pass/No Pass Option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 130**

CRN/Section #92440

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Haviland	Cultural Anthropology: The Human Challenge	15 th
Req	<input type="checkbox"/>	XanEdu	Anthropology C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

You must choose one of the following optional books to do a report and a second title if you want extra credit.

Opt	<input type="checkbox"/>	Bourgeois	In Search of Respect	2 nd
Opt	<input type="checkbox"/>	Chavez	Shadowed Lives	3 rd
Opt	<input type="checkbox"/>	Turnbull	Mbuti Pygmies	1 st

ANTHROPOLOGY C185 – PHYSICAL ANTHROPOLOGY**3.0 units**

Formerly ANTH C110. The course provides students with an understanding of human evolution and diversity from a biological perspective. Students will explore the central patterns of anatomical, behavioral, and genetic similarities and differences among living primates and humans, in addition to reconstructing the evidence for human evolution found in the fossil record. Graded or Pass/No Pass Option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 130**

CRN/Section #93011

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Jurmain	Essentials of Physical Anthropology	10th
Req	<input type="checkbox"/>	XanEdu	Anthropology C185 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

ASTRONOMY C100 – INTRODUCTION TO ASTRONOMY**3.0 units**

Origin; characteristics; and evolution of the solar system, the stars, the galaxies, and the universe. Historical milestones in the science of astronomy from ancient astronomers to current topics such as dark energy, dark matter, and cosmology. Graded or Pass/No Pass Option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 270**

CRN/Section #92423

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Seeds	Horizons: Exploring the Universe	14 th
Req	<input type="checkbox"/>	XanEdu	Astronomy C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

BIOLOGY C100 - INTRODUCTION TO BIOLOGY**3.0 units**

Biology for non-science majors. A general study of the basic concepts of biology including the human body and the environment. Emphasis on the characteristics of plant and animal life, human body systems, health, genetics, and the interaction of organisms in their environment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 270**

CRN/Section #92426

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Rye	Biology	OpenStax
Req	<input type="checkbox"/>	XanEdu	Biology C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

Textbook prices available at coastlineccbookstore.com

Pricing is subject to change without prior notice. Final pricing is determined once the order is processed in store.

BUSINESS C222 – ENTREPRENEUR & SM BUS OPS/MGT**3.0 units**

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. Graded or Pass/No Pass option. Transfer Credit: CSU. **Estimated maximum number of students accepted into this section: 340**
 CRN/Section #92588 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Hatten	*Small Business Management: Entrepreneurship	6 th
Req	<input type="checkbox"/>	XanEdu	Business C222 Handbook	Spring
Opt	<input type="checkbox"/>	Covey	The 7 Habits of Highly Effective People	25 th
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

COUNSELING C105 – STRATEGIES FOR COLLEGE SUCCESS**3.0 units**

Course 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 successful techniques. Students will develop educational and career plans. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 559**
 CRN/Section #92868 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Downing	On Course, Study Skills Plus Edition	3 rd
Req	<input type="checkbox"/>	XanEdu	**Counseling C105 Handbook	Spring
Req	<input type="checkbox"/>	XanEdu	Assignment Journal Counseling C105	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

ENGLISH C103 – BUSINESS ENGLISH**3.0 units**

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. Graded or Pass/No Pass option. Transfer Credit: CSU **Estimated maximum number of students accepted into EACH section: 45**

CRN/Section #93143	16-wk/January 28	Staff
CRN/Section #93008	16-wk/January 28	Staff
CRN/Section #93129	16-wk/January 28	Staff
CRN/Section #92552	16-wk/January 28	Staff
CRN/Section #93214	16-wk/January 28	Staff
CRN/Section #93213	16-wk/January 28	Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>		Grammar Matters	
Req	<input type="checkbox"/>	XanEdu	English C103 Handbook	Spring
Opt	<input type="checkbox"/>	MW	Merriam-Webster Dictionary	
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

ENGLISH C135 – BUSINESS WRITING**3.0 units**

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. **PREREQUISITE: ENGL C099 with a passing grade, ENGL C103 with a grade of C or better, or qualifying score on the English Placement Test.** Graded or Pass/No Pass option. Transfer Credit: CSU. **Estimated maximum number of students accepted into EACH section: 30**

