2017-2018 CATALOG

ACHIEVE!

Skyline COLLEGE
ACHIEVE

PROGRAM & COURSE DESCRIPTIONS

DEGREE & CERTIFICATE REQUIREMENTS

STUDENT INFORMATION, SERVICES & POLICIES

Board of Trustees San Mateo County Community College District

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. The District and its Colleges are governed by a six-member Board of Trustees, five elected at large for four-year terms by county voters and one elected by students in the District for a one-year term.

Regina Stanback Stroud, Ed.D., *President, Skyline College*

Board of Trustees, San Mateo Community College District:

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- **Richard Holober,** *Vice President-Clerk*
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Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an instructional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at skylinecollege.edu/accreditation or www.accjc.org.

Skyline College and the San Mateo County Community College District have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of Skyline College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College and the District. The College and the District further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws.

Use of Photography
Skyline College, a non-profit California Community College, reserves the right to take and use photographs, video and electronic images of students and visitors taken on college property and at college-sponsored events for marketing and promotional purposes.

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Introduction to College

Campus Directory

Main Line (650) 738-4100

For Information About	Ext.	Bldg-Room
Academic Support & Learning Technologies Division	7180	5-5133
Admissions and Records Fax (Admissions and Records)	4251 4200	2-2225
African Diaspora Program	7159	2-2352
ASSC (Student Government)	4327	6-6214
Assessment/Placement Testing	4150	2-2116
ASTEP Learning Community	7037	4-4247
Automotive Technology	4438	8-8208
Bay Area Entrepreneur Center	650-825-6840	Off site
Bookstore	4211	6-6101
Business, Education & Professional Programs Division	4201	8-8305
CalWORKs	4171	2-2211
Career Advancement Academy	7042	1-1311
Career Services Center	4337	1-1219B
Cashier's Office	4101	2-2225
Center for Career & Workforce Programs	7124	1-1311
Center for International Trade Development	7117/7098	2-2352
Center for Transformative Teaching and Learning	7278	1-1311F
Child Development Laboratory Center	7070	Bldg. 14
CIPHER Learning Community	4388	2-2220
Computer Lab, Student Drop-In	4392	5-5200
Cooperative Education Office	4261	1-1210
Cosmetology	4168	4-4230
Counseling	4318	2-2200

For Information About	Ext.	Bldg-Room
Disability Resource Center	4280	5-5132
Distance Education	7147	1-1316
Emergency Medical Technology	4284	7-7108A
English Language Institute (ELI)	7089	1-1218
EOPS/CARE	4139	2-2212
Evening College Office Monday – Thursday, 5:00 to 9:30 pm	4206	2-2225
Financial Aid Fax (Financial Aid)	4236 4425	2-2234
First Year Experience	4147	4-4245
Gallery	4294	1-1308
Global Learning Programs and Services Division	7098	2352
Graphic Arts & Production	7014	5-5118
Guardian Scholars Program	4319	2-2321
Health Services	4270	2-2209
Hermanas/Hermanos Program	4318	2-2239
Honors Transfer Program	7127	5-5101
International Business	7098	2-2352
International Students Program	4430/7179	4-4256
Kababayan Learning Community	4119	4-4246
Kinesiology (Physical Education)/ Athletics/Dance Division	4271	3-3126
Language Arts Division	4202	8-8112
Learning Center, The	4144	5-5100
Library	4311	5-5200
Marketing, Communications & Public Relations	4346	4-4329
Massage Therapy	4168	4-4120
Massage Therapy Spa	4168	4-4110
Medical Assisting	4221	7-7130
MESA Program	4244	7-7309

For Information About	Ext.	Bldg-Room
Network Engineering Technologies	4495	2-2102
Outreach	7166	2-2232
Parking	4199	6-6106
Physical Education (Kinesiology)/ Athletics/Dance Division	4271	3-3126
President's Office	4111	4-4320
Public Safety	4199	6-6106
Puente Learning Community	4146	4-4250
Respiratory Care	4457	7-7219
Retail, Hospitality & Tourism	7124	1-1311
Scholarships	7011	2-2234
Science/Math/Technology Division	4221	7-7130
Skyline View, The (Student Newspaper)	4377	8-8110
Social Science/Creative Arts Division	4121	1-1108
SparkPoint	7035	1-1214
Student Life & Leadership Development, Center for	4275	6-6212
Study Abroad Program	7081/7088	2-2352
Surgical Technology	4470	7-7209
Theater	4154	1-1108
Transcript Information	4462	2-2225
Transfer Center	4232	2-2227
TRiO/SSS	4144	5-5100
Veterans' Certifying Official	4452/4462	2-2225
Veterans Resource Center	7060	2-2350
Vice President of Instruction	4321	4-311A
Vice President of Student Services	4333	4-311B
Wellness	4168	4-4120
Workability III Program	4234	1-1219

Important Dates Calendar for 2017-2018

Summer Session 2017

Date	Description
July 4	Independence Day - Holiday
July 6	Last Day to Apply for AA/AS Degree or Certificate for Summer Award
July 22	Six-Week Summer Session Ends
July 29	Seven-Week Summer Session Ends
August 5	Eight-Week Summer Session Ends Second Five-Week Summer Session Ends
August 10	Summer Grades Available on WebSMART

Fall Semester 2017

Date	Description
August 14, 15	Flex Days - No Classes
August 16	Day and Evening Classes Begin
August 29	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
August 29	Last Day to Add Semester Length Classes
September 2, 3	Declared Recess
September 4	Labor Day - Holiday
September 4	Last Day to Drop Semester Length Classes without Appearing on Record
September 4	Census Due (Faculty)
September 5	Census Day
October 6	Last Day to Apply for Degree/Certificate
October 11	Flex Day - No Classes
November 10	Veterans Day (Observed) - Holiday
November 11, 12	Declared Recess
November 15	Last Day to Withdraw from Semester Length Classes
November 23	Thanksgiving Day - Holiday
November 24-26	Declared Recess
December 10-16	Final Examinations (Day and Evening Classes)
December 16	Day and Evening Classes End

December 22 - January 1, 2018	Winter Recess
January 3, 2018	Fall Grades Available on WebSMART

Spring Semester 2018

Date	Description
January 11, 12	Flex Days - No Classes
January 13, 14	Declared Recess
January 15	Martin Luther King Jr. Day - Holiday
January 16	Day and Evening Classes Begin
January 29	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
January 29	Last Day to Add Semester Length Classes
February 4	Last Day to Drop Semester Length Classes without Appearing on Record
February 4	Census Due (Faculty)
February 5	Census Day
February 16	Lincoln's Birthday - Holiday
February 17, 18	Declared Recess
February 19	President's Day - Holiday
March 2	Last Day to Apply for Degree/Certificate
March 8	Flex Day - No Classes
March 25-31	Spring Recess
April 26	Last Day to Withdraw from Semester Length Classes
May 10	Student Scholarship and Award Ceremony (Tentative)
May 19-25	Final Examinations (Day and Evening Classes)
May 25	Commencement Ceremony
May 26, 27	Declared Recess
May 28	Memorial Day - Holiday

Tentative Summer Session 2018

Date	Description
July 11 - July 21	Six-Week Summer Session
June 11 - July 28	Seven-Week Summer Session

June 11 - August 4	Eight-Week Summer Session
July 4	Independence Day - Holiday

President's Message

Welcome to Skyline College

Transformational opportunities are all around us at Skyline College. Every day this campus community takes our future into our own hands by making a very conscious choice to achieve more – to transform ourselves, our points of view, the world around us.

We look for transformational opportunities across every aspect of our campus community, and we act upon them wherever and whenever we can.

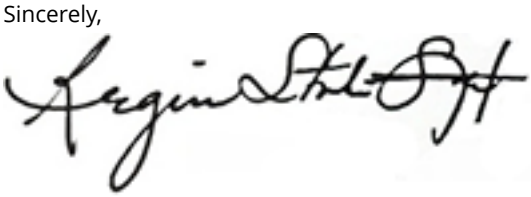
It's this commitment to forward-looking change that drives us to put students first, and increase equity and access to higher education.

We know that completing college is the most significant step a person can take to improve their life circumstances. And we believe students should be able to easily apply to college without being confused by the process. They should be able to access the resources they need to succeed, be it financial aid, tutoring, counseling, career services and more. And they should be able to navigate their pathway to their educational goal efficiently, so that they can go out into the world and make their mark.

I firmly believe that educators and students should never surrender to the status quo. That's why at Skyline College we wholeheartedly embrace transformation.

I urge you to embrace it too, and together we can empower and transform the world around us.

Sincerely,



Regina Stanback Stroud
Ed.D.
President

Skyline College

Skyline College is one of three comprehensive community colleges within the San Mateo County Community College District. The District also includes Cañada College in Redwood City, and the College of San Mateo.

Opened in 1969, Skyline College is located just south of San Francisco in San Bruno on a site overlooking the Pacific Ocean. The College serves a diverse population, drawing a wide ethnic and socio-economic range of local and international students to its dynamic campus.

Skyline College is committed to developing culturally rich and globally informed educational opportunities for an annual population of over 17,000 students.

Students can choose from more than 100 degree and certificate programs to achieve their educational goals in an affordable and supportive environment. Key transfer agreements set with a wide range of public and private colleges including UC Berkeley, UCLA, UC Davis and San Francisco State University make Skyline College a top destination for students hoping to transfer to a four-year college or university.

Skyline College is also committed to preparing a highly skilled workforce and has been recognized nationally for its efforts. Skyline College and the Workforce Investment Board (WIB) have worked with Genentech and other biotechnology companies to place workers trained by the college in jobs formerly limited to those with four-year degrees.

Our College mission to empower and transform a global community of learners informs our campus-wide "Call to Consciousness" that highlights the value of examining everything we do through the lens of social justice, both as educators and as students. Educators at Skyline College are committed to a culture of inquiry and innovation that continually surfaces new ways of enhancing academic excellence through campus diversity and equity.

The College brings together complementary student success resources within academic divisions to provide excellent educational programs, state-of-the-art technology, and integrated services and instruction that strive to seamlessly blend education with the resources that enhance it.

The Mission-Vision-Values (MVV) Of Skyline College

Mission Statement

To empower and transform a global community of learners.

Vision Statement

Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

Values Statement

Education is the foundation of our democratic society. Thus:

Social Justice: We are committed to a comprehensive diversity framework that promotes social justice throughout all policies, procedures, and practices of the College.

Campus Climate: We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparedness, socio-economic status, gender, gender expression, sexual orientation, cultural, religious, or ethnic background, or disability status. We are committed to providing students with open access to programs and responsive student services both in person and online that enable them to advance steadily toward their goals.

Student Success and Equity: We value students' success in achieving their goals, on-time, and strengthening their voices as they transform their lives through their educational experience. We aim to close gaps that result in inequitable outcomes by ensuring that each student has the opportunity to succeed.

Academic Excellence: We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through career technical education programs and certificates, Associate of Arts and Associate of Science degrees, a baccalaureate degree, basic skills development, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curricula and well-equipped programs that include new and emerging areas of study. We are dedicated to an educational climate that values creativity, innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for community including business, industry, labor, non-profits, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

Participatory Governance: We value just, fair, inclusive, and well understood, transparent governance processes based upon open and honest communication.

Sustainability: We value an institutional culture that represents a strong commitment to environmental sustainability and justice. We are committed to the tenets of sustainability "To meet present needs without compromising the ability of future generations to meet their needs."

General Information College Goals

1. Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs, and services to lead the San Francisco Bay region in transferring students, awarding degrees and certificates and reflecting social and educational equity.
2. Enhance institutional effectiveness in planning and decision-making processes through cooperative leadership, effective communication and participatory governance.
3. Fulfill the college's role as a leading academic and cultural center for the community.
4. Provide human, physical, technological and financial resources to assure excellent educational programs and student services in order to support students in attaining their educational goals and improve institutional effectiveness.
5. Recruit, retain and support a world-class faculty, staff and administration that is committed to ongoing improvement through access to opportunities for professional growth and advancement.
6. Play a central role in the preparation of the region's workforce and expand networks and partnerships with businesses, the community and non-profit organizations.
7. Establish and maintain fiscal stability and alignment of programs and services to the core Mission – Vision – Values of the college.
8. Internationalize the educational experience by enriching the college with a diverse community of learners representing the collective resources of humanity and engaging in a vibrant dialogue that engenders an understanding of others.

Diversity Is Valued At Skyline College

Diversity is valued at Skyline College. Skyline College, through its 'student-first philosophy,' values diversity as demonstrated through its institutional values and commitment to social justice and educational equity. The College is committed to mutual respect between all constituencies and availability of quality educational programs and services for every member of our community regardless of level of preparation, socioeconomic status, cultural, religious or ethnic background, or disability. The institutional culture creates opportunities for engagement through fair, inclusive, and transparent processes based on an open and honest collegial environment. Hence, the foundation of our mission, vision and values statements, To empower and transform a global community of learners.

Institutional Student Learning Outcomes

Upon completing an A.A./A.S. degree and/or transfer preparation, students will show evidence of ability in the following core competency areas:

1. **Critical Thinking:**
   Students will be able to demonstrate critical thinking skills in problem solving across the disciplines and in daily life.
2. **Effective Communication:**
   Students will be able to communicate and comprehend effectively.
3. **Citizenship:**
   Students will be able to use knowledge acquired from their experiences at this college to be ethically responsible, culturally proficient citizens, informed and involved in civic affairs locally, nationally, and globally.
4. **Information Literacy:**
   Students will be able to demonstrate skills central to information literacy.
5. **Lifelong Wellness:**
   Students will be able to demonstrate an understanding of lifelong wellness through physical fitness and personal development.

San Mateo County Community College District Mission Statement

Preamble

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness, and realize their individual potential. The District actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

SMCCCD Mission

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the

Colleges of the San Mateo County Community College District will fulfill the following mission with excellence:

1. Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
2. Provide lower division programs to enable students to transfer to baccalaureate institutions; and
3. Provide career and technical education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
4. Provide basic skills education in language and computational skills required for successful completion of educational goals; and
5. Provide a range of student services to assist students in attaining their educational and career goals; and
6. Provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community; and
7. Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and
8. Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Participatory governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes, and develops its resources to achieve maximum effectiveness, efficiency, equity, and accountability.

The Mission is evaluated and revised on a regular basis.

Statement On Academic Freedom

Per Board Policy 6.35, Skyline College and the San Mateo County Community College District are dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the rights enjoyed by faculty under the California and United States Constitutions. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

Accreditation

Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The Office of Private Postsecondary Education also approves Skyline College to offer courses to U.S. Veterans for collection of veterans' benefits. The accreditation reports and approval are available for review at **http://skylinecollege.edu/accreditation/index.php**.

Gainful Employment

Licensure Eligibility Requirements

Data on Gainful Employment and Licensure Eligibility Requirements are available on the Planning, Research and Institutional Effectiveness website at **http://www.skylinecollege.edu/generalinformation/gainfulemployment.php.**

How to Enroll

Admission Requirements

Admission to Skyline College is governed by the laws of the State and supplementary regulations, as have been prescribed by the Board of Trustees.

The following persons are eligible to enroll in Skyline College:

- Any high school graduate, OR
- Any person possessing a GED or a California high school proficiency certificate, OR
- Any person 18 years of age or older who may benefit from instruction, OR
- A high school student with special approval.

The Admissions and Records staff has identified the following Student Learning Outcomes for the various services provided by the Office of Admissions and Records:

1. High School Concurrent Enrollment Admission: High school students in the Concurrent Enrollment Program will be able to successfully complete the admissions process.
2. Resolving Registration Hurdles: Students are able to successfully navigate and resolve registration conflicts.
3. Degree/Certificate Self-Evaluation: Students will be able to self-assess their degree/certificate progress.

Admission Procedures

Once an admission application is completed, students are defined by the following groups:

New Students: Are those who meet at least one of the admission requirements and must complete the core services of orientation, assessment process, and counseling meeting prior to registration. See the *Five Steps to Successful Enrollment* . New students should bring a copy of transcripts (whether from high school or from another college attended) to the counseling appointment.

Former (Returning) Students: Former students are those who have had a lapse of at least two semesters (excluding summer semester) between enrollment periods. Former students will reapply for admission by updating their online OpenCCC account.

Students with a Disability: Contact the Disability Resource Center at (650) 738-4280 for information about accommodations available on campus. Submit an application for services. See "Disability Resource Center" in the Student Resources section.

Concurrent Students: Concurrent students shall provide a College Connection Concurrent Enrollment Course Request Form with parent and high school designee signatures certifying approval of college courses to the Admission and Records office. Concurrent students must submit this form every semester.

International Students: Submit an Admission Application and other documents as requested. Find more information on applying as an international student at the International Student website.

Non Resident Students: Students who have not been California residents for a full year before the opening day of a term should see "Residence Requirements for Admission" for more information about residency criteria and/or a change in status.

Transfer Students: Submit official transcripts from other colleges you have attended to Admissions & Records office. Meet with a counselor to determine completion of prerequisites and/or graduation requirements.

Veterans: Submit form DD-214 to Office of Admissions & Records along with transcripts from all previous colleges attended. The process to apply for and certify VA Educational Benefits is outlined at www.skylinecollege.edu/veterans.

Admission Special Programs

Special programs require an additional application as a supplement to the College Admissions Application. Each special program has an application deadline date. Admission and program applications, as well as program information, are available online at www.skylinecollege.edu/apply from the department website.

Automotive Technology: The DAY Automotive Technology Program is by special application only. No application is required for evening or weekend classes.

Cosmetology: Find more information on applying to the Cosmetology program at www.skylinecollege.edu/cosmetology/admissions.php.

Honors Transfer Program: Students are encouraged to apply for the program at www.skylinecollege.edu/honorstransfer/.

Respiratory Care: One class of students begins each year. Applications are due in spring for the Fall Semester. Find more information on applying to the Respiratory Therapy program at www.skylinecollege.edu/respiratorycare/.

Surgical Technology: This is a one year program that includes hospital rotations. Applications are due in spring for the Summer Session. Find more information on applying to the Surgical Technology program at www.skylinecollege.edu/surgicaltech/application.php.

Varsity Athletics: A student must adhere to the California Community College Constitution and Bylaws and Coast Conference eligibility rules and regulations. Contact the Kinesiology, Athletics and Dance Division to complete an eligibility form.

Concurrent High School Students

College Connection Concurrent Enrollment Program High school students may be admitted to courses when their high school schedule permits attendance and when there is reasonable expectation of success in the courses.

Students attending high school may register concurrently for Skyline College classes. Interested students must submit an online application and a Course Request Form.

Applications are available at skylinecollege.edu/outreach/concurrentenrollment.php.

Requirements for admission are as follows:

1. Enrolled in high school.
2. High school academic grade point average of 2.0, a C, is recommended.
3. Parent/guardian permission to enroll.
4. Principal or designee s permission to enroll.

Cost for concurrent enrollment:

1. No enrollment or Student Representation fees are charged for students who are registered for less than 11 units. The Student Union fee (Fall and Spring Semesters only) of $1 per unit ($5 maximum per semester) and the Health fee are waived. All fees are charged for full-time enrollment (11 or more units).
2. Parking fees must be paid if parking a vehicle on campus.
3. Materials fees, if required for a course.

Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain programs.

High school students will be admitted only into courses that have space available. The final decision for admission of any student to any class rests with Skyline College. The student will be required to fulfill necessary prerequisites for courses.

Students participating in the Concurrent Enrollment Program will receive college credit for all coursework completed. Students may request that a transcript of college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

International Students

The goal of the International Student Program is to provide educational opportunities for international students and to promote international understanding on campus and in the community.

The following regulations govern the admission of F-1 Visa students to Skyline College:

1. Have the ability to pay international student tuition, application, enrollment and health fees. The Skyline College Class Schedule provides the current list of required fees.
2. Complete a full course of study (a minimum of 12 units each Fall and Spring semester). In accordance with SEVIS regulations, failure to do so will cause a student to be reported as out of status.
3. Meet criteria for admission:
    a. Submit a completed International Student Application.
    b. Demonstrate English proficiency with a minimum TOEFL score of 480 paper based, 56 internet based, or IELTS of 5.5. Skyline College does not issue an I-20 for English as a Second Language study.
    c. Must have earned the equivalent of an American high school diploma. The student must submit official academic records. Foreign language documents must be accompanied by a certified English translation.
    d. Must offer evidence of financial responsibility. Certification of Parent, Self, or Sponsor support is required. Official bank statements must be translated into English.
    e. Submit original or certified copies of transcripts of any college coursework completed. Foreign language transcripts must be accompanied by a certified English translation. Approved foreign transcript evaluation services are:

    International Education Research, Inc.
    P.O. Box 3665
    Culver City, CA 90231-3665 Phone: (310) 258-9451
    Fax: (310) 342-7086

    World Education Service Bowling Green Station
    P.O. Box 5087
    New York, NY 10274-5087 Phone: (212) 966-6311
    Fax: (212) 739-6100

    Academic Credentials Evaluation Institute
    P.O. Box 6908

Beverly Hills, CA 90212 Phone: (310) 275-3530
Fax: (310) 275-3528

f. Applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Skyline College admission requirements and is in status with U.S. Immigration and Citizenship Services.

4. Meet academic standards requirements.
5. Observe College rules and regulations.
6. Enroll in a medical health insurance plan provided by a private carrier through the San Mateo County Community College District.
7. Comply with U.S. Federal Code, Department of Homeland Security (DHS), and Citizenship and Immigration Services (CIS) regulations that pertain to F-1 Visa students.
8. Please refer to www.skylinecollege.edu/international for more information.

F-1 Visa Concurrent Enrollment

Students enrolled full time at another institution from which they have a valid I-20 are permitted to enroll at Skyline College on a part-time basis. Enrollment may not exceed two classes or total more than six units. F-1 Visa students must pay all appropriate fees. A permission letter from the home school is required for every semester of attendance.

The International Student Program faculty and staff have identified the following Student Learning Outcomes for the various services provided by the International Student Program:

1. Students will know how to matriculate to a university.
2. Demonstrate understanding of the American higher education system.

Residency Requirements

Residency determination is made for each student at the time the application for admission is received. An application must be submitted by new and returning students (did not attend for two consecutive semesters). The burden is on the student to demonstrate clearly, with proof, both physical presence in California and intent to establish California residence. California Education Code, Sections 68000-70902.

Rules of Residency Adults over 19 years of age:

A student over 19 years of age may establish California residency by meeting the following criteria:

1. Verification of physical presence in California one year and one day prior to the day before the start of the semester. Residence is determined by actions and intent. The one-year period begins when a person is **not only present** in California but **also** has demonstrated clear intent to become a permanent resident of California.
2. Intent to make California a permanent place of residence can be verified by the following actions:

1. live in California for two consecutive years
2. own residential property or continuously occupy rented or leased property in California
3. register to vote and vote in California
4. licensing from California for professional practice
5. hold active membership in service or social clubs
6. show California as a home address on California State and Federal Tax forms
7. spouse, children, or other close relative reside in California
8. pay California State tax as a resident
9. possess a California driver's license
10. possess California motor vehicle license plates and registration
11. maintain California as the home of record on Leave and Earnings statement while in the armed forces
12. establish and maintain active California bank accounts
13. petition for divorce as a resident of California.

3. Conduct inconsistent with a claim of California residency includes but is not limited to:

1. maintaining voter registration in another state
2. attending an out-of-state institution as a resident of that state
3. declaring non-residence for California State income tax purposes
4. renewing a driver's license and/or registering a vehicle in another state during the time period for which California residency is claimed

Rules of Residency – Minors 18 years of age or under:

1. A married student under 18 years of age may establish residency in the same manner as an adult.
2. An unmarried student under 18 years of age derives residency from the parent with whom he/she last resided. The student may be classified as a resident if the parent with whom he/she last resided has been a legal resident of California for more than one year immediately preceding the semester of admission.

Resident Classification: A student is entitled to resident classification under the following circumstances:

1. Student has been present in California for more than one year prior to the semester of admission and has been entirely self-supporting for that time and met the residency requirements.
2. Student is a permanent resident alien over 18 years of age and has resided in California as a

permanent resident more than one year prior to the semester of admission.
3. Student is a permanent resident alien under 18 years of age and has resided with parent(s) who has been a permanent resident(s) more than one year prior to the semester of admission.
4. Student is a full-time employee of a public school district or state agency.
5. Student is an apprentice and provides evidence of such apprenticeship status.
6. Student earns livelihood primarily by performing agricultural labor for hire in California for at least two months per year in each of the two years preceding the semester of admission.
7. Student lived with parent(s) who is (are) agricultural laborer(s) as specified in number 6 above and is claimed as a tax dependent.
8. Minor student has been under continuous care and control of adult(s), not a parent, for more than two years prior to the semester of admission. Such adult(s) must have been California resident(s) during the most recent year.

Exceptions: A student is entitled to resident classification for the minimum time necessary to become a resident if the following circumstances apply:

1. A minor student in continuous attendance, whose parents had established California residence (for one year), and who left the state may be classified as a resident until he/she has attained the age of 18 years and may achieve residency on his/ her own.
2. A student is on active duty in the military service, stationed in California, and has not been assigned to California for educational purposes.
3. Meets criteria as a foster youth.
4. A student who is a dependent child (i.e., natural, adopted, or step) or spouse of an active military service person stationed in California is given resident classification for the minimum time necessary to become a resident.
5. A student is a full-time employee, or child or spouse of a full-time employee, of an educational institution or any California State Agency may be entitled to resident classification until he/she has resided in California the minimum time necessary to establish residency.

Non-Resident Determination

A student classified as a non-resident will be required to pay tuition at the time of enrollment. Non-immigrants precluded by the Immigration and Nationality Act from establishing residency in the United States include, but may not be limited to, those with B-1, B-2, C, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2,P-3, P-4, Q, TN and TD visas and their dependents. Any student not holding a valid visa is precluded from establishing California residence. Non-immigrants who are not precluded from establishing residence solely on the basis of their status as aliens may be classified as residents if they meet the requirements of State law. Information regarding Nonresident tuition fees and refunds may be found in the Fees/Refund Policy section of this Catalog.

Incorrect Classification: Nonresident students enrolled without payment of fees because of falsification of information shall be excluded from classes upon notification pending payment of fees. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred tuition obligations are paid.

If a student is erroneously determined to be a nonresident and a tuition fee has been paid, the fee is fully refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid.

Reclassification: Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Office of Admissions and Records.

Participation as a member of a varsity athletic team does not qualify a non-resident student for resident status.

Limitation of Residency Rules: If this summary of rules regarding residency determination does not provide a complete explanation, contact the Office of Admissions and Records. Students should also note that changes may have been made in the statutes and in the regulations between the time this statement is published and the beginning of the semester for which they are applying.

Non-Resident Tuition Exemption

Tuition exemption forms are available in the Admissions and Records Office for students who wish to be considered for this exemption under State Law AB540.

1. Any nonresident AB540 student, other than a nonimmigrant alien, who meets all of the following requirements, to be exempt from paying nonresident tuition at a California Community College must file a Dream Act Application if:
1. The student must have attended a high school (public or private) in California for three or more years.
2. The student must have graduated from a California high school or attained the equivalent (e.g., passed the GED or California High School Proficiency Exam).

3. The student must be registered at or enrolled in an accredited California institution of higher education.
4. An alien student who is without lawful immigration status must file an affidavit with the college that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
2. Any student seeking an exemption shall complete a self-attestation form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption. The student may be required to pro- vide documentation for the information provided on the self-attestation to verify eligibility for an exemption. All nonpublic student information shall be confidential and shall not be disclosed unless required by law.
3. A student seeking this tuition exemption has the bur- den of providing evidence of compliance with the requirements of this section.
4. Nothing in this statute modifies eligibility standards for any form of student financial aid.
5. Nothing in this statute authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

Veterans Admission & Services

Veterans and Veterans' Dependents

Welcome Veterans!

Skyline College offers instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons. The college assists students who are working toward an AA/AS degree, or certain transfer programs, with certification of benefits under the Montgomery GI Bill, Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), Chapter 1606 (Selected Reserve), 1607, REAP, VRAP, and the Post-9/11 GI Bill, Chapter 33. All Veterans, except those under Chapters 31 and 33, pay for their own college fees, books and supplies. Veterans who have previously attended college must file official copies of all college transcripts with the Office of Admissions and Records.

Visit skylinecollege.edu/veterans and click on Educational Benefits or stop by the Veterans Resource Center (2-350) to learn about applying for VA Educational Benefits and the certification process. Veterans may check the status of VA Educational Benefits at www.ebenefits.va.gov.

The State of California provides a program for the children of veterans who are deceased or disabled from service connected causes. Applications and eligibility criteria are available at www.va.gov or from the San Mateo County Veterans Service Office, 550 Quarry Road, San Carlos, CA 94070, (650) 802-6598.

College policy regarding Academic Probation applies to all students. Student veterans placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following two semesters or the College is required to report a termination of the veteran's benefits due to unsatisfactory academic progress (as defined by the Department of Veterans Affairs). More information is available from the Veterans' Certifying Official.

Veterans Resource Center (VRC)

The Skyline College Veterans Resource Center (VRC) is located in Building 2, 3rd Floor, Room 2-350 and provides a respite from the college atmosphere. The VRC Staff is available to connect veterans and dependents to information on appropriate campus and community services, assist with access to educational benefits and help support a successful transition to college life. The center is dedicated to ensuring that a strong veteran community flourishes on campus and promoting superb support services for personal growth, development, and educational success. For further information visit the website at www.skylinecollege.edu/veterans/.

Military Service Credit

A veteran is defined as an honorably discharged member of the United States Armed Forces who was on active duty for one year or longer. With appropriate separation or discharge papers, veterans may have (1) the Physical Education requirement waived and (2) be granted six units of elective credit toward the Associate Degree.

Veterans may receive credit for military service schools toward the Associate in Arts/Science degree requirements upon presentation of proof to the Office of Admissions and Records. Units of credit for military service (6 units) and military service schools (to a maximum of 14 units) will be recorded and annotated on the student's academic record.

For further information, contact the Office of Admissions and Records, (650) 738-4336.

Military Withdrawal

Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course if the withdrawal occurs after the period during which no notation is made for withdrawals on the student's record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request a refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

5 Steps to Enrollment

You must complete the five enrollment steps before you register for classes if you selected one of the following educational goals on your application:

- Obtain an Associate Degree or Certificate
- Transfer to a university to complete a Bachelor's degree
- Improve your English, reading or math skills
- Discover career interests or prepare for a new career
- Undecided about your major

STEP 1: Apply for Admission/Financial Aid

Admissions & Records, Building 2, (650) 738-4251

- Complete the *Application for Admission* online at **www.skylinecollege.edu/admissions/apply.php**.
- Once your application has been processed, you will receive an email confirmation, containing your ID and PIN for access to the WebSmart student portal.
- All New students are required to complete Steps 2-5. Former students may not have to complete steps 2 and 3.

Financial Aid, Building 2, (650) 738-4236

- Apply for all types of financial aid at **www.fafsa.gov**.

STEP 2: Complete Orientation

Counseling Center, Building 2, (650) 738-4318

Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals. Find more information on orientation at **www.skylinecollege.edu/counseling/orientation.php**.

STEP 3: Take Placement Tests

Assessment Center, Building 2, (650) 738-4150

Placement tests assess your current skill in reading, sentence skills, and mathematics. The results of the tests are used to determine appropriate English and math courses that you may take.

Students may be eligible for alternate placement using high school transcripts and/or tests. Refer to **www.skylinecollege.edu/placement/** for more information on Alternate Placement and on scheduling your assessment.

STEP 4: Meet with a Counselor

Counseling Center, Building 2, (650) 738-4318

During the counseling session, a counselor will discuss your placement results and help you select appropriate courses for the coming semester based on your educational and career goals and develop your Student Educational Plan (SEP). Find more information on counseling at Skyline College at **www.skylinecollege.edu/counseling/**.

STEP 5: Register for Classes/Pay Fees

- Access your WebSMART student account for the following services:
- register for classes and pay fees
- access your student email – my.smccd.edu
- purchase parking permit

5 Steps to Enrollment

1. **COLLEGE ONLINE APPLICATION**
   ALL new or former students applying to Skyline College must complete an online application in order to enroll in classes. Applications may be submitted online through Open CCC at **www.cccapply.org**. Upon completion of application. A User ID and a Personal Identification Number (PIN) are issued which allow access to WebSMART.
2. **NEW STUDENT ORIENTATION**
   Skyline College offers both in-person and online orientation to new students. New students are provided information about Orientation after completing their application. The procedure to sign up for either Orientation option is listed in the class schedule. Both orientations cover important college policies and procedures, specific information about certificate, degree and transfer goals, and useful resources that help students be successful in achieving their goals. Orientation is taught by Skyline College counselors, and each student will be provided with a student educational plan based on their intended educational goal and/or major shortly after completing the Orientation.

   For more information, please visit: **http://www.skylinecollege.edu/orientation/**
3. **ASSESSMENT AND PLACEMENT TESTS**
   The placement tests measures a student's abilities in English, English for Speakers of Other Languages (ESOL) and math. Placement test results are one of the criteria used to guide students and their counselor with course selection and specialized support services. Tests are computerized and are administered through the Assessment Center.

   For more information, please visit: **http://www.skylinecollege.edu/placement/index.php**

   Students must allow enough time to complete the appropriate assessment(s):

   - English or ESOL and Math test together: 3 hrs.
   - English or ESOL only: allow for 1.5 hrs.
   - Math only: allow for 1.5 hrs.

   New students may be eligible for Alternate Placements. Alternate Placements allow students to be evaluated for college-level English and Math

placement using high school transcripts and/or tests. For more information about Alternate Placements and eligibility, please contact the Counseling Center: Bldg. 2. 2nd floor; or (650) 738-4318; or **skycounseling@smccd.edu**.

4. **COUNSELING & STUDENT EDUCATION PLAN DEVELOPMENT**
   New students will meet with a counselor as an important step in the enrollment process. Skyline College's counseling service assist students in establishing their educational goals and identifying support services to achieve those goals. It is important to meet with a counselor each semester to:
   - Develop/update your student educational plan (allows you to receive priority registration for the next semester)
   - Discuss your academic progress
   - Continue to learn about and use important student services that enhance student success
   - Discuss any personal issues that may be impacting academic success

   The Counseling Center provides comprehensive services for students who seek assistance in dealing with a variety of concerns. For more information, please visit: **http://www.skylinecollege.edu/counseling/index.php**
5. **REGISTRATION & FOLLOW-UP SERVICES**
   Students register for classes through WebSMART at all three San Mateo County Community College District campuses: Skyline College, College of San Mateo and Canada College. Fees are due at the time of registration. You may pay fees online by credit card or in person by credit card, cash, personal check or money order.

   Modified SSSP services are available for students with disabilities. For more information contact the Disability Resource Center (DRC) at 650-738-4280.

Student Success & Support Program

Skyline College's Student Success and Support Program (SSSP) is designed to provide support for students to complete their college courses, persist to the next academic term, and achieve their educational objectives.

As part of the SSSP, students agree to express a broad educational intent at the time of admission; declare a specific educational objective within a reasonable period of enrollment; complete the placement test or other assessments; confer with counselors for registration approval and discussion of educational and vocational choices; attend classes and complete assigned course work; seek out support services as needed; and complete courses and maintain progress toward an educational goal.

The State of California mandated SSSP services require that all new, non-exempt, matriculated students to Skyline College shall complete the "5 Steps to Enrollment" as provided by the College. The intent of these core services is to increase your opportunity for success in your academic pursuits. You are required to become a matriculated student unless you meet the exemption criteria.

You are a matriculated or non-exempt student if you have completed the core services of orientation, assessment process, and have met with a counselor to complete an abbreviated or comprehensive student education plan. All new, non-exempt students are required to complete all of the core services.

You are an exempt student if one or more of the following reasons apply and you can provide the necessary documentation:

1. You have completed an AA/AS or higher degree
2. You are enrolling at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as Second Language course sequence
3. You have completed these services at another community college within a time period identified by the district
4. You are enrolling at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards
5. You are enrolling at the college as a special admit student pursuant to Education Code section 76001.

SSSP Exemptions

Any student exempt from orientation, assessment, counseling, advising, or student educational plan development may still participate in the core services (title 5, section 5532c).

District policies shall not exempt a student solely because a student has not selected an education and career goal or course of study (title 5, section 5532d).

You may be considered exempt from the core service requirements by completing the Student Success & Support Program Exemption Petition provided by the College. You will be asked to provide a completed petition and supporting documentation for consideration.

Assessment And Placement Testing Policy

Retest Policy

1. Math Placement results are valid for two years from the date the test was taken.

2. English/ESOL placement results, for the purpose of course placement and prerequisite skill level assessment, do not expire and remain valid indefinitely. If however, a significant amount of time has passed since the English or ESOL test was completed, a student may elect to repeat the placement test to secure an accurate assessment of current skill level.
3. If a student does not accept the recommended placement, he/she may retake the same placement test one additional time within a two-year period.
4. A student who has completed a course in the English, ESOL or math sequence may take the placement test to determine his/her current competency level in English, ESOL and math courses, if two years have elapsed since the course was completed.
5. For any other special circumstance, or with an instructor or counselor recommendation, a student may petition to retest through the Dean of Counseling.

Retrieving Placement Test Results

Placement test results will be available to students via WebSMART one hour after tests have been completed. Please go to **http://websmart.smccd.edu**. Click on the following (1) Student Services (2) Student Records (3) Placement Test Results.

Testing Exemptions & Multiple Measures Alternative Placement (MMAP)

If one of the following applies to you, you may be exempt from placement testing:

1. You have taken the placement tests in English or ESL and/or Math at Cañada College, Skyline College, or the College of San Mateo and test results are available for review. Please note that placement results for mathematics are only valid for two years from the date the test was taken.
2. You have taken a placement test at another California Community College and a Skyline College counselor has reviewed your results for equivalency.
3. You can show evidence of completed course work in English or ESOL and/or mathematics with a grade of "C" or better at a regionally accredited college or university in the United States.

   You may be exempt from the Math placement test if you can show evidence of...

4. Successful completion of the EAP (Early Assessment Program) test in mathematics. A passing score on the EAP Math test allows you placement into MATH 130 or 150 or 200 or 201 or 241; BUS 120 or 123; or PSYC 171. You must enroll in the appropriate MATH course in the Summer or Fall immediately following completion of your senior year in high school for the EAP results to be valid. If you do not enroll within this time frame, the Skyline College Placement Test will be required.
5. College Board Advancement Placement (AP) scores of 3, 4, or 5 in mathematics. Note: AP MATH Calculus AB results: a score of 3 allows you placement into MATH 251; a score of 4 or 5 allows you placement into MATH 252. AP Calculus BC results: a score of 3 allows you placement into MATH 252; a score of 4 or 5 allows you placement into MATH 253 or MATH 270. Students who intend to transfer to a four-year college or university are strongly recommended to consult with a Skyline College counselor to determine application of courses to lower-division transfer major requirements
6. IB Math HL (International Baccalaureate Exam) results with a score of 4 or higher allows you placement into MATH 130 or 150 or 200 or 201 or 241; BUS 120 or 123; or PSYC 171.
7. CSU Math Placement Test (ELM) score of 50 or higher allows for placement into MATH 130, 200, 201, or 241; BUS 120 or 123; or PSYC 171.
8. American College Test (ACT) score of 23 or higher on the math test allows for placement into MATH 130, 200, 201, or 241; BUS 120 or 123; or PSYC 171.
9. College Board SAT Math Test score of 550 or higher allows for placement into MATH 130, 200, 201, or 241; BUS 120 or 123; or PSYC 171.
10. High School Transcripts: Cumulative high school GPA of 3.2 or higher AND a grade of "C" or higher in one of the following high school courses; Algebra II, Integrated Math 3, or Higher level math (Statistics, Trigonometry, Pre-Calculus, and Calculus). This option is available to currently enrolled high school seniors or those who have completed high school within the last two years.

    You may be exempt from the English placement test if you can show evidence of...

11. Successful completion of the EAP (Early Assessment Program) test in English. A passing score on the EAP English test allows you placement into ENGL 100. You must enroll in ENGL 100 in the Summer or Fall immediately following completion of your senior year in high school for the EAP results to be valid. If you do not enroll within this time frame, the Skyline College Placement Test will be required.
12. College Board Advanced Placement (AP) scores of 3, 4, or 5 in English Language and Composition or

in English Literature and Composition allows you placement into ENGL 110 or ENGL 165.
13. IB Language A1/English HL score of 4 or 5 allows you placement into ENGL 100.
14. SAT results on Reasoning Test of 500 or above on the Critical Reading section of the test.
15. ACT English Usage Test with a score of 22 or higher allows you placement into ENGL 100
16. CSU English placement (EPT) with a minimum score of 146 allows you placement into ENGL 100
17. High School Transcripts: Cumulative high school GPA of 2.6 or higher OR a grade of B- or higher in your Junior or Senior English OR a grade of C or higher in AP English allows for placement into ENGL 100. Cumulative high school GPA of 2.0 – 2.5 OR a grade of C in your Junior or Senior English allows for placement into ENGL 105. This option is available to currently enrolled high school seniors or those who have completed high school within the last two years

For forms and further information, please visit the Counseling Division website at **http://www.skylinecollege.edu/counseling/** (click on the Testing Exemption link).

Registration

Registration is conducted through WebSMART to enroll in classes, add and/or drop classes, access final grades, and pay college fees.

Students who have been continuously enrolled will receive an appointment to register each semester by email. Registration can be done on or after the registration appointment date. Fees are due at the time of registration. You may pay fees online by credit card or in person by credit card, cash, personal check or money order.

New students who intend to earn an Associate degree, transfer to a four-year college or university, earn a certificate from a vocational program, discover career interests/prepare for a new career, improve basic skills in English, reading or math, and those students who are undecided about their goal are expected to complete enrollment requirements.

New students who wish to take courses for personal enrichment, improve present job skills, satisfy requirements for another educational institution, or who have already earned an Associate or higher degree may utilize enrollment services but are not required to do so.

Registration Limitations

1. A student may take no more than 19 units in Fall and Spring semesters or 11 units in Summer Session without the special approval of a counselor, the Dean of Counseling, or the Dean of Enrollment Services. This unit limitation is inclusive of all courses in the day, evening, or weekend program, or at another college or university.

   A program of 12 units or more is considered full-time in establishing eligibility for athletics, financial aid, International Student visas, Veterans benefits, and most other benefits which are dependent upon full-time enrollment status for maximum benefits. Some financial assistance programs pro-rate benefits based on a reduced unit load. Students should check with their program coordinator for specific unit requirements. Enrollment status is defined as follows: Full-time = 12+ units; three-quarter time = 9-11 units; half-time = 6-8 units; and less than half-time = .5-5.5 units.
2. A student may enroll in two sections of the same course during the same term only if one section ends before the other begins.
3. A student is not permitted to enroll in two or more different courses when the meeting times for the courses overlap. A petition may be made for extenuating circumstances. Forms are available online at skylinecollege.edu/counseling/forms.php.
4. A student will not be permitted to register in a course if three (3) attempts have been recorded for the same course. See "Course Repetition" under the Academic Standards section of this Catalog.

Choice Of College

Residents of the District may elect to attend Skyline College, College of San Mateo or Cañada College. In the event the capacity of a class or classes at one college is reached, students may be advised to enroll at one of the other colleges. Academic major and date of application will be considered if such diversion becomes necessary.

Registration Changes/Withdrawal

Prior to the beginning of the semester or summer session and throughout the Late Registration period, schedule changes are completed using WebSMART.

All schedule changes are the responsibility of the student. A student who is registered in a course and stops attending will not be automatically withdrawn and may receive a penalty grade. It is the student's responsibility to officially withdraw following prescribed procedures and timelines as published in the Class Schedule, on the Class Schedule Summary on WebSMART, or by looking at course information on the Web Schedule. Refer to Withdrawal from Classes for complete details on withdrawal procedures. Refer to Refund Policy for information on refunds.

Registration Priority

Priority Registration applies to specific groups of students, as identified by the California State Chancellor's Office and the San Mateo County Community College District.

Priority status allows for early registration and is based on rules that apply the following criteria:

- Current Student Educational Plan (SEP) that is valid through the anticipated registration term(s)
- Completion of the Student Success and Support Program (if required), including Orientation, assessment and Counseling
- Academic Standing – Must be in good Academic Standing for two consecutive terms
- Units earned – Must have earned less than 100 Degree Applicable units

Rules apply to all priority groups, with the exception of Foster Youth.

Once criteria is met by the student, their registration status is determined and the appropriate registration date is assigned. Registration dates can be viewed on WebSMART, during the registration cycle of a term. Students who previously qualified for priority registration and/or the BOG Fee Waiver, but lost priority due to an Extenuating Circumstance, may file an appeal form with the Admissions and Records Office.

Remedial Coursework Limit

Remedial basic skills coursework is limited to 30 semester units of credit. Any student who can show significant progress toward the development of skills appropriate to his/her college enrollment may request a waiver of this limitation. Students enrolled in ESL courses or those with learning disabilities are exempt from this limitation.

First Class Meeting Attendance

Students who register for a class but do not attend the first class meeting may be replaced by other students. It is the student's responsibility to notify the instructor of delayed attendance or officially withdraw following established procedures and timelines published in the Class Schedule.

Auditing Of Courses

Skyline College allows auditing of courses, with the exception of courses in programs that require special preparation and/or program admission on a limited basis. A student may audit a course only under the following circumstances:

1. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course.
2. The instructor of record for the course must approve the student's enrollment as an auditor.
3. The student must be in good academic standing.
4. If the course is offered for variable units, the student must enroll for the maximum number of units available.
5. The student must enroll as an auditor immediately following the published late registration period and pay the auditing fee.

Students who enroll in a course for credit have first priority for all classroom space. Students who wish to audit a course may enroll the week after the late registration period is concluded, though with the instructor's permission they are able to attend the course from the first class meeting. Students who wish to audit a course must obtain a COURSE AUDIT FORM available at skylinecollege.edu/counseling/forms.php. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee, as established by California Education Code, is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.

Variable Unit Courses

Some courses are offered for variable units that are earned according to the amount of subject matter the student completes during the length of the course. When registering for a variable unit course, students should enroll in the number of units they plan to complete. Units may be adjusted using WebSMART registration. There will be no refunds for units not earned. Students earning additional units will be charged accordingly.

Open Classes

It is the policy of this District that, unless specifically exempted by statute, every course, course section or class shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets the prerequisites of the course, provided space is available. The policy is established pursuant to Chapter 11, Division 2, Part VI of Title 5 of the California Administrative Code, commencing with Section 51820. Enrollment may be limited in some courses due to space and equipment constraints.

WebSMART Registration and Services for Students

Your student WebSMART account is the vehicle to use to manage enrollment, view academic records, and maintain up-to-date student information. Visit the WebSMART website for available services in the area of:

Registration

- Check your registration status
- Add/drop classes
- Select variable units/grade mode
- Display class schedule
- Display and pay student fees

Student Records

- View holds
- Display grades
- Request/check status of official transcript
- View unofficial transcript
- Request enrollment verification

Degreeworks

- Monitor progress of Degrees, Certificates and Transfer Certification

Student Account

- View account statements
- View payment history

Financial Aid

- Review overall status of Financial Aid Application
- Apply for a Board of Governors Fee Waiver
- Check Financial Aid Eligibility
- Review Financial Aid Award Information
- Access Government Services

Student Services Appointments

- Career Center
- Counseling
- New Student Orientation
- Placement Testing
- Transfer Center
- Writing/Reading Labs

Parking Permit

- Order/purchase parking permit

Student Email

- Access SMCCD email account
- Reset password

Emergency Message Contact

- Opt in to receive emergency messages via email and text

Voter Information

- Register to vote

Update Student Information

- Mailing address
- Email address
- Telephone/emergency text numbers

DegreeWorks

DegreeWorks is a degree audit tool to help students monitor progress toward degree and certificate completion and CSU GE and IGETC certification. DegreeWorks looks at the program requirements found in the College of San Mateo, Canada College, and Skyline College catalogs and the coursework completed to produce an easy to read audit. In addition, it includes a "what if" tool that allows students to view their progress toward the full range of our San Mateo Country Community District educational goals. DegreeWorks includes information about progress toward educational goals, academic history, a GPA calculator, and a Ed Plan (Student Educational Plan – SEP). Students can work with a counselor who will complete an SEP that is stored in DegreeWorks for an important academic planning resource for students. Students are encouraged to review DegreeWorks information and work with a counselor to engage in academic and career planning.

Enrollment/Degree Verification

Verification may be accessed and printed as a free service to students. Access Enrollment/Degree Verifications from the Student Records Menu on WebSMART.

Transcripts

A transcript is an official record of a student's academic work at Cañada College, the College of San Mateo and Skyline College. A single transcript will contain a student's work from all three colleges in the San Mateo County Community College District (SMCCCD). You will need to only request one transcript if you attended multiple colleges in this District.

SMCCCD has enlisted the help of Credentials Solutions to manage student records. Credentials Solutions will now provide transcript order, printing, and delivery service. Their "TranscriptPlus" feature will allow you to request transcripts at any time, on any day of the week.

On behalf of SMCCCD, Credentials Solutions will have the authority to fulfill all electronic transcript requests and respond to related inquiries. All PDF transcripts produced through the electronic transcript process are identical to paper transcripts. These PDFs can be certified as unaltered by visiting the website provided during the delivery process.

- Students are initially entitled to two free transcripts, thereafter, transcripts are $5 each.
- Most transcript requests are processed within one business day. Transcript request will not be processed if there is a financial or other type of hold on your account.
- Transcripts are sent electronically or mailed using U.S. first class mail.
- Log in to your account and select Student Records, then Request Official Transcripts
- If you attended Cañada, College of San Mateo or Skyline prior to the summer of 1981, use the TranscriptPlus icon to complete your transcript request.

Unofficial Transcripts

Students with academic records after the Summer 1981 term can view and print unofficial transcripts online:

- Log in to your WEBSMART student account at websmart.smccd.edu
- Select Student Records, then Request Unofficial Transcript.

- Verify or enter your email address and select continue.

Additional information regarding Transcripts can be found at skylinecollege.edu.

Orientation

New students attend Orientation after completing their application. Orientation is offered both in-person and online. The procedure to sign up for either Orientation option is detailed on Skyline College's website. Both orientations cover important college policies and procedures, specific information about certificate, degree and transfer goals, and useful resources that help students be successful in achieving their goals.

For more information, please visit the Orientation website or contact the Counseling Department at (650) 738-4318 or skycounseling@smccd.edu.

Fees / Refunds

Student Fees

The fees listed in this Catalog are those in effect at the time of publication. **Fees are subject to change at any time by action of Federal or State statute, the Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees.** A list of fees is published in each semester's Class Schedule and is available on WebSMART.

All fees marked with an "*" are waived for Concurrent High School Students enrolled in less than 11.5 units.

Estimated fees paid by the student may be claimed for a tax credit. A 1098-T will be available on WebSMART in January for the prior year's tax information.

Enrollment Fee*

A state-mandated enrollment fee of $46 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Skyline College, Cañada College, and/or the College of San Mateo.

The Board of Governors of the California Community Colleges has established a fee waiver program to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms are available on WebSMART under "Financial Aid". Students classified as nonresidents of the State of California must pay an additional non nonresident fee. See details under "Nonresident Tuition Fee."

Enrollment Fee - Bachelor of Science in Respiratory Care*

All Students that are new graduates and have completed a CoARC accredited Respiratory Care program equivalent to an A.S. in Respiratory Care and are California licensure eligible or Respiratory Care Practitioners who have completed a CoArc accredited Respiratory Care program equivalent to an A.S. in Respiratory Care and are California licensure eligible and accepted into the Bachelor of Science Respiratory Care program at Skyline College will pay $130 per unit for upper division coursework. Students eligible for the Board of Governors Fee Waiver will only waive $46 per unit and total cost to the student is $84 per unit.

Health Services Fee*

All students, except those enrolled ONLY in off-cam- pus, weekend or Distance Learning courses, are required to pay $19 for each Fall & Spring semester and $16 for Summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization may be exempted from paying the Health Services Fee. A petition for a Health Services Fee exemption may be obtained from the Admissions & Records Office. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

Student Representation Fee*

This fee of $1 per student per semester was established by an election of the student body of Skyline College. Under applicable provisions of the California Education Code, the students established the fee by a two-thirds majority of the students who voted in the election. The money collected through the Student Representation Fee will be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county and district government, as well as before offices and agencies of local, State and Federal governments. A student has the right to refuse to pay the Student Representation Fee for religious, political, moral or financial reasons. A petition to waive the fee may be obtained at The Center for Student Life and Leadership Development Office. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

Non-Resident Tuition Fee

Students who do not qualify as California residents as determined by the California Education Code must pay Non-resident Tuition fees. Refer to the current Class Schedule or the Fees link on the Skyline College website for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to "Determination of Residency" in the Admission section of this Catalog for more information.
International (F-1 Visa) students pay the Non-resident Tuition, a nominal capital outlay fee, and the Enrollment fees.

International Student (F-1 Visa) Health Insurance

Required of international students without the required level of private health insurance.

Student Body Fee (Optional)*

All students, except for students enrolled ONLY in off-campus, weekend or Distance Learning courses, are assessed the Student Body Fee. The Student Body Fee of $15 per semester (Fall & Spring only) is automatically assessed and is payable at the time of registration. Students who pay the fee receive an Associated Student Body card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and for some on-campus products and services. All fees must be paid in full to receive a student ID. Funds collected also help support student clubs, events, services and scholarships. Students who choose to waive the fee must contact The Center for Student Life and Leadership Development Office by the deadline listed in the Class Schedule printed each semester. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

Student Union Fee*

Students will be assessed a Student Union Fee of $1 per unit up to a maximum of $5 per semester (Fall and Spring only). Funds collected will be used to support the operation, maintenance and refurbishment of the Student Union. The assessment of this fee was authorized by a vote of the Skyline College Student Body in February 2001. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

Parking Permit Fee

Skyline College is committed to keeping the campus as accessible as possible to the community. The Public Safety Office applies strict and fair application of all parking regulations.
All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee. Motorcycles are excluded from this requirement if parked in designated motorcycle parking. Students enrolled exclusively in weekend or off-campus classes are exempt.
Parking options are as follows:

- $52 for each semester (Fall or Spring)
- $94 for a Two-Term Permit (Fall and Spring)
- $27 for the Summer Session
- $2 for one day parking permits available at daily permit dispensers in Parking Lots A, C, F, G, L, N (adjacent to the perimeter road) and P. Refer to the campus map for dispenser locations.
- Visitor pay-by-space parking is available in lots D and M at $0.25 cents for every 15 minutes. Permits sold in the pay-by-space lots are only valid in the numbered space for which it was purchased and void in all other parking lots on campus.

POLICY:

- Parking fees are nonrefundable unless an action of the College (e.g., cancellation of all of the student's classes) prevents the student from attending.
- There are **NO** refunds for lost, stolen or damaged permits. Replacement of any lost or stolen permit is at full cost to the student.
- Parking permits may be transferred from one vehicle to another.

Disabled Student Parking

Physically disabled students who drive vehicles to campus must have a valid state-issued DMV placard or license plate. For these students, no parking permit is required. Disabled parking is available in student or staff lots. For further information, contact the Disability Resource Center at (650) 738-4280.

Audit Fee

The College allows auditing of courses with the exception of courses in programs that require special preparation and/or program admission on a limited basis. Students requesting to Audit a course and receive the Board of Governors Fee Waiver (BOGFW) are responsible to pay for fees and the BOGFW will not be applied to the student account.

Transcript Fee

An official transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo, and Skyline College will be sent directly to colleges, employers, and other agencies upon request by the student. Transcripts should be requested through WebSMART. Transcripts from high schools and other colleges will not be forwarded. The first two transcripts requested are free. There is a $5 fee for each transcript requested after the first two. For additional information, contact the Transcript Department in the Office of Admissions and Records at (650) 738-4255.

Returned Check Fee

A fee of $20 is charged for each returned check.

Please note that fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

Additional Expenses

Students must purchase their own textbooks and supplies. Considerable savings are possible by renting or purchasing used textbooks from the Skyline College

Bookstore. For the approximate cost of books, contact the Bookstore at (650) 738-421 or check the website at **http://bookstore.skylinecollege.edu**.

Some courses require special equipment or materials fees at the student's expense:

- Accounting, Art, Automotive Technology, Business, Computer Applications & Office Technology, Computer Science, Development Skills, Math, Respiratory Therapy, Wellness – $2 to $380 materials fee is required for certain courses.
- Automotive Technology – Approximately $800 for Basic Tools
- Cosmetology – Approximately $4,500 over the length of the program for uniforms and equipment

Payment of Fees

Fees may be paid in any of the following ways:

- WebSMART: Mastercard, Visa, Discover, Diners Club, or American Express
- In Person at Cashier's Office (Student Services Center, Bldg. 2, 2nd Floor): Cash, Check, Money Order or Credit Card

Fees are due and payable at the time of registration. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared. Students are not able to register for classes if there's an outstanding balance on the account. Students are expected to review their account on WebSMART regularly. Outstanding student account balances are subject to referral to a collection agency.

Refund Policy For Registration Fees

- To be eligible for a credit or refund, a student must officially withdraw from a course within the stated refund deadline as displayed on WebSMART. Students should check their *Class Schedule Summary* for exact refund dates. If registration occurs after the refund date for a class, no refund will be available.
- For summer or short courses, withdrawal must occur within the first 10% of the course (often this is the first day).
- If a student decides not to attend classes, it is their responsibility to officially withdraw within the published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.
- A student may either maintain a credit balance on their account or request a refund.
- Refunds are not issued automatically. Students must contact the Cashier's Office to request a refund.
- Credit balances remain on student accounts for a maximum of five (5) years.
- Fees paid by personal check(s) require ten (10) business days for bank clearance before refunds can be processed.
- A $10 non-refundable processing fee (plus an additional $50 processing fee for nonresident tuition) will be retained by the college if a refund is issued to a student withdrawing from all classes. A refund processing fee may be charged only once per semester or summer session. For students who owe less than $10 and withdraw from all classes before the deadline, the processing fee shall equal to the amount owed.
- Students who receive financial aid and withdraw from classes are advised to call the Financial Aid Office at (650) 738-4236 regarding possible repayment of federal funds if received prior to withdrawal.
- Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.
- The Student Body fee is fully refundable by the deadline stated on the Class Schedule printed each semester. For short courses or for late-start courses, the deadline to waive the fee is 10% of the period of instruction (often this is the first day).
- Variable Unit Courses: No enrollment fee or nonresident/international student tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer unit of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.
- Exceptions to the refund policy may be authorized by petition to the Extenuating Circumstances Committee in cases of unique and extraordinary circumstances beyond the control of the student.

Grades & Honors

Grades and Grade Points

Courses within the SMCCD are graded by means of the grading system established by the California Education Code (Title V). Skyline College utilizes two types of grading methods or grade modes: Letter Grade and Pass/No Pass.

Letter Grade

Grades are averaged on the basis of the point equivalencies to determine a students grade point average. The highest grade shall receive 4 points and the lowest grades shall receive 0 points using the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4.0 points
A-	Excellent	3.7 points
B+	Good	3.3 points
B	Good	3.0 points
B-	Good	2.7 points
C+	Satisfactory	2.3 points
C	Satisfactory	2.0 points
D+	Passing, less than satisfactory	1.3 points
D	Passing, less than satisfactory	1.0 points
D-	Passing, less than satisfactory	0.7 points
F	Failing	0 points

Pass/No Pass

Each division of the College may designate course(s) in which a student is evaluated on a Pass/No Pass basis only. There are no grade points assigned to this grade mode, as units are not calculated towards GPA. Evaluative symbols are as follows:

Symbol	Definition	Grade Point
P	Pass (satisfactory – C or better)	0 points
NP	No Pass (less than satisfactory or failing)	0 points

Grade Mode Option

Some courses offer both Letter Grade and Pass/ No Pass grade mode options. Grade mode options allow students to explore various fields of study and broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such an option exists will be designated by the Division Dean in consultation with appropriate members of the division faculty.

Students selecting a Pass/No Pass option must select this grade mode at the time of registration or one day prior to Census, through their WebSMART account.

The use of courses graded on a Pass/No Pass basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with appropriate members of the division faculty. A maximum of 12 units toward an Associate Degree, or 6 units toward a Certificate, may be applied from courses in which the student has elected a Pass/No Pass option.

Important: Four year colleges and universities vary widely in the number of units of Pass/No Pass courses they will accept. Students should consult the catalog of the college to which they plan to transfer for its regulations before selecting this option.

Non-evaluative Symbols

I - Incomplete

Appears in the grade column, along with a default grade, and indicates incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the faculty member in a written record which also indicates the default grade (grade assigned in lieu of removal). A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the default grade previously determined by the faculty member will be entered in the permanent record. The Incomplete must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances. The I symbol is not used in calculating units attempted nor for grade points.

IP - In Progress

The IP symbol indicates courses which extend beyond the normal end of an academic term. It indicates that work is In Progress, but that assignment of the evaluative symbol (grade) must wait its completion. The IP symbol shall remain on the student's permanent record in order to satisfy

enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the students permanent record for the term in which the course is completed.

RD - Report Delayed

The RD symbol indicates that there has been a delay in reporting the grade due to circumstances beyond the student s control. It is to be replaced by a permanent symbol as soon as possible. The RD shall not be used in the calculation of grade point average.

W - Withdrawal

The W symbol indicates withdrawal from a course beyond the last day to drop without a notation appearing on the student record.

MW - Military Withdrawal

The MW symbol indicates military withdrawal.

 # - Non-degree Applicable

Appears with a grade and indicates a non-degree applicable course.

E - Excluded

As a result of procedures such as Grade Alleviation, Academic Renewal and Course Repetition, a notation of E may appear in the right column of the student academic record to indicate that the course is to be Excluded from the GPA calculation.

I - Included

As a result of procedures such as Grade Alleviation, Academic Renewal and Course Repetition, a notation of I may appear in the right column of the student academic record to indicate that the course is to be or Included in the GPA calculation.

GPA (Grade Point Average)

GPA is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units attempted (See Academic Standards Policy).

A student's grade point average for a degree will not include grades earned in non-degree applicable credit courses.

Courses transferred to Skyline College, Credit by Exam, and Advanced Placement are not included in the District GPA.

Units of Credit

A “unit” of credit represents attendance for one class hour per week for a total of 16 hours throughout one semester in lecture or recitation, with study/preparation outside of class, or three hours in laboratory or other exercises not requiring homework for preparation per week for a total of 48 hours, or an equivalent combination.

Students planning to complete their Associate degree in two years must enroll in and complete 15-16 units per semester. A schedule of 15 college units assumes that the average student will devote approximately 45 hours per week to class attendance and preparation.

Grade Options

Courses will be designated as Letter graded and/or Pass/No Pass. The default for registration when options are offered is a letter grade. Students must select the Pass/No Pass option when registering or within the first 20% of the course. No change can be made in the option after the deadline to change. Be aware of degree and/or transfer requirements when selecting a P/NP option.

Scholastic Honors

Dean’s List

A Dean’s List of students who have achieved academic honors is published at the end of each semester. The list contains the names of students who previously completed 12 units or more of letter-graded coursework and during the subsequent semester at Cañada College, College of San Mateo, and Skyline College earned a grade point average of 3.3 or above for six or more units.

Honors at Graduation

Recognition of a student's academic excellence will be given at graduation on the basis of their grade point average according to the following scale:

Grade Point Average	Acknowledgement
3.3	Cum Laude
3.5	Magna Cum Laude
4.0	Summa Cum Laude

Final Grade Reports

Each student is responsible for his/her own academic progress. Final grade reports are not mailed to students but are available on WebSMART. **All fees must be paid to be able to access grades.** Dates of final grade availability for specific semesters are published in the current Class Schedule.

Change of Final Grades

The determination of the student s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. See “Student Grievance and Appeals Policy” in the Student Records, Responsibilities and Rights section of this Catalog for information on the grade grievance process.

An earned grade may be changed by the professor **within one year** if an error has occurred. **Grades cannot be changed on the basis of a student completing class work subsequent to the assignment of the final grade.**

Examination Credit

Credit units earned through the Advanced Placement Test (AP), College Level Examination Program (CLEP), Credit by Examination (CBE), or the International Baccalaureate Examination (IB) do not satisfy unit load requirements for enrollment status for programs such as financial aid, athletics, veterans benefits, or for graduation residency requirements.

Skyline College accepts the following types of test scores:

Advanced Placement Test (AP): Please see the Advanced Placement Exam Credit Policy chart to determine use of test scores.

College Level Examination Program (CLEP): Credit may be used to meet requirements for an Associate Degree. A maximum of 15 units can be earned 3 units for each of the tests within the five examination areas: English Composition, Social Sciences and History, Humanities, Natural Sciences, and College Mathematics. Upon receipt of official examination results, CLEP units will be posted to a student's Skyline College transcript by the Office of Concurrent Enrollments and Records. Should students transfer to a university, CLEP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding CLEP credit. CLEP Credit cannot be applied to IGETC.

Credit by Examination (CBE): A currently enrolled student in good standing may be permitted to take a test for credit for courses, if qualified, because of previous training or instruction. By completing an examination approved by the faculty of the appropriate division, credit will be recorded. Testing is not allowed for a course for which credit has previously been granted or if credit has been earned in a more advanced course in the same sequence. Credit by Examination may not be used in order to improve a grade already received for a course. A maximum of 12.0 units toward an Associate Degree or 6 units toward a certificate may be earned through Credit by Examination, however, may not be counted in deter- mining the 12.0 semester units in residence. The student's academic record shall be annotated to reflect that credit was earned by examination. A student may complete any course through Credit by Examination procedures only once.

To pursue the Credit by Examination option, obtain a Credit by Examination form from the Office of Concurrent Enrollments and Records. The Office of Concurrent Enrollments and Records approves eligibility. The student must submit the approved form to the division offering the course. If the course is available using the Credit by Examination option, a faculty member will arrange for the examination(s) to be administered and graded. All grades issued upon completion of Credit by Examination will be used in the calculation of the student s grade point average and for determining scholarship awards.

International Baccalaureate Examination (IB): See the International Baccalaureate Examination Credit Policy chart on pages 23-24 to determine use of test scores.

Transcript Evaluation Service

San Mateo County Community College District, Transcript Evaluation Service (TES) and Degree Works™ work together to present SMCCCD students, counselors, and Admissions and Records Offices with an evaluation of how coursework completed outside the SMCCCD can be applied to SMCCCD certificates, associate degrees, bachelor's degrees, CSU GE certification and IGETC certification.

Students with external coursework should submit official transcripts from previous schools to the Admissions and Records Office of their home campus (Cañada College, College of San Mateo or Skyline College). The transcript evaluation is then requested *by the student* through their WebSMART account. The evaluation will post to Degree Works™ and serves as the official response from the district.

Students requesting the service must:

- Be currently enrolled in a class in a San Mateo County Community College District college
- Must have previously completed 6 units in the SMCCCD, or are currently enrolled in 6 units or, have a combination of previously completed and current enrollment that adds to at least 6 units
- Submit all official transcripts to the Admissions and Records Office of your home institution
- Plan to complete a certificate, associate degree, bachelor's degree, CSU GE certification or IGETC certification within the SMCCCD
- Update student information on WebSMART with current and accurate educational goal

NOTE: Students who have completed all their coursework within the SMCCCD will *not* need to request the services of TES.

More information can be found at the District Transcript Evaluation website.

Application of External Exams (AP, IB, CLEP)

Important Note to Students – If you plan to complete an Associate Degree or CSU GE or IGETC certification within the San Mateo County Community College District, submit official AP, IB, or CLEP exam results to your Admissions and Records Office and request a SMCCD Transcript Evaluation at **www.smccd.edu/transeval.**

Skyline College applies external exam credit to associate degree general education requirements in the same manner as CSU applies external exam credit to CSU general education requirements. **External exam results are applied to General Education Area Requirements Only.** External exam evaluation results appear on WebSmart Degree Works Audit.

Transfer students should work with a counselor to determine how to apply external exam results to transfer major requirements. All students should work with a counselor to develop a comprehensive SEP after the external exam evaluation is completed.

Advanced Placement Test Policy 2017-18

The following chart outlines the application of credit for College Board Advanced Placement (AP) towards the Skyline College Associate Degree General Education (GE) requirements, California State University General Education (GE) Breadth Certification, and Intersegmental General Education Transfer Curriculum (IGETC) Certification. Skyline College applies external exam credit to associate degree general education requirements in the same manner as CSU applies external exam credit to CSU general education requirements

Advanced Placement Test Score of 3, 4, or 5	Skyline College Associate Degree GE 3 semester units Unless otherwise indicated	CSU Minimum Semester Credits Earned(*)	CSU GE Breadth Certification 3 semester units Unless otherwise indicated	IGETC Certification 3 semester units or 4 quarter units Unless otherwise indicated	UC AP Credit Policy Total quarter units awarded
Art History	Area C1 or C2	6 units	Area C1 or C2	Area 3A or Area 3B	8 units
Art (Studio): 2D design	None	3 units	None	None	Each exam = 8 quarter units. Maximum 8 quarter units for all 3 exams
Art (Studio): 3D design	None	3 units	None	None	Each exam = 8 quarter units. Maximum 8 quarter units for all 3 exams
Art (Studio): Drawing	None	3 units	None	None	Each exam = 8 quarter units. Maximum 8 quarter units for all 3 exams
Biology	Area B2 & Area B3 4 units	6 units	Area B2 & Area B3 4 units	Area 5B & Area 5C 4 semester units or 5 quarter units	8 units
Calculus AB (1)	Area A3 Meets Math Competency	3 units	Area B4	Area 2	4 units Max. 8 quarter units for both Calculus AB & BC

Advanced Placement Test Score of 3, 4, or 5	Skyline College Associate Degree GE 3 semester units Unless otherwise indicated	CSU Minimum Semester Credits Earned(*)	CSU GE Breadth Certification 3 semester units Unless otherwise indicated	IGETC Certification 3 semester units or 4 quarter units Unless otherwise indicated	UC AP Credit Policy Total quarter units awarded
Calculus BC (1)	Area A3 Meets Math Competency	6 units	Area B4	Area 2	8 unitsMax. 8 quarter units for both Calculus AB & BC
Calculus BC (1) AB Subscore	Area A3 Meets Math Competency	3 units	Area B4	Area 2	4 units Max. 4 quarter units for both Calculus AB and AB Subscore
Chemistry	Area B1 & Area B3 (3) 4 units	6 units	Area B1 & Area B3 (3) 4 units	Area 5A & Area 5C 4 semester units or 5 quarter units	8 units
Chinese Language and Culture	Area C2	6 units	Area C2	Area 3B & Area 6A	8 units
Comparative Government and Politics	Area D	3 units	Area D	Area 4	4 units
Computer Science A (1)	None	3 units	None	None	2 units Max. 4 units for both A & AB exams
Computer Science AB (1)	None	6 units	None	None	4 units Max. 4 units for both A & AB exams
Computer Science Principles (1)	None	6 units	None	N/A	8 qrtr. units
English Language & Composition	Area A2 Meets the Writing/ Reading Competency	6 units	Area A2	Area 1A	8 units Max. 8 units for both English Language/ Literature & Composition exams
English Literature & Composition	Area A2 & Area C2 Meets Writing/Reading Competency 6 units	6 units	Area A2 & Area C2 6 units	Area 1A or Area 3B	8 units Max. 8 units for both English Language/ Literature & Composition exams
Environmental Science	Area B1 & Area B3 (4) 4 units	4units	Area B1 & Area B3 (4) 4 units	Area 5A & Area 5C	4 units
European History	Area C2 or Area D	6 units	Area C2 or Area D	Area 3B or Area 4	8 units

Advanced Placement Test Score of 3, 4, or 5	Skyline College Associate Degree GE 3 semester units Unless otherwise indicated	CSU Minimum Semester Credits Earned(*)	CSU GE Breadth Certification 3 semester units Unless otherwise indicated	IGETC Certification 3 semester units or 4 quarter units Unless otherwise indicated	UC AP Credit Policy Total quarter units awarded
French Language If taken prior to Fall 2009	Area C2 (5) 6 units	6 units	Area C2 (5) 6 units	N/A	N/A
French Language & Culture	Area C2	6 units	Area C2	Area 3B & Area 6A	8 units
French Literature If taken prior to Fall 09	Area C2	6 units	Area C2	Area 3B & Area 6A	8 units
German Language If taken prior to Fall 2009	Area C2 (5) 6 units	6 units	Area C2 (5) 6 units	N/A	N/A
German Language & Culture	Area C2	6 units	Area C2	Area 3B & Area 6A	8 units
Human Geography	Area D	3 units	Area D	Area 4	4 units
Italian Language and Culture	Area C2	6 units	Area C2	Area 3B & Area 6A	8 units
Japanese Language and Culture	Area C2	6 units	Area C2	Area 3B & Area 6A	8 units
Latin	Area C2	6 units	Area C2	Area 3B & Area 6A	8 units
Latin Literature If taken prior to Fall 09	Area C2	6 units	Area C2	Area 3B & Area 6A	4 units
Latin: Vergil If taken prior to Fall 12	Area C2	3 units	Area C2	Area 3B & Area 6A	4 units
Macroeconomics	Area D	3 units	Area D	Area 4	4 units
Microeconomics	Area D	3 units	Area D	Area 4	4 units
Music Theory If taken prior to Fall 09	Area C1	6 units	Area C1	None	8 units
Physics 1 (2)	Area B1 & Area B3 4 units	4 units	Area B1 & Area B3 4 units	–	8 units Max. 8 quarter units for all Physics exams

Advanced Placement Test Score of 3, 4, or 5	Skyline College Associate Degree GE 3 semester units Unless otherwise indicated	CSU Minimum Semester Credits Earned(*)	CSU GE Breadth Certification 3 semester units Unless otherwise indicated	IGETC Certification 3 semester units or 4 quarter units Unless otherwise indicated	UC AP Credit Policy Total quarter units awarded
Physics 2 (2)	Area B1 & Area B3 4 units	4 units	Area B1 & Area B3 4 units	–	8 units Max. 8 quarter units for all Physics exams
Physics B (2) If taken prior to Fall 13	Area B1 & Area B3 4 units	6 units	Area B1 & Area B3 4 units	Area 5A & Area 5C	8 units Max. 8 quarter units for all Physics exams
Physics B (2) If taken prior to Fall 2009	Area B1 & Area B3 4 units	6 units	Area B1 & Area B3 6 units	Area 5A & Area 5C	
Physics B (2) If taken between Fall 2009 and Fall 2015	Area B1 & Area B3 4 units	6 units	Area B1 & Area B3 6 units	Area 5A & Area 5C	
Physics C: Electricity/ Magnetism (2)	Area B1 & Area B3 4 units	4 units	Area B1 & Area B3 4 units	Area 5A & Area 5C	4 units Max. 8 quarter units for all Physics exams
Physics C: Mechanics (2)	Area B1 & Area B3 4 units	4 units	Area B1& B3 4 units	Area 5A & Area 5C	4 units Max. 8 quarter units for all Physics exams
Psychology	Area D	3 units	Area D	Area 4	4 units
Seminar	None	3 units	None	None	None
Spanish Language If taken prior to Fall 2014	Area C2 6 units	6 units	Area C2 6 units	N/A	N/As
Spanish Language & Culture	Area C2	6 units	Area C2	Area 3B & Area 6A	8 units
Spanish Literature If taken prior to Spring 2013	Area C2 6 units	6 units	Area C2 6 units	N/A	N/A
Spanish Literature & Culture	Area C2	6 units	Area C2	Area 3B & Area 6A	8 units
Statistics	Area A3 Meets Math Competency	3 units	Area B4	Area 2	4 units
U.S. Government & Politics	Area D & US-2 US Government Specific Area	3 units	Area D & US-2	Area 4 & US-2	4 units

Advanced Placement Test Score of 3, 4, or 5	Skyline College Associate Degree GE 3 semester units Unless otherwise indicated	CSU Minimum Semester Credits Earned(*)	CSU GE Breadth Certification 3 semester units Unless otherwise indicated	IGETC Certification 3 semester units or 4 quarter units Unless otherwise indicated	UC AP Credit Policy Total quarter units awarded
U.S. History	Area C2 or Area D & US-1 US History Specific Area	6 units	Area C2 or Area D & US-1	Area 3B or Area 4 & US-1	8 units
World History	Area C2 or Area D	6 units	Area C2 or Area D	Area 3B or Area 4	8 units

(*) These units count toward eligibility for admission. The units may not apply towards Associate Degrees for Transfer (AD-T) or the baccalaureate degree. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1036 and 1100 for details.
(1) If a student passes more than one AP exam in Calculus or Computer Science, only one examination may be applied to the Associate and/or Baccalaureate degree.
(2) If a student passes more than one AP exam in Physics, only 6 units of credit may be applied to the Associate and/or Baccalaureate degree, and only 4 units of credit may be applied towards GE Breadth Certification.
(3) 6 units if taken prior to Fall 2009
(4) Students who pass AP Environmental Science earn 4 units of credit. Test prior to Fall 2009 may apply to either B1 & B3 or B2 & B3 of GE-Breadth. Fall of 2009 or later, those credits may only apply to B1 & B3.
(5) 6 units if taken prior to fall 2009; 3 units if test taken after Fall 2009 / "Language" removed from GE-Breadth in Fall 2011.

References:

- CSU Chancellor's Office, Memo Code: ASA-2017-13 System-wide Credit for External Examination, April 21, 2017
- Standards, Policies and Procedures for Intersegmental General Education Transfer Curriculum Version 1.7, June 2, 2016.
- University of California, AP credits, retrieved June 5, 2017
- CCC Chancellor's Office: Memo Code AA 17-20: Policy Change: Advanced Placement Credit, March 30, 2017

International Baccalaureate (IB) Credit Policy 2017-18

The following chart outlines the application of IB credits towards general education requirements for the Skyline College Associate Degree, CSU General Education Breadth Certification, and Intersegmental General Education Transfer Curriculum (IGETC) Certification.

IB Exam (All must be Higher Level)	Skyline College Associate Degree GE 3 semester units	CSU Minimum Semester Credits Earned(*)	CSU GE Breadth Certification 3 semester units (2)	IGETC Certification 3 semester units or 4 quarter units with a minimum score of 5, 6 or 7
Biology HL	Area B2 Minimum score of 5	6	Area B2 Minimum score of 5	Area 5B – without lab
Chemistry HL	Area B1 Minimum score of 5	6	Area B1 Minimum score of 5	Area 5A – without lab
Economics HL	Area D Minimum score of 5	6	Area D Minimum score of 5	Area 4
Geography HL	Area D Minimum score of 5	6	Area D Minimum score of 5	Area 4

IB Exam (All must be Higher Level)	Skyline College Associate Degree GE 3 semester units	CSU Minimum Semester Credits Earned(*)	CSU GE Breadth Certification 3 semester units (2)	IGETC Certification 3 semester units or 4 quarter units with a minimum score of 5, 6 or 7
History (any Region) HL	Area C2 or Area D Minimum score of 5	6	Area C2 or Area D Minimum score of 5	Area 3B or Area 4*
Language A: Literature (any language) HL	N/A	N/A	N/A	Area 3B
Language A: Language and Literature (any language) HL	N/A	N/A	N/A	Area 3B
Language A: Literature (any language except English) HL	N/A	N/A	N/A	Area 3B & Area 6A
Language A: Language and Literature (any language) HL	N/A	N/A	N/A	Area 3B & Area 6A
Language A Literature HL	Area C2 Minimum Score of 4	6	Area C2 Minimum Score of 4	N/A
Language A Language and Literature HL	Area C2 Minimum score of 4	6	Area C2 Minimum score of 4	N/A
Language A1 (any language) HL If taken prior to Fall 13 (**)(1)	Area C2 Minimum Score of 4	6	Area C2 Minimum Score of 4	N/A
Language A2 (any language) HL If taken prior to Fall 13 (**)(1)	Area C2 Minimum Score of 4	6	Area C2 Minimum Score of 4	N/A
Language B (any language) HL(1)	N/A Minimum score of 4	6	N/A Minimum score of 4	Area 6A
Mathematics HL	Area A3 Minimum score of 4 Meets Math Competency Requirement	6	Area B4 Minimum score of 4	Area 2
Physics HL	Area B1 Minimum score of 5	6	Area B1 Minimum score of 5	Area 5A – without lab
Psychology HL	Area D Minimum score of 5	3	Area D Minimum score of 5	Area 4
Theatre HL	Area C1 Minimum score of 4	6	Area C1 Minimum score of 4	4 Area 3A

(*) These units count toward eligibility for admission. The units may not apply towards Associate Degrees for Transfer (AD-T) or the baccalaureate degree. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1036 and 1100 for details.

(**) Students seeking certification in GE-Breadth prior to transfer must have passed the test before this date.

(1) The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

(2) Areas of GE-Breadth (A1 through E) are defined in Executive Order 1100. Areas of American Institutions. (US-1 through US-3) are set forth in Section 1A and 1B of Executive Order 1061, and at assist.org.

College Level Examination Program (CLEP) 2017-18

The following chart reflects the College Level Examination Program (CLEP) credits that may be awarded toward the California State University General Education (GE) Breadth Certification and the Skyline College Associate Degree General Education (GE) requirements only. CLEP cannot be used in IGETC certification.

CLEP Subject Exam	Passing Score for CSU and Skyline College Associate Degree	CSU Minimum Semester Credits Earned(*)	Earned(1) CSU GE Breadth Certification and/or American Institutions (**)3 semester units	Skyline College Associate Degree GE 3 semester units
American Government	50	3	Area D	Area D / Social Sciences
American Literature	50	3	Area C2	Area C2 / Humanities
Analyzing and Interpreting Literature	50	3	Area C2	Area C2 / Humanities
Biology	50	3	Area B2	Area B2 / Life Science
Calculus	50	3	Area B4	Area A3 / Critical Thinking Meets Math Competency Requirement
Chemistry	50	3	Area B1	Area B1 / Physical Science
College Algebra	50	3	Area B4	Area A3 / Critical Thinking Meets Math Competency Requirement
College Algebra – Trigonometry	50	3	Area B4	Area A3 / Critical Thinking Meets Math Competency Requirement
College Composition	50	0	N/A	N/A
College Composition-Modular	50	0	N/A	N/A
College Math	50	0	N/A	N/A

CLEP Subject Exam	Passing Score for CSU and Skyline College Associate Degree	CSU Minimum Semester Credits Earned(*)	Earned(1) CSU GE Breadth Certification and/or American Institutions (**)3 semester units	Skyline College Associate Degree GE 3 semester units
English Composition (no essay)	50	0	N/A	N/A
English Composition (with essay)	50	0	N/A	N/A
English Literature (***) If taken prior to Fall 11	50	3	Area C2	Area C2 / Humanities
Financial Accounting	50	3	N/A	N/A
French Level I (1) (2)	50	6	N/A	N/A
French Level II (1) (2) (***) If taken prior to Fall 15	50	12	Area C2	Area C2 / Humanities
French Level I (1) (2)	59	9	Area C2	Area C2 / Humanities
Freshman College composition	50	0	N/A	N/A
German Level I (1)(2)	50	6	N/A	N/A
German Level II (1)(2) (***) If taken prior to Fall 15	60	12	Area C2	Area C2 / Humanities
German Level II (1) (2)	60	9	Area C2	Area C2 / Humanities
History, United States I	50	3	Area D & US 1	Area D / Social Sciences Meets US History Specific Area
History, United States II	50	3	Area D & US 1	Area D / Social Sciences Meets US History Specific Area
Human Growth and Development	50	3	Area E	Area E / Life Long Learning & Self-Development
Humanities	50	3	C2	Area C2 / Humanities
Information System and Computer Applications	50	3	N/A	N/A
Introduction to Educational Psychology	50	3	N/A	N/A

CLEP Subject Exam	Passing Score for CSU and Skyline College Associate Degree	CSU Minimum Semester Credits Earned(*)	Earned(1) CSU GE Breadth Certification and/or American Institutions (**)3 semester units	Skyline College Associate Degree GE 3 semester units
Introductory Business Law	50	3	N/A	N/A
Introductory Psychology	50	3	Area D	Area D / Social Sciences
Introductory Sociology	50	3	Area D	Area D / Social Sciences
Natural Sciences	50	3	Area B1 or B2	Area B1 or B2 / Scientific Inquiry
Pre-Calculus	50	3	Area B4	Area A3 / Critical Thinking Meets Math Competency Requirement
Principles of Accounting	50	3	N/A	N/A
Principles of Macroeconomics	50	3	Area D	Area D / Social Sciences
Principles of Management	50	3	N/A	N/A
Principles of Marketing	50	3	N/A	N/A
Principles of Microeconomics	50	3	Area D	Area D / Social Sciences
Social Sciences and History	50	0	N/A	N/A
Spanish Level I (1)(2)	50	6	N/A	N/A
Spanish Level II (1) (2) (***) If taken prior to Fall 15	63	12	Area C2	Area C2 / Humanities
Spanish Level II (1) (2)	63	9	Area C2	Area C2 / Humanities
Trigonometry If taken prior to Fall 06	50	3	Area B4	Area A3 / Critical Thinking Meets Math Competency Requirement
Western Civilization I	50	3	Area C2 or Area D	Area C2 or Area D / Humanities or Social Sciences

CLEP Subject Exam	Passing Score for CSU and Skyline College Associate Degree	CSU Minimum Semester Credits Earned(*)	Earned(1) CSU GE Breadth Certification and/or American Institutions (**)3 semester units	Skyline College Associate Degree GE 3 semester units
Western Civilization II	50	3	Area D	Area D / Social Sciences

(*) These units count toward eligibility for admission. The units may not apply towards Associate Degrees for transfer (AD-T) or the baccalaureate degree. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1036 and 100 for details.
(**) Areas of GE Breadth (A1 through E) are defined in EO 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.
(***) Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.
(1) For CLEP tests in the same language other than English: Only one exam score may be applied towards the CSU degree; A passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; A passing score higher than 50 is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth
(2) If a student passes more than one CLEP test in the same language other than English, then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of baccalaureate credit; the higher score listed for each test is considered “Level II” and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

Reference:

- CSU Chancellor’s Office, Memo Code: ASA-2017-13 System-wide Credit for External Examination, April 21, 2017

Additional Information on External Exams

1. Issues around credit for external exams are complex. Where there is common use for general education AREAS as noted above, the application of units for admission, the use of external exams to meet major requirements, and more, is complex and specific to the receiving transfer institution.*
2. In general, students who have earned credit through AP, IB, and/or CLEP should not take a comparable college course because credit will not be granted for both the external examination and the comparable college course.**
3. This chart identifies how the Skyline College applies AP, IB, and CLEP credit to associate degree general education area requirements, CSU GE areas, and IGETC areas in the same manner as the CSU system applies AP, IB, and CLEP credit to CSU GE area requirements. The chart does not provide information about if or how external exam results apply to major course requirements (for the Associate Degree).
4. At Skyline College, each instructional division determines if or how AP, IB, and/or CLEP credit is applied to associate degree major or certificate requirements. Students are encouraged to speak with a counselor for assistance.
5. Transfer Students: This chart does not provide information about transfer credit generated by external exams for the purpose of admissions, nor does it provide information on the application of AP, IB, or CLEP credit to meet lower-division major requirements. Each transfer institution determines if or how external exam results are applied. Students are strongly encouraged to speak with a counselor for assistance.
6. References to use for information about external exams are:
    - CSU Chancellor’s Office, Memo Code ASA-2017-13 System-wide Credit for External Examination, April 21, 2017
    - Standards, Policies and Procedures for Intersegmental General Education Transfer Curriculum Version 1.8, June 7, 2017 **http://icas-ca.org/standards-policies-and-procedures-manual**
    - University of California, AP Credits, retrieved June 5, 2017
    - CCC Chancellor’s Office: Memo Code AA 17-20: Policy Change: Advanced Placement Credit, March 30, 2017
    - Refer to the college catalog of your transfer destination to learn more about how external exam credit is applied on that campus.

* Students are strongly encouraged to research this information and work with their counselors to fully understand the application of these units towards transfer.

** Exceptions do apply. Students should work with a counselor to determine if exemptions apply to them.

Revised July 3, 2017

Academic Standards

Academic Standards Policy

The Academic Standards Policy of Skyline College and the San Mateo County Community College District is based on a cumulative grade point average of 2.0 (C), the minimum standard required for graduation or transfer. A grade point average of less than 2.0 is considered deficient.

Grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units.

Academic standing, including determination of probation or dismissal status, is based upon all coursework completed at Cañada College, College of San Mateo, and Skyline College.

Special program academic eligibility requirements for financial aid, athletics and Veteran's Educational Benefits may differ. Students should consult with the specific office for applicable program eligibility requirements.

Academic Standards and Policies Review Committee

The Academic Standards and Policies Review Committee considers requests for waivers and/or exceptions to academic policies. Inquiries should be directed to the Office of Admissions and Records.

Academic Adjustments For Students With Disabilities

Federal and state legislation requires that community colleges establish programmatic as well as physical access to their academic offerings. Students with verified disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction. The San Mateo County Community College District is responsible to make modifications to academic requirements and practices as necessary – without any fundamental alteration of academic standards, courses, educational programs or degrees – to ensure that it does not discriminate against qualified students with disabilities. Skyline College has developed a procedure for responding, in a timely manner, to accommodation requests involving academic adjustments. This procedure shall provide for an individualized review of each request. The procedure shall also permit the Section 504 Coordinator, or other designated District official with knowledge of accommodation requirements, to make an interim decision pending a final resolution. Further information about this policy may be obtained from the Disability Resource Center Office, Building 5, Room 5131A.

Academic Probation

A student will be placed on academic probation under the following criteria:

1. Based on low grade point average: A student who has attempted at least 12 semester units, as recorded on their official college transcript, is placed on academic probation if the student has earned below a cumulative 2.0 (C) grade point average.
2. Based on lack of satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as recorded on their official college transcript, is placed on academic probation when the percentage of all units recorded as W, I, NP and NC reaches or exceeds 50 percent. (See Calendar for deadline dates for withdrawal.)

A student may be placed on probation under either or both criteria.

A student on probation may schedule an appointment with a counselor for clearance for removal from probation if that status has resulted from circumstances beyond the student's control.

Removal from Probation

A student on academic probation on the basis of grade point average is removed from probation when his/her cumulative grade point average is 2.0 (C) or higher.

A student on academic probation on the basis of failure to maintain satisfactory progress is removed from probation when the percentage of units completed is 50 percent or above.

Dismissal

A student in probationary status shall be subject to dismissal if in two subsequent semesters either or both of the following criteria are applicable:

1. The student's cumulative grade point average is less than 1.75 in all units attempted.
2. The cumulative total of units in which the student has been enrolled for which entries of W, I, NP and NC have been recorded reaches or exceeds 50 percent.

A student in dismissal status must meet with a counselor in the Student Success Program in order to be reinstated to the College and allowed to enroll in classes. The Student Success Program consists of a workshop and meeting with a counselor during the semester. Students in dismissal status are restricted to a limited number of

units. The student must demonstrate academic progress during the semester after reinstatement in order to enroll in subsequent semesters. Students who wish to waive the Student Success Program requirements must receive approval from a counselor or the Dean of Counseling.

Academic Renewal

Previously recorded substandard academic performance (grade of "D+", "D", "D-", "F", or "NP") may be disregarded from the computation of the grade point average, if it is not reflective of a student's demonstrated ability. A student may file a formal petition with the Office of Admissions and Records seeking grade alleviation of standard work.

- A maximum of 36 units of course work with substandard academic performance may be alleviated.
- A period of at least one year must have elapsed since the course work to be alleviated was completed.
- To be eligible to apply for academic renewal a student must have completed one of the following benchmarks since the course work to be alleviated was completed:
    - **9** units of course work with a **3.5** cumulative grade point average, **or**
    - **15** units of coursework with a **3.0** cumulative grade point average, **or**
    - **21** units of coursework with a **2.5** cumulative grade point average, **or**
    - **24** units of coursework with a **2.0** cumulative grade point average

Substandard course work to be alleviated must have been completed at Canada College, College of San Mateo, or Skyline College. However, the course work upon which the application for alleviation is based may be completed at a regionally accredited college or university that is accepted by SMCCCD, upon receipt of an official transcript from that institution.

The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program or transfer to another institution or for completion of a certificate or degree program.

Courses alleviated still reflect a "course attempt" for the purposes of the repeat policy.

When academic course work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible, providing a true and complete academic history.

Withdrawal From Classes

To drop/withdraw from a class, students should access WebSMART registration. Official withdrawal is the responsibility of the student. A drop with a refund is subject to refund deadlines. A student who does not withdraw in accordance with established procedures may receive a penalty grade. If you experience a problem with registration, contact Admissions and Records, Building 2, second floor or call (650) 738-4251.

A student may drop a semester-length class during the first three weeks of instruction (one day prior to Census) and no record of the class will appear on the student's academic record. In courses less than a regular semester's duration, a student may drop prior to the completion of 20 percent of the period of instruction and no record of the class will appear on the student's academic record.

After the third week of instruction, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the four- teenth week of instruction (or 75 percent of a term, whichever is less). A "W" grade shall be recorded on the student's academic record. In courses less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be recorded on the student's academic record.

The academic record of a student who remains in class beyond the time periods set forth above must reflect a grade using an authorized symbol other than "W" (refer to Grades, Grade Points). A student who must withdraw for verifiable extenuating circumstances (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hard- ship), may petition the Academic Standards and Policies Review Committee for an exception to this policy. Any extenuating circumstance must be verified in writing, including, but not limited to, a letter from a physician, official accident report, obituary notice, etc.). Supporting documentation is required.

Military Withdrawal

Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course if the withdrawal occurs after the period during which no notation is made for withdrawals on the student's record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request a refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

Course Repetition

A "course repetition" occurs when a student who has previously received an evaluative symbol (i.e. A, A-, B+, B, B-, C+, C, D +,D, D-, F, W, P/NP, CR/NC,RD,I) in a credit course, re-enrolls in that course and receives an evaluative symbol OR attempts a

course and receives an evaluative or non-evaluative symbol for the course (i.e. A, A-, B+, B, B-, C+, C, D+,D, D-, F, W, P/NP, CR/NC,RD,I) and wishes to enroll again in the same course. All course attempts in a student's academic record count toward this enrollment limitation.

Course Repetition to Alleviate Substandard Work

1. A student who has earned a substandard grade (i.e., D+, D, D-, F, NP, NC) in a course that is not designated as repeatable may repeat the course to improve the grade. To alleviate substandard work, a "course attempt" occurs when a student receives an evaluative or non-evaluative symbol for the course (i.e. D+, D, D-, F, W, NP, NC). All course attempts in a student's academic record count toward this enrollment limitation.
2. When a student repeats a course to alleviate substandard academic work (i.e., D+, D, D-, F, NP, NC), the previous (i.e., last) grade and credit will be disregarded in the computation of grade point averages. A student may attempt a course a maximum of three times. A "W" counts as a course attempt.

Course Repetition for Satisfactory Work

When a student completes a course that is not designated as repeatable and receives a satisfactory grade (i.e., A, A-, B+, B, B-, C+, C), the student may not repeat the course unless there is another provision that allows the repetition. Examples of these provisions are described below:

Significant Lapse of Time

1. A student may repeat a course in which s/he has received a standard grade (i.e., A, A-, B+, B, B-, C +, C, or Pass) after at least 36 months has elapsed since the student was awarded the grade in the course and the District has established a recency prerequisite that applies to the course or an institution of higher learning has established to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course. The student should submit a course repetition request form to the Dean of Counseling.
2. The grade and units from the first course completion will be disregarded in the computation of grade point averages.
3. If a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory course that is related in content, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions. Exception: if the student has already exhausted the number of repetitions permitted, additional repetition due to significant lapse of time may be permitted. The student should submit a course repetition request form to the Dean of Counseling.

Students with Verified Disabilities Repeating a Special Class

1. A student with a verified disability may repeat a special class designated for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that student. When a student with a disability repeats a class, the previous grade and credit shall be included in the computation of grade point averages.
2. Special classes are those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular classes even with appropriate support services or accommodations.

Variable Unit Courses

1. A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already been completed and evaluated.

Legally Mandated Courses

1. A student may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of paid or volunteer employment, regardless of whether the student received a substandard grade (i.e., D+, D, D-, F, No Pass). A student must present documentation to the Office of Admissions to certify that the course is legally mandated.
2. A student may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Student may take these courses any number of times. A student must present documentation to the Office of Admissions certify that the course is needed because of a significant change in the industry or licensure standards.

Cooperative Work Experience Education

1. A student may repeat an occupational work experience course if the college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.
2. A student may be repeat an occupational work experience course any number of times as long as the student does not exceed the limits on the number of units of cooperative work experience.

Extenuating Circumstances

1. Under certain circumstances, students may repeat a course if extenuating circumstances justify a repetition. Students must provide documentation of the extenuating or extraordinary circumstances to justify such repetition. Extraordinary circumstances are similar to those that would justify the District in providing a student a refund. Extenuating circumstances are verified cases of accident, illness, natural disaster, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average. Students must present a petition for Extenuating Circumstances to the Office of Admissions.
2. A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are fire, flood, accident/hospitalization, or other extraordinary documentable experience. Students must present a petition for Extenuating Circumstances to the Office of Admissions.

Courses Similar in Content

1. The colleges have established "families" of courses with similar educational activities (See #2 below.) Although a course cannot be repeated, a student may attempt up to four courses in a subject "family." This limitation applies even if the student receives a substandard grade (i.e., D+, D, D-, F, NP, NC) or a "W." Enrollment limitations are monitored district wide for a subject "family." A list of the courses in subject "families" is published in this catalog.
2. Students may attempt active participatory courses in physical education/kinesiology, and visual or performing arts where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs each time the course is attempted for the following reasons:
    a. The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods and
    b. Active participatory experience in individualized study or group assignments is the method to learn the objectives.

General Provisions Regarding Course Repetition

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol; the permanent record shall be annotated in a manner that all work remains legible, insuring a true and complete academic history; the District may claim the attendance of students for enrollments in credit courses for state apportionment; nothing in these procedures shall conflict with Education Code, pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to the retention and destruction of records; course repetition is monitored through the District's computer programs.

Repeatable Courses

Three types of courses are designated as repeatable and are identified in the college catalog:

Intercollegiate Athletics

Courses in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport may be designated as repeatable.

Intercollegiate Academic or Vocational Competition

1. Courses that are specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. The course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.
2. Enrollment is limited to no more than four times. This enrollment limit applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances.
3. When a course is repeated pursuant to this section, the grade received each time shall be included for the purposes of calculating the student's grade point average.
4. Apportionment shall be limited.

Required by CSU or UC for Completion of a Bachelor's Degree

Repetition of the course is required by CSU or UC for completion of the bachelor's degree. Courses are limited to four attempts and this enrollment limitation applies even if the student receives a substandard grade or a "W."

List Of Kinesiology Families Across The District		
AQUATICS:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Aquatic Conditioning Family:	AQUA 127	AQUA 127.1, 127.2, 127.3, 127.4
Resistance Training Family:	AQUA 135	AQUA 135.1, 135.2, 135.3, 135.4
Stroke Skill Development Family:	AQUA 133	AQUA 133.1, 133.2, 133.3, 133.4
Water Polo Family:	AQUA 109	AQUA 109.1, 109.2, 109.3, 109.4
COMBATIVES:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Karate Family:	COMB 404, 405	COMB 404.1, 404.2, 404.3, 404.4
Self-Defense Family:	COMB 401	COMB 401.1, 401.2, 401.3, 401.4
FITNESS:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Cardiovascular Training Family: (High Impact)	FITN 127, 305, 314; DANC 350	FITN 151 FITN 305.1, 305.2, 305.3, 305.4 FITN 314.1, 314.2, 314.3, 314.4 DANC 350.1, 350.2, 350.3, 350.4
Cardiovascular Training Family: (Low Impact)	FITN 123, 301, 303, 304, 308, 312, 320	FITN 134 FITN 199, 199.1, 199.2, 199.3, 199.4 FITN 301.1, 301.2, 301.3, 301.4 FITN 304.1, 304.2, 304.3, 304.4 FITN 308.1, 308.2, 308.3, 308.4
Cross Training Family:	FITN 110, 166, 400	FITN 112, 112.1, 112.2, 112.3, 112.4 FITN 117, 118, 119 FITN 166.1, 166.2, 166.3, 166.4 FITN 235, 235.1, 235.2, 235.3, 235.4 FITN 400.1, 400.2, 400.3, 400.4
Core Training Family:	FITN 116, 219	FITN 116.1, 116.2, 116.3, 116.4 FITN 128, 129 FITN 219.1, 219.2, 219.3, 219.4 FITN 237
Pilates Family:	FITN 124, 335	FITN 335.1, 335.2, 335.3, 335.4 FITN 339
Resistance Training Family:	FITN 205, 207	FITN 122 FITN 201, 201.1, 201.2, 201.3, 201.4 FITN 202, 206 FITN 227.1, 227.2, 227.3, 227.4

List Of Kinesiology Families Across The District		
Yoga Family:	FITN 332, 334, 336, 337, 338	FITN 332.1, 332.2, 332.3, 332.4 FITN 334.1, 334.2, 334.3, 334.4 FITN 336.1, 336.2, 336.3, 336.4
INDIVIDUAL SPORTS:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Archery Family:	INDV 101, 105	INDV 101.1, 101.2, 101.3, 101.4
Badminton Family:	INDV 120, 121, 125	INDV 121.1, 121.2, 121.3, 121.4
Golf Family:	INDV 160, 161, 164, 165, 166, 169, 171	INDV 160.1, 160.2, 160.3, 160.4 INDV 165.1, 165.2, 165.3, 165.4 INDV 167, 168, 172
Tennis Family:	INDV 251, 252, 253, 254, 255, 256	INDV 251.1, 251.2, 251.3, 251.4
TEAM SPORTS:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Basketball Family:	TEAM 110, 111, 115	TEAM 111.1, 111.2, 111.3, 111.4, 117
Football Family:	TEAM 132	TEAM 132.1, 132.2, 132.3, 132.4
Soccer Family:	TEAM 141, 143, 145, 148	TEAM 141.1, 141.2, 141.3, 141.4 TEAM 148.1, 148.2, 148.3, 148.4
Volleyball Family:	TEAM 171, 173, 174, 175	TEAM 171.1, 171.2, 171.3, 171.4

List of Dance Families		
DANCE:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Ballroom Family:	DANC 116, 151, 153, 156	DANC 116.1, 116.2, 116.3, 116.4 DANC 151.1, 151.2, 151.3, 151.4 DANC 167.1, 167.2, 167.3, 167.4 DANC 167, 168, 169 DANC 172.1, 172.2, 172.3, 172.4 DANC 665SF
Choreography Family:	DANC 395	DANC 390 DANC 395.1, 395.2, 395.3, 395.4
Composition Family:	DANC 330	DANC 330.1, 330.2, 330.3, 330.4
Classical Family:	DANC 140, 141, 143	DANC 140.1, 140.2, 140.3, 140.4
Dance Accompaniment Family:	DANC 410	DANC 410.1, 410.2, 410.3, 410.4
Dance Production Family:	DANC 400, 450	DANC 400.1, 400.2, 400.3, 400.4
Hip Hop Family:	DANC 150	DANC 150.1, 150.2, 150.3, 150.4

List of Dance Families		
Jazz Family:	DANC 117, 130, 131, 132, 205,210, 215	DANC 117.1, 117.2, 117.3, 117.4 DANC 130.1, 130.2, 130.3, 130.4
Modern Family:	DANC 110, 121, 122	DANC 121.1, 121.2, 121.3, 121.4
Salsa Family:	DANC, 125, 126, 127, 665SB	DANC 125.1, 125.2, 125.3, 125.4 DANC 128.1, 128.2, 128.3, 128.4 DANC 152, 152.1, 152.2, 152.3, 152.4
Tango Family:		DANC 161.1, 161.2, 161.3, 161.4 DANC 161, 162, 163, 164, 165, 166, 260
Folkloric Dance Family:		DANC 115.1, 115.2, 115.3, 115.4
List of Music Families		
MUSIC:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Piano Family:		MUS. 301, 301.1, 301.2, 301.3, 301.4 MUS. 302, 303, 304
List of Theatre Arts Families		
THEATRE ARTS:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Acting Family:	DRAM 201.1, 201.2, 203	DRAM 201, 201.3, 201.4, 202
Rehearsal and Performance Family:	DRAM 300	DRAM 300.1, 300.2, 300.3, 300.4

Prerequisites, Corequisites, And Recommended Preparation

The Board of Trustees of the San Mateo County Community College District allows colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in accordance with Title 5 regulations in the California Administrative Code.

A **prerequisite** is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. Prerequisites are so designated in course descriptions in this Catalog.

A **corequisite** is a course that a student is required to take simultaneously in order to enroll in another course. Corequisites are so designated in course descriptions in this Catalog.

Recommended preparation for a course or program is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment. Advisories are designated as "recommended" in course descriptions in this Catalog.

Why Prerequisites and Corerquisites?

Title 5 (state regulations that govern community colleges) requires that, if a course has a prerequisite, it must be necessary for the student to succeed in the target course. Furthermore, the college must ensure that the prerequisite is equitably and fairly enforced and that it has been approved in a separate action by the curriculum committee at each college.

What if I am currently enrolled in the prerequisite course(s) within the SMCCCD?

If you are currently enrolled in the prerequisite course(s), the computer will not prevent your enrollment in the desired course. However, should you receive a final grade other than "A," "B," "C" or "P" in the prerequisite course(s), you will be notified by Admissions and Records through your student email (my.smccd.edu) that you have been administratively dropped from the course. You are advised to meet with a counselor for further assistance with enrollment.

What if I completed the prerequisite at another college outside the San Mateo County Community College District?

If you believe you have met the stated prerequisite at another college/university outside the San Mateo County Community College District, you must file a Prerequisite Equivalency/Reciprocity of Course Placement form with the **Counseling Department**. The form is available at the One Stop Center in Building 2. Submit the completed form with a copy of your unofficial transcript or grade report from the other college to the Counseling Appointment Desk in Building 2. If your prerequisite request is approved, the enrollment block will be lifted, allowing you to enroll in the course. If your request is denied, you will be contacted by Counseling through your student email as to the reason(s) why.

How can I challenge a prerequisite?

You can challenge a prerequisite on one or more of four grounds, listed below:

- If you believe you have the knowledge or ability to succeed in the course without completing the prerequisite.
- If you believe that the prerequisite has been established in violation of Title 5 regulations or the SMCCCD District Model Policy.
- If you believe that the prerequisite is discriminatory or is being applied in a discriminatory manner.
- If you believe that the prerequisite course has not been made reasonably available.

How do I file a prerequisite challenge?

If you wish to file a prerequisite challenge, follow these steps:

The **Prerequisite Challenge Form** is available at the Student Services Information Center in Building 2 or from a counselor, or online at **www.skylinecollege.edu/prerequisites/challengeprocess.php**. A counselor can help you determine whether you would benefit from the challenge process.

- Next you should contact the appropriate division dean to obtain specific information about filing and documenting your challenge request.
- If you elect to challenge, submit the completed challenge form with documentation to the appropriate Division Office for review.
- You will be notified in 5 business days if your challenge is subsequently approved, and you will be allowed to enroll in the course. If your challenge is not approved, you will be administratively withdrawn from the course.

What message will I receive on WebSMART if I do not meet the prerequisite for the course in which I am attempting to enroll?

If you have not met the prerequisite or presented documentation to challenge the prerequisite you will receive the following message on WebSMART when you attempt to enroll: *You do not meet the prerequisites for this course.* You will not be able to register for the class until you clear the prerequisite(s). To obtain prerequisite information, equivalency/challenge processes, and forms go to: **www.skylinecollege.edu/prerequisites/index.php**.

Sequential Courses

To enroll in sequential courses, students must complete the courses in order – e.g., English 836 and Reading 836 must

be completed with a "C" or better grade before a student enrolls in English 100. Also, a student may not enroll in or receive credit for a course taken after successful completion of an equivalent course – e.g., Spanish 111 cannot be taken after successful completion of Spanish 110.

Related Content Courses

1. The SMCCD has established related courses with similar educational activities (See #2 below.) Although a course cannot be repeated, a student may attempt up to four related courses. This limitation applies even if the student receives a substandard grade (i.e., D+, D, D-, F, NP, NC) or a "W." Enrollment limitations are monitored district wide for related courses.
2. Students may attempt active participatory courses in physical education/kinesiology, and visual or performing arts where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs each time the course is attempted for the following reasons:
    - The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods and
    - Active participatory experience in individualized study or group assignments is the method to learn the objectives.

Student Rights & Responsibilities

Privacy Rights Of Students

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

1. To inspect and review the student's education records within 45 days of the day Skyline College receives a request for access. Students should submit to the Dean of Enrollment Services' Office written requests that identify the record(s) they wish to inspect. The Dean of Enrollment Services will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Dean of Enrollment Services' Office, the student shall be advised of the correct official to whom the request should be addressed.
2. To request an amendment of the student's education records that the student believes are inaccurate. Students may ask Skyline College to amend a record that they believe is inaccurate. They should write the Dean of Enrollment Services, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Skyline College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Skyline College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Skyline College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Skyline College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by Skyline College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605. At its discretion, Skyline College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Skyline College may include the following: address, telephone number, dates of attendance, degrees and awards received, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, final theses/dissertation, photograph, full-time/part-time status, and most recent previous school attended. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. Although the initial request must be filed during the first two weeks of the enrollment period, requests for non-disclosure will be honored by the College for no more than one academic year. Reauthorization to withhold Directory Information must be filed annually in the Registrar's Office within the first two weeks of any semester.

The Solomon Act requires colleges to release full directory information to the U.S. Armed Forces.

A copy of the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) is available in the Office of Admissions Records, Building 2, Student Services Center, during normal business hours or on the web.

Student Right-To-Know And Campus Security Act

In order to make Skyline College a safe and pleasant environment for students and employees, the College has established procedures in compliance with the Student Right-to-Know (SRTK) and Campus Security Act

(Federal Public Law 101-542). Persons seeking information concerning Skyline College law enforcement procedures, crime prevention efforts, and crime statistics should contact the **College Security Office**, Building 6, Room 6106, (650) 738-4199.

The Act also requires institutions to make available the completion or graduation rate of certificate or degree-seeking full-time students. Persons seeking information concerning completion or graduation rates specified by the Act should Contact the Office of Admissions and Records, Building 2, Student Services Center, (650) 738-4251, for additional information.

More information about SRTK may be found on the California Community Colleges Chancellor's Office website at **http://srtk.cccco.edu/index.asp.**

Academic Integrity / Honesty

Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses and its degrees and certificates. The college community has the responsibility to make every reasonable effort to foster honest academic conduct.

Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill that he or she does not possess. The two most common kinds of academic dishonesty are "cheating" and "plagiarism." Cheating is the act of obtaining or attempting to obtain academic work through the use of dishonest, deceptive, or fraudulent acts. Plagiarism is representing the work of someone else as his/her own and submitting it to fulfill academic requirements.

It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he/she should speak to the professor. The following list includes, but is not limited to, some of the activities which exemplify academic dishonesty:

Cheating:

- Copying, in part or in whole, from someone else's test.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting any sources or materials not authorized by the professor during an examination.
- Committing other acts that defraud or misrepresent one's own academic work.

Plagiarism:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as your own work.
- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

Other specific examples of academic dishonesty:

- Purposely allowing another student to copy from your paper during a test.
- Giving your homework, term paper or other academic work to another student to plagiarize.
- Having another person submit any work in your name.
- Lying to an instructor or College official to improve your grade.
- Altering graded work after it has been returned, when submitting the work for re-grading without the instructor's permission.
- Removing tests or examinations from the classroom without the approval of the instructor.
- Stealing tests or examinations
- Having your work corrected for spelling or grammar(if contrary to the rules of the course).
- Forging signatures on drop/add slips or altering other College documents.

Consequences of Academic Dishonesty:

Academic and student disciplinary sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, you may:

- Receive a failing grade on a test, paper, or examination which may result in a lower course grade or failure in the course.
- Have your course grade lowered, or possibly fail the course.

Under the standards of Academic Sanctions and Disciplinary Sanctions, you may be subject to:

- A warning
- Temporary exclusion from an activity or class
- Censure
- Disciplinary probation
- Suspension
- Expulsion

The Dean of Enrollment Services/Disciplinary Officer maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once.

Student Appeals:

In all instances, a student who has been subject to an academic or disciplinary sanction has the right to appeal the decision of the professor or administrator in accordance with established College due process procedures. Refer to Student Grievance and Appeals Policy in the Student Handbook.

Attendance Regulations

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Regular attendance affords the student the opportunity to acquire the content of the specific session and, over the length of the course, the continuity of the professor's plan for the presentation of the subject matter in the course.

It is the student's responsibility to withdraw when absences have been excessive. Absence means nonattendance for whatever reason. It is the prerogative of the professor to determine when absences are excessive. A guideline used by many professors to determine when absences are excessive is twice the number of ;clock hours that the class meets during a week, or a pro-rata value designed to relate to shorter than semester length courses or practicum intensive programs. This is strictly a guideline and will vary with each professor depending on the subject matter of the course or laboratory. The professor may drop a student from a course if absences, in the opinion of the professor, have placed the student's success in jeopardy.

If there were extenuating circumstances related to the absences which resulted in being dropped from a course, the student may petition the Academic Standards and Policies Committee within five academic calendar days. The petition must contain an explanation of the absences, progress in the course to date, and justification for reinstatement. If the absences were due to illness, the petition must include a physician's written confirmation or a confirmation from the College Health Center. A student submitting a petition may, with the permission of the professor, remain in class until the decision of the Academic Standards and Policies Committee is reached. After considering the petition, the Committee will make a recommendation to the professor. In all cases, the decision of the professor is final.

Student Code Of Conduct

Students enrolled in the colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each college in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the colleges of the San Mateo County Community College District.

The following actions are prohibited and may lead to appropriate disciplinary action:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.
2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/ College premises or at any time or place while under the supervision of District/College personnel.
3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/ District premises as defined below, except in self defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
8. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing.
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College/District.
16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.

18. Disorderly conduct or lewd, indecent, or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
22. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College/District.
23. Failure to satisfy College/District financial obligations.
24. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
25. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.
30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
31. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities. 32. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

Students may be accountable both to law enforcement and to the District for acts that constitute violations of law and of this policy. Disciplinary action at the College/District will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

No student shall be suspended from a College unless the conduct for which the student is disciplined is related to College/District activity or attendance. Any violation of law, ordinance, regulation or rule regulating or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

For additional information refer to SMCCCD Board Policy 7.69

Types of Disciplinary Sanctions

Students charged with misconduct may be subject to the following sanctions:

- Warning: An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action. This action may be taken by any faculty or staff or by the Disciplinary Officer when the case is referred to him/her.
- Reprimand: A written notice by the Disciplinary Officer of violation of the Student Code of Conduct. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions of the Student Code of Conduct.
- Disciplinary Probation: Formal written notice by the Disciplinary Officer of violation of the Student Code of Conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.
- Restitution: Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- Removal from Classes/Facility: Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the College Disciplinary Officer to discuss the cause for the removal. After-the-fact review by the President/ designee shall occur if the student alleges in writing that an instructor or administrator has abused his/her administrative discretion. Any College instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting.
    - Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.
    - Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
    - If the student is a minor, the parents or legal guardian shall be notified in writing by the Disciplinary Officer as soon as possible and the parent will be asked to attend a conference regarding the removal.
- Suspension: Action by the President to exclude the student from all Colleges and District/College programs and activities for a definite period of time. This action shall be posted on the student's electronic record, but shall not be reflected on the academic transcript. This does not prohibit, where an interim suspension is required in order to protect lives or property and to insure the maintenance of order, an interim suspension pending a hearing, provided that a reasonable opportunity for a hearing be afforded a suspended person within ten (10) instructional days. Suspension for more than ten days may have impact on a student's financial aid eligibility or financial aid award.
- Expulsion: Action by the Board of Trustees to terminate student status in the District indefinitely. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others. Final action by the Board shall be taken by the Board of Trustees at a public meeting. Action to expel a student will be posted on the academic transcript.

Decisions regarding the following types of disciplinary action are the responsibility of the campus Judicial Officer. Unless the immediate application of disciplinary action is essential, such action will not be taken until the established appeal procedures found in Rules and regulations, Section 7.73, have been completed.

For additional information please refer to SMCCCD Board Policy 7.73 and Administrative Procedures 7.73.1.

Disciplinary Sanction Procedures

These procedures are designed to provide uniform standards to assure due process rights that are guaranteed by federal and state constitutions when a student is charged with a violation of the San Mateo County Community College Student Code of Conduct, as defined in Rules and Regulations 7.69 and 7.70 as defined by Board Policies and Administrative Procedures 7.69, 7.69.1,7.69.2, 7.69.3, 7.73 and 7.73.1. This procedure will be used in a fair and equitable manner and not for purposes of retaliation. It is not intended to substitute for criminal or civil procedures that may be initiated. All proceedings held in accordance with these procedures shall relate only to an alleged violation of established standards.

These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Disciplinary Officer: Each president will designate an administrator to serve as the College's Disciplinary Officer. The Disciplinary Officer shall be responsible for investigating and processing the alleged violation of the Student Code of Conduct.

Step 1. Incident Occurs

Within twenty (20) days from the time that the Disciplinary Officer is informed of allegations which may constitute a violation of the Student Code of Conduct, the Disciplinary

Officer shall conduct a fact-finding investigation to determine whether to pursue an Administrative Conference or a Student Disciplinary Hearing.

For the purpose of evaluating whether the student's conduct is a violation of the Student Code of Conduct, no consideration shall be given to the student's actual or perceived disability unless such disability is being asserted by the student as a defense to, in mitigation of a potential violation.

Immediate Interim Suspension: In cases where the alleged violation is deemed by the Disciplinary Officer to pose an imminent threat to the health and safety of the college community, the student may be suspended immediately pursuant to Education Code 66017, provided that a reasonable opportunity is afforded a suspended person for a hearing within ten (10) days.

Step 2. Administrative Conference or Student Disciplinary Hearing

Based on the review of the alleged code of conduct violations, the Disciplinary Officer shall determine if the matter goes to an Administrative Conference or to a Student Disciplinary Hearing.

Administrative Conference

The Disciplinary Officer shall schedule a meeting with the student involved to inform the student of the alleged offense. The student will be notified of charges/alleged violations and the basis for the charges. Based on the information at the Conference, the Disciplinary Officer may either dismiss the charges for lack of merit or notify the student of one or more disciplinary actions being taken (described in Step 3). The student may request the opportunity for a Student Disciplinary Hearing.

Student Disciplinary Hearing

Hearing Notice: A notice of the hearing will be sent to the student and shall specify the date, time, and place of the hearing, a statement of the charges against the student, and the date, time, and location that the tangible evidence will be made available for inspection and (when applicable). A copy of the disciplinary procedures shall also be enclosed.

Student Disciplinary Board

The Disciplinary Board shall include: one (1) student selected from the pool submitted by the Associated Student Organization governing body, one (1) faculty member selected from the pool submitted by the Academic Senate and one (1)staff member from a pool submitted by CSEA and the Management Group. A Judicial Officer will also be appointed to assure the process is followed.

No person shall serve as a member of the Disciplinary Board if that person has been personally involved or could otherwise not act in a neutral manner. The student may request the names of the Disciplinary Board members and may challenge for cause any member of the Disciplinary Board by addressing the challenge to the Disciplinary Board Chairperson, who shall determine whether the cause for disqualification has been shown.

The scope of the duties of the Disciplinary Board is to weigh the evidence presented in relation to the alleged violation and, based on the evidence, submit a recommendation to the Disciplinary Officer regarding the student's responsibility for violations of the Code of Conduct.

Formal Hearing Process

Absence of the Student: The hearing shall proceed in the absence of the student.

Chairperson: Prior to the hearing, the Board shall select a Chairperson. The chairperson shall preside over the hearing.

Behavior: Disruptive behavior will not be tolerated and will result in exclusion of individuals.

Hearing Process: A document describing the process for conducting disciplinary hearings will be distributed to all members of the Disciplinary Board. The Judicial Officer will assure the process is followed.

Charges: The Chairperson shall distribute copies of the charges and incident reports to the members of the Board, read the charges aloud, and ask the student if the charges have been received.

Representation: The disciplinary hearing is an internal due process hearing conducted by the colleges of the San Mateo County Community College District. Parties are not allowed to be represented by legal counsel at any time during the hearing process.

Participants: A student may be accompanied by a person of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.

Witnesses: Each side shall be entitled to call witnesses. All witnesses shall be excluded from the hearing process except when testifying.

Plea: The student shall admit or deny responsibility for each charge. If the student admits each charge and wishes to present no evidence of mitigating circumstances or other defense, the Board shall retire to make its decision. If the student denies any or all of the charges, or wishes to present evidence of mitigating circumstances, the hearing shall proceed.

Recording: The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.

Information: Formal rules of evidence shall not apply. All relevant information is admissible, including but not limited to testimony of witnesses, physical objects, police or security officer reports, photographs, and copies of documents. Any and all information will be entered for the record.

Disciplinary Board Deliberation: The Disciplinary Board shall retire to deliberate in closed session with only the members of the Board and the Judicial Officer present. The Disciplinary Board shall reach its decision based only upon the evidence presented and shall not consider matters outside of the record. The Board shall recommend disciplinary sanctions to the Disciplinary Officer based upon its findings.

Step 3. Disciplinary Action(s) Recommended

If a student is found responsible for violating the Student Code of Conduct, either through the Administrative Conference or Disciplinary Hearing process, one or more of the following types of disciplinary actions may be recommended. Refer to Types of Disciplinary Sanctions in the Student Handbook.

Any level of sanction may also include a behavioral contract; community service, and/or any other directives to make amends and/or reduce the likelihood of repeating prohibited behavior.

Step 4. Written Decision

1. Within five (5) days following receipt of the Disciplinary Board's recommendation, the Disciplinary Officer shall make a written decision.
2. The Disciplinary Officer may adopt the recommendations made or make changes.
3. The Disciplinary Officer should then promptly send a copy of the decision to the student by certified mail. A copy will also be sent to the President. If the student is a minor, the report shall be sent to the parent or guardian. If the recommended disciplinary action is expulsion, the recommendation for this action will be made to the Board of Trustees. Expulsion proceedings will be completed upon action by the Board of Trustees.
4. A student may appeal the decision using the process outlined in Step 5.
5. The President shall notify the District Chancellor of any decision to suspend a student.
6. Disciplinary Records: The Disciplinary Officer shall maintain all records of a disciplinary hearing. Disciplinary files shall be retained for at least five (5) years from the time of a final determination.

Step 5. Appeal to the President

1. A student may appeal to the College President within two (2) days of the delivery of the decision to the student. Such appeals shall be in writing and shall be delivered to the College President.
2. The student may request the College President to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.

   Due Process: Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.

   New Information: If there is new information sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered “new information” if the student could have learned of the information by avenues reasonably available to him/her.
3. The decision on appeal shall be reached within five (5) days after receipt of the appeal documents. Copies of the President's appeal decision shall be sent to the student and the Chairperson of the Disciplinary Board.

Step 6. Appeal to the Chancellor

1. The student may appeal, in writing, to the Chancellor/Superintendent within five calendar days after receipt of the decision of the President. The Chancellor, or his/ her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within ten calendar days of the review of the student’s written appeal. The student shall be advised in writing of his/her further rights of appeal.
2. The student may request the Chancellor to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.

   Due Process: Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.

   New Information: If there is new information sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered “new information” if the student could have learned of the information by avenues reasonably available to him/her.

3. The decision on appeal shall be reached within five (5) days after receipt of the appeal documents. Copies of the Chancellor's appeal decision shall be sent to the student and the Chairperson of the Disciplinary Board.

Step 7. Appeal to the Board of Trustees

The student may appeal, in writing, to the Board of Trustees, or its designee, within five days after receipt of the decision of the Chancellor. The Board of Trustees shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members, within twenty calendar days following the review. The decision of the Board of Trustees is final.

For additional information regarding the SMCCCD Board Policy and procedures for Disciplinary Sanctions.

Student Grievances And Appeals Procedures

Skyline College is committed to the ideal that all students should have recourse from unfair and improper action on the part of any member of the College Community. Skyline College complies with Federal regulations designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation or disability (see Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1992).

In all instances, a student who has been subject to an academic or administrative sanction has the right to appeal the decision of the professor or administrator in accordance with the due process procedures established by the college.

Students may file a grievance or appeal if the student believes that:

- She or he has been subject to unjust action
- Denied his or her rights
- Decision or action taken in response to an alleged violation of the Student Code of Conduct or Academic Integrity Policy is harsh or unjust
- Disciplinary procedures where not followed in accordance with College Policies and District Rules and Regulations

Students filing grade grievances must be able to demonstrate the following:

- Mistake
- Fraud
- Bad faith
- Incompetence in the academic evaluation of their performance
- Incompetence in the academic evaluation of their performance in the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224).

Grade grievances must be filed within one year of issuance of the grade in dispute.

Filing all grievances and appeals must be done in accordance with the College Policies and District Rules and Regulations

Complaints of sexual harassment, or unlawful discrimination should be directed to the Human Resources Department of the San Mateo County Community College District. For more information about procedures for filing these complaints, please Visit the San Mateo County Community College District web site **www.smccd.edu** or stop by the District Office, 3401 CSM Drive, San Mateo CA, 94402

At any time during the progress of the procedure outlined below, informal resolution of the problem may be sought by mutual agreement. For grade grievances, refer to B, Grade Grievances. For parking citations, refer to C, Parking Citation Appeals.

A. Academic (Excluding Grade) and Non-Academic Grievances and AppealsStep 1 – College Level

a. Before initiating formal appeal procedures, the student shall attempt to resolve the dispute informally with the appropriate staff member at the point of initial decision. If the dispute is not resolved, the student may initiate a formal appeal with the Vice President of Student Services and must do so within one (1) year of the incident on which the grievance is based or within one (1) year after the student learned of the basis for the grievance. The Vice President of Student Services shall advise the student, within five (5) days, of his or her rights and responsibilities, assist the student in the final preparation of the grievance and determine whether the grievance will be remanded to a hearing of the Grievance Committee or reviewed with an appointed mediator. Specific information regarding timelines for grievances remanded to the Grievance Committee is outlined in the Student Grievances and Appeals Procedures, 7.73.1. The Vice President of Student Services will ensure that a student filing a grievance and the Grievance Committee members are provided copies of grievance procedures, including timelines.

b. Appeal to the President

i. If the College President has been previously involved in the decision or action under appeal, the student may proceed directly to Step 2 (Appeal to the Chancellor). 7.73 Student Grievances and Appeals.

ii. In the event that the dispute has not been resolved during the course of earlier appeal procedures, the student may appeal in writing to the President within five (5) days after receipt of the decision made in response to the initial appeal. The President shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the President's decision shall be provided to the student within ten (10) days of the hearing by the President.

Step 2 – Appeal to the Chancellor

If a dispute has not been resolved at the College level, the student may appeal, in writing, to the Chancellor within five (5) days after receipt of the decision of the President. The Chancellor, or his/her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within ten (10) days of the review of the student's written appeal.

Step 3 – Board Level

a. If the dispute has not been resolved during the course of earlier procedures, the student may appeal in writing to the Board within five (5) days after receipt of the decision of the Chancellor.

b. The Board shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members within twenty (20) days following the hearing. The decision of the Board is final.

B. Grade Grievances

Grades can only be grieved according to the criteria outlined in Education Code 76224.

Before initiating formal appeal procedures, the student shall attempt to resolve the grade dispute informally with the instructor. If the dispute is not resolved, the student may initiate a grade grievance with the appropriate division dean. If the grievance is not resolved at the division dean level, the student may appeal to the Vice President of Instruction. The decision of the Vice President on grade-related grievances is final. There is a deadline of one (1) year from the date that the grade is posted for a student to initiate a grade change.

C. Parking Citation Appeals

Parking citations may be contested by completing a request online by visiting **http://www.pticket.com/csm/**.

Temporary Leave of Absence

Students who will be absent for more than one week should notify their professors and make arrangements for work assignments.

Holds On Student Records

A hold will be placed on a student's record by the District or Cashier's Office for fees and any other financial obligations owed to Cañada College, College of San Mateo, and/or Skyline College. Students are advised to check WebSMART for holds that have been placed on their records. A student's educational records, including transcripts, will not be released while an outstanding balance remains on their account.

Fines

Fines are assessed for failure to comply promptly with library regulations. Students are also required to pay for careless or unnecessary damage to College property. Students who are delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the College authorities.

Field Trip/Excursion Guidelines

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents, and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommended travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation, and any person driving a personal vehicle is not an agent of the District.

Policy On Drug-Free Campus

Skyline College, in compliance with the Federal DrugFree Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances on College property or at any function sponsored by the District or Colleges. This policy includes the use of medical marijuana/cannabis.

Students are expected to conduct themselves as responsible citizens and in a manner compatible with the Community College function as an educational institution. Students are subject to civil authority and to all District and College rules and regulations. Students found to be in violation of the drug-free campus policy by manufacturing, distributing, dispensing, possessing or using controlled substances, as defined in California statutes, on any District property will be subject to disciplinary measures up to and including suspension and expulsion.

The College Health Center provides information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may

be referred to various outside agencies for enrollment in a drug recovery program.

Policy On Sexual Assault Education And Prevention

In accordance with California Education Code, Section 67385.7, and District Rules and Regulations 2.29, the San Mateo County Community College District is committed to providing programs and services that educate all students, faculty and staff on the prevention of sexual assault.

Any sexual assault or physical abuse, including but not limited to rape, domestic violence, dating violence, sexual assaults or stalking as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

In partnership with various community agencies, individuals who are victims of sexual assault or have concerns related to sexual assault shall receive support and assistance. Students, faculty and staff who need information or assistance related to sexual assault prevention, sexual assault services, and procedures related to the reporting of sexual assault incidents on campus may contact the Student Health Center, the Public Safety Department Office, or call the Public Safety Dispatch at (650) 738-4199 or the Office of the Vice President of Student Services at (650) 738-4333. Information may also be obtained on the Skyline College Public Safety Department website at **http://www.skylinecollege.edu/publicsafety/index.php**.

Sexual Harassment Involving Students

It is the policy of the San Mateo County Community College District to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students, staff or members of the public while on district property and/or the harassment of staff by students or members of the public while on district property is considered intolerable behavior that will be investigated and acted upon immediately. (Board Policy 7.67)

According to both State and Federal laws and guidelines issued by the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of discrimination. Sexual harassment is misconduct that can change the course of careers, disrupt the climate of an entire class, affect academic performance, and undermine the integrity of educational relationships. It is an abuse of power which confuses the boundaries of personal and professional roles and breaches trusting relationships which should exist among members of the College community.

1. It is the policy of the San Mateo County Community College District to provide its students with a learning environment free of sexual harassment and intimidation. This policy addresses interactions between a student and faculty, staff members, or other students. Because of the seriousness of these matters, the District will make every effort to assure that sexual harassment does not occur and will take disciplinary actions up to and including dismissal or expulsion for policy violation. It is the responsibility of each District employee and student to maintain a level of conduct that is in compliance with District policy.
2. For purposes of this policy, sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and/or other verbal, physical, or visual conduct of a sexual nature which occur under any of four circumstances:
    a. Submission is made, either explicitly or implicitly, a term or condition of admission to or retention in a course or program;
    b. Submission or rejection by a student is used as a basis for grading, enrollment, or other educational decisions affecting the student;
    c. Submission or rejection by a student affects negatively a student's class performance, opportunity to benefit from class participation, or constitutes a disruption of the learning process;
    d. Such conduct creates, encourages, or condones an intimidating, hostile, or otherwise offensive environment for learning and/or teaching.
3. Sexual harassment includes, but is not limited to, the following:
    a. Making unsolicited written, graphic, verbal and/or physical contact with sexual overtones. Written examples: suggestive or obscene letters, notes, invitations, or electronic communications (e.g. text messages, emails, videos.) Graphic examples: prurient display of objects, pictures, cartoons, or posters. Verbal examples: derogatory comments, slurs, jokes, innuendos and epithets. Physical examples: indecent exposure, lewd acts, assault, touching, gestures, impeding or blocking movement.

b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Mutual attraction is not considered sexual harassment.)
c. Making reprisal, or implied threats of reprisal, following a negative response. This can include denial of, or actually withholding, support or opportunities normally provided in the form of counseling or other services, suggesting the assignment of a poorer grade than earned.
d. Engaging in implicit or explicit coercive sexual behavior which has the effect of controlling, influencing, or affecting the enrollment, grade, academic success, and/or learning environment of any student.
e. Offering favors or preferential treatment such as: assignment of better grades than earned; opportunities for extra credit; recommendations, favorable assigned duties or shifts; or other benefits in exchange for sexual favors.

4. Complaint Procedures

a. Staff to Student or Student to Student

1. If a student complainant feels that a specific act or environment is offensive and in violation of this policy, the complainant should first notify the offender in an effort to stop the offensive behavior. If the behavior does not stop, or the complainant does not wish to confront the offender directly, the student should notify the Vice President, Student Services or designee.

2. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Personnel Services will be notified of all claims of sexual harassment at the time the complaint is received. Investigations involving faculty or staff members will be coordinated by the Vice Chancellor of Human Resources and Employee Relations.

b. Student to Faculty/Staff

1. If a faculty or staff member is the complainant and feels that a specific act committed or environment created by a student is offensive and in violation of this policy, the complainant should first notify the offender in an attempt to stop the behavior.

2. If the behavior continues, the complainant will then notify the Vice President, Student Services or designee. Such continued behavior constitutes a disruption of the learning and teaching environment.

3. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Personnel Services will be notified of all claims of sexual harassment at the time the complaint is received. Investigations involving faculty or staff members will be coordinated by the Vice Chancellor of Human Resources and Employee Relations.

c. In accordance with the guidelines on sexual harassment of the Equal Employment Opportunity Commission, the District intends: 1) to raise the subject of sexual harassment affirmatively in formal staff training and other arenas; 2) to express strong disapproval for the inappropriate behavior; and 3) to implement this policy fully.
d. District employees or students found to be in violation of this policy may be subject to full disciplinary measures up to and including dismissal or expulsion, as appropriate, pursuant to any and all established District procedures. For represented employees, any action taken in response to a complaint under this policy is subject to the provisions of collective bargaining agreements. Upon request by the collective bargaining units, the District will negotiate any issues related to the complaints or investigations under this policy that are mandatory subjects for bargaining.
e. For represented employees, any action taken in response to a complaint under this policy is subject to the provisions of collective bargaining agreements. Upon request by the collective bargaining units, the District will negotiate any issues related to the complaints or investigations under this policy

that are mandatory subjects for bargaining.

f. Non- represented employees found to be in violation of this policy may be subject to full disciplinary measures up to and including dismissal or expulsion, as appropriate, pursuant to any and all established District procedures.

Prohibition of Harassment

1. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, genetic information, medical condition, marital status, sex, gender, gender identification, gender expression, age, or sexual orientation of any individual, military and veteran status, or because an individual is perceived to have one or more of the foregoing characteristics. This policy shall apply to all employees, students and any other individuals who come onto District property.
2. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct may be subject to disciplinary action, up to and including termination or expulsion. Engaging in intimidating conduct or bullying against another employee through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying are strictly forbidden.
3. Any individual who believes that he or she has been harassed, bullied or retaliated against in violation of this policy and wishes to report such incidents should use the procedure provided by his/her supervisor or the office of the Vice President of Student Services. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention to the Vice Chancellor of Human Resources and Employee Relations.
4. This policy applies to all aspects of the academic and work environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to minors as well as adults, and to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reemployment, transfer, leave of absence, training opportunities, assignment of work hours and projects, and compensation.
5. The Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.
6. The Chancellor shall establish procedures that define harassment throughout the District. The Chancellor shall further establish procedures for employees, students and other members of the District community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students and agents.
7. The District shall promptly investigate and resolve complaints of harassment and will assure that any harm resulting from the harassment will be promptly redressed by restoring any lost benefit or opportunity. All participants are protected from retaliatory acts by the District, its employees, students, and agents.
8. This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees on the District's public website.
9. It is the responsibility of each individual to maintain a level of conduct that is compliant with this policy. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Smoke Free Campus

Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Based on this commitment, the College implemented a smoke free campus beginning the fall semester 2009. "Smoking" means engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes, or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind according to Board Policy 2.27.

The active participation and cooperation of all students, faculty, staff, and guests in promoting a healthy and safe environment at Skyline College is greatly appreciated. All college constituencies and guests are expected to observe the smoke free policy. Tobacco-free resources are available in the Student Health Center, located In Building 2, Rm. 2209, (650) 738-4270 and on the Skyline College website. A printed Smoke Free Policy and Resource Guide are widely available in various locations on campus. For additional information regarding the smoke free policy and designated areas, please contact the Vice President of Student Services at (650) 738-4333 or the Chief of Public Safety at (650) 738-4455.

Designated Smoking Areas are in or near the following Parking Lots:

- Lot E: Near Bus Stop & Near Loading Dock of Bldg. 1
- Lot F: Near Bldg. 10
- Lot G: Near Bldg. 8
- Lot H: Near Bldg. 7
- Lot K: Near Bldg. 6 & Near Loading Dock of Bldg. 5
- Lot L: Pacific Heights Student & Staff Lot
- Lot R: Bottom of Stairway

Policy And Procedures For Unlawful Discrimination Complaints

The policy of San Mateo County Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, gender, gender identity or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the District is also to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Read more about district policies at the Student Grievance Process webpage at **http://www.skylinecollege.edu/officevpss/studentgrievanceprocess.php**.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, San Mateo County Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101)1.

The Officer designated by the District to receive and investigate staff and student complaints of unlawful discrimination is the Vice Chancellor, Human Resources and Employee Relations, at (650) 358-6767. Additional information available at the Student Grievance Process webpage**http://www.skylinecollege.edu/officevpss/studentgrievanceprocess.php**.

Authority: Cal. Code Regs., tit. 5, § 59300; Gov. Code, §§ 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.

For complete Board Policies, please visit **http://www.smccd.edu.**.

1 If the federal statutes cited above would result in broader protection of the civil rights of individuals then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in the Model Policy.

Política y Procedimientos para Quejas Por Discriminación Ilega

La política del Distrito del Colegio Comunitario del Condado de San Mateo (San Mateo County Community College District) es proporcionar un ambiente educativo y laboral en donde a ninguna persona se le deberá negar ilegalmente el acceso total y equitativo a, los beneficios de la misma, o estar ilegalmente sujeto a la discriminación en base a la identificación con un grupo étnico, origen nacional, religión, edad, sexo, raza, color, descendencia, orientación sexual, o discapacidad física o mental en cualquier programa o actividad gestionada por, financiada directamente por, o que recibe cualquier asistencia económica por parte del Rector Estatal o la Junta de Gobernadores de los Colegios Comunitarios de California.

Además, la política del Distrito es proporcionar un ambiente educativo y laboral libre de avances sexuales inoportunos,

solicitudes para favores sexuales, y otra conducta o comunicado verbal o físico que constituya acoso sexual.

Los empleados, estudiantes u otras personas que actúan a nombre del Distrito y se involucran en la discriminación ilegal, como lo define la política o la ley estatal o federal, pueden estar sujetos a una acción disciplinaria, llegando hasta e incluyendo incluso el despido, la expulsión, o la terminación de un contrato.

Al proporcionarlo así, por medio del presente el Distrito del Colegio Comunitario del Condado San Mateo implementa las disposiciones de las secciones 11135 a 11139.5 del Código de Gobierno de California, la Ley sobre Equidad de Sexo en la Educación (Código Ed., § 66250 y sigs.), Título VI de la Ley de Derechos Civiles de 1964 (42 U.S.C. § 2000d), Título IX de las Enmiendas Educativas de 1972 (20 U.S.C. § 1681), Sección 504 de la Ley de Rehabilitación de 1973 (29 U.S.C. § 794), La Ley de Estadounidenses con Discapacidades de 1990 (42 U.S.C. § 12100 y sigs.) y la Ley de Discriminación por Edad (42 U.S.C. § 6101)1.

El Funcionario designado por el Distrito para recibir e investigar quejas del personal y de estudiantes sobre la discriminación ilegal es el Vice-Rector, Recursos Humanos y Relaciones del Empleado, llamando al (650) 358-6767. Puede encontrar información adicional en línea visitando **http://www.skylinecollege.edu/officevpss/studentgrievanceprocess.php**.

Autoridad: Normas del Cod. de Cal., Título 5, § 59300; Código de Gov., §§ 11135-11139.5; Código de Ed., § 66250 y sigs.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. §12100 y sigs.; 42 U.S.C. § 6101.

Para ver la versión completa de las Políticas de la Junta, visite por favor **www.smccd.edu**.

1 Si los estatutos federales citados anteriormente resultarían en una protección más extensa de los derechos civiles de los individuos, entonces dicha protección o cobertura más extensa deberá incorporarse por referencia dentro del mismo, y deberá prevalecer sobre disposiciones en conflicto del Título 5, sección 59300, como se citó en la Política Modelo.

非法歧視投訴政策與程式

聖馬特奧郡社區學院學區的政策旨在營造一個公平 和平等的教育與就業環境，從而使廣大人民都能完 全且平等地享受由州大法官或加州社區學院理事會 負責管理、直接資助或提供財政資助的任何專案或 活動中的福利，而不會因族群認同、國籍、宗教、年齡、性別、種族、膚色、血統、性取向、身體殘 疾或智力障礙等原因而被非法剝奪受教育和就業的 權利或遭受歧視。另外，該區的政策也旨在營造一個公平和平等的教 育與就業環境，不會出現不受歡迎的性企圖、性利 益要求以及構成性騷擾的其他口頭或肢體行為或交 流。若在該區工作的社區員工以及在該區就讀的學生或 其他人有本政策或州法律或聯邦政府法律中規定的 非法歧視，則可能會受到紀律處罰，包括被解雇、開除或終止勞動合同等。 為此，聖馬特奧郡社區學院學區特此實施《加州政府 法典》第1 135條至第1 139.5條的規定、《性別平等 教育法》（法典第66250節）、《1964年民權法案 》第VI章（《美國法典》第42篇，第2000d節）、《1972年教育修正案》（《美國法典》第20篇，第 1681節）、《1973年康復法案》（《美國法典》第 29篇，第794節）、《1990年美國殘疾人法案》（《 美 國 法 典 》 第 42篇 ， 第 12100節 ）和《 禁 止 年 齡 歧視法》（《美國法典》第42篇，第6101節）。1 該區專門指定了負責收取並調查員工和學生非法歧 視投訴的人力資源與員工關係副部長，聯繫電話 (650) 358-6767。如需更多資訊，敬請訪問網站：**http://www.skylinecollege.edu/officevpss/studentgrievanceprocess.php** 。適用法規：《加州管制法》第5篇第59300節；《州 政 府 法 典 》第 11135-11139.5節；《 教 育 法 》第 66250節；《美國法典》第42篇第2000d 節；《美 國法典》第20篇第1681節；《美國法典》第29篇第 794節；《美國法典》第42篇第12100節；《美國法典》第42篇第6101節。 欲 瞭 解 完 整 的 理 事 會 政 策 ， 敬 請 訪 問 網 站 ：**www.smccd.edu**。 1 若上述聯邦政府法令會導致個人的公民權利保護範圍擴大，則應將擴大後的保護或涉及範圍視為本政策的內容；因此，對於 上述規範性政策中所述的第5篇第59300節中的衝突性規定，應 以保護或涉及範圍更大的規定為准。

Use of Technology In The Classroom Policy

Students may only use hand-held and wireless technology for legitimate and appropriate educational purposes such as defined by the instructor. The instructor may limit any use of hand-held or wireless technology that disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty or illegal activities. Students who require access to hand-held or wireless technology as assistive measures for documented disabilities may use them according to their accommodations as provided by the Disability Resource Center. A violation of this policy may result in disciplinary action. Sanctions are explicitly stated in the College's Student Code of Conduct.

Revisions of Regulations or Policies

Any changes in regulations or policies adopted by the San Mateo County Community College District Board of Trustees or the administration of Skyline College will be considered an official ruling and will supersede any regulation or policy on the same subject which appears in this Catalog and/or other official publications, provided that the new regulation or policy has been officially announced and posted.

Student Resources

Athletics

Skyline College sponsors men's and women's intercollegiate athletic competition within the Coast Conference. Skyline College participates as a member of the Coast Conference in the following intercollegiate sports:

VARSITY

- Varsity Baseball
- Men's Varsity Basketball
- Men's Varsity Soccer
- Varsity Wrestling
- Women's Varsity Badminton
- Women's Varsity Basketball
- Women's Varsity Soccer
- Women's Varsity Volleyball

Intercollegiate athletic competition is governed by the Coast Conference and the California Community College Athletic Association (CCCAA). Obtaining clearance for athletic eligibility often requires considerable checking of records. These procedures should be started well in advance of the opening of each athletic season. The Athletic Director will interpret the State Athletic Constitution and Bylaws along with Conference regulations for all persons concerned. In general, the following principles pertain to matters of eligibility:

1. In order to be eligible, a student-athlete must be actively enrolled in a minimum of 12 units during the season of sport. Such eligibility is required for non-conference, conference, and post-conference participation.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units with a cumulative 2.0 (C) grade point average. These units must be completed prior to the beginning of the semester of the second season of competition. All units must be completed and passed at a regionally accredited post- secondary institution with at least six of the units earned in their previous semester as a full-time student.
3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in residence prior to the beginning of the semester of competition.
4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 (C) grade point average in accredited post-secondary coursework computed since the start of the semester of first participation and pass at least six units in their previous semester as a full-time student.
5. The 12 unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past two years.
6. In meeting the unit requirements, courses in which grades of D, F, or NC were received may be repeated. Under special circumstances, courses that have been completed with a grade of C or better may be repeated; however, the units will not be counted toward the minimum unit requirement in the semester of competition.

Student-athletes who plan to transfer prior to receiving an Associate degree should meet with their counselor/coach and verify eligibility status for transfer based on past work and test scores from high school.

Those students who transfer to a four-year school for athletic competition and wish to seek financial assistance must meet minimum requirements in accordance with the Bylaws of the National Collegiate Athletic Association (NCAA) or the National Association of Intercollegiate Athletics (NAIA).

Questions regarding eligibility should be addressed to the Dean of Kinesiology/Athletics/Dance, Building 3, Room 3130, or call (650) 738-4271. Eligibility questions may also be researched by visiting **www.cccaasports.org**, **www.ncaa.org**, and, **naia.org**.

Skyline College Bookstore

The Bookstore

Course materials, books, and supplies may be purchased at the Skyline College Bookstore or online at **http://bookstore.skylinecollege.edu**.

Textbook Information: Students may find information about the textbooks and course materials for the courses in which they are enrolled by logging into WebSMART or going to **http://bookstore.skylinecollege.edu/SelectTermDept.aspx.**

Please visit the Bookstore's website at **http://bookstore.skylinecollege.edu** or call the Bookstore at (650) 738-4211 for store hours, book sell back hours, or more information.

Digital Textbooks - Inclusive Access

The Inclusive Access – Digital Textbooks program is a new textbook model created in collaboration with top publishers and the bookstore that converts books into dynamic digital content that lowers the cost of course materials for all students in the course using this.

The digital content also includes Interactive Learning Platforms, interactive abilities with CANVAS, and other benefits:

- Automatically billed to your WebSMART account at the beginning of the semester for enrolled students
- Discounted access for digital content
- Discounted print book upgrade (if available) at the bookstore

To opt out and not participate in the program for courses that are part of the Inclusive Access program, please visit the Skyline College Bookstore website at **bookstore.SkylineCollege.edu**, click on Inclusive Access, and follow the instructions on that page.

Graphic Arts & Production

Skyline College Bookstore's Graphic Arts & Production (GAP) department (located in Building 5) offers high quality photocopying (black & white and color), and production services at great prices to the Skyline College and SMCCCD community.

For operating hours or more information, please visit our website at **http://bookstore.skylinecollege.edu/SiteText.aspx?id=24186.** For pricing information or a quote, please contact GAP at (650) 738-7014 or email at **skygap@smccd.edu.**

Calworks

Skyline College provides support services to students who are receiving CalWORKs/TANF (cash assistance) benefits. Support services to eligible students include individualized counseling, career and transfer planning, priority registration, job development assistance, work study, transportation assistance, and welfare-to-work advocacy. The CalWORKs office is located in Building 2, Room 2-2212. For more information call (650) 738-4171.

CalWORKs faculty and staff have identified the following Student Learning Outcomes for the various services provided by the CalWORKs Program:

- Students will be able to develop a Student Educational Plan (SEP) that reflects the requirements for certificate, associate degrees and/or transfer.
- Students will be able to utilize tools to communicate with staff and receive program information.

Campus Housing

Skyline College does not provide campus housing. The College occasionally receives calls and rental listings from rental agencies, landlords or individuals who are looking for roommates. All rental information received is posted on the second floor of Building 6, Student and Community Center. To post rental information or advice on apartment searches, please contact the Center for Stu dent Life and Leadership Development at (650) 738-4275.

Career Services Center

The Career Services Center offers a wide variety of services and resources to assist students with their individual career and employment goals. Students are encouraged to explore career options by taking advantage of our comprehensive career services:

- Career and academic counseling
- Career assessments and Interpretations – Assessments aid in determining personal traits, interests, values, and strengths related to individual career paths. These can be helpful for an undecided student when selecting his/her major academic concentration
- Employment and Internship Services: Students and local residents can get personalized job search and Internship assistance, access to workforce services, unemployment insurance benefits, veterans and youth services.
- Workshops that address career research and Job Search skills
- Career Conversation Series and Employer Spotlights
- Job and Internship Postings at **www.skylinejobs.com**
- Career Networking Night, Job Fairs and Internship Fair
- Career exploration and job-search resources detailing preparatory education, training requirements, and labor market trends for specific career fields
- EUREKA, a computer-based California Career Information System
- Perfect Interview-innovative learning tool that you can use to enhance your job interviewing skills.
- Employment Services- Students and local residents can get personalized job search assistance, access to workforce services, unemployment insurance bene fits, Veterans and Youth services

The Center is located in Building 1, Room 1219B, (650) 738-4337. Visit **www.skylinecollege.edu/careercenter** or email **skycareers@smccd.edu**.

The Career Services Center faculty and staff have identified the following Student Learning Outcomes for the various services provided by Career Services:

- Demonstrate the ability to express their career goals with clarity and purpose.
- Students will be able to identify career services.
- Career Info/Services: Student will be able to utilize and integrate career information/services to develop/maintain a successful career plan.

Career Technical Education (CTE) Transitions

Skyline College CTE Transitions programs link high school and two years of community college study through a

partnership with local high schools, and other industry partners. CTE Transitions programs pre pare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experience. CTE Transitions allows the granting of college credit for the articulated courses that are successfully completed by students while attending high school, or with other industry partners. College credit will be posted to a student's transcript according to the criteria stipulated in the articulation agreement.