CRN/Section #93441	16-wk/January 28	Staff
CRN/Section #93442	16-wk/January 28	Staff
CRN/Section #93009	16-wk/January 28	Staff
CRN/Section #92557	16-wk/January 28	Staff
CRN/Section #92553	16-wk/January 28	Staff
CRN/Section #93141	16-wk/January 28	Staff
CRN/Section #92555	16-wk/January 28	Staff
CRN/Section #93215	16-wk/January 28	Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Guffey	Essentials of Business Communication	10th
Req	<input type="checkbox"/>	XanEdu	English C135 Handbook	Spring

Courses/Textbooks

FOODS & NUTRITION C170 - NUTRITION

3.0 units

Scientific concepts of nutrition relating to the functioning of nutrients in basic processes of life. Individual needs, food sources of nutrients, current nutrition issues, scientific principles to analyze and evaluate nutritional information, and diet analysis will be emphasized. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 200**

CRN/Section #92632 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Sizer	Nutrition: Concepts and Controversies	14 th
Req	<input type="checkbox"/>	XanEdu	**Food & Nutrition C170 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (6 @ \$.30)	

GEOLOGY C105 - GENERAL GEOLOGY

3.0 units

Formerly GEOL C100. 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. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: GEOL 100. **Estimated maximum number of students accepted into this section: 200**

CRN/Section #92486 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Renton	Physical Geology, The American Landscape	3 rd
Req	<input type="checkbox"/>	XanEdu	Geology C105 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (3 @ \$.30)	

HEALTH C100 – PERSONAL HEALTH

3.0 units

Examines personal, community, and global health issues and problems. Provides basic information for healthful living, stressing positive health behavior, models of behavior change, 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. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 270**

CRN/Section #92317 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Houseman	Essential Concepts for Healthy Living	7 th
Req	<input type="checkbox"/>	XanEdu	Health C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (2 @ 0.30)	

HISTORY C170 - U.S. HISTORY TO 1876

3.0 units

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. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: HIST 130. **Estimated maximum number of students accepted into this section: 200**

CRN/Section #92334 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Corbet	U.S. History	OpenStax
Req	<input type="checkbox"/>	XanEdu	History C170 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

Textbook prices available at coastlineccbookstore.com

Pricing is subject to change without prior notice. Final pricing is determined once the order is processed in store.

HISTORY C175 - U.S. HISTORY SINCE 1876**3.0 units**

Comprehensive examination of the history of the United States from Reconstruction to the present time. Covers the political, economic, diplomatic, social and cultural aspects of American life. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: HIST 140. **Estimated maximum number of students accepted into this section: 130**

CRN/Section #92339 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Corbet	U.S. History	OpenStax
Req	<input type="checkbox"/>	May	The 9/11 Commission Report w/Related Doc	
Req	<input type="checkbox"/>	XanEdu	History C175 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.30)	

HISTORY C185 – WESTERN CIVILIZATION 2**3.0 units**

A survey of the development of present day Western society from 1550 to the present. Course will emphasize the cultural, and socio-economic changes wrought by the Reformation, the Enlightenment, the Scientific Revolution, industrialization, and imperialism. It will also trace the political evolution of the West by examining a variety of political trends, including liberalism, nationalism, socialism, communism, and fascism. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

CRN/Section #92345 16-wk/January 28 Najera, M.

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Spielvogel	Western Civilization: Volume 2	10 th
Req	<input type="checkbox"/>	XanEdu	History C185 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.30)	

HUMANITIES C110 - HUMANITIES THROUGH THE ARTS**3.0 units**

This course surveys Western Civilization's cultural achievements in music, literature, drama, film, painting, sculpture and architecture. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 115**

CRN/Section #92567 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Martin	Humanities Through the Arts	10 th
Req	<input type="checkbox"/>	XanEdu	Humanities C110 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

MANAGEMENT & SUPERVISION C100 – BUSINESS ORGANIZATION & MANAGEMENT**3.0 units**

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 creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with the increased emphasis on employee participation, and empowerment. Graded or Pass/No Pass option. Transfer Credit: CSU. **Estimated maximum number of students accepted into this section: 340**

CRN/Section #92590 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Plunkett	Meeting & Exceeding Customer Expectations	11 th
Req	<input type="checkbox"/>	XanEdu	Management & Supervision C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (8 @ \$.30)	

Textbooks noted with **one** asterisk (*) are “custom books”, and are only available for purchase through the Coastline Bookstore.