CTE Transitions articulation agreements have been approved by local high schools, and training partners in the following areas: Accounting, Automotive Technology, Business Computer Systems and Management, Business/ Health Science, Residential Construction, Early Childhood Education and Environmental Science. Other approved articulation agreements exist at Cañada College and College of San Mateo.

Articulation agreements will be honored at any of the three Colleges in the San Mateo County Community College District. Students who earn CTE Transitions certificates for articulated high school, and other industry partners courses receive college credits. Earned credit will be granted and posted as credit-by-examination and entered into the student records system. The number of college units students may earn through these CTE Transition articulation agreements varies according to the specific career pathway.

CTE Transitions units are not applicable for meeting such unit load requirements as those for financial aid, veterans' benefits, scholastic honors, or graduation residency requirements. For more information regarding CTE Transitions, contact the Skyline College Coordinator at (650) 738-4362. Visit the CTE Transitions website at **http://www.smccd.edu/ctetransitions** for more information.

The Center For Career And Workforce Programs

The Center for Career and Workforce Programs brings together career and technical education and workforce programming. The Center collaborates with Skyline College academic departments and programs, business and industry, community-based organizations, and governmental agencies to connect individuals with effective career technical education programs that provide college credit and career pathways. The Center develops and administers federal, state, local, and foundation grants and contracts for career technical education and economic and workforce development projects and initiatives. The Center facilitates the delivery of workforce development programs and services designed to meet local labor market needs.

The Center for Career and Workforce Programs is responsible for coordinating the delivery of contracted worksite or campus-based customized training and educational solutions using credit and not-for-credit courses, associated services, and programs requested by the public and private-sector organizations. Training services are provided when and where they are needed and when they are requested-during the workday, after hours, at the worksite, or on the campus. The Center is located in Building 1, Room 1311. For more information, please contact the Center at (650) 738-4491 or visit **http://www.skylinecollege.edu/workforcedevelopment/**.

Child Care Services

The Skyline College Child Development Laboratory Center (CDLC) provides a comprehensive child care and early education program for students, staff, and faculty of Skyline College and community members. The CDLC is child-centered and offers a play-oriented approach to learning in a safe and nurturing environment. The Master Teachers are highly qualified and certificated professionals in Early Childhood Education. The CDLC also serves as a laboratory school for Skyline College students in various disciplines and a model training site for Early Childhood Education students and the community. The program provides the following services for children and families: child care and early education experiences from 7:30-5:00 pm during the regular academic calendar, three nutritious daily meals, observation and assessment of children's typical development, resources and referrals for a wide variety of supports for children and families, parent information and workshops on topics relevant to families with young children, and home visits/ conferences to discuss children's development and school readiness skills. The Skyline College CDLC is partially funded by the California Department of Education and income eligible student-families may receive child care subsidies. For more information, call (650) 738-7070, email **skylinecdc@smccd.edu**, or visit our website at: **http://skylinecollege.edu/childdevelopmentcenter/**.

Community, Continuing And Corporate Education Programs

The Community, Continuing and Corporate Education (CCCE) Department at San Mateo County Community College District provides a full range of training and services to San Mateo County residents, families and businesses through increased lifelong learning and professional certifications for adults, expanded academic and fitness programming for youth, customized workforce training for public and private-sector organizations, and Intensive English Programs for international students. For a full range of live and online classes and training opportunities, please call (650) 574-6149 or visit **http://edthatworks.smccd.edu**.

CCCE also offers the **Bay Area Pathways Academy™ (BAPA),** a comprehensive academic, enrichment and fitness summer program at the College of San Mateo for students entering grades 6 to 9. The Bay Area Pathways Academy™

is an enhanced new summer program offering an exciting array of grade-appropriate academic classes, engaging enrichment classes and fun fitness and aquatics classes, including the opportunity to register for up to 3 two-week sessions. For more information, call (650) 574-6149 or visit **www.bayareapathwaysacademy.org**.

CCCE is also pleased to offer the **Silicon Valley Intensive English Program (SVIEP)** in collaboration with Skyline College and Cañada College. This exciting new program of study in Silicon Valley is for students seeking high-quality, intensive English instruction and the opportunity to attend one of our three colleges upon successful completion of the program. Upon successful completion of SVIEP level 4, students will be guaranteed admission to one of our three colleges (Cañada College, College of San Mateo, and Skyline College) and will take an Exit and Placement Exam to determine appropriate placement. For more information please call SVIEP at 650-738-7177 (at Skyline College) or 650-381-3514 (at Cañada College), or visit **http://smccd.edu/sviep**.

CARE - Cooperative Agencies Resources For Education

Cooperative Agencies Resources for Education (CARE), a program within EOPS, is specifically designed for EOPS students who are single heads of household, who have a child under 14 years of age, and who are receiving CalWORKs/TANF for their children. CARE provides additional support services in addition to all EOPS services, such as transportation assistance, vocational grants, school supplies, and special workshops designed to meet the needs of CARE students. For more information call (650) 738-4171.

Student Drop-In Computer Lab

The Student Drop-In Computer Lab is located in the Library on the second floor of Building 5. It is open to students and the public from 8:00 a.m. – 9:00 p.m. Monday-Thursday, 8:00 a.m. – 2:00 p.m. on Friday and 10:00 a.m. – 2:00 p.m. on Saturday. Students can log in with their Peninsula Library System library card number. Students can apply for a library card at the Library Circulation Desk.

Students have access to 46 PCs, located at Tables A-F. Table A is designated as 15 minute express stations for students in a hurry (no log-in required). The computers come with Microsoft Office 2013, Adobe Creative Suite 6, Windows Movie Maker, etc. Students also have access to pay-as-you-go print services through Pinnacle. Black & White printing is available at 12 cents per page after the purchase of a Vend Card.

Continuing Education Hours For Health Professionals

The following courses comply with the requirements of the Board of Registered Nursing for continuing education hours taken by registered nurses and vocational nurses for their re-licensures. The general public is welcome unless course description states otherwise.

Skyline College will issue a certificate to each licensee as verification that the established criteria for successful completion of these courses have been met. One unit of credit equals 15 CEU hours. Skyline College meets requirements for BRN CEUS.

Courses approved for CEU hours include, but are not limited to, the following:

- Anthropology 110, 360
- American Sign Language 111, 112
- Business 101, 103, 123
- Career 665
- Communication Studies 130
- Computer Science 155
- Family & Consumer Sciences 212, 310
- Health Science 130, 150
- History 235
- Italian 111, 112, 121, 122
- Japanese 111, 112
- Mathematics 200
- Philosophy 103, 240
- Psychology 105, 110, 171, 200, 201, 268, 301, 390
- Respiratory Care 430, 445, 450, 460, 475, 485, 490
- Sociology 105, 141, 201, 665
- Spanish 110, 111, 112, 120, 121, 122, 130, 140

Counseling Services

The Counseling Division at Skyline College is designed to assist individuals in all aspects of their development as students and help them accomplish their goals. Career and educational counseling are emphasized. A counselor can help students establish both short and long range goals and provide them with information about courses and programs that transfer to four-year colleges and universities. Counselors assist students in developing an individual Student Educational Plan (SEP), which maps out courses that will be taken over a number of semesters and serves as a guide to achieving goals. All students are required to have a comprehensive SEP on file once they have completed 15 units or 3 semesters at Skyline College. Assistance with students' personal and social concerns is also available.

Counseling appointments are made in-person at the One-Stop Student Services Center in Building 2 or by calling (650) 738-4318.

The Counseling Services faculty has identified the following Student Learning Outcomes for the various services provided by Counseling Services:

- New students will be able to identify college resources, procedures and policies that support their academic success.
- Students will access, utilize and integrate counseling information & services from a variety of human print and electronic resources to develop and maintain dynamic educational and career plans.
- Demonstrate the ability to create interdependent relationships with peers, instructors, and counselors.
- Demonstrate the ability to express their educational and career goals with clarity and purpose when developing a Student Educational Plan.
- Students in collaboration with a counselor will develop, modify, and maintain a Student Educational Plan that is in alignment with their educational and career goals.
- Demonstrate the ability to utilize and synthesize computer-based research information into their overall educational goals.

Disability Resource Center

Skyline College's Disability Resource Center is designed to equalize the educational opportunities of students with disabilities. Skyline College offers services to students with learning disabilities, psychological disabilities, and long or short-term physical disabilities. Services include, but are not limited to, note taking, ASL interpreting, registration assistance, extended testing time, lockers, assistive technology classes, adaptive physical education classes, alternate formats of textbooks and printed materials upon request.

Skyline College and the Disability Resource Center are committed to providing services that will enhance the educational experience of students with disabilities. For a more detailed description of the program, stop by the DRC, Building 5, Room 5131, or call (650) 738-4280.

The Disability Resource Center faculty and staff have identified the following Student Learning Outcomes for the various services provided by the Disability Resource Center:

- Student will be able to demonstrate knowledge of their disabilities, accommodations, and services available for them.
- DRC students will use their accommodations (i.e., test proctoring, textbooks in alternate format, and text-to-speech program such as Kurzweil 3000).
- Students will show they are satisfied with the types and availability of services provided by DRC.

Assistive Technology Program

The Assistive Technology (AT) Program gives students with disabilities access to computers using adaptive software and hardware and courses to support their use of assistive technology. Students learn to use these tools while completing coursework from other classes in which they are enrolled. Students with disabilities have access to the computers with adaptive hardware and software throughout the day and evenings at various locations on campus and in Building 5, Room 5131, during Assistive Technology Lab hours. The software available for students includes, but is not limited to, scan and read programs (e.g., Kurzweil 3000/1000), voice recognition (e.g., Dragon NaturallySpeaking), word prediction (e.g., WordQ), screen magnification (e.g., ZoomText), and a screen reader (e.g., JAWS).

As part of the Assistive Technology Program, students with learning or physical disabilities may request and receive their textbooks, tests and classroom materials in alternate format (e.g., electronic text, Braille or large print) from the Alternate Media Specialist. For more information, contact the Assistive Technology Program Office, Building 5, Room 5131, or call (650) 738-4497

Differential Learning Skills Program

The Differential Learning Skills Program (DSKL) offers services to students with suspected and documented learning/learning-related disabilities. Services include, but are not limited to, evaluation and document review, assistance with accommodations, development of advocacy skills, courses to support their learning, review of learning styles and related study strategies. For further information, visit the Disability Resource Center, located in Building 5, Room 5131, or call (650) 738-4180.

Workability III Program

The Workability III (WAIII) Program assists persons with disabilities to obtain and retain competitive employment. WAIII is a cooperative program between Skyline College and the California Department of Rehabilitation (DOR). WAIII serves people with disabilities who are clients of DOR. For more information and program eligibility, contact the WAIII Program Office, located in the Disability Resource Center, Building 5, Room 5132A, or call (650)738-4399.

Distance Education

Skyline College offers a range of courses via distance education. Many of these courses can be applied to meet certificate, associate degree, and university transfer requirements. Students that are enrolled in distance education courses have the same status as students enrolled in on-campus courses. You have access to support services and financial aid, and are held to the same college and academic policies. Skyline College maintains a distance education website with student readiness support

materials, student online resources, and student success in online education resources: **www.skylinecollege.edu/distanceeducation/**

The Skyline College Class Schedule lists distance education offerings for each semester. Additional information about Distance Education in the San Mateo County Community College District can be found at the District's Distance Education Gateway website **(www.smccd.edu/degateway)**. This site provides a comprehensive summary of district offerings and distance education program information.

If you have questions about Distance Education at Skyline College, please contact the Skyline Distance Education office at **skylinede@smccd.edu** or drop by the Distance Education Office located in Building 1, Room 1311.

Educator Preparation Institute (EPICENTER)

The EPICenter (Educator Preparation Institute) provides support encouragement and assistance to students with education based majors. The EPICenter is a flexible learning environment providing academic support with an education library, computers, and student assistants. The EPICenter offers a quiet space for study, collaboration, and child based materials for students to utilize. The EPICenter sponsors several teacher preparation and education related conferences and workshop throughout the academic year. The EPICenter gives students a chance to work on school projects, meet other students with similar majors, and participate in teacher prep activities. The EPICenter is located in building 8 room 8317. For more information contact: Kristina Brower at 650-738-4304 **brower@smccd.edu** or Kate Williams Browne at 650-738-7092 **brownek@smccd.edu.**

English Language Institute

The English Language Institute (ELI) helps non-native English speakers apply to Skyline College and make use of the resources at Skyline College so that they can achieve their educational goals. The ELI can help with the following:

- Applying to Skyline College
- Selecting and enrolling in classes
- Planning for certificates, degrees, and transfer goals
- Applying for financial aid
- Providing support for learning English
- Help with accessing on- and off-campus programs and services:
- Tutoring services
- Academic support programs and campus activities
- Career information and services
- Childcare, legal and healthcare services
- Financial coaching, food assistance programs, public benefits

The ELI is located in Building 1, Room 218. Contact Mylene Foo at (650) 738-7167 or **foom@smccd.edu** for additional information.

Extended Opportunity Program And Services (EOPS)

Extended Opportunity Program and Services (EOPS) is designed to improve access, retention and completion of educational goals for students who are low income and educationally disadvantaged. EOPS students have the potential to succeed in college but have not been able to realize their potential because of economic and/or educational barriers.

EOPS offers a range of services such as academic, career, personal counseling, priority registration, transfer assistance, UC, and CSU admission application fee waivers, book grant or voucher service, and calculator and SMART pen loan program. In addition, students who are single heads of households receiving AFDC/TANF or CalWORKs with a child under the age of 14 are eligible for the Cooperative Agencies Resources for Education (CARE) program. CARE provides additional services and support to students by way of transportation assistance, grants, and special workshops specifically tailored to the needs of CARE students.

EOPS is committed to helping students access the resources necessary to succeed in college and works cooperatively with other programs and services on campus whose goals are enhancing scholastic achievement and academic excellence. EOPS also sponsors activities and workshops that provide cultural enrichment and promote personal growth.

The EOPS office is located in Building 2. For additional assistance call (650) 738-4139, visit the EOPS web page at **http://www.skylinecollege.edu**, or send an email to **skyeops@smccd.edu**.

Financial Aid

Skyline College is dedicated to the concept that no individual should be denied an education solely for financial reasons. Financial aid provides access and resources to those students who need financial assistance to meet the basic costs of attending college. All students are encouraged to apply for financial aid.

There are four types of financial aid: 1) Grants, 2) Scholarships, 3) Work Study, and 4) Loans. There are two primary sources of financial aid – the Federal government and the State of California. To be eligible for all federal and most state grants and loans, students must meet the following criteria:

- Have a high school diploma or California accepts GED, HISET and TASC tests as high school equivalencies, or have completed at least six (6)

degree applicable units prior to July 1, 2012 at one of the colleges in the SMCCCD.
- Be enrolled in an eligible program leading to an associate degree, certificate or transfer toward a university at any of the colleges in the San Mateo County Community College District. The Emergency Medical Technician (EMT) certificate Program is NOT an eligible course of student for federal and most state financial aid.
- Be a U.S. citizen or eligible non-citizen*. Note: Some State of California programs may have a less restrictive citizenship requirement for non U.S. citizens.
- Have completed the enrollment process which involves assessment testing, college orientation and completion of a Student Educational Plan (SEP) with a counselor.
- Submit all required forms and documents requested by the Financial Aid Office or Department of Education
- Meet and maintain satisfactory academic progress requirements as defined by the Financial Aid Handbook.
- Have financial need (except in the case of unsubsidized federal loans) as demonstrated by a completed FAFSA (available online at **www.FAFSA.gov**) or California Dream Act Application (available at www.dream.csac.ca.gov) and Financial Aid Office review.
- Register with the Selective Service if you are male between 18 and 25 years of age.
- Do not owe a refund or repayment on a federal grant.
- Not be in default on a federal educational loan or owe a repayment to a federal grant program.
- For Federal Financial Aid supply an accurate Social Security Number and name. If you are a dependent student, your parent may not be required to have a valid Social Security Number.
- Not a conviction for a drug-related crime (possession or sales) that occurred when you were receiving federal aid.
- Students with a Bachelor's Degree are not eligible for Pell Grant or FSEOG funds, but may be eligible for Fee Waivers, Federal Work Study and/or loans.

Awards and Disbursement of Financial Aid

Students can check their Financial Aid status through WebSMART by following these steps:

- Login to WebSMART
- Click on the "Financial Aid" tab
- Click on "My Overall Status of Financial Aid"
- Make sure to select a specific "Aid Year" and click "Submit"
- Here you will find Cost of Education, Status of Academic Progress and Award Information (which is the amount of Financial Aid you have been awarded, if any)
- Also check under "My Overall Status of Financial Aid" to see if there are any Unsatisfied Tracking Requirements. If you have any Unsatisfied Tracking Requirements, please make sure to submit all documents to the Financial Aid Office.
- You will be notified of your Financial Aid award 3-4 weeks via email after your file is complete

All financial aid funds are disbursed on scheduled dates each term. Federal grant aid (Pell Grant, Supplemental Educational Opportunity Grant) disburses twice each term with 50% of the scheduled award being disbursed on or after each scheduled date based on the student's enrollment level and program eligibility. Federal Direct Loans are also disbursed in two payments based on the approved loan period. Cal Grant Full-Time Incentive funds are disbursed in a single payment each term on the first scheduled disbursement date of the semester.

During the enrollment process, students can choose one of two preferred methods for receiving financial aid or scholarship funds from the college: (1) having funds transferred via direct deposit (also called ACH Transfer) to their existing checking or savings account, or (2) having funds loaded directly to the SMCCCD Disbursement Prepaid Card.

(1) How to Enroll for SMCCCD Direct Deposit (ACH Transfer)

1. Go to **www.enroll.moneynetworkedu.com** and click "Enroll Now"
2. Provide your bank or financial institution account information
    - Full Name on account
    - Bank/Institution Name
    - 9-Digit Routing Number
    - Account Number
    - Account Type
3. Select your disbursement method and agree to terms & conditions
4. Confirm your ACH Information and submit

(2) How to Enroll for the SMCCCD Disbursement Prepaid Card

1. Go to **www.enroll.moneynetworkedu.com** and click "Enroll Now"
2. Enter your Skyline College Student ID (G Number), date of birth, and your **"@my.smccd.edu"** email address.
3. Select your disbursement method and agree to the terms & conditions.

Paper Checks

If you do not choose one of the two funding options, your funds will be sent to you by paper check. Paper checks may take up to an additional 7 to 10 days after your financial aid

funds are disbursed. All checks are mailed to the student and will be sent to your address in WebSMART.

Please note that if you have more than one address type, the Mailing Address has priority and will be used instead of the Legal Address. It is your responsibility to ensure your address information is correct at all times.

Paper checks are not only the slowest method for you to receive your funds but also the least secure due to the risk of loss, theft and fraud. Sign up to receive your funds electronically.

Return of Federal Funds When a Student Withdraws:

Students who receive federal financial aid and do not attend any classes or who withdraw from all classes prior to completing more than 60% of the semester will be required to repay all or part of any unearned funding that was paid to them. A student's withdrawal date, for purposes of federal financial aid, will be determined as follows:

1. The date the student officially notified the Admissions Office of his or her intent to withdraw, or
2. The midpoint of the semester for a student who leaves without notifying the college, or
3. The student's last date of attendance at a documented, academically-related activity.

Students will be billed for any funds that are required to be repaid. Funds must be repaid immediately or the student may be reported to the U.S. Department of Education for a grant overpayment.

Further information about all programs and types of resources available can be found in the Student Financial Aid Handbook at **www.skylinecollege.edu** under Financial Aid, or at the Financial Aid Office in Building 2, Student Services Center, or by calling (650) 738-4236

Student Learning Outcomes

The Financial Aid staff have identified the following Student Learning Outcomes for the various services provided by Financial Aid:

- Students will be able to identify financial aid resources for which they may qualify, submit applications and meet deadlines.**[ISLO: Communication and Information Literacy]**
- Students who receive financial aid will demonstrate knowledge and understanding of the Satisfactory Academic Progress "SAP" Policy for financial aid purposes. **[ISLO: Critical Thinking and Communication]**
- Students will gain understanding of the requirements, rights and responsibilities, and repayment obligations associated with acquiring a federal student loan. **[ISLO: Communication and Lifelong Wellness]**

Experimental Site Initiative - Loan Counseling

Beginning in the 2017-18 academic year, the San Mateo County Community College District is part of an undergraduate Direct Loan counseling experiment with the Department of Education. Students who have previously completed entrance counseling and are selected for the experiment will be notified via their school email address. As part of this experiment, student's Direct Loan disbursements are conditional upon completion of additional in-person loan counseling. A schedule of workshops for all three campuses will be posted on the District Website.

Respiratory Care - Baccalaureate Degree Program - Financial Aid

Financial Aid in forms of Federal, State aid is available for students eligible and accepted into the Bachelor of Science in Respiratory Care Program at Skyline College by completing a FAFSA (**www.fafsa.gov**) or California Dream Act Application (**www.caldreamact.org**). Apply early and follow the "Steps to apply for Financial Aid" section located on our homepage at: **www.skylinecollege.edu/financialaid**. Workshops are also available for students needing assistance completing their financial aid application, see our events calendar on our homepage. Also, online instructional videos can be viewed 24/7 on our homepage by clicking on FATV.

Eligibility for various scholarship programs would be determined by the individual scholarship or program students apply for. Additional information on scholarships, internal and external, can be located on our homepage at: **www.skylinecollege.edu/financialaid**.

The Board of Governors Fee Waiver (BOGFW) is available (for California State residents or AB 540 exempt students) to cover $46 per unit of lower division coursework and can be determined by submitting a FAFSA or Dream Act application, in lieu of the Board of Governors Fee Waiver application. If eligible for a BOGFW, the total cost of enrollment for students will be $84 per unit for upper division coursework.

Major Financial Aid Programs

GRANTS - Need-based financial aid that does not have to be repaid				
PROGRAM	**WHO CAN APPLY**	**ANNUAL AWARDS UP TO...**	**FILING DEADLINE**	**FORMS REQUIRED**
Cal Grant B	Undergraduates	$1,670	March 2 and Sept. 2	FAFSA, verified GPA Dream Act Application
Cal Grant C	Technical and Career Education Students	$547	March 2	FAFSA, SEP Dream Act Application
Cal Grant A	California Community College Students	Tuition at University on reserve until transfer	March 2 and Sept. 2	FAFSA, verified GPA Dream Act Application
California Community College Board of Governors' Fee Waiver (BOGFW)	California Community College Students	Waives "per unit" registration fee Limits parking fee to $30 per semester	Applications accepted throughout the year	FAFSA or Fee Waiver Application on WebSMART Dream Act Application
Chafee Grant	Current and Former Foster Youth	$5,000	Go to www.csac.ca.gov	FAFSA and Application Form
Full-Time Incentive Grant	Eligible for Cal Grant B Registered Full Time	$600	March 2 and Sept. 2	FAFSA, SEP, Dream Act Application
Federal Pell Grant	Undergraduates	$596-$5,920	End of term or by end of school year	FAFSA
Federal Supplemental Grant	Undergraduates	$100-$800	May 2 priority	FAFSA
Special Fee Waivers* (See BOGFW form)	Surviving Dependents of: Law Enforcement Personnel, Firefighters, VA, National Guard, Congressional Medal of Honor, Victim of 9/11	Waives $46 per unit registration fee	Contact the Financial Aid Office	Submit documentation to the Financial Aid Office
BOGFW for Bachelor of Science Respiratory Care	All Students accepted into B.S. Respiratory Care Program	BOGFW will pay $46 per unit. Student pays $84 per unit	Contact the Financial Aid Office	FAFSA or Dream Act Application

LOANS - Money borrowed for college costs that must be repaid, with interest				
PROGRAM	**WHO CAN APPLY**	**ANNUAL AWARDS UP TO...**	**FILING DEADLINE**	**FORMS REQUIRED**
Direct Subsidized Loan	Undergraduate	$3,500 – $4,500	Contact the Financial Aid Office	Direct Loan Request Form, Transcript, and SEP
Direct Unsubsidized Loan	Undergraduate/ Graduate Students	$6,000	Contact the Financial Aid Office	Direct Loan Request Form, Transcript, and SEP

Direct Plus Loan	Parents of Dependent Undergraduate Students	Variable	Contact the Financial Aid Office	Direct Loan Request Form, Transcript, and SEP
WORK STUDY - Money for college earned by student				
PROGRAM	**WHO CAN APPLY**	**ANNUAL AWARDS UP TO...**	**FILING DEADLINE**	**FORMS REQUIRED**
Federal Work-Study Student Assistant	Undergraduate and Graduate Students	Up to $6,000	Contact the Financial Aid Office	FAFSA
SPECIAL PROGRAMS - Funding that does not have to be repaid				
PROGRAM	**WHO CAN APPLY**	**ANNUAL AWARDS UP TO...**	**FILING DEADLINE**	**FORMS REQUIRED**
Extended Opportunity Programs and Services (EOPS)	California Community College Students	$900	Contact the EOPS Office	FAFSA or Fee Waiver Application
Cooperative Agencies Resources for Education (CARE	California Community College Students	Variable	Contact the EOPS Office	Contact the Financial Aid Office
College Scholarships	Skyline College Students, Transfer Students and Incoming High School Students	$100-$2,000	See website: www.skylinecollege.edu/financialaid/scholarships.php	Scholarship Application • Letter of Recommendation • Personal Statement • Unofficial Transcript

***IMPORTANT CHANGES TO BOARD OF GOVERNORS FEE WAIVER (BOGFW) PROGRAM**

Beginning Fall 2015: Students must provide all required documents before eligibility for the BOGFW can be determined and are at risk of being dropped for non-payment until receipt of the BOGFW is confirmed. This is a change from prior years where a student was awarded the BOGFW and had 21 days to submit the documents before having it removed.

Beginning Fall 2016: Due to changes made by SB 1456 Student Success Act of 2012 to Title 5 of the California Education Code, a student who fails to meet the minimum academic and progress standards of the institution for two consecutive primary terms (excludes summer terms) may lose their BOGFW. Students at risk of losing the BOGFW will be notified after the end of the Spring 2015 term and every term thereafter.

Food Service

Sky Cafe

Pacific Dining's Sky Café (located in the Fireside Dining Room in Building 6) offers many delicious items from burgers to fresh deli sandwiches to various ethnic items to healthy alternatives.

Sky Café also offers catering services for on campus meetings and events. Please contact Rick McMahon at **rick@pacific-dining.com** or (408) 406-8487 for your catering needs.

World Cup Coffee & Tea

Skyline College Bookstore's World Cup Coffee & Tea (located in the Fireside Dining Room in Building 6) offers many popular beverages from Starbucks, Tazo, Naked Juice, and Pepsi; fresh pastries delivered daily; and many healthy alternatives.

World Cup Coffee & Tea is also available for small on campus catering. Please visit our website at **http://bookstore.skylinecollege.edu/Home.aspx** for our catering form and operating hours.

Foster Youth Programs And Services

Guardian Scholars Program

The Guardian Scholars program provides additional resources, services and a dedicated space to all current and former foster youth at Skyline College.

Students may be eligible for the following resources:

- Textbooks
- School Supplies
- Lunch Vouchers
- University Campus Tours
- Employment opportunities
- Dedicated Financial Aid Liaison
- Priority Registration

For more information regarding programs and services for Foster Youth, please contact the Guardian Scholars Program at (650) 738-4315 or via email at **holidayt@smccd.edu**. For inquiries pertaining to Financial Aid, please contact Regina Morrison at (650) 738-4350 or via email at **morrison@smccd.edu**.

Global Learning Programs & Services Division

The African Diaspora Program (ADP)

The African Diaspora Program (ADP) is planned as an interdisciplinary academic program. ADP supports initiatives that represent the contributions of people of African descent in various parts of the world through lectures, symposia, conferences, service learning, and internships.

Initiatives include:

- International Mentorship Program for Skyline College Students
- International Studies and Student/Faculty Exchange Programs
- Linkages Among Institutions of The World
- Technical Educational Assistance
- Introducing Art and Cultural Experiences to Skyline College

The Bay Area Entrepreneur Center (BAEC)

The Bay Area Entrepreneur Center, hosted by Skyline College, is an off-campus business office designed to nurture the development of local and small businesses throughout the Bay Area and will enhance our community's entrepreneurial climate by retaining businesses, accelerating growth and diversifying local economies. The center is located at 458 San Mateo Avenue, in downtown San Bruno. The center will hold classes, seminars and workshops for members of the community and students alike and will offer office space, business support services and other resources.

Center For International Trade Development (CITD)

Skyline College's Center for International Trade Development (CITD) offers a variety of services, seminars and workshops for business owners and entrepreneurs interested in international trade/business including:

- One-on-One consultations on a variety of topics (trade missions, virtual trade shows, and networking opportunities, etc.)
- International exchange for students, faculty and collaboration
- Resources on international trade and business development
- Fast-track and traditional entrepreneurship certificates as well as an A.A. degree in International Trade

For more information visit: **www.skylinecollege.edu/citd**

International Students Program (ISP)

Skyline College is authorized under federal law to enroll non-immigrant students. The International Students Program is intended for students who are seeking or already hold F-1 student visas. Complete information regarding the program is available on the International Student Program website or by contacting the International Students Program. **www.skylinecollege.edu/international** or **skyinternational@smccd.edu.**

Study Abroad & Exchange Program

The San Mateo County Community College District Study Abroad Program, housed at Skyline College, offers students of all ages the opportunity to study and live abroad in three of our programs. Students in the Semester Abroad Program and Short-Term Study Abroad earn up to 15 units towards an A.A./A.S. degree which are transferable to the California State University System, the University of California System and most private colleges and universities. Upcoming study abroad destinations include:

- Semester Abroad Program: Fall 2017 semester in Barcelona, Spain, spring 2018 semester in Florence, Italy and fall 2018 semester in London, England.
- Short-Term Study Abroad Courses: Italy and South Africa Summer 2017
- Global Internships: Chile, Czech Republic, England, Spain, and South Africa
- Community Travel: Not for credit educational travel tours for older adults – Spring & Summer 2017 – Cuba, England, Italy, Ireland, Spain, and South Africa

Financial Aid and scholarships are available for eligible students for Semester Abroad and Short-Term Study Abroad. Early planning is advisable. For more information and eligibility requirements, visit **www.smccd.edu/studyabroad** or email **studyabroad@smccd.edu.**

Youth Entrepreneurship Program (YEP)

The Youth Entrepreneurship Program (YEP) teaches entrepreneurship and innovation to young adults across the Bay Area. YEP provides seed-funding to college students that submit qualifying business plans to the Business Plan Competition. Learn more about the fasttrack Entrepreneurship certificate programs, in areas including: General Entrepreneurship, Automotive Technology, Cosmetology and Early Childhood Education.

YEP features

- Business Plan Competitions
- Seminars and Workshops
- Entrepreneurship boot-camp
- In-house business coaching

Health Services

The following services are available from the Skyline College Health Center:

- Emergency care and first aid
- Health screening for blood pressure, hearing, vision, Tuberculosis, and pregnancy
- Consultation and evaluation of present health condition
- Nutrition and stress counseling
- Counseling and referrals for problems related to alcohol and drugs, eating disorders, acquaintance/date rape, and other related matters
- Anonymous HIV counseling and referral
- Psychological counseling services
- Brochures and information on health topics

Emergency and accident insurance coverage is in effect when students are on campus or attending college sponsored events. Students are encouraged to carry their own health and dental insurance. An application for low cost medical and dental insurance is available through the College Health Center

The Skyline College Health Center is located in Building 2, Room 2209. Check the Class Schedule for hours of operation. The Health Center is closed on weekends. Please drop in or call the Center at (650) 738-4270.

Check the Class Schedule or website for hours of operation. Psychological Services is closed on weekends. College Psychological Service personnel assist students with mental health issues. Please drop in or call the Center at 650-738-4270.

Hermanos & Hermanas Connection to College

The goal of Los Hermanos and Hemanas Connection to College is to increase the number of Latino students graduating from high school and enrolling in higher education. In partnership with Parkway Heights Middle School and South San Francisco High School, Hermanos and Hermanas Connection to College is committed to providing structured support to the Latino community beginning in middle school and continuing through the end of their senior year and enrollment in higher education.

Students begin in 8th grade and start taking significant concurrent enrollment college courses during the spring semester of their sophomore year and continue taking one college course every fall and spring semester until graduation from high school. Wrap-around structured support takes place in the form of the following program components: concurrent enrollment in one college course per semester, parent workshops, intentional monitoring of student progress, and access to quality instruction. The program pillars are designed to develop the following:

- Brotherhood/Sisterhood
- Leadership Development
- Academic Success
- Career Exploration

For more information visit www.skylinecollege.edu/hermanos or contact Alberto Santellan at santellana@smccd.edu.

Honor Societies

Academic Honor Society – Phi Theta Kappa

Beta Theta Omicron is the Skyline College chapter of Phi Theta Kappa, the International Honor Society for twoyear

colleges. Beta Theta Omicron is both an International Distinguished Chapter and a Regional Distinguished Chapter. Members of Phi Theta Kappa are eligible for the National Dean's List, the All-USA and All-California Academic teams, and a wealth of scholarships at fouryear colleges and universities that are available only to Phi Theta Kappans.

Students who have completed 12 units at Skyline College with a GPA of 3.5 in degree-applicable courses and who are currently enrolled are eligible to join. All members of Beta Theta Omicron are lifetime members of Phi Theta Kappa.

Members may participate in a variety of leadership, scholarship, fellowship, and service activities provided by Beta Theta Omicron. Additional information and applications are available at **www.skylinecollege.edu/boo**. Applications are also available in the Office of Admissions and Records.

Business Honor Society – Kappa Beta Delta

Alpha Beta Chi is the Skyline College chapter of Kappa Beta Delta, the international Honor Society for Accreditation Council of Business Schools and Programs (ACBSP) accredited two-year Business Programs. The purpose of Kappa Beta Delta is to encourage and recognize scholarship and accomplishment among students pursuing business degrees. To encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

Students who have completed 15 units at Skyline College with a GPA of 3.4 and have taken a minimum of three appropriate business-degree courses are eligible for life-time membership.

Members may participate in a variety of leadership, scholarship, fellowship, and service activities provided by Alpha Beta Chi. Members are also eligible for International and Local Kappa Beta Delta scholarships. For additional information see the Kappa Beta Delta webpage at **www.skylinecollege.edu/kappabetadelta/contact.php** or email at **skykbd@smccd.edu**.

Honors Transfer Program

The Skyline College Honors Transfer Program provides enhanced transfer and educational opportunities for highly motivated students who seek a challenging academic experience for intellectual and personal growth. The program provides special Honors sections of regular courses and seminars taught by outstanding instructors, as well as enriched cultural and leadership activities to help Honors students achieve their academic and personal goals. The Honors Transfer Program is a member of the Transfer Alliance Program of UCLA.

The program is committed to making it possible for Honors students to maximize their potential by expanding their intellectual capabilities, developing creative and critical thinking skills, practicing leadership skills, and opening new pathways to educational and personal quests

Some of the advantages of being in the Honors Transfer Program are enhanced transfer and educational opportunities in the form of scholarships, priority consideration to selective universities, honors recognition on transcript, leadership and community service activities, and cultural enrichment. In addition, students are taught by inspiring instructors in a stimulating environment among other students who seek intellectual challenges to prepare them to succeed in a university setting. Honors students work with a designated Honors counselor who provides them with academic and personal counseling in planning both short- and long-term educational and career goals.

Eligibility criteria for the program are:

- Eligibility for English 100 and
- Eligibility for Intermediate Algebra (Math 120)

And at least one of the following:

- Minimum 3.5 high school GPA, or
- Minimum cumulative college GPA of 3.25 in at least 9 units of college degree applicable courses.

Interested students who do not meet the eligibility criteria above may be admitted into the program on a provisional basis. In addition to the application form, these students must also:

1. Be referred by an instructor or counselor, and
2. Be interviewed by the Honors Coordinator and Honors Counselor

To complete the program, students must graduate with a minimum 3.25 overall GPA and a 3.25 GPA in at least 15 units/4 courses of Honors coursework. In addition, students must complete a 16-hour community service requirement. Each Honors course completed will be noted "Honors" on the student's transcript. The designation of "Honors Transfer Program Graduate" will appear on the transcript and the degree, if applicable, of those students who complete the program. They will also be recognized at graduation. In addition, many universities recognize academic excellence as reflected by completion of the program.

For more information and an application form, contact John Ulloa, HTP Coordinator at (650) 738-7127, or email him at **ulloaj@smccd.edu**, or visit the Honors Transfer Program web page at **www.skylinecollege.edu/honorstransfer/**.

The Learning Commons

The Skyline College Learning Commons brings together the functions of the Library and the Learning Center into a unified, technology enhanced academic support space for students in Building 5.

The Learning Center

The Learning Center (TLC) is a flexible learning environment providing academic support for students in all Skyline College courses through workshops, instructional technology, tutoring, and lab-based courses. The goal of the TLC is to offer students opportunities to learn more quickly and effectively and with greater confidence. Accordingly, the TLC provides alternative means of instruction that address students' diverse learning preferences and styles. The TLC also offers a comprehensive program of individual and small group support for all levels of English, ESOL, reading and math, and provides tutoring in a variety of academic subject areas. The Learning Center includes the following: Writing/Reading Lab, Math Assistance Lab, ESOL Lab, Computer Lab, TRIO/Student Support Services, online tutoring, and supplemental instruction.

Tutoring and Academic Support Workshops: Free tutoring is available to students in a variety of subjects at the Learning Center. Students must be enrolled in LSKL 803 (0 units) or LSKL 800 (0.5 or 1.0 unit) to receive tutoring. In addition, the Learning Center offers free one-hour instructional workshops for students on a variety of topics each term. All workshops are held in the Learning Center in Building 5.

Supplemental Instruction: Supplemental Instruction (SI) is a voluntary academic assistance program that utilizes peer-led group study to help students succeed in traditionally difficult courses. SI sessions are led by Skyline College students who have previously completed the course successfully and have received SI training.

Tutor Training: The first step to becoming a peer tutor in the Learning Center is to register for LSKL 110, Effective Tutoring and Practicum. Students completing LSKL 110 will receive course credit and earn the first step toward a CRLA Level 1 tutor certificate. With your CRLA certificate you will be eligible to work in The Learning Center as a tutor, if positions are available.

For more information about The Learning Center, please call (650) 738-4144 or stop by the Center in Building 5, Room 5100 (below the Library). Hours are Monday through Thursday, 8:00 am to 9:00 pm, Friday, 8:00 am to 4:00 pm and closed on Saturdays and Sundays. You can also learn more about the TLC at our website: **www.skylinecollege.edu/learningcenter**.

Library

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 53,000 volumes and subscriptions to over 100 magazines, journals and newspapers. Through a wide area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and research databases, including eBook and streaming video collections, all of which may be accessed off-campus with library card. The Library's web address is **www.skylinecollege.edu/library**.

The Library also has six group study rooms, numerous study carrels providing privacy for individual work, and a computer lab for class research workshops.

Borrowing privileges are extended to all students. The Library will issue cards to students with appropriate identification.

Contact information: (650) 738-4312 (reference), (650) 738-4311 (circulation). Hours are Monday through Thursday, 8:00 am to 9:00 pm; Friday, 8:00 am to 4:00 pm; Saturday, 10:00 am to 2:00 pm and closed on Sunday

Student Drop-In Computer Lab

The Student Drop-In Computer Lab is located in the Library on the second floor of Building 5. It is open to students and the public: Monday through Thursday, 8:00 am to 9:00 pm; Friday, 8:00 am to 4:00 pm; and Saturday, 10:00 am to 2:00 pm.

Students have access to 46 PCs. The computers come with Microsoft Office 2013, Adobe Creative Suite CC2015, Windows Movie Maker, etc. Students also have access to pay-as-you-go print services through Pinnacle. Black and White printing is available at 12 cents per page after the purchase of a Vend Card. Technology and computer help is available by contacting (650) 738-4392.

Learning Communities

Learning communities are one of the most exciting and rewarding learning opportunities at Skyline College. Students and faculty get to know one another and work together to ensure that students are successful at college. Students in learning communities enroll in a preset group of classes with other students in their cohort who take classes together over one to four semesters. The instructors teaching in learning communities get to know students one on one and work together to support students and make learning relevant to real life. Students who enroll in learning communities are more likely to be successful, to feel connected to their college experience, and to earn a degree.

Learning Community students have higher success rates because they...

- Are part of a community who **share a similar passion** or interest.
- Earn **CSU** and **UC** transferable **general education** units.
- Take courses that begin a **path** to Associate's Degrees, Certificates and Bachelor's Degrees.
- Enroll in courses that have **linked and related content.**
- Have **preferred class times** and **back-to-back courses.**

- Stay on track with academic and personal campus **support services.**
- Are supported by dedicated **staff and faculty.**
- Build long lasting **friendships and professional connections.**
- Participate in **special events and activities** focused on students' interests.
- Explore **rewarding** academic connections between courses.

ASTEP (AFRICAN AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE)

The African American Success through Excellence and Persistence (ASTEP) Learning Community is a transfer and support program focusing on the goal of increasing student success in the core college level courses. ASTEP centers around the African American diasporic experience and is open to all students. The major components of the program are English, Math, Communication, Biology, Counseling, History and mentoring. The menu of courses taken in the ASTEP Learning Community fulfill AA/AS degrees and/or transfer requirements to four-year colleges, universities, and other public and private institutions such as Historical Black Colleges and Universities (HBCUs). For more information, contact Danielle Powell at (650) 738-7182 or **powelld@smccd.edu**.

See more at: **http://www.skylinecollege.edu/astep**.

Career Advancement Academy – Allied Health

The Allied Health Career Advancement Academy provides a bridge of courses in English, Math, Counseling, and Introduction to Health Careers that prepare students for entry into healthcare programs the following semester. A Career Certificate in the Allied Health areas can be obtained upon completion of the following programs: Administrative Medical Assisting (optional emphasis in Medical Office Reception, Billing, Editing, Coding, Patient Navigator or choose multiple specializations), Emergency Medical Technician (EMT), Medical Assistant, and Central Services Technology. Please contact Jeremy Evangelista at (650) 738-7042 or evangelistaj@smccd.edu.

Career Advancement Academy – Automotive Technology

The Automotive Technology Career Advancement Academy provides students with the necessary, hands-on instruction and skills they need to begin a career in the automotive industry. In just one semester, students who complete the program receive a Certificate of Specialization and have the tools they need to enter the workforce and pursue further automotive education. Please contact Jeremy Evangelista at (650) 738-7042 or evangelistaj@smccd.edu.

Career Advancement Academy – Biotechnology

The Bio Bridge Career Advancement Academy pro vides a broad foundation of scientific education, hands-on instruction, along with contextualized math and English courses in a highly supportive learning environment. After completion of this two semester program, students receive a Certificate of Achievement in Bio technology and are prepared for entry-level employment in bio-manufacturing. Skyline College also offers an Associate Degree in Biotechnology for students who are looking for a clear transfer pathway to a four-year institution. Please contact Nick Kapp, Professor and Coordinator for the program: **kapp@smccd.edu** or (650) 738-4415 or Jeremy Evangelista at (650) 738-7042 or evangelistaj@smccd.edu for more information.

Career Advancement Academy – Legal Careers

The Legal Career Advancement Academy provides a challenging academic experience in a highly supportive environment. This one semester bridge program combines English, Counseling, and Paralegal courses to prepare students for work as legal professionals and for transfer to four-year schools. Upon successful completion of the program, students will be able to demonstrate highly sought after legal knowledge and skills. This program could be your first step towards a meaningful career in law! Please contact Jeremy Evangelista at (650) 738-7042 or evangelistaj@smccd.edu.

CIPHER (Center for Innovative Practices Through Hip-Hop and Research)

The CIPHER Learning Community, open to all students, helps students increase their skills in English and Math and prepares them for success in college and in their career. CIPHER focuses on the culture and history of Hip Hop and how it promotes critical literacy, personal development, and social change within their communities. CIPHER also provides resources for students interested in the careers in business and music. The activities are also designed to encourage students to obtain AA/AS degrees and/or transfer to a four-year university or other post-secondary institution to continue their studies. Please contact Nate Nevado at (650) 738-4388 or **nevadon@smccd.edu** for more information.

Engineering & Tech Scholars

The Engineering & Tech Scholars (ETS) Learning Community is a contextualized and accelerated cohort program designed to engage and support students in Engineering, Computer Science, and Biotechnology pathways. Part of the Silicon Valley Engineering Tech Pathways project, the ETS program helps students move through core Math, Physics, Chemistry and English courses together as a group with support from Math and Engineering faculty and a Student Support Specialist. Through supportive group-based learning, engagement in academic success

strategies, contextualized mathematics, hands-on and team-based design projects, and introduction to advanced manufacturing techniques in a brand new state-of-the-art Fabrication Laboratory, students progress from entry-level mathematics through intermediately advanced Science, Engineering, and Technology courses. The ETS Learning Community prepares students for an Associate's of Science Degree in the Engineering and Tech pathways and transfer to university, in addition to cultivating hands-on design and manufacturing experience to place students in entry-level internships in the Silicon Valley and San Francisco tech industries. For more information, contact Jenny Le, ETS Student Support Specialist at lej@smccd.edu, call (650) 738-7048, and visit: http://www.skylinecollege.edu/engineering/engineeringtech.php.

First/Second Year Experience

The First and Second Year Experience (F/SYE) Learning Community is designed to assist new students explore their major and career options. Students, faculty and counselors collaborate through a set of chosen classes to establish a strong foundation for success in college. By enrolling in all the F/SYE classes, the student is joining a community of learners with a common goal of progressing through math and English classes while learning important skills for student success. For more information, contact Jarrod Feiner at (650) 738-4231 or feinerj@smccd.edu.

Kababayan

The Kababayan Learning Community (Filipino for "countryman") is a transfer and community support group with the goal of increasing proficiency in English skills for success in college, work and life. It is open to all students and focuses on the Filipino and Filipino American student experience. By using culturally appropriate texts – about the Filipino and Filipino American experience – the Kababayan Learning Community instructors, tutors and mentors generate lively and timely discussions about the students themselves and the community around them, making the students' coursework "come alive" and providing a solid foundation for their academic success.

Students in Kababayan receive counseling assistance, tutoring and supplemental instruction. They are connected to professional and peer mentors who assist them in achieving academic success and transferring to other colleges and universities. Students also engage in extracurricular activities, including art, music and literary events, college tours, and community functions to foster a sense of community within Kababayan.

The Kababayan Learning Community offers English 104 – Applied English Skills for Cultural Production, a unique year-long course for students to write, edit, produce, and perform an annual "Pilipino Cultural Night," an evening of acting, singing and dancing that celebrates the Filipino and Filipino American experience. Other courses include Filipino, reading, literature, history, music and sociology.

For more information, please contact Liza Erpelo, Kababayan Coordinator and English instructor, by telephone at (650) 738-4119 or by email at **erpelol@smccd.edu**, or visit the Kababayan Learning Community web page at **www.skylinecollege.edu/kababayan**.

PACE

The Proficiency in American Culture and English (PACE) Learning Community is designed for nonnative speakers of English to help them accelerate through to ENGL 100/105. PACE students enroll as a group in a set sequence of classes that focus on English composition, grammar and American history. Students can expect additional support from instructors, information about programs, services and how to transfer, and a designated ESOL Counselor.

Interested students can contact Kenny Gonzales or the English Language Institute in Building 01-1218 or (650) 738-7089 or by visiting **www.skylinecollege.edu/esol/pace.php**.

Puente

Founded in 1981, the Puente (Spanish for "bridge") is a national-award-winning learning community that has improved the college-going rate of thousands of California's educationally underrepresented students. The original program mission was to increase the number of Chicano/Latino students transferring to four-year colleges and universities. Today, the program is open to all students. Through the reading of texts highlighting the Chicano/Latino experience, counseling assistance, and connections to professional mentors, students receive the instruction and support they need to achieve academic success and transfer. Students also participate in extracurricular activities such as college tours, mentor networking socials, art and literary events, and family nights to foster a sense of community within the program. Initiating its program in 1992, Skyline College is one of 64 community colleges participating throughout California.

Puente courses begin in fall semester and continue in spring semester. In the fall, Puente students concurrently enroll in both first semester Puente English and Counseling courses and continue on to their second semester Puente English and Counseling courses in the spring. Students continue to work with both their English instructor and counselor beyond their first year of Puente. For more information, please contact the Puente co-coordinators, Lucia Lachmayr **(lachmayrl@smccd.edu)** or Melanie Espinueva-Aure **(espinuevam@smccd.edu)**.

Social Justice League

The Social Justice League Learning Community is an exciting learning community designed for students wanting to learn how to use their education to address social justice issues in their communities! This learning community focuses on English and general education courses and real-world social

justice issues such as poverty, homelessness, equality, food security, environmental discrimination, women rights, and other relevant topics selected by students. You will learn how to ask questions, research real-life problems and effectively communicate your research through writing and public speaking to foster global change and justice for all. You can get more information about the Social Justice League from Marisa Thigpen at (650) 738-7178 or **thigpenm@smccd.edu**.

Teacher Track

The Teacher Track Learning Community is a great choice for students interested in a teaching career. This Learning Community offers students the opportunity to take ECE/EDU classes connected with hands-on paid work experience at Skyline College's Child Development Laboratory Center (CDLC). All Teacher Track students benefit from CA Permit application assistance, professional growth opportunities, individualized advising and support, and priority enrollment for select courses the subsequent semester. For more information about this program or to enroll, contact Kristina Brower at **brower@smccd.edu** or call (650) 739-4304, and visit the program's website at **http://www.skylinecollege.edu/earlychildhoodeducation**.

Media Services

Media Services supports the Skyline College campus with audio-video media equipment for presentations, conferences and special events. Among these are LCD projectors, laptops, document cameras, microphones, public address systems and video cameras. Media Services also provides DVD duplication, VHS to DVD transfer, basic DVD authoring, videographer services, Skype teleconference setup, telephone conference setup, special club event setup, and trains faculty and staff on audiovideo equipment.

Media Services can be found near the Learning Center in Building 5, Room 5116. For assistance, please contact Roger Marcelo (650) 738-4148 or Kamla Bucceri (650) 738-4142.

MESA

(Math, Engineering & Science Achievement)

The MESA (Math, Engineering, & Science Achievement) Program at Skyline College provides support, encouragement and assistance to students with math and science based majors. MESA serves economically disadvantaged students who plan to transfer to a four-year university and major in such subjects as Biology, Chemistry, Computer Science, Earth Science, Engineering, Math, Physics, and Pre-Med. The MESA Program offers academic and transfer counseling, field trips to universities and industries, Academic Excellence Workshops, and leadership development opportunities. Students also have access to the MESA Center, which gives them a chance to work on school projects, meet other students with similar majors, and participate in MESA activities.

The MESA Center is located in Building 7, Room 7309. For more information contact the MESA Director at (650) 738-4244.

Parking

All persons parking on the Skyline College campus are responsible for knowing and following the college's parking regulations. Complete parking regulations are also available online at **http://www.skylinecollege.edu/parking/index.php**.

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee and display a campus parking permit in their vehicle at all times while parked on the Skyline College campus. (Motorcycles are excluded if parked in designated motorcycle parking.) Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is $52.00 for fall or spring semesters and $27.00 for the summer session, or a two-term permit may be purchased for $94.00 (fall and spring together.) These fees are non refundable except by action of the college. **Parking permits may be transferred from one vehicle to another.**

One day parking permits are available for $2.00 per day from coin/bill operated parking permit dispensers located in student parking lots A, C, F, G, L, N and P. There are visitor lots that have pay-by-space, timed parking in Lots D and M.

Students may pay for their parking permits at the time of **WebSMART** registration, online or in person at the Cashier's Office.

Students may park in designated student parking lots only. Staff lots are marked with yellow parking lines and are reserved for Staff and Faculty only. Please refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, all students, staff, faculty and the general public must obey all campus, local and state regulations.

A parking permit is required inside the vehicle in order to park in any lot on campus other than a visitor lot. All Staff parking areas on the Skyline College campus are restricted to San Mateo County Community College District employees (excluding student aids, assistants or student workers while enrolled in the current semester). Vendors and contractors at the college may also park in staff parking lots with proper authorization and permit

Parking spaces are available on a first-come, firstserved basis. Therefore, a parking permit is not a guarantee of a parking space. Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking

facilities is at the user's risk. However, any such incidents should be reported to the Campus Public Safety Office, Building 6, Room 106, (650) 738-4199.

Parking Grace Periods

There is a two-week grace period in student parking lots only at the beginning of the fall and spring semesters. There is a one-week grace period in student parking lots only at the beginning of the summer session. The grace period does not apply to staff lots, handicap parking and other restricted parking areas.

Visitor Parking

Visitors to the Skyline College campus may park in **Visitor Lot D or Visitor Lot M.** These visitor lots are payby-space meter parking. After parking the vehicle, the visitor notes the number of the parking space, enters the number into the meter, and deposits coin or currency. The receipt from a visitor parking permit machine does not have to be displayed in the vehicle. Visitor parking permits are valid ONLY in the respective visitor parking lot in which they are purchased. Daily permits, Staff/Faculty permits, and Student permits are **not valid** in visitor parking lots.

Visitors may also park in student lots if they have purchased a **daily** parking permit. For the location of daily parking permit machines, please refer to the campus map.

Disabled Student Parking

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must **also** purchase a student parking permit issued through Skyline College. Disabled parking is available in student and staff lots. Transportation from student lots to campus may be arranged through the Disability Resource Center (DRC) at (650) 738-4280.

The Public Safety Office staff has identified the following Student Learning Outcomes for the various services provided by the Public Safety Office:

- Students will be aware of the smoking policy.
- Students will follow the campus rules and regulations.

Psychological Services

Psychological Services offers brief confidential individual counseling, crisis intervention, mental health and substance abuse assessments, and community referrals.

The goal of counseling is to support students in identifying and managing personal concerns, learn more about themselves and make positive life changes. Talking about issues and concerns in a safe and confidential environment can enable students to become more successful in college and life. Benefits of counseling include relief from distressing symptoms; improved emotional health; the acquisition of new approaches to problem solving and decision making; more satisfying interpersonal relationships; and increased insight and understanding of thoughts, feelings and behaviors.

The Psychological Services Office is staffed by licensed mental health professionals. Psychological Services is open to all currently enrolled Skyline College students and is free of charge. Referral information for longer term counseling is also provided.

The Skyline College Psychological Services is located in Building 2, Room 2206 (next to the Health Center).

Public Safety

The role of the Department of Public Safety (DPS) is to work toward ensuring the safety of all individuals while on campus and provide for the security of all properties of Skyline College.

FOR EMERGENCIES DIAL 911 FIRST

Located in Building 6, Room 6106, regular office hours are:

- Monday – Friday 7:00 am - 11:00 pm
- Saturday 7:00 am - 9:00 pm
- Sunday 8:00 am - 4:00 pm

ALERTU

The AlertU Emergency Text Message System enables college administration to send emergency information by text messages to cell phones on a subscription basis. To receive college alerts, go to http://smccd.edu/alertu/. After you click Submit, you will receive a text message asking you to Reply Y to complete the sign up process. Unsubscribing is easy. Simply text STOP to 253788.

Sparkpoint At Skyline College

We envision that financial circumstances should not prevent anyone from the promise of higher education. SparkPoint at Skyline College provides financial education and coaching that students and their families use to strengthen their financial capability and meet their educational and economic goals. Affiliated with United Way of the Bay Area, SparkPoint at Skyline College supports students and other members of the community who are working to:

- Increase income with certificates and degrees
- Discover and access resources including benefits when eligible
- Create a balanced budget
- Access free and low-cost banking
- Obtain credit reports and ensure their accuracy
- Understand and increase credit scores
- Pay off debt
- Find immediate employment with a liveable wage

SparkPoint networks with the excellent programs and services throughout Skyline College. SparkPoint also partners with other organizations to deliver services and resources that are not typically available on a college

campus. In addition to these partnerships and our financial coaching services, programs onsite include: the Grove Scholars Program, income tax preparation assistance, career and employment services, credit repair services, public benefits appli cation assistance, an on-site food pantry, and referral assistance for additional services.

Learn about our many programs and services by visiting our website at **www.skylinecollege.edu/sparkpoint**. Contact (650) 738-7035 for more information or to make an appointment. Visit our center on the Skyline College campus in Building 1 on the second floor starting with reception in Room 1-214. Individuals, groups, and organizations are also welcome to schedule informational tours to learn more.

SparkPoint at Skyline College faculty and staff have identified the following Student Learning Outcomes for the various services provided by SparkPoint:

- Students will utilize SparkPoint services and resources by completing the SparkPoint Welcome Form and identifying SparkPoint services to pursue.
- SparkPoint students who engage in financial coaching will improve their financial stability by identifying financial goals, creating a budget, and taking up two or more SparkPoint services.

Student Life

The Center for Student Life and Leadership Development is an excellent resource center for students who have questions related to campus life at Skyline College or are interested in creating or participating in campus activities. Skyline student life include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting student programs. The Center for Student Life and Leadership Development also serves as the facilitator for the annual Student Recognition and Awards Ceremony and the Commencement Ceremony. For additional information, please go to the Center for Student Life and Leadership Development. **www.skylinecollege.edu/centerforstudentlife**.

Vending and Space Room Reservations: All student clubs and organizations, off-campus organizations, or vendors who want to facilitate a special event, hold a fundraising event on campus, sell their product, or handout information about their group must make a space reservation at the Center for Student Life and Leadership Development by calling (650) 738-4275. Additional information about event planning and space/room reservations is listed in the Time, Place and Manner Policy in the Student Handbook. Note: Facilities reservations must be made at least 45 (forty five) business days in advance of the event

Vending Complaints and Refunds: All complaints regarding vendor service or malfunctioning vending machines should be reported to the Center for Student Life and Leadership Development. Refunds for lost funds are processed at the Center for Student Life and Leadership Development during regular business hours.

The Center for Student Life and Leadership Development staff have identified the following Student Learning Outcomes for the various services provided by the Center for Student Life and Leadership Development:

- The ASSC Governing Council will understand the College and District shared governance processes.
- The ASSC Governing Council and SOCC members will be able to conduct needs assessments, understand event planning policies and procedures, and manage a budget to stage effective events on campus.

Student Clubs

Participation in one or more of the student clubs and organizations is a great way to make the most of your college experience. These clubs offer network and connect with others as well as develop leadership skills. A list of student clubs may be found in the current Class Schedule, in the Student Handbook, and at the Center for Student Life and Leadership Development.

Students interested in learning about existing clubs or how new clubs may be formed are invited to speak with the Vice President of the Associated Students at Skyline College at (650) 738-4327 or visit **/www.skylinecollege.edu/studentclubs/**.

Student Government

(ASSOCIATED STUDENTS OF SKYLINE COLLEGE)

The Associated Students of Skyline College (ASSC) is the student government organization. The ASSC ensures that the needs and concerns of the student body are addressed and heard in the campus and district decisionmaking process. The ASSC also provides and supports a wide range of educational, cultural and social programs at Skyline College

Goals & Objectives

- Advocate for and protect student rights
- Increase cultural understanding of social justice and student equity
- Develop and implement student events
- Improve communication between all campus and district constituency groups
- Develop an inclusive and responsive campus climate that encourages open communication and dialogue between students, faculty and staff
- Increase and improve financial resources and services for students

ASSC Services to Students

- Represents students on college and district committees
- Provides leadership opportunities
- Offers scholarships
- Lobbies for students' rights at the state and federal level
- Provides partial funding for student clubs and departmental activities
- Funds leadership events
- Donates to campus-wide events and activities

Voting member positions in the ASSC are obtained through elections or by appointment. Any interested student with a minimum G.P.A. of 2.05, enrolled in at least six units, and who has paid the Student Body Fee is eligible to participate. Students can pick up an application from the Center for Student Life and Leadership Development, Building 6, Room 6212, during election season or visit the ASSC webpages at **http://www.skylinecollege.edu/studentgovernment/index.php**.

Student Publications

The following publications are published for the student body:

The Skyline View, is a student-run print and online newspaper that covers the campus community and is produced by Skyline College journalism students. Publication opportunities for non-journalism students include guest opinion columns, letters to the editor, and more.

Talisman, the literary magazine produced by the English 161/162 Creative Writing class each May, contains original art and literature. The Victoria Alvarado Memorial Short Story Award, including a cash prize, is given for the best story submitted. The Dorothy Dutcher Award is given for the best submission in poetry or in journal-writing.

Student Services One Stop Center

Skyline College's Student Services One Stop Center is located on the second floor of Building 2. Many student support services are located in this area, including; Admissions and Records, Financial Aid, Counseling, Cashiers, Health Center, Transfer Center, EOPS, and student computer stations. Services located on other floors in building two are; Assessment, Veterans Resource Center, Middle College, Global Learning, and Outreach. For more information on all student services at Skyline College, visit our website at **www.skylinecollege.edu**.

Transfer Center

The Transfer Center provides comprehensive transfer services, resources, activities, and events. Transfer assistance includes:

- Application and informational workshops
- University tours and off-campus events
- Visits and advising appointments with university representatives
- Transfer Admission Guarantee programs
- Transfer and articulation information
- Access to computers for college research

Transfer information and a calendar of ongoing events are posted on the Center's webpage at **www.skylinecollege.edu/transfercenter**. Please visit the Transfer Center in Building 2, Room 2227, or call (650) 738-4232.

The Transfer Center faculty and staff have identified the following Student Learning Outcomes for the various services provided by the Transfer Center:

- Students who utilize the Transfer Center's services, events, and programs will express the ability to access, and incorporate new transfer information learned into their transfer planning.
- Students who utilize and/or participate in the Transfer Center services, resources, and events will be able to express an increased level of confidence in their transfer knowledge.
- Students will access Transfer Center resources offered
- Students who identify or are identified as transfer students will transfer to a 4 year institution

TRiO/Student Support Services (SSS)

TRiO Student Support Services (SSS) provides academic support and comprehensive service to students whose goal is to earn a certificate and/or graduate with an associate degree, and transfer to a four-year college or university. TRiO services include counseling, academic planning, priority registration, tutoring, financial literacy, scholarships, assistance in completing financial aid and scholarship applications, transfer planning, visits to four-year colleges and universities and more. TRiO also sponsors a Professional Development and Leadership Program to enhance students' skills, provide avenues for students to assist other TRiO students and the program, apply the knowledge they learn, and build their resumes. To qualify for TRiO, students must meet at least one of the following eligibility criteria; be first generation, lowincome, and/or have a documented learning difference or physical disability.

To apply, complete an application on our website or in person at the TRiO office located in Building 5 (inside the Learning Center). For general information about TRiO, call (650) 738-4144 or visit our website **www.skylinecollege.edu/trio**.

Veterans Resource Center (VRC)

The Skyline College Veterans Resource Center (VRC) is located in Building 2, 3rd Floor, Room 2-350 and provides a respite from the college atmosphere. The VRC Staff is available to connect veterans and dependents to information on appropriate campus and community services, assist with access to educational benefits and help support a successful transition to college life. The center is dedicated to ensuring that a strong veteran community flourishes on campus and promoting superb support services for personal growth, development, and educational success. For further information, visit the website at **www.skylinecollege.edu/veterans/**.

Limitations on Programs and Services

In order to be able to adjust to the changing avail ability of resources, Skyline College reserves the right to modify the programs, services, and regulations detailed in this catalog. Regulations are also subject to change by actions of the State legislature and the Board of Governors of the California Community Colleges.

General Degree Requirements

Associate In Arts Degree & Associate In Science Degree

The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop individual capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture and the society in which they live. Most importantly, General Education should lead to better self-understanding.

Graduation from Skyline College with the Associate in Arts or Associate in Science degree requires the completion of at least 60 units, including requirements A through F as outlined on the following pages. Substitutions and waivers for degree requirements may be authorized by petition to the appropriate Division Dean. An application for the degree must be filed in the Office of Admissions and Records within the last two semesters of attendance (refer to calendar for the college year for deadline dates).

Philosophy Of General Education

The General Education Program at Skyline College provides a scope and depth of learning that empowers students to meet the work, life, and global citizenship challenges of the 21st century. The Program fosters and develops the essential knowledge, skills, and values students need to succeed in an interdependent world of daunting complexity and relentless change. It is the foundation of life-long learning. Students gain broad knowledge of science, cultures and society; a wide range of high-level intellectual and practical skills; a strong sense of ethical and social responsibility; and the ability to integrate and apply the knowledge, skills, and values acquired in general education to new settings and complex problems and challenges. The General Education Program values and prioritizes broad, diverse perspectives, cross-disciplinary learning, intellectual curiosity, critical and creative inquiry, and the importance of engaging big questions, both contemporary and enduring.

Graduation Requirements Student Catalog Rights

Graduation requirements are listed in the Catalog. Each Catalog covers an academic year that reflects enrollment beginning with the fall term and includes subsequent spring and summer terms. Having “catalog rights” means students are held to the graduation requirements listed in the catalog at the time enrollment begins. Students may choose to use catalog rights for any subsequent year of continuous enrollment. For Cañada College, College of San Mateo and Skyline College, catalog rights apply to enrollment in any of the San Mateo County Community College District colleges.

For the purpose of this policy, “continuous enrollment” means attending at least one term (fall, spring, summer) each academic year. Attendance is required through the fourth week of instruction for semester length classes or thirty percent (30%) of summer classes and semester classes that are shorter than the full semester.

Catalog rights gained at a college outside of the San Mateo County Community College District are not applicable at Cañada College, College of San Mateo or Skyline College.

Catalog rights cannot supersede any State or Federal regulation or requirement in effect at the time of graduation.

Requirements For The Associate In Arts For Transfer (AA-T) Or Associates In Science For Transfer AS-T

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

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120- unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Skyline College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please visit the Transfer Center website. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Requirements for the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

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

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Degrees/ Certificates section of the catalog. All courses in the major must be completed with a grade of C or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Note: Per state legislation, students pursuing AA/AS-Ts are only required to meet the major, CSU GE or IGETC/CSU, and a minimum of 60 CSU transferable requirements. No additional requirements are needed.

Students transferring to a CSU campus that accepts the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Transfer Of Credit And Graduation And/ Or Certificate Program Requirements

For students who transfer among the district's colleges or other colleges or universities outside the district.

For more information, please visit the Transfer Center website at http://skylinecollege.edu/transfercenter/index.php.

The San Mateo County Community College District Board of Trustees has adopted Board Policy 6.26, which provides for reciprocity of course credit among the District's three colleges for purposes of meeting graduation requirements.

1. Students may transfer from one College within the District to another without penalty, although differences in curriculum offerings among the Colleges may exist.
2. Individual courses students have taken at a particular College within the District that satisfy an area in the general education pattern, elective, statutory, and/or specific area requirements at one District College shall be accepted by the other District Colleges as satisfying those same requirements.
3. Students who have completed an entire General Education pattern, electives, residency, competency, statutory and specific area requirements, at one District College shall be determined to have completely fulfilled all area requirements for graduation or certificate programs at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only those courses applicable toward their major for the Associate Degree or Certificate Program.
4. District students who transfer to another College within the District shall receive full transfer credit for instruction completed in their major field but, in order to graduate, they shall be expected to meet the major-field graduation requirements established by the College to which they have transferred.
5. Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation by the College in which they have taken the majority of their course work. Students who have completed the majority of their course work at a college outside the District must complete a minimum of 12 units and a minimum of 50% of the total units required for the major at one or more the District Colleges

in order to be recommended for graduation with the Associate Degree or completion of a Certificate Program.

Skyline College currently offers nineteen Associate Degrees for Transfer as follows:	
Associate In Arts For Transfer	Anthropology, Art History, Communication Studies, Elementary Teacher Education, English, History, Journalism, Kinesiology, Music, Psychology, Spanish, Studio Arts
Associate In Science For Transfer	Administration of Justice, Biology, Business Administration, Early Childhood Education, Geology, Mathematics, Physics

Certificate Requirements

Fifty (50) percent of the total units required for the Certificate must be completed at Skyline College. Units earned to meet certificate requirements may be applied toward the 60 units required for an AA or AS degree and may also satisfy the major requirement for an Associate's Degree.

A Pathway To The Associate Degree For Students Who Have Already Achieved A Bachelor's Degree

Students who wish to pursue an Associate Degree at Skyline College who have already been awarded a Bachelor's Degree from a regionally accredited college or university in the United States may be exempt from Skyline College's local Associate Degree General Education requirements. This pathway does not apply to the Associate Degrees for Transfer (AA-T or AS-T). Students must still complete a minimum of 12 units in residence at Skyline College. For the major, at least 12 units, or 50% of the units required for the major, whichever is fewer, must be completed at Skyline College. All other local requirements may be waived if the completed Bachelor's degree includes coursework that fulfills the Title 5 minimum requirements for the Associate Degree as noted below.

Title 5 (55063) Associate Degree Requirements

1. Minimum of 60 units of lower division degree applicable coursework.
2. Completion of Freshman Composition (equivalent to ENGL 100 or ENGL 105 at Skyline College).
3. Completion of Intermediate Algebra (equivalent to MATH 120 or higher at Skyline College).
4. Completion of at least 12 units in residence at Skyline College.
5. Completion of at least 12 units or 50% of the units required for the major, whichever is fewer, completed at Skyline College.
6. Completion of 19 units of general education:
    a. 6 semester units in English Language Communication and Critical Thinking
    b. 4 semester units in Scientific Inquiry (includes lab)
    c. 3 semester units in Arts and Humanities
    d. 3 semester units in Social Science
    e. 3 semester units in Lifelong Learning & Self Development or the aforementioned areas.

Satisfaction Of Graduation Requirements By Examination

Some of the course requirements for the AA or AS Degree may be satisfied by examination and/or military service credit in accordance with regulations established by the college.

Changes In State Regulations Governing Community Colleges

The state of California has legislated a series of reforms designed to strengthen the community colleges. One of these reforms was a comprehensive review of standards for instruction in each course and classification of each course as applicable to the Associate Degree. Classes that do not count as units for the Associate Degree are noted in the college catalog following the course description. A course that does not count as units will have the following statement at the end of the course description: (Units do not count toward the Associate Degree.)

Associate Degree Requirements

Graduation from Skyline College with the Associate in Arts Degree or Associate in Science Degree is based upon the completion of 60 units, including the requirements one through nine listed below. An application for the degree must be filed in the Office of Admissions and Records during the last semester of attendance.

ATTENTION: This checklist is a guide to help you in selecting courses and keeping track of your progress. You are strongly encouraged to meet with your counselor to review your selections and to complete a Student Education Plan, which will assist you in keeping track of your progress and in reaching your educational goals.

1. RESIDENCE

A minimum of 12 completed units must be Skyline College courses.

2. GRADE POINT AVERAGE (GPA) REQUIREMENT

a. A minimum grade point average of 2.0 is required in all degree-applicable coursework.
b. All coursework transferred into SMCCCD, except non-degree applicable and upper division courses, will be evaluated to meet graduation requirements and will become part of the overall GPA.
c. The GPA from courses taken in SMCCCD and those courses from outside SMCCCD will be used in the calculation for graduation. Honors and Phi Theta Kappa are calculated and recorded at each college.

3. BASIC COMPETENCY REQUIREMENTS

Note: *Satisfactory completion is defined as a grade of C or better.*
** Equivalent courses taken outside of the SMCCCD must be completed at a regionally accredited college or university within the United States. Students must seek course approval and provide verification of course equivalency using the Skyline College Prerequisite Equivalency Petition or the official Transcript Evaluation Service.*

WRITING/READING

a. Satisfactory completion of English 100 or English 105, or equivalent, or higher *; or
b. Score of 3, 4, or 5 on one of the following College Board Advanced Placement (AP) Tests: English Language and Composition or English Literature and Composition.

MATHEMATICS/QUANTITATIVE REASONING

a. Eligibility for Math 130, Math 150, 200, 201, or 241 or higher as determined by a Skyline College approved placement test; or
b. Satisfactory completion of Math 120 or equivalent; or
c. Satisfactory completion of any course having MATH 120 (Intermediate Algebra) as a prerequisite*; or
d. Score of 3, 4, or 5 on College Board Advanced Placement Tests (AP): Calculus AB, or Calculus BC, or Statistics; or
e. Score of 4 or higher on International Baccalaureate Exam (IB): Mathematics HL.

INFORMATION LITERACY

a. Satisfactory completion of a Skyline College English 100 or English 105 course taken Fall 2011 or thereafter; or
b. Satisfactory completion of the Skyline College online "Information Literacy Tutorial" (Consult the Skyline Library website at www.skylinecollege.edu/library for details on completing the online tutorial.); or
c. Satisfactory completion of an equivalent college-level information literacy or information competency course or requirement.

4. MAJOR REQUIREMENT

A minimum of 18 units must be completed in a major. Some majors require the completion of more than 18 semester units. In addition to completing the course and unit requirements for the major, a student must:

- Complete with a grade of "C" or better (or Pass) all courses used to satisfy both core and elective requirements for the major.
- Complete 12 units or 50% of the units required for the major, whichever is fewer, at Skyline College.

Note: *Specific requirements for majors may be found in the Skyline College Catalog under "Associate Degree and Certificate Programs."*

5. ETHNIC AND CULTURAL DIVERSITY

Students must complete a total of 3 units from either group listed below. The course(s) may be applied to General Education requirements.

Note: *HIST 335 and PLSC 335 are the same course.*

Group A. General:BUS. 221 **COMM** 150, 160 **ECE.** 272, 273, 275 **HIST** 235, 240 **SOCI** 141, 143, 201

Group B. Area Studies: ANTH 110, 125, 150, 155, 165, 170, 180, 360 **ART** 105, 117, 120, 175 **ENGL** 103, 104, 203, 204

HIST 104, 106, 244, 335, 420, 429, 430, 432, 435, 436, 444, 453 **LIT.** 154, 251, 265, 266, 267, 370 **MUS.** 250, 276 **PHIL** 300, 320 **PLSC** 335 **PSYC** 238, 268 **SOCI** 142, 160, 341 **SOSC** 270 **SPAN** 160

6. AMERICAN HISTORY AND INSTITUTIONS

One course of 3 units from Group A and either Group B1 or Group B2 for a total of 6 units. One course may be applied to the General Education requirement in Social Sciences.

Note: *Group B2 completes the E1 requirement for students who have satisfied only the U.S. History part of the requirement at another institution.*

Group A: U.S. History & U.S. Government: HIST 108, 201, 202, 235, 244, 265*, 429* **LEGL** 275† **PLSC** 210

Group B1:State & Local Government: HIST 240 310 **PLSC** 301

or Group B2:U.S. Government/State & Local Government: PLSC 200

**HIST 265 meets US-1 (US History) only effective Fall 2015 *HIST 429 meets US-1 (US History) only effective Fall 2012. †LEGL 275 meets US-2 (US Government) only effective Fall 2014*

7. PHYSICAL EDUCATION (KINESIOLOGY)

Two activity courses in PE (Kinesiology) are required. However, this requirement may be waived or modified for students in the following categories:

a. Graduates of accredited community colleges, other colleges, or universities.
b. Veterans with one or more years of service who have submitted a DD214.
c. Persons who successfully petition the Dean of Kinesiology, Dance and Athletics for a medical waiver or modification based on being restricted or unable to successfully complete any of the curricular offerings as certified by a licensed physician due to a medical condition.

Note: *The following courses offered through the Kinesiology, Dance and Athletics division are not activity based and therefore may not be used to satisfy the Physical Education requirement: DANC 100; KINE 100, 305 and 510; and P.E. 105, 152, 301 and 302.*

8. GENERAL ELECTIVES

Additional courses to meet the minimum 60 units degree requirement (non-degree applicable courses do not meet this requirement).

9. GENERAL EDUCATION 19 units required

See General Education (GE) Areas A through E below.
Important: Although a course may be listed in more than one area, a student may use a course to satisfy only one subject area.

A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (6 units required; 3 units from Area A2 and 3 units from Area A1 or A3)

Advising Note: *Students who intend to use courses from Areas A1, A2 or A3 to meet CSU and/or UC minimum admissions requirements will need to complete these courses with grades of "C" or better. Students are advised to check with their Skyline College counselor for further information.*

A1: Oral Communication COMM 110, 127, 130, 140, 150 **A2: Written Communication ENGL** 100, 105, 110

A3: Critical Thinking

Note: *The Business, Mathematics and Psychology courses listed here meet CSU GE area B4.*

BUS. 120, 123 **COMM** 110, 127, 130, 140, 150 **ENGL** 100, 105, 110, 165 **MATH** 130, 150, 153, 200, 201, 222, 225, 241, 242, 251, 252, 253, 270, 275 **PHIL** 103, 109, 200 **PSYC** 171

B. SCIENTIFIC INQUIRY (4 units required; one course from Area B1 or B2. Must include one lab course as indicated by *)

B1: Physical Science (see notes under *B3 Lab)

ASTR 100, 101* **CHEM** 112*, 114*, 210*, 220*, 234 & 237*, 235 & 238*, 410* **GEOG** 100, 101*, 106* **GEOL** 100, 105, 106*, 210*, 220* **OCEN** 100, 101* **PHYS** 105, 106*, 114*, 210*, 220*, 250*, 260*, 270*

B2: Life Science (see notes under *B3 Lab)

ANTH 125, 127* **BIOL** 101*, 110*, 111*, 130, 140, 145, 150, 170, 171*, 215*, 230*, 240*, 250*, 260* **BTEC** 170, 171* **ENVS** 100 **PSYC** 220

** B3 Lab: Courses identified with an "*". Note: All one unit lab courses must be successfully completed concurrently or after 3 unit lecture companion courses.*

Note: *The following are the same courses: BIOL 170 and BTEC 170; BIOL 171 and BTEC 171; GEOG 106 and GEOL 106.*

C. ARTS AND HUMANITIES (3 units required; one course from Area C1 or C2.)

Note: *The following are the same courses: ECE. 191 and LIT. 191; HIST 335 and PLSC 335; PHIL 280 and PLSC 280.*

C1: Arts ART 101, 102, 105, 107, 115, 120, 130, 175, 221, 248, 350 **DANC** 100, 102 **MUS.** 100, 105, 115, 202, 204, 240, 250, 275, 276, 301, 470

C2: Humanities ARBC 111, 112 **ART** 117 **ASL** 100, 110, 111, 112, 121, 122 **CHIN** 111, 112, 121, 122 **DANC** 102 **ECE.** 191 **ENGL** 110, 161 **FILI** 110, 111, 112, 120 **FILM** 440 **HIST** 100, 101, 104, 106, 109, 203, 248, 335, 410, 420, 429, 430, 432, 435, 444, 453, 461, 462, 463, 464 **HUM.** 106 **JAPN** 111 **LIT.** 101, 151, 154, 155, 191, 201, 202, 220, 221, 231, 232, 251, 265, 266, 267, 277, 370, 432 **MUS.** 276 **PHIL** 100, 160, 175, 240, 280, 300, 312, 320 **PLSC** 280, 335 **SOCI** 341 **SPAN** 110, 111, 112, 120, 121, 122, 130, 140, 160, 220, 230

D. SOCIAL SCIENCES (3 units required)

Note: *The following are the same courses: ECE. 201 and PSYC 201; HIST 335 and PLSC 335; PHIL 280 and PLSC 280; PSYC 110 and SOCI 110.*

ADMJ 100 **ANTH** 110, 150, 155, 165, 170, 180, 360 **BUS.** 100, 101, 210 **COMM** 160 **ECE.** 201, 212 **ECON** 100, 102, 111, 310 **GEOG** 110, 150 **HIST** 104, 106, 108, 201, 202, 203, 235, 240, 244, 248, 265, 300, 310, 335, 429, 430, 432, 435, 436, 444, 453 **JOUR** 110 **KINE** 510 **LEGL** 275 **PHIL** 280 **PLSC** 115, 130, 150, 200, 210, 280, 301, 315, 320, 335 **PSYC** 100, 110, 200, 201, 220, 230, 238, 268, 300, 301, 310, 390, 410 **SOCI** 100, 105, 110, 141, 142, 143, 160, 201, 341 **SOSC** 270

E. LIFELONG LEARNING & SELF DEVELOPMENT (Up to 3 units of course work in Area E may be applied towards completion of General Education Requirements, or students may select an additional 3 units of General Education from Areas A-D above.)

Note: *ECE. 201 and PSYC 201 are the same course*

E1: CRER 111, 135, 136, 137, 665 **COUN** 100 **ECE.** 201 **FCS** 310 **HSCI** 100, 130, 665 **KINE** 305 **PSYC** 200, 201 **P.E.** 105 **SOCI** 160

E2: Physical Education Activity Courses (maximum of 2 units may apply to General Education requirements)

ADAP 358, 359 **COMB** 301, 302, 401.1-401.4, 404.1-404.4 **DANC** 117.1-117.2, 121.1-121.4, 125.1-125.4, 130.1-130.4, 140.1-140.4, 150.1-150.2, 151.1-151.4, 152.1-152.4, 161, 162, 163, 164, 165, 166, 167, 168, 169, 172.1-172.4, 260, 330.1-330.4, 350.1-350.4, 391, 395.1-395.4, 400.1-400.4, 410.1-410.4, 665 **FITN** 106, 112.1-112.4, 116.1-116.4, 166.1-166.4, 199.1-199.2, 201.1-201.4, 219.1-219.4, 301.1-301.4, 304.1-304.4, 305.1-305.4, 308.1-308.4, 314.1-314.4, 332.1-332.4, 334.1-334.4, 335.1-335.4, 400.1-400.4 **INDV** 101.1-101.4, 121.1-121.4, 126, 160.1-160.4, 251.1-251.4, **TEAM** 100, 111.1-111.4, 112, 116, 117, 132.1-132.4, 141.1-141.4, 148.1-148.4, 179, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 201 **VARS** 100, 110, 150, 200, 300, 340, 350, 360

Associate Degree And Certificate Programs

Following are courses of study leading to majors in AA or AS degrees, AA-T or AS-T degrees, and certificate programs. Not all courses in all majors are offered each semester. Many courses listed in these programs will transfer to four-year colleges or universities in satisfaction of lower division requirements; however, an Associate degree does not necessarily complete all lower division requirements for transfer. For specific courses students should confer with their counselors or contact the college to which they intend to transfer.

Certificates

Skyline College offers three types of certificates. A Certificate of Achievement (generally 12 to 30 units) is awarded in certain occupational fields upon satisfactory completion of a specific course of study in a state-approved program. Students must complete with a grade of "C" or better (or Pass) all courses used to satisfy both core and elective requirements for the certificate. Certificates of Achievement are posted to a student's transcript. A Certificate of Specialization (generally 12 to 17.5 units) is awarded in certain occupational fields upon satisfactory completion (minimum 2.0 grade point average) of a specific course of study in a locally-approved program. Certificates of Specialization are not posted to a student's transcript.

A Skills or Career Certificate (fewer than 12 units) is awarded upon successful completion of designated courses in a specific occupational field. Skills and Career Certificates are not posted to a student's transcript.

Units earned to meet certificate requirements may be applied toward the 60 units required for an AA or AS degree and may also satisfy the major requirement for an Associate's Degree. Fifty (50) percent of the total units required for the Certificate must be completed at Skyline College.

Certificate requirements for an individual student shall be those listed in the Skyline College Catalog at the time the student's studies begin. Those requirements may be followed throughout the student's course of study as long as the student remains in continuous enrollment. For the purposes of this requirement, continuous enrollment is defined as enrollment in at least one semester each calendar year. If a break in attendance occurs before the certificate is earned, the certificate requirements shall become those listed in the College Catalog which is cur- rent at the time the student's studies are resumed.

A student may earn multiple Certificates from Skyline College. Each Certificate of Achievement will be posted to the student's academic record and the student will receive a Certificate of Achievement, Certificate of Specialization, Skills Certificate or Career Certificate for each certificate earned. Courses used to meet requirements for one certificate may be used to meet requirements for additional certificates.

Graduation Requirements for AA or AS Degree in Career Programs

American History & Institutions (6 units)

Major (18 units)

General Education (19 units)

Physical Education (2 courses Basic Competency in English, Mathematics, and Information Literacy)

Total units: 60

Note: See Associate Degree Requirements section for specific details.

Gainful Employment Disclosure Information

Final regulations published in the Federal Register on October 29, 2010 [75 FR 66665 and FR 66832], by the U.S. Department of Education, require all institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, to report certain information about students who enrolled in Title IV-eligible educational programs that lead to gainful employment in a recognized occupation. Skyline College's report on educational programs leading to gainful employment is available at **http://www.skylinecollege.edu/generalinformation/gainfulemployment.php.**

Degrees & Certificates

Associate Degree And Certificate Programs

Following are courses of study leading to majors in AA or AS degrees, AA-T or AS-T degrees, and certificate programs. Not all courses in all majors are offered each semester. Many courses listed in these programs will transfer to four-year colleges or universities in satisfaction of lower division requirements; however, an Associate degree does not necessarily complete all lower division requirements for transfer. For specific courses students should confer with their counselors or contact the college to which they intend to transfer.

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Skyline College offers three types of certificates. A Certificate of Achievement (generally 12 to 30 units) is awarded in certain occupational fields upon satisfactory completion of a specific course of study in a stateapproved program. Students must complete with a grade of "C" or better (or Pass) all courses used to satisfy both core and elective requirements for the certificate. Certificates of Achievement are posted to a student's transcript.

A Certificate of Specialization (generally 12 to 17.5 units) is awarded in certain occupational fields upon satisfactory completion (minimum 2.0 grade point average) of a specific course of study in a locally-approved program. Certificates of Specialization are not posted to a student's transcript. A Skills or Career Certificate (fewer than 12 units) is awarded upon successful completion of designated courses in a specific occupational field. Skills and Career Certificates are not posted to a student's transcript. Units earned to meet certificate requirements may be applied toward the 60 units required for an AA or AS degree and may also satisfy the major requirement for an Associate's Degree. Fifty (50) percent of the total units required for the Certificate must be completed at Skyline College.

Certificate requirements for an individual student shall be those listed in the Skyline College Catalog at the time the student's studies begin. Those requirements may be followed throughout the student's course of study as long as the student remains in continuous enrollment. For the purposes of this requirement, continuous enrollment is defined as enrollment in at least one semester each calendar year. If a break in attendance occurs before the certificate is earned, the certificate requirements shall become those listed in the College Catalog which is current at the time the student's studies are resumed. A student may earn multiple Certificates from Skyline College. Each Certificate of Achievement will be posted to the student's academic record and the student will receive a Certificate of Achievement, Certificate of Specialization, Skills Certificate or Career Certificate for each certificate earned. Courses used to meet requirements for one certificate may be used to meet requirements for additional certificates.

Graduation Requirements for AA or AS Degree in Career Programs

American History & Institutions. . . . . 6 units
Major . . . . . 18 units
General Education . . . . . .19 units
Physical Education . . . . . 2 courses
Basic Competency in English, Mathematics,
and Information Literacy
Total units. 60

Note: See **Associate Degree Requirements** section for specific details.

Legend

AA: Associate in Arts Degree
AS: Associate in Science Degree
AA-T: Associate in Arts Degree for Transfer
AS-T: Associate in Science Degree for Transfer
BS: Bachelor of Science
CA: Certificate of Achievement (requires 18 or more units, and is posted on students' academic transcripts)
CS: Certificate of Specialization (generally 12-17.5 units, and is not posted on students' academic transcripts)
CC: Career Certificate (under 12 units, and is not posted on students' academic transcripts)
SC: Skills Certificate (under 12 units, and is not posted on students' academic transcripts)

Degree or Certificate Program	Award Type	Units
ACCOUNTING		
Accounting	AS	60 units
Accounting	CA	22 units
Accounting Computer Specialist	CC	11.5 units
Individual Tax Preparer	CC	11 units
ADMINISTRATION OF JUSTICE		
Administration of Justice	AA	60 units
Administration of Justice for Transfer	AS-T	60 units
Administration of Justice	CA	27 units
ANTHROPOLOGY		
Anthropology for Transfer	AA-T	60 units
ART		
Art	AA	60 units
Art History for Transfer	AA-T	60 units
Studio Arts for Transfer	AA-T	60 units
AUTOMOTIVE TECHNOLOGY		
Automotive Technician	AS	60 units
Automotive Technology	AS	60 units
Asian Engine Performance Technology	CA	19 units
Automotive Advanced Engine Performance Technology	CA	19 units
Automotive Chassis Technology	CA	19 units
Automotive Drive Train Technology	CA	19 units
Automotive Electricity/Electronics	CA	19 units
Automotive Engine Performance Technology	CA	19 units
Automotive Engines Technology	CA	19 units
Automotive Entrepreneurship	CC	10 units
Automotive Technician - Entry Level	CC	9 - 17 units
BIOLOGY		
Allied Health Science	AS	60 units
Biotechnology	AS	60 units
Natural Science	AS	60 units
Biology for Transfer	AS-T	60 units
BIOTECHNOLOGY		
Biotechnology Manufacturing Assistant	CA	21 - 24 units
BUSINESS		
Asian Studies	AA	60 units
Business Management	AS	60 units

Degree or Certificate Program	Award Type	Units
Business Administration for Transfer	AS-T	60 units
Asian Studies	CA	21 units
Business Administration	CA	29 - 32 units
Business Management	CA	31 units
Chinese Studies	CA	15 units
Entrepreneurship and Small Business Management	CA	24 units
Office Assistant	CA	18 units
Entrepreneurship	CS	12 units
Entry-Level Warehousing	SC	4 units
Warehousing and Logistics	CS	17 units
COMMUNICATION STUDIES		
Communication Studies	AA	60 units
Communication Studies for Transfer	AA-T	60 units
COSMETOLOGY		
Cosmetology	AS	60 units
Cosmetology	CA	43 units
Esthetician	CA	24 units
Cosmetology Entrepreneurship	SC	5.5 units
DANCE		
Dance	AA	60 units
DIGITAL FILMMAKING		
Basic Digital Filmmaking	CS	12 units
EARLY CHILDHOOD EDUCATION/EDUCATION		
Elementary Teacher Education for Transfer	AA-T	60 units
Early Childhood Education	AS	60 units
Early Childhood Education for Transfer	AS-T	60 units
Early Childhood Education	CA	30 units
Early Childhood Special Education	CA	27 units
Early Intervention Assistant	CA	27 units
Early Childhood Education Entrepreneurship	CC	10 units
Foundations in Early Childhood Education	CC	10 units
Fundamentals In Early Childhood Education	CC	7 units
Special Education Assistant	CC	9 units
EMERGENCY MEDICAL TECHNOLOGY		
Emergency Medical Technology	CC	8 units
ENERGY SYSTEMS TECHNOLOGY MANAGEMENT		
Energy Efficiency	AS	60 units

Degree or Certificate Program	Award Type	Units
Entrepreneurship and Small Business Management In Energy Systems Technology	AS	60 units
Solar Technology and Business	AS	60 units
Energy Efficiency	CA	28 units
Residential Energy Efficiency	CA	25 units
Solar Installation	CA	27.5 units
Solar Technology and Business	CA	28 units
Climate Protection Professional	SC	16 units
Construction Management	CC	10 - 11.5 units
Residential Energy Assessment and Retrofitting	SC	8 units
Solar Design, Estimation, Finance, and Sales	SC	6 units
Solar Energy Technology	CS	14.5 units
Solar Installation	CC	7.5 units
ENGINEERING		
Electrical Engineering	AS	60 units
ENGLISH		
English	AA	60 units
English for Transfer	AA-T	60 units
GEOLOGY		
Geology	AS-T	60 units
HISTORY		
International Studies	AA	60 units
History for Transfer	AA-T	60 units
HOSPITALITY AND TOURISM MANAGEMENT		
Food & Beverage Entry-Level Professional	SC	7 units
Guest Service Entry-Level Professional	SC	6.5 units
Meeting & Event Planning Entry-Level Professional	SC	6.5 units
INTERDISCIPLINARY STUDIES		
Interdisciplinary Studies: Arts and Humanities	AA	60 units
Interdisciplinary Studies: Health and Physical Education	AA	60 units
Interdisciplinary Studies: Letters and Science	AA	60 units
Interdisciplinary Studies: Social and Behavioral Sciences	AA	60 units
Interdisciplinary Studies: Social and Natural Sciences	AA	60 units
JOURNALISM		
Journalism	AA	60 units
Journalism for Transfer	AA-T	60 units
Journalism	CA	24 units
KINESIOLOGY		

Degree or Certificate Program	Award Type	Units
Kinesiology for Transfer	AA-T	60 units
MASSAGE THERAPY		
Massage Therapy	CA	32 units
MATHEMATICS		
Mathematics	AA	60 units
Mathematics for Transfer	AS-T	60 units
MEDICAL ASSISTING		
Administrative Medical Assisting	AS	60 units
Administrative Medical Assisting	CA	31.5 - 34.5 units
Medical Coding	CA	30 - 33 units
Medical Editing	CA	26 - 29 units
Medical Insurance Billing	CA	28 - 31 units
Medical Office Receptionist	CA	16 units
MUSIC		
Music	AA	60 units
Music for Transfer	AA-T	60 units
NETWORK ENGINEERING TECHNOLOGIES		
Network Engineering	AS	60 units
Network Engineering	CA	37 units
Advanced Computer User Support	CS	15 units
Entry Level Computer User Support	CC	10 units
Wiring and Installation	CC	10 units
PARALEGAL STUDIES		
Paralegal, Legal Assistant	AA	60 units
Paralegal, Legal Assistant	CA	27 units
PHYSICAL EDUCATION		
Physical Education	AA	60 units
PHYSICS		
Physics	AS-T	60 units
PSYCHOLOGY		
Psychology	AA	60 units
Psychology for Transfer	AA-T	60 units
RESPIRATORY CARE		
Respiratory Care	BS	120 units
Respiratory Care	AS	60 units
SPANISH		
Spanish	AA	60 units

Degree or Certificate Program	Award Type	Units
Spanish for Transfer	AA-T	60 units
SURGICAL CAREERS		
Surgical Technology	AS	60 units
Surgical Technology	CA	34 units
Central Service Technology With Clinical Practice	CC	11.5 units

ACCOUNTING

AS Associate in Science Degree Program

Accounting.....60 units

CA Certificate of Achievement

Accounting.....22 units

CC Career Certificate

Accounting Computer Specialist.....11.5 units

Individual Tax Preparer.....11 units

AS Accounting

The Accounting Program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

The certificate or Associate degree in Accounting prepares students for a variety of positions in the accounting field. Students gain the skills needed for a professional job in Accounting or related fields such as a staff accountant. Many students find part-time employment in the accounting field after completing the first accounting courses in the program and continue to work while fulfilling program requirements.

Program Learning Outcomes

Students completing this program will be able to:

1. Critical Thinking: Apply critical thinking and analytical skills in decision making and problem solving.
2. Accounting/Financial Accounting: Understand and apply accounting principles to prepare financial statements.
3. Business Law: Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
4. Intro to Business Information Systems: Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
5. Business Communications: Create effective oral and written business communications utilizing modern communication technologies.
6. Economics/Macroeconomics: Demonstrate knowledge of basic economic concepts and how they affect business.

Required Business Core Courses:		Units
ACTG 121	Financial Accounting	4 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units
ECON 100	Principles of Macro Economics	3 units

Required Courses for the Major:		Units
ACTG 100	Accounting Procedures	3 units
ACTG 131	Managerial Accounting	4 units
ACTG 144	QuickBooks: Set-Up and Service Business	1.5 units
BUS. 120	Mathematical Analysis for Business	3 units
	OR	
MATH 241	Applied Calculus I	5 units
	OR	
MATH 251	Calculus with Analytic Geometry I	5 units
BUS. 123	Statistics	3 units
	OR	
MATH 200	Elem Probability & Statistics	4 units
BCM. 225	Spreadsheets I: Excel	1 unit
ECON 102	Principles of Microeconomics	3 units

Plus a minimum of 3 units from the following:		Units
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
ACTG 171	Federal Income Tax	3 units
ACTG 172	Business Income Taxes	4 units
ACTG 670	Vocational Cooperative Education in Accounting	2 units
BCM. 226	Spreadsheets II: Excel	2 units
BUS. 100	Introduction to Business	3 units

Total Required Major Units: 37.5 - 40.5

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

Note: Minimum C grade required in all courses applied to the major.

CA Accounting

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ACTG 144	QuickBooks: Set-Up and Service Business	1.5 units
BCM. 225	Spreadsheets I: Excel	1 unit
BCM. 226	Spreadsheets II: Excel	2 units

Plus a minimum of 6 units from the following:		Units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
ACTG 171	Federal Income Tax	3 units
ACTG 172	Business Income Taxes	4 units
ACTG 670	Vocational Cooperative Education in Accounting	2 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 201	Business Law	3 units

Note: Minimum C grade required in all courses applied to the major.

Total Required Units: 22

CC Accounting Computer Specialist

Required Courses		Units
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 144	QuickBooks: Set-Up and Service Business	1.5 units
BCM. 200	Intro to MS Office Suite	2 units
BCM. 225	Spreadsheets I: Excel	1 unit
BCM. 226	Spreadsheets II: Excel	2 units
BCM. 301	Maximizing Your Employment Potential	1.5 units

Note: Minimum C grade required in all courses applied to the major.

Total Required Units: 11.5

CC Individual Tax Preparer

This certificate will allow students to enter the professional field of tax preparation without an associate degree.

Career Opportunities

This certificate will allow students to enter the professional field of tax preparation without an associate degree.

Program Learning Outcomes

Students completing this program will be able to:

1. Understand and demonstrate the relevant concepts and applications of tax regulations needed to succeed in a tax preparation career.
2. Demonstrate knowledge of ethical standards established by relevant professional organizations

		Units
ACTG 100	Accounting Procedures	3 units
ACTG 103	Ten-Key Skills	0.5 units
ACTG 171	Federal Income Tax	4 units
ACTG 175	Volunteer Income Tax Preparation	2.5 units
BCM. 225	Spreadsheets I: Excel	1 unit

Total Required Units: 11

ADMINISTRATION OF JUSTICE

AA Associate in Arts Degree Program

Administration of Justice..... 60 units

AS-T Associate in Science Degree for Transfer

Administration of Justice for Transfer..... 60 units

CA Certificate of Achievement

Administration of Justice..... 27 units

AA Administration of Justice

Program Learning Outcomes

Students completing this program will be able to:

1. Identify and describe the structure and functions of the main components of the criminal justice system: law enforcement, courts, corrections, and juvenile justice.
2. Recognize the importance of, and practice, ethical behavior in a professional criminal justice work setting, both within the agency and within the community.
3. Exhibit strong and effective written and oral communication skills.
4. Critically consider, analyze, and research special issues in criminology and criminal justice and their effects on society.

Required Core Courses		Units
ADMJ 100	Introduction to Administration of Justice	3 units
ADMJ 102	Principles and Procedures of Justice	3 units
ADMJ 104	Concepts of Criminal Law	3 units
ADMJ 106	Legal Aspects of Evidence	3 units
ADMJ 108	Community Relations	3 units
ADMJ 110	Police Report Writing	3 units

Plus a selection of 9 units from the following:		Units
ADMJ 120	Criminal Investigation	3 units
ADMJ 123	Concepts of Enforcement Principles	3 units
ADMJ 125	Juvenile Procedures	3 units
ADMJ 134	Traffic Enforcement and Investigation	3 units
ADMJ 135	Narcotics & Special Investigations	3 units
ADMJ 180	Criminal Identification	3 units
ADMJ 665	Selected Topics in Administration of Justice	0.5 - 2 units
ADMJ 670	Criminal Justice Internship (Cooperative Education)	4 units
LEGL 240	Introduction to Law	3 units

Total Required Major Units: 27

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS-T Administration of Justice for Transfer

The Associate in Science in Administration of Justice for Transfer is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. The Associate in Science in Administration of Justice for Transfer acknowledges that the student has established a foundation in the field of Administration of Justice. This foundation can be used as a basis for further study towards a baccalaureate degree at a transfer institution.

The Associate in Science in Administration of Justice for Transfer covers a broad range of information and professional skills in criminal law, corrections, and the American justice system. The program at Skyline College is designed to educate students on the many aspects of justice administration - from the human, social and moral problems to the larger scope of justice systems.

The Associate in Science Degree for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

Career Opportunities

The Administration of Justice Program prepares students for the field of criminal justice. The program at Skyline College is designed to educate students on the many aspects of justice administration – from the human, social and moral problems to the larger scope of justice systems. Through the expertise of the faculty and the exposure to professional personnel from the criminal justice system, students can expect to be prepared for further study and/or a career in various fields including criminal justice, law enforcement, corrections, social services, probation, and law.

Program Learning Outcomes

Students completing this program will be able to:

1. Identify and describe the structure and functions of the main components of the criminal justice system; law enforcement, courts, corrections, and juvenile justice.
2. Summarize and interpret the main theories in criminology and criminal justice that offer various explanations and understandings of why people commit crime.
3. Distinguish how the major criminal justice institutions respond to crime and victims.
4. Critically consider, analyze, and research special issues in criminology and criminal justice and their effects on society.
5. Apply criminological and criminal justice theories, principles, and concepts to address real life problems and situations in the criminal justice field.
6. Exhibit strong and effective written and oral communications skills.
7. Identify career and educational options in the field of criminal justice, and then formulate appropriate action plans toward achieving goals and objectives.
8. Recognize the importance of, and practice, ethical behavior in a professional criminal justice work setting, both within the agency and within the community.
9. Bring back into the community and apply the skills, abilities, and knowledge acquired in the ADMJ Program for the betterment of others and themselves, and to further the objectives of justice in society.

Required Core Courses:		Units
ADMJ 100	Introduction to Administration of Justice	3 units
ADMJ 104	Concepts of Criminal Law	3 units

List A - Select two courses:		Units
ADMJ 102	Principles and Procedures of Justice	3 units
ADMJ 106	Legal Aspects of Evidence	3 units
ADMJ 108	Community Relations	3 units
ADMJ 120	Criminal Investigation	3 units

List B - Select two courses:		Units
SOCI 100	Introduction to Sociology	3 units
PSYC 100	General Psychology	3 units
PSYC 171	Quantitative Reasoning in Psychology	3 units
	OR	
MATH 200	Elementary Probability & Statistics	4 units

Total Required Major Units: 18 - 19

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a total of 3-9 major units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline College Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

CA Administration of Justice

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
ADMJ 100	Introduction to Administration of Justice	3 units
ADMJ 102	Principles and Procedures of Justice	3 units
ADMJ 104	Concepts of Criminal Law	3 units

ADMJ 106	Legal Aspects of Evidence	3 units
ADMJ 108	Community Relations	3 units
ADMJ 110	Police Report Writing	3 units

Plus a selection of 9 units from the following:		Units
ADMJ 120	Criminal Investigation	3 units
ADMJ 123	Concepts of Enforcement Principles	3 units
ADMJ 125	Juvenile Procedures	3 units
ADMJ 134	Traffic Enforcement and Investigation	3 units
ADMJ 135	Narcotics & Special Investigations	3 units
ADMJ 180	Criminal Identification	3 units
ADMJ 205	Judicial Process in California	
ADMJ 665	Selected Topics in Administration of Justice	0.5 - 2 units
ADMJ 670	Criminal Justice Internship (Cooperative Education)	4 units
LEGL 240	Introduction to Law	3 units

Total Required Units: 27

ANTHROPOLOGY

AA-T Associate in Arts Degree for Transfer

Anthropology for Transfer.....60 units

AA-T Anthropology for Transfer

The Associate in Arts in Anthropology for Transfer is intended for students who are interested in transferring to a California State University (CSU) campus with a major in Anthropology.

The Associate in Arts Degree for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to trans fer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

Program Learning Outcomes

Students completing this program will be able to:

1. Summarize and interpret the main theories in Anthropology that offer various explanations and understandings of diverse cultural, archaeological and biological processes that impact societies.
2. Critically consider, analyze, and research special issues in Anthropology and their effects on culture and society.
3. Recognize the importance of, and practice ethical behavior in a professional anthropological, both within academia and within the community.
4. Bring back into the community and apply the skills, abilities and knowledge acquired in the Anthropology Program for the betterment of others and themselves, and to further the objectives of a deeper anthropological understanding of our world.

Required Core Courses		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Physical Anthropology	3 units
ANTH 150	Introduction to Archaeology: Bones, Beads and the Basics of Material Culture	3 units

List A: Select one course from the following:		Units
ANTH 155	Human Prehistory and the Rise of Civilization	3 units
ANTH 180	Magic, Witchcraft and Religion	3 units
MATH 200	Elementary Probability & Statistics	4 units

List B: Select one course from the following		Units
PSYC 105	Experimental Psychology	3 units
BIOL 250	Human Anatomy	4 units
GEOL 210	General Geology	4 units

List C: Select one course from the following:		Units
ANTH 165	Sex and Gender: Cross-Cultural Perspectives	3 units
ANTH 170	Anthropology of Death	3 units
ANTH 360	Native Peoples of North America	3 units
GEOG 110	Cultural Geography	3 units
HIST 104	World Civilizations I	3 units
HIST 106	World Civilizations II	3 units
HIST 235	History of Ethnic Groups in United States	3 units
HIST 240	History of Ethnic Groups in California	3 units
HIST 244	African American History	3 units
HIST 420	Survey of Latin American History	3 units
HIST 429	History of Latinos in the United States	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 432	Modern Asian Civilizations	3 units
HIST 435	History of the Philippines	3 units
HIST 436	Filipinos in America	3 units
HIST 444	Survey of Sub-Saharan African History	3 units
HIST 453	History of China	3 units
SOCI 141	Race and Ethnicity	3 units
SOCI 142	Filipina/o Community Issues	3 units
SOCI 201	Sociology of Health and Medicine	3 units

Total Required Major Units: 18 - 20

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a total of 9-19 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline College Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

ART

AA Associate in Arts Degree Program

Art..... 60 units

AA-T Associate in Arts Degree for Transfer

Art History for Transfer.....60 units

Studio Arts for Transfer..... 60 units

AA Art

Skyline College's Art Program ensures a creative foundation in the visual arts. Enrolling in studio courses provides opportunities to explore the diversity of methods and materials to make art. Drawing, painting, photography, digital arts and other 2-d arts, 3-d media like sculpture and ceramics, studies in film and video, are all accessible to the student. Art History and Art Appreciation courses let you explore art of many times and places, and to find their connections to your own life.

Career Opportunities

An education in art fosters creativity, encourages independent thinking, and develops personal expression. Art is a broad field where one may apply training in visual foundations to a wide range of careers that include architecture, archiving, art conservation/restoration, art direction, art education, art history, art sales, art therapy, digital art, digital animation, commercial photography, courtroom sketching, curating, fashion design, fine art, fine art photography, forensic art, graphic design, illustration, interior design, industrial design, interactive design, museum/gallery direction, theater and movie set design, UI/UX, video game design, videography and cinematography, visual merchandising, web design, window design, and other creative job paths.

Program Learning Outcomes

Students completing this program will be able to:

1. Students will develop visual literacy through communication, analysis, and reflection of artworks and the concepts and influences from which artworks originate.
2. Students will develop physical/technical skills within an art/design based medium to be used as tools for creative expression

Required Core Courses

Select two courses (6 units minimum) from the following:		Units
ART 101	History of Western Art I	3 units
ART 102	History of Art II	3 units
ART 105	Art of Asia & the Near East	3 units
ART 107	Art of Our Times	3 units
ART 120	Art of the Americas	3 units

Select two courses (6 units minimum) from the following:		Units
ART 204	Drawing I	3 units
ART 214	Color	3 units
ART 301	Two-Dimensional Design	3 units
ART 401	Three-Dimensional Design	3 units

Select two courses (6 units minimum) from the following:		Units
ART 207	Life Drawing	3 units
ART 221	Painting I	3 units
ART 231	Watercolor I	3 units
ART 234	Printmaking I	3 units
ART 351	Black and White Photography I	3 units
ART 405	Sculpture I	3 units
ART 411	Ceramics I	3 units
ART 430	Introduction to Digital Art	3 units

Plus a selection of two or more courses (6 units minimum) in any other Art courses.		Units
ART 205	Drawing II	3 units
ART 208	Portrait Drawing I	3 units
ART 209	Portrait Drawing II	3 units
ART 217	Intermediate Life Drawing	3 units
ART 232	Watercolor II	3 units
ART 239	Printmaking II: Monotype, Monoprint and Mixed Media	3 units
ART 352	Black and White Photography II	3 units
ART 353	Black and White Photography III	3 units
ART 354	Digital Photography I	3 units
ART 355	Digital Photography II	3 units
ART 406	Sculpture II	3 units
ART 407	Sculpture III: Direct Metal	3 units
ART 412	Ceramics II	3 units
ART 417	Ceramic Glazing Techniques	3 units
ART 418	Ceramics III	3 units
ART 425.1	Studio Practices in Photography I	3 units
ART 425.2	Studio Practices in Photography II	3 units
ART 431	Digital Imaging I: Photoshop	3 units
ART 432	Digital Imaging II: Advanced Photoshop	3 units
ART 435	Digital Illustration	3 units
ART 440	Introduction to Web Design	3 units
ART 441	Intermediate Web Design	3 units
ART 479	Typography	3 units

Total Required Major Units: 24

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AA-T Art History for Transfer

The Associate in Arts in Art History for Transfer degree from Skyline College prepares students for transfer into the CSU system to obtain a degree in Art History or a closely related discipline. The degree promotes an understanding of art across time, cultures and geographic boundaries. Students are taught to apply fundamental art and art historical terminology and methodologies to analyze works, in order to articulate the historical, social, and aesthetic functions of art.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Career Opportunities

An education in art fosters creativity, encourages independent thinking, and develops personal expression. Art is a broad field where one may apply training in visual foundations to a wide range of careers that include architecture, archiving, art conservation/restoration, art direction, art education, art history, art sales, art therapy, digital art, digital animation, commercial photography, courtroom sketching, curating, fashion design, fine art, fine art photography, forensic art, graphic design, illustration, interior design, industrial design, interactive design, museum/gallery direction, theater and movie set design, UI/UX, video game design, videography and cinematography, visual merchandising, web design, window design, and other creative job paths

Program Learning Outcomes

Students completing this program will be able to:

1. Students will develop visual literacy through communication, analysis, and reflection of artworks and the concepts and influences from which artworks originate.
2. Students will develop physical/technical skills within an art/design based medium to be used as tools for creative expression.

Required Core Courses		Units
ART 101	History of Western Art I	3 units
ART 102	History of Western Art II	3 units
ART 204	Drawing I	3 units

List A – Select one course from the following:		Units
ART 105	Art of Asia & the Near East	3 units
ART 120	Art of the Americas	3 units

List B – Select one course from the following:		Units
ART 207	Life Drawing	3 units
ART 301	Two-Dimensional Design	3 units
ART 351	Black and White Photography I	3 units
ART 401	Three-Dimensional Design	3 units
ART 405	Sculpture I	3 units
ART 411	Ceramics I	3 units

List C – Select one course from the following:		Units
ART 107	Art of Our Times	3 units
ART 115	Art, Music and Ideas	3 units
ART 221	Painting I	3 units
ART 350	Visual Perception Through Photography	3 units
ANTH 110	Cultural Anthropology	3 units
ANTH 150	Introduction to Archaeology: Bones, Beads and the Basics of Material Culture	3 units
FILM 440	Film Study and Appreciation	3 units
HIST 104	World Civilizations I	3 units
HIST 106	World Civilizations II	3 units
HUM. 106	The Awakening of Individuality	3 units
PHIL 100	Introduction to Philosophy	3 units

Total Required Major Units: 18

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a total of 6-9 major units may be double counted to meet general education requirements. This degree does **not** require the Skyline College Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

AA-T Studio Arts for Transfer

The Associate in Arts in Studio Arts for Transfer degree from Skyline College prepares students for transfer into the CSU system to obtain a degree in Studio Arts or a closely related discipline. The degree promotes historical and contemporary perspectives on the creation of art, the ability to analyze and understand compositional structure, and hands-on skills working in a variety of media.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who

plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Career Opportunities

An education in art fosters creativity, encourages independent thinking, and develops personal expression. Art is a broad field where one may apply training in visual foundations to a wide range of careers that include architecture, archiving, art conservation/restoration, art direction, art education, art history, art sales, art therapy, digital art, digital animation, commercial photography, courtroom sketching, curating, fashion design, fine art, fine art photography, forensic art, graphic design, illustration, interior design, industrial design, interactive design, museum/gallery direction, theater and movie set design, UI/UX, video game design, videography and cinematography, visual merchandising, web design, window design, and other creative job paths

Program Learning Outcomes

Students completing this program will be able to:

1. Students will develop visual literacy through communication, analysis, and reflection of artworks and the concepts and influences from which artworks originate.
2. Students will develop physical/technical skills within an art/design based medium to be used as tools for creative expression.

Required Core Courses		Units
ART 102	History of Western Art II	3 units
ART 204	Drawing I	3 units
ART 301	Two-Dimensional Design	3 units
ART 401	Three-Dimensional Design	3 units

List A – Select one course from the following:		Units
ART 101	History of Western Art I	3 units
ART 120	Art of the Americas	3 units

List B – Select three Curricular Areas from the following (9 units):		Units
Drawing		
ART 207	Life Drawing	3 units
Ceramics		
ART 411	Ceramics I	3 units
Sculpture		
ART 405	Sculpture I	3 units
Photography		
ART 351	Black and White Photography I	3 units
Other Media		
ART 231	Watercolor I	3 units
Second Semester Courses		
ART 232	Watercolor II	3 units
ART 406	Sculpture II	3 units

Total Required Major Units: 24

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a total of 6 major units may be double counted to meet general education requirements. This degree does **not** require the Skyline College Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

AUTOMOTIVE TECHNOLOGY

AS Associate in Science Degree Program

Automotive Technician.....60 units

Automotive Technology..... 60 units

CA Certificate of Achievement

Asian Engine Performance Technology.....19 units

Automotive Advanced Engine Performance Technology....19 units

Automotive Chassis Technology..... 19 units

Automotive Drive Train Technology..... 19 units

Automotive Electricity/Electronics..... 19 units

Automotive Engine Performance Technology..... 19 units

Automotive Engines Technology.....19 units

CC Career Certificate

Automotive Entrepreneurship..... 10 units

Automotive Technician - Entry Level.....9 - 17 units

AS Automotive Technician

The College's Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) of the National Institute for Automotive Service Excellence (ASE). Students completing the program will be prepared to take all 8 Automotive Service Exams (ASE) in the Automotive Technology Program giving them additional certification desired in the industry when they seek employment. In addition, students who complete the program will be able to obtain a California Smog Check Technician License. Visit the National Automotive Technicians Education Foundation (NATEF) website for more information at http://www.natef.org/Home.aspx and the California Department of Consumer Affairs, Bureau of Automotive Repair at http://www. bar.ca.gov/.

The program is conducted in a well-equipped facility with a large fleet of late model domestic and import vehicles. Automobile manufacturers provide substantial support for the program.

Students can pursue a certificate or degree in Automotive Technology or a specialty degree or certificate in Japanese Automotive Technology. Our partnership with American Honda Motor Co., Inc. provides employment opportunities for students enrolled in our programs. The College also provides numerous classes to update the knowledge and skills of practicing technicians.

Skyline College's Automotive Program is accredited by:

National Automotive Technicians Education Foundation
101 Blue Seal Drive S.E., Suite 101
Leesburg, VA 20175
Telephone: (703) 669-6650

ADMISSION PROCEDURES AND REQUIREMENTS

Applications must be received by April 15 for the fall semester and by November 1 for the spring semester. **All documents must be sent to the Office of Admissions and Records.** Applications received after the deadline will be assigned the next available number on a waiting list according to the date received. Applicants will be informed of the status of their applications within six weeks of the application deadline. Applicants are responsible for submitting the following:

1. Completed Automotive Technology Program Application.
2. Completed Skyline College application
3. Documented proof of prior experience. All statements must be substantiated by attached documents of verification (a transcript or letter from employer). Such documentation may come from one or more of the following:

- One semester of AUTO 710 at Skyline College (or equivalent from another community college) with a grade of "B" or better. (Submit a copy of your final grade report with your application or a letter from your instructor.)
  or
- One year of high school automotive training with a grade of "B" or better (verified by official transcript). Also, a letter of recommendation from an automotive instructor or Tech Prep Certificate of Credit would be important considerations.
  or
- One year of ROP automotive training with a grade of "B" or better or equivalent training. (Certificate and letter from instructor must be submitted with application.)
  or
- One year of full-time related work experience with accompanying letter of verification from employer specifying employment dates and duties.

4. All students must meet the math proficiency requirements in one of the following ways:

- Satisfactory completion of the placement test by scoring on the Skyline Placement Test at a pre-algebra level. (Submit a copy of the Math Placement Test results with the application.)
  or
- Completion of three units of MATH 811 or equivalent with a grade of "C" or better. (Submit a copy of the college transcript with the application.)

5. All students and must meet the English proficiency requirement by:

- Eligibility for ENGL 846, 100, or ESOL 400, on the Skyline College English Placement Test or qualifying course work. (Submit a copy of your English Placement Test results or final grade report from your qualifying course work with the application.)
  or

- Completion of ENGL 828 with a grade of "C" or better. (Submit a copy of your final grade report with the application.)

Note: Minimum requirements may be lowered at the discretion of the selection committee depending on the number of available seats and the number of applicants.

Once the applicant has completed items 1 through 5 and met all criteria for admission to the program, he/she will receive the next available number on the admission waiting list to be admitted to the program as opportunities occur. The waiting list will be in effect for the semester in which the applicant is applying. Students who are not accepted may resubmit their application if they wish to be considered for admission to any subsequent semester. For further information on the Automotive Program, please call 738-4438.

Program Learning Outcomes

Students completing this program will be able to:

1. Successfully pass 3 out of 8 Automotive Service Excellence (ASE) exams
2. Apply theories, principles, and concepts to address skills learned that would apply to the NATEF Certified areas of the Automotive Technology Program.
3. Exhibit strong and effective written and oral communication skills.
4. Exhibit strong electrical and mechanical analytical diagnostic skills.
5. Recognize the importance of and practice ethical behavior in a professional work setting, both within the workforce and within the community.
6. Successfully complete 100% of P-1 NATEF specific tasks.
7. Successfully complete 95% of the P-2 NATEF specific tasks.
8. Successfully complete 65% of the P-3 NATEF specific tasks.

Required Core Courses		Units
AUTO 758	Auto Computer Controls	3 units
	OR	
AUTO 858	Automotive Computer Controls (Apprenticeship)	3 units
AUTO 541	Electricity and Electronics I	2.5 units
	OR	
AUTO 941	Electricity and Electronics I (Apprenticeship)	2.5 units
AUTO 542	Electricity and Electronics II	2.5 units
	OR	
AUTO 942	Electricity and Electronics II (Apprenticeship)	2.5 units
AUTO 777	Automatic Transmissions I	3 units
	OR	
AUTO 823	Block Service (Apprenticeship)	2 units
AUTO 786	Automotive Air Conditioning I	2 units
	OR	
AUTO 860	Automotive Air Conditioning I (Apprenticeship)	2 units
AUTO 790	Automotive Brakes I	2 units
	OR	
AUTO 850	Automotive Brakes I (Apprenticeship)	2 units
AUTO 792	Automotive Chassis I	3 units
	OR	
AUTO 853	Automotive Chassis I (Apprenticeship)	3 units

Plus a selection of 22 units from the following:		Units
AUTO 510	Basic Hybrid Powertrains	4 units
	OR	
AUTO 910	Basic Hybrid Powertrains (Apprenticeship)	4 units
AUTO 511	Principles of Hybrid and Electric Drives	7 units
AUTO 524	Smog Check Inspector Training Level I	3.5 units
	OR	
AUTO 824	Smog Check Inspector Training Level I (Apprenticeship)	3.5 units
AUTO 525	Smog Check Inspector Training Level II	2 units
	OR	
AUTO 825	Smog Check Inspector Training Level II (Apprenticeship)	2 units
AUTO 739	OBD II Evaporative Emission Systems	1.5 units
	OR	
AUTO 839	OBD II Evaporative Emission Systems (Apprenticeship)	1.5 units
AUTO 754	High Performance Engines I	3 units
	OR	

AUTO 854	High Performance Engines I (Apprenticeship)	3 units
AUTO 755	High Performance Engines II	3 units
	OR	
AUTO 855	High Performance Engines II (Apprenticeship)	3 units
AUTO 761	Automotive Brakes II	1.5 units
	OR	
AUTO 861	Automotive Brakes II (Apprenticeship)	1.5 units
AUTO 765	Ignition Systems I	1.5 units
	OR	
AUTO 865	Ignition Systems I (Apprenticeship)	1.5 units
AUTO 768	On-Board Diagnostics II (OBDII)	3 units
	OR	
AUTO 868	On-Board Diagnostics II (OBDII) (Apprenticeship)	3 units
AUTO 769	Head & Valve Service	2 units
	OR	
AUTO 822	Head and Valve Services (Apprenticeship)	2 units
AUTO 776	Drive Lines and Differentials	2 units
	OR	
AUTO 830	Drive Lines and Differentials (Apprenticeship)	2 units
AUTO 778	Manual Transmissions I	2 units
	OR	
AUTO 878	Manual Transmissions I (Apprenticeship)	2 units
AUTO 779	Block Service	2 units
	OR	
AUTO 823	Block Service (Apprenticeship)	2 units
AUTO 781	Electrical III	3 units
	OR	
AUTO 881	Electrical III (Apprenticeship)	3 units
AUTO 787	Automatic Transmissions II	3 units
	OR	
AUTO 887	Automatic Transmissions II (Apprenticeship)	3 units
AUTO 791	Automotive Chassis II	2 units
	OR	
AUTO 852	Automotive Chassis II (Apprenticeship)	2 units
AUTO 793	Engine Performance	3 units
	OR	
AUTO 893	Engine Performance (Apprenticeship)	3 units

Total Required Major Units: 40

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS Automotive Technology

The College's Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) of the National Institute for Automotive Service Excellence (ASE).

The program is conducted in a well-equipped facility with a large fleet of late model domestic and import vehicles. Automobile manufacturers provide substantial support for the program.

Students can pursue a certificate or degree in Automotive Technology or a specialty degree or certificate in Japanese Automotive Technology. Our partnership with American Honda Motor Co., Inc. provides employment opportunities for students enrolled in our programs. The College also provides numerous classes to update the knowledge and skills of practicing technicians.

Program Learning Outcomes

Students completing this program will be able to:

1. Successfully pass 3 out of 8 Automotive Service Excellence (ASE) exams.
2. Apply theories, principles, and concepts to address skills learned that would apply to the NATEF Certified areas of the Automotive Technology Program.
3. Exhibit strong and effective written and oral communication skills.
4. Exhibit strong electrical and mechanical analytical diagnostic skills.
5. Recognize the importance of and practice ethical behavior in a professional work setting, both within the workforce and within the community.
6. Successfully complete 100% of P-1 NATEF specific tasks.
7. Successfully complete 95% of the P-2 NATEF specific tasks.

8. Successfully complete 65% of the P-3 NATEF specific tasks.

Required Core Course		Units
AUTO 713	Automotive Electricity and Electronics	15 units

Plus a selection of 30 units from the following:		Units
AUTO 546	Body Control Systems	15 units
AUTO 716	Automotive Cooling/Heating and Air Conditioning	
AUTO 721	Automotive Steering, Suspension & Brakes	15 units
AUTO 734	Automotive Engine Diagnosis and Repair	15 units
AUTO 735	Automotive Transmission & Drive Trans Diagnosis and Repair	15 units
AUTO 745	Asian Brakes and Chassis	15 units
AUTO 749	Asian Engine Performance	15 units
AUTO 751	Automotive Engine Performance	15 units
AUTO 752	Advanced Engine Performance	15 units

Total Required Major Units: 45

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

CA Asian Engine Performance Technology

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
AUTO 710	Fundamentals of Automotive Technology	4 units
AUTO 749	Asian Engine Performance	15 units

Total Required Units: 19

CA Automotive Advanced Engine Performance Technology

The College's Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) of the National Institute for Automotive Service Excellence (ASE). The program is conducted in a well-equipped facility with a large fleet of late model domestic and import vehicles. Automobile manufacturers provide substantial support for the program.

Students can pursue a certificate or degree in Automotive Technology or a specialty degree or certificate in Japanese Automotive Technology. Our partnership with American Honda Motor Co., Inc. provides employment opportunities for students enrolled in our programs. The College also provides numerous classes to update the knowledge and skills of practicing technicians.

Program Learning Outcomes

Students completing this program will be able to:

1. Successfully pass 3 out of 8 Automotive Service Excellence (ASE) exams.
2. Apply theories, principles, and concepts to address skills learned that would apply to the NATEF Certified areas of the Automotive Technology Program.
3. Exhibit strong and effective written and oral communication skills.
4. Exhibit strong electrical and mechanical analytical diagnostic skills.
5. Recognize the importance of and practice ethical behavior in a professional work setting, both within the workforce and within the community.
6. Successfully complete 100% of P-1 NATEF specific tasks.
7. Successfully complete 95% of the P-2 NATEF specific tasks.
8. Successfully complete 65% of the P-3 NATEF specific tasks.

Automotive Advanced Engine Performance Technology		Units
AUTO 710	Fundamentals of Automotive Technology	4 units
AUTO 752	Advanced Engine Performance	15 units

Total Required Units: 19

CA Automotive Chassis Technology

Required Courses		Units
AUTO 710	Fundamentals of Automotive Technology	4 units
AUTO 721	Automotive Steering, Suspension & Brakes	15 units

Total Required Units: 19

CA Automotive Drive Train Technology

Required Courses		Units
AUTO 710	Fundamentals of Automotive Technology	4 units
AUTO 735	Automotive Transmission & Drive Trans Diagnosis and Repair	15 units

Total Required Units: 19

CA Automotive Electricity/ Electronics

Required Courses		Units
AUTO 710	Fundamentals of Automotive Technology	4 units
AUTO 713	Automotive Electricity and Electronics	15 units

Total Required Units: 19

CA Automotive Engine Performance Technology

Required Courses		Units
AUTO 710	Fundamentals of Automotive Technology	4 units
AUTO 751	Automotive Engine Performance	15 units

Total Required Units: 19

CA Automotive Engines Technology

Automotive Engines Technology		Units
AUTO 710	Fundamentals of Automotive Technology	4 units
AUTO 734	Automotive Engine Diagnosis and Repair	15 units

Total Required Units: 19

CC Automotive Entrepreneurship

Required Courses		Units
BUS. 150	Entrepreneurship - Small Business Management	3 units
MGMT 100	Introduction to Business Management	3 units
AUTO 753	Automotive Service Advising	3 units
	OR	
AUTO 851	Automotive Service Advising (Apprenticeship)	3 units
AUTO 670	Vocational Cooperative Education in Automotive	1 unit

Total Required Units: 10

CC Automotive Technician - Entry Level

For gainful employment information, see this program's gainful employment website.

BIOLOGY

AS Associate in Science Degree Program

Allied Health Science.....60 units

Biotechnology.....60 units

Natural Science.....60 units

AS-T Associate in Science Degree for Transfer

Biology for Transfer.....60 units

AS Allied Health Science

Careers in Allied Health professions are among the fastest growing in Northern California. The Associate in Science Degree with a major in Allied Health provides foundation courses necessary for health careers and for transfer programs to four-year colleges and universities.

Program Learning Outcomes

Students completing this program will be able to:

1. Use aseptic technique in clinical and laboratory environments.
2. Discuss and understand the role of microorganisms in healthy individuals and in infectious diseases.
3. Demonstrate understanding of the structure of the human body.
4. Demonstrate an understanding of the functions of the organ systems of the human body.
5. Apply the concept of homeostasis to basic principles in medicine.
6. Discuss and understand the principles of cellular metabolism, molecular genetics, and immunology.
7. Demonstrate the ability to report scientific information appropriately and effectively
8. Utilize the scientific method to analyze and interpret data.
9. Use the periodic table and other reference sources to gather information needed to solve chemical problems
10. Identify functional groups or reaction types and understand the role of biologically important molecules (carbohydrates, lipids, proteins, and nucleic acids) in the body.

Required Core Courses		Units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
CHEM 410	Chemistry for Health Sciences	4 units
	OR	
CHEM 210	General Chemistry I	5 units

Plus a selection of at least 3 units from the following:		Units
BIOL 110	Principles of Biology	4 units
BIOL 130	Human Biology	3 units
BIOL 215	Organismal Biology: Core I	5 units
BIOL 230	Introduction to Cell Biology: Core II	5 units
CHEM 220	General Chemistry II	5 units
EMC. 180	Gateway to Health Careers	3 units
	OR	
HSCI 180	Gateway to Health Careers	3 units
EMC. 400	Emergency Medical Responder	2.5 units
FCS 310	Nutrition	3 units
HSCI 420	EKG Technology	3 units
PHYS 210	General Physics I	4 units

Total Required Major Units: 20 - 21

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS Biotechnology

The Biotechnology degree and certificates prepare graduates for careers in the life science industry and for transfer. Students receive hands-on training in biology and chemistry and master a variety of skills essential to the field of biotechnology.

Biotech technicians perform experiments and assays, manufacture products, or assist with research. Key tasks include testing procedures, material processing, equipment maintenance, inventory control and data collection and evaluation. Technicians also observe and document safe practices, quality assurance, record keeping and compliance with government regulations.

Required Core Courses		Units
BIOL 215	Organismal Biology: Core I	5 units

BIOL 230	Introduction to Cell Biology: Core II	5 units
BIOL 240	General Microbiology	4 units
CHEM 234	Organic Chemistry I	3 units
CHEM 235	Organic Chemistry II	3 units
CHEM 237	Organic Chemistry Lab I	2 units
CHEM 238	Organic Chemistry Lab II	2 units

Total Required Major Units: 24

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS Natural Science

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate understanding of how the major groups of living organisms are related to each other and of their adaptations for survival.
2. Demonstrate understanding of the major concepts in cell biology, and the experimental approaches take to address them.
3. Write clear and well-argued descriptions of topics in science, based on the course material and articles.
4. Master laboratory techniques including microscopy, spectrophotometry, gel electrophoresis, and PCR.
5. Design, perform and analyze experiments.
6. Continue with upper division coursework in Biology.

Select 18-24 units from the following:		**Units**
BIOL 215	Organismal Biology: Core I	5 units
BIOL 230	Introduction to Cell Biology: Core II	5 units
BIOL 260	Human Physiology	5 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CHEM 234	Organic Chemistry I	3 units
	AND	
CHEM 237	Organic Chemistry Lab I	2 units
CHEM 235	Organic Chemistry II	3 units
	AND	
CHEM 238	Organic Chemistry Lab II	2 units
COMP 155	Computer Programming Visual Basic	3 units
COMP 250	Programming Methods I: C++	3 units
GEOL 210	General Geology	4 units
PHYS 210	General Physics I	4 units
PHYS 220	General Physics II	4 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

Total Required Major Units: 18 - 24

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS-T Biology for Transfer

The Associate in Science in Biology for Transfer (AS-T) prepares students for seamless transfer to a CSU to obtain a degree in Biological Sciences or a closely related discipline. Additionally, this degree allows student to learn the fundamental principles and practices in Biology in order to create a solid foundation and solid preparation that is appropriate for a variety of scientific disciplines. The AS-T courses for Biology are intended to provide a solid foundation for the student who wishes to pursue further study at the baccalaureate level and for some graduate level programs, or enter a pre-professional or professional program in a health-related field.

The Associate in Science in Biology for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in Biology or a closely related discipline at a California State University (CSU) campus. Students completing this degree are guaranteed admission to the California State University system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. In addition to the AS-T Biology courses, students should refer to the requirements of prospective institutions or seek advice from discipline faculty or counselor to prepare for upper division coursework.

To earn an Associate in Science in Biology for Transfer (AS-T), students must satisfy the following requirements:

1. Complete a minimum of 60 CSU " transferable semester units;
2. Earn a minimum grade point average (GPA) of at least a 2.0 in all CSU " transferable coursework;

3. Complete a minimum of 18 semester units in a "AS-T" major. Note: All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass " no pass" basis;
4. Certified completion of the California State University General Education " Breadth pattern (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Please note: For further information, please meet with a Skyline College Counselor.

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate understanding of how the major groups of living organisms are related to each other and of their adaptations for survival.
2. Demonstrate understanding of the major concepts in cell biology, and the experimental approaches taken to address them.
3. Write clear and well-argued descriptions of topics in biological sciences, based on the course material and articles.
4. Master laboratory techniques including microscopy, spectrophotometry, gel electrophoresis, and PCR.
5. Design, perform and analyze experiments in biology.
6. Apply principles of math, chemistry and physics to the study of biology.
7. Apply knowledge of biological organisms and principles in advanced courses in order to transfer to four year institutions.

Core Courses (10 units)		Units
BIOL 215	Organismal Biology: Core I	5 units
BIOL 230	Introduction to Cell Biology: Core II	5 units

Supporting Science and Mathematics (23 units)		Units
CHEM 210	General Chemistry I	5 units
	AND	
CHEM 220	General Chemistry II	5 units
MATH 251	Calculus with Analytic Geometry I	5 units
	OR	
MATH 241	Applied Calculus I	5 units
PHYS 210	General Physics I	4 units
	AND	
PHYS 220	General Physics II	4 units
	OR	
PHYS 250	Physics with Calculus I	4 units
	AND	
PHYS 260	Physics with Calculus II	4 units

Total Required Major Units: 33

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth) for STEM,
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern for STEM.

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

A total of 9-10 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Students are recommended to complete additional major preparation for a target CSU campus prior to transfer:		
CHEM 234 + 237	Organic Chemistry 1	5
CHEM 235 + 238	Organic Chemistry II	5

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

BIOTECHNOLOGY

CA Certificate of Achievement

Biotechnology Manufacturing Assistant.....21 - 24 units

CA Biotechnology Manufacturing Assistant

At the completion of this program students are prepared for entry employment in Biotechnology Manufacturing. The program introduces students to current trends and processes in the biotechnology field. Students will achieve

workforce readiness for entry level Manufacturing assistant positions in the stock room, assembly, and packaging.

Career Opportunities

Students who complete this program will gain experience in entry level position in biotechnology. They will have gained the training that would allow them to function in an entry level Manufacturing assistant position in Biotechnology, working in stock room, assembly and packaging.

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate competence in skills and abilities as a manufacturing assistant.
2. Practice employment soft skills necessary in Biotechnology Manufacturing.
3. Create a resume and submit the resume to a local biotechnology company.

		Units
BTEC 400	Foundations of Biotechnology	2 units
BTEC 170	Principles of Applied Bioscience	3 units
BTEC 171	Laboratory Principles of Applied Bioscience	1 unit
BCM. 200	Intro to MS Office Suite	2 units
COUN 100	College Success	3 units
CRER 145	Soft Skills for the Workplace	1 unit
ENGL 100	Composition	3 units
MATH 120	Intermediate Algebra	5 units
COOP 670	Vocational Cooperative Education	1 - 4 units

Total Required Units: 21 - 24

BUSINESS

AA Associate in Arts Degree Program

Asian Studies.....60 units

AS Associate in Science Degree Program

Business Management.....60 units

AS-T Associate in Science Degree for Transfer

Business Administration for Transfer.....60 units

CA Certificate of Achievement

Asian Studies.....21 units

Business Administration..... 29 - 32 units

Business Management.....31 units

Chinese Studies..... 15 units

Entrepreneurship and Small Business Management 24 units

Office Assistant..... 18 units

CS Certificate of Specialization: Not Transcript Reported

Entrepreneurship.....12 units

Warehousing and Logistics.....17 units

SC Skills Certificate

Entry-Level Warehousing..... 4 units

AA Asian Studies

The Asian Studies: Language, Commerce and Culture program is designed to strengthen Asian area studies and foreign languages across the curriculum to prepare students to function effectively in the areas of culture, commerce and languages with some of America's biggest trading partners. The program provides an interdisciplinary approach to explore the diverse cultures, languages, societies, history, political economy, and commerce of Asia.

Program Learning Outcomes

Students completing this program will be able to:

1. Exhibit effective oral and written communication.
2. Compare and contrast the management styles such as organization structures, competitive strategies, and cultural influences within Asia and the western world.
3. Show increased tolerance and cultural understanding through skillful learning about non-western cultures and societies.

Required Core Courses		Units
BUS. 248	Asian Management Systems	3 units
ECON 310	Political Economy of Asia	3 units
HIST 432	Modern Asian Civilizations	3 units

Plus a minimum of 6 units from the following:		Units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
FILI 110	Elementary Filipino	5 units

FILI 111	Elementary Filipino I	3 units
FILI 112	Elementary Filipino II	3 units
FILI 120	Advanced Elementary Filipino	5 units

Plus a minimum of 6 units from the following:		Units
ART 105	Art of Asia & the Near East	3 units
BUS. 221	Intercultural Business Communication	3 units
BUS. 241	Doing Business in Asia	1.5 units
BUS. 246	Doing Business in China	3 units
BUS. 670	Vocational Cooperative Education in Business	3 units
GEOG 110	Cultural Geography	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 453	History of China	3 units
LIT. 265	Asian American Literature	3 units
PLSC 130	International Relations	3 units

Total Required Major Units: 21

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS Business Management

The Business Management degree program is designed for students who are interested in a professional degree in business, marketing, education, or training, as well as for students preparing for career entry positions. Whether considering positions in large corporations or thinking about starting your own company, the management degree provides broad knowledge of the key management functions of business. The degree combines management, marketing, legal, accounting, communications, and human relations courses, along with additional business and economic courses to prepare a person to assume a management position.

Program Learning Outcomes

Students completing this program will be able to:

1. Critical Thinking: Apply critical thinking and analytical skills in decision making and problem solving.
2. Accounting/Financial Accounting: Apply accounting principles in business decision making.
3. Business Law: Understand how the law and the legal environment relate to business operations, including ethical implications.
4. Intro to Business Information Systems: Utilize multimedia and software applications to enhance business decision-making processes.
5. Business Communications: Create effective oral and written business communications utilizing modern communication technologies.
6. Economics/Macroeconomics: Analyze how external forces affect business practices.

Required Core Business Courses		Units
ACTG 121	Financial Accounting	4 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units
ECON 100	Principles of Macro Economics	3 units

Required Core Courses for the Major		Units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 101	Human Relations at Work	3 units
BUS. 150	Entrepreneurship - Small Business Management	3 units
BUS. 180	Principles of Marketing	3 units
MGMT 100	Introduction to Business Management	3 units

Plus a minimum of 3 units from the following:		Units
ACTG 196	Intermediate QuickBooks Pro	
BCM. 214	Word Processing I: Word	1 unit
BCM. 215	Word Processing II: Word	2 units
BCM. 222	Business Presentations I: PowerPoint	1 unit
BCM. 223	Business Presentations II: PowerPoint	1 unit
BCM. 225	Spreadsheets I: Excel	1 unit
BCM. 226	Spreadsheets II: Excel	2 units
BUS. 120	Mathematical Analysis for Business	3 units
BUS. 123	Statistics	3 units

BUS. 161	Creativity and Innovation in Entrepreneurship	3 units
BUS. 210	International Finance	1.5 units
BUS. 221	Intercultural Business Communication	3 units
BUS. 243	Legal Environment of International Business	1.5 units
BUS. 246	Doing Business in China	3 units
BUS. 268	Air Forwarder Operations and Work-Flow	
COMM 110	Public Speaking	3 units
ECON 102	Principles of Microeconomics	3 units
ECON 111	The Economy Today	3 units
IBUS 100	Global Trade and Logistics I	4 units
MATH 200	Elem Probability & Statistics	4 units
MATH 241	Applied Calculus I	5 units
MATH 251	Calculus with Analytic Geometry I	5 units

Total Required Major Units: 38

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS-T Business Administration for Transfer

The Associate in Scinece Degree in Business Administration for Transfer is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

This degree is intended for students who are interested in transferring to a California State University (CSU) campus with a major in Business Administration.

The Associate in Science Degree for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Program Learning Outcomes

Students completing this program will be able to:

1. Critical Thinking: Apply critical thinking and analytical skills in decision making and problem solving.
2. Accounting/Financial Accounting: Understand and apply accounting principles to prepare financial statements.
3. Business Law: Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
4. Intro to Business Information Systems: Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
5. Business Communications: Create effective oral and written business communications utilizing modern communication technologies.
6. Economics/Macroeconomics: Demonstrate knowledge of basic economic concepts and how they affect business.

Required Core Courses		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Microeconomics	3 units
BUS. 201	Business Law	3 units

List A: Select one course from the following:		Units
BUS. 123	Statistics	3 units
	OR	
MATH 200	Elem Probability & Statistics	4 units

List B: Select two courses from the following:		Units
BUS. 100	Introduction to Business	3 units
BUS. 103	Introduction to Business Information Systems	3 units
MATH 241	Applied Calculus I	5 units
	OR	
MATH 251	Calculus with Analytic Geometry I	5 units

BUS. 401	Business Communications	3 units

Total Required Major Units: 26 - 29

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a total of 12-14 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

CA Asian Studies

The Asian Studies: Language, Commerce and Culture program is designed to strengthen Asian area studies and foreign languages across the curriculum to prepare students to function effectively in the areas of culture, commerce and languages with some of America's biggest trading partners. The program provides an interdisciplinary approach to explore the diverse cultures, languages, societies, history, political economy, and commerce of Asia.

Program Learning Outcomes

Students completing this program will be able to:

1. Exhibit effective oral and written communication.
2. Compare and contrast the management styles such as organization structures, competitive strategies, and cultural influences within Asia and the western world.
3. Show increased tolerance and cultural understanding through skillful learning about non-western cul - tures and societies

For gainful employment information, see this program's gainful employment website.

Required Core Courses		Units
BUS. 248	Asian Management Systems	3 units
ECON 310	Political Economy of Asia	3 units
HIST 432	Modern Asian Civilizations	3 units

Plus a minimum of 6 units from the following:		Units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
FILI 110	Elementary Filipino	5 units
FILI 111	Elementary Filipino I	3 units
FILI 112	Elementary Filipino II	3 units
FILI 120	Advanced Elementary Filipino	5 units
JAPN 111	Elementary Japanese I	3 units

Plus a minimum of 6 units from the following:		Units
ART 105	Art of Asia & the Near East	3 units
BUS. 200	Introduction to International Business	
BUS. 221	Intercultural Business Communication	3 units
BUS. 241	Doing Business in Asia	1.5 units
BUS. 246	Doing Business in China	3 units
BUS. 670	Vocational Cooperative Education in Business	3 units
GEOG 110	Cultural Geography	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 453	History of China	3 units
LIT. 265	Asian American Literature	3 units
PLSC 130	International Relations	3 units

Total Required Units: 21

CA Business Administration

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 120	Mathematical Analysis for Business	3 units

	OR	
MATH 241	Applied Calculus I	5 units
	OR	
MATH 251	Calculus with Analytic Geometry I	5 units
BUS. 123	Statistics	3 units
	OR	
MATH 200	Elem Probability & Statistics	4 units
BUS. 201	Business Law	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Microeconomics	3 units

Plus a minimum of 3 units from the following:		**Units**
BUS. 150	Entrepreneurship - Small Business Management	3 units
BUS. 161	Creativity and Innovation in Entrepreneurship	3 units
BUS. 180	Principles of Marketing	3 units
BUS. 221	Intercultural Business Communication	3 units
BUS. 230	Introduction to International Marketing	3 units
BUS. 241	Doing Business in Asia	1.5 units
BUS. 243	Legal Environment of International Business	1.5 units
BUS. 246	Doing Business in China	3 units
BUS. 248	Asian Management Systems	3 units
BUS. 401	Business Communications	3 units
BCM. 225	Spreadsheets I: Excel	1 unit
BCM. 226	Spreadsheets II: Excel	2 units
BCM. 301	Maximizing Your Employment Potential	1.5 units
PSYC 300	Social Psychology	3 units
R.E. 100	Real Estate Principles	3 units
COMM 110	Public Speaking	3 units
COMM 150	Intercultural Communication	3 units
COMM 130	Interpersonal Communication	3 units
BUS. 101	Human Relations at Work	3 units

Total Required Units: 29 - 32

CA Business Management

For gainful employment information, see this program's gainful employment website.

Required Courses		**Units**
ACTG 121	Financial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 101	Human Relations at Work	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 180	Principles of Marketing	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Business Management	3 units

Group A: Select 3 units from the following:		**Units**
ACTG 131	Managerial Accounting	4 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Microeconomics	3 units
BUS. 120	Mathematical Analysis for Business	3 units
BUS. 123	Statistics	3 units
BUS. 161	Creativity and Innovation in Entrepreneurship	3 units
BUS. 163	Accounting and Finance for Entrepreneurs	3 units
BUS. 166	The Business Plan	3 units
BUS. 210	International Finance	1.5 units
BUS. 221	Intercultural Business Communication	3 units

Group B: Select 3 units from the following:		**Units**
ACTG 144	QuickBooks: Set-Up and Service Business	1.5 units
ACTG 145	QuickBooks: Payroll and Merchandising Business	1.5 units
BCM. 105	Introduction to Computers with Windows II	1 unit
BCM. 214	Word Processing I: Word	1 unit

BCM. 215	Word Processing II: Word	2 units
BCM. 225	Spreadsheets I: Excel	1 unit
BCM. 226	Spreadsheets II: Excel	2 units
BCM. 301	Maximizing Your Employment Potential	1.5 units
BUS. 670	Vocational Cooperative Education in Business	3 units
MGMT 450	Fundamentals of Construction Management	3 units
	OR	
ESTM 450	Fundamentals of Construction Management	3 units

Total Required Units: 31

CA Chinese Studies

The Asian Studies: Language, Commerce and Culture program is designed to strengthen Asian area studies and foreign languages across the curriculum to prepare students to function effectively in the areas of culture, commerce and languages with some of America's biggest trading partners. The program provides an interdisciplinary approach to explore the diverse cultures, languages, societies, history, political economy, and commerce of Asia.

Program Learning Outcomes

Students completing this program will be able to:

1. Exhibit effective oral and written communication.
2. Compare and contrast the management styles such as organization structures, competitive strategies, and cultural influences within Asia and the western world.
3. Show increased tolerance and cultural understanding through skillful learning about non-western cultures and societies

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
BUS. 246	Doing Business in China	3 units
HIST 453	History of China	3 units

Plus a minimum of 6 units from the following:		Units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units

Plus a minimum of 3 units from the following:		Units
ART 105	Art of Asia & the Near East	3 units
BUS. 221	Intercultural Business Communication	3 units
BUS. 241	Doing Business in Asia	1.5 units
BUS. 248	Asian Management Systems	3 units
ECON 310	Political Economy of Asia	3 units
GEOG 110	Cultural Geography	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 432	Modern Asian Civilizations	3 units
LIT. 265	Asian American Literature	3 units
PLSC 130	International Relations	3 units

Total Required Units: 15

CA Entrepreneurship and Small Business Management

This program prepares existing or potential entrepreneurs in a wide variety of small business functions. The following key areas are emphasized: Financial Management, Small Business Management, Communication, Marketing and Business Law. Students will prepare a comprehensive business plan with up-to-date approaches to small business management including: financial management, marketing management, business law, and how to profitably operate a small business.

This certificate is intended for business students and nonbusiness majors who have aspirations and goals in business that will require entrepreneurial and small business management skills.

Program Learning Outcomes

Students completing this program will be able to:

1. Critical Thinking: Develop critical thinking and analytical skills for decision making and problem solving.
2. Accounting/Financial Accounting: Apply accounting principles in business decision making.
3. Business Law: Understand how the law and the legal environment relate to business operations, including ethical implications.

4. Introduction to Business Information Systems: Utilize multimedia and software applications to enhance business decision-making process.
5. Business Communications: Create effective oral and written business communications utilizing modern communication technologies.
6. Economics/Macroeconomics: Analyze how external forces affect business practices.

Required Courses		Units
ACTG 100	Accounting Procedures	3 units
BUS. 100	Introduction to Business	3 units
BUS. 161	Creativity and Innovation in Entrepreneurship	3 units
BUS. 166	The Business Plan	3 units
BUS. 180	Principles of Marketing	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Business Management	3 units

Total Required Units: 24

CA Office Assistant

Interested in an office career in an administrative support position? The Office Assistant program can provide you with the necessary tools. Students acquire computer applications skills, strengthen written and oral communication skills, office procedures and practices, html, as well as internet topics such as searching, e-mail, file management, FTP and discussion groups, and scan for viruses.

Career Opportunities

Office Assistants are found in every sector of the economy such as health, real estate, education, insurance and other. Job titles reflect that diversity: Administrative Assistant, Billing Services Assistants, Customer Service Representatives, Shipping and Receiving Clerks, and Membership Coordinators.

Program Learning Outcomes

Students completing this program will be able to:

1. Critical Thinking: Apply critical thinking and analytical skills in decision making and problem solving.
2. Software skills: Apply spreadsheet, word processing and online research skills in office production work.
3. Business Communications: Create effective oral and written business communications utilizing modern communication technologies.

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
BCM. 101	Computer Keyboarding Skill Building	1.5 units
BCM. 104	Introduction to Computers with Windows I	1.5 units
BCM. 106	Microsoft Outlook	1 unit
BCM. 200	Intro to MS Office Suite	2 units
BCM. 214	Word Processing I: Word	1 unit
BCM. 215	Word Processing II: Word	2 units
BCM. 225	Spreadsheets I: Excel	1 unit
BCM. 226	Spreadsheets II: Excel	2 units
BUS. 401	Business Communications	3 units

Plus a minimum of 3 units from the following:		Units
ACTG 194	Introduction to QuickBooks & QuickBooks Pro	
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 670	Business Work Experience	1 unit
BCM. 105	Introduction to Computers with Windows II	1 unit
BCM. 201	Integration of MS Office Applications	1 unit
BCM. 222	Business Presentations I: PowerPoint	1 unit
BCM. 223	Business Presentations II: PowerPoint	1 unit
BCM. 230	Database Applications I: Access	1 unit
BCM. 231	Database Applications II: Access	2 units
BCM. 301	Maximizing Your Employment Potential	1.5 units

Total Required Units: 18

CS Entrepreneurship

This program prepares existing or potential entrepreneurs in a wide variety of small business functions. The following key areas are emphasized: Financial Management, Small Business Management, Marketing and Business Law. Students will prepare a comprehensive business plan with up-to-date approaches to small business management including: financial management, marketing management, business law, and how to profitably operate a small business.

This certificate is intended for business students and non-business majors who have aspirations and goals in business that will require entrepreneurial and small business management skills.

Program Learning Outcomes

Students completing this program will be able to:

1. Critical Thinking: Develop critical thinking and analytical skills for decision making and problem solving.
2. Accounting/Financial Accounting: Apply accounting principles in business decision making.
3. Business Law: Understand how the law and the legal environment relate to business operations, including ethical implications.
4. Introduction to Business Information Systems: Utilize multimedia and software applications to enhance business decision-making process.
5. Business Communications: Create effective oral and written business communications utilizing modern communication technologies.
6. Economics/Macroeconomics: Analyze how external forces affect business practices.