Student Handbooks with **two** asterisks (**) include pages, in addition to the Student Learning Contract, that students must fill out and mail to instructors. In these cases, instructors will not accept handwritten copies of these worksheets. So, students need to purchase the Handbook or print out these specific worksheet pages.

Courses/Textbooks

MARINE SCIENCE C100 - INTRODUCTION TO MARINE SCIENCE

3.0 units

A general study of the marine environment. Examines the chemical, biological, and geological properties of the sea, the sea as a natural resource and its geo-political and economic impact. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 200**

CRN/Section #92877 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Garrison	Oceanography an Invitation to Marine Science	9 th
Req	<input type="checkbox"/>	XanEdu	Marine Science C100 Handbook	Spring
Opt	<input type="checkbox"/>	Curtis	Midterm & Final Audio Review CD	
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

MASS COMMUNICATIONS C100 - INTRODUCTION TO MASS COMMUNICATIONS

3.0 units

Formerly COMM C100. A study and analysis of the major media - newspapers, magazines, radio and television - covering how they function and affect society. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 320**

CRN/Section #92571 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Baran	Intro to Mass Communication: Media Literacy	10 th
Req	<input type="checkbox"/>	XanEdu	Mass Communication C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

MATHEMATICS C030 - INTERMEDIATE ALGEBRA

4.0 units

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. **PREREQUISITE: MATH C010 with a grade of C or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment.** Graded or Pass/No Pass option.

CRN/Section #92675 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Lial	*Intermediate Algebra w/Solutions Manual	12 th
Req	<input type="checkbox"/>	XanEdu	**Math C030 Handbook	Spring

MATHEMATICS C100 – LIBERAL ARTS MATHEMATICS

3.0 units

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. **PREREQUISITE: MATH C030 or C045 with a grade of C or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment.** Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 80**

CRN/Section #93235 16-wk/January 28 Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Bennett	*Using & Understanding Mathematics w/Sol	7 th
Req	<input type="checkbox"/>	XanEdu	**Math C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (8 @ \$.30)	

Textbook prices available at coastlineccbookstore.com

Pricing is subject to change without prior notice. Final pricing is determined once the order is processed in store.

Courses/Textbooks

MATHEMATICS C170 – PRECALCULUS

5.0 units

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. **PREREQUISITE: MATH C120 Trigonometry with a grade of “C” or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment.** Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). **Estimated maximum number of students accepted into this section: 40**

CRN/Section #93029 16-wk/January 28 Staff

R/O	Order	Author	Title	Edition
Req	<input type="checkbox"/>	Sullivan	*Precalculus Concepts through Functions	4th
Req	<input type="checkbox"/>	XanEdu	Math C170 Handbook	Spring
Req	<input type="checkbox"/>	DH	Scientific Calculator TI-30X-IIS	
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (6 @ \$.30)	

MATHEMATICS C180 – CALCULUS 1

5.0 units

This is the 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. **PREREQUISITE: MATH C170 with a grade of C or better; or MATH C120 with a grade of C or better; or achieve a qualifying score on Math placement Test or by Multiple Measures Assessment.** Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). **Estimated maximum number of students accepted into this section: 40**

CRN/SECTION #93023 16-wk/January 28 Staff

R/O	Order	Author	Title	Edition
Req	<input type="checkbox"/>	Strang	*Calculus Volume 1	
Req	<input type="checkbox"/>	XanEdu	Math C180 Handbook	Spring
Req	<input type="checkbox"/>	DH	Scientific Calculator TI-30X-IIS	
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (6 @ \$.30)	

MATHEMATICS C185 – CALCULUS 2

5.0 units

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. **PREREQUISITE: MATH C180 with a grade of C or better.** Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 40**

CRN/SECTION #93197 16-wk/January 28 Staff

R/O	Order	Author	Title	Edition
Req	<input type="checkbox"/>	Strang	*Calculus Volume 2	
Req	<input type="checkbox"/>	XanEdu	Math C185 Handbook	Spring
Req	<input type="checkbox"/>	DH	Scientific Calculator TI-30X-IIS	
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (6 @ \$.30)	