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
ACTG 100	Accounting Procedures	3 units
BUS. 150	Entrepreneurship - Small Business Management	3 units
MGMT 100	Introduction to Business Management	3 units

Select one course from the following:		Units
BUS. 101	Human Relations at Work	3 units
BUS. 161	Creativity and Innovation in Entrepreneurship	3 units
BUS. 180	Principles of Marketing	3 units
BUS. 201	Business Law	3 units
BUS. 670	Vocational Cooperative Education in Business	3 units

Total Required Units: 12

SC Entry-Level Warehousing

For gainful employment information, see this program's gainful employment website.

		Units
BUS. 269	Warehousing and Logistics	4 units

Total Required Units: 4

CS Warehousing and Logistics

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
BUS. 269	Warehousing and Logistics	4 units
BUS. 284	Purchasing and Supply Management	3 units
BUS. 285	Inventory Management	3 units
BUS. 286	Transportation Management	3 units
BUS. 670	Vocational Cooperative Education in Business	1 unit
BCM. 200	Intro to MS Office Suite	2 units
CRER 650	Guidance Seminar Group	1 unit

Total Required Units: 17

COMMUNICATION STUDIES

AA Associate in Arts Degree Program

Communication Studies.....60 units

AA-T Associate in Arts Degree for Transfer

Communication Studies for Transfer.....60 units

AA Communication Studies

An Associate in Arts degree in Communication Studies from Skyline College prepares students for transfer to a baccalaureate institution to obtain a degree in Communication Studies or a related discipline. The program allows students to examine and evaluate human communication across and within various contexts for the purpose of increasing communication competence. The program is designed to strengthen and develop skills in verbal communication, nonverbal communication, critical thinking and research, and multicultural communication Students will become proficient in multiple areas of communication, including public speaking, interpersonal communication, small group communication, intercultural communication, and argumentation and debate.
The program will produce competent and confident communicators, well-equipped to transfer to a four-year institution or to enter the work force.

Program Learning Outcomes

Students completing this program will be able to:

1. Effective Communication 1: Deliver a message using strategies that adapt to the situation; including adapting to the appropriate purpose, the cultural & psychological climate and the specific audience.
2. Effective Communication 2: Describe the effects of communication, including listening skills, on the perception of human relationships in social & cultural realities.
3. Critical Thinking: Demonstrate effective problem-solving communication that leads to successful conflict management.
4. Citizenship: Communicate ethical core values and individual cultural identity in a variety of academic, personal, vocational and civic situations.

Required Core Courses		Units
COMM 110	Public Speaking	3 units
COMM 127	Argumentation and Debate	3 units
COMM 130	Interpersonal Communication	3 units
COMM 140	Small Group Communication	3 units
COMM 150	Intercultural Communication	3 units

Plus a selection of 3 units from the following:		Units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Critical Thinking and Advanced Composition	3 units
PHIL 200	Introduction to Logic	3 units

Total Required Major Units: 18

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AA-T Communication Studies for Transfer

The Associate in Arts in Communication Studies for Transfer is intended for students who are interested in transferring to a California State University (CSU) campus with a major in Communication Studies.

The Associate in Science Degree for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completingan AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Program Learning Outcomes

Students completing this program will be able to:

1. Effective Communication 1: Deliver a message using strategies that adapt to the situation; including adapting to the appropriate purpose, the cultural & psychological climate and the specific audience.
2. Effective Communication 2: Describe the effects of communication, including listening skills, on the perception of human relationships in social & cultural realities.

3. Critical Thinking: Demonstrate effective problem-solving communication that leads to successful conflict management by researching verifiable information that supports logically organized main points and claims in a message.
4. Citizenship: Participate in any shared power society by communicating ethical core values, an inclusive worldview, and individual cultural identity.

Required Core Course		Units
COMM 110	Public Speaking	3 units

List A: Select two courses from the following:		Units
COMM 127	Argumentation and Debate	3 units
COMM 130	Interpersonal Communication	3 units
COMM 140	Small Group Communication	3 units

List B: Select two courses from the following:		Units
COMM 150	Intercultural Communication	3 units
JOUR 110	Mass Media and Society	3 units
JOUR 120	Writing and Reporting for the Media	3 units

List C: Select one course from the following:		Units
ANTH 110	Cultural Anthropology	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
	OR	
ENGL 165	Critical Thinking and Advanced Composition	3 units
JOUR 110	Mass Media and Society	3 units
JOUR 120	Writing and Reporting for the Media	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units

Total Required Major Units: 18

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to 9 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline College Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

COSMETOLOGY

AS Associate in Science Degree Program

Cosmetology.....60 units

CA Certificate of Achievement

Cosmetology.....43 units

Esthetician..... 24 units

SC Skills Certificate

Cosmetology Entrepreneurship.....5.5 units

AS Cosmetology

This program prepares students for licensing as a Cosmetologist, Esthetician and Manicurist. The Cosmetology program involves 1,600 hours of comprehensive training in beauty services. The Esthetician program focuses on training in skin care treatment and techniques. The Manicurist program provides training in various services related to nails.

A program in Spa Technician Training is also available. Students learn skills and knowledge related to therapies and treatments for employment in the rapidly expanding Spa Services Industry.

Courses in the Cosmetology programs focus on theoretical foundation, practical manipulative skills, business knowledge, and the professional and ethical training needed for licensing through the State Board of Barbering and Cosmetology. Prepared with excellent entry-level skills,

students are able to work in many facets of the beauty industry.

Skyline College's Cosmetology Program is approved by:

Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
Telephone: (800) 952-5210
Website: barbercosmo.ca.gov

ADMISSIONS PROCEDURES AND REQUIREMENTS
The Associate in Science degree with a major in Cosmetology or the Cosmetology Certificate program require the completion of a special application packet to be considered for admission. Admission applications are not considered for acceptance until all documents listed have been completed and received by the Office of Admissions and Records. All requirements must be submitted by the deadline date. The following components of the application packet are required.

1. Completed Cosmetology Program application.
2. Completed Skyline College English Placement Tests. The English Placement Tests may be waived for those students who have completed an AA/AS or BS degree.
3. Transcripts from former colleges.
4. Completed college matriculation requirements.
5. Signed Cosmetology Program contract.
6. Completed Skyline College Application

For further information on the Cosmetology Program, please call 738-4165.

Program Learning Outcomes

Students completing this program will be able to:

1. Complete 1600 hours in the Cosmetology Program and 600 hours in the Esthetician Program.
2. Successfully pass the California State Board Cosmetology or Esthetician written exam.
3. Identify career and continuing educational options in the field of Cosmetology, and Esthetician and plan the action towards achieving those goals and objectives.
4. Apply theories, principles, and concepts to address skills learned that would apply to Cosmetology and Esthetician.
5. Exhibit strong and effective written and oral communication skills.
6. Critically consider, analyze and research special issues in Cosmetology and their effects on society.
7. Recognize the importance of and practice ethical behavior in a professional work setting, both within the work force and within the community.

Required Core Courses		Units
COSM 700	Cosmetology Concepts and Practice I	16 units
COSM 710	Cosmetology Concepts and Practice II: Facials	3 units
COSM 720	Cosmetology Concepts and Practice III-Chemicals	6 units
COSM 735	Cosmetology Advanced Concepts	6 units
COSM 740	Cosmetology Concepts and Practice V	6 units
COSM 745	Cosmetology Concepts and Practice VI - Senior Practical	6 units

Total Required Major Units: 43

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

NOTE: Additional hours to meet the 1,600-hour state minimum may be earned by enrolling in BUS. 150 (Entrepreneurship - Small Business Management) and/or COSM 695 (Independent Study in Cosmetology) and/or COSM 730 (Cosmetology Concepts and Practice IV: Nails).

CA Cosmetology

Program Learning Outcomes

Students completing this program will be able to:

1. Complete 1600 hours in the Cosmetology Program and 600 hours in the Esthetician Program.
2. Successfully pass the California State Board Cosmetology or Esthetician written exam.
3. Identify career and continuing educational options in the field of Cosmetology and Esthetician, and plan the action towards achieving those goals and objectives.
4. Apply theories, principles, and concepts to address skills learned that would apply to Cosmetology and Esthetician.
5. Exhibit strong and effective written and oral communication skills.
6. Critically consider, analyze and research special issues in Cosmetology and their effects on society.

7. Recognize the importance of and practice ethical behavior in a professional work setting, both within the work force and within the community.

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
COSM 700	Cosmetology Concepts and Practice I	16 units
COSM 710	Cosmetology Concepts and Practice II: Facials	3 units
COSM 720	Cosmetology Concepts and Practice III-Chemicals	6 units
COSM 735	Cosmetology Advanced Concepts	6 units
COSM 740	Cosmetology Concepts and Practice V	6 units
COSM 745	Cosmetology Concepts and Practice VI - Senior Practical	6 units

Total Required Units: 43

Additional hours to meet the 1,600-hour state minimum may be earned by enrolling in BUS. 150 (Entrepreneurship - Small Business Management) and/or COSM 695 (Independent Study in Cosmetology) and/or COSM 730 (Cosmetology Concepts and Practice IV: Nails).

CA Esthetician

Upon completion of the 600-hour program, students are eligible for the Esthetician Certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

Program Learning Outcomes

Students completing this program will be able to:

1. Complete 600 hours in the Esthetician Program.
2. Successfully pass the California State Board Esthetician written and practical exam.
3. Identify career and continuing educational options in the field of Cosmetology, and Esthetician and plan the action towards achieving those goals and objectives.
4. Apply theories, principles, and concepts to address skills learned that would apply to esthetics.
5. Exhibit strong and effective written and oral communication skills.
6. Critically consider, analyze and research special issues in Esthetics and their effects on society.
7. Recognize the importance of and practice ethical behavior in a professional work setting, both within the work force and within the community.

For gainful employment information, see this program's gainful employment website.

Courses required for the Esthetician Certificate:		Units
COSM 775	Esthetician I	12 units
COSM 776	Esthetician II	12 units

Total Required Units: 24

SC Cosmetology Entrepreneurship

Required Courses		Units
ACTG 144	QuickBooks: Set-Up and Service Business	1.5 units
BUS. 150	Entrepreneurship - Small Business Management	3 units
COSM 670	Vocational Cooperative Education in Cosmetology	1 unit

Total Required Units: 5.5

DANCE

AA Associate in Arts Degree Program

Dance..... 60 units

AA Dance

Program Learning Outcomes

Students completing this program will be able to:

1. Provide a more authentic and individualized interpretation of a given dance form through a demonstration of appropriate levels of technique that incorporate cultural elements* of this dance form (*e.g., costume, history, vocabulary, rhythm and music).

2. Create and develop unique movement sequences, and collaboratively organize that material into a dance.
3. Critically evaluate and objectively discuss dance as a performance art.

Required Core Courses		Units
DANC 121.1	Modern Dance I	1 unit
	OR	
DANC 121.2	Modern Dance II	1 unit
	OR	
DANC 121.3	Modern Dance III	1 unit
	OR	
DANC 121.4	Modern Dance IV	1 unit
DANC 130.1	Jazz Dance I	1 unit
	OR	
DANC 130.2	Jazz Dance II	1 unit
	OR	
DANC 130.3	Jazz Dance III	1 unit
	OR	
DANC 130.4	Jazz Dance IV	1 unit
DANC 140.1	Ballet I	1 unit
	OR	
DANC 140.2	Ballet II	1 unit
	OR	
DANC 140.3	Ballet III	1 unit
	OR	
DANC 140.4	Ballet IV	1 unit
DANC 330.1	Creative Dance I	1 unit
	OR	
DANC 330.2	Creative Dance II	1 unit
	OR	
DANC 330.3	Creative Dance III	1 unit
	OR	
DANC 330.4	Creative Dance IV	1 unit
DANC 391	Dance Composition - Theory and Choreography	3 units
DANC 400.1	Dance Performance & Production I	2 units
	OR	
DANC 400.2	Dance Performance & Production II	2 units
	OR	
DANC 400.3	Dance Performance & Production III	2 units
	OR	
DANC 400.4	Dance Performance & Production IV	2 units
BIOL 250	Human Anatomy	4 units
MUS. 100	Fundamentals of Music	3 units

Plus a selection of 6 units from the following:		Units
BIOL 260	Human Physiology	5 units
DANC 100	Dance Appreciation	3 units
DANC 102	A Survey of Jazz Dance from Streets to Stage	3 units
DANC 117.1	Tap Dance I	0.5 or 1 units
DANC 117.2	Tap Dance II	0.5 or 1 units
DANC 125.1	Salsa I	0.5 or 1 units
DANC 125.2	Salsa II	0.5 or 1 units
DANC 125.3	Salsa III	0.5 or 1 units
DANC 125.4	Salsa IV	0.5 or 1 units
DANC 150.1	Hip Hop I	1 unit
DANC 150.2	Hip Hop II	1 unit
DANC 151.1	Social Dance I	0.5 or 1 units

DANC 151.2	Social Dance II	0.5 or 1 units
DANC 151.3	Social Dance III	0.5 or 1 units
DANC 151.4	Social Dance IV	0.5 or 1 units
DANC 152.1	Cuban Roots of Salsa I	0.5 or 1 units
DANC 152.2	Cuban Roots of Salsa II	0.5 or 1 units
DANC 152.3	Cuban Roots of Salsa III	0.5 or 1 units
DANC 152.4	Cuban Roots of Salsa IV	0.5 or 1 units
DANC 161	Tango Argentino	0.5 or 1 units
DANC 162	Tango Milonga	0.5 or 1 units
DANC 163	Tango Buenos Aires	0.5 or 1 units
DANC 164	Tango De La Confiteria	0.5 or 1 units
DANC 165	Tango Performance Improvisation	0.5 or 1 units
DANC 166	Tango de la Guardia Vieja	0.5 or 1 units
DANC 167	Swing Dance I	0.5 or 1 units
DANC 168	Swing Dance II	0.5 or 1 units
DANC 169	Swing Dance III	0.5 or 1 units
DANC 172.1	Classical Chinese Dance I	0.5 or 1 units
DANC 172.2	Classical Chinese Dance II	0.5 or 1 units
DANC 172.3	Classical Chinese Dance III	0.5 or 1 units
DANC 172.4	Classical Chinese Dance IV	0.5 or 1 units
DANC 260	Tango Teacher Training	0.5 or 1 units
DANC 350.1	Cardio Dance I	0.5 or 1 units
DANC 350.2	Cardio Dance II	0.5 or 1 units
DANC 395.1	Dance Workshop I	0.5 or 1 units
DANC 395.2	Dance Workshop II	0.5 or 1 units
DANC 395.3	Dance Workshop III	0.5 or 1 units
DANC 395.4	Dance Workshop IV	0.5 or 1 units
DANC 410.1	Dance for the Musical Theater Production I	2 units
DANC 410.2	Dance for the Musical Theater Production II	2 units
DANC 410.3	Dance for the Musical Theater Production III	2 units
DANC 410.4	Dance for the Musical Theater Production IV	2 units
DANC 665 *	Selected Topics: Dance in Cultural Context	1 - 3 units
DRAM 200	Theory of Acting I	3 units
DRAM 201	Advanced Acting I	3 units
DRAM 202	Advanced Acting II	3 units
DRAM 208	Acting Practicum I (Acting Laboratory)	2 units
DRAM 209	Acting Practicum II (Acting Laboratory)	2 units

* Each unit of DANC 665 used toward the degree must be a different topic (e.g. Salsa, Flamenco, Afro/Brazilian).

Total Required Major Units: 22

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

DIGITAL FILMMAKING

CS Certificate of Specialization: Not Transcript Reported

Basic Digital Filmmaking.....12 units

CS Basic Digital Filmmaking

The Digital Media and Design Program (DMAD) at Skyline College concentrates on digital imaging and digital

filmmaking. The digital imaging courses are centered around production skills such as image selection, image editing, retouching, compositing, and file preparation for print and screen. The digital filmmaking courses are focused on production. Students will learn about the three phases of filmmaking (pre-production, production, and post-production) as well as camera operation, composition, screenwriting, directing, crew positions, editing, data wrangling, and audio recording and mixing. Career management and guidance are also explored. The 12-unit Certificate of Specialization in Basic Digital Filmmaking provides foundational knowledge and skills in digital filmmaking production.

Career Opportunities

The Digital Media and Design Program (DMAD) works with industry professionals to ensure students are learning the latest production skills for an entry level position in their chosen field. Image editing careers include photo retouching, TV broadcast graphics, web graphics, mobile graphics, film graphics, and print production. Digital filmmaking careers include camera operation, editing, audio recording and mixing, cinematography, directing, screenwriting, and production management.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply a set of production skills and experiences to prepare them for an entry level position in the digital media industry.
2. Apply a basic set of production skills and experiences to allow them to create their own digital media content.
3. Apply a set of basic production skills and experiences to allow them to effectively work under the direction of other professionals.

Required Core Courses:		Units
DMAD 475	Digital Filmmaking I	3 units
DMAD 476	Digital Filmmaking II	3 units
DMAD 477	Digital Filmmaking III	3 units
DMAD 478	Audio for Digital Filmmaking	3 units

Total Required Units: 12

Optional Program Footer

EARLY CHILDHOOD EDUCATION/ EDUCATION

AA-T Associate in Arts Degree for Transfer

Elementary Teacher Education for Transfer..... 60 units

AS Associate in Science Degree Program

Early Childhood Education..... 60 units

AS-T Associate in Science Degree for Transfer

Early Childhood Education for Transfer..... 60 units

CA Certificate of Achievement

Early Childhood Education..... 30 units

Early Childhood Special Education..... 27 units

Early Intervention Assistant.....27 units

CC Career Certificate

Early Childhood Education Entrepreneurship..... 10 units

Foundations in Early Childhood Education..... 10 units

Fundamentals In Early Childhood Education..... 7 units

Special Education Assistant.....9 units

AA-T Elementary Teacher Education for Transfer

The Associate in Arts in Elementary Teacher Education for Transfer is intended for students who plan to complete a baccalaureate degree in a similar major at a California State University (CSU) campus. The Associate in Arts in Elementary Teacher Education for Transfer acknowledges that the student has established a foundation of interdisciplinary knowledge in the field of Education.

Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better is required for each course applied to the major. Major course requirements

may also be applied to meet general education requirements.

Career Opportunities

Elementary Teacher Special Educator Para-educator

Required Core Courses (42 units)		Units
BIOL 101	Our Biological World	4 units
	OR	
BIOL 110	Principles of Biology	4 units
CHEM 114	Survey of Chemistry and Physics	4 units
	OR	
PHYS 114	Survey of Chemistry and Physics	4 units
COMM 110	Public Speaking	3 units
ECE. 201	Child Development	3 units
	OR	
PSYC 201	Child Development	3 units
EDUC 200	Introduction to Classroom Teaching	3 units
ENGL 100	Composition	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
GEOG 150	World Regional Geography	3 units
GEOL 210	General Geology	4 units
HIST 104	World Civilizations I	3 units
HIST 201	United States History I	3 units
MATH 150	Mathematics for Elementary Teachers	3 units
PLSC 210	American Politics	3 units

List A (select one):		Units
ENGL 165	Critical Thinking and Advanced Composition	3 units

List B (select one)		Units
ART 130	Art Appreciation	3 units
MUS. 202	Music Appreciation	3 units

Total Required Major Units: 48

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to 36 major course units may be double counted to appy to meet general education requirements. This degree does **not** require the Skyline College Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

AS Early Childhood Education

The Early Childhood Education program is designed to meet the needs of individuals planning a career working with preschool aged children and/or are currently working with preschool aged children. The child from birth to school age is the primary focus. Current research and practical applications are combined in order to assist students in planning their most effective role with children. Children's growth, developmentally appropriate practice, cultural diversity, family support and professional development within the ECE field are major components of the program in order to meet the varied needs of ECE students, courses are offered mornings, afternoons, evenings and weekends. The program makes every effort to schedule classes to meet the diversity of students' needs and to encourage students to plan ahead in order to complete specific program requirements.

An Associate degree with 24 ECE units and at least 16 general education units qualifies a student for a Teacher Permit issued by the Commission on Teacher Credentialing. This permit is required of all teachers working in child care and development programs operating under Title 5, (state-funded programs). A grade of C or better is required in all of the courses used to satisfy the requirements for the major. A minimum of 50% of the ECE units must be taken at Skyline College in order to receive the AS degree with a major in ECE from Skyline.

AREAS OF SPECIALIZATION WITHIN THE EARLY CHILDHOOD EDUCATION PROGRAM

In accordance with the guidelines established by the state's Child Development Permit for the Master Teacher tier, applicants must complete a **specialization** of six (6) semester units in a specific area. A specialization can also be useful to students when seeking work advancement.

- **Infant/Toddler Care**
  - ECE. 223 Infant/Toddler Development
  - ECE. 225 Infant/Toddler Environments
- **School-Age Child Care**

- ECE. 213 The School-Age Child
- ECE. 335 Child Guidance

- **Children with Special Needs**
  - ECE. 260 Children with Special Needs
  - ECE. 261 Early Intervention Practices
- **Children's Language and Literacy**
  - ECE./LIT. 191 Children's Literature
  - ECE. 275 Children's Language and Literacy Development
- **Parent/Family Relationships**
  - ECE. 214/FCE. 213 Child-Parent Relations
  - ECE. 264 The Life Cycle of the Family
- **Family Support**
  - ECE. 262 Introduction to Family Support: Building Respectful Partnerships
  - ECE. 264 The Life Cycle of the Family

Program Learning Outcomes

Students completing this program will be able to:

1. Analyze major developmental milestones and various theoretical frameworks that relate to early care and education to demonstrate an understanding of the importance of the early years as well as the many influences on development
2. Identify best teaching and care practices and the components of early childhood settings, curriculum, and teaching strategies to increase child growth and competence.
3. Assess the interrelationship of child, family, and community and how educational, political, socioeconomic factors directly impact the lives of children and families.

Required Core Courses		Units
ECE. 201	Child Development	3 units
	OR	
PSYC 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 191	Children's Literature	3 units
ECE. 272	Teaching in a Diverse Society	3 units
ECE. 314	Health, Safety, and Nutrition for Young Children	3 units
	OR	
HSCI 314	Health, Safety and Nutrition for Young Children	3 units
ECE. 333	Observation and Assessment	3 units
ECE. 366	Practicum in Early Childhood Education	3 units

Total Required Major Units: 30

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS-T Early Childhood Education for Transfer

The Skyline College Associate in Science Degree in Early Childhood Education for Transfer is designed to facilitate successful transfer to baccalaureate early childhood education/child development programs at a CSU. This degree provides students with the lower division breadth and depth of the field of early childhood education.

The Associate in Science Degree for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. The Associate in Science in Early Childhood Education for Transfer degree acknowledges that the student has established a foundation of knowledge in the field of Early Childhood Education. Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to com - plete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular campus, university, or college that is not part of the CSU system.

Note: Students should consult a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better is required for each course applied to the major.

Required Courses		Units
ECE. 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 212	Child, Family & Community	3 units
ECE. 272	Teaching in a Diverse Society	3 units
ECE. 314	Health, Safety, and Nutrition for Young Children	3 units

ECE. 333	Observation and Assessment	3 units
ECE. 366	Practicum in Early Childhood Education	3 units

Plus CSU General Education or IGETC for CSU requirements. Up to a total of 6 major course units may be double counted to apply to meet general education requirements. This degree does not require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective course as need to reach a total of 60 units.

Total Required Major Units: 24

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a total of 6 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

CA Early Childhood Education

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
ECE. 201	Child Development	3 units
	OR	
PSYC 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 212	Child, Family & Community	3 units
ECE. 272	Teaching in a Diverse Society	3 units
ECE. 314	Health, Safety, and Nutrition for Young Children	3 units
	OR	
HSCI 314	Health, Safety and Nutrition for Young Children	3 units
ECE. 333	Observation and Assessment	3 units
ECE. 366	Practicum in Early Childhood Education	3 units

Total Required Units: 30

CA Early Childhood Special Education

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
ECE. 201	Child Development	3 units
	OR	
PSYC 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 212	Child, Family & Community	3 units
ECE. 260	Children with Special Needs	3 units
ECE. 263	Curriculum and Strategies for Children with Special Needs	3 units
ECE. 333	Observation and Assessment	3 units
ECE. 367	Practicum in Early Childhood Education: Special Topics	3 units

Note: Minimum C grade required in all courses applied to the major.

Total Required Units: 27

CA Early Intervention Assistant

Required Courses		Units
ECE. 201	Child Development	3 units
	OR	
PSYC 201	Child Development	3 units

ECE. 210	Early Childhood Education Principles	3 units
ECE. 212	Child, Family & Community	3 units
ECE. 223	Infant Development	3 units
ECE. 225	Infant/Toddler Environments	3 units
ECE. 260	Children with Special Needs	3 units
ECE. 261	Early Intervention Practices	3 units
ECE. 368	Practicum in Early Intervention	3 units

Note: Minimum C grade required in all courses applied to the major.

Total Required Units: 27

CC Early Childhood Education Entrepreneurship

Required Courses		Units
ECE. 201	Child Development	3 units
ECE. 240	ECE Administration I: Business/ Legal	3 units
ECE. 670	Cooperative Education	1 unit
BUS. 150	Entrepreneurship - Small Business Management	3 units

Total Required Units: 10

CC Foundations in Early Childhood Education

Required Courses		Units
ECE. 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 212	Child, Family & Community	3 units
ECE. 670	Cooperative Education	1 unit

Total Required Units: 10

CC Fundamentals In Early Childhood Education

This one-semester certificate will allow students to explore the Early Childhood profession by completing 7 units in ECE that will introduce students to the profession (history, theoretical foundations, types of programs, quality indicators and curriculum), to principles of child development, and to the role and responsibilities of an educator. Students choosing to continue in ECE will be given a recommended student education plan for the following semester.

Career Opportunities

Assistant teacher California state level permit to work in early childhood settings.

Program Learning Outcomes

Students completing this program will be able to:

1. Analyze milestones in young children's learning and development.
2. Examine theoretical frameworks and curriculum models in the Early Childhood profession.
3. Evaluate the roles and responsibilities of the Early Childhood educator.

Required Courses		Units
ECE. 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 331	The Role of the Teacher	1 unit

Total Required Units: 7

CC Special Education Assistant

The Special Education Assistant Career Certificate provides the general knowledge base and skill set needed by paraprofessionals who work with students with disabilities (Prek-K12) in either self-contained or inclusive learning environments. The 9-unit certificate requires 4 courses, each of which targets key concepts and competencies integral to the Special Education profession, including but not limited to 1) characteristics of children with varying disabilities and legislated categorical definitions and criteria; 2) Universal Design for Learning (UDL) classroom support strategies, functional behavior management, and curriculum modifications, 3) professional ethics and

collaboration with diverse families with children with special needs, and 4) a capstone project that integrates UDL with authentic classroom experiences.

Career Opportunities

Paraprofessional (K12), Early Intervention Assistant, Early Childhood Special Education Assistant

Program Learning Outcomes

Students completing this program will be able to:

1. Apply Universal Design for Learning strategies and concepts to support children with disabilities in diverse classroom environments.
2. Analyze professional ethics in Special Education in relation to their collaborative interactions with interdisciplinary professionals and families with children with disabilities.
3. Distinguish between types of disabilities and appropriate curricular adaptations to support individualized learning of children with special needs.

Core Courses		Units
ECE. 260	Children with Special Needs	3 units
ECE. 263	Curriculum and Strategies for Children with Special Needs	3 units
EDUC 201	Professional Ethics in Special Education	2 units
EDUC 202	Special Education Capstone	1 unit

Total Required Units: 9

EMERGENCY MEDICAL TECHNOLOGY

CC Career Certificate

Emergency Medical Technology.....8 units

CC Emergency Medical Technology

This program represents the first phase of training in the Emergency Medical Technician career structure. The course covers all techniques of emergency equipment and supplies considered within the responsibilities of the EMT-I. In addition to didactic and skills training on campus, the course includes observation in a local hospital Emergency Room and a ride-along rotation with a local ambulance company.

To receive a certificate students must achieve a minimum grade of C in the course and satisfactory completion of the clinical component and required skills testing.

Students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, and a social security referenced background check.

Certification Eligibility Requirements: Successful com pletion of a state-approved Emergency Medical Technician (EMT) course that meets or exceeds the National Emergency Medical Services Education Standards for Emergency Medical Technician. Current CPR credential for health care providers and have demonstrated competence in Emergency Medical Technician (EMT) skills. Successful completion of a state-approved Emergency Medical Technician (EMT) psychomotor exam. For more information, visit http://www.nremt.org/.

Skyline College's Emergency Medical Technician Program is accredited by:

San Mateo County Emergency Medical Services Agencies
225 37th Avenue
San Mateo, CA 94403
Telephone: (650) 573-2564

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate competency in the cognitive, psychomotor, and affective domains when providing emergency medical care.
2. Pass their final written exam, which is comprehensive.
3. Pass their National Registry written exam, which is administered off-site.
4. Pass their National Registry Skills Exam.

Required Course		Units
EMC. 410	Emergency Medical Technician	8 units

Total Required Units: 8

ENERGY SYSTEMS TECHNOLOGY MANAGEMENT

AS Associate in Science Degree Program

Energy Efficiency.....60 units

Entrepreneurship and Small Business Management In Energy Systems Technology..... 60 units

Solar Technology and Business..... 60 units

CA Certificate of Achievement

Energy Efficiency.....28 units

Residential Energy Efficiency.....25 units

Solar Installation.....27.5 units

Solar Technology and Business..... 28 units

SC Skills Certificate

Climate Protection Professional.....16 units

Residential Energy Assessment and Retrofitting..... 8 units

Solar Design, Estimation, Finance, and Sales..... 6 units

CC Career Certificate

Construction Management.....10 - 11.5 units

Solar Installation.....7.5 units

CS Certificate of Specialization: Not Transcript Reported

Solar Energy Technology..... 14.5 units

AS Energy Efficiency

The Emphasis in Energy Efficiency prepares students for a variety of jobs in the energy and construction sectors, especially related to energy efficiency. The program provides a breadth of knowledge in building science, construction and HVAC best practices, energy assessment, and energy efficiency retrofitting techniques. The program prepares students primarily for jobs as energy auditors, home energy raters, retrofit technicians and installers, compliance analysts (quality assurance), energy regulation specialists, rebate processors, cost estimators, technical sales representatives, and front-line sales representatives. The technical and business training will also enable students with additional experience or training to work as account representatives, marketing specialists, program and project managers, crew leads, business owners, contractors, and consultants. The program includes preparatory material relevant to credentials from the Building Performance Institute (BPI).

Career Opportunities

The energy efficiency construction and service sectors depend on policy incentives and mandates, as well as market adoption and transformation for job creation and skill enhancement needs. Labor market projections for general construction and energy services occupations shows that some of these jobs are among the fastest growing in San Mateo County and surrounding region. These occupations will grow in total numbers and need for skill enhancements as the market for energy efficiency services grows. Career opportunities include: Energy Auditors, Home Energy Rates, Compliance Analyst, Energy Regulation Specialist, Retrofit Technician and Installation Workers, and Rebabe Processor and Cost Estimators.

Program Learning Outcomes

Students completing this program will be able to:

1. Conduct energy assessments of residential buildings, develop scopes of work for and to sell and perform home energy upgrades
2. Design and install residential solar systems; and perform basic cost estimation and sales based on utility costs and rebate and tax incentives.
3. Develop portfolios based on current marketing and sales techniques, practices, strategies, and technology applied to case studies in various aspects of the construction industry and energy sector.
4. Develop performance and productivity-based business and marketing plans, as well as management strategies and techniques for operations, sales, and finance for driving new business in these industries.
5. Obtain industry recognized credentials from the Building Performance Institute (BPI) and the North American Board of Certified Energy Practitioners (NABCEP).

Required Core Courses:		Units
BUS. 115	Business Mathematics	3 units
	OR	
BUS. 120	Mathematical Analysis for Business	3 units
BUS. 401	Business Communications	3 units
ESTM 400	Clean Energy Concepts, Policies and Industries	3 units
ESTM 402	Introduction to Residential Construction	3 units
ESTM 425	Commercial and Residential Building Performance Concepts	4 units

ESTM 426	Building Performance Retrofitting	4 units
ESTM 427	Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC)	3 units
ESTM 490	Capstone Project in Energy Systems Technology Management	1.5 - 3 units

Select a minimum of 7 units from each of the following:

List A - Select at least one course from the following:		Units
BUS. 100	Introduction to Business	3 units
BUS. 296	New Economy Marketing	3 units
BUS. 297	Business Planning for Success	2 units
MGMT 100	Introduction to Business Management	3 units

List B - Select at least one course from the following:		Units
ESTM 410	Introduction to Solar Installation and Integration	3.5 units
ESTM 411	Introduction to Solar Photovoltaics (PV) Systems and Markets	2 units
ESTM 412	Solar Photovoltaics (PV) Design Fundamentals	2 units
ESTM 413	Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 441	Solar Thermal Technology and Design	3 units
ESTM 445	Commercial Solar Photovoltaics (PV) Finance and Sales	2 units

List C - Select at least one course from the following:		Units
COOP 670	Vocational Cooperative Education	1 - 4 units
ENVS 100	Introduction to Environmental Science	3 units
ESTM 428	Field Training and Exam Preparation for Energy Efficiency	0.5 units
ESTM 665	Selected Topics in Energy Systems Technology Management	0.5 - 2 units

Total Required Major Units: 31.5 - 33

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS Entrepreneurship and Small Business Management In Energy Systems Technology

The Associate in Science in Entrepreneurship and Small Business Management in Energy Systems Technology prepares students for supervisory roles and to start businesses of their own in the construction and energy sectors, including solar and energy efficiency. The curriculum provides a pathway for a variety of supervisory roles related to solar and energy efficiency including sales or marketing representative, account manager, crew lead, project or program manager, contractor or consultant. It will also support contractors and consultants for running small businesses in the construction and energy sectors. The program provides a solid foundation in business, management, finance, sales, marketing, accounting, law, as well as a breadth of knowledge and skills in energy efficiency and solar theory and applications. Students will prepare a comprehensive business plan with up-to-date approaches, and learn how to operate a small business. The program combines the Entrepreneurship and Small Business Management certificate program requirements with coursework in ESTM.

Career Opportunities

The Associate in Science in Entrepreneurship/Small Business Management in Energy Systems Technology targets skill development for jobs in clean energy companies, especially solar and energy efficiency in the construction sector, but also supports other industries with green and sustainable missions and projects. It also prepares students to start and develop businesses in these areas. Specific occupations the program targets include sales or marketing representative or manager, account manager, crew lead, project or program manager, contractor (business owner), consultant.

Required Core Courses:		Units
ACTG 100	Accounting Procedures	3 units
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
BUS. 296	New Economy Marketing	3 units
BUS. 297	Business Planning for Success	2 units

ESTM 400	Clean Energy Concepts, Policies and Industries	3 units
MGMT 100	Introduction to Business Management	3 units

Select a minimum of 12 units from the following: **Units**

COOP 670	Vocational Cooperative Education	1 - 4 units
ENVS 100	Introduction to Environmental Science	3 units
ESTM 410	Introduction to Solar Installation and Integration	3.5 units
ESTM 411	Introduction to Solar Photovoltaics (PV) Systems and Markets	2 units
ESTM 412	Solar Photovoltaics (PV) Design Fundamentals	2 units
ESTM 413	Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 425	Commercial and Residential Building Performance Concepts	4 units
ESTM 426	Building Performance Retrofitting	4 units
ESTM 427	Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC)	3 units
ESTM 441	Solar Thermal Technology and Design	3 units
ESTM 445	Commercial Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 490	Capstone Project in Energy Systems Technology Management	1.5 - 3 units
ESTM 665	Selected Topics in Energy Systems Technology Management	0.5 - 2 units

Total Required Major Units: 32

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS Solar Technology and Business

The Associate Degree in Solar Technology and Busi - ness prepares students for a variety of jobs in the energy and construction sectors, especially related to solar. The program provides a breadth of knowledge in solar and related job functions, focusing on residential photovoltaics (PV) applications. Coursework also includes solar thermal and commercial applications. The program prepares students primarily for jobs as solar installers, designers, estimators, and sales representatives. The technical and business training will also enable students with additional experience or training to work as compliance and quality assurance analysts, account representatives, marketing representatives, rebate specialists, program and project managers, crew leads, and to start and operate businesses as construction and energy contractors and consultants. The program includes pre par - atory material relevant to credentials from the North American Board of Certified Energy Practitioners (NABCEP).

Career Opportunities

This associate degree provides skill development for jobs in design, estimation, installation, and sales, cost estimator and rebate processor, technical sales representative, and front line sales representative.

Required Core Courses: **Units**

BUS. 115	Business Mathematics	3 units
	OR	
BUS. 120	Mathematical Analysis for Business	3 units
BUS. 401	Business Communications	3 units
ELEC 110	Fundamentals of Electronics	4 units
ESTM 400	Clean Energy Concepts, Policies and Industries	3 units
ESTM 410	Introduction to Solar Installation and Integration	3.5 units
ESTM 411	Introduction to Solar Photovoltaics (PV) Systems and Markets	2 units
ESTM 412	Solar Photovoltaics (PV) Design Fundamentals	2 units
ESTM 413	Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 490	Capstone Project in Energy Systems Technology Management	1.5 - 3 units

Select a minimum of 12 units from the following:

List A - Select at least one course from the following:		Units
ESTM 441	Solar Thermal Technology and Design	3 units
ESTM 445	Commercial Solar Photovoltaics (PV) Finance and Sales	2 units

List B - Select at least one course from the following:		Units
ESTM 402	Introduction to Residential Construction	3 units
ESTM 427	Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC)	3 units

List C - Select at least one course from the following:		Units
BUS. 100	Introduction to Business	3 units
BUS. 296	New Economy Marketing	3 units
BUS. 297	Business Planning for Success	2 units
COOP 670	Vocational Cooperative Education	1 - 4 units
ENVS 100	Introduction to Environmental Science	3 units
ESTM 665	Selected Topics in Energy Systems Technology Management	0.5 - 2 units
MGMT 100	Introduction to Business Management	3 units

Total Required Major Units: 39 - 40.5

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

CA Energy Efficiency

The Certificate of Achievement in Residential Energy Efficiency prepares students for a variety of jobs in the energy and construction sectors, especially related to energy efficiency. The program provides a breadth of knowledge in building science, construction and HVAC best practices, energy assessment, and energy efficiency retrofitting techniques. The program prepares students primarily for jobs as energy auditors, home energy raters, retrofit technicians and installers, compliance analysts (quality assurance), energy regulation specialists, rebate processors, cost estimators, technical sales representatives, and front-line sales representatives. The program includes preparatory material relevant to credentials from the Building Performance Institute (BPI). The program does not require a capstone project has fewer units than the associate's degree.

Career Opportunities

The energy efficiency construction and service sectors depend on policy incentives and mandates, as well as market adoption and transformation for job creation and skill enhancement needs. Labor market projections for general construction and energy services occupations shows that some of these jobs are among the fastest growing in San Mateo County and surrounding region. These occupations will grow in total numbers and need for skill enhancements as the market for energy efficiency services grows. Career opportunities include: Energy Auditors, Home Energy Rates, Compliance Analyst, Energy Regulation Specialist, Retrofit Technician and Installation Workers, and Rebabe Processor and Cost Estimators.

Required Core Courses		Units
ESTM 400	Clean Energy Concepts, Policies and Industries	3 units
ESTM 402	Introduction to Residential Construction	3 units
ESTM 425	Commercial and Residential Building Performance Concepts	4 units
ESTM 426	Building Performance Retrofitting	4 units
ESTM 427	Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC)	3 units
BUS. 115	Business Mathematics	3 units
BUS. 120	Mathematical Analysis for Business	3 units
BUS. 401	Business Communications	3 units

Select a minimum of 2 units from the following:		Units
BUS. 100	Introduction to Business	3 units
BUS. 150	Entrepreneurship - Small Business Management	3 units
BUS. 296	New Economy Marketing	3 units
BUS. 297	Business Planning for Success	2 units

COOP 670	Vocational Cooperative Education * Note: COOP 670 must incorporate projects in the energy and construction sectors.	1 - 4 units
ENVS 100	Introduction to Environmental Science	3 units
ESTM 411	Introduction to Solar Photovoltaics (PV) Systems and Markets	2 units
ESTM 412	Solar Photovoltaics (PV) Design Fundamentals	2 units
ESTM 413	Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 428	Field Training and Exam Preparation for Energy Efficiency	0.5 units
ESTM 441	Solar Thermal Technology and Design	3 units
ESTM 490	Capstone Project in Energy Systems Technology Management	1.5 - 3 units
ESTM 665	Selected Topics in Energy Systems Technology Management	0.5 - 2 units
MGMT 100	Introduction to Business Management	3 units

Total Required Units: 28

CA Residential Energy Efficiency

The Certificate of Achievement in Residential Energy Efficiency prepares students for a variety of jobs in the energy and construction sectors, especially related to energy efficiency. The program provides a breadth of knowledge in building science, construction and HVAC best practices, energy assessment, and energy efficiency retrofitting techniques. The program prepares students primarily for jobs as energy auditors, home energy raters, retrofit technicians and installers, compliance analysts (quality assurance), energy regulation specialists, rebate processors, cost estimators, technical sales representatives, and front-line sales representatives. The program includes preparatory material relevant to credentials from the Building Performance Institute (BPI). The program does not require a capstone project has fewer units than the associate's degree.

Career Opportunities

Energy Auditor, Home Energy Rater, Retrofit Technician, Installer, Compliance analyst (quality assurance), Energy Regulation Specialist, Rebate Processor, Cost Estimator.

Program Learning Outcomes

Students completing this program will be able to:

1. Conduct energy assessments of residential buildings, develop scopes of work for and to sell and perform home energy upgrades
2. Design and install residential solar systems; and perform basic cost estimation and sales based on utility costs and rebate and tax incentives.
3. Develop portfolios based on current marketing and sales techniques, practices, strategies, and technology applied to case studies in various aspects of the construction industry and energy sector.
4. Develop performance and productivity-based business and marketing plans, as well as management strategies and techniques for operations, sales, and finance for driving new business in these industries
5. Obtain industry recognized credentials from the Building Performance Institute (BPI) and the North American Board of Certified Energy Practitioners (NABCEP).

Required Core Courses:		**Units**
BUS. 115	Business Mathematics	3 units
	OR	
BUS. 120	Mathematical Analysis for Business	3 units
BUS. 401	Business Communications	3 units
ESTM 400	Clean Energy Concepts, Policies and Industries	3 units
ESTM 402	Introduction to Residential Construction	3 units
ESTM 425	Commercial and Residential Building Performance Concepts	4 units
ESTM 426	Building Performance Retrofitting	4 units
ESTM 427	Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC)	3 units

Select a minimum of 2 units from the following:		**Units**
BUS. 100	Introduction to Business	3 units

BUS. 296	New Economy Marketing	3 units
BUS. 297	Business Planning for Success	2 units
COOP 670	Vocational Cooperative Education	1 - 4 units
ENVS 100	Introduction to Environmental Science	3 units
ESTM 411	Introduction to Solar Photovoltaics (PV) Systems and Markets	2 units
ESTM 412	Solar Photovoltaics (PV) Design Fundamentals	2 units
ESTM 413	Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 428	Field Training and Exam Preparation for Energy Efficiency	0.5 units
ESTM 441	Solar Thermal Technology and Design	3 units
ESTM 490	Capstone Project in Energy Systems Technology Management	1.5 - 3 units
ESTM 665	Selected Topics in Energy Systems Technology Management	0.5 - 2 units
MGMT 100	Introduction to Business Management	3 units

Total Required Units: 25

CA Solar Installation

The Certificate of Achievement in Solar Installation prepares students for a variety of jobs in the energy and construction sectors, especially related to solar. The program provides a breadth of knowledge in solar and related job functions, focusing on residential photovoltaics (PV) applications. Coursework also includes solar thermal and commercial applications. The program prepares students primarily for jobs as solar installers and designers. The technical and business training will also enable students with additional experience or training to work as advanced installers or designers, estimators, sales representatives, compliance and quality assurance analysts, account representatives, marketing representatives, rebate specialists, program and project managers, crew leads, and to start and operate businesses as construction and energy contractors and consultants. The program includes preparatory material relevant to credentials from the North American Board of Certified Energy Practitioners (NABCEP). The program does not require a capstone project, and has more flexible requirements with fewer units than the associate's degree.

Career Opportunities

Solar Installer, Designer, Cost Estimator.

Required Core Courses:		**Units**
BUS. 115	Business Mathematics	3 units
	OR	
BUS. 120	Mathematical Analysis for Business	3 units
BUS. 401	Business Communications	3 units
ESTM 400	Clean Energy Concepts, Policies and Industries	3 units
ELEC 110	Fundamentals of Electronics	4 units
ESTM 402	Introduction to Residential Construction	3 units
ESTM 410	Introduction to Solar Installation and Integration	3.5 units

Select a minimum of 8 units from the following:		**Units**
BUS. 100	Introduction to Business	3 units
BUS. 296	New Economy Marketing	3 units
BUS. 297	Business Planning for Success	2 units
COOP 670	Vocational Cooperative Education	1 - 4 units
ENVS 100	Introduction to Environmental Science	3 units
ESTM 411	Introduction to Solar Photovoltaics (PV) Systems and Markets	2 units
ESTM 412	Solar Photovoltaics (PV) Design Fundamentals	2 units
ESTM 413	Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 427	Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC)	3 units
ESTM 441	Solar Thermal Technology and Design	3 units
ESTM 445	Commercial Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 490	Capstone Project in Energy Systems Technology Management	1.5 - 3 units

ESTM 665	Selected Topics in Energy Systems Technology Management	0.5 - 2 units
MGMT 100	Introduction to Business Management	3 units

Total Required Units: 27.5

CA Solar Technology and Business

The Certificate of Achievement in Solar Technology and Business prepares students for a variety of jobs in the energy and construction sectors, especially related to solar. The program provides a breadth of knowledge in solar and related job functions, focusing on residential photovoltaics (PV) applications. Coursework also includes solar thermal and commercial applications. The program prepares students primarily for jobs as solar designers, estimators, and sales representatives. The technical and business training will also enable students with additional experience or training to work as compliance and quality assurance analysts, account representatives, marketing representatives, rebate specialists, program and project managers, crew leads, and to start and operate businesses as construction and energy contractors and consultants. The program includes preparatory material relevant to credentials from the North American Board of Certified Energy Practitioners (NABCEP). The program does not require a capstone project, and has more flexible requirements with fewer units than the associate's degree.

Career Opportunities

This certificate provides skill development for jobs in design, estimation, installation, and sales, cost estimator and rebate process, technical sales representative, and front line sales representative.

For gainful employment information, see this program's gainful employment website.

Required Core Courses:		Units
BUS. 115	Business Mathematics	3 units
	OR	
BUS. 120	Mathematical Analysis for Business	3 units
BUS. 401	Business Communications	3 units
ESTM 400	Clean Energy Concepts, Policies and Industries	3 units
ESTM 411	Introduction to Solar Photovoltaics (PV) Systems and Markets	2 units
ESTM 412	Solar Photovoltaics (PV) Design Fundamentals	2 units
ESTM 413	Solar Photovoltaics (PV) Finance and Sales	2 units
MGMT 100	Introduction to Business Management	3 units

Select a minimum of 10 units from the following:		Units
BUS. 100	Introduction to Business	3 units
BUS. 296	New Economy Marketing	3 units
BUS. 297	Business Planning for Success	2 units
COOP 670	Vocational Cooperative Education	1 - 4 units
ELEC 110	Fundamentals of Electronics	4 units
ENVS 100	Introduction to Environmental Science	3 units
ESTM 402	Introduction to Residential Construction	3 units
ESTM 410	Introduction to Solar Installation and Integration	3.5 units
ESTM 425	Commercial and Residential Building Performance Concepts	4 units
ESTM 427	Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC)	3 units
ESTM 441	Solar Thermal Technology and Design	3 units
ESTM 445	Commercial Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 490	Capstone Project in Energy Systems Technology Management	1.5 - 3 units
ESTM 665	Selected Topics in Energy Systems Technology Management	0.5 - 2 units

Total Required Units: 28

SC Climate Protection Professional

The Career Certificate in Climate Protection Professional provides a leadership and management-oriented certificate for emerging professionals who work on greenhouse gas emissions (GHG) reduction and climate adaptation projects. The program is a 10-unit certificate that provides content training in climate change science, current climate protection, policies in California, analytic tools, project management, workplace effectiveness, communication, and fundraising.

Career Opportunities

Project manager; Program manager; Sustainability manager or coordinator; Sustainability analyst.

Program Learning Outcomes

Students completing this program will be able to:

1. Produce a finished, or in progress, portfolio presentation, or a professional report, based on a project developed in partnership with a host project site (a client), that includes technical and qualitative analysis (context, history, inventories, plans, assessments)
2. Conduct a cost-benefit financial analysis of a climate change initiative, including project funding sources related to client or case study scenario, resourcing grants, contracts, tax credits, utility rebates, or other sources.
3. Design a project work plan, and track workflow progress and financial controls of project activities, tasks, and funding.
4. Conduct a job search, including identifying career and employment resources, writing a resume, cover letter, and performing a successful interview.
5. Produce a final portfolio report or presentation based on client site project analysis, findings, and recommendations.

Required Courses		Units
ESTM 491	Climate Protection Professional I	3 units
	OR	
ENVS 491	Climate Protection Professional I	3 units
ESTM 492	Climate Protection Professional II	3 units
	OR	
ENVS 492	Climate Protection Professional II	3 units
ENVS 670	Vocational Cooperative Education in Environmental Science & Technology	4 units

Total Required Units: 16

CC Construction Management

The Career certificate is focused on the core technical and management skills required in the field of Construction Management. This certificate is designed to meet the needs of students who want to pursue skills and abilities within the Construction Management profession. It also provides students who are currently employed in the construction industry the opportunity for entry into and/or advancement in management positions.

Career Opportunities

The course is beneficial to anyone in construction and provides a foundation to pursue many job positions. Specific career positions include, but are not limited to: Project Managers, Crew Chiefs, Facility Operators, Licensed Contractors, Business Managers, Skilled Office Staff, Developers, Designers, etc.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply appropriate course content in order to build upon sound fundamentals which are accurate and up-to-date in construction science and management.
2. Comprehend and articulate/instruct others on the basic concepts of building science and physical properties and processes of residential and commercial buildings and interior and exterior environmental concerns, according to observation, measurements, and assessments conducted in buildings.
3. Formulate and execute effective, strategic solutions to construction management challenges in the field.

Required Core Courses		Units
ESTM 425	Commercial and Residential Building Performance Concepts	4 units
ESTM 450	Fundamentals of Construction Management	3 units
	OR	
MGMT 450	Fundamentals of Construction Management	3 units

ESTM 452	OSHA 10 Construction Industry Training	1 unit
	OR	
MGMT 452	OSHA 10 Construction Industry Training	1 unit
ESTM 455	Project Site Management Exploration	0.5 units
ESTM 490	Capstone Project in Energy Systems Technology Management	1.5 - 3 units

Total Required Units: 10 - 11.5

SC Residential Energy Assessment and Retrofitting

The Career Certificate in Residential Energy Assessment and Retrofitting prepares students for jobs as energy auditors, retrofit technicians and installers, compliance analysts (quality assurance), energy regulation specialists, rebate processors, cost estimators, and front-line technical sales representatives. The program includes preparatory material relevant to credentials from the Building Performance Institute (BPI).

Career Opportunities

• Energy auditor, home energy rater • Retrofit technician, installer • Compliance analyst (quality assurance), • Energy regulation specialist • Rebate processor • Cost estimator

Program Learning Outcomes

Students completing this program will be able to:

1. Conduct energy assessments and develop scopes of work for residential building retrofits.
2. Perform home energy and performance upgrades.
3. Demonstrate proficiency in basic sales techniques.

Required courses:		Units
ESTM 425	Commercial and Residential Building Performance Concepts	4 units
ESTM 426	Building Performance Retrofitting	4 units

Total Required Units: 8

SC Solar Design, Estimation, Finance, and Sales

The Skills Certificate in Solar Design, Estimation, Finance, and Sales prepares students for technical operations and customer-facing jobs, and provides introductory training for workers looking to transition within the trades or from related fields. The program focuses on residential photovoltaics (PV) applications, but offers pre par - atory material relevant to thermal and commercial applications. The certificate stacks into the longer Certificates of Achievement and Associate degree programs in the ESTM department. The program includes preparatory material relevant to credentials from the North American Board of Certified Energy Practitioners (NABCEP).

Career Opportunities

Designer 1 and 2, cost estimator and rebate processors, technical sales representatives, front-line sales representatives.

Program Learning Outcomes

Students completing this program will be able to:

1. Develop a portfolio project proposal based on current marketing and sales techniques, practices, strategies, and technology applied to the residential photovoltaics (PV) industry.
2. Design residential solar systems and perform basic cost estimation and sales based on utility costs and rebate and tax incentives.

Required Courses:		Units
ESTM 411	Introduction to Solar Photovoltaics (PV) Systems and Markets	2 units
ESTM 412	Solar Photovoltaics (PV) Design Fundamentals	2 units
ESTM 413	Solar Photovoltaics (PV) Finance and Sales	2 units

Total Required Units: 6

CS Solar Energy Technology

Required Courses		Units
ELEC 110	Fundamentals of Electronics	4 units
ESTM 410	Introduction to Solar Installation and Integration	3.5 units
	OR	
ENVS 410	Introduction to Solar Installation and Integration	3.5 units
ESTM 411	Introduction to Solar Photovoltaics (PV) Systems and Markets	2 units
ESTM 412	Solar Photovoltaics (PV) Design Fundamentals	2 units
	OR	
ESTM 413	Solar Photovoltaics (PV) Finance and Sales	2 units
ESTM 400	Clean Energy Concepts, Policies and Industries	3 units
	OR	
ENVS 100	Introduction to Environmental Science	3 units

Total Required Units: 14.5

CC Solar Installation

Required Courses		Units
ELEC 110	Fundamentals of Electronics	4 units
ELEC 410	Introduction to Solar Installation and Integration	3.5 units
	OR	
ENVS 410	Introduction to Solar Installation and Integration	3.5 units

Total Required Units: 7.5

ENGINEERING

AS Associate in Science Degree Program

Electrical Engineering..... 60 units

AS Electrical Engineering

The Electrical Engineering Associates of Science degree program prepares students for transfer to a four-year institution to complete their baccalaureate degree in engineering and opens the door for entry-level internships in engineering. Special emphasis is given to developing skills in critical thinking, communication, teamwork, and entry-level skills in electronics design and embedded systems software development.

Career Opportunities

Engineering is one of the highest paid professions in the country. Electrical Engineering graduates work in a variety of specialized fields including analog and digital electronics, electrical power systems, power electronics, electromechanical systems, computer architecture, digital signal processing, software and firmware development, embedded systems, robotics and mechatronics, and wireless communications. Typical entry-level positions include quality assurance and systems testing, and frequently involve working on project teams.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply knowledge of math, science, and engineering to identify, formulate, and solve engineering problems.
2. Collaborate, communicate effectively, and work well in situations that require teamwork and leadership.
3. Design and perform tests or experiments, analyze and interpret data including the use of statistical error analysis, and prepare technical reports summarizing the results of the tests or experiments.
4. Develop an electrical or electronic hardware design or embedded system given a set of requirements, specifications, and constraints.
5. Use techniques, skills, and modern engineering and computer tools necessary for electrical engineering practice including computer aided drafting (CAD) software, circuit simulation software, modern electronics test equipment, circuit prototyping and repair tools, design and manufacture of printed circuit boards, and embedded programming development tools and devices.

Complete Core Courses, 29 units		Units
ENGR 100	Introduction to Engineering	3 units
MATH 251	Calculus with Analytic Geometry I	5 units

MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units

Complete Electrical Engineering Courses, 13 Units		**Units**
CHEM 210	General Chemistry I	5 units
ENGR 260	Circuits and Devices	3 units
ENGR 261	Circuits and Devices Laboratory	1 unit
COMP 250	Introduction to Object-Oriented Programming: C++	3 units
COMP 251	Introduction to Microcontrollers with C/C++	1 unit

Total Required Major Units: 42

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

Skyline College offers lower division coursework required for transfer in Engineering. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

Please refer to the AA/AS Degree Requirements for more information.

ENGLISH

AA Associate in Arts Degree Program

English..... 60 units

AA-T Associate in Arts Degree for Transfer

English for Transfer..... 60 units

AA English

Course transfer requirements and electives for English majors may be different from course requirements and electives for English majors seeking the Associate Degree. Please check with a counselor or with the English Department for specifics.

Program Learning Outcomes

Students completing this program will be able to:

1. Write focused, coherent, well-developed, largely text-based expository essays organized into effective paragraphs, which support a clear thesis statement, and demonstrate competence in standard English grammar and usage.
2. Demonstrate comprehension, critical reading, and critical thinking skills through analysis and evaluation of ideas from multiple perspectives and sources.
3. Apply basic research to locate relevant sources for the task, evaluate their credibility, and document them according to academic conventions.
4. Literature: Demonstrate an understanding of important literary movements, literary forms, and the historical, intellectual, social, and cultural contexts of the assigned texts.
5. Literature: Analyze major themes and literary techniques in a broad range of literary works
6. Literature: Write essays using the conventions of literary analysis and criticism, including text-based argumentation and documentation in MLA format.
7. Literal comprehension: Demonstrate a literal comprehension of college level readings.
8. Critical comprehension: Analyze, synthesize, and evaluate college level readings.
9. Application of study-reading strategies: Determine and apply appropriate study-reading strategies to college-level texts.
10. Metacognition: Demonstrate awareness of their own competencies as readers, thinkers and scholars engaged in academic discourse in cross-disciplinary contexts.

Required Core Courses

Select a minimum of 6 units from the following:		**Units**
ENGL 100	Composition	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Critical Thinking and Advanced Composition	3 units

Plus a selection of 12 units from the following, 6 units of which must be literature courses:

		Units
ENGL 103	Applied English Skills for Cultural Production I	3 units
ENGL 104	Applied English Skills for Cultural Production II	3 units
ENGL 161	Creative Writing I	3 units
ENGL 162	Creative Writing II	3 units
ENGL 203	Applied English Skills for Cultural Production III	3 units
ENGL 204	Applied English Skills for Cultural Production IV	3 units
FILM 440	Film Study and Appreciation	3 units
JOUR 120	Writing and Reporting for the Media	3 units
JOUR 121	Advanced Writing and Reporting for the Media	3 units
LIT. 101	Contemporary Literature	3 units
LIT. 191	Children's Literature	3 units
	OR	
ECE. 191	Children's Literature	3 units
LIT. 154	Queer Literature	3 units
LIT. 201	American Literature I	3 units
LIT. 202	American Literature II	3 units
LIT. 231	Survey of British Literature I	3 units
LIT. 232	Survey of British Literature II	3 units
LIT. 251	Women in Literature	3 units
LIT. 265	Asian American Literature	3 units
LIT. 266	Black Literature	3 units
LIT. 267	Filipino American Literature	3 units
LIT. 370	Readings in Literature of the Latino in the United States	3 units
LIT. 416	Modern European Literature in Translation	
LIT. 432	Folklore	3 units

Total Required Major Units: 18

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

Rotation of Literature Courses

Day, Evening and Online Classes

Listed below are tentative Literature offerings for the upcoming semesters.

Fall 2017	
Online	LIT. 201 American Literature I
LIT. 231 Survey of British Literature I	
On Campus	LIT. 265 Asian American Literature
Spring 2018	
Online	LIT. 202 American Literature II
LIT. 232 Survey of British Literature II	
On Campus	LIT. 154 Queer Literature
LIT. 191 Children's Literature	
Summer 2018	
Online	LIT. 101 Contemporary Literature
LIT. 370 Readings in Literature of the Latino in the United States	
Fall 2018	
Online	LIT. 201 American Literature I
LIT. 231 Survey of British Literature I	
On Campus	LIT. 267 Filipino American Literature
Spring 2019	
Online	LIT. 202 American Literature II
LIT. 232 Survey of British Literature II	
On Campus	LIT. 191 Children's Literature
LIT. 266 Black Literature	

Summer 2019	
Online	LIT. 221 Introduction to World Literature II
LIT. 432 Folklore	

AA-T English for Transfer

The Associate in Arts in English for Transfer Degree (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does not accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular campus or university or college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Required Core Courses		Units
ENGL 165	Critical Thinking and Advanced Composition	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units

List A - Select two courses from the following:		Units
LIT. 201	American Literature I	3 units
LIT. 202	American Literature II	3 units
LIT. 231	Survey of British Literature I	3 units
LIT. 232	Survey of British Literature II	3 units

List B - Select one course from the following:		Units
ENGL 161	Creative Writing I	3 units

List C - Select one course from the following:		Units
LIT. 101	Contemporary Literature	3 units
LIT. 191	Children's Literature	3 units
LIT. 251	Women in Literature	3 units
LIT. 265	Asian American Literature	3 units
LIT. 266	Black Literature	3 units
LIT. 267	Filipino American Literature	3 units
LIT. 370	Readings in Literature of the Latino in the United States	3 units
LIT. 432	Folklore	3 units
ASL 111	American Sign Language IA	3 units
ASL 112	American Sign Language IB	3 units
ARBC 111	Elementary Arabic I	3 units
ARBC 112	Elementary Arabic II	3 units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
FILI 110	Elementary Filipino	5 units
FILI 111	Elementary Filipino I	3 units
FILI 112	Elementary Filipino II	3 units
FILI 120	Advanced Elementary Filipino	5 units
SPAN 110	Elementary Spanish	5 units
SPAN 111	Elementary Spanish I	3 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units
SPAN 220	Spanish for Spanish Speakers I	5 units
SPAN 230	Spanish for Spanish Speakers II	5 units
JOUR 120	Writing and Reporting for the Media	3 units
BUS. 401	Business Communications	3 units

Total Required Major Units: 18 - 20

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a total of 9-12 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

GEOLOGY

AS-T Associate in Science Degree for Transfer

Geology..... 60 units

AS-T Geology

An Associate in Science in Geology for Transfer (AS-T) from Skyline College prepares students for transfer to a baccalaureate institution to obtain a degree in Geology or a closely related discipline. Additionally, this degree allows student to learn the fundamental principles and practices in Geology in order to create a solid foundation and solid preparation that is appropriate for a variety of scientific disciplines. The program will produce students well prepared to transfer to the California State University system to undertake a study of upper division theoretical and/or experimental course work in Geology. The Associate in Science in Geology for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in Geology or a closely related discipline at a California State University (CSU) campus. Students completing this degree are guaranteed admission to the California State University system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending the transfer to a particular university or college that is not part of the CSU system and should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

Required Courses		Units
GEOL 210	General Geology	4 units
GEOL 220	Historical Geology	4 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units

Recommended Preparation In addition to the above, students in the major are urged to consider the following related courses as recommended preparation for the AS-T:		Units
BIOL 215	Organismal Biology: Core I	5 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units

Total Required Major Units: 28

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a total of 7 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline College Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

HISTORY

AA Associate in Arts Degree Program

International Studies..... 60 units

AA-T Associate in Arts Degree for Transfer

History for Transfer..... 60 units

AA International Studies

Students completing this major will gain a global perspective on the histories, political structures, and cultures of all of the world's regions, as well as expertise in a specific region of their choice.

All students in this major will take a set of core courses that provide a common framework for an understanding of historical, economical, cultural and political relations. Each student will also choose one of four areas for specialization: Asia, Europe, Latin America, or the Philippines for more extensive study of the history, language, and arts of that area. This major provides the foundation to transfer into International Studies/Relations or majors with specific geo-political areas of emphasis and is valuable for students planning a career in education, business, law and many other areas where an understanding of diverse cultures is important.

Required core courses in Social Sciences		Units
PLSC 130	International Relations	3 units

Plus 9 units from the following:		Units
HIST 104	World Civilizations I	3 units
HIST 106	World Civilizations II	3 units
GEOG 110	Cultural Geography	3 units
ECON 100	Principles of Macro Economics	3 units
ANTH 110	Cultural Anthropology	3 units

Required core courses in Language and Literature		Units
LIT. 116	Intro to World Literature	

Plus 6 to 10 units from one of the following		Units
ARBC 111	Elementary Arabic I	3 units
ARBC 112 *	Elementary Arabic II	3 units
CHIN 111	Elementary Chinese I	3 units
CHIN 112 *	Elementary Chinese II	3 units
FILI 110	Elementary Filipino	5 units
FILI 111	Elementary Filipino I	3 units
FILI 112 *	Elementary Filipino II	3 units
FILI 120 **	Advanced Elementary Filipino	5 units
SPAN 110	Elementary Spanish	5 units
SPAN 120 **	Advanced Elementary Spanish	5 units

Plus a minimum of 6 units from two different departments in one of the following Area Studies:		Units
African Diaspora		
DANC 152	Cuban Roots of Salsa	
HIST 244	African American History	3 units
HIST 444	Survey of Sub-Saharan African History	3 units
LIT. 266	Black Literature	3 units
PSYC 238	Arab Cultural Psychology	3 units
PSYC 268	Black Psychology	3 units
SOCI 143	Sociology of Migration and Immigration	3 units
Asia		
ART 105	Art of Asia & the Near East	3 units
CHIN 111 *	Elementary Chinese I	3 units
CHIN 111 *	Elementary Chinese I	3 units
CHIN 111 *	Elementary Chinese I	3 units
CHIN 111 *	Elementary Chinese I	3 units
CHIN 122 *	Advanced Elementary Chinese II	3 units
CHIN 130 *	Intermediate Chinese	
ECON 310	Political Economy of Asia	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 432	Modern Asian Civilizations	3 units
HIST 453	History of China	3 units
LIT. 265	Asian American Literature	3 units
Europe		
ART 101	History of Western Art I	3 units
ART 102	History of Art II	3 units
SPAN 110 *	Elementary Spanish	5 units
SPAN 111 *	Elementary Spanish I	3 units

SPAN 110 *	Elementary Spanish	5 units
SPAN 110 *	Elementary Spanish	5 units
SPAN 121 *	Advanced Elementary Spanish I	3 units
SPAN 122 *	Advanced Elementary Spanish II	3 units
SPAN 110 *	Elementary Spanish	5 units
SPAN 140 *	Advanced Intermediate Spanish	4 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 109	Europe Since 1945	3 units
PHIL 175	History of Western Philosophy: 16th – 18th Century	3 units
Latin America		
ART 120	Art of the Americas	3 units
SPAN 110 *	Elementary Spanish	5 units
SPAN 111 *	Elementary Spanish I	3 units
SPAN 110 *	Elementary Spanish	5 units
SPAN 110 *	Elementary Spanish	5 units
SPAN 121 *	Advanced Elementary Spanish I	3 units
SPAN 122 *	Advanced Elementary Spanish II	3 units
SPAN 110 *	Elementary Spanish	5 units
SPAN 140 *	Advanced Intermediate Spanish	4 units
HIST 420	Survey of Latin American History	3 units
HIST 429	History of Latinos in the United States	3 units
LIT. 370	Readings in Literature of the Latino in the United States	3 units
Middle East		
ARBC 111 *	Elementary Arabic I	3 units
ARBC 112 *	Elementary Arabic II	3 units
HIST 335	History and Politics of the Middle East	3 units
	OR	
PLSC 335	History and Politics of the Middle East	3 units
PSYC 238	Arab Cultural Psychology	3 units
Philippines		
ECON 310	Political Economy of Asia	3 units
FILI 110 *	Elementary Filipino	5 units
FILI 111 *	Elementary Filipino I	3 units
FILI 112 *	Elementary Filipino II	3 units
FILI 120 *	Advanced Elementary Filipino	5 units
FILI 110 *	Elementary Filipino	5 units
HIST 435	History of the Philippines	3 units
HIST 436	Filipinos in America	3 units
LIT. 267	Filipino American Literature	3 units
SOCI 142	Filipina/o Community Issues	3 units

Recommended Electives		**Units**
In addition to the above, students in the major are urged to consider the following related courses as electives for the AA degree:		
ECON 102	Principles of Microeconomics	3 units
GEOG 150	World Regional Geography	3 units
MUS. 250	World Music	3 units
PHIL 300	Intro to World Religions	3 units

Students are also urged to participate in Skyline's Study Abroad program, which holds courses in London in the Fall semester, Paris in even Spring semesters, and Florence in odd Spring semesters. Study Abroad programs through other institutions may also be appropriate.

* 6 units, the equivalent of 1 semester of college-level foreign language
** 10 units, the equivalent of 1 year of college-level foreign language and also meets Languages other than English portion of IGETC

Total Required Major Units: 24 - 28

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AA-T History for Transfer

The Associate in Arts in History for Transfer (AA-T) from Skyline College prepares students for transfer to a baccalaureate institution to obtain a degree in History or a closely related degree. History degrees are often preparation for careers in education, law or the Foreign Service. Additionally, this degree develops key critical thinking skills and enhances the student's ability to participate fully and meaningfully as a citizen in a democracy.

The Associate in Arts Degree for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate ability to understand, analyze and evaluate historical processes that affect the United States and other nations, such as nation building, social change, economic development, consolidation of power and geopolitical conflict.

Required Core Courses		Units
HIST 201	United States History I	3 units
HIST 202	United States History II	3 units

List A: (Select two courses from the following):		Units
HIST 100	History of Western Civilization I	3 units
	OR	
HIST 104	World Civilizations I	3 units
HIST 101	History of Western Civilization II	3 units
	OR	
HIST 106	World Civilizations II	3 units

List B: (Select one course from Area 1 and one course from Area 2):		Units
Area 1:		
HIST 104 *	World Civilizations I	3 units
HIST 106 *	World Civilizations II	3 units
HIST 235	History of Ethnic Groups in United States	3 units
HIST 240	History of Ethnic Groups in California	3 units
HIST 244	African American History	3 units
HIST 248	Women and The American Experience	3 units
HIST 335	History and Politics of the Middle East	3 units
HIST 420	Survey of Latin American History	3 units
HIST 429	History of Latinos in the United States	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 432	Modern Asian Civilizations	3 units
HIST 435	History of the Philippines	3 units
HIST 436	Filipinos in America	3 units
HIST 444	Survey of Sub-Saharan African History	3 units
HIST 453	History of China	3 units
ARBC 111	Elementary Arabic I	3 units
ASL 111	American Sign Language IA	3 units
CHIN 111	Elementary Chinese I	3 units
FILI 111	Elementary Filipino I	3 units
Area 2:		
HIST 108	Survey of American History	3 units
HIST 203	The United States Since 1945	3 units
HIST 300	History of San Francisco	3 units
HIST 310	California History	3 units
ECON 100	Principles of Macro Economics	3 units
GEOG 110	Cultural Geography	3 units
GEOG 150	World Regional Geography	3 units
PLSC 210	American Politics	3 units

PLSC 301	California State and Local Government	3 units

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

Please refer to the AA/AS Degree Requirements for more information.

* *If not used to meet List A requirement

Total Required Major Units: 18

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a toal of 6 to 15 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline College Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

HOSPITALITY AND TOURISM MANAGEMENT

SC Skills Certificate

Food & Beverage Entry-Level Professional..... 7 units

Guest Service Entry-Level Professional..... 6.5 units

Meeting & Event Planning Entry-Level Professional. 6.5 units

SC Food & Beverage Entry-Level Professional

Hospitality and tourism are among the world's largest and fastest growing industries, offering endless opportunities for students who enjoy working with people in the Hospitality and Tourism Management program prepares students for careers in this exciting and fast paced career pathway. Students receive relevant and hands-on training in various segments of the hospitality and tourism industry. Educational tracks in the following areas include hotel and resorts, meeting and event planning, food service and restaurant management.

Successful individuals in the Hospitality and Tourism industry are equipped with the skills necessary to provide exceptional customer service, effective decision making, ability to work well in a team environment, and use current technology in hospitality and tourism operations.

Career Opportunities

Server Assistant, Host, Restaurant Server, Banquet Server, Food Runner, Cafe Attendant, Food Service Associate

Program Learning Outcomes

Students completing this program will be able to:

1. Students will demonstrate skills necessary in entry-level restaurant/banquet operations.
2. Students will identify basic food safety and sanitation standards required in restaurant and food service operations.

Required Courses		Units
HTM. 101	Introduction to Hospitality and Tourism Management	3 units
HTM. 125	Restaurant and Banquet Operations	1 unit
HTM. 120	Sanitation Practices in the Hospitality Industry	3 units

Total Required Units: 7

SC Guest Service Entry-Level Professional

Career Opportunities

Front Desk Agent, Guest Services Associate, Gate Agent, Concierge,

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate successful problem-solving techniques used in hospitality and tourism businesses.
2. Describe hotel/resort operational departments and their essential functions.

3. Identify career opportunities in the hospitality and tourism management industry and the required skills, knowledge and abilities of a successful employee in the industry.

Required Courses		Units
HTM. 101	Introduction to Hospitality and Tourism Management	3 units
HTM. 124	Excellence in Guest Service	0.5 units
HTM. 230	Hotel and Resort Management	3 units

Total Required Units: 6.5

SC Meeting & Event Planning Entry-Level Professional

Hospitality and tourism are among the world's largest and fastest growing industries, offering endless opportunities for students who enjoy working with people. The Hospitality and Tourism Management program prepares students for careers in this exciting and fast paced career pathway. Students receive relevant and hands-on training in various segments of the hospitality and tourism industry. Educational tracks in the following areas include hotel and resorts, meeting and event planning, food service and restaurant management.

Successful individuals in the Hospitality and Tourism industry are equipped with the skills necessary to provide exceptional customer service, effective decision making, ability to work well in a team environment, and use current technology in hospitality and tourism operations.

Career Opportunities

Catering Assistant, Special Event Associate, Entry-Level Event Representative,

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate how to work effectively with internal and external clients.
2. Identify all aspects and necessary functions of a successful meetings or event.
3. Demonstrate the skills necessary to utilize technology in meeting and event planning.
4. Implement a special events project.

Required Courses		Units
HTM. 140	Introduction to Meeting, Event and Conference Management	3 units
HTM. 108	Technology Essentials in Hospitality	3 units
HTM. 124	Excellence in Guest Service	0.5 units

Total Required Units: 6.5

INTERDISCIPLINARY STUDIES

AA Associate in Arts Degree Program

Interdisciplinary Studies: Arts and Humanities..... 60 units

Interdisciplinary Studies: Health and Physical Education..... 60 units

Interdisciplinary Studies: Letters and Science..... 60 units

Interdisciplinary Studies: Social and Behavioral Sciences..... 60 units

Interdisciplinary Studies: Social and Natural Sciences..... 60 units

AA Interdisciplinary Studies: Arts and Humanities

The Interdisciplinary Studies degree is designed for students who wish to pursue broad areas of knowledge in arts and sciences plus additional knowledge in an "Areas of Emphasis." This degree is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer but wish to earn a degree in a particular area of study that interests them.

Note: A minimum grade of C is required in all courses applied to any area of emphasis in this major.

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a coun selor for specific information regarding their intended major at their target transfer institution.

Degree Requirements

1. Complete Residency, Scholarship, Basic Competency, Specific Area, and General Education require-ments for the Skyline College Associate Degree
1. Meet the Basic Competency requirements in Writing/Reading, Mathematics/Quantitative Reasoning, and Information Literacy
2. Meet the Specific Area requirements in American History and Institutions, English, Physical Education and Ethnic and Cultural Diversity
3. Complete Skyline General Education Requirements
2. Successfully Complete 18 units in **one** of the following areas of emphasis

AREAS OF EMPHASIS FOR INTERDISCIPLINARY STUDIES MAJOR

Arts and Humanities

This area of emphasis integrates the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will analyze and evaluate the ways in which people through the ages in different cultures have responded to themselves and the world around them in cultural and artistic creation.