PHILOSOPHY C100 - INTRODUCTION TO PHILOSOPHY

3.0 units

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. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PHIL 100. **Estimated maximum number of students accepted into this section: 180**

CRN/Section #92634 16-wk/January 28 Staff

R/O	Order	Author	Title	Edition
Req	<input type="checkbox"/>	Velasquez	Philosophy: A Text with Readings	13 th
Req	<input type="checkbox"/>	XanEdu	Philosophy C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

PHILOSOPHY C115 - LOGIC AND CRITICAL THINKING**3.0 units**

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. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 230**

CRN/Section #92638

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Moore	Critical Thinking	12 th
Req	<input type="checkbox"/>	XanEdu	Philosophy C115 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

PHILOSOPHY C120 - ETHICS**3.0 units**

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. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. **Estimated maximum number of students accepted into this section: 185**

CRN/Section #92649

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Rachels	The Elements of Moral Philosophy	9 th
Req	<input type="checkbox"/>	XanEdu	Philosophy C120 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

POLITICAL SCIENCE C180 - AMERICAN GOVERNMENT**3.0 units**

Formerly PSCI C100. An introduction to the principles and problems of government, with particular attention to the American political system at all levels. Emphasis is on the human factor in politics and the realities of government at work. This course satisfies the state college requirement on the Constitution of the United States and California state and local government. Graded or Pass/No Pass Option. Transfer Credit: CSU; UC. C-ID: POLS 110. **Estimated maximum number of students accepted into this section: 200**

CRN/Section #92350

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Patterson	We the People	12 th
Req	<input type="checkbox"/>	Scarpelli	California State and Local Government	
Req	<input type="checkbox"/>	XanEdu	Political Science C180 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (2 @ \$.30)	

PSYCHOLOGY C100 - INTRODUCTION TO PSYCHOLOGY**3.0 units**

Fundamentals of human psychology. Using a scientific approach to the study of human behavior, this course examines and integrates physiological, intrapsychic and social/behavioral perspectives on human thought and behavior. Major units include biological bases of behavior, sensation, perception, motivation, learning and memory, maturation and development, personality, and social psychology. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 110. **Estimated maximum number of students accepted into this section: 270**

CRN/Section #92363

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Hockenbury	Discovering Psychology	7 th
Req	<input type="checkbox"/>	XanEdu	Psychology C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

PSYCHOLOGY C116 - CHILD GROWTH AND DEVELOPMENT**3.0 units**

Formerly PSYC C115. Examination of human development from conception through adolescence. Includes the biological, psychological and socio-cultural aspects of the maturation process. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: CDEV 100. **Estimated maximum number of students accepted into this section: 270**

CRN/Section #92367

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Berger	Developing Person (Childhood & Adolescence)	11 th
Req	<input type="checkbox"/>	XanEdu	Psychology C116 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

Courses/Textbooks

PSYCHOLOGY C118 - LIFE SPAN DEVELOPMENT PSYCHOLOGY

3.0 units

Psychological study of human development across the lifespan from prenatal development through childhood, adolescence, adulthood, and dying, paying particular attention to the biological, cognitive, and psychosocial processes. Graded or Pass/No Pass option.

Transfer Credit: CSU; UC. C-ID: PSY 180. **Estimated maximum number of students accepted into this section: 200**

CRN/Section #92369	16-wk/January 28	Staff		
<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Berger	Developing Person (Lifespan)	10 th
Req	<input type="checkbox"/>	XanEdu	Psychology C118 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

PSYCHOLOGY C255 – ABNORMAL PSYCHOLOGY

3.0 units

Formerly PSYC C120. 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. **PREREQUISITE: PSYC C100 with a grade of C or better.** Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 120. **Estimated maximum number of students accepted into this section: 110**

CRN/Section #92373

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Comer	Fundamentals of Abnormal Psychology	8 th
Req	<input type="checkbox"/>	Covey	The 7 Habits of Highly Effective People	25th
Req	<input type="checkbox"/>	XanEdu	**Psychology C255 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

SOCIOLOGY C100 - INTRODUCTION TO SOCIOLOGY

3.0 units

Introduction to the scientific study of human society and social behavior, including analysis of social interrelationships and human group organization, culture, social differentiation, and social institutions. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: SOCI 110. **Estimated maximum number of students accepted into this section: 340**

CRN/Section #92357

16-wk/January 28

Staff

***ACP SOCIOLOGY CUSTOM EDITION REQUIRED BY INSTRUCTOR. NO OTHER VERSIONS WILL BE ACCEPTED.**

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Griffiths	Introduction to Sociology	2nd
Req	<input type="checkbox"/>	XanEdu	Sociology C100 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

SOCIOLOGY C110 – INTRODUCTION TO MARRIAGE AND FAMILY

3.0 units

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. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: SOCI 130. **Estimated maximum number of students accepted into this section: 200**

CRN/Section #92359

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Williams	Marriages and Families	4 th
Req	<input type="checkbox"/>	XanEdu	Sociology C110 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ \$.30)	

SOCIOLOGY C120 - INTRODUCTION TO GERONTOLOGY

3.0 units

A multidisciplinary overview of the biological, psychological, and sociological aspects of the aging process. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). **Estimated maximum number of students accepted into this section: 200**

CRN/Section #92322

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Whitbourne	Adult Development and Aging	6 th
Req	<input type="checkbox"/>	XanEdu	Sociology C120 Handbook	Spring
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (2 @ \$.30)	

SPANISH C180 - ELEMENTARY SPANISH 1**5.0 units**

This course is designed to develop the student's fundamental ability both to 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. **ADVISORY:** Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in SPAN C185. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). **Estimated maximum number of students accepted into this section: 250**

CRN/Section #92506

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	VanPatten	*Elementary Spanish I	
Req	<input type="checkbox"/>	XanEdu	Spanish C180 Handbook	Spring
Req	<input type="checkbox"/>	Coast	Spanish CD's for Workbook (Lessons 1-11)	
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (2 @ \$.30)	

SPANISH C185 - ELEMENTARY SPANISH 2**5.0 units**

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. **PREREQUISITE: SPAN C180 or C180B with a grade of C or better or equivalent competency.** Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: SPAN 110. **Estimated maximum number of students accepted into this section: 45**

CRN/Section #92511

16-wk/January 28

Staff

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	VanPatten	*Elementary Spanish II	
Req	<input type="checkbox"/>	XanEdu	Spanish C185 Handbook	Spring
Req	<input type="checkbox"/>	Coast	Spanish CD's for Workbook (Lessons 12-19)	
Req	<input type="checkbox"/>	Coast	Spanish CD's for Workbook (Lessons 20-26)	
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (15 @ \$.30)	

Textbooks noted with **one** asterisk (*) are "custom books", and are only available for purchase through the Coastline Bookstore.

Student Handbooks with **two** asterisks (**) include pages, in addition to the Student Learning Contract, that students must fill out and mail to instructors. In these cases, instructors will not accept handwritten copies of these worksheets. So, students need to purchase the Handbook or print out these specific worksheet pages.

This page intentionally left blank

Textbook Ordering Instructions

Student Instruction Sheet

We do not accept any textbook mail orders. For security reasons, everything MUST be ordered online by the person placing the order.

These instructions MUST be followed to ensure timely processing.

If any portion of the form is incomplete, the person ordering will not be able to complete the process.

Items that must be sent to the ordering person:

- a) Bookstore Order Form
- b) Course Pages

1. Bookstore Order Form

- a) You MUST complete items 1 & 2 under the Student section.
- b) Complete item 1 by writing the courses you are going to be taking along with the books that you wish to have.
- c) Write the appropriate quantity you wish to have next to each supply item.
- d) Complete item 2 by filling out your personal information. Every line must be filled out. If you would like us to add your proctor's name to the address please notate it. This will ensure timely processing.

2. Course Pages

- a) Check (✓) the textbooks you wish to order on the appropriate course pages.
- b) Make sure that your facility will allow you to order any of the CDs.

The "How to Order: Instructions for those ordering" page will help those who will be ordering the textbooks/supplies for you.

Please do NOT order textbooks until you have received confirmation that you have been enrolled in your class(es).

Please be advised that orders are not processed until 4 weeks prior to the beginning of the term.