Health and Physical Education

The health, family and consumer science, physical education and psychology courses emphasize theoretical and practical knowledge for maintenance of physical and mental health. The physical education and intercollegiate athletic courses provide students with the opportunity to develop active and healthy life styles.

Letters and Science

This area of emphasis integrates the study of the world around us by developing analytical skills needed to understand the physical world and the human beings who occupy it, including the artifacts they produce.

Social and Behavioral Sciences

This area of emphasis studies the systems and institutions human beings in various cultures develop to organize their lives in both individual and group settings.

Social and Natural Sciences

This area of emphasis integrates the study and application of scientific methodology from two perspectives, that of the social sciences which consider the human world in several aspects, and that of the natural sciences which consider the world in its physical and biological aspects.

Program Learning Outcomes

Students completing this program will be able to:

1. Analyze and evaluate artistic and cultural creations as a reflection of certain socio-cultural periods.
2. Demonstrate effective communication through written and oral forms, and through other forms as appropriate.

Select a minimum of 18 units from the following:		**Units**
ARBC 111	Elementary Arabic I	3 units
ARBC 112	Elementary Arabic II	3 units
ART 101	History of Western Art I	3 units
ART 102	History of Western Art II	3 units
ART 105	Art of Asia & the Near East	3 units
ART 107	Art of Our Times	3 units
ART 115	Art, Music and Ideas	3 units
ART 117	Arts of Africa and the African Diaspora	3 units
ART 120	Art of the Americas	3 units
ART 130	Art Appreciation	3 units
ART 204	Drawing I	3 units
ART 221	Painting I	3 units
ART 248	Portraits in Pastel	
ART 301	Two-Dimensional Design	3 units
ART 350	Visual Perception Through Photography	3 units
ART 351	Black and White Photography I	3 units
ART 352	Black and White Photography II	3 units
ART 354	Digital Photography I	3 units
ART 355	Digital Photography II	3 units
ART 405	Sculpture I	3 units
ART 411	Ceramics I	3 units
ASL 111	American Sign Language IA	3 units
ASL 112	American Sign Language IB	3 units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
DANC 130.1	Jazz Dance I	0.5 or 1 units
DANC 130.2	Jazz Dance II	0.5 or 1 units

DANC 130.3	Jazz Dance III	0.5 or 1 units
DANC 130.4	Jazz Dance IV	0.5 or 1 units
DANC 140.1	Ballet I	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 330.1	Creative Dance I	0.5 or 1 units
DANC 330.2	Creative Dance II	0.5 or 1 units
DANC 330.3	Creative Dance III	0.5 or 1 units
DANC 330.4	Creative Dance IV	0.5 or 1 units
DANC 350.1	Cardio Dance I	0.5 or 1 units
DANC 350.2	Cardio Dance II	0.5 or 1 units
DANC 350.3	Cardio Dance III	0.5 or 1 units
DANC 350.4	Cardio Dance IV	0.5 or 1 units
DANC 400.1	Dance Performance & Production I	0.5 - 2 units
DANC 400.2	Dance Performance & Production II	0.5 - 2 units
DANC 400.3	Dance Performance & Production III	0.5 - 2 units
DANC 400.4	Dance Performance & Production IV	0.5 - 2 units
ECE. 191 *	Children's Literature	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 161	Creative Writing I	3 units
FILI 110	Elementary Filipino	5 units
FILI 111	Elementary Filipino I	3 units
FILI 112	Elementary Filipino II	3 units
FILM 440	Film Study and Appreciation	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 104	World Civilizations I	3 units
HIST 106	World Civilizations II	3 units
HIST 108	Survey of American History	3 units
HIST 109	Europe Since 1945	3 units
HIST 201	United States History I	3 units
HIST 202	United States History II	3 units
HIST 203	The United States Since 1945	3 units
HIST 235	History of Ethnic Groups in United States	3 units
HIST 240	History of Ethnic Groups in California	3 units
HIST 244	African American History	3 units
HIST 248	Women and The American Experience	3 units
HIST 300	History of San Francisco	3 units
HIST 310	California History	3 units
HIST 335	History and Politics of the Middle East	3 units
HIST 410	The Holocaust	3 units
HIST 420	Survey of Latin American History	3 units
HIST 429	History of Latinos in the United States	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 432	Modern Asian Civilizations	3 units
HIST 435	History of the Philippines	3 units
HIST 436	Filipinos in America	3 units
HIST 444	Survey of Sub-Saharan African History	3 units
HIST 453	History of China	3 units
HUM. 106 *	The Awakening of Individuality	3 units
LIT. 101	Contemporary Literature	3 units
LIT. 151	Introduction to Shakespeare	3 units
LIT. 191	Children's Literature	3 units
LIT. 251	Women in Literature	3 units
LIT. 265	Asian American Literature	3 units
LIT. 266	Black Literature	3 units
LIT. 267	Filipino American Literature	3 units
LIT. 370	Readings in Literature of the Latino in the United States	3 units

LIT. 432	Folklore	3 units
MUS. 100	Fundamentals of Music	3 units
MUS. 111	Musicianship I	1 unit
MUS. 115	Music, Art and Ideas	3 units
MUS. 202	Music Appreciation	3 units
MUS. 204	Music History	3 units
MUS. 250	World Music	3 units
MUS. 275	History of Jazz	3 units
MUS. 301	Piano I	2 units
PHIL 100	Introduction to Philosophy	3 units
PHIL 160	History of Western Philosophy: Ancient and Medieval	3 units
PHIL 175	History of Western Philosophy: 16th – 18th Century	3 units
PHIL 240	Introduction to Ethics	3 units
PHIL 280	Introduction to Political Philosophy	3 units
PHIL 300	Intro to World Religions	3 units
PHIL 312	Introduction to Philosophy of Religion	3 units
PLSC 280	Introduction to Political Philosophy	3 units
PLSC 335	History and Politics of the Middle East	3 units
SOCI 143	Sociology of Migration and Immigration	3 units
SOSC 270	The Civil Rights Movement	3 units
SPAN 110	Elementary Spanish	5 units
SPAN 111	Elementary Spanish I	3 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units
SPAN 220	Spanish for Spanish Speakers I	5 units

Note: The following pairs are the same course:
ART 115 and MUS. 115
HIST 335 and PLSC 335
PHIL 280 and PLSC 280

Total Required Major Units: 18

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

TRANSFER NOTES

1. All courses listed in the six areas of emphasis options are transferable to either the University of California (UC), the California State University (CSU), or both UC and CSU. Courses that are transferable only to CSU are marked with an asterisk (*).
2. All courses may be applied to the appropriate areas of the CSU General Education Breadth and/or the UC General Education (IGETC) patterns (See Transfer Planning section of this catalog).

AA Interdisciplinary Studies: Health and Physical Education

The Interdisciplinary Studies degree is designed for students who wish to pursue broad areas of knowledge in arts and sciences plus additional knowledge in an "Areas of Emphasis." This degree is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer but wish to earn a degree in a particular area of study that interests them.

Note: A minimum grade of C is required in all courses applied to any area of emphasis in this major.

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a coun selor for specific information regarding their intended major at their target transfer institution.

Degree Requirements

1. Complete Residency, Scholarship, Basic Competency, Specific Area, and General Education require-ments for the Skyline College Associate Degree
1. Meet the Basic Competency requirements in Writing/Reading, Mathematics/Quantitative Reasoning, and Information Literacy
2. Meet the Specific Area requirements in American History and Institutions, English, Physical Education and Ethnic and Cultural Diversity
3. Complete Skyline General Education Requirements
2. Successfully Complete 18 units in **one** of the following areas of emphasis

The health, family and consumer science, physical education and psychology courses emphasize theoretical and practical knowledge for maintenance of physical and

mental health. The physical education and intercollegiate athletic courses provide students with the opportunity to develop active and healthy life styles.

The health, family and consumer science, physical education and psychology courses emphasize theoretical and practical knowledge for maintenance of physical and mental health. The physical education and intercollegiate athletic courses provide students with the opportunity to develop active and healthy life styles.

Choose at least 9 units from courses listed below:		**Units**
ECE. 201	Child Development	3 units
FCS 310	Nutrition	3 units
HSCI 100	General Health Science	3 units
HSCI 130	Human Sexuality	3 units
HSCI 665 *	Life Styles - Health Issues	0.5 - 2 units
KINE 100 *	Introduction to Kinesiology	3 units
KINE 305	Health-Related Fitness and Wellness	3 units
KINE 510	Sport, Movement and Film	3 units
P.E. 301 *	Introduction to Personal Training	3 units
PSYC 100	General Psychology	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 201	Child Development	3 units
PSYC 390	Psychology of Consciousness	3 units
PSYC 410	Abnormal Psychology	3 units

Choose at least 9 units from courses listed below:		**Units**
COMB 301	Beginning Wrestling	0.5 - 1 units
COMB 302	Intermediate Wrestling	0.5 - 1 units
COMB 401.1	Self Defense I	0.5 - 2 units
COMB 401.2	Self Defense II	0.5 - 2 units
COMB 401.3	Self Defense III	0.5 - 2 units
COMB 401.4	Self Defense IV	0.5 - 2 units
DANC 121.1	Modern Dance I	0.5 or 1 units
DANC 121.2	Modern Dance II	0.5 or 1 units
DANC 121.3	Modern Dance III	0.5 - 1 units
DANC 121.4	Modern Dance IV	0.5 or 1 units
DANC 130.1	Jazz Dance I	0.5 or 1 units
DANC 130.2	Jazz Dance II	0.5 or 1 units
DANC 130.3	Jazz Dance III	0.5 or 1 units
DANC 130.4	Jazz Dance IV	0.5 or 1 units
DANC 140.1	Ballet I	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 152.1	Cuban Roots of Salsa I	0.5 or 1 units
DANC 152.2	Cuban Roots of Salsa II	0.5 or 1 units
DANC 152.3	Cuban Roots of Salsa III	0.5 or 1 units
DANC 152.4	Cuban Roots of Salsa IV	0.5 or 1 units
DANC 161	Tango Argentino	0.5 or 1 units
DANC 162	Tango Milonga	0.5 or 1 units
DANC 163	Tango Buenos Aires	0.5 or 1 units
DANC 164	Tango De La Confiteria	0.5 or 1 units
DANC 165	Tango Performance Improvisation	0.5 or 1 units
DANC 167.1	Swing Dance I	
DANC 167.2	Swing Dance II	

DANC 167.3	Swing Dance III	
DANC 167.4	Swing Dance IV	
DANC 168	Swing Dance II	0.5 or 1 units
DANC 169	Swing Dance III	0.5 or 1 units
DANC 330.1	Creative Dance I	0.5 or 1 units
DANC 330.2	Creative Dance II	0.5 or 1 units
DANC 330.3	Creative Dance III	0.5 or 1 units
DANC 330.4	Creative Dance IV	0.5 or 1 units
DANC 350.1	Cardio Dance I	0.5 or 1 units
DANC 350.2	Cardio Dance II	0.5 or 1 units
DANC 350.3	Cardio Dance III	0.5 or 1 units
DANC 350.4	Cardio Dance IV	0.5 or 1 units
DANC 400.1	Dance Performance & Production I	0.5 - 2 units
DANC 400.2	Dance Performance & Production II	0.5 - 2 units
DANC 400.3	Dance Performance & Production III	0.5 - 2 units
DANC 400.4	Dance Performance & Production IV	0.5 - 2 units
DANC 665	Selected Topics: Dance in Cultural Context	0.5 or 1 units
FITN 106	Varsity Conditioning	0.5 - 2 units
FITN 112.1	Cross Training I	0.5 - 1 units
FITN 112.2	Cross Training II	0.5 - 1 units
FITN 112.3	Cross Training III	0.5 - 1 units
FITN 112.4	Cross Training IV	0.5 - 1 units
FITN 116.1	Body Conditioning I	0.5 - 1 units
FITN 116.2	Body Conditioning II	0.5 - 1 units
FITN 116.3	Body Conditioning III	0.5 - 1 units
FITN 116.4	Body Conditioning IV	0.5 - 1 units
FITN 166.1	Golf Fitness I	0.5 - 2 units
FITN 166.2	Golf Fitness II	0.5 - 2 units
FITN 166.3	Golf Fitness III	0.5 - 2 units
FITN 166.4	Golf Fitness IV	0.5 - 2 units
FITN 201.1	Weight Training I	0.5 - 2 units
FITN 201.2	Weight Training II	0.5 - 2 units
FITN 201.3	Weight Training III	0.5 - 2 units
FITN 201.4	Weight Training IV	0.5 - 2 units
FITN 301.1	Spinning I	0.5 - 1 units
FITN 301.2	Spinning II	0.5 - 1 units
FITN 301.3	Spinning III	0.5 - 1 units
FITN 301.4	Spinning IV	0.5 - 1 units
FITN 304.1	Walking Fitness I	0.5 - 1 units
FITN 304.2	Walking Fitness II	0.5 - 1 units
FITN 304.3	Walking Fitness III	0.5 - 1 units
FITN 304.4	Walking Fitness IV	0.5 - 1 units
FITN 305.1	Cardiovascular Development - Running Emphasis I	0.5 - 2 units
FITN 305.2	Cardiovascular Development - Running Emphasis II	0.5 - 2 units
FITN 305.3	Cardiovascular Development - Running Emphasis III	0.5 - 2 units
FITN 305.4	Cardiovascular Development - Running Emphasis IV	0.5 - 2 units

FITN 332.1	Stretching and Flexibility I	0.5 - 2 units
FITN 332.2	Stretching and Flexibility II	0.5 - 2 units
FITN 332.3	Stretching and Flexibility III	0.5 - 2 units
FITN 332.4	Stretching and Flexibility IV	0.5 - 2 units
FITN 334.1	Yoga I	0.5 - 1 units
FITN 334.2	Yoga II	0.5 - 1 units
FITN 334.3	Yoga III	0.5 - 1 units
FITN 334.4	Yoga IV	0.5 - 1 units
FITN 335.1	Pilates I	0.5 - 1 units
FITN 335.2	Pilates II	0.5 - 1 units
FITN 335.3	Pilates III	0.5 - 1 units
FITN 335.4	Pilates IV	0.5 - 1 units
FITN 400.1	Fitness Academy I	1 - 3 units
FITN 400.2	Fitness Academy II	1 - 3 units
FITN 400.3	Fitness Academy III	1 - 3 units
FITN 400.4	Fitness Academy IV	1 - 3 units
INDV 101.1	Archery I	0.5 - 2 units
INDV 101.2	Archery II	0.5 - 2 units
INDV 101.3	Archery III	0.5 - 2 units
INDV 101.4	Archery IV	0.5 - 2 units
INDV 121.1	Badminton I	0.5 - 1 units
INDV 121.1	Badminton I	0.5 - 1 units
INDV 121.2	Badminton II	0.5 - 1 units
INDV 121.3	Badminton III	0.5 - 1 units
INDV 121.4	Badminton IV	0.5 - 1 units
INDV 126	Coed Club Badminton	0.5 - 1 units
INDV 160.1	Golf I	0.5 - 1 units
INDV 160.2	Golf II	0.5 - 1 units
INDV 160.3	Golf III	0.5 - 1 units
INDV 160.4	Golf IV	0.5 - 1 units
INDV 251.1	Tennis I	0.5 - 1 units
INDV 251.2	Tennis II	0.5 - 1 units
INDV 251.3	Tennis III	0.5 - 1 units
INDV 251.4	Tennis IV	0.5 - 1 units
TEAM 100	Men's Baseball	2 units
TEAM 111.1	Basketball I	0.5 - 1 units
TEAM 111.2	Basketball II	0.5 - 1 units
TEAM 111.3	Basketball III	0.5 - 1 units
TEAM 111.4	Basketball IV	0.5 - 1 units
TEAM 111.4	Basketball IV	0.5 - 1 units
TEAM 112	Basketball: Advanced Competition Strategies	0.5 - 1 units
TEAM 112	Basketball: Advanced Competition Strategies	0.5 - 1 units
TEAM 116	Basketball: Individual Skill Development	0.5 - 1 units
TEAM 117	Tournament Basketball	0.5 - 1 units
TEAM 132.1	Flag Football I	0.5 - 2 units
TEAM 132.2	Flag Football II	0.5 - 2 units

TEAM 132.3	Flag Football III	0.5 - 2 units
TEAM 132.4	Flag Football IV	0.5 - 2 units
TEAM 141.1	Soccer I	0.5 - 1 units
TEAM 141.2	Soccer II	0.5 - 1 units
TEAM 141.3	Soccer III	0.5 - 1 units
TEAM 141.4	Soccer IV	0.5 - 1 units
TEAM 148.1	Indoor Soccer I	0.5 - 1 units
TEAM 148.2	Indoor Soccer II	0.5 - 1 units
TEAM 148.3	Indoor Soccer III	0.5 - 1 units
TEAM 148.4	Indoor Soccer IV	0.5 - 1 units
TEAM 179	Tournament Volleyball	0.5 - 1 units
TEAM 188	Volleyball Theory: Defense	1.5 - 3 units
TEAM 189	Volleyball Theory: Offense	1.5 - 3 units
TEAM 190	Baseball Theory: Defense	1.5 - 3 units
TEAM 191	Baseball Theory: Offense	1.5 - 3 units
TEAM 192	Men's Basketball Theory: Defense	1.5 - 3 units
TEAM 193	Men's Basketball Theory: Offense	1.5 - 3 units
TEAM 195	Women's Basketball Theory: Offense	1.5 - 3 units
TEAM 196	Men's Soccer Theory: Defense	1.5 - 3 units
TEAM 198	Women's Soccer Theory: Defense	1.5 - 3 units
VARS 100	Varsity Baseball	3 units
VARS 110	Men’s Varsity Basketball	1.5 units
VARS 150	Men’s Varsity Soccer	3 units
VARS 200	Varsity Wrestling	3 units
VARS 340	Women’s Varsity Volleyball	3 units
VARS 350	Women's Varsity Badminton	3 units
VARS 360	Women’s Varsity Soccer	3 units

Note: The following pair is the same course:

ECE. 201 and PSYC 201

Total Required Major Units: 18

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

TRANSFER NOTES

1. All courses listed in the six areas of emphasis options are transferable to either the University of California (UC), the California State University (CSU), or both UC and CSU. Courses that are transferable only to CSU are marked with an asterisk (*).
2. All courses may be applied to the appropriate areas of the CSU General Education Breadth and/or the UC General Education (IGETC) patterns (See Transfer Planning section of this catalog).

AA Interdisciplinary Studies: Letters and Science

The Interdisciplinary Studies degree is designed for students who wish to pursue broad areas of knowledge in arts and sciences plus additional knowledge in an "Areas of Emphasis." This degree is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer but wish to earn a degree in a particular area of study that interests them.

Note: A minimum grade of C is required in all courses applied to any area of emphasis in this major.

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a coun selor for specific information regarding their intended major at their target transfer institution.

Degree Requirements

1. Complete Residency, Scholarship, Basic Competency, Specific Area, and General Education

require-ments for the Skyline College Associate Degree

1. Meet the Basic Competency requirements in Writing/Reading, Mathematics/Quantitative Reasoning, and Information Literacy
2. Meet the Specific Area requirements in American History and Institutions, English, Physical Education and Ethnic and Cultural Diversity
3. Complete Skyline General Education Requirements
2. Successfully Complete 18 units in **one** of the following areas of emphasis

This area of emphasis integrates the study of the world around us by developing analytical skills needed to understand the physical world and the human beings who occupy it, including the artifacts they produce.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply scientific concepts and principles to explain physical processes in the world.
2. Demonstrate effective communication through written and oral forms, and through other forms as appropriate.

Choose at least 9 units from courses listed below:		**Units**
ANTH 125	Physical Anthropology	3 units
ANTH 127	Physical Anthropology Laboratory	1 unit
ASTR 100	Introduction To Astronomy	3 units
ASTR 101	Astonomy Laboratory	1 unit
BIOL 101	Our Biological World	4 units
BIOL 110	Principles of Biology	4 units
BIOL 111	Natural History of California	4 units
BIOL 130	Human Biology	3 units
BIOL 140	Animals, People, and Environment	3 units
BIOL 145	Plants, People & Environment	3 units
BIOL 150	Introduction to Marine Biology	3 units
BIOL 215	Organismal Biology: Core I	5 units
BIOL 230	Introduction to Cell Biology: Core II	5 units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
BTEC 170	Principles of Applied Bioscience	3 units
BTEC 171	Laboratory Principles of Applied Bioscience	1 unit
BUS. 120	Mathematical Analysis for Business	3 units
BUS. 123	Statistics	3 units
CHEM 112	Chemistry in Action	4 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CHEM 234	Organic Chemistry I	3 units
CHEM 235	Organic Chemistry II	3 units
CHEM 237	Organic Chemistry Lab I	2 units
CHEM 238	Organic Chemistry Lab II	2 units
CHEM 410	Chemistry for Health Sciences	4 units
ENVS 100	Introduction to Environmental Science	3 units
GEOG 100	Physical Geography	3 units
GEOG 101	Physical Geography Lab	1 unit
GEOL 100	Survey of Geology	3 units
GEOL 105	Environmental Earth Science	3 units
GEOL 210	General Geology	4 units
GEOL 220	Historical Geology	4 units
MATH 130	Trigonometry	3 units
MATH 150	Mathematics for Elementary School Teachers	3 units
MATH 200	Elementary Probability & Statistics	4 units
MATH 201	Math in Society	3 units
MATH 222	Precalculus	5 units
MATH 225 *	Fast Track to Calculus	6 units
MATH 241	Applied Calculus I	5 units
MATH 242	Applied Calculus II	3 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units
OCEN 100	Survey of Oceanography	3 units
OCEN 101	Oceanography Laboratory/Field Study	1 unit

PHYS 105	Conceptual Physics	3 units
PHYS 210	General Physics I	4 units
PHYS 220	General Physics II	4 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units
PSYC 171	Quantitative Reasoning in Psychology	3 units
PSYC 220	Introduction to Psychobiology	3 units

Choose at least 9 units from courses in this box **Units**

ARBC 111	Elementary Arabic I	3 units
ARBC 112	Elementary Arabic II	3 units
ASL 111	American Sign Language IA	3 units
ASL 112	American Sign Language IB	3 units
CHIN 111	Elementary Chinese I	3 units
CHIN 112	Elementary Chinese II	3 units
ECE. 191 *	Children's Literature	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 161	Creative Writing I	3 units
FILI 110	Elementary Filipino	5 units
FILI 111	Elementary Filipino I	3 units
FILI 112	Elementary Filipino II	3 units
FILM 440	Film Study and Appreciation	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 104	World Civilizations I	3 units
HIST 106	World Civilizations II	3 units
HIST 109	Europe Since 1945	3 units
HIST 203	The United States Since 1945	3 units
HIST 248	Women and The American Experience	3 units
HIST 335	History and Politics of the Middle East	3 units
HIST 420	Survey of Latin American History	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 432	Modern Asian Civilizations	3 units
HIST 435	History of the Philippines	3 units
HIST 453	History of China	3 units
HUM. 106 *	The Awakening of Individuality	3 units
LIT. 101	Contemporary Literature	3 units
LIT. 151	Introduction to Shakespeare	3 units
LIT. 191 *	Children's Literature	3 units
LIT. 251	Women in Literature	3 units
LIT. 265	Asian American Literature	3 units
LIT. 266	Black Literature	3 units
LIT. 267	Filipino American Literature	3 units
LIT. 370	Readings in Literature of the Latino in the United States	3 units
LIT. 432	Folklore	3 units
PHIL 100	Introduction to Philosophy	3 units
PHIL 160	History of Western Philosophy: Ancient and Medieval	3 units
PHIL 175	History of Western Philosophy: 16th – 18th Century	3 units
PHIL 240	Introduction to Ethics	3 units
PHIL 280	Introduction to Political Philosophy	3 units
PHIL 300	Intro to World Religions	3 units
PHIL 312	Introduction to Philosophy of Religion	3 units
PLSC 280	Introduction to Political Philosophy	3 units
PLSC 335	History and Politics of the Middle East	3 units
SOCI 143	Sociology of Migration and Immigration	3 units
SPAN 110	Elementary Spanish	5 units
SPAN 111	Elementary Spanish I	3 units
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units
SPAN 220	Spanish for Spanish Speakers I	5 units

Note: The following pairs are the same course:
ECE. 191 and LIT. 191
HIST 335 and PLSC 335
PHIL 280 and PLSC 280

OR choose at least 9 units from courses in this box		Units
ADMJ 100	Introduction to Administration of Justice	3 units
ANTH 110	Cultural Anthropology	3 units
ANTH 150	Introduction to Archaeology: Bones, Beads and the Basics of Material Culture	3 units
ANTH 155	Human Prehistory and the Rise of Civilization	3 units
ANTH 165	Sex and Gender: Cross-Cultural Perspectives	3 units
ANTH 180	Magic, Witchcraft and Religion	3 units
ANTH 360	Native Peoples of North America	3 units
BUS. 100	Introduction to Business	3 units
BUS. 101 *	Human Relations at Work	3 units
BUS. 210 *	International Finance	1.5 units
ECE. 201	Child Development	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Microeconomics	3 units
ECON 310	Political Economy of Asia	3 units
GEOG 110	Cultural Geography	3 units
GEOG 150	World Regional Geography	3 units
HIST 104	World Civilizations I	3 units
HIST 106	World Civilizations II	3 units
HIST 203	The United States Since 1945	3 units
HIST 248	Women and The American Experience	3 units
HIST 300	History of San Francisco	3 units
HIST 335	History and Politics of the Middle East	3 units
HIST 429	History of Latinos in the United States	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 432	Modern Asian Civilizations	3 units
HIST 435	History of the Philippines	3 units
HIST 436	Filipinos in America	3 units
HIST 453	History of China	3 units
JOUR 110	Mass Media and Society	3 units
PHIL 280	Introduction to Political Philosophy	3 units
PLSC 115	Comparative Government	3 units
PLSC 130	International Relations	3 units
PLSC 150	Intro to Political Theory	3 units
PLSC 200	National, State and Local Government	3 units
PLSC 210	American Politics	3 units
PLSC 280	Introduction to Political Philosophy	3 units
PLSC 335	History and Politics of the Middle East	3 units
PSYC 100	General Psychology	3 units
PSYC 110	Courtship, Marriage and Family	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 201	Child Development	3 units
PSYC 268	Black Psychology	3 units
PSYC 300	Social Psychology	3 units
PSYC 301 *	Psychology of Personal Development	3 units
PSYC 390	Psychology of Consciousness	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Contemporary Social Issues	3 units
SOCI 110	Courtship, Marriage and Family	3 units
SOCI 141	Race and Ethnicity	3 units
SOCI 142	Filipina/o Community Issues	3 units
SOCI 201	Sociology of Health and Medicine	3 units
SOSC 270	The Civil Rights Movement	3 units

The following pairs are the same course:
ECE. 201 and PSYC 201
HIST 335 and PLSC 335
PHIL 280 and PLSC 280
PSYC 110 and SOCI 110

Total Required Major Units: 18

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

TRANSFER NOTES

1. All courses listed in the six areas of emphasis options are transferable to either the University

of California (UC), the California State University (CSU), or both UC and CSU. Courses that are transferable only to CSU are marked with an asterisk (*).
2. All courses may be applied to the appropriate areas of the CSU General Education Breadth and/or the UC General Education (IGETC) patterns (See Transfer Planning section of this catalog).

AA Interdisciplinary Studies: Social and Behavioral Sciences

The Interdisciplinary Studies degree is designed for students who wish to pursue broad areas of knowledge in arts and sciences plus additional knowledge in an "Areas of Emphasis." This degree is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer but wish to earn a degree in a particular area of study that interests them.

Note: A minimum grade of C is required in all courses applied to any area of emphasis in this major.

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a coun selor for specific information regarding their intended major at their target transfer institution.

Degree Requirements

1. Complete Residency, Scholarship, Basic Competency, Specific Area, and General Education require-ments for the Skyline College Associate Degree
1. Meet the Basic Competency requirements in Writing/Reading, Mathematics/Quantitative Reasoning, and Information Literacy
2. Meet the Specific Area requirements in American History and Institutions, English, Physical Education and Ethnic and Cultural Diversity
3. Complete Skyline General Education Requirements
2. Successfully Complete 18 units in **one** of the following areas of emphasis

This area of emphasis studies the systems and institutions human beings in various cultures develop to organize their lives in both individual and group settings.

Program Learning Outcomes

Students completing this program will be able to:

1. Contrast the human systems and institutions used by different cultures to organize people in individual and group settings.
2. Analyze contemporary ethical or social problems from the perspective of the social or behavioral sciences.

Select a minimum of 18 units from the following:		**Units**
ADMJ 100	Introduction to Administration of Justice	3 units
ANTH 110	Cultural Anthropology	3 units
ANTH 127	Physical Anthropology Laboratory	1 unit
ANTH 150	Introduction to Archaeology: Bones, Beads and the Basics of Material Culture	3 units
ANTH 155	Human Prehistory and the Rise of Civilization	3 units
ANTH 165	Sex and Gender: Cross-Cultural Perspectives	3 units
ANTH 180	Magic, Witchcraft and Religion	3 units
ANTH 360	Native Peoples of North America	3 units
BUS. 100	Introduction to Business	3 units
BUS. 101 *	Human Relations at Work	3 units
BUS. 200 *	Introduction to International Business	
BUS. 210 *	International Finance	1.5 units
ECE. 201	Child Development	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Microeconomics	3 units
ECON 310	Political Economy of Asia	3 units
EDUC 200 *	Introduction to Classroom Teaching	3 units
ENVS 100	Introduction to Environmental Science	3 units
GEOG 100	Physical Geography	3 units
GEOG 101	Physical Geography Lab	1 unit
GEOG 110	Cultural Geography	3 units
GEOG 150	World Regional Geography	3 units
HIST 104	World Civilizations I	3 units
HIST 106	World Civilizations II	3 units
HIST 108	Survey of American History	3 units

HIST 201	United States History I	3 units
HIST 202	United States History II	3 units
HIST 203	The United States Since 1945	3 units
HIST 235	History of Ethnic Groups in United States	3 units
HIST 240	History of Ethnic Groups in CALIFORNIA	3 units
HIST 244	African American History	3 units
HIST 248	Women and The American Experience	3 units
HIST 300	History of San Francisco	3 units
HIST 310	California History	3 units
HIST 335	History and Politics of the Middle East	3 units
HIST 420	Survey of Latin American History	3 units
HIST 429	History of Latinos in the United States	3 units
HIST 430	Early Asian Civilizations	3 units
HIST 432	Modern Asian Civilizations	3 units
HIST 435	History of the Philippines	3 units
HIST 436	Filipinos in America	3 units
HIST 453	History of China	3 units
JOUR 110	Mass Media and Society	3 units
PHIL 240	Introduction to Ethics	3 units
PHIL 280	Introduction to Political Philosophy	3 units
PLSC 115	Comparative Government	3 units
PLSC 130	International Relations	3 units
PLSC 150	Intro to Political Theory	3 units
PLSC 200	National, State and Local Government	3 units
PLSC 210	American Politics	3 units
PLSC 280	Introduction to Political Philosophy	3 units
PLSC 301	California State and Local Government	3 units
PLSC 320	Latin America in the International Political Economy	
PLSC 335	History and Politics of the Middle East	3 units
PSYC 100	General Psychology	3 units
PSYC 110	Courtship, Marriage and Family	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 201	Child Development	3 units
PSYC 220	Introduction to Psychobiology	3 units
PSYC 238 *	Arab Cultural Psychology	3 units
PSYC 268	Black Psychology	3 units
PSYC 300	Social Psychology	3 units
PSYC 301 *	Psychology of Personal Development	3 units
PSYC 390	Psychology of Consciousness	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Contemporary Social Issues	3 units
SOCI 110	Courtship, Marriage and Family	3 units
SOCI 141	Race and Ethnicity	3 units
SOCI 142	Filipina/o Community Issues	3 units
SOCI 143	Sociology of Migration and Immigration	3 units
SOCI 201 *	Sociology of Health and Medicine	3 units
SOCI 341	Asian Cultures and Societies	
SOSC 270	The Civil Rights Movement	3 units

Note: The following pairs are the same course:
ECE. 201 and PSYC 201
HIST 335 and PLSC 335
PHIL 280 and PLSC 280
PSYC 110 and SOCI 110

* Courses that are transferable only to CSU are marked with an asterisk (*).

Total Required Major Units: 18

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

TRANSFER NOTES

1. All courses listed in the six areas of emphasis options are transferable to either the University of California (UC), the California State University (CSU), or both UC and CSU. Courses that are transferable only to CSU are marked with an asterisk (*).
2. All courses may be applied to the appropriate areas of the CSU General Education Breadth and/

or the UC General Education (IGETC) patterns (See Transfer Planning section of this catalog).

AA Interdisciplinary Studies: Social and Natural Sciences

The Interdisciplinary Studies degree is designed for students who wish to pursue broad areas of knowledge in arts and sciences plus additional knowledge in an "Areas of Emphasis." This degree is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer but wish to earn a degree in a particular area of study that interests them.

Note: A minimum grade of C is required in all courses applied to any area of emphasis in this major.

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a coun selor for specific information regarding their intended major at their target transfer institution.

Degree Requirements

1. Complete Residency, Scholarship, Basic Competency, Specific Area, and General Education require-ments for the Skyline College Associate Degree
1. Meet the Basic Competency requirements in Writing/Reading, Mathematics/Quantitative Reasoning, and Information Literacy
2. Meet the Specific Area requirements in American History and Institutions, English, Physical Education and Ethnic and Cultural Diversity
3. Complete Skyline General Education Requirements
2. Successfully Complete 18 units in **one** of the following areas of emphasis

This area of emphasis integrates the study and application of scientific methodology from two perspectives, that of the social sciences which consider the human world in several aspects, and that of the natural sciences which consider the world in its physical and biological aspects.

Program Learning Outcomes

Students completing this program will be able to:

1. Explain the major concepts, fundamental principles and basic theories of at least one area of science.
2. Evaluate proposed solutions to contemporary social issues requiring scientific literacy.

Choose at least 9 units from courses listed below:		**Units**
ANTH 125	Physical Anthropology	3 units
ANTH 127	Physical Anthropology Laboratory	1 unit
ASTR 100	Introduction To Astronomy	3 units
ASTR 101	Astonomy Laboratory	1 unit
BIOL 101	Our Biological World	4 units
BIOL 110	Principles of Biology	4 units
BIOL 111	Natural History of California	4 units
BIOL 130	Human Biology	3 units
BIOL 140	Animals, People, and Environment	3 units
BIOL 145	Plants, People & Environment	3 units
BIOL 150	Introduction to Marine Biology	3 units
BIOL 215	Organismal Biology: Core I	5 units
BIOL 230	Introduction to Cell Biology: Core II	5 units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
BIOL 365 *	INTERTIDAL INTERPRETATION	
CHEM 112	Chemistry in Action	4 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CHEM 234	Organic Chemistry I	3 units
CHEM 235	Organic Chemistry II	3 units
CHEM 237	Organic Chemistry Lab I	2 units
CHEM 238	Organic Chemistry Lab II	2 units
CHEM 410 *	Chemistry for Health Sciences	4 units
ELEC 110 *	Fundamentals of Electronics	4 units
GEOG 100	Physical Geography	3 units
GEOG 101	Physical Geography Lab	1 unit
GEOL 100	Survey of Geology	3 units
GEOL 105	Environmental Earth Science	3 units
GEOL 210	General Geology	4 units

GEOL 220	Historical Geology	4 units
OCEN 100	Survey of Oceanography	3 units
PHYS 105	Conceptual Physics	3 units
PHYS 210	General Physics I	4 units
PHYS 220	General Physics II	4 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

Choose at least 9 units from courses listed below: **Units**

ADMJ 100	Introduction to Administration of Justice	3 units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Physical Anthropology	3 units
ANTH 150	Introduction to Archaeology: Bones, Beads and the Basics of Material Culture	3 units
ANTH 155	Human Prehistory and the Rise of Civilization	3 units
ANTH 165	Sex and Gender: Cross-Cultural Perspectives	3 units
ANTH 180	Magic, Witchcraft and Religion	3 units
ANTH 360	Native Peoples of North America	3 units
BUS. 100	Introduction to Business	3 units
BUS. 101 *	Human Relations at Work	3 units
BUS. 200 *	Introduction to International Business	
BUS. 201	Business Law	3 units
BUS. 210 *	International Finance	1.5 units
ECE. 201	Child Development	3 units
ECE. 212	Child, Family & Community	3 units
ECE. 214 *	Child-Parent Relations	
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Microeconomics	3 units
ECON 310	Political Economy of Asia	3 units
ENVS 100	Introduction to Environmental Science	3 units
GEOG 110	Cultural Geography	3 units
GEOG 150	World Regional Geography	3 units
HIST 108	Survey of American History	3 units
HIST 201	United States History I	3 units
HIST 202	United States History II	3 units
HIST 203	The United States Since 1945	3 units
HIST 235	History of Ethnic Groups in United States	3 units
HIST 240	History of Ethnic Groups in CALIFORNIA	3 units
HIST 244	African American History	3 units
HIST 248	Women and The American Experience	3 units
HIST 300	History of San Francisco	3 units
HIST 310	California History	3 units
HIST 420	Survey of Latin American History	3 units
JOUR 110	Mass Media and Society	3 units
PHIL 280 *	Introduction to Political Philosophy	3 units
PLSC 115	Comparative Government	3 units
PLSC 130	International Relations	3 units
PLSC 150	Intro to Political Theory	3 units
PLSC 200	National, State & Local Govt	3 units
PLSC 210	American Politics	3 units
PLSC 280 *	Introduction to Political Philosophy	3 units
PLSC 301 *	California State and Local Government	3 units
PLSC 320	Latin America in the International Political Economy	
PSYC 100	General Psychology	3 units
PSYC 110 *	Courtship, Marriage and Family	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 201	Child Development	3 units
PSYC 220	Introduction to Psychobiology	3 units
PSYC 268	Black Psychology	3 units
PSYC 300	Social Psychology	3 units
PSYC 301 *	Psychology of Personal Development	3 units
PSYC 390	Psychology of Consciousness	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Contemporary Social Issues	3 units

SOCI 110	Courtship, Marriage and Family	3 units
SOCI 141	Race and Ethnicity	3 units
SOCI 142	Filipina/o Community Issues	3 units
SOCI 143	Sociology of Migration and Immigration	3 units
SOCI 201 *	Sociology of Health and Medicine	3 units
SOCI 341	Asian Cultures and Societies	
SOSC 270	The Civil Rights Movement	3 units

Note: The following pairs are the same course:
ECE. 201 and PSYC 201
PHIL 280 and PLSC 280
PSYC 110 and SOCI 110

* Courses that are transferable only to CSU are marked with an asterisk (*).

Total Required Major Units: 18

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

TRANSFER NOTES

1. All courses listed in the six areas of emphasis options are transferable to either the University of California (UC), the California State University (CSU), or both UC and CSU. Courses that are transferable only to CSU are marked with an asterisk (*).
2. All courses may be applied to the appropriate areas of the CSU General Education Breadth and/or the UC General Education (IGETC) patterns (See Transfer Planning section of this catalog).

JOURNALISM

AA Associate in Arts Degree Program

Journalism.....60 units

AA-T Associate in Arts Degree for Transfer

Journalism for Transfer.....60 units

CA Certificate of Achievement

Journalism.....24 units

AA Journalism

The Journalism program seeks to prepare students to enter the workforce in journalism and its related fields (such as public relations and advertising) and to offer job retraining to matriculated students making a career switch or needing to meet the changing technological demands of the field. The program also seeks to prepare students to transfer to four-year institutions as journalism majors and to train students to be media-literate members of the community.

Instruction is supplemented by hands-on experience working for the student newspaper, The Skyline View, a bi-weekly publication. Students also attend local and regional conferences and have opportunities to pursue internships and jobs in the field.

The degree and certificate programs prepare the student for such careers as newspaper and magazine reporting, writing, and editing; technical writing; copyediting; advertising; and public relations.

Note: A grade of C or better is required in all Journalism courses for both the Associate Degree and the Certificate.

Program Learning Outcomes

Students completing this program will be able to:

1. Define how convergence has impacted journalism, particularly print journalism, and identify ways to adapt practices and content to that impact.
2. Effectively communicate information through a variety of platforms, including the Internet and mobile computing.
3. Write publishable articles.

Required Core Courses		Units
JOUR 110	Mass Media and Society	3 units
JOUR 120	Writing and Reporting for the Media	3 units
JOUR 320	Beginning Newspaper Staff	3 units
JOUR 330	Intermediate Newspaper Staff	3 units

Plus a minimum of 12 units from the following:		Units
ART 351	Black and White Photography I	3 units
BCM. 225	Spreadsheets I: Excel	1 unit
BCM. 226	Spreadsheets II: Excel	2 units
BCM. 230	Database Applications I: Access	1 unit
BCM. 231	Database Applications II: Access	2 units
ENGL 161	Creative Writing I	3 units

JOUR 121	Advanced Writing and Reporting for the Media	3 units
JOUR 340	Intermediate Advanced Newspaper Staff	3 units
JOUR 350	Advanced Newspaper Staff	3 units
JOUR 695	Independent Study in Journalism	0.5 - 3 units

Total Required Major Units: 24

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AA-T Journalism for Transfer

The Associate in Arts in Journalism for Transfer (AA-T) degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Journalism or a similar major. Students completing an AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular campus or university or college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better, or "Pass" if the course is taken on a Pass/No Pass basis, is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Career Opportunities

Reporter, writer, editor, copy editor, public relations, advertising, social media editor.

Program Learning Outcomes

Students completing this program will be able to:

1. Define how convergence has impacted journalism, particularly print journalism, and identify ways to adapt practices and content to that impact.
2. Effectively communicate information through a variety of platforms, including the Internet and mobile computing.
3. Write publishable articles.

Required Core Courses		Units
JOUR 110	Mass Media and Society	3 units
JOUR 120	Writing and Reporting for the Media	3 units
JOUR 320	Beginning Newspaper Staff	3 units

List A - Select one course from the following:		Units
JOUR 121	Advanced Writing and Reporting for the Media	3 units
JOUR 330	Intermediate Newspaper Staff	3 units

List B - Select two courses from the following:		Units
ART 351	Black and White Photography I	3 units
COMM 127	Argumentation and Debate	3 units
ECON 100	Principles of Macro Economics	3 units
	OR	
ECON 102	Principles of Microeconomics	3 units
ENGL 165	Critical Thinking and Advanced Composition	3 units
MATH 200	Elementary Probability & Statistics	4 units
PHIL 200	Introduction to Logic	3 units
PLSC 115	Comparative Government	3 units
PLSC 210	American Politics	3 units

Total Required Major Units: 18 - 19

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

A total of 6-9 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

CA Journalism

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
JOUR 110	Mass Media and Society	3 units
JOUR 120	Writing and Reporting for the Media	3 units
JOUR 320	Beginning Newspaper Staff	3 units
JOUR 330	Intermediate Newspaper Staff	3 units

Plus a minimum of 12 units from the following:		Units
ART 351	Black and White Photography I	3 units
BCM. 225	Spreadsheets I: Excel	1 unit
BCM. 226	Spreadsheets II: Excel	2 units
BCM. 230	Database Applications I: Access	1 unit
BCM. 231	Database Applications II: Access	2 units
ENGL 161	Creative Writing I	3 units
JOUR 121	Advanced Writing and Reporting for the Media	3 units
JOUR 340	Intermediate Advanced Newspaper Staff	3 units
JOUR 350	Advanced Newspaper Staff	3 units
JOUR 695	Independent Study in Journalism	0.5 - 3 units

Total Required Units: 24

KINESIOLOGY

AA-T Associate in Arts Degree for Transfer

Kinesiology for Transfer.....60 units

AA-T Kinesiology for Transfer

The Associate in Arts in Kinesiology for Transfer degree (AA-T) prepares students for careers in fitness and health-related fields. Course topics include basic human anatomy and physiology, the field of kinesiology and its sub-disciplines, socio-cultural and historical influences and impacts of kinesiology, athletic injury care, and nutrition. Courses offered are transferable as lower division coursework toward a bachelor's degree in Kinesiology. Upon completion of the degree, students will have a solid foundation of knowledge upon which to build in their selected sub-discipline of Kinesiology.

The Associate in Arts Degree for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

Program Learning Outcomes

Students completing this program will be able to:

1. ADAP: Demonstrate increased muscular strength and endurance, or in the presence of a degenerative disease process, demonstrate either maintained or slowed degradation of muscular strength and endurance in areas where given the "normal" course of the disease, decreased muscle strength and endurance would be expected.
2. COMB: Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
3. COMB: Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of combative activities.
4. COMB: Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.
5. DANC: Provide a more authentic and individualized interpretation of a given dance form through a demonstration of appropriate levels of technique that incorporate cultural elements* of this dance form (*e.g. Costume, history, vocabulary, rhythm and music).
6. DANC: Create and develop unique movement sequences, and collaboratively organize that material into a dance.

7. DANC: Critically evaluate and objectively discuss dance as a performance art.
8. FITN: Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
9. FITN: Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes as day.
10. FITN: Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/ cardiovascular fitness/muscular endurance/ muscular strength.
11. INDV: Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/ cardiovascular fitness/muscular endurance/ muscular strength related to performance.
12. INDV: Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.
13. INDV: Demonstrate and apply the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of individual activities.
14. PE/KINE: Identify risk factors for heart disease and stroke, and apply general fitness/wellness principles to minimize risk.
15. PE/KINE: Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances.
16. PE/KINE: Identify career and/or educational options in physical education, and formulate an action plan to successfully pursue and attain those options.
17. PE/KINE: Demonstrate an understanding of the historical, social and psychological aspects of activity and sport in the context of society.
18. TEAM: Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
19. TEAM: Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of team activities.
20. TEAM: Develop individual and team offensive/ defensive programs applicable to specific goals, evaluate various techniques for effectiveness, demonstrate skills at an advanced level and apply concepts into practice.
21. VARS: Demonstrate an expert knowledge of the strategies and skills of the sport; use critical thinking skills to apply this knowledge to a competitive situation in order to contend to the best of one's ability against outside opponents.
22. VARS: Embody the traits of good sportsmanship and a sense of team in both competition and practice; and demonstrate commitment to academic achievement through work ethic developed in practice and competition.

Complete the following courses (15 units - See below):

Required Core Courses

Group A (12 units):		**Units**
KINE 100	Introduction to Kinesiology	3 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units

Select 3 units from the following with a maximum of one (1) unit from any one area: Combatives, Dance, Fitness, Individual Sports and Team Sports

Group B (3 units): Movement Based Courses		**Units**
Combatives		
COMB 301	Beginning Wrestling	1 unit
COMB 302	Intermediate Wrestling	1 unit
COMB 401.1	Self Defense I	1 unit
COMB 401.2	Self Defense II	1 unit
COMB 401.3	Self Defense III	1 unit
COMB 401.4	Self Defense IV	1 unit
Dance		
DANC 121.1	Modern Dance I	1 unit
DANC 121.2	Modern Dance II	1 unit
DANC 121.3	Modern Dance III	1 unit
DANC 121.4	Modern Dance IV	1 unit
DANC 130.1	Jazz Dance I	1 unit
DANC 130.2	Jazz Dance II	1 unit
DANC 130.3	Jazz Dance III	1 unit

DANC 130.4	Jazz Dance IV	1 unit
DANC 140.1	Ballet I	1 unit
DANC 140.2	Ballet II	1 unit
DANC 140.3	Ballet III	1 unit
DANC 140.4	Ballet IV	1 unit
DANC 152.1	Cuban Roots of Salsa I	1 unit
DANC 152.2	Cuban Roots of Salsa II	1 unit
DANC 152.3	Cuban Roots of Salsa III	1 unit
DANC 152.4	Cuban Roots of Salsa IV	1 unit
DANC 161	Tango Argentino	1 unit
DANC 162	Tango Milonga	1 unit
DANC 163	Tango Buenos Aires	1 unit
DANC 164	Tango De La Confiteria	1 unit
DANC 165	Tango Performance Improvisation	1 unit
DANC 166	Tango de la Guardia Vieja	1 unit
DANC 167	Swing Dance I	1 unit
DANC 168	Swing Dance II	1 unit
DANC 169	Swing Dance III	1 unit
DANC 350.1	Cardio Dance I	1 unit
DANC 350.2	Cardio Dance II	1 unit
DANC 350.3	Cardio Dance III	1 unit
DANC 350.4	Cardio Dance IV	1 unit
Fitness		
FITN 116.1	Body Conditioning I	1 unit
FITN 116.2	Body Conditioning II	1 unit
FITN 116.3	Body Conditioning III	1 unit
FITN 116.4	Body Conditioning IV	1 unit
FITN 201.1	Weight Training I	1 unit
FITN 201.2	Weight Training II	1 unit
FITN 201.3	Weight Training III	1 unit
FITN 201.4	Weight Training IV	1 unit
FITN 314.1	Backpacking for Fitness I	1 unit
FITN 314.2	Backpacking for Fitness II	1 unit
FITN 314.3	Backpacking for Fitness III	1 unit
FITN 314.4	Backpacking for Fitness IV	1 unit
FITN 334.1	Yoga I	1 unit
FITN 334.2	Yoga II	1 unit
FITN 334.3	Yoga III	1 unit
FITN 334.4	Yoga IV	1 unit
FITN 335.1	Pilates I	1 unit
FITN 335.2	Pilates II	1 unit
FITN 335.3	Pilates III	1 unit
FITN 335.4	Pilates IV	1 unit
Individual Sports		
INDV 101.1	Archery I	1 unit
INDV 101.2	Archery II	1 unit
INDV 101.3	Archery III	1 unit
INDV 101.4	Archery IV	1 unit
INDV 121.1	Badminton I	1 unit
INDV 121.2	Badminton II	1 unit

INDV 121.3	Badminton III	1 unit
INDV 121.4	Badminton IV	1 unit
INDV 126	Coed Club Badminton	1 unit
INDV 160.1	Golf I	1 unit
INDV 160.2	Golf II	1 unit
INDV 160.3	Golf III	1 unit
INDV 160.4	Golf IV	1 unit
INDV 251.1	Tennis I	1 unit
INDV 251.2	Tennis II	1 unit
INDV 251.3	Tennis III	1 unit
INDV 251.4	Tennis IV	1 unit
Team Sports		
TEAM 111.1	Basketball I	1 unit
TEAM 111.2	Basketball II	1 unit
TEAM 111.3	Basketball III	1 unit
TEAM 111.4	Basketball IV	1 unit
TEAM 132.1	Flag Football I	1 unit
TEAM 132.2	Flag Football II	1 unit
TEAM 132.3	Flag Football III	1 unit
TEAM 132.4	Flag Football IV	1 unit
TEAM 141.1	Soccer I	1 unit
TEAM 141.2	Soccer II	1 unit
TEAM 141.3	Soccer III	1 unit
TEAM 141.4	Soccer IV	1 unit
TEAM 148.1	Indoor Soccer I	1 unit
TEAM 148.2	Indoor Soccer II	1 unit
TEAM 148.3	Indoor Soccer III	1 unit
TEAM 148.4	Indoor Soccer IV	1 unit

List A (select two): 7-9 units

Required Electives		Units
MATH 200	Elem Probability & Statistics	4 units
BIOL 130	Human Biology	3 units
CHEM 410	Chemistry for Health Sciences	4 units
	OR	
CHEM 210	General Chemistry I	5 units
PHYS 210	General Physics I	4 units

Total Required Major Units: 22 - 24

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to a total of 15 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

MASSAGE THERAPY

CA Certificate of Achievement

Massage Therapy.....32 units

CA Massage Therapy

This Certificate of Achievement in Massage Therapy, which can be completed in two semesters, is designed to provide students, the general population and professionals alike with the well-rounded entry level knowledge, skills, and academic depth necessary for massage therapy positions in a variety of settings. Through completion of this 600-hour program, students will have met the minimum 500 hours of training and practice required to be eligible to take the MBLEx (Massage and Bodywork Licensing Exam), which upon passing, allows students to apply for candidacy to attain certification through the California Massage Therapy Council (CAMTC). Students can further pursue areas of interest and specialization for advanced certificates associated with holistic, complementary, alternative and integrative medicine in a variety of therapies and modalities. Visit the California Massage Therapy Council (CAMTC) website for more information at https://www.camtc.org/ .

Skyline College's Massage Therapy Program is approved by:

California Massage Therapy Council
One Capitol Mall, Suite 320
Sacramento, CA 95814
Telephone: (916) 669-5336
Website: https://www.camtc.org/

ADMISSION PROCEDURES AND REQUIREMENTS

Admission to the Massage Therapy Certificate program is by special application only. Students are admitted into the program once a year in the Fall semester. Massage Therapy Certificate Program applications and supporting documents (FAQ and resource sheet) are available online through the Wellness page on the College website. Applications are not considered for acceptance until all documents have been completed, received, and accepted by faculty at the address listed on the application. All required elements must be submitted before final (permanent) program entrance is granted. Applications are accepted throughout the year until positions are filled. Additional qualified applicants will be placed on a waitlist.
Admission to the Massage Therapy Program requires the following:

1. Completed Skyline College application/enrollment processes
2. Completed Massage Therapy Program special application, including submission of transcripts indicating com pletion of EMC 425 or equivalent, or a copy of a valid Healthcare Provider CPR card listing the applicant's name and certification expiration date (online CPR training is not accepted); and proof of freedom from tuberculosis as established in the 6 months prior to application (negative ppd test result or positive ppd result plus physician's statement guaranteeing clear chest x-ray).
3. Completion of and acceptance of results from an online background check (specific check required: background check ordering information is provided when special application is submitted).

It is recommended that students are eligible for ENGL 846 or ESOL 400, or equivalent. If a candidate has been convicted of a crime, he or she should contact the California Massage Therapy Council regarding eligibility for certification.

Career Opportunities

Day Spa's, Physical Therapy Offices, Chiropractic Offices, Pain Management Clinics, Beauty Salons, Athletic Clubs, Resorts, Medical Spas, Wellness Centers, Integrative Medicine Centers, Build Your Own Business, Acupuncture Offices, Sports Medicine Clinics, Orthopedic Offices, Athletic Teams, Naturopathic Clinics, Entertainment Industry, Yoga Retreat Centers, Cruise Ships, Hospitals, Nursing Homes, Among Others...

Program Learning Outcomes

Students completing this program will be able to:

1. Competently articulate knowledge and functional application of anatomy, physiology, pathology and kinesiology.
2. Demonstrate an understanding of professional standards, scope of practice, ethics, boundaries, business and legal practices in the massage profession.
3. Demonstrate understanding and proficiency of massage client intakes, assessments, treatment strategies and implementation of massage techniques.
4. Differentiate the history, definition, and scope of massage therapy and its pivotal role in Complementary, Alternative and Integrative Medicine.

For gainful employment information, see this program's gainful employment website.

Required Courses:		Units
WELL 700	Massage Theory and Practice I	3 units
WELL 703	Holistic Health Science	3 units
WELL 704	Massage Techniques and Clinical/ Spa Experience	3 units
WELL 705	Massage Theory and Practice II	3 units
WELL 708	Pathology and Pharmacology for Massage Therapists	3 units

WELL 710	Clinical Kinesiology and Applied Biomechanics for Manual Therapy	3 units
WELL 711	Sports Medicine and Manual Therapy	3 units
WELL 713	Asian Bodywork Traditions Theory and Practice	3 units
WELL 714	Massage Therapy Exam Preparation	2 units
WELL 725	Introduction to Consciousness, Intent and Meditation	3 units
WELL 740	Conscious Eating: A Sustainable Approach to Health and Healing	3 units

Total Required Units: 32

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

MATHEMATICS

AA Associate in Arts Degree Program

Mathematics.....60 units

AS-T Associate in Science Degree for Transfer

Mathematics for Transfer.....60 units

AA Mathematics

Program Learning Outcomes

Students completing this program will be able to:

1. Analyze multiple representations of quantitative information, including graphical, formulaic, numerical and verbal.
2. Demonstrate problem-solving skills. Interpret the meaning of numerical answers.
3. Use methods of logic to support a claim using data, formulas and mathematical reasoning.

Required Core Courses

Select 18 units from the following:		Units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units

Plus 3 units in Computer Programming:		Units
COMP 155	Computer Programming Visual Basic	3 units
COMP 156	Intermediate Programming in Visual BASIC	
COMP 250	Programming Methods I: C++	3 units
COMP 252	Data Structures: C++	3 units
COMP 284	Programming Methods I: JAVA	
COMP 286	Programming Methods II: JAVA	

Plus at least 3 units from the following:		Units
MATH 200	Elem Probability & Statistics	4 units
MATH 201	Math in Society	3 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units

Total Required Major Units: 24

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AS-T Mathematics for Transfer

This degree is intended for students who are interested in transferring to a California State University (CSU) campus with a major in Mathematics.

The Associate in Science Degree for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult

with a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Program Learning Outcomes

Students completing this program will be able to:

1. Analyze multiple representations of quantitative information, including graphical, formulaic, numerical and verbal.
2. Demonstrate problem-solving skills. Interpret the meaning of numerical answers.
3. Use methods of logic to support a claim using data, formulas and mathematical reasoning.

Required Core Courses		Units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units

List A: Select one course from the following:		Units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units

List B: Select one additional course from the following:		Units
MATH 200	Elem Probability & Statistics	4 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 250	Physics with Calculus I	4 units

Total Required Major Units: 21 - 22

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

A total of 9 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

MEDICAL ASSISTING

AS Associate in Science Degree Program

Administrative Medical Assisting..... 60 units

CA Certificate of Achievement

Administrative Medical Assisting..... 31.5 - 34.5 units

Medical Coding.....30 - 33 units

Medical Editing.....26 - 29 units

Medical Insurance Billing..... 28 - 31 units

Medical Office Receptionist.....16 units

AS Administrative Medical Assisting

The Associate degree in Administrative Medical Assisting prepares students to provide administrative support in a variety of areas within a medical office. Administrative Medical Assistants use of a variety of organizational skills, industry-relevant knowledge and technology to efficiently provide support for both front and back healthcare provider offices. Administrative Medical Assistants are often employed by medical facilities, physicians' practices, hospitals and extending nursing facilities.

Program Learning Outcomes

Students completing this program will be able to:

1. Coordinate office procedures including financial management, patient scheduling and employee relations in a healthcare setting.
2. Define, demonstrate, and lead others in the process of the understanding of ethical and legal issues such as HIPAA and relate to privacy issues on the job site.
3. Develop, implement, analyze, and prioritize medical office scenarios that occur in an office setting.

4. Obtain work experience in administrative medical assisting.

Required Core Courses:		Units
ACTG 100	Accounting Procedures	3 units
BCM. 200	Intro to MS Office Suite	2 units
MEDA 415	Law and Ethics for Allied Health Professionals	2 units
MEDA 420	Medical Anatomy and Pathophysiology	3 units
	OR	
BIOL 130	Human Biology	3 units
MEDA 450	Introduction to CPT (Current Procedural Terminology) Coding	2 units
MEDA 455	Introduction to International Statistical Classification of Diseases (ICD) Coding	3 units
MEDA 460	Introduction to Administrative Medical Assisting	3 units
MEDA 462	Administrative Medical Assisting II	3.5 units
MEDA 468	Administrative Medical Assisting Clerkship	2 units
MEDA 484	Medical Terminology	3 units

Plus a minimum of 2 units from the following:		Units
MEDA 400	Patient and Health Care Concerns	3 units
MEDA 405	Introduction to Electronic Health Records and Information Systems	3 units
MEDA 410	Introduction to Pharmacology	2 units
BUS. 115	Business Mathematics	3 units
BUS. 400	Business English	3 units
COMM 130	Interpersonal Communication	3 units
ECE. 201	Child Development	3 units
HSCI 100	General Health Science	3 units
SPAN 110	Elementary Spanish	5 units

Total Required Major Units: 31.5 - 34.5

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

CA Administrative Medical Assisting

The Certificate of Achievement in Administrative Medical Assisting prepares students to provide administrative support in a variety of areas within a medical office. Administrative Medical Assistants use of a variety of organizational skills, industry-relevant knowledge and technology to efficiently provide support for both front and back healthcare provider offices. Administrative Med ical Assistants are often employed by medical facilities, physicians' practices, hospitals and extending nursing facilities.

Career Opportunities

Administrative Medical Assistant

Program Learning Outcomes

Students completing this program will be able to:

1. Learn how to coordinate office procedures including financial management, patient scheduling and employee relations in a healthcare setting.
2. Develop, implement, analyze, and prioritize medical office scenarios that occur in an office setting.

Required Core Courses:		Units
ACTG 100	Accounting Procedures	3 units
BCM. 200	Intro to MS Office Suite	2 units
MEDA 415	Law and Ethics for Allied Health Professionals	2 units
MEDA 420	Medical Anatomy and Pathophysiology	3 units
	OR	
BIOL 130	Human Biology	3 units
MEDA 450	Introduction to CPT (Current Procedural Terminology) Coding	2 units
MEDA 455	Introduction to International Statistical Classification of Diseases (ICD) Coding	3 units
MEDA 460	Introduction to Administrative Medical Assisting	3 units
MEDA 462	Administrative Medical Assisting II	3.5 units
MEDA 468	Administrative Medical Assisting Clerkship	2 units
MEDA 484	Medical Terminology	3 units

Plus a minimum of 2 units from the following:		Units
MEDA 400	Patient and Health Care Concerns	3 units
MEDA 405	Introduction to Electronic Health Records and Information Systems	3 units
MEDA 410	Introduction to Pharmacology	2 units
BUS. 115	Business Mathematics	3 units
BUS. 400	Business English	3 units
COMM 130	Interpersonal Communication	3 units
ECE. 201	Child Development	3 units
HSCI 100	General Health Science	3 units
SPAN 110	Elementary Spanish	5 units

Total Required Units: 31.5 - 34.5

CA Medical Coding

The Certificate of Achievement in Medical Coding prepares students to apply correct International Statistical Classification of Diseases (ICD) codes for a wide variety of clinical settings. Graduates will competently review and assign accurate medical codes for diagnoses, procedures, and services performed by physicians and other qualified health care providers. Program completers qualify to sit for industry recognized credentialing exams such as the Certified Coding Associate through the American Health Information Management Association (AHIMA). Medical coders are often employed by medical facilities, physicians' practices, hospitals and extending nursing facilities.

Career Opportunities

Medical Coder in a healthcare facility.

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate ability to apply proper ICD codes used for the purpose of reimbursement issues regarding NHIC, state and federal funding, as well as private funding options.
2. Determine proper CPT codes used for the purpose of reimbursement issues in regard to the National Health Information Center (NHIC), state and federal funding, as well as private funding options.

For gainful employment information, see this program's gainful employment website.

Required Core Courses:		Units
BCM. 200	Intro to MS Office Suite	2 units
MEDA 405	Introduction to Electronic Health Records and Information Systems	3 units
MEDA 410	Introduction to Pharmacology	2 units
MEDA 420	Medical Anatomy and Pathophysiology	3 units
	OR	
BIOL 130	Human Biology	3 units
MEDA 450	Introduction to CPT (Current Procedural Terminology) Coding	2 units
MEDA 452	Current Procedural Terminology (CPT) Coding II	2 units
MEDA 455	Introduction to International Statistical Classification of Diseases (ICD) Coding	3 units
MEDA 457	International Statistical Classification of Diseases (ICD) Coding II	3 units
MEDA 458	Medical Coding Clerkship	2 units
MEDA 484	Medical Terminology	3 units

Plus a minimum of 2 units from the following:		Units
MEDA 400	Patient and Health Care Concerns	3 units
MEDA 415	Law and Ethics for Allied Health Professionals	2 units
BUS. 115	Business Mathematics	3 units
BUS. 400	Business English	3 units
COMM 130	Interpersonal Communication	3 units
ECE. 201	Child Development	3 units
HSCI 100	General Health Science	3 units
SPAN 110	Elementary Spanish	5 units

Total Required Units: 30 - 33

CA Medical Editing

The Certificate of Achievement in Medical Editing pro - vides opportunity for an entry level position in the health care field. Students learn how to correct and edit reports generated by speech recognition software and/or physician dictated medical records. Medical editors are employed by medical facilities, physician's practices, hospitals, and nursing facilities.

Career Opportunities

Medical Editor and Medical Technical Writer.

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate the efficient and productive use of computer technology and editing software as well as other related technologies.
2. Edit a variety of healthcare medical reports and documents to ensure appropriate content, clarity, and proper formatting.
3. Obtain work experience in medical editing.

Required Core Courses		Units
BCM. 200	Intro to MS Office Suite	2 units
BUS. 400	Business English	3 units
MEDA 405	Introduction to Electronic Health Records and Information Systems	3 units
MEDA 410	Introduction to Pharmacology	2 units
MEDA 420	Medical Anatomy and Pathophysiology	3 units
	OR	
BIOL 130	Human Biology	3 units
MEDA 440	Introduction to Medical Editing	3 units
MEDA 448	Medical Editing Clerkship	2 units
MEDA 484	Medical Terminology	3 units

Plus a minimum of 2 units from the following:		Units
MEDA 400	Patient and Health Care Concerns	3 units
MEDA 415	Law and Ethics for Allied Health Professionals	2 units
BUS. 115	Business Mathematics	3 units
COMM 130	Interpersonal Communication	3 units
ECE. 201	Child Development	3 units
HSCI 100	General Health Science	3 units
SPAN 110	Elementary Spanish	5 units

Total Required Units: 26 - 29

CA Medical Insurance Billing

The Medical Insurance Billing Certificate of Achievement prepares students for entry-level positions in the field of medical billing. Graduates will acquire knowledge and skills to submit claims in accordance with government regulations and private payer policies, follow-up on claim statuses, resolve claim denials, submit appeals, post payments and adjustments, and manage collections.

Career Opportunities

Medical Insurance Biller in medical facilities.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply compensation models and reimbursement methodologies with the foundation of legal and government issues to medical billing processes.
2. Analyze reimbursement and appropriately apply billing practices.

Required Core Courses		Units
ACTG 100	Accounting Procedures	3 units
BCM. 200	Intro to MS Office Suite	2 units
MEDA 415	Law and Ethics for Allied Health Professionals	2 units
MEDA 420	Medical Anatomy and Pathophysiology	3 units
	OR	
BIOL 130	Human Biology	3 units
MEDA 430	Introduction to Medical Insurance Billing	3 units
MEDA 438	Medical Insurance Billing Clerkship	2 units
MEDA 450	Introduction to CPT (Current Procedural Terminology) Coding	2 units
MEDA 455	Introduction to International Statistical Classification of Diseases (ICD) Coding	3 units
MEDA 484	Medical Terminology	3 units

Plus a minimum of 2 units from the following:		Units
MEDA 400	Patient and Health Care Concerns	3 units
MEDA 405	Introduction to Electronic Health Records and Information Systems	3 units
MEDA 410	Introduction to Pharmacology	2 units
BUS. 115	Business Mathematics	3 units
BUS. 400	Business English	3 units
COMM 130	Interpersonal Communication	3 units
ECE. 201	Child Development	3 units
HSCI 100	General Health Science	3 units
SPAN 110	Elementary Spanish	5 units

Total Required Units: 28 - 31

CA Medical Office Receptionist

The Certificate in Medical Office Receptionist prepares students to provide front office support within a medical office. Preparation includes basic clerical tasks such as answering phones, greeting patients and visitors, and scheduling appointments in a professional and timely manner. Most medical office receptionists work in a physician's office, dentist's office, hospital or other medical facility.

Career Opportunities

Medical Office Receptionist

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate proficiency in office procedures as a medical office receptionist.
2. Apply the knowledge to their office receptionist job

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
BCM. 200	Intro to MS Office Suite	2 units
BUS. 101	Human Relations at Work	3 units
BUS. 400	Business English	3 units
MEDA 415	Law and Ethics for Allied Health Professionals	2 units
MEDA 460	Introduction to Administrative Medical Assisting	3 units
MEDA 484	Medical Terminology	3 units

Total Required Units: 16

MUSIC

AA Associate in Arts Degree Program

Music..... 60 units

AA-T Associate in Arts Degree for Transfer

Music for Transfer..... 60 units

AA Music

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate basic technical fluency, artistic growth, and personal enrichment in musical performance on a given instrument and/or voice in a solo and/or ensemble context along with an introductory keyboard proficiency.
2. Demonstrate an understanding of common elements and underlying structures of Western music through written composition and analysis as well as sight-reading and dictation.
3. Demonstrate an acquaintance with a range of music cultures through an awareness of the scope, variety, structure, and form of the works in these cultures, a basic understanding of their historical and social contexts of these cultures, and the ability to respond critically to musical works in these cultures by articulating an informed personal reaction.

Required Core Courses		Units
MUS. 100	Fundamentals of Music	3 units
MUS. 105	Music Theory I	3 units
MUS. 106	Music Theory II	3 units
MUS. 111	Musicianship I	1 unit
MUS. 112	Musicianship II	1 unit
MUS. 301	Piano I	2 units

Select 3 units from the following:		Units
MUS. 115	Music, Art and Ideas	3 units
MUS. 202	Music Appreciation	3 units
MUS. 204	Music History	3 units

Select 3 units from the following:		Units
MUS. 250	World Music	3 units
MUS. 275	History of Jazz	3 units
MUS. 276	Hip Hop: Culture and Politics	3 units
MUS. 286	Business of Independent Music	3 units
MUS. 290	Introduction to MIDI Music (Musical Instrument Digital Interface)	2 or 3 units

Select 4 units from the following:		Units
MUS. 302	Piano II	2 units
MUS. 303	Piano III	2 units
MUS. 304	Piano IV	2 units
MUS. 355	Violin/Viola I	2 units
MUS. 356	Violin/Viola II	2 units
MUS. 357	Violin/Viola III	2 units
MUS. 358	Violin/Viola IV	2 units
MUS. 377	Guitar I	2 units
MUS. 378	Intermediate Guitar	2 units
MUS. 379	Advanced Guitar	2 units
MUS. 380	Guitar IV	2 units
MUS. 401	Voice I	2 units
MUS. 402	Voice II	2 units
MUS. 403	Voice III	2 units
MUS. 404	Voice IV	2 units

Select 4 units from the following:		Units
MUS. 287.1	Urban Music Ensemble I	1 unit
MUS. 287.2	Urban Music Ensemble II	1 unit
MUS. 287.3	Urban Music Ensemble III	1 unit
MUS. 287.4	Urban Music Ensemble IV	1 unit
MUS. 383.1	Guitar Ensemble I	1 unit
MUS. 383.2	Guitar Ensemble II	1 unit
MUS. 383.3	Guitar Ensemble III	1 unit
MUS. 383.4	Guitar Ensemble IV	1 unit
MUS. 410.1	Voice for the Musical Theater Production I	2 units
MUS. 410.2	Voice for the Musical Theater Production II	2 units
MUS. 410.3	Voice for the Musical Theater Production III	2 units
MUS. 410.4	Voice for the Musical Theater Production IV	2 units
MUS. 420.1	Orchestra for the Musical Theater Production	2 units
MUS. 430.1	Concert Band I	1 unit
MUS. 430.2	Concert Band II	1 unit
MUS. 430.3	Concert Band III	1 unit
MUS. 430.4	Concert Band IV	1 unit
MUS. 440.1	Symphony Orchestra I	1 unit
MUS. 440.2	Symphony Orchestra II	1 unit
MUS. 440.3	Symphony Orchestra III	1 unit
MUS. 440.4	Symphony Orchestra IV	1 unit
MUS. 450.1	Jazz Band I	1 unit
MUS. 450.2	Jazz Band II	1 unit
MUS. 450.3	Jazz Band III	1 unit
MUS. 450.4	Jazz Band IV	1 unit
MUS. 470.1	Concert Choir I	1 unit
MUS. 470.2	Concert Choir II	1 unit

MUS. 470.3	Concert Choir III	1 unit
MUS. 470.4	Concert Choir IV	1 unit
MUS. 485.1	Vocal Jazz Ensemble I	1 unit
MUS. 485.2	Vocal Jazz Ensemble II	1 unit
MUS. 485.3	Vocal Jazz Ensemble III	1 unit
MUS. 485.4	Vocal Jazz Ensemble IV	1 unit

Total Required Major Units: 27

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AA-T Music for Transfer

The courses of the Music Department are specifically designed to fill the needs of beginners in music, those who are seeking a career in the music business, those who are preparing to transfer to a university, those who want to teach music, and those who simply want to enhance their musical enjoyment. Students may be asked to audition or test for placement in sequential courses.

The Associate in Arts in Music for Transfer is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an Associate in Arts in Music for Transfer are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the Associate in Arts in Music for Transfer will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

The Skyline College Associate in Arts in Music for Transfer is designed to facilitate successful transfer to baccalaureate music degree programs at a CSU. This degreee provides students with the lower division coursework to trasfer to a B.A. or B.M. in music.

To earn an AA-T degree, students must meet the following requirements:

1. Complete a minimum of 60 CSU transferable units;
2. Earn a minimum grade point average (GPA) of at least a 2.0 in all CSU transferable coursework;
3. Complete a minimum of 18 units in an "AA-T" major. Note: All courses in the major must be completed with a grade of "C" or better. A "P" (Pass) grade is not an acceptable grade for the courses in the major.
4. Completion of the California State University General Education-Breadth (CSU GE Breadth) or the Intersegmental General Education Curriculum (IGETC) pattern.

Note: For further information, please consult a Skyline College counselor.

Career Opportunities

This degree is designed to prepare students to demonstrate competence and discipline in the study of music in all of its facets, read and audiate music, and demonstrate proficiency in ensemble skills and solo performance skills. While a baccalaureate degree is recommended for a possible career in music performance, music education, music production, and music business, completion of this curriculum will demonstrate commitment to the serious study of Music in practice and in theory, and provide comprehensive preparation for upper-division work.

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate basic technical fluency, artistic growth, and personal enrichment in musical performance on a given instrument and/or voice in a solo and/or ensemble context along with an introductory keyboard proficiency.
2. Demonstrate an understanding of common elements and underlying structures of Western music through written composition and analysis as well as sight-reading and dictation.
3. Demonstrate an acquaintance with a range of music cultures through an awareness of the scope, variety, structure, and form of the works in these cultures, a basic understanding of the historical and social contexts of these cultures, and the ability to respond critically to musical works in these cultures by articulating an informed personal reaction.

Required Core Courses:

		Units
MUS. 105 *	Music Theory I	3 units
MUS. 106	Music Theory II	3 units
MUS. 107	Music Theory III	3 units
MUS. 108	Music Theory IV	3 units

MUS. 111	Musicianship I	1 unit
MUS. 112	Musicianship II	1 unit
MUS. 113	Musicianship III	1 unit
MUS. 114	Musicianship IV	1 unit
MUS. 501	Studio Lessons I (Applied Music I)	1 unit
MUS. 502	Studio Lessons II (Applied Music II)	1 unit
MUS. 503	Studio Lessons III (Applied Music III)	1 unit
MUS. 504	Studio Lessons IV (Applied Music IV)	1 unit

List A - Select four units from the following:		**Units**
MUS. 430.1	Concert Band I	1 unit
MUS. 430.2	Concert Band II	1 unit
MUS. 430.3	Concert Band III	1 unit
MUS. 430.4	Concert Band IV	1 unit
MUS. 450.1	Jazz Band I	1 unit
MUS. 450.2	Jazz Band II	1 unit
MUS. 450.3	Jazz Band III	1 unit
MUS. 450.4	Jazz Band IV	1 unit
MUS. 470.1	Concert Choir I	1 unit
MUS. 470.2	Concert Choir II	1 unit
MUS. 470.3	Concert Choir III	1 unit
MUS. 470.4	Concert Choir IV	1 unit

Total Required Major Units: 24

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

* MUS. 105 will be double-counted for CSU GE Area C1.

Students must use the CSU General Education pattern for the Associate in Arts in Music for Transfer. The IGETC pattern is not an option. This degree does not require the Skyline College Associate Degree requirements.

NOTE: Most university Music departments require basic piano proficiency.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

NETWORK ENGINEERING TECHNOLOGIES

AS Associate in Science Degree Program

Network Engineering.....60 units

CA Certificate of Achievement

Network Engineering.....37 units

CS Certificate of Specialization: Not Transcript Reported

Advanced Computer User Support..... 15 units

CC Career Certificate

Entry Level Computer User Support..... 10 units

Wiring and Installation.....10 units

AS Network Engineering

The Network Engineering Program prepares graduates to enter the workforce as a PC Support Specialist, entry level Networks System Administrator, and its related fields. A Certificate of Completion and Associate of Science Degree are available. The program's focus is on direct employment skills and knowledge as a foundation in small to medium scale network infrastructure. Students will design, implement, manage and troubleshoot current industry equipment in real world scenario. The Certificate of Achievement and Degree are focused on developing entry-level careers and updating existing careers.

Career Opportunities

Completion of this Associate Degree will provide students with the knowledge and skills to analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system, and to perform network maintenance to ensure networks operate correctly with minimal interruption. Jobs include Network Support Technician and Computer Network Support Specialist.

Program Learning Outcomes

Students completing this program will be able to:

1. Develop the skills and knowledge required for entry level positions within the networking technology field and related fields.
2. Expand their skills and knowledge for possible advancement within their field for those currently employed in the industry.
3. Obtain Information Technology industry-recognized certifications.

Required Core Courses		Units
ELEC 110	Fundamentals of Electronics	4 units
NETX 400	Introduction to Local Area Network	3 units
NETX 420	PC Configuration and Repair	6 units
NETX 430	Introduction to Routers	3 units
NETX 431	Network Switches - Concepts and Applications	3 units
NETX 432	Routing Concepts and Applications	3 units
NETX 435	Network Security	3 units
NETX 439	Troubleshooting the Internetwork	3 units
NETX 440	Introduction to Microsoft Server Administration	3 units

Plus a minimum of 6 units from the following:		Units
NETX 401	Survey of Networking and Wireless Technologies	3 units
NETX 410	Structured Wiring and Cabling	3 units
NETX 411	Fiber Optics Technology	3 units
NETX 413	Wireless Local Area Networks	3 units
NETX 421	A+ Certification Exam Prep	2 units
NETX 423	Mobile Device Connectivity Support	2 units
NETX 443	Introduction to Linux Administration	3.5 units
NETX 450	Voice Over IP (VoIP) Essentials	3 units

Total Required Major Units: 37

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

CA Network Engineering

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
ELEC 110	Fundamentals of Electronics	4 units
NETX 400	Introduction to Local Area Network	3 units
NETX 420	PC Configuration and Repair	6 units
NETX 430	Introduction to Routers	3 units
NETX 431	Network Switches - Concepts and Applications	3 units
NETX 432	Routing Concepts and Applications	3 units
NETX 435	Network Security	3 units
NETX 439	Troubleshooting the Internetwork	3 units
NETX 440	Introduction to Microsoft Server Administration	3 units

Plus a minimum of 6 units from the following:		Units
NETX 401	Survey of Networking and Wireless Technologies	3 units
NETX 410	Structured Wiring and Cabling	3 units
NETX 411	Fiber Optics Technology	3 units
NETX 413	Wireless Local Area Networks	3 units
NETX 421	A+ Certification Exam Prep	2 units
NETX 423	Mobile Device Connectivity Support	2 units
NETX 443	Introduction to Linux Administration	3.5 units
NETX 450	Voice Over IP (VoIP) Essentials	3 units

Total Required Units: 37

CS Advanced Computer User Support

This endorsement provides an opportunity for short term study. It is verification that students have achieved a specific level of competency in a selected area of entry-level employment. Students may achieve this endorsement on their own or while completing their studies for degrees or certificates.

Career Opportunities

Completion of this certificate will provide students with advanced skills in supporting end users of computer hardware, software, and services, including printing, software installation, e-mail, operating systems and basic networking. Jobs include Help Desk, IT Technician, and Computer Support Technician.

Program Learning Outcomes

Students completing this program will be able to:

1. Install and troubleshoot data cabling systems, network distribution panels, and hybrid premises cabling systems.
2. Build, troubleshoot and repair a server-administrated LAN using industry accepted methodology and tools
3. Upgrade and troubleshoot computer hardware and software

Required Courses		Units
NETX 400	Introduction to Local Area Network	3 units
NETX 410	Structured Wiring and Cabling	3 units
NETX 420	PC Configuration and Repair	6 units
NETX 440	Introduction to Microsoft Server Administration	3 units

Total Required Units: 15

CC Entry Level Computer User Support

This endorsement provides an opportunity for short term study. It is verification that students have achieved a specific level of competency in a selected area of entry-level employment. Students may achieve this endorsement on their own or while completing their studies for degrees or certificates.

Career Opportunities

Completion of this certificate will provide students with fundamental skills in understanding and troubleshooting hardware and software configurations of computers. Employment opportunities include Computer Hardware Technician, Entry Level Help Desk Support, and Computer Retail Sales.

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate skills to troubleshoot, configure, and repair personal computers.
2. Assemble and troubleshoot simple series and parallel circuits, using standard tools and test equipment, while obeying recognized work safety guidelines.
3. Pass written exams covering theory and practice similar to the A+ certification

Required Courses		Units
ELEC 110	Fundamentals of Electronics	4 units
NETX 420	PC Configuration and Repair	6 units

Total Required Units: 10

CC Wiring and Installation

This endorsement provides an opportunity for short term study. It is verification that students have achieved a specific level of competency in a selected area of entry-level employment. Students may achieve this endorsement on their own or while completing their studies for degrees or certificates.

Career Opportunities

Completion of this certificate will provide students with basic skills in the planning, installation, and troubleshooting of copper and fiber data and network cabling systems. Jobs include Premises Cabling Technician, Fiber Optics Technician, and Telecommunications Equipment Installers.

Program Learning Outcomes

Students completing this program will be able to:

1. Assemble and troubleshoot simple series and parallel circuits, using standard tools and test equipment, while obeying recognized work safety guidelines.

2. Install, test, and troubleshoot structured copper cabling systems for network data, PoE, and hybrid network infrastructures.
3. Test, troubleshoot and repair fiber optic systems using industry standard tools

Required Courses		Units
ELEC 110	Fundamentals of Electronics	4 units
NETX 410	Structured Wiring and Cabling	3 units
NETX 411	Fiber Optics Technology	3 units

Total Required Units: 10

PARALEGAL STUDIES

AA Associate in Arts Degree Program

Paralegal, Legal Assistant..... 60 units

CA Certificate of Achievement

Paralegal, Legal Assistant..... 27 units

AA Paralegal, Legal Assistant

The Paralegal, Legal Assistant Associate's Degree and Paralegal, Legal Assistant Certificate programs prepare students for careers as paralegals, legal assistants, and legal support professionals.

Certification Eligibility Requirements: Paralegal Studies Program. In adherence with the American Bar Association's *Guidelines for the Approval of Paralegal Education Programs*, to earn a Certificate or an Associate of Arts in Paralegal Studies, all students must take at least ten semester credits of legal specialty courses through traditional classroom instruction at Skyline College. This requirement applies to all students including those seeking to transfer credits from another institution. For more information, visit: http://www.americanbar.org/groups/paralegals.html.

Career Opportunities

The Paralegal Studies degree and certificate provide career opportunities for paralegals, legal secretaries, legal assistants, and all other legal support professionals.

Program Learning Outcomes

Students completing this program will be able to:

1. Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.
2. Effectively perform legal skills such as research, use of technology, information literacy, communication, and critical thinking.
3. Demonstrate an understanding of and ability to adhere to ethical expectations for paralegals.

Required Core Courses		Units
LEGL 240	Introduction to Law	3 units
LEGL 245	Paralegal Profession I	3 units
LEGL 247	Paralegal Profession II	3 units
LEGL 250	Legal Research, Writing, and Analysis I	3 units
LEGL 252	Civil Litigation I	3 units
LEGL 354	Civil Litigation II	3 units
LEGL 430	Law Office Technology	3 units
LEGL 290	Community Legal Services Clinic	3 units
	OR	
LEGL 670	Paralegal Internship	3 units
	OR	
COOP 670	Vocational Cooperative Education	3 units

Plus a selection of 3 units from the following approved electives:		Units
LEGL 260	Legal Research, Writing, and Analysis II	3 units
LEGL 275	Constitutional Law, Civil Rights, and Civil Liberties	3 units
LEGL 304	Concepts of Criminal Law	3 units
LEGL 306	Legal Aspects of Evidence	3 units
LGST 200	Restorative Justice	3 units

Total Required Major Units: 33

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

CA Paralegal, Legal Assistant

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
LEGL 240	Introduction to Law	3 units
LEGL 245	Paralegal Profession I	3 units
LEGL 247	Paralegal Profession II	3 units
LEGL 250	Legal Research, Writing, and Analysis I	3 units
LEGL 252	Civil Litigation I	3 units
LEGL 354	Civil Litigation II	3 units
LEGL 430	Law Office Technology	3 units
LEGL 290	Community Legal Services Clinic	3 units
	OR	
LEGL 670	Paralegal Internship	3 units
	OR	
COOP 670	Vocational Cooperative Education	3 units

Plus a selection of 3 units from the following:		Units
LEGL 260	Legal Research, Writing, and Analysis II	3 units
LEGL 275	Constitutional Law, Civil Rights, and Civil Liberties	3 units
LEGL 304	Concepts of Criminal Law	3 units
LEGL 306	Legal Aspects of Evidence	3 units
LGST 200	Restorative Justice	3 units

Total Required Units: 27

PHYSICAL EDUCATION

AA Associate in Arts Degree Program

Physical Education.....60 units

AA Physical Education

The Physical Education major may be used as the basis for careers in teaching, coaching, athletic training, exercise science/fitness, athletic and sports management.

Students intending to earn a Bachelor's degree in physical education/kinesiology should consult early with counselors and current catalogs of the college/university to which they plan to transfer. Specific requirements vary; however institutions usually require that students complete a core of basic sciences and physical education courses as well as general education requirements prior to transfer.

Career Opportunities

Career opportunities include teaching, coaching, athletic training, exercise science and fitness, athletic and sports management.

Program Learning Outcomes

Students completing this program will be able to:

1. ADAPTED: Demonstrate increased muscular strength and endurance, or in the presence of a degenerative disease process, demonstrate either maintained or slowed degradation of muscular strength and endurance in areas where given the "normal" course of the disease, decreased muscle strength and endurance would be expected.
2. COMBATIVES: Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
3. COMBATIVES: Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of combative activities.
4. COMBATIVES: Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.
5. DANCE: Provide a more authentic and individualized interpretation of a given dance form through a demonstration of appropriate levels of technique that incorporate cultural elements* of this dance form (*e.g., costume, history, vocabulary, rhythm and music).
6. DANCE: Create and develop unique movement sequences, and collaboratively organize that material into a dance.
7. DANCE: Critically evaluate and objectively discuss dance as a performance art.
8. FITNESS: Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
9. FITNESS: Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.
10. FITNESS: Identify and assess their current fitness level; alter or modify specific wellness or fitness

practices in order to improve body composition/ flexibility/cardiovascular fitness/muscular endurance/muscular strength.

11. INDIVIDUAL SPORTS: Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/cardiovascular fitness/ muscular endurance/muscular strength related to performance.
12. INDIVIDUAL SPORTS: Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.
13. INDIVIDUAL SPORTS: Demonstrate and apply the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of individual activities.
14. PHYSICAL EDUCATION/KINESIOLOGY: Identify risk factors for heart disease and stroke, and apply general fitness/wellness principles to minimize risk.
15. PHYSICAL EDUCATION/KINESIOLOGY: Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances.
16. PHYSICAL EDUCATION/KINESIOLOGY: Identify career and / or educational options in physical education, and formulate an action plan to successfully pursue and attain those options.
17. PHYSICAL EDUCATION/KINESIOLOGY: Demonstrate an understanding of the historical, social and psychological aspects of activity and sport in the context of society.
18. TEAM SPORTS: Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
19. TEAM SPORTS: Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of team activities.
20. TEAM SPORTS: Develop individual and team offensive / defensive programs applicable to specific goals, evaluate various techniques for effectiveness, demonstrate skills at an advanced level and apply concepts into practice.
21. VARSITY SPORTS: Demonstrate an expert knowledge of the strategies and skills of the sport; use critical thinking skills to apply this knowledge to a competitive situation in order to contend to the best of one's ability against outside opponents.
22. VARSITY SPORTS: Embody the traits of good sportsmanship and a sense of team in both competition and practice; and demonstrate commitment to academic achievement through work ethic developed in practice and competition.

Required Core Courses		Units
BIOL 130	Human Biology	3 units
BIOL 250	Human Anatomy	4 units
KINE 100	Introduction to Kinesiology	3 units
PSYC 100	General Psychology	3 units
KINE 305	Health-Related Fitness and Wellness	3 units

Plus a minimum of 1 unit from each of 3 different areas from the following:

ADAPTIVE PHYSICAL EDUCATION (ADAP):		Units
ADAP 358	Adapted Strength Development	0.5 - 1 units
ADAP 359	Balance and Functional Movement for the Physically Limited	0.5 - 1 units

COMBATIVES (COMB):		Units
COMB 301	Beginning Wrestling	0.5 - 1 units
COMB 302	Intermediate Wrestling	0.5 - 1 units
COMB 401.1	Self Defense I	0.5 - 2 units
COMB 401.2	Self Defense II	0.5 - 2 units
COMB 401.3	Self Defense III	0.5 - 2 units
COMB 401.4	Self Defense IV	0.5 - 2 units

DANCE (DANC):		Units
DANC 121.1	Modern Dance I	0.5 or 1 units
DANC 121.2	Modern Dance II	0.5 or 1 units
DANC 121.3	Modern Dance III	0.5 - 1 units
DANC 121.4	Modern Dance IV	0.5 or 1 units
DANC 130.1	Jazz Dance I	0.5 or 1 units
DANC 130.2	Jazz Dance II	0.5 or 1 units
DANC 130.3	Jazz Dance III	0.5 or 1 units

DANC 130.4	Jazz Dance IV	0.5 or 1 units
DANC 140.1	Ballet I	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 330.1	Creative Dance I	0.5 or 1 units
DANC 330.2	Creative Dance II	0.5 or 1 units
DANC 330.3	Creative Dance III	0.5 or 1 units
DANC 330.4	Creative Dance IV	0.5 or 1 units
DANC 350.1	Cardio Dance I	0.5 or 1 units
DANC 350.2	Cardio Dance II	0.5 or 1 units
DANC 350.3	Cardio Dance III	0.5 or 1 units
DANC 350.4	Cardio Dance IV	0.5 or 1 units

FITNESS (FITN):		**Units**
FITN 106	Varsity Conditioning	0.5 - 2 units
FITN 107	Intercollegiate Fitness	0.5 - 2 units
FITN 112.1	Cross Training I	0.5 - 1 units
FITN 112.2	Cross Training II	0.5 - 1 units
FITN 112.3	Cross Training III	0.5 - 1 units
FITN 112.4	Cross Training IV	0.5 - 1 units
FITN 116.1	Body Conditioning I	0.5 - 1 units
FITN 116.2	Body Conditioning II	0.5 - 1 units
FITN 116.3	Body Conditioning III	0.5 - 1 units
FITN 116.4	Body Conditioning IV	0.5 - 1 units
FITN 166.1	Golf Fitness I	0.5 - 2 units
FITN 166.2	Golf Fitness II	0.5 - 2 units
FITN 166.3	Golf Fitness III	0.5 - 2 units
FITN 166.4	Golf Fitness IV	0.5 - 2 units
FITN 199.1	Interactive Cardiovascular Fitness I	2 units
FITN 199.2	Interactive Cardiovascular Fitness II	2 units
FITN 199.3	Interactive Cardiovascular Fitness III	
FITN 199.4	Interactive Cardiovascular Fitness IV	
FITN 201.1	Weight Training I	0.5 - 2 units
FITN 201.2	Weight Training II	0.5 - 2 units
FITN 201.3	Weight Training III	0.5 - 2 units
FITN 201.4	Weight Training IV	0.5 - 2 units
FITN 219.1	Core Fitness Training I	0.5 - 2 units
FITN 219.2	Core Fitness Training II	0.5 - 2 units
FITN 219.3	Core Fitness Training III	0.5 - 2 units
FITN 219.4	Core Fitness Training IV	0.5 - 2 units
FITN 301.1	Spinning I	0.5 - 1 units
FITN 301.2	Spinning II	0.5 - 1 units
FITN 301.3	Spinning III	0.5 - 1 units
FITN 301.4	Spinning IV	0.5 - 1 units
FITN 304.1	Walking Fitness I	0.5 - 1 units
FITN 304.2	Walking Fitness II	0.5 - 1 units

FITN 304.3	Walking Fitness III	0.5 - 1 units
FITN 304.4	Walking Fitness IV	0.5 - 1 units
FITN 305.1	Cardiovascular Development - Running Emphasis I	0.5 - 2 units
FITN 305.2	Cardiovascular Development - Running Emphasis II	0.5 - 2 units
FITN 305.3	Cardiovascular Development - Running Emphasis III	0.5 - 2 units
FITN 305.4	Cardiovascular Development - Running Emphasis IV	0.5 - 2 units
FITN 308.1	Hiking and Trekking for Fitness I	0.5 - 2 units
FITN 308.2	Hiking and Trekking for Fitness II	0.5 - 2 units
FITN 308.3	Hiking and Trekking for Fitness III	0.5 - 2 units
FITN 308.4	Hiking and Trekking for Fitness IV	0.5 - 2 units
FITN 314.1	Backpacking for Fitness I	0.5 - 2 units
FITN 314.2	Backpacking for Fitness II	0.5 - 2 units
FITN 314.3	Backpacking for Fitness III	0.5 - 2 units
FITN 314.4	Backpacking for Fitness IV	0.5 - 2 units
FITN 332.1	Stretching and Flexibility I	0.5 - 2 units
FITN 332.2	Stretching and Flexibility II	0.5 - 2 units
FITN 332.3	Stretching and Flexibility III	0.5 - 2 units
FITN 332.4	Stretching and Flexibility IV	0.5 - 2 units
FITN 334.1	Yoga I	0.5 - 1 units
FITN 334.2	Yoga II	0.5 - 1 units
FITN 334.3	Yoga III	0.5 - 1 units
FITN 334.4	Yoga IV	0.5 - 1 units
FITN 335.1	Pilates I	0.5 - 1 units
FITN 335.2	Pilates II	0.5 - 1 units
FITN 335.3	Pilates III	0.5 - 1 units
FITN 335.4	Pilates IV	0.5 - 1 units

INDIVIDUAL SPORTS (INDV):		**Units**
INDV 101.1	Archery I	0.5 - 2 units
INDV 101.2	Archery II	0.5 - 2 units
INDV 101.3	Archery III	0.5 - 2 units
INDV 101.4	Archery IV	0.5 - 2 units
INDV 121.1	Badminton I	0.5 - 1 units
INDV 121.2	Badminton II	0.5 - 1 units
INDV 121.3	Badminton III	0.5 - 1 units
INDV 121.4	Badminton IV	0.5 - 1 units
INDV 126	Coed Club Badminton	0.5 - 1 units
INDV 160.1	Golf I	0.5 - 1 units
INDV 160.2	Golf II	0.5 - 1 units
INDV 160.3	Golf III	0.5 - 1 units
INDV 160.4	Golf IV	0.5 - 1 units
INDV 251.1	Tennis I	0.5 - 1 units
INDV 251.2	Tennis II	0.5 - 1 units
INDV 251.3	Tennis III	0.5 - 1 units
INDV 251.4	Tennis IV	0.5 - 1 units

KINESIOLOGY (KINE):		Units
KINE 305	Health-Related Fitness and Wellness	3 units

PHYSICAL EDUCATION (P.E.):		Units
P.E. 105	The Student-Athlete Experience	2 units
P.E. 152	Theory of Sport & Fitness Management	3 units
P.E. 301	Introduction to Personal Training	3 units
P.E. 302	Introduction to Sport Nutrition	3 units

TEAM SPORTS (TEAM):		Units
TEAM 100	Men's Baseball	2 units
TEAM 111.1	Basketball I	0.5 - 1 units
TEAM 111.2	Basketball II	0.5 - 1 units
TEAM 111.3	Basketball III	0.5 - 1 units
TEAM 111.4	Basketball IV	0.5 - 1 units
TEAM 112	Basketball: Advanced Competition Strategies	0.5 - 1 units
TEAM 116	Basketball: Individual Skill Development	0.5 - 1 units
TEAM 132.1	Flag Football I	0.5 - 2 units
TEAM 132.2	Flag Football II	0.5 - 2 units
TEAM 132.3	Flag Football III	0.5 - 2 units
TEAM 132.4	Flag Football IV	0.5 - 2 units
TEAM 141.1	Soccer I	0.5 - 1 units
TEAM 141.2	Soccer II	0.5 - 1 units
TEAM 141.3	Soccer III	0.5 - 1 units
TEAM 141.4	Soccer IV	0.5 - 1 units
TEAM 148.1	Indoor Soccer I	0.5 - 1 units
TEAM 148.2	Indoor Soccer II	0.5 - 1 units
TEAM 148.3	Indoor Soccer III	0.5 - 1 units
TEAM 148.4	Indoor Soccer IV	0.5 - 1 units
TEAM 179	Tournament Volleyball	0.5 - 1 units
TEAM 188	Volleyball Theory: Defense	1.5 - 3 units
TEAM 189	Volleyball Theory: Offense	1.5 - 3 units
TEAM 190	Baseball Theory: Defense	1.5 - 3 units
TEAM 191	Baseball Theory: Offense	1.5 - 3 units
TEAM 192	Men's Basketball Theory: Defense	1.5 - 3 units
TEAM 193	Men's Basketball Theory: Offense	1.5 - 3 units
TEAM 194	Women's Basketball Theory: Defense	1.5 - 3 units
TEAM 195	Women's Basketball Theory: Offense	1.5 - 3 units
TEAM 196	Men's Soccer Theory: Defense	1.5 - 3 units
TEAM 197	Men's Soccer Theory: Offense	1.5 - 3 units
TEAM 198	Women's Soccer Theory: Defense	1.5 - 3 units
TEAM 199	Women's Soccer Theory, Offense	1.5 - 3 units

Total Required Major Units: 19

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

PHYSICS

AS-T Associate in Science Degree for Transfer

Physics.....60 units

AS-T Physics

An Associate of Science in Physics for Transfer degree (AS-T) from Skyline College prepares students for transfer to a baccalaureate institution to obtain a degree in Physics or a closely related discipline. The program is designed to teach students analytical skills, mathematical techniques and knowledge of physics in both the theoretical and experimental domains, as appropriate to prepare students for subsequent upper division course work in the same or similar arenas. The theoretical foundation is laid for mechanics, oscillations and waves, thermodynamics, electricity and magnetism, optics and modern physics. In laboratory, students are introduced to various measurement techniques and instruments including computerized data collection, and learn to model data and interpret it statistically to produce appropriate conclusions about the natural world. The program will produce students well prepared to transfer to the California State University system to undertake a study of upper division theoretical and/or experimental course work in Physics.

The Associate of Science in Physics for Transfer degree (AS-T) is intended for students who plan to complete a bachelor's degree in Physics or a closely related discipline at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending the transfer to a particular university of college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

NOTE: Students should consult a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Program Learning Outcomes

Students completing this program will be able to:

1. Draw on both conceptual understanding and (as appropriate to course level) mathematical techniques to find exact solutions to real-world physical phenomena
2. Understand the scientific method and principle laws of physics, to sufficiently apply them in their future careers.
3. (as applicable) Conduct lab experiments to measure the physical behavior of the real world, and correctly interpret the conceptual and statistical implications of the experimental data.

Required Courses		Units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units
MATH 251	Calculus with Analytic Geometry I	5 units
MATH 252	Calculus with Analytic Geometry II	5 units
MATH 253	Calculus with Analytic Geometry III	5 units

Total Required Major Units: 27

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
- **OR**
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Up to, but no more than 6 units may be double-counted for general education and major requirements. In practice, this means only one major course may be counted; all required major courses are 4 or 5 units; therefore any two courses would exceed the 6 unit limit. As always, consult with a counselor to develop an optimum plan. This degree does not require the Skyline Associate Degree Requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

PSYCHOLOGY

AA Associate in Arts Degree Program

Psychology..... 60 units

AA-T Associate in Arts Degree for Transfer

Psychology for Transfer..... 60 units

AA Psychology

The Psychology major seeks to expose students to the core principles and practices in the field of Psychology and provides students with an understanding and appreciation of the human mind and behavior. Both the general Psychology degree and the Associate in Arts Degree in Psychology for Transfer meet the needs of students interested in transferring to a four-year college or university in the major of Psychology or a related field, and those interested in learning the principles of psychology as a means of integrating this knowledge into their chosen major and/or profession.

Program Learning Outcomes

Students completing this program will be able to:

1. Explain behavior using learning theory.
2. Know that both nature and nurture are important in determining behavior.
3. Have the attitude that behavior change in possible.

Required Core Courses		Units
PHIL 103	Critical Thinking	3 units
	OR	
PHIL 200	Introduction to Logic	3 units
PSYC 100	General Psychology	3 units
PSYC 105	Experimental Psychology	3 units
PSYC 201	Child Development	3 units
	OR	
ECE. 201	Child Development	3 units
PSYC 410	Abnormal Psychology	3 units

Plus a selection of 6 units from the following:		Units
PSYC 110	Courtship, Marriage and Family	3 units
	OR	
SOCI 110	Courtship, Marriage and Family	3 units
PSYC 171	Quantitative Reasoning in Psycology	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 220	Introduction to Psychobiology	3 units
PSYC 230	Introduction to Cross-Cultural Psychology	3 units
PSYC 238	Arab Cultural Psychology	3 units
PSYC 268	Black Psychology	3 units
PSYC 300	Social Psychology	3 units
PSYC 301	Psychology of Personal Development	3 units
PSYC 310	Positive Psychology	3 units
PSYC 390	Psychology of Consciousness	3 units
PSYC 665	Special Topics in Psychology	0.5 - 2 units

Total Required Major Units: 27

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AA-T Psychology for Transfer

The Skyline College Associate in Arts Degree in Psychology for Transfer is designed to facilitate successful transfer to baccalaureate psychology degree programs at a CSU. This degree provides students with the lower division breadth and depth in the field of psychology. This degree is intended for students who are interested in transferring to a California State University (CSU) campus with a major in Psychology.

The Associate in Arts Degree for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

A grade of "C" or better, or "Pass" if the course is taken on a Pass/No Pass basis, is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Program Learning Outcomes

Students completing this program will be able to:

1. When students have completed the psychology program, they should be able to explain behavior using learning theory.
2. When students have completed the psychology program, they should know that both nature and nurture are important in determining behavior.

3. When students have completed the psychology program, they should have the attitude that behavior change is possible.

Required Core Courses		Units
PSYC 100	General Psychology	3 units
PSYC 105	Experimental Psychology	3 units
PSYC 171	Quantitative Reasoning in Psycology	3 units
	OR	
MATH 200	Elem Probability & Statistics	4 units

List A: Select one course from the following:		Units
BIOL 110	Principles of Biology	4 units
BIOL 130	Human Biology	3 units

List B: Select one course from the following:		Units
PSYC 200	Developmental Psychology	3 units
PSYC 201	Child Development	3 units

List C: Select one course from the following:		Units
PSYC 110	Courtship, Marriage and Family	3 units
PSYC 268	Black Psychology	3 units
PSYC 300	Social Psychology	3 units

Total Required Major Units: 18 - 20

General Education - certified completion of one of the following:

- California State University General Education-Breadth pattern (CSU GE Breadth),
  OR
- Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

Major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

RESPIRATORY CARE

BS Bachelor's in Science Degree Program

Respiratory Care..... 120 units

AS Associate in Science Degree Program

Respiratory Care..... 60 units

BS Respiratory Care

The Bachelor of Science in Respiratory Care program allows graduates of AS degree Respiratory Care programs and licensed Respiratory Care Practitioners (RCP) a pathway to complete their four-year degree without having to transfer to a four-year college or university. The bachelor degree curriculum provides advanced scope of practice with emphasis on advanced cardiopulmonary pathophysiology, advanced respiratory case management, advanced respiratory neonatal/pediatrics, health education in respiratory care, research methodology, quantitative principles, respiratory care sleep medicine, and respiratory care leadership and management. Increasingly, Respiratory Care Practitioners are taking on responsibilities formerly conducted by physicians, requiring a greater level of critical thinking and analytical skills.

A minimum of 26.5 units of upper division major course work builds upon the lower division major course work. The degree also includes a minimum of 15 units of upper division general education courses in alignment with California State University guidelines. Students will complete coursework through a capstone project developed in collaboration with faculty and community members that is aligned with student area of interest.

The cost of tuition will be $130 per unit for upper division coursework, much less than at a four-year institution.

ADMISSION PROCEDURES AND REQUIREMENTS

Admission to the Bachelors in Science in Respiratory Care is by special application and can be found on the college website: http://skylinecollege.edu/respiratorycarebachelors/. Students are admitted into the program once a year, in the Fall semester. Approximately 40 students are admitted to the program per cohort. Selection procedures are based on criteria approved by the Skyline College Administration and consistent with state regulations.

Eligibility to the bachelor's degree program requires the following minimum entrance requirements:

- Students currently enrolled in AS Respiratory Care program at Skyline College and intend to continue to BS Respiratory Care program.
  OR
- New graduates from other programs who have completed an accredited Respiratory Care program equivalent to an AS in Respiratory Care and are California licensure eligible.
  OR
- Respiratory Care Practitioners who have completed an accredited Respiratory Care program equivalent to an AS in Respiratory Care and are California licensure eligible.
  AND
- Complete a minimum 30 units of the CSU General Education pattern prior to program start.

For further information, please visit the program website or contact Dr. Ijaz Ahmed, Director of Respiratory Care and Allied Health at (650) 738-4457 or ahmedi@smccd.edu.

Career Opportunities

Completion of this degree will provide advancement opportunities in positions such as advanced level practitioner, researcher, case manager, supervisor, manager, director, and/or educator.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply knowledge of advanced Respiratory Care concepts and functions in an integrated approach
2. Draw on multiple sources of analysis, research, and critical thinking to address a problem and construct an applicable project focused in Respiratory Care

Upper Division Major Coursework		Units
RPTH B10	Advanced Cardiopulmonary Respiratory Care	3 units
RPTH B15	Sleep Medicine and Respiratory Care	3 units
RPTH B20	Advanced Respiratory Case Management	3 units
RPTH B30	Principles of Health Education	3 units
RPTH B40	Health Care Research Design and Methodology	3 units
RPTH B50	Respiratory Care Leadership and Management I	3 units
RPTH B52	Respiratory Care Leadership and Management II	3 units
RPTH B60	Advanced Neonatal and Pediatric Respiratory Care	3 units
RPTH B90	Respiratory Care Capstone Project	2.5 units

Upper Division General Education		Units
COMM B10	Health Communication	3 units
COUN B10	Multicultural Human Relations	3 units
PHIL B10	Medical Ethics	3 units
SOCI B10	Intersectionality and Citizenship	3 units
SOSC B10	Public Health Policy	3 units

Lower Division Major Coursework		Units
RPTH 400	Patient & Health Care Concerns	1.5 units
RPTH 410	Introduction to Patient Care & Respiratory Assessment Techniques	3 units
RPTH 415	Respiratory Pharmacology	1.5 units
RPTH 420	Application of Cardiopulmonary Anatomy & Physiology	3 units
RPTH 430	Introduction to Respiratory Therapeutics	6 units
RPTH 438	Clinical Clerkship I	1 unit
RPTH 445	Respiratory Diseases I	2 units
RPTH 448	Clinical Clerkship II	2 units
RPTH 450	Respiratory Diseases II	3 units
RPTH 458	Clinical Clerkship III	6 units
RPTH 460	Respiratory Critical Care	3 units
RPTH 475	Hemodynamic Monitoring and Selected Topics in Respiratory Care	2 units
RPTH 480	Diagnostic Testing and Outpatient Respiratory Care	2 units
RPTH 485	Clinical Medicine Seminar	2 units
RPTH 488	Clinical Clerkship IV	6 units
RPTH 490	Neonatal and Pediatric Respiratory Care	2.5 units
RPTH 495	Respiratory Care Board Examination Preparation and Review	2 units

Lower Division General Education

CSU General Education or IGETC for CSU (minimum 30 units)

Total Required Major Units: 120

AS Respiratory Care

Respiratory Care is a two-year program that prepares students to administer respiratory care and life support to patients with breathing disorder and cardiopulmonary abnormalities. Most Respiratory Care Practitioners participate in three phases of patient care: diagnosis, treatment, and patient management.

Licensure/Certification Eligibility Requirements: Respiratory Care education program accredited by the Committee on Accreditation for Respiratory Care, associate degree or greater from a regional accreditation agency, Certified Respiratory Therapy (CRT) credential, and board approved law and ethics course. Visit the Respiratory Care Board of California website for more information http://www.rcb.ca.gov/.

Skyline College's Respiratory Therapy Program is accredited by:

Committee on Accreditation for Respiratory Therapy (CoARC)
1248 Harwood Road
Bedford, TX 76021-4244
Telephone: (817) 283-2835
Fax: (817) 354-8519
Fax to Email: (817) 510-1063

ADMISSION PROCEDURES AND REQUIREMENTS
Students are admitted into the program once a year only, in the Fall semester. Special Respiratory Therapy application forms are available from the Science/Math/ Technology Division Office and on the College website. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately 25 students are admitted to the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Respiratory Therapy Program, please call (650) 738-4457.

Prior to starting classes, students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, a social security referenced background check, and a drug test.

Full-time registration is required, and all courses must be taken in sequence. Credit may be given for previous coursework. **A minimum grade of C is required in all coursework**. An Associate Degree is required to take the Respiratory Care Practitioner Exam administered by the California Respiratory Care Board. To determine specific General Education requirements, applicants are encouraged to contact the Counseling Department.

Admission to the Respiratory Therapy Program requires the following minimum entrance requirements:

1. High school graduation or equivalent.
2. Presently enrolled in or completed with a grade of C or better:

- Algebra equivalent to MATH 110 or 112.
- Chemistry equivalent to CHEM 192 or 410.
- Human Anatomy equivalent to BIOL 250.
- Medical Terminology equivalent to HSCI 484. (**Note**: Human Anatomy may be taken in the summer session preceding the program.)

3. English: Eligibility for Skyline College ENGL 846 or equivalent.

Career Opportunities

Respiratory Care Practitioner

Program Learning Outcomes

Students completing this program will be able to:

1. Obtain an Associates of Science degree or certificate of completion.
2. Obtain the CRT credential.
3. Obtain gainful employment as licensed Respiratory Therapists.
4. Demonstrate competency in the cognitive, psychomotor, and affective domains when providing respiratory care.

For gainful employment information, see this program's gainful employment website.

Required Core Courses		Units
RPTH 400	Patient & Health Care Concerns	1.5 units
RPTH 410	Introduction to Patient Care & Respiratory Assessment Techniques	3 units
RPTH 415	Respiratory Pharmacology	1.5 units
RPTH 420	Application of Cardiopulmonary Anatomy & Physiology	3 units
RPTH 430	Introduction to Respiratory Therapeutics	6 units
RPTH 438	Clinical Clerkship I	1 unit
RPTH 445	Respiratory Diseases I	2 units
RPTH 448	Clinical Clerkship II	2 units
RPTH 450	Respiratory Diseases II	3 units
RPTH 458	Clinical Clerkship III	6 units
RPTH 460	Respiratory Critical Care	3 units
RPTH 475	Hemodynamic Monitoring and Selected Topics in Respiratory Care	2 units

RPTH 480	Diagnostic Testing and Outpatient Respiratory Care	2 units
RPTH 485	Clinical Medicine Seminar	2 units
RPTH 488	Clinical Clerkship IV	6 units
RPTH 490	Neonatal and Pediatric Respiratory Care	2.5 units
RPTH 495	Respiratory Care Board Examination Preparation and Review	2 units

Plus Chemistry, Human Anatomy, Human Physiology, Microbiology and General Education/other requirements for the Associate degree (refer to Associate Degree Requirements). The College also offers a Certificate of Achievement for those graduates having a prior Associate or above degree

Total Required Major Units: 48.5

Plus Chemistry, Human Anatomy, Human Physiology, Microbiology and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

NOTE: The College also offers a Certificate of Achievement for those graduates having a prior Associate or above degree

SPANISH

AA Associate in Arts Degree Program

Spanish.....60 units

AA-T Associate in Arts Degree for Transfer

Spanish for Transfer.....60 units

AA Spanish

Program Learning Outcomes

Students completing this program will be able to:

1. Identify and describe language structure and functions of the main components of the linguistic system of the four basic skills: reading, writing, speaking and listening comprehension.
2. Summarize, translate and interpret the main grammatical structures in language to offer various explanations and understandings of why and how people communicate.
3. Distinguish different forms of dialects and discourse to be interpreted and translated into the target language and into the dominant language - English.
4. Critically consider, analyze, and research special issues in sociolinguistics, bilingualism and multiculturalism.
5. Apply cultural and grammatical theories, principles, and concepts to address real life problems and situations in the foreign language acquisition and cognition field.
6. Exhibit strong and effective written and oral communication skills.
7. Identify career and educational options in the field of foreign language acquisition, and then formulate appropriate action plans toward achieving goals and objectives.
8. Recognize the importance of, and practice exposure to different native-speakers of the target language for further socio-cultural and linguistic development.
9. Bring back into the community and apply the skills, abilities, and knowledge acquired in the SKYFLA Program for the improvement of others and themselves, and to further the objectives of translation, interpretation and communication in different foreign languages in society.

Required Core Courses		Units
SPAN 110	Elementary Spanish	5 units
	OR	
SPAN 111	Elementary Spanish I	3 units
	AND	
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
	OR	
SPAN 121	Advanced Elementary Spanish I	3 units
	AND	
SPAN 122	Advanced Elementary Spanish II	3 units
	OR	
SPAN 220	Spanish for Spanish Speakers I	5 units
SPAN 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units

Total Required Major Units: 18 - 20

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

AA-T Spanish for Transfer

Required Core Courses		Units
SPAN 110	Elementary Spanish	5 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 130	Intermediate Spanish	4 units
	OR	
SPAN 220	Spanish for Spanish Speakers I	5 units
SPAN 140	Advanced Intermediate Spanish	4 units
	OR	
SPAN 230	Spanish for Spanish Speakers II	5 units

List A - Select one course from the following:		Units
LIT. 370	Readings in Literature of the Latino in the United States	3 units
HIST 420	Survey of Latin American History	3 units
HIST 429	History of Latinos in the United States	3 units

Total Required Major Units: 19 - 23

General Education - certified completion of one of the following:

- **California State University General Education-Breadth pattern (CSU GE Breadth),**
- **OR**
- **Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern**

Elective courses: If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.

A total of 6-18 major course units may be double counted to apply to meet general education requirements. This degree does not require the Skyline Associate Degree requirements.

Please refer to Associate Degree for Transfer (ADT) Requirements for more information.

SURGICAL CAREERS

AS Associate in Science Degree Program

Surgical Technology.....60 units

CA Certificate of Achievement

Surgical Technology.....34 units

CC Career Certificate

Central Service Technology With Clinical Practice...11.5 units

AS Surgical Technology

Surgical Technologists are employed in hospitals, surgery centers, and physician's offices to deliver patient care before, during and after surgery. Skyline's program combines academic and clinical instruction that includes learning to prepare surgical instruments, passing them to the surgeon, and handling specialized equipment. Graduates are eligible to take the national certification exam for Certified Surgical Technologist (CST). The Surgical Technology Program at Skyline College is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP).

Certification Eligibility Requirements: Surgical Technology Program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Skyline's program was accredited due to commendations of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting to CAAHEP. For more information, visit www.arcstsa.org.

Skyline College's Surgical Technology Program is accredited by:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
Telephone: (727) 210-2350
Fax: (727) 210-2354
Email: mail@caahep.org

ADMISSION PROCEDURES AND REQUIREMENTS
Students are admitted into the program only once each year. The program will typically start in summer session and complete at the end of the following spring semester. Admission to the Surgical Technology Program is by special application only. Special application forms are available from the Science/Math/Technology Division Office and the College website. See application for submission dates. Applicants who have previously applied, and wish to reapply, must submit new application materials. Selection of students is based on criteria approved by the Skyline College Administration and con sis tent with State regulations. For further information on the Surgical Technology Program, please call 738-4221 or 738-4470.

Admission to the Surgical Technology Program requires the following minimum entrance requirements:

- High school diploma or GED
- Algebra equivalent to MATH 110 or MATH 112
- Human Anatomy equivalent to BIOL 250
- Medical Terminology equivalent to HSCI 484 or BUS. 485

Communication in the operating room is of extreme importance. It is recommended that applicants be eligible for ENGL 846. Prior to starting classes, students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, a social security referenced background check, and drug test. All courses must be taken in sequence. Credit may be given for previous coursework. **A minimum grade of "C" is required in all Surgical Technology courses and prerequisites.**

Program Learning Outcomes

Students completing this program will be able to:

1. Demonstrate knowledge of surgical technology equal to an entry-level surgical technologist.
2. Demonstrate competence in clinical skills equal to an entry-level surgical technologist.
3. Demonstrate behavior appropriate for an entry-level surgical technologist.

Required Core Courses		Units
SURG 440	Basic Sciences for Surgical Technology	6.5 units
SURG 441	Surgical Patient Care Concepts	5.5 units
SURG 442	Surgical Specialties	6 units
SURG 443	Clinical Practice for Surgical Technology	8 units
SURG 451	Surgical Skills Lab	5.5 units
SURG 455	Certified Surgical Technologist (CST) Exam Preparation	0.5 units
MEDA 415	Law and Ethics for Allied Health Professionals	2 units

Total Required Major Units: 34

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

CA Surgical Technology

For gainful employment information, see this program's gainful employment website.

Required Courses		Units
SURG 440	Basic Sciences for Surgical Technology	6.5 units
SURG 441	Surgical Patient Care Concepts	5.5 units
SURG 442	Surgical Specialties	6 units
SURG 443	Clinical Practice for Surgical Technology	8 units
SURG 451	Surgical Skills Lab	5.5 units
SURG 455	Certified Surgical Technologist (CST) Exam Preparation	0.5 units
MEDA 415	Law and Ethics for Allied Health Professionals	2 units

Total Required Units: 34

CC Central Service Technology With Clinical Practice

The Central Services Technology Program prepares graduates for employment in hospitals, outpatient surgery centers and private industry. Central Service Technicians, also known as Sterile Processing Technicians, process and distribute sterilized equipment and other supplies throughout the medical facility.

Certification Eligibility Requirements: Central Service Technician Program using the Core Curriculum of the International Association of Hospital Central Service Materials Management and which requires 400 hours of clinical practice. For more information, visit www.iahcsmm.org.

Central Service Technology has certification but does not have an accreditation body.

International Association of Healthcare Central Service Material Management (IAHCSMM)
213 West Institute Place, Suite 307
Chicago, IL 60610
Telephone: (800) 962-8274
Fax: (312) 440-9474

ADMISSION PROCEDURES AND REQUIREMENTS
Students are admitted into the program only once each year. The program will typically start in fall session and complete at the end of the following spring semester.

Admission to the Central Service Technology Program is by special application only. Special application forms are available from the Science, Math, Technology Division Office and the College website. See application for submission dates. Applicants who have previously applied, and wish to reapply, must submit new application materials. Selection of students is based on criteria approved by the Skyline College Administration and consistent with State regulations.

Communication in the health care setting is an important component. It is recommended that applicants be eligible for ENGL 846. Prior to starting classes, students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, a social security referenced background check, and drug test. All courses must be taken in sequence. A minimum grade of "C" is required in all Central Service Technology courses.

For further information on the Central Service Technology Program, please call 738-4221 or 738-4470.

Required Courses		Units
SURG 445	Intro to Central Service Technology	6.5 units
SURG 446	Clinical Practice for CST	3 units
SURG 448	Clinical Lab Practicum for Central Service Technology	2 units

Total Required Units: 11.5

Other SMCCCD Colleges

Other SMCCCD Colleges

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. In addition to offering comprehensive general education, vocational, transfer and remedial programs, Cañada College and College of San Mateo offer a number of special programs not available at Skyline College.

COLLEGE OF SAN MATEO

1700 West Hillsdale Blvd.
San Mateo, CA 94402
(650) 574-6161
www.collegeofsanmateo.edu

- **Programs**
- Addiction Studies
- Architecture
- Astronomy
- Building Inspection
- Dental Assisting
- Digital Media
- Drafting
- Electronics
- Fire Technology
- Nursing
- Real Estate
- Web and Mobile Application Development

- **Athletics**
- Men's Cross Country
- Men's Football
- Men's Swimming
- Men's Track
- Women's Cross Country
- Women's Softball
- Women's Swimming
- Women's Track
- Women's Water Polo

CAÑADA COLLEGE

4200 Farm Hill Blvd.
Redwood City, CA 9406
(650) 306-3100 /TDD/TTY: (650) 306-3181
www.cañadacollege.edu

- **Programs**
- Digital Art and Animation
- Drama/Theater Arts
- Earth Science
- Fashion Design
- Graphic Design
- Human Services
- Interior Design
- Medical Assisting
- Nursing
- Radiologic Technology

- **Athletics**
- Women's Golf
- Women's Tennis

Transfer Planning

Transfer Planning

Skyline College can help students plan an educational program which will prepare them to transfer to the University of California, California State University, or to a private college or university to earn a bachelor's degree. Students are encouraged to meet regularly with a Skyline College counselor and use the resources of Skyline College's Transfer Center to develop an educational plan which will assure a smooth transition to the transfer institution of their choice. While completing transfer requirements, students may also want to earn units toward an Associate Degree in Arts or Science or an Associate of Science Degree for Transfer (ADT) at Skyline College. With careful planning, both objectives can be reached by taking essentially the same set of transferable courses.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System(C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example C-ID/COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID/COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

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

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information. Courses at Skyline College with approved C-ID numbers are noted below.

Skyline College Course	C-ID Course
ACTG 121	ACCT 110
ACTG 131	ACCT 120
ADMJ 100	AJ 110
ADMJ 102	AJ 122
ADMJ 104	AJ 120
ADMJ 106	AJ 124
ADMJ 120	AJ 140
ADMJ/SOCI 108	AJ 160
ADMJ 125	AJ 220
ANTH 110	ANTH 120
ANTH 125	ANTH 110
ANTH 127	ANTH 115L
ANTH 150	ANTH 150
ART 102	ARTH 120
ART 204	ARTS 110
ART 205	ARTS 205
ART 207	ARTS 200
ART 214	ARTS 270
ART 301	ARTS 100
ART 401	ARTS 101
BIOL 215, BIOL 230	BIOL 135S
BIOL 215	BIOL 140
BIOL 230	BIOL 190
BIOL 250	BIOL 110B
BIOL 260	BIOL 120B
BUS. 100	BUS 110
BUS. 201	BUS 120
BUS. 401	BUS 115

Skyline College Course	C-ID Course
CHEM 114 / PHYS 114	CHEM 140
CHEM 192	CHEM 101
CHEM 210	CHEM 110
CHEM 210, CHEM 220	CHEM 120S
COMM 110	COMM 110
COMM 127	COMM 120
COMM 130	COMM 130
COMM 140	COMM 140
COMM 150	COMM 150
COMP 250	COMP 122
COMP 252	COMP 132
COMP 256	COMP 142
DRAM 200	THTR 151
DRAM 201	THTR 152
DRAM 312	THTR 173
ECE. 201/PSYC 201	CDEV 100
ECE. 210	ECE 120
ECE. 211	ECE 130
ECE. 212	CDEV 110
ECE. 272	ECE 230
ECE. 314	ECE 220
ECE. 333	ECE 200
ECE. 366	ECE 210
ECON 100	ECON 202
ECON 102	ECON 201
ENGL 100	ENGL 100
ENGL 110	ENGL 120
ENGL 161	ENGL 200
ENGL 165	ENGL 105
ENGR 100	ENGR 110

Skyline College Course	C-ID Course
ENGR 261	ENGR 260L
ENGR 270	ENGR 140B
GEOG 100	GEOG 110
GEOG 101	GEOG 111
GEOG 106 / GEOL 106	GEOG 130
GEOG 110	GEOG 120
GEOG 150	GEOG 125
GEOG 300	GEOG 150
GEOL 100	GEOL 100
GEOL 105	GEOL 130
GEOL 106 / GEOG 106	GEOG 130
GEOL 210	GEOL 101
GEOL 220	GEOL 111
HIST 100	HIST 170
HIST 101	HIST 180
HIST 104	HIST 150
HIST 106	HIST 160
HIST 202	HIST 140
HSCI 130	PSY 130
HSCI 135	PHS 101
JOUR 110	JOUR 100
JOUR 120	JOUR 110
JOUR 121	JOUR 120
JOUR 320	JOUR 130
JOUR 330	JOUR 131
KINE 100	KIN 100
LIT. 201	ENGL 130
LIT. 202	ENGL 135
LIT. 220	ENGL 140
LIT. 221	ENGL 145

Skyline College Course	C-ID Course
LIT. 231	ENGL 160
LIT. 232	ENGL 165
MATH 150	MATH 120
MATH 200	MATH 110
MATH 251	MATH 210
MATH 253	MATH 230
MATH 270	MATH 250
MUS. 202	MUS 100
MUS. 100	MUS. 110
MUS. 105	MUS 120
MUS. 106	MUS 130
MUS. 107	MUS 140
MUS. 108	MUS 150
MUS. 111	MUS 125
MUS. 112	MUS 135
MUS. 113	MUS 145
MUS. 114	MUS 155
MUS. 202	MUS 100
MUS. 501 MUS. 502 MUS. 503 MUS. 504	MUS 160
MUS. 430.1 MUS. 430.2 MUS. 430.3 MUS. 430.4 MUS. 450.1 MUS. 450.2 MUS. 450.3 MUS. 450.4 MUS. 470.1 MUS. 470.2 MUS. 470.3 MUS. 470.4	MUS 180
PHIL 100	PHIL 100
PHIL 200	PHIL 110

Skyline College Course	C-ID Course
PHIL 240	PHIL 120
PHYS 114 / CHEM 114	PHYS 140
PHYS 210 PHYS 220	PHYS 100S
PHYS 210	PHYS 105
PHYS 220	PHYS 110
PHYS 250 PHYS 260 PHYS 270	PHYS 200S
PHYS 250	PHYS 205
PHYS 260	PHYS 210
PHYS 270	PHYS 215
PLSC 115	POLS 130
PLSC 200	POLS 110
PSYC 100	PSY 110
PSYC 105	PSY 200
PSYC 110 / SOCI 110	SOCI 130
PSYC 171	SOCI 125
PSYC 200	PSY 180
PSYC 201 / ECE. 201	CDEV 100
PSYC 220	PSY 150
PSYC 300	PSY 170
PSYC 410	PSY 120
SOCI 100	SOCI 110
SOCI 105	SOCI 115
SOCI 110 / PSYC 110	SOCI 130
SOCI 129	SOCI 120
SOCI 141	SOCI 150
SOCI 160	SOCI 140
SPAN 110	SPAN 100
SPAN 120	SPAN 110

Skyline College Course	C-ID Course
SPAN 130	SPAN 200
SPAN 140	SPAN 210
SPAN 220	SPAN 220
SPAN 230	SPAN 230

Transfer of Credit

Students planning to transfer can complete their fresh- man and sophomore level (lower-division) transfer classes at Skyline College and transfer to a baccalaureate institution with junior (upper-division) standing. Students must complete a minimum of 60 transferable semester units in order to transfer as juniors. Typically, students must complete units that apply to an approved general education pattern and lower division major preparation as transfer preparation.

Associate Degree for Transfer (ADTs) Can Benefit Students Intending to Transfer to the CSU System

Skyline College offers associate degrees (AA-T and AS-T) designed to support transfer to the California State University system. Students who complete the requirements for an Associate Degree for Transfer are eligible to apply for an associate degree AND meet minimum admissions requirements for transfer with junior standing to a California State University. Although earning an Associate Degree for Transfer does not guarantee a student admission to all California State University campuses or majors, it does secure a student priority admission consideration to his/her local CSU campus. To enhance a student's competitive- ness and success as a CSU applicant, in addition to completing the requirements for the associate degree for transfer, it is strongly recommended that students to meet with their Skyline College counselor and utilize www.assist.org to see if there are additional courses suggested or required for a particular major at a specific campus.

At the time of printing this catalog, Skyline College offers associate degrees for transfer in nineteen majors: Administration of Justice, Anthropology, Art History, Biology, Business Administration, Communications, Early Childhood Education, Elementary Teacher Education, English, Geology, History, Journalism, Kinesiology, Mathematics, Music, Physics, Psychology, Spanish, and Studio Arts.

Skyline College Transfer Center

Skyline College's Transfer Center provides information and offers workshops on choosing a college, transfer ad- mission requirements, completing transfer admission application forms and writing the application essay. Transfer Center staff can provide details about special Transfer Admission Guarantees that Skyline College has developed with a number of four-year UC and private institutions which can guarantee student's transfer admission.

Students with a clear transfer objective stand the best chance of meeting requirements in a timely manner. They can make the best use of their time and course work by deciding on a transfer institution and major as soon as possible. Students unable to make these decisions when they enter Skyline College may follow a general transfer pattern of courses while taking advantage of the Counseling Division and Transfer Center resources in making transfer plans.

Once students choose a major and the university to which they plan to transfer, they should use www.assist.org, an online student transfer information system, to see how courses completed at Skyline College are applied when transferring to a university. This website also lists courses required for majors. Skyline College counselors and the Transfer Center staff can assist students in planning for transfer, and four-year university representatives often visit Skyline College to meet with students interested in transferring to their institutions. It is wise for students to consult the catalog of the university to which they plan to transfer to become familiar with specific transfer admission requirements. Many college and university catalogs are available for reference both in the Transfer Center and online. Students may also write directly to the admissions office of the institution to obtain an information bulletin which outlines requirements for admission as a transfer student.

The Transfer Center is located with the Counseling Center in Building 2, Room 2227.

Requirements for Transfer Students

A student can transfer from Skyline College to a four- year college or university as a junior without loss of time or credits by completing the following:

1. Lower Division Preparation for the Major
    - These courses provide the necessary background to prepare the transfer student to enter the major as a junior. Students can access www.assist.org for lower- division major requirements for the California State University (CSU) and University of California (UC) colleges. For lower-division major preparation for private colleges, visit the Transfer Center website at skylinecollege.edu/transfercenter, meet with a Skyline College counselor, or visit the website of respective college that you are interested in transferring to.

2. General Education Requirements (Sometimes called "Breadth Requirements")
    - These are the courses required to obtain bachelor's degree regardless of major. Courses in writing, critical thinking, sciences, humanities and social sciences are included in general education.
3. Electives
    - Upon completion of major and general education requirements, elective courses can be taken to bring the total number of transferable units to the required 60 units for transfer to UC and CSU.

Certification of Completion of General Education

Prior to transfer, students transferring to a CSU or UC system may request verification of completion of the lower division general education requirements. To accomplish this, students must request the Admissions and Records Office (the request can be made on WebSMART) to send a CSU GE or IGETC Certification with the final transcript to the transfer institution. Certification requests are made online via WebSMART. This certification is used by the transfer destination, in addition to the official transcripts, to confirm full or partial completion of CSU GE or IGETC requirements. Students who transfer without CSU GE or IGETC Certification will be required to meet the general education requirements of the specific CSU or UC campus (local requirements) to which they transfer. Meeting these local general education requirements requires taking additional general education courses after transfer.

Additional Resources

- CSU General Education Requirements
- Intersegmental General Education Transfer Curriculum (IGETC)
- Transfer Courses - University of California
- Transfer Courses - CA State Universities and Colleges

Transfer Admission Procedures

Students should take the following steps to apply for admission as a transfer student to a four-year college or university:

1. Meet with your Skyline College counselor early, and throughout, your education to develop a Student Educational Plan (SEP). The SEP will provide you with a clear pathway for transfer.
2. Submit an admissions application to your intended transfer institution approximately one year in advance of planned transfer. Applications for the University of California and the California State University are available online at the following web sites:
    - UC applications: admission.universityofcalifornia.edu/
    - CSU applications: www.csumentor.edu
3. Submit completed application during the specified filing period. Students are discouraged from sending them early as they will not be accepted before the initial filing date.
4. If an entrance exam (SAT, ACT) is required for transfer admission, register for the exam at least six months in advance of transfer.
5. Submit a request to the Skyline College Office of Admissions and Records to have a transcript of your academic record sent to the transfer institution at the time(s) specified by that institution. Transcripts must be requested well in advance of the date required. Four-year colleges and universities will also require transcripts of work completed at ALL educational institutions.
6. After admitted to a CSU or UC campus, request a CSU GE or IGETC certification to be sent with your final transcript.

Transcript Evaluation and Course Substitution Service

Students are strongly advised to use the transcript evaluation service to determine how course work from other colleges/universities can be incorporated into their transfer planning. The Transcript Evaluation Service is available to students who are currently registered in 6 or more units in the San Mateo Community College District. A transcript evaluation provides important information to the student and counselor about how course work completed at other colleges and universities will be applied to the following Skyline College educational goals.

1. California State University General Education Certification – CSU GE
2. Intersegmental General Education Transfer Curriculum – IGETC Certification
3. Skyline College Associate Degree General Education requirements
4. Skyline College Major or Certificate requirements.

Detailed instructions for students on how to use this service can be found at http://smccd.edu/transeval.

California State University

The California State University offers instruction to undergraduate and master's degree students in the liberal arts and sciences, applied fields, and professions, including teaching. Nearly 1,500 degree programs in 240 subject areas are offered. CSU assigns high priority to California community college transfer students who have completed the first two years of their baccalaureate program, including those applying for impacted programs.

The California State University has twenty three campuses: Bakersfield, California Maritime Academy, Channel

Islands, Chico, Dominguez Hills, Fresno, Fullerton, East Bay (Hayward), Humboldt, Long Beach, Los Angeles, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma and Stanislaus.

University of California

The University of California offers bachelor's, master's and doctoral degree programs in a broad array of subject areas. Last year, more than 6,000 students transferred from California's community colleges to the University, and more than one-fifth of UC's bachelor degrees were awarded to students who started out at a community college. The University is encouraging even more community college students to take this step in the coming years.

The University of California has a long-established relationship with Skyline College and has developed several special programs to help community college students with the transfer process. The University's articulation agreements with Skyline College make it possible for prospective transfer students to select appropriate courses. receive priority consideration for transfer admission. The Intersegmental General Education Transfer Curriculum allows prospective transfer students to satisfy the lower division breadth/general education requirements of any UC campus before transferring.

While all of the campuses have similar requirements for undergraduate admission, they differ in size, enrollment, and in academic programs offered. In addition, the campuses vary in styles of campus life, with student populations reflecting a variety of cultures from the United States and abroad. The University of California includes nine general campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. A tenth campus in San Francisco offers graduate and professional programs in the health sciences.

California Independent Colleges and Universities

There are more than 300 privately supported (or independent) degree-granting colleges and universities in California. Independent institutions enroll about one-quarter of all students attending four-year colleges and universities in California. The most distinctive feature of California's accredited independent colleges and universities is their diversity of character, academic emphasis, and programs.

CSU GE/ IGETC

CSU General Education Requirements

Upon completion of the full pattern of courses listed below, Skyline College will certify that a student's lower division general education requirements are completed for any of the 23 campuses within the CSU system (partial certification also available). Certification is not automatic. You may request certification with your final transcript online via WebSMART. For further information, please consult with a Skyline College counselor or the Skyline College Admissions & Records Office.

Attention: This checklist is a guide to help you in selecting courses and keeping track of your progress. You are strongly encouraged to meet with your counselor to determine which general education pattern is best for you to follow, review your course selections, and complete a Student Education Plan. The general education pattern you select is based on a variety of factors, including your major and the institution to which you plan to transfer.

TO BE ELIGIBLE FOR TRANSFER AS A JUNIOR TO A CSU CAMPUS, YOU MUST:

1. Complete at least 60 CSU transferable units with a "C" average (2.0).
2. Complete at least 30 of the 39 units from the GE courses listed below, including one course from each of the following areas: √ A1, √ A2, √ A3, and √ B4 with grades of "C-" or higher. Please be aware that for some campuses and majors, you may not complete Areas A1, A2, A3 and B4 during your last term prior to enrolling at a CSU campus. Please consult with a counselor for specifics.
3. While a course may be listed in more than one area, it may be used to satisfy only **ONE** subject requirement.
4. While an AP test may be listed in more than one area, it may be used to satisfy only ONE subject requirement.

AREA A: ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING **9 units required** **One course each from A1 Oral Communication, A2 Written Communication, and A3 Critical Thinking.**
√A1 ORAL COMMUNICATION COMM 110, 127, 130, 140, 150
√A2 WRITTEN COMMUNICATION ENGL 100, 105, 110
√A3 CRITICAL THINKING ENGL 100, 105, 110, 165 PHIL 103, 200
AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING **9 units required** **One course each from B1 Physical Science, B2 Life Science, and B4 Mathematics. At least one of the science courses listed in B1 or B2 must include a lab component (B3) as part of the course or as a separate lab course.**

B1 PHYSICAL SCIENCE

ASTR 100, 101‡

CHEM 112*, 114*•, 210*, 220*, 234, 235*, 237‡, 238‡, 410*

GEOG 100, 101‡, 106*¥

GEOL 100, 105, 106*¥, 180, 210*, 220*

OCEN 100, 101‡

PHYS 105 106‡, 114*•, 210*, 220*, 250*, 260*, 270*

‡ Although listed under Area B1, course meets Area B3 requirement only

*Includes lab activity in the course

•CHEM 114 same as PHYS 114.

¥GEOL 106 same as GEOG 106.

B2 LIFE SCIENCE

ANTH 125, 127‡

BIOL 101*, 110*, 111*, 130, 140, 145, 150, 170•, 171‡¥, 215*, 230*, 240*, 250*, 260*

BTEC 170•, 171‡¥

ENVS 100 (approved to meet B2 F10 and thereafter)

PSYC 220

‡Although listed under Area B1 or B2, course meets Area B3 requirement only.

*Includes lab activity in the course

•BIOL 170 same as BTEC 170

¥BIOL 171 same as BTEC 171

B3 LABORATORY ACTIVITY

Separate lab activity course identified by "**‡**" above in areas B1 or B2

√ **B4 MATHEMATICS / QUANTITATIVE REASONING**

BUS. 120, 123

MATH 130, 150, 153, 200, 201, 222, 225, 241, 242, 251, 252, 253, 270, 275

PSYC 171

AREA C: ARTS AND HUMANITIES

9 units required

One course from C1 Arts, one course from C2 Humanities, and one course from either C1 Arts or C2 Humanities. Must complete a total of nine units from each area.

C1 ARTS

ART 101, 102, 105, 107, 115•, 120, 130, 175, 201, 221, 248, 350

DANC 100, 102

FILM 370

HUM. 117

MUS. 100, 105, 115•, 144, 202, 204, 240, 250, 275, 276, 301, 470

•ART 115 same as MUS. 115.

C2 HUMANITIES

ARBC 111, 112

ART 117

ASL 100, 110, 111, 112, 121, 122

CHIN 111, 112, 121, 122

DANC 102

ECE. 191•

ENGL 110, 161

FILI 110, 111, 112, 120

FILM 440

HIST 100, 101, 104, 106, 109, 203, 248, 335 **¥**, 410, 420, 429, 430, 432, 435, 444, 453, 461, 462, 463, 464

HUM. 106, 115, 116

ITAL 111, 112, 121, 122

JAPN 111, 112

LIT. 100, 101, 151, 154, 155, 191•, 201, 202, 220, 221, 231, 232, 251, 265, 266, 267, 277, 370, 432

MUS. 276

PHIL 100, 160, 175, 240, 280**†**, 300, 312, 320

PLSC 280**†**, 335 **¥**

SOCI 341, 432

SPAN 110, 111, 112, 120, 121, 122, 130, 140, 160, 220, 230

•ECE. 191 same as LIT. 191.

¥HIST 335 same as PLSC 335.

†PHIL 280 same as PLSC 280.

AREA D: SOCIAL SCIENCES

9 units required

Choose from at least two disciplines or an interdisciplinary sequence.

ADMJ 100

ANTH 110, 150, 155, 165, 170, 180, 360

BUS. 100, 101, 210

COMM 160

ECE. 201¥, 212

ECON 100, 102, 111, 310

EDUC 100

GEOG 110, 150

HIST 104, 106, 108, 201, 202, 203, 235, 240, 244, 248, 265, 300, 310, 335 •, 429, 430, 432, 435, 436, 444, 453

JOUR 110

KINE 510

LEGL 275

PHIL 280†

PLSC 115, 130, 150, 200, 210, 280†, 301, 315, 320, 335•

PSYC 100, 110‡, 200, 201¥, 220, 230, 238, 268, 300, 301, 310, 390, 410

SOCI 100, 105, 110‡, 141, 142, 143, 160, 201, 341, 432

SOSC 110, 150, 270, 275

•HIST 335 same as PLSC 335.

†PHIL 280 same as PLSC 280

‡PSYC 110 same as SOCI 110

¥ECE. 201 same as PSYC 201

AREA E: LIFELONG LEARNING & SELF DEVELOPMENT

3 units required

Complete three units from E1 or from E1 and E2 combined (Note: Maximum one unit applicable from Area E2. Must complete a minimum of two units in Area E1).

E1

COUN 100

CRER 137, 665

ECE. 201¥, 214

FCS 310

HSCI 100, 130, 150, 665

KINE 305

P.E. 105

PSYC 200, 201¥

SOCI 160

¥ECE. 201 same as PSYC 201

E2

ADAP 358, 359

COMB 301, 302, 401.1 – 401.4, 404.1 – 404.4,

DANC 105, 110, 117.1, 117.2, 121.1 – 121.4, 125.1 – 125.4, 130, 130.1 – 130.4, 140, 140.1 – 140.4, 150.1, 150.2, 151.1 – 151.4, 152, 152.1 – 152.4, 161, 162, 163, 164, 165, 166, 167, 168, 169, 171, 172.1 – 172.4, 260, 330, 330.1 – 330.4, 350, 350.1 – 350.4, 391, 395, 395.1 – 395.4, 400, 400.1 – 400.4, 410, 410.1 - 410.4, 450, 665

FITN 106, 112.1 – 112.4, 116.1 – 116.4, 166.1 – 166.4, 199.1 – 199.2, 201.1 – 201.4, 219.1 - 219.4, 301.1 – 301.4, 304.1 – 304.4, 305.1 – 305.4, 308.1 – 308.4, 314.1 – 314.4, 332.1 – 332.4, 334.1 – 334.4, 335.1 – 335.4, 400.1 – 400.2

INDV 101.1 – 101.4, 121.1 – 121.4, 160.1 – 160.4, 165.1 – 165.4, 251.1 – 251.4, 253

TEAM 100, 111.1 – 111.4, 112, 116, 117, 132.1 – 132.4, 141.1 – 141.4, 148.1 – 148.4, 179, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 201

VARS 100, 110, 120, 150, 200, 300, 310, 340, 350, 360

U.S. History, U.S. Constitution, California State and Local Government – CSU Graduation Requirement. Although not a transfer or CSU admissions requirement, the CSU system requires students to complete coursework in U.S. History (US-1), U.S. Government (US-2), California State & Local Government (US-3) as a graduation requirement. The following courses may meet the CSU graduation requirement and may be applied to meet CSU GE Area D or Area C2.

US-1 US History & US-2 US Government – HIST 108, 201, 202, 235, 244, 265* (See Note), 429* (See Note); **LEGL** 275* (See Note); **PLSC** 210

US-3 State & Local Government – HIST 240, 310; **PLSC** 301, 200* (See Note)

***Note:**
HIST 265 has been approved to meet US-1 only (US History) effective F15

HIST 429 has been approved to meet US-1 only (US History) effective F12

LEGL 275 has been approved to meet US-2 only (US Government) effective F14

PLSC 200 meets both US Government (US-2) and State & Local Government (US-3)

Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education pattern that fulfills all lower-division general education requirements at all California State University (CSU) and most University of California (UC) campuses/majors. It is also accepted by some private/independent or out of state universities. IGETC is usually recommended for students who intend to transfer to a CSU or UC campus, or who are not yet sure of their intended transfer university. Completion of the IGETC is not a requirement for transfer to the CSU or UC, nor is it the only way to fulfill the lower division general education requirements. Students transferring to CSU campuses may find it advantageous to follow CSU-GE requirements. Students transferring to UC may also complete campus specific breadth requirements. Please note: IGETC is not recommended and/or acceptable for some colleges and majors within the UC system. Please consult with your counselor.

Note:

- IGETC does not guarantee admissions to any CSU or UC campus. Please consult with a counselor regarding limitations or restrictions on the IGETC acceptance.
- All courses for IGETC must be completed with "C" or better grades. A "C–" is not acceptable.
- Courses listed in multiple AREAS shall not be certified in more than one area except for courses in Languages Other Than English (AREA 6 LOTE), which can be certified in both AREAS 3B and 6.

LEGEND:

 # - Transfer credit is limited by either UC or CSU or both. Please consult with a counselor.

*** - Includes lab activity in the course.**

† - Separate lab activity course.

AREA 1: ENGLISH COMMUNICATION

6 – 9 semester units

CSU: 3 courses required – one from 1A, 1B and 1C

UC: 2 courses required – one from 1A and 1B

1A ENGLISH COMPOSITION

ENGL 100, 105

1B CRITICAL THINKING – ENGLISH COMPOSITION

AP exam not accepted

ENGL 110, 165

1C ORAL COMMUNICATION (CSU requirement only)

AP exam not accepted

COMM 110, 127‡, 130, 140, 150

‡conditional approval

AREA 2: MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

3 semester units. One course required.

BUS. 120 †, 123†

MATH 200†, 201, 222, 225, 241†, 242†, 251†, 252†, 253, 270, 275

PSYC 171†

†Transfer credit is limited by either UC or CSU or both. Please consult with a counselor.

AREA 3: ARTS and HUMANITIES

9 semester units

Three courses required: One from 3A (ARTS), one from 3B (HUMANITIES), and one from either 3A or 3B.

3A ARTS

ART 101, 102, 105, 115‡, 120, 130

DANC 100, 102

FILM 440

MUS 100, 115‡, 202, 204, 240, 250, 276

‡ART 115 same as MUS. 115

3B HUMANITIES

ART 117

CHIN 122

DANC 102

HIST 100, 101, 104, 106, 108†, 109, 201†, 202†, 203, 235, 240, 244, 248, 265, 310, 335‡, 410, 420, 429, 430, 432, 435, 444, 453, 461†, 462†, 463†, 464†

LIT. 101, 151, 154, 155, 201, 202, 220, 221, 231, 232, 251, 265, 266, 267, 370, 432

MUS. 276

PHIL 100, 160, 175, 240, 280¥, 300, 312, 320

PLSC 280¥, 335‡

SOCI 341, 432

SPAN 130•, 140•, 160•, 230•

‡HIST 335 same as PLSC 335.

•SPAN 130, SPAN 140, SPAN 160 and SPAN 230 may also be applied to AREA 6

¥PHIL 280 same as PLSC 280

AREA 4: SOCIAL and BEHAVIORAL SCIENCES

9 semester units

Three courses required. Choose from at least two disciplines or an interdisciplinary sequence

ANTH 110, 150, 155, 165, 170, 180, 360

COMM 160

ECE. 201‡

ECON 100, 102

GEOG 110

HIST 100, 101, 104, 106, 108†, 109, 201†, 202† 203, 235, 240, 244, 248, 265, 300, 310, 335•, 420, 429, 430, 432, 435, 436, 444, 453, 461†, 462†, 463†, 464†

JOUR 110

LEGL 275

PHIL 280¥

PLSC 115, 130, 150, 200†, 210†, 280¥, 315, 320, 335•

PSYC 100, 200, 201‡, 220, 230, 268, 300, 310, 390, 410

SOCI 100, 105, 141, 142, 143, 160, 341, 432

SOSC 150, 270, 275

‡ECE. 201 same as PSYC 201

• HIST 335 same as PLSC 335

¥PHIL 280 same as PLSC 280

AREA 5: PHYSICAL and BIOLOGICAL SCIENCES

7 – 9 semester units

Complete one course from 5A Physical Science and one from 5B Biological Science. At least one of the science courses listed in 5A or 5B must include a lab (5C) as part of the course or as a separate lab course.

5A PHYSICAL SCIENCE

ASTR 100, 101†

CHEM 112*#, 114*•, 210*, 220*, 234, 235, 237†, 238†

GEOG 100, 101†, 106*¥

GEOL 105, 106*¥, 180, 210*#, 220*

OCEN 100, 101†

PHYS 105, 106†, 114*•, 210*#, 220*#, 250*#, 260*#, 270*#

***Includes lab activity in the course

†Separate lab activity course

•CHEM 114 same as PHYS 114

¥GEOG 106 same as GEOL 106

#Transfer credit is limited by either UC or CSU or both. Please consult with a counselor

5B BIOLOGICAL SCIENCE

ANTH 125, 127†

BIOL 101*#, 110*#, 111*, 130#, 140, 145, 150, 170•, 171†•, 215*, 230*, 240*, 250*, 260*

BTEC 170•, 171†•

ENVS 100 (meets 5B if taken F10 and after)

PSYC 220 (meets 5B if taken F14 and after)

•BIOL 171 same as BTEC 171

5C SCIENCE LABORATORY

Separate lab activity courses identified by "†" above in areas 5A and 5B.

* - Includes lab activity in the course.

AREA 6: LANGUAGE OTHER THAN ENGLISH (LOTE)

(UC Requirement Only)

To demonstrate proficiency, one of the following must be completed:

- **Two years of high school study in one language with a grade of "C" or better (verified by official high school transcript);**
- **Satisfactory completion of a course at a college or university, with a "C" grade or better, that is considered equivalent to 2 years of high school language;**
- **Satisfactory completion of a course listed below;**
- **Satisfactory score on the College Board Subject Test (formerly SAT II) in language other than English (Check with your counselor for required scores);**
- **Score of 3 or better on the College Board Advanced Placement (AP) Exams in a language other than English;**
- **Score of 5 or higher on the International Baccalaureate (IB) Higher Level Examination in a language other than English;**
- **Satisfactory completion of a proficiency test administered by a community college, university, or other college in a language other than English;**
- **Completion, with "C" grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is NOT English (confirmed by appropriate documentation).**

ASL 100#, 110#, 122

FILI 120

ITAL 122

SPAN 120, 122, 130¥, 140¥, 160¥, 220, 230¥

#Transfer credit is limited by either UC or CSU or both. Please consult with a counselor

¥**SPAN 130, SPAN 140, SPAN 160** and **SPAN 230** may also be applied to AREA 3B.