Refunds, Exchanges, Buyback and Rental of Books

Refund

1. All student handbooks are non-refundable. Exchanges for incorrectly received books will be accepted (see Exchanges below).
2. The Bookstore can only refund books within the first three weeks of the term. Shipping & handling will not be reimbursed except under special circumstances.
 - a. We will need the original Web Order paperwork or register receipt for proof of purchase.
3. Books ordered after the second week of class will be shipped with the understanding that all the books are non-refundable. Please let those who are ordering for you know this.
4. Orders returned to the bookstore after the three week period (#2) will be shipped back to the person who placed the order. Additional shipping fees for this service will be required.
5. Refund Policy is available to view at the coastlineccbookstore.com website.

Exchanges

1. If you should receive a book by error, please email the bookstore.
 - a. We will need :
 - i. to have the correct name(s) of the book(s) received by mistake;
 - ii. to know what you should have received and/or what is missing;
 - iii. the original Web Order paperwork for proof of purchase (copies will be accepted) and
 - b. If the student/family member ordered the wrong merchandise and is requesting an exchange, the merchandise must be shipped back to the bookstore and the bookstore must receive the merchandise before an exchange can be provided. The student/family member is responsible for additional shipping fees.
 - c. If the bookstore filled the order in error the original shipping fees will be refunded once the merchandise is returned and received by the bookstore.
2. If the proctor can email this information to tm8110@bccollege.com, this will speed the turnaround time.

Buyback

Any Buyback request must be done by a representative of the student (family/friend). Books should be given to the representative. At the website coastlineccbookstore.com there is a tab entitled "Sell your books back for cash". Clicking on the tab will take you to the online buyback site. Find and add the books you would like to sell by entering the ISBN number. There is no guarantee the books will be purchased. If there is an offer for purchase print your packing list and the free pre-paid shipping label that will be sent to you as an email link once you finalize your quote. Pack and send your books free of charge using the pre-paid shipping label. Once your books are received a check will be mailed to you within 3 weeks. Please do not send any buyback request or books to the Coastline Bookstore.

Book Rental

Books for rent are NOT available to Distance Learning students at this time.

How to Order Your Textbooks

Coastline Bookstore will only accept orders online. For security reasons we no longer accept mail orders.

HOW TO ORDER

Instructions for those who are ordering books and supplies for an incarcerated student.

IMPORTANT: PLEASE MAKE SURE ALL FORMS ARE COMPLETED AND FOLLOW ALL DIRECTIONS CAREFULLY, ANY OMISSIONS WILL DELAY YOUR ORDER.

INSTRUCTIONS

The bookstore requires that the incarcerated student sends you this information page, the Bookstore Order Form and the Course page. For the Course page, you should receive only the pages of the course the student is enrolled in.

Once you receive the order form with the student's textbooks and/or general supply requests log on to the coastlineccbookstore.com website. Below are quick start instructions to assist you in placing an order.

*For trust checks/scholarships directions review the trust check/scholarship form

Quick Start Instructions

Go to the coastlineccbookstore.com website

If ordering textbooks and handbooks

- Click on the textbooks tab drop down menu located under the college logo
- Click on Find textbooks
- Click on "Select A Campus" (Coastline Community College)
- Using the down arrow pick the current term
- Enter the Department, Course and CRN (Section)
- Scroll down and click on "Find Materials"

A list of materials will populate

1. Using the drop down arrow in the box to the right click on the price options (please be advised rentals are not available for incarcerated students)
2. View shopping cart when you have completed all your requests,
3. In the shopping cart you can edit and increase amounts by using the edit tab in each box (make sure to use the UPDATE tab after you have edited the order)
4. To add additional textbooks just repeat the same steps
5. Click on the "CHECK OUT" (right side of the screen)

You will be prompted to provide your personal information including shipping information for the student.

**Orders are processed
4 weeks prior to the
beginning of the term
regardless of when
they are received.**

If ordering general supplies (Scantrons)

Go to the coastlineccbookstore.com website

Approved incarcerated supplies are listed on the "Bookstore Order Form". Make sure the student provides the correct description and or item numbers before placing the order.

1. Please confirm with the student that they are authorized to receive specific supplies before ordering.
2. Any supplies not approved will be removed from the order.
3. In the search box (Enter your search details) type in "Incarcerated Approved" a list will populate of supplies that are pre-approved for incarcerated students.
 - Click on the merchandise requested
 - On the left side of "ADD TO CART" enter the amount needed and click on "ADD TO CART"
 - After you add to cart you will be asked if you would like to continue shopping or to view cart
 - Once the order is complete
 - Click on the "CHECK OUT" (right side of the screen)

You will be prompted to provide your personal information including shipping information for the student.

Additional online order information

- Once you have placed your order, you will receive a confirmation email
- If materials have been backordered you receive a notification email
- Once the order is filled and shipped you will receive a email notification with tracking numbers
- A flat rate of \$9.95 is available for shipping and is strongly recommended
- If shipping to a P.O. Box address, DO NOT type P.O., type Box with address when filling in the shipping information online
- Orders are processed **4 weeks** prior to the beginning of a term.
- (Any orders received before this time will be placed on hold)
- Selected pages from the Incarcerated Student Guide are available to view on the website under Incarcerated Students FAQ's

CONTACTING the bookstore

- We do not take orders over the phone.
- Contact number (714) 241-6101 or email tm8110@bncollege.com
During the beginning of the term, return calls can take up to 72 hours to respond. We recommend viewing the Incarcerated FAQ's on the bookstore website before calling. Go to coastlineccbookstore.com click on the Incarcerated Students FAQ's located at the center bottom of the page. Once in the link click "here" (in red) to review Incarcerated Students (ISSS) Online Ordering Guide.

Bookstore Order Form

(FORM USED FOR FAMILY/SPONSORS TO ASSIST WITH PLACING ORDERS ONLINE ON STUDENTS BEHALF)
ORDERS ARE PROCESSED 4 WEEKS PRIOR TO THE BEGINNING OF THE TERM

Student

1. Fill out the following class information: To double verify, you must also send the Course Pages with check marks along with what you write below.

TERM	DEPARTMENT	CLASS	CRN/SECTION #	TITLE OF BOOK(S)
Example: Spring 2017	Math	C008	92657	Pre-Algebra Math 008 Looseleaf

Incarcerated approved items can be found on the coastlineccbookstore.com website.
Enter "incarcerated approved" in the search box located on the right side of the website.

Supplies: Please write quantity in space next to each item needed.

- | | |
|--|---|
| <p>_____ BIC Crystal Pen Black (\$2.48)</p> <p>_____ BIC Crystal Pen Blue (\$2.48)</p> <p>_____ Student Learning Contract -
5 letters/1 stamped envelope (\$2.10)</p> <p>_____ Math C160 Calculator, TI30X IIS Scientific (\$19.98)</p> <p>_____ Mead Wireless 3-subject notebook (\$4.98)</p> | <p>_____ Orange Scantron, F17851 (\$0.30)</p> <p>_____ Oxford Index Cards, 3x5in, Ruled, 100 ct. (\$1.18)</p> <p>_____ Roaring Springs Imprinted
Laminated Portfolio (folder) (\$1.98)</p> <p>_____ Scantron Envelope (\$0.65)</p> <p>_____ Wide-Ruled Filler Paper, 200 ct. (\$5.98)</p> |
|--|---|

2. Fill out the following personal information:

Student Name: _____	CCC Student ID #: _____
Facility/Institution: _____	Incarceration # (IC#): _____
Shipping Address: _____	Housing # (H#): _____
City: _____	State: _____ Zip Code: _____

3. Send this form and the **Course Pages** to the person who will be placing the order.

Person Placing Order

- Go to www.coastlineccbookstore.com to place an order for books and supplies.
- When the order is placed you will receive an email confirming the order request. Once the order is fulfilled, you will receive a second email confirming the order is complete. Orders are shipped after it has been filled depending on the time of day it was processed.**
- It is not recommended to request expedited shipping. An order regardless of the shipping method can take more than two weeks to process once it has arrived at the location site.
- For additional assistance or questions in placing an order online go to www.coastlineccbookstore.com. Click the Incarcerated Students FAQ's and then click the "here" review Incarcerated Students ISSS Online Order Guide tab at the top of the screen.

Orders can only be placed online. Orders placed by phone, fax or mail will not be processed. Trust checks issued by the facility are the only additional form of payment.



INCARCERATED STUDENT EDUCATION SERVICES

11460 Warner Avenue
Fountain Valley, CA 92708-2597
Contact: (714) 241-6315