Note: A student whose native language is NOT English, and who has completed at least nine years of education conducted in that language, will NOT receive lower-division language credit for college courses in that language taken in the United States (including AP or IB Higher Level exam credit).

U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS

(CSU Requirement Only)

Choose one course from Group A and one course from either Group B1 or Group B2, some courses may count in areas 3B or 4. Although not part of IGETC, AHI requirements may be completed prior to transfer. Some courses may count in AREAS 3B or 4.

GROUP A: U.S. History & Government
(US-1 & US-2)

HIST 108, 201, 202, 235, 244, 265 (See Note), 429 (See Note)

LEGL 275 (See Note)

PLSC 210

Notes:

- HIST 265 has been approved to meet US-1 only (U.S. History) effective Fall 2015.
- HIST 429 has been approved to meet US-1 only (U.S. History) effective Fall 2012.
- LEGL 275 has been approved to meet US-2 only (U.S. Government) effective Fall 2014.

GROUP B1: State & Local Government (US-3)

HIST 240, 310

PLSC 301

OR
GROUP B2: U.S. Government / State & Local Government (US-2 & US-3)

PLSC 200

Note: **PLSC 200** completes the US Government (US-2) AND State and Local Government (US-3) requirement for students who have satisfied the US History (US-1) requirement **only** at another institution.

UC/CSU Transfer Courses

Transfer Courses – University of California

COURSES DESIGNATED AS TRANSFERABLE TOWARD BACCALAUREATE DEGREE CREDIT AT ALL CAMPUSES OF THE UNIVERSITY OF CALIFORNIA

This information is current as of July 27, 2017. Please check with the Counseling Office or the Transfer Center for more up-to-date information.

TRANSFERS TO UNIVERSITY OF CALIFORNIA (UC) CAMPUSES

In order to qualify for transfer to the eight undergraduate University of California campuses, students should complete the IGETC (if applicable) or campus specific breadth requirements. To transfer as a junior, students must complete 60 transferable semester (90 quarter) units, including prerequisites for the in tended major. Since each campus is unique, contact your counselor or the Transfer Center for further information.

† - *Courses listed with a dagger: credit limitation - see your counselor*

\+ - *Courses listed with a plus sign: UC transfer credit for courses numbered 665/667 and 690/695 is contingent upon a review of the course outline by a UC campus, generally after transfer*

- **ACCOUNTING**
- 121 Financial Accounting
- 131 Managerial Accounting
- **ADAPTIVE PHYSICAL EDUCATION**
- †358 Adapted Strength Development
- †359 Balance and Functional Movement for the Physically Limited
- **ADMINISTRATION OF JUSTICE**
- 100 Intro to Administration of Justice
- 102 Principles and Procedures of Justice
- 104 Concepts of Criminal Law
- 106 Legal Aspects of Evidence
- 108 Community Relations
- **AMERICAN SIGN LANGUAGE**
- †100 American Sign Language I
- †110 American Sign Language II
- †111/112 American Sign Language I & II
- †121/122 Adv. Elementary Sign Language I and II
- **ANTHROPOLOGY**
- 110 Cultural Anthropology
- 125 Physical Anthropology
- 127 Physical Anthropology Lab
- 150 Intro to Archaeology: Bones, Beads and
- the Basics of Material Culture
- 155 Human Prehistory & the Rise of Civilization
- 165 Sex and Gender: Cross-Cultural Perspectives
- 170 Anthropology of Death
- 180 Magic, Witchcraft & Religion
- 360 Native Peoples of North America
- **ARABIC**
- 111 Elementary Arabic I
- 112 Elementary Arabic II
- **ART**
- 101 History of Western Art I
- 102 History of Western Art II
- 105 Art of Asia and the Near East
- 115 Art, Music & Ideas
- 117 Arts of Africa and the African Diaspora
- 120 Art of the Americas
- 130 Art Appreciation
- 201 Form & Composition I
- 202 Form & Composition II
- 204 Drawing I
- 205 Drawing II
- 207 Life Drawing
- 208 Portrait Drawing I
- 209 Portrait Drawing II
- 214 Color
- 217 Intermediate Life Drawing
- 221 Painting I
- 222 Painting II
- 231 Water Color I
- 232 Water Color II
- 234 Printmaking I
- 235 Printmaking II
- 239 Printing II: Monotype, Monoprint,
- and Mixed Media
- 248 Portraits in Pastel
- 301 Two-Dimensional Design
- 302 Advanced Design
- 350 Visual Perception Through Photography
- 351 Black and White Photography I
- 352 Black and White Photography II
- 354 Color Photography I
- 355 Color Photography II
- 376 Digital Imaging I
- 401 Three-Dimensional Design
- 405 Sculpture I
- 406 Sculpture II
- 411 Ceramics I
- 412 Ceramics II
- 417 Ceramic Glazing Techniques
- 418 Ceramics III
- 430 Introduction to Digital Art

- 431 Digital Imaging I: Photoshop
- 435 Digital Illustration
- 440 Introduction to Web Design
- 441 Intermediate Web Design
- 475 Digital Filmmaking I
- 479 Typography

- **ASTRONOMY**
- 100 Introduction to Astronomy
- 101 Astronomy Laboratory

- **BIOLOGY**
- †101 Our Biological World
- †110 Principles of Biology
- 111 Natural History of California
- †130 Human Biology
- 140 Animals, People & Environment
- 145 Plants, People & Environment
- 150 Intro to Marine Biology
- 170 Principles of Applied Bioscience
- 171 Laboratory Principles of Applied Bioscience
- 215 Organismal Biology: Core I
- 230 Intro to Cell Biology: Core II
- 240 General Microbiology
- 250 Human Anatomy
- 260 Human Physiology

- **BIOTECHNOLOGY**
- 170 Principles of Bioscience
- 171 Laboratory Principles of Applied Bioscience

- **BUSINESS**
- 100 Introduction to Business
- 103 Intro to Business Information Systems
- †120 Mathematical Analysis for Business
- †123 Statistics
- 201 Business Law
- 205 Business Ethics
- 468 Asia in the World Today

- **CHEMISTRY**
- †112 Chemistry in Action
- 114 Survey of Chemistry and Physics
- †192 Elementary Chemistry
- 210 General Chemistry I
- 220 General Chemistry II
- 234 Organic Chemistry I
- 235 Organic Chemistry II
- 237 Organic Chemistry Lab I
- 238 Organic Chemistry Lab II
- +690/695 Independent Study in Chemistry

- **CHINESE**
- †111/112 Elementary Chinese I & II
- †121/122 Advanced Elementary Chinese I & II

- **COMBATIVES**
- †301 Beginning Wrestling
- †302 Intermediate Wrestling
- †401.1 Self Defense I
- †401.2 Self Defense II
- †401.3 Self Defense III
- †401.4 Self Defense IV
- †404.1 Shotokan Karate I
- †404.2 Shotokan Karate II
- †404.3 Shotokan Karate III
- †404.4 Shotokan Karate IV

- **COMMUNICATION STUDIES**
- 110 Public Speaking
- 127 Argumentation and Debate
- 130 Interpersonal Communication
- 140 Small Group Communication
- 150 Intercultural Communication
- 160 Gender and Communication

- **COMPUTER SCIENCE**
- 118 Intro to Object-Oriented Program Design
- 155 Computer Programming Visual Basic
- 156 Intermediate Programming in Visual Basic
- 250 Intro to Object-Oriented Programming: C++
- 251 Introduction to Microcontrollers with C/C++
- 252 Programming Methods II: C++
- 256 Computer Architecture and Assembly Language
- 262 Discrete Mathematics for Computer Science
- 284 Programming Methods I: JAVA
- 286 Programming Methods II: JAVA

- **COUNSELING**
- 100 College Success

- **DANCE**
- 100 Dance Appreciation
- 102 A Survey of Jazz Dance from Streets to Stage
- 105 Dance & Wellness
- 110 Modern Dance
- 117.1 Tap Dance I
- 117.2 Tap Dance II
- 121.1 Modern Dance I
- 121.2 Modern Dance II
- 121.3 Modern Dance III
- 121.4 Modern Dance IV
- 125.1 Salsa I
- 125.2 Salsa II
- 125.3 Salsa III
- 125.4 Salsa IV
- 130 Jazz Dance
- 130.1 Jazz Dance I
- 130.2 Jazz Dance II
- 130.3 Jazz Dance III
- 130.4 Jazz Dance IV
- 140 Ballet
- 140.1 Ballet I
- 140.2 Ballet II
- 140.3 Ballet III
- 140.4 Ballet IV
- 150.1 Hip Hop Dance I
- 150.2 Hip Hop Dance II
- 151.1 Social Dance I
- 151.2 Social Dance II

- 151.3 Social Dance III
- 151.4 Social Dance IV
- 152 Cuban Roots of Salsa
- 152.1 Cuban Roots of Salsa I
- 152.2 Cuban Roots of Salsa II
- 152.3 Cuban Roots of Salsa III
- 152.4 Cuban Roots of Salsa IV
- 161 Tango Argentino
- 162 Tango Milonga
- 163 Tango Buenos Aires
- 164 Tango de la Confiteria
- 165 Tango Performance Improvisation
- 166 Tango de la Guardia Vieja
- 167 Swing Dance I
- 168 Swing Dance II
- 169 Swing Dance III
- 171 Chinese Dance Workout
- 172.1 Classical Chinese Dance I
- 172.2 Classical Chinese Dance II
- 172.3 Classical Chinese Dance III
- 172.4 Classical Chinese Dance IV
- 330 Creative Dance
- 330.1 Creative Dance I
- 330.2 Creative Dance II
- 330.3 Creative Dance III
- 330.4 Creative Dance IV
- †350 Cardio Dance
- †350.1 Cardio Dance I
- †350.2 Cardio Dance II
- †350.3 Cardio Dance III
- †350.4 Cardio Dance IV
- 390 Dance Composition/Theory/Choreography
- 395.1 Dance Workshop I
- 395.2 Dance Workshop II
- 395.3 Dance Workshop III
- 395.4 Dance Workshop IV
- 400 Dance Production
- 400.1 Dance Performance & Production I
- 400.2 Dance Performance & Production II
- 400.3 Dance Performance & Production III
- 400.4 Dance Performance & Production IV
- 410 Dance for the Musical Theater Production
- 410.1 Dance for the Musical Theater Production I
- 410.2 Dance for the Musical Theater Production II
- 410.3 Dance for the Musical Theater Production III
- 410.4 Dance for the Musical Theater Production IV
- 450 Int./Adv. Dance Production

- **DIGITAL MEDIA AND DESIGN**
- 431 Digital Imaging I: Photoshop

- **DRAMA**
- 200 Theory of Acting I
- 201 Advanced Acting I
- 202 Advanced Acting II
- 208 Acting Practicum I
- 209 Acting Practicum II

- **EARLY CHILDHOOD EDUCATION**
- 201 Child Development
- 212 Child, Family and Community

- **ECONOMICS**
- 100 Principles of Macroeconomics
- 102 Principles of Microeconomics
- 310 Political Economy of Asia
- +690/695 Independent Study in Economics

- **EDUCATION**
- 120 Historical, Socio-Cultural, and Philosophical Foundations of Education

- **ENGINEERING**
- 100 Introduction to Engineering
- 260 Circuits and Devices
- 261 Circuits and Devices Laboratory
- 270 Materials Science

- **ENGLISH**
- †100 Composition
- †105 Intensive Composition
- 110 Composition, Literature & Critical Thinking
- 161 Creative Writing I
- 162 Creative Writing II
- 165 Critical Thinking & Adv. Composition
- 166 Women on Writing

- **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**
- 400 English Composition for Nonnative Speakers

- **ENVIRONMENTAL SCIENCE & TECHNOLOGY**
- 100 Intro to Environmental Science

- **FAMILY & CONSUMER SCIENCES**
- 113 Textiles
- 212 Child, Family and Community
- 310 Nutrition

- **FASHION MERCHANDISING**
- 113 Textiles

- **FILIPINO (FORMERLY TAGALOG)**
- 110 Elementary Filipino
- †111 Elementary Filipino I
- †112 Elementary Filipino II
- 120 Adv. Elementary Filipino
- 121 Adv. Elementary Filipino I

- **FILM**
- 370 Film Production
- 440 Film Study/Appreciation

- **FITNESS**
- †106 Varsity Conditioning
- †107 Intercollegiate Fitness
- †112.1 Cross Training I
- †112.2 Cross Training II
- †112.3 Cross Training III
- †112.4 Cross Training IV
- †116.1 Body Conditioning I
- †116.2 Body Conditioning II
- †116.3 Body Conditioning III

- †116.4 Body Conditioning IV
- †166.1 Golf Fitness I
- †166.2 Golf Fitness II
- †166.3 Golf Fitness III
- †166.4 Golf Fitness IV
- †199.1 Interactive Cardiovascular Fitness I
- †199.2 Interactive Cardiovascular Fitness II
- †199.3 Interactive Cardiovascular Fitness III
- †199.4 Interactive Cardiovascular Fitness IV
- †201.1 Weight Training I
- †201.2 Weight Training II
- †201.3 Weight Training III
- †201.4 Weight Training IV
- †219.1 Core Fitness Training I
- †219.2 Core Fitness Training II
- †219.3 Core Fitness Training III
- †219.4 Core Fitness Training IV
- †301.1 Spinning I
- †301.2 Spinning II
- †301.3 Spinning III
- †301.4 Spinning IV
- †304.1 Walking Fitness I
- †304.2 Walking Fitness II
- †304.3 Walking Fitness III
- †304.4 Walking Fitness IV
- †305.1 Cardiovascular Development - Running Emphasis I
- †305.2 Cardiovascular Development - Running Emphasis II
- †305.3 Cardiovascular Development - Running Emphasis III
- †305.4 Cardiovascular Development - Running Emphasis IV
- †308.1 Hiking and Trekking For Fitness I
- †308.2 Hiking and Trekking For Fitness II
- †308.3 Hiking and Trekking For Fitness III
- †308.4 Hiking and Trekking For Fitness IV
- †314.1 Backpacking for Fitness I
- †314.2 Backpacking for Fitness II
- †314.3 Backpacking for Fitness III
- †314.4 Backpacking for Fitness IV
- †332.1 Stretching and Flexibility I
- †332.2 Stretching and Flexibility II
- †332.3 Stretching and Flexibility III
- †332.4 Stretching and Flexibility IV
- †334.1 Yoga I
- †334.2 Yoga II
- †334.3 Yoga III
- †334.4 Yoga IV
- †335.1 Pilates I
- †335.2 Pilates II
- †335.3 Pilates III
- †335.4 Pilates IV
- †400.1 Fitness Academy I
- †400.2 Fitness Academy II
- †400.3 Fitness Academy III
- †400.4 Fitness Academy IV

- **GEOGRAPHY**
- 100 Physical Geography
- 101 Physical Geography Laboratory
- 106 Weather and Climate
- 110 Cultural Geography
- 150 World Regional Geography
- 300 Geographic Information Science (GIS)

- **GEOLOGY**
- 105 Environmental Earth Science
- 106 Weather and Climate
- 180 Geology of California
- †210 General Geology
- 220 Historical Geology
- 611 Field Geology I

- **HEALTH SCIENCE**
- 100 General Health Science
- 130 Human Sexuality
- 135 Introduction to Public Health

- **HISTORY**
- 100 History of Western Civilization I
- 101 History of Western Civilization II
- 104 World Civilizations I
- 106 World Civilizations II
- †108 Survey of American History
- 109 Europe Since 1945
- †201 United States History I
- †202 United States History II
- 203 The United States Since 1945
- 235 History of Ethnic Groups in the U.S.
- 240 History of Ethnic Groups in California
- 244 African American History
- 248 Women and the American Experience
- 265 American Business and Labor History
- 300 History of San Francisco
- 310 California History
- 335 History and Politics of the Middle East
- 410 The Holocaust
- 420 Survey of Latin American History
- 429 History of Latinos in the United States
- 430 Early Asian Civilizations
- 432 Modern Asian Civilizations
- 435 History of the Philippines
- 436 Filipinos in America
- 444 Survey of Sub-Saharan African History
- 453 History of China
- †461 Great Cities of the World: Paris, Madrid & Istanbul
- †462 Great Cities of the World: London, Cairo & Rome
- †463 Great Cities of the World: Florence, Tokyo & Jerusalem
- †464 Great Cities of the World: New York, Beijing & Granada

- **HUMANITIES**
- 115 Intro to the Arts – Live!

- **INDIVIDUAL ACTIVITIES**

- †101.1 Archery I
- †101.2 Archery II
- †101.3 Archery III
- †101.4 Archery IV
- †121.1 Badminton I
- †121.2 Badminton II
- †121.3 Badminton III
- †121.4 Badminton IV
- †126 Coed Club Badminton
- †141 Bowling
- †160.1 Golf I
- †160.2 Golf II
- †160.3 Golf III
- †160.4 Golf IV
- †251.1 Tennis I
- †251.2 Tennis II
- †251.3 Tennis III
- †251.4 Tennis IV
- †253 Intermediate Tennis

- **ITALIAN**
- †111/112 Elementary Italian I & II
- †121/122 Adv. Elementary Italian I & II

- **JAPANESE**
- †111/112 Elementary Japanese I & II

- **JOURNALISM**
- 110 Mass Media & Society
- 120 Writing and Reporting for the Media
- 121 Adv. Writing and Reporting for the Media

- **KINESOLOGY**
- †305 Health-Related Fitness and Wellness
- †510 Sport, Movement, and Film

- **LEGAL STUDIES**
- LGST 200 Restorative Justice

- **LITERATURE**
- 151 Shakespeare
- 154 Queer Literature
- 155 The Graphic Novel
- 166 Women on Writing
- 201 American Literature I
- 202 American Literature II
- 220 Introduction World Literature I
- 221 Introduction to World Literature II
- 231 Survey of British Literature I
- 232 Survey of British Literature II
- 251 Women in Literature
- 265 Asian American Literature
- 266 Black Literature
- 267 Filipino American Literature
- 370 Readings in Literature of the Latino in the U.S.
- 432 Folklore

- **MATHEMATICS**
- †150 Mathematics for Elementary School Teachers I
- †153 Mathematics for Elementary School Teachers II
- †200 Elementary Probability & Statistics
- 201 Math in Society
- 222 Precalculus
- †225 Fast Track to Calculus
- †241 Applied Calculus I
- †242 Applied Calculus II
- †251 Calculus/Analytical Geometry I
- †252 Calculus/Analytical Geometry II
- 253 Calculus/Analytical Geometry III
- †268 Discrete Mathematics for Computer Science
- 270 Linear Algebra
- 275 Ordinary Differential Equations

- **MUSIC**
- 100 Fundamentals of Music
- 105 Music Theory I
- 106 Music Theory II
- 107 Music Theory III
- 108 Music Theory IV
- 111 Musicianship I
- 112 Musicianship II
- 113 Musicianship III
- 114 Musicianship IV
- 115 Music, Art & Ideas
- 202 Music Appreciation
- 204 Music History
- 240 Music of the Americas
- 250 World Music
- 275 History of Jazz
- 276 Hip Hop: Culture and Politics
- 287.1 Urban Music Ensemble I
- 287.2 Urban Music Ensemble II
- 287.3 Urban Music Ensemble III
- 287.4 Urban Music Ensemble IV
- 301 Piano I
- 302 Piano II
- 303 Piano III
- 304 Piano IV
- 350 The Art of Rock, Rhythm & Blues I
- 351 The Art of Rock, Rhythm & Blues II
- 355 Violin/Viola I
- 356 Violin/Viola II
- 357 Violin/Viola III
- 358 Violin/Viola IV
- 377 Guitar I
- 378 Guitar II
- 379 Guitar III
- 380 Guitar IV
- 383.1 Guitar Ensemble I
- 383.2 Guitar Ensemble II
- 383.3 Guitar Ensemble III
- 383.4 Guitar Ensemble IV
- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV
- 410.1 Voice for the Musical Theater Production I
- 410.2 Voice for the Musical Theater Production I

- 410.3 Voice for the Musical Theater Production III
- 410.4 Voice for the Musical Theater Production IV
- 420.1 Orchestra for the Musical Theater Production
- 430 Concert Band
- 430.1 Concert Band I
- 430.2 Concert Band II
- 430.3 Concert Band III
- 430.4 Concert Band IV
- 440 Symphony Orchestra
- 440.1 Symphony Orchestra I
- 440.2 Symphony Orchestra II
- 440.3 Symphony Orchestra III
- 440.4 Symphony Orchestra IV
- 450 Jazz Band
- 450.1 Jazz Band I
- 450.2 Jazz Band II
- 450.3 Jazz Band III
- 450.4 Jazz Band IV
- 470 Concert Choir
- 470.1 Concert Choir I
- 470.2 Concert Choir II
- 470.3 Concert Choir III
- 470.4 Concert Choir IV
- 475 Jazz Choir
- 485.1 Vocal Jazz Ensemble I
- 485.2 Vocal Jazz Ensemble II
- 485.3 Vocal Jazz Ensemble III
- 485.4 Vocal Jazz Ensemble IV
- 501 Studio Lessons I
- 502 Studio Lessons II
- 503 Studio Lessons III
- 504 Studio Lessons IV

- **OCEANOGRAPHY**
- 100 Survey of Oceanography
- 101 Oceanography Lab/Field Study

- **PARALEGAL STUDIES**
- 275 Constitutional Law, Civil Rights, and Civil Liberties
- 304 Concepts of Criminal Law

- **PHILOSOPHY**
- 100 Intro to Philosophy
- 103 Critical Thinking
- 160 History of Western Philosophy: Ancient & Medieval
- 175 History of Western Philosophy: 16th-18th Century
- 200 Intro to Logic
- 240 Intro to Ethics
- 280 Intro to Political Philosophy
- 300 Intro to World Religions
- 312 Intro to Philosophy of Religion
- 320 Asian Philosophy

- **PHYSICAL EDUCATION**
- †105 The Student-Athlete Experience
- †211 Prevention and Care of Athletic Injuries
- 302 Introduction to Sport Nutrition

- **PHYSICS**
- 105 Conceptual Physics
- 106 Conceptual Physics Laboratory
- 114 Survey of Chemistry and Physics
- †210 General Physics I
- †211 General Physics I - Calculus Supplement
- †220 General Physics II
- †221 General Physics II - Calculus Supplement
- †250 Physics with Calculus I
- †260 Physics with Calculus II
- †270 Physics with Calculus III
- +690/695 Independent Study in Physics

- **POLITICAL SCIENCE**
- 115 Comparative Government
- 130 International Relations
- 150 Intro to Political Theory
- †200 National, State & Local Government
- †210 American Politics
- 280 Intro to Political Philosophy
- 301 California, State, & Local Government
- 315 Introduction to Revolutionary Thought
- 320 Latin America in the International Political Economy
- 335 History and Politics of the Middle East
- +690/695 Independent Study in Political Science

- **PSYCHOLOGY**
- 100 General Psychology
- 105 Experimental Psychology
- 110 Courtship, Marriage and Family
- †171 Quantitative Reasoning in Psychology
- 200 Developmental Psychology
- 201 Child Development
- 220 Introduction to Psychobiology
- 230 Introduction to Cross-Cultural Psychology
- 268 Black Psychology
- 300 Social Psychology
- 310 Positive Psychology
- 390 Psychology of Consciousness
- 410 Abnormal Psychology
- +665 Special Topics in Psychology
- +690/695 Independent Study in Psychology

- **SOCIAL SCIENCE**
- 150 Gender, Society and Culture
- 270 The Civil Rights Movement
- 275 Struggle for Civil Rights in California
- +690/695 Independent Study in Social Science

- **SOCIOLOGY**
- 100 Intro to Sociology
- 105 Contemporary Social Issues
- 108 Community Relations
- 110 Courtship, Marriage and Family
- 141 Race & Ethnicity
- 142 Filipina/o Community Issues
- 143 Sociology of Migration/Immigration
- 160 Sociology of Sex and Gender

- 341 Asian Cultures and Societies
- 432 Chinese Culture and Society
- +665 Selected Topics in Sociology
- +690/695 Independent Study in Sociology

- **SPANISH**
- 110 Elementary Spanish
- †111/112 Elementary Spanish I & II
- 120 Adv. Elementary Spanish
- †121 Adv. Elementary Spanish I
- †122 Adv. Elementary Spanish II
- 130 Intermediate Spanish
- 140 Adv. Intermediate Spanish
- 160 Readings in Literature in Spanish
- †220 Spanish for Spanish Speakers I
- 230 Spanish for Spanish Speakers II
- +690/695 Independent Study in Spanish

- **TEAM SPORTS**
- †100 Men's Baseball
- †111.1 Basketball I
- †111.2 Basketball II
- †111.3 Basketball III
- †111.4 Basketball IV
- †112 Basketball: Adv. Competition Strategies
- †116 Basketball: Individual Skill Development
- †117 Basketball: Tournament Basketball
- †132.1 Flag Football I
- †132.2 Flag Football II
- †132.3 Flag Football III
- †132.4 Flag Football IV
- †141.1 Soccer I
- †141.2 Soccer II
- †141.3 Soccer III
- †141.4 Soccer IV
- †148.1 Indoor Soccer I
- †148.2 Indoor Soccer II
- †148.3 Indoor Soccer III
- †148.4 Indoor Soccer IV
- †179 Tournament Volleyball
- †188 Volleyball Theory, Defense
- †189 Volleyball Theory, Offense
- †190 Baseball Theory, Defense
- †191 Baseball Theory, Offense
- †192 Men's Basketball Theory, Defense
- †193 Men's Basketball Theory, Offense
- †194 Women's Basketball Theory, Defense
- †195 Women's Basketball Theory, Offense
- †196 Men's Soccer Theory, Defense
- †197 Men's Soccer Theory, Offense
- †198 Women's Soccer Theory, Defense
- †199 Women's Soccer Theory, Offense
- †201 Wrestling Theory

- **VARSITY**
- †100 Varsity Baseball
- †110 Men's Varsity Basketball
- †120 Men's Varsity Cross Country
- †150 Men's Varsity Soccer
- †200 Varsity Wrestling
- †300 Women's Varsity Basketball
- †310 Women's Varsity Cross Country
- †340 Women's Varsity Volleyball
- †350 Women's Varsity Badminton
- †360 Women's Varsity Soccer

Transfer Courses – CA State Universities and Colleges

COURSES DESIGNATED AS TRANSFERABLE BY SKYLINE COLLEGE TOWARD BACCALAUREATE DEGREE CREDIT AT CALIFORNIA STATE UNIVERSITIES AND COLLEGES

The courses listed below are transferable to campuses of the California State University system. Those courses followed with a letter and numerical indicator such as "A1", "B2", etc., may be used to fulfill CSU General Education Breadth requirements. See end of section for further details.

Note: This information is current as of July 27, 2017. Please check with the Counseling Office or the Transfer Center for more up-to-date information.

TRANSFERS TO THE CALIFORNIA STATE UNIVERSITY (CSU) CAMPUSES

There are 23 CSU campuses located from Humboldt County to San Diego. In addition to the General Education requirements, there may be major requirements that will need to be completed prior to transferring with junior status. Meet with your counselor or the Transfer/Career Center to get further information on the CSU GE and major requirements.

- **ACCOUNTING**
- 100 Accounting Procedures
- 103 Ten Key Skills
- 121 Financial Accounting
- 131 Managerial Accounting
- 144 QuickBooks: Set-Up and Service Business
- 145 QuickBooks: Payroll and Merchandising Business
- 151 Intermediate Accounting I
- 152 Intermediate Accounting II
- 153 Intermediate Accounting III
- 154 Governmental and Nonprofit Accounting
- 155 Cost Accounting
- 171 Federal Income Tax
- 172 Business Income Taxes
- 175 Volunteer Income Tax Preparation
- 176 Enrolled Agent Exam Preparation
- 179 Taxation of Trusts, Gifts and Estates
- 197 Computerized Accounting
- 198 Adv. Computerized Accounting w/Peachtree
- 665 Selected Topics in Accounting
- 670 Vocational Cooperative Education in Accounting
- 695 Independent Study in Accounting

- **ADAPTIVE PHYSICAL EDUCATION**
- 358 Adapted Strength Development **(E2)**
- 359 Balance and Functional Movement for the Physically Limited **(E2)**

- **ADMINISTRATION OF JUSTICE**
- 100 Intro to Administration of Justice **(D)**
- 102 Principles/Procedures of Justice
- 104 Concepts of Criminal Law
- 106 Legal Aspects of Evidence
- 108 Community Relations
- 110 Police Report Writing
- 120 Criminal Investigation
- 123 Concepts of Enforcement Principles
- 125 Juvenile Procedures
- 128 Juvenile Crime Prevention Strategies
- 134 Traffic Enforcement and Investigation
- 135 Narcotics and Special Investigations
- 180 Criminal Identification
- 205 Judicial Process in California
- 665 Special Topics in Administration of Justice
- 670 Criminal Justice Internship (Cooperative Education)

- **AMERICAN SIGN LANGUAGE**
- ASL 100 American Sign Language I **(C2)**
- ASL 110 American Sign Language II **(C2)**
- 111 American Sign Language IA **(C2)**
- 112 American Sign Language IB **(C2)**
- 121 Adv. Elementary American Sign Language I **(C2)**
- 122 Adv. Elementary American Sign Language II **(C2)**

- **ANTHROPOLOGY**
- 110 Cultural Anthropology **(D)**
- 125 Physical Anthropology **(B2)**
- 127 Physical Anthropology Laboratory **(B3)**
- 150 Intro to Archaeology **(D)**
- 155 Human Prehistory & The Rise of Civilization **(D)**
- 165 Sex and Gender: Cross-Cultural Perspectives **(D)**
- 170 Anthropology of Death **(D)**
- 180 Magic, Witchcraft & Religion **(D)**
- 360 Native Peoples of North America **(D)**

- **ARABIC**
- 111 Elementary Arabic I **(C2)**
- 112 Elementary Arabic II **(C2)**

- **ART**
- 101 History of Western Art I **(C1)**
- 102 History of Western Art II **(C1)**
- 105 Art of Asia & Near East **(C1)**
- 107 Art of Our Times **(C2)**
- 115 Art, Music & Ideas **(C1)**
- 117 Arts of Africa and the African Diaspora **(C2)**
- 120 Art of the Americas **(C1)**
- 130 Art Appreciation **(C1)**
- 175 Visual Theory and Practice: Ceramic Art **(C1)**
- 201 Form & Composition I **(C1)**
- 202 Form & Composition II
- 204 Drawing I
- 205 Drawing II
- 207 Life Drawing
- 208 Portrait Drawing I
- 209 Portrait Drawing II
- 214 Color
- 217 Life Drawing II
- 221 Painting I **(C1)**
- 222 Painting II
- 231 Water Color I
- 232 Water Color II
- 234 Printmaking I
- 239 Printmaking II: Monotype, Monoprint and Mixed Media
- 248 Portraits in Pastel **(C1)**
- 301 Two-Dimensional Design
- 302 Advanced Design
- 311 Lettering & Layout I
- 312 Lettering & Layout II
- 322 Illustration
- 338 Advertising Art
- 350 Visual Perception through Photography **(C1)**
- 351 Black & White Photography I
- 352 Black & White Photography II
- 353 Black & White Photography III
- 354 Digital Photography I
- 355 Digital Photography II
- 363 Alternative Processes in Photography I
- 364 Alternative Processes in Photography II
- 376 Digital Imaging I
- 377 Digital Imaging II
- 401 Three-Dimensional Design
- 405 Sculpture I
- 406 Sculpture II
- 407 Sculpture III: Direct Metal
- 408 Bronze Casting
- 411 Ceramics I
- 412 Ceramics II
- 417 Ceramic Glazing Techniques
- 418 Ceramics III
- 425.1 Studio Practices in Photography I
- 425.2 Studio Practices in Photography II
- 430 Introduction to Digital Art
- 431 Digital Imaging I: Photoshop
- 432 Digital Imaging II: Advanced Photoshop
- 435 Digital Illustration
- 440 Introduction to Web Design
- 441 Intermediate Web Design
- 475 Digital Filmmaking I
- 479 Typography
- 665/667 Special Topics in Art
- 695 Independent Study in Art

- **ASTRONOMY**
- 100 Introduction to Astronomy **(B1)**
- 101 Astronomy Laboratory **(B3)**

- **AUTOMOTIVE TECHNOLOGY**
- 510 Basic Hybrid Powertrains

- 511 Principles of Hybrid and Electric Drives
- 524 Smog Check Inspector Training Level I
- 525 Smog Check Inspector Training Level II
- 541 Electricity and Electronics I
- 542 Electricity and Electronics II
- 546 Body Control Systems
- 665 Selected Topics in Automotive
- 680SA Body Control Systems
- 680SB Careers in Automotive Technology
- 695 Independent Study in Automotive Technology
- 706 Toyota Engines
- 707 Toyota Transmissions
- 708 Auto Principles Lab
- 709 Auto Service Orientation
- 710 Fundamentals of Auto Technology
- 711 Automotive Entry Level Technician
- 713 Auto Electricity & Electronics
- 716 Auto Cooling/Heating & Air Conditioning
- 721 Automotive Steering, Suspension & Brakes
- 725 Toyota Brakes & Chassis
- 727 Toyota Air Conditioning
- 728 Toyota Adv. Electrical
- 729 Toyota Engine Performance
- 734 Auto Engine Diagnosis/Repair
- 735 Auto Transmission/Drive Trains Diagnosis/Repair
- 739 OBD II Evaporative Emission Systems
- 745 Asian Brakes & Chassis
- 748 Japanese Adv. Electrical
- 749 Asian Engine Performance
- 751 Automotive Engine Performance
- 752 Adv. Engine Performance
- 753 Auto Service Advising
- 754 High Performance Engines I
- 755 High Performance Engines II
- 756 Chrysler Electronic Engine Controls
- 758 Automotive Computer Controls
- 759 Computer Controls: GM
- 760 History of the Automobile
- 761 Auto Brakes II
- 762 Toyota/Mazda Electronic Engine Controls
- 764 Emissions Control Systems I
- 765 Ignition Systems I
- 768 On-Board Diagnostics II (OBD-II)
- 769 Head & Valve Service
- 774 European Electronic Engine Controls
- 776 Drive Lines & Differentials
- 777 Automatic Transmissions I
- 778 Manual Transmissions I
- 779 Block Service
- 781 Electrical III
- 783 Precision Measurement
- 784 Tools of the Automotive Industry
- 785 Automotive Hazardous Materials
- 786 Automotive Air Conditioning I
- 787 Automatic Transmissions II
- 788 Apprenticeship Systems
- 789 Shop Regulations & Operations
- 790 Automotive Brakes I
- 791 Automotive Chassis II
- 792 Automotive Chassis I
- 793 Engine Performance
- 796 Japanese Engines
- 797 Japanese Transmissions
- 798 Alternative Fuels I
- 799 Alternative Fuels II

- **BIOLOGY**
- 101 Our Biological World **(B2)**, **(B3)**
- 110 Principles of Biology **(B2)**, **(B3)**
- 111 Natural History of California **(B2)**, **(B3)**
- 130 Human Biology **(B2)**
- 140 Animals, People & Environment **(B2)**
- 145 Plants, People & Environment **(B2)**
- 150 Intro to Marine Biology **(B2)**
- 170 Principles of Applied Bioscience **(B2)**
- 171 Laboratory Principles of Applied Bioscience **(B3)**
- 215 Organismal Biology **(B2)**, **(B3)**
- 230 Intro to Cell Biology **(B2)**, **(B3)**
- 240 General Microbiology **(B2)**, **(B3)**
- 250 Human Anatomy **(B2)**, **(B3)**
- 260 Human Physiology **(B2)**, **(B3)**
- 365 Intertidal Interpretation
- 415 Intro to Biotechnology Manufacturing
- 416 Laboratory Skills for Biotechnology Technicians
- 422 Foundations of Biotechnology
- 426 Genetic Engineering
- 430 Intro to Immunology
- 432 Fermentation Technology
- 665 Selected Topics in Biology
- 675 Honors Colloquium in Biology
- 695 Independent Study in Biology

- **BIOTECHNOLOGY**
- 150 Biotechnology Instrumentation: Quality Control and Genetic Engineering
- 170 Principles of Applied Bioscience **(B2)**
- 171 Laboratory Principles of Applied Bioscience **(B3)**
- 210 Business and Regulatory Practices in Biotechnology
- 220 Cell Culture and Protein Recovery
- 400 Foundations of Biotechnology

- **BUSINESS**
- 100 Intro to Business **(D)**
- 101 Human Relations at Work **(D)**
- 103 Intro to Business Information Systems
- 109 Working with People Worldwide
- 111 Crash Course to Success in Online Learning
- 115 Business Mathematics
- 120 Mathematical Analysis for Business **(B4)**
- 123 Statistics **(B4)**
- 140 Security Investments
- 150 Entrepreneurship – Small Business Management
- 153 Planning a Business Startup
- 161 Creativity and Innovation in Entrepreneurship
- 163 Accounting and Finance for Entrepreneurs

- 166 The Business Plan
- 170 Selling Fundamentals
- 180 Principles of Marketing
- 181 Personal Power & Leadership
- 182 Techniques of Promotion
- 183 Building High Performance Teams
- 187 Marketing Communications
- 190 Intro to Retail Management
- 201 Business Law
- 205 Business Ethics
- 210 International Finance **(D)**
- 212 International Business Practice Firm
- 221 Global Business Communications and Negotiation
- 227 Global Business Contracts
- 230 Intro to International Marketing
- 231 Put Your Business on the Web
- 241 Doing Business in Asia
- 243 Legal Environment of International Business
- 246 Doing Business in China
- 248 Asian Management Systems
- 264 Labor Law/Collective Bargaining
- 269 Warehousing and Logistics
- 278 Distribution Management
- 284 Purchasing and Supply Management
- 285 Inventory Management
- 286 Transportation Management
- 287 Fundamentals of Project Management
- 290 Introduction to Marketing Strategy
- 291 Marketing Tactics
- 292 Introduction to Marketing Promotions
- 293 Internet Marketing Strategies
- 296 New Economy Marketing
- 297 Business Planning for Success
- 326 Filing & Records Management
- 352 Introduction to Insurance
- 353 Property & Liability Insurance Principles
- 400 Business English
- 401 Business Communications
- 411 Introduction to Technical Communication I
- 468 Asia in the World Today
- 520 North San Mateo County Leadership Forum
- 665 Selected Topics in Business
- 670 Vocational Cooperative Education in Business
- 695 Independent Study in Business

- **BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**
- 100 Beginning Computer Keyboarding
- 101 Computer Keyboarding Skill Building
- 104 Intro to Computers w/Windows I
- 105 Intro to Computers w/Windows II
- 106 Microsoft Outlook
- 200 Intro to MS Office Suite
- 201 Integration of MS Office Applications
- 214 Word Processing I: Word
- 215 Word Processing II: Word
- 220 Desktop Publishing: PageMaker
- 222 Business Presentations I: PowerPoint
- 223 Business Presentations II: PowerPoint
- 225 Spreadsheets I: Excel
- 226 Spreadsheets II: Excel
- 227 Spreadsheets III: Excel
- 230 Database Applications I: Access
- 231 Database Applications II: Access
- 235 Computer Illustration
- 241 MS Project Fundamentals I
- 242 MS Project Fundamentals II
- 300 Business Procedures & Practices
- 301 Maximizing Your Employment Potential
- 403 HTML & Web Authoring Applications I
- 404 HTML & Web Authoring Applications II
- 406 Multimedia for the Web I – Audio
- 407 Multimedia for the Web II – Video
- 417 Adobe Illustrator Essentials
- 480 Network Fundamentals (LAN)
- 665 Selected Computer Topics
- 695 Independent Study in Business Computer Systems and Management

- **CAREER AND PERSONAL DEVELOPMENT**
- 111 Decision Making **(E1)**
- 116 Deciding On a Major
- 135 Skills/Self Assessment **(E1)**
- 137 Life & Career Planning **(E1)**
- 140 Peer Counseling
- 145 Soft Skills for the Work Place
- 665 Selected Topics in Career **(E1)**

- **CHEMISTRY**
- 112 Chemistry in Action **(B1)**, **(B3)**
- 114 Survey of Chemistry and Physics **(B1)**, **(B3)**
- 192 Elementary Chemistry
- 210 General Chemistry I **(B1)**, **(B3)**
- 220 General Chemistry II **(B1)**, **(B3)**
- 234 Organic Chemistry I **(B1)**
- 235 Organic Chemistry II **(B1)**,**(B3)**
- 237 Organic Chemistry Lab I **(B3)**
- 238 Organic Chemistry Lab II **(B3)**
- 410 Chemistry for Health Sciences **(B1)**, **(B3)**
- 416 Chemistry Lab Skills for Biotechnology Technicians
- 695 Independent Study in Chemistry

- **CHINESE**
- 111 Elementary Chinese I **(C2)**
- 112 Elementary Chinese II **(C2)**
- 115 Business Chinese
- 121 Adv. Elementary Chinese I **(C2)**
- 122 Adv. Elementary Chinese II **(C2)**

- **COMBATIVES**
- 301 Beginning Wrestling **(E2)**
- 302 Intermediate Wrestling **(E2)**
- 401.1 Self Defense I **(E2)**
- 401.2 Self Defense II **(E2)**

- 401.3 Self Defense III **(E2)**
- 401.4 Self Defense IV **(E2)**
- 404.1 Shotokan Karate I **(E2)**
- 404.2 Shotokan Karate II **(E2)**
- 404.3 Shotokan Karate III **(E2)**
- 404.4 Shotokan Karate IV **(E2)**
-
- **COMMUNICATION STUDIES**
- 110 Public Speaking **(A1)**
- 127 Argumentation and Debate **(A1)**
- 130 Interpersonal Communication **(A1)**
- 140 Small Group Communication **(A1)**
- 150 Intercultural Communication **(A1)**
- 160 Gender and Communication **(D)**
- **COMPUTER SCIENCE**
- 155 Computer Programming Visual Basic
- 250 Introduction to Object-Oriented Programming: C ++
- 251 Introduction to Microcontrollers with C/C++
- 252 Data Structures: C++
- 256 Computer Architecture and Assembly Language
- 262 Discrete Mathematics for Computer Science
- 412 Flash I
- 413 Flash II
- 665 Selected Topics in Computer Science
- 695 Independent Study in Computer Science
- **COOPERATIVE EDUCATION**
- 670 Vocational Cooperative Education
- 671 General Cooperative Education
- **COUNSELING**
- 100 College Success **(E1)**
- 101 Prep for College
- 102 Student Success Strategies
- 104 Understanding Transfer
- 105 Up Your Self-Esteem
- 106 Anxiety Management
- 107 Coping with Depression
- 108 Anger Management
- 640 Money Management for Academic Success
- 650.1 Kapatiran Seminar – College Success Factors
- 650.2 Kapatiran Seminar – Transition to College
- 651 Puente Seminar
- 652 Honors Seminar – Applying to Competitive Universities
- 655.1 Hermanos and Hermanas Seminar – College Success Factors
- 655.2 Hermanos and Hermanas Seminar – Transition to College
- 656.1 Hermanas Seminar – College Success Factors
- 656.2 Hermanas Seminar – Transition to College
- 657 Auto Guidance Seminar – Career Advancement Academy
- 658 Allied Health Seminar – Career Advancement Academy
- **DANCE**
- 100 Dance Appreciation **(C1)**
- 102 Survey of Jazz Dance from Streets to Stage **(C1)**, **(C2)**
- 105 Dance & Wellness **(E2)**
- 110 Modern Dance **(E2)**
- 117.1 Tap Dance I **(E2)**
- 117.2 Tap Dance II **(E2)**
- 121.1 Modern Dance I **(E2)**
- 121.2 Modern Dance II **(E2)**
- 121.3 Modern Dance III **(E2)**
- 121.4 Modern Dance IV **(E2)**
- 125.1 Salsa I **(E2)**
- 125.2 Salsa II **(E2)**
- 125.3 Salsa III **(E2)**
- 125.4 Salsa IV **(E2)**
- 130 Jazz Dance **(E2)**
- 130.1 Jazz Dance I **(E2)**
- 130.2 Jazz Dance II **(E2)**
- 130.3 Jazz Dance III**(E2)**
- 130.4 Jazz Dance IV **(E2)**
- 140 Ballet **(E2)**
- 140.1 Ballet I **(E2)**
- 140.2 Ballet II **(E2)**
- 140.3 Ballet III **(E2)**
- 140.4 Ballet IV **(E2)**
- 150.1 Hip Hop I **(E2)**
- 150.2 Hop Hop II **(E2)**
- 151.1 Social Dance I **(E2)**
- 151.2 Social Dance II **(E2)**
- 151.3 Social Dance III **(E2)**
- 151.4 Social Dance IV **(E2)**
- 152 Cuban Roots of Salsa **(E2)**
- 152.1 Cuban Roots of Salsa I **(E2)**
- 152.2 Cuban Roots of Salsa II **(E2)**
- 152.3 Cuban Roots of Salsa III **(E2)**
- 152.4 Cuban Roots of Salsa IV **(E2)**
- 161 Tango Argentino **(E2)**
- 162 Tango Milonga **(E2)**
- 163 Tango Buenos Aires **(E2)**
- 164 Tango de la Confiteria **(E2)**
- 165 Tango Performance Improvisation **(E2)**
- 166 Tango de la Guardia Vieja **(E2)**
- 167 Swing Dance I **(E2)**
- 168 Swing Dance II **(E2)**
- 169 Swing Dance III **(E2)**
- 171 Chinese Dance Workout **(E2)**
- 172.1 Classical Chinese Dance I **(E2)**
- 172.2 Classical Chinese Dance II **(E2)**
- 172.3 Classical Chinese Dance III **(E2)**
- 172.4 Classical Chinese Dance IV **(E2)**
- 260 Tango Teacher Training **(E2)**
- 330 Creative Dance **(E2)**
- 330.1 Creative Dance I **(E2)**
- 330.2 Creative Dance II **(E2)**
- 330.3 Creative Dance III **(E2)**
- 330.4 Creative Dance IV **(E2)**
- 350 Cardio Dance **(E2)**

- 350.1 Cardio Dance I **(E2)**
- 350.2 Cardio Dance II **(E2)**
- 350.3 Cardio Dance III **(E2)**
- 350.4 Cardio Dance IV **(E2)**
- 390 Dance Composition/Theory/Choreography
- 391 Dance Composition – Theory and Choreography **(E2)**
- 395 Dance Workshop **(E2)**
- 395.1 Dance Workshop I **(E2)**
- 395.2 Dance Workshop II **(E2)**
- 395.3 Dance Workshop III **(E2)**
- 395.4 Dance Workshop IV **(E2)**
- 400 Dance Production **(E2)**
- 400.1 Dance Performance & Production I **(E2)**
- 400.2 Dance Performance & Production II **(E2)**
- 400.3 Dance Performance & Production III **(E2)**
- 400.4 Dance Performance & Production IV **(E2)**
- 410 Dance for the Musical Theater Production **(E2)**
- 410.1 Dance for the Musical Theater Production I **(E2)**
- 410.2 Dance for the Musical Theater Production II **(E2)**
- 410.3 Dance for the Musical Theater Production III **(E2)**
- 410.4 Dance for the Musical Theater Production IV **(E2)**
- 440 Principles of Dance Co./Arts Program Management
- 450 Intermediate/Adv. Dance Production **(E2)**
- 665 Selected Topics in Dance **(E2)**
- 680 Experimental Courses in Dance

- **DIGITAL MEDIA AND DESIGN**
- 431 Digital Imaging I: Photoshop
- 432 Digital Imaging II: Advanced Photoshop
- 475 Digital Filmmaking I
- 476 Digital Filmmaking II
- 477 Digital Filmmaking III
- 478 Audio for Digital Filmmaking

- **DRAMA**
- 200 Theory of Acting I
- 201 Advanced Acting I
- 202 Advanced Acting II
- 208 Acting Practicum I (Acting Laboratory)
- 209 Acting Practicum II (Acting Laboratory)
- 311 Theatrical Sound/Audio Production
- 312 Theatrical Lighting/Basic Electrical Theory
- 313 Stage Carpentry and Rigging

- **EARLY CHILDHOOD EDUCATION**
- 191 Children's Literature **(C2)**
- 201 Child Development **(D)**, **(E1)**
- 210 Early Childhood Education Principles
- 211 Early Childhood Education Curriculum
- 212 Child, Family, and Community **(D)**
- 213 The School-Age Child
- 214 Child-Parent Relations **(E1)**
- 223 Infant/Toddler Development
- 225 Infant/Toddler Environments
- 240 ECE Administration I: Business & Legal
- 241 ECE Administration II: Personnel & Leadership
- 242 Adult Supervision in ECE/CD Classrooms
- 244 Prekindergarten Learning & Development Guidelines
- 260 Children with Special Needs
- 261 Early Intervention Practices
- 262 Introduction to Family Support: Building Respectful Partnerships
- 263 Curriculum and Strategies for Children with Special Needs
- 264 The Life Cycle of the Family
- 270 Intro to Infant/Toddler Child Care
- 272 Teaching in a Diverse Society
- 273 Supporting Young Bilingual Learners
- 275 Children's Language & Literacy Development
- 311 Children's Nutrition
- 314 Health, Safety & Nutrition for Young Children
- 331 The Role of the Teacher
- 333 Observation and Assessment
- 335 Child Guidance
- 339 Social Emotional Learning Fundamentals
- 360 Advocacy in the Early Childhood Field
- 366 Practicum in Early Childhood Education
- 367 Practicum in Early Childhood Education: Special Topics
- 368 Practicum in Early Intervention
- 665 Selected Topics in ECE
- 695 Independent Study in ECE

- **ECONOMICS**
- 100 Principles of Macroeconomics **(D)**
- 102 Principles of Microeconomics **(D)**
- 111 The Economy Today**(D)**
- 310 Political Economy of Asia **(D)**

- **EDUCATION**
- 100 Introduction to Education **(D)**
- 120 Historical, Socio-Cultural, and Philosophical Foundations of Education
- 200 Introduction to Classroom Teaching
- 201 Professional Ethics in Special Education
- 202 Special Education Capstone

- **ELECTRONICS TECHNOLOGY**
- 110 Intro to Fundamentals of Electronics
- 410 Intro to Solar Installation & Integration

- **EMERGENCY MEDICAL CARE**
- 180 Gateway to Health Careers
- 400 Emergency Medical Responder
- 410 Emergency Medical Technician
- 425 CPR: Health Care Provider

- **ENERGY SYSTEMS TECHNOLOGY MANAGEMENT**
- 400 Clean Energy Concepts, Policies and Industries
- 402 Introduction to Residential Construction
- 410 Intro to Solar Installation and Integration
- 411 Introduction to Solar Photovoltaics (PV) Systems and Markets

- 412 Solar Photovoltaics (PV) Design Fundamentals
- 413 Solar Photovoltaics (PV) Finance and Sales
- 421 Principles of Building Science, How Houses Work
- 425 Commercial and Residential Building Performance Concepts
- 426 Building Performance Retrofitting
- 427 Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC)
- 428 Field Training and Exam Preparation for Energy Efficiency
- 441 Solar Thermal Technology and Design
- 445 Commercial Solar Photovoltaics (PV) Finance and Sales
- 450 Fundamentals of Construction Management
- 480 Energy Summer Camp
- 490 Capstone Project in Energy Systems Technology Management
- 491 Climate Protection Professional I
- 492 Climate Protection Professional II
- 665 Selected Topics in Energy Systems Technology Management

- **ENGINEERING**
- 100 Introduction to Engineering
- 210 Engineering Graphics
- 215 Computational Methods for Engineers and Scientists
- 230 Statics
- 260 Circuits and Devices
- 261 Circuits and Devices Laboratory
- 270 Material Science
- 400 Introduction to STEM
- 695 Independent Study in Engineering

- **ENGLISH**
- 100 Composition **(A2)**,**(A3)**
- 103 Applied English Skills for Cultural Production I
- 104 Applied English Skills for Cultural Production II
- 105 Intensive Composition **(A2)**, **(A3)**
- 110 Composition, Literature, & Critical Thinking **(A2)**, **(A3)**, **(C2)**
- 161 Creative Writing I **(C2)**
- 162 Creative Writing II
- 165 Critical Thinking & Adv. Composition **(A3)**
- 166 Women on Writing
- 195 Term Paper
- 203 Applied English Skills for Cultural Production III
- 204 Applied English Skills for Cultural Production IV
- 695 Independent Study in English

- **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**
- 400 English Composition for Nonnative Speakers

- **ENVIRONMENTAL SCIENCE AND TECHNOLOGY**
- 100 Intro to Environmental Science **(B2)**
- 491 Climate Protection Professional I
- 492 Climate Protection Professional II

- **FAMILY & CONSUMER SCIENCES**
- 310 Nutrition **(E1)**
- 695 Independent Study in Family & Consumer Sciences

- **FILIPINO**
- 110 Elementary Filipino **(C2)**
- 111 Elementary Filipino I **(C2)**
- 112 Elementary Filipino II **(C2)**
- 120 Adv. Elementary Filipino **(C2)**
- 121 Adv. Elementary Filipino I

- **FILM**
- 370 Film Production **(C1)**
- 375 Scriptwriting for Film & TV
- 440 Film Study & Appreciation **(C2)**

- **FITNESS**
- 106 Varsity Conditioning **(E2)**
- 107 Intercollegiate Fitness
- 112.1 Cross Training I **(E2)**
- 112.2 Cross Training II **(E2)**
- 112.3 Cross Training III **(E2)**
- 112.4 Cross Training IV **(E2)**
- 116.1 Body Conditioning I **(E2)**
- 116.2 Body Conditioning II **(E2)**
- 116.3 Body Conditioning III **(E2)**
- 116.4 Body Conditioning IV **(E2)**
- 166.1 Golf Fitness I **(E2)**
- 166.2 Golf Fitness II **(E2)**
- 166.3 Golf Fitness III **(E2)**
- 166.4 Golf Fitness IV **(E2)**
- 199.1 Interactive Cardiovascular Fitness I **(E2)**
- 199.2 Interactive Cardiovascular Fitness II **(E2)**
- 199.3 Interactive Cardiovascular Fitness III **(E2)**
- 199.4 Interactive Cardiovascular Fitness IV **(E2)**
- 201.1 Weight Training I **(E2)**
- 201.2 Weight Training II **(E2)**
- 201.3 Weight Training III **(E2)**
- 201.4 Weight Training IV **(E2)**
- 219.1 Core Fitness Training I **(E2)**
- 219.2 Core Fitness Training II **(E2)**
- 219.3 Core Fitness Training III **(E2)**
- 219.4 Core Fitness Training IV **(E2)**
- 301.1 Spinning I **(E2)**
- 301.2 Spinning II **(E2)**
- 301.3 Spinning III **(E2)**
- 301.4 Spinning IV **(E2)**
- 304.1 Walking Fitness I **(E2)**
- 304.2 Walking Fitness II **(E2)**
- 304.3 Walking Fitness III **(E2)**
- 304.4 Walking Fitness IV **(E2)**
- 305.1 Cardiovascular Development – Running Emphasis I **(E2)**
- 305.2 Cardiovascular Development – Running Emphasis II **(E2)**
- 305.3 Cardiovascular Development – Running Emphasis III **(E2)**
- 305.4 Cardiovascular Development – Running Emphasis IV **(E2)**
- 308.1 Hiking and Trekking for Fitness I **(E2)**

- 308.2 Hiking and Trekking for Fitness II **(E2)**
- 308.3 Hiking and Trekking for Fitness III **(E2)**
- 308.4 Hiking and Trekking for Fitness IV **(E2)**
- 314.1 Backpacking for Fitness I **(E2)**
- 314.2 Backpacking for Fitness II **(E2)**
- 314.3 Backpacking for Fitness III **(E2)**
- 314.4 Backpacking for Fitness IV **(E2)**
- 332.1 Stretching and Flexibility I **(E2)**
- 332.2 Stretching and Flexibility II **(E2)**
- 332.3 Stretching and Flexibility III **(E2)**
- 332.4 Stretching and Flexibility IV **(E2)**
- 334.1 Yoga I **(E2)**
- 334.2 Yoga II **(E2)**
- 334.3 Yoga III **(E2)**
- 334.4 Yoga IV **(E2)**
- 335.1 Pilates I **(E2)**
- 335.2 Pilates II **(E2)**
- 335.3 Pilates III **(E2)**
- 335.4 Pilates IV **(E2)**
- 400.1 Fitness Academy I **(E2)**
- 400.2 Fitness Academy II **(E2)**
- 400.3 Fitness Academy III **(E2)**
- 400.4 Fitness Academy IV **(E2)**

- **GEOGRAPHY**
- 100 Physical Geography **(B1)**
- 101 Physical Geography Lab **(B3)**
- 106 Weather and Climate **(B1)**, **(B3)**
- 110 Cultural Geography **(D)**
- 150 World Regional Geography **(D)**
- 300 Geographic Information Science (GIS)
- 301 Intro to Map Reading for GIS
- 302 Intro to GIS & ArcView
- 303 GIS Applications

- **GEOLOGY**
- 100 Survey of Geology **(B1)**
- 105 Environmental Earth Science **(B1)**
- 106 Weather and Climate **(B1)**, **(B3)**
- 180 Geology of California **(B1)**
- 210 General Geology **(B1)**, **(B3)**
- 220 Historical Geology **(B1)**, **(B3)**
- 611 Field Geology I
- 695 Independent Study in Geology

- **HEALTH SCIENCE**
- 100 General Health **(E1)**
- 130 Human Sexuality **(E1)**
- 135 Introduction to Public Health
- 150 Death & Dying **(E1)**
- 161 Information and Referral: Understanding Community Resources
- 180 Gateway to Health Careers
- 314 Health, Safety and Nutrition for Young Children
- 484 Medical Terminology
- 665 Life Styles – Health Issues **(E1)**
- 695 Independent Study in Health Science

- **HISTORY**
- 100 History of Western Civilization I **(C2)**
- 101 History of Western Civilization II **(C2)**
- 104 World Civilizations I **(C2)**, **(D)**
- 106 World Civilizations II **(C2)**, **(D)**
- 108 Survey of American History **(D)**
- 109 Europe Since 1945 **(C2)**
- 201 U.S. History I **(D)**
- 202 U.S. History II **(D)**
- 203 The United States Since 1945 **(C2)**, **(D)**
- 235 History of Ethnic Groups in the U.S. **(D)**
- 240 History of Ethnic Groups in California **(D)**
- 244 African American History **(D)**
- 248 Women and the American Experience **(C2)**, **(D)**
- 265 American Business and Labor **(D)**
- 300 History of San Francisco **(D)**
- 310 California History **(D)**
- 335 History & Politics of the Middle East **(C2)**, **(D)**
- 410 The Holocaust **(C2)**
- 420 Survey of Latin American History **(C2)**
- 429 History of Latinos in the United States **(C2)**, **(D)**
- 430 Early Asian Civilizations **(C2)**, **(D)**
- 432 Modern Asian Civilizations **(C2)**, **(D)**
- 435 History of the Philippines **(C2)**, **(D)**
- 436 Filipinos in America **(D)**
- 444 Survey of Sub-Saharan African History **(C2)**, **(D)**
- 453 History of China**(C2)**, **(D)**
- 461-464 Great Cities of the World **(C2)**

- **HOSPITALITY AND TOURISM MANAGEMENT**
- 101 Intro to Hospitality and Tourism Management
- 108 Technology Essentials in Hospitality
- 120 Sanitation Practices in the Hospitality Industry
- 124 Excellence in Guest Service
- 125 Restaurant and Banquet Operations
- 130 Food & Beverage/Restaurant Management
- 140 Intro to Meeting, Event and Conference Management
- 164 Legal Aspects of Hospitality and Tourism
- 230 Hotel and Resort Management
- 231 Food, Beverage and Labor Cost Controls
- 665 Selected Topics in Hospitality and Tourism
- 672 Hospitality and Tourism Internship

- **HUMANITIES**
- 106 The Awakening of Individuality **(C2)**
- 115 Intro to the Arts – Live! **(C2)**
- 116 Children's Arts Appreciation **(C2)**
- 117 Arts, Senses & Imagination **(C1)**

- **INDIVIDUAL ACTIVITIES**
- 101.1 Archery I **(E2)**
- 101.2 Archery II **(E2)**
- 101.3 Archery III **(E2)**
- 101.4 Archery IV **(E2)**
- 121.1 Badminton I **(E2)**
- 121.2 Badminton II **(E2)**
- 121.3 Badminton III **(E2)**
- 121.4 Badminton IV **(E2)**
- 126 Coed Club Badminton **(E2)**

- 141 Bowling **(E2)**
- 160.1 Golf I **(E2)**
- 160.3 Golf III **(E2)**
- 160.4 Golf IV **(E2)**
- 168.1 Tournament Golf I **(E2)**
- 168.2 Tournament Golf II **(E2)**
- 168.3 Tournament Golf III **(E2)**
- 168.4 Tournament Golf IV **(E2)**
- 251.1 Tennis I **(E2)**
- 251.2 Tennis II **(E2)**
- 251.3 Tennis III **(E2)**
- 251.4 Tennis IV **(E2)**
- 253 Intermediate Tennis **(E2)**

- **INTERNATIONAL BUSINESS**
- 100 Global Trade and Logistics I
- 101 Global Trade and Logistics II
- 102 Customs Brokerage and Procedures I
- 103 Customs Brokerage and Procedures II
- 113 Introduction to Supply Chain Management
- 200 Introduction to International Business

- **ITALIAN**
- 103 Italian for Travelers
- 111 Elementary Italian I **(C2)**
- 112 Elementary Italian II **(C2)**
- 121 Adv. Elementary Italian I **(C2)**
- 122 Adv. Elementary Italian II **(C2)**

- **JAPANESE**
- 111 Elementary Japanese I **(C2)**
- 112 Elementary Japanese II **(C2)**

- **JOURNALISM**
- 110 Mass Media & Society **(D)**
- 120 Writing & Reporting for the Media
- 121 Adv. Writing & Reporting for the Media
- 300 Newspaper Staff
- 301 Online Newspaper Staff
- 302 Newspaper Workshop
- 320 Beginning Newspaper Staff
- 330 Intermediate Newspaper Staff
- 340 Intermediate Advanced Newspaper Staff
- 350 Advanced Newspaper Staff
- 695 Independent Study in Journalism

- **KINESIOLOGY**
- 100 Introduction to Kinesiology
- 305 Health-Related Fitness and Wellness **(E)**
- 510 Sport, Movement and Film **(D)**
- 670 Vocational Cooperative Education in Kinesiology
- 695 Independent Study in Kinesiology

- **LEARNING SKILLS**
- 110 Effective Tutoring and Practicum

- **LEGAL STUDIES**
- 200 Restorative Justice

- **LITERATURE**
- 100 Introduction to Literature **(C2)**
- 101 Contemporary Literature **(C2)**
- 151 Shakespeare **(C2)**
- 154 Queer Literature **(C2)**
- 155 The Graphic Novel **(C2)**
- 156 Science Fiction and Fantasy Literature
- 166 Women on Writing
- 191 Children's Literature **(C2)**
- 201 American Literature I **(C2)**
- 202 American Literature II **(C2)**
- 220 Introduction to World Literature I **(C2)**
- 221 Introduction to World Literature II **(C2)**
- 231 Survey of British Literature I **(C2)**
- 232 Survey of British Literature II **(C2)**
- 251 Women in Literature **(C2)**
- 265 Asian American Literature **(C2)**
- 266 Black Literature **(C2)**
- 267 Filipino American Literature **(C2)**
- 277 Film and Literature **(C2)**
- 370 Readings in Literature of the Latino in the U.S. **(C2)**
- 432 Folklore **(C2)**

- **MANAGEMENT**
- 100 Intro to Business Management
- 450 Fundamentals of Construction Management

- **MATHEMATICS**
- 130 Trigonometry **(B4)**
- 150 Mathematics for Elementary School Teachers I **(B4)**
- 153 Mathematics for Elementary School Teachers II **(B4)**
- 200 Elementary Probability & Statistics **(B4)**
- 201 Math in Society **(B4)**
- 222 Precalculus **(B4)**
- 225 Fast Track to Calculus **(B4)**
- 241 Applied Calculus I **(B4)**
- 242 Applied Calculus II **(B4)**
- 251 Calculus/Analytical Geometry I **(B4)**
- 252 Calculus/Analytical Geometry II **(B4)**
- 253 Calculus/Analytical Geometry III **(B4)**
- 268 Discrete Mathematics for Computer Science
- 270 Linear Algebra **(B4)**
- 275 Ordinary Differential Equations **(B4)**
- 670 Vocational Cooperative Education in Mathematics

- **MEDICAL ASSISTING**
- 400 Patient and Health Care Concerns
- 405 Introduction to Health Information Systems
- 410 Introduction to Pharmacology
- 415 Law and Ethnics for Allied Health Professionals
- 420 Medical Anatomy and Pathophysiology
- 430 Introduction to Medical Insurance Billing
- 438 Medical Insurance Billing Clerkship
- 440 Introduction to Medical Editing
- 448 Medical Editing Clerkship
- 450 Introduction to CPT (Current Procedural Terminology) Coding
- 452 Current Procedural Terminology (CPT) Coding II

- 455 Introduction to ICD-9 Coding
- 457 International Statistical Classification of Diseases (ICD) Coding II
- 458 Medical Coding Clerkship
- 460 Introduction to Administrative Medical Assisting
- 462 Administrative Medical Assisting II
- 468 Administrative Medical Assisting Clerkship
- 484 Medical Terminology

- **MUSIC**
- 100 Fundamentals of Music **(C1)**
- 105 Music Theory I **(C1)**
- 106 Music Theory II
- 107 Music Theory III
- 108 Music Theory IV
- 111 Musicianship I
- 112 Musicianship II
- 113 Musicianship III
- 114 Musicianship IV
- 115 Music, Art & Ideas **(C1)**
- 144 Concert Enjoyment **(C1)**
- 202 Music Appreciation **(C1)**
- 204 Music History **(C1)**
- 240 Music of the Americas **(C1)**
- 250 World Music **(C1)**
- 275 History of Jazz **(C1)**
- 276 Hip Hop: Culture and Politics **(C1)**, **(C2)**
- 286 Business of Independent Music
- 287.1 Urban Music Ensemble I
- 287.2 Urban Music Ensemble II
- 287.3 Urban Music Ensemble III
- 287.4 Urban Music Ensemble IV
- 290 Intro to MIDI Music
- 301 Piano I **(C1)**
- 302 Piano II
- 303 Piano III
- 304 Piano IV
- 350 The Art of Rock, Rhythm & Blues I
- 351 The Art of Rock, Rhythm & Blues II
- 355 Violin/Viola I
- 356 Violin/Viola II
- 357 Violin/Viola III
- 358 Violin/Viola IV
- 377 Guitar I
- 378 Guitar II
- 379 Guitar III
- 380 Guitar IV
- 383.1 Guitar Ensemble I
- 383.2 Guitar Ensemble II
- 383.3 Guitar Ensemble III
- 383.4 Guitar Ensemble IV
- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV
- 410.1 Voice for the Musical Theater Production I
- 410.2 Voice for the Musical Theater Production II
- 410.3 Voice for the Musical Theater Production III
- 410.4 Voice for the Musical Theater Production IV
- 420 Traditional Kulintang Music
- 420.1 Orchestra for the Musical Theater Production
- 430 Concert Band
- 430.1 Concert Band I
- 430.2 Concert Band II
- 430.3 Concert Band II
- 430.4 Concert Band II
- 440.1 Symphony Orchestra I
- 440.2 Symphony Orchestra II
- 440.3 Symphony Orchestra III
- 440.4 Symphony Orchestra IV
- 450 Jazz Band
- 450.1 Jazz Band I
- 450.2 Jazz Band II
- 450.3 Jazz Band III
- 450.4 Jazz Band IV
- 470 Concert Choir **(C1)**
- 470.1 Concert Choir I
- 470.2 Concert Choir II
- 470.3 Concert Choir III
- 470.4 Concert Choir IV
- 475 Jazz Choir
- 485.1 Vocal Jazz Ensemble I
- 485.2 Vocal Jazz Ensemble II
- 485.3 Vocal Jazz Ensemble III
- 485.4 Vocal Jazz Ensemble IV
- 501 Studio Lessons I (Applied Music I)
- 502 Studio Lessons II (Applied Music II)
- 503 Studio Lessons III (Applied Music III)
- 504 Studio Lessons IV (Applied Music IV)
- 665/667 Special Topics in Music Performance
- 695 Independent Study in Music

- **NETWORK ENGINEERING TECHNOLOGIES**
- 400 Introduction to Local Area Network
- 401 Survey of Networking and Wireless Technologies
- 410 Structured Wiring and Cabling
- 411 Fiber Optics Technology
- 413 Wireless Local Area Networks
- 420 PC Configuration and Repair
- 421 A+ Certification Exam Preparation
- 423 Mobile Device Connectivity
- 430 Introduction to Routers
- 431 Network Switches-Concepts and Applications
- 432 Routing Concepts and Applications
- 435 Network Security
- 439 Troubleshooting the Internetwork
- 440 Advanced Local Area Network
- 443 Introduction to Linux Administration
- 450 Voice Over IP (VoIP) Essentials

- **OCEANOGRAPHY**
- 100 Survey of Oceanography **(B1)**
- 101 Oceanography Lab/Field Study **(B3)**

- **PARALEGAL STUDIES**
- 240 Intro to Law

- 245 Paralegal Profession
- 247 Paralegal Profession II
- 250 Legal Research, Writing, and Analysis I
- 252 Civil Litigation I
- 260 Legal Research, Writing, and Analysis II
- 265 Labor Law & Collective Bargaining
- 266 Probates, Estates & Trusts
- 275 Constitutional Law, Civil Rights, and Civil Liberties **(D)**
- 290 Community Legal Services Clinic
- 304 Concepts of Criminal Law
- 305 Judicial Process in California
- 306 Legal Aspects of Evidence
- 320 Criminal Investigation
- 354 Civil Litigation II
- 430 Law Office Technology
- 670 Paralegal Internship
- 671 Paralegal Internship I

- **PHILOSOPHY**
- 100 Intro to Philosophy **(C2)**
- 103 Critical Thinking **(A3)**
- 160 History of Western Philosophy: Ancient & Medieval **(C2)**
- 175 History of Western Philosophy: 16th-18th Century **(C2)**
- 200 Intro to Logic **(A3)**
- 240 Intro to Ethics **(C2)**
- 280 Intro to Political Philosophy **(C2)**, **(D)**
- 300 Intro to World Religions **(C2)**
- 312 Intro to Philosophy of Religion **(C2)**
- 320 Asian Philosophy **(C2)**

- **PHYSICAL EDUCATION**
- 105 The Student-Athlete Experience **(E1)**
- 152 Theory of Sport & Fitness Management
- 211 Prevention and Care of Athletic Injuries
- 301 Introduction to Personal Training
- 302 Introduction to Sport Nutrition

- **PHYSICS**
- 105 Conceptual Physics **(B1)**
- 106 Conceptual Physics Laboratory **(B3)**
- 114 Survey of Chemistry and Physics **(B1)**, **(B3)**
- 210 General Physics I **(B1)**, **(B3)**
- 211 General Physics I – Calculus Supplement
- 220 General Physics II **(B1)**, **(B3)**
- 221 General Physics II – Calculus Supplement
- 250 Physics with Calculus I **(B1)**, **(B3)**
- 260 Physics with Calculus II **(B1)**, **(B3)**
- 270 Physics with Calculus III **(B1)**, **(B3)**
- 695 Independent Study in Physics

- **POLITICAL SCIENCE**
- 115 Comparative Government **(D)**
- 130 International Relations **(D)**
- 150 Intro to Political Theory **(D)**
- 200 National, State & Local Government **(D)**
- 210 American Politics **(D)**
- 280 Intro to Political Philosophy **(C2)**, **(D)**
- 301 California State & Local Government **(D)**
- 315 Introduction to Revolutionary Thought **(D)**
- 320 Latin America in the International Political Economy **(D)**
- 335 History & Politics of the Middle East **(C2)**, **(D)**

- **PSYCHOLOGY**
- 100 General Psychology **(D)**
- 105 Experimental Psychology
- 110 Courtship/Marriage/Family **(D)**
- 171 Quantitative Reasoning in Psychology **(B4)**
- 200 Developmental Psychology **(D)**, **(E1)**
- 201 Child Development **(D)**, **(E1)**
- 220 Introduction to Psychobiology **(B2)**, **(D)**
- 230 Introduction to Cross-Cultural Psychology **(D)**
- 238 Arab Cultural Psychology **(D)**
- 268 Black Psychology **(D)**
- 300 Social Psychology **(D)**
- 301 Psychology of Personal Development **(D)**
- 310 Positive Psychology **(D)**
- 390 Psychology of Consciousness **(D)**
- 410 Abnormal Psychology **(D)**
- 665 Special Topics in Psychology

- **REAL ESTATE**
- 100 Real Estate Principles
- 110 Real Estate Practice
- 130 California Mortgage Loan Brokering & Lending
- 131 Real Estate Finance I
- 665 Selected Real Estate Topics

- **RESPIRATORY CARE**
- 400 Patient & Health Care Concerns
- 410 Intro to Patient Care & Respiratory Assessment Techniques
- 415 Respiratory Pharmacology
- 420 Application of Cardiopulmonary Anatomy & Physiology
- 430 Intro to Respiratory Therapeutics
- 438 Clinical Clerkship I
- 445 Respiratory Diseases I
- 448 Clinical Clerkship II
- 450 Respiratory Diseases II
- 458 Clinical Clerkship III
- 460 Respiratory Critical Care
- 475 Hemodynamic Monitoring & Selected Topics in Respiratory Care
- 480 Diagnostic Testing and Outpatient Respiratory Care
- 484 Medical Terminology for Respiratory Therapy
- 485 Clinical Medicine Seminar
- 488 Clinical Clerkship IV
- 490 Neonatal and Pediatric Respiratory Care
- 495 Respiratory Care Board Examination Preparation & Review
- 665 Selected Topics in Respiratory Care
- 695 Independent Study in Respiratory Care

- **SOCIAL SCIENCE**
- 150 Gender, Society and Culture **(D)**
- 160 Women in Transition Seminar
- 270 The Civil Rights Movement **(D)**
- 275 Struggle for Civil Rights in California **(D)**
- 659 Life and Culture of the Local Area - Cuba

- **SOCIOLOGY**
- 100 Intro to Sociology **(D)**
- 105 Contemporary Social Issues **(D)**
- 108 Community Relations
- 110 Courtship, Marriage & Family **(D)**
- 129 Introduction to Research Methods
- 141 Race & Ethnicity **(D)**
- 142 Filipina/o Community Issues **(D)**
- 143 Sociology of Migration and Immigration **(D)**
- 160 Sociology of Sex and Gender **(D)**, **(E1)**
- 201 Sociology of Health & Medicine **(D)**
- 341 Asian Cultures and Societies **(C2)**, **(D)**
- 432 Chinese Culture & Society **(C2)**, **(D)**

- **SPANISH**
- 101 Spanish for Public Service I
- 103 Spanish for Travelers
- 110 Elementary Spanish **(C2)**
- 111 Elementary Spanish I **(C2)**
- 112 Elementary Spanish II **(C2)**
- 120 Adv. Elementary Spanish **(C2)**
- 121 Adv. Elementary Spanish I **(C2)**
- 122 Advanced Elementary Spanish II **(C2)**
- 130 Intermediate Spanish **(C2)**
- 140 Adv. Intermediate Spanish **(C2)**
- 160 Readings in Literature in Spanish **(C2)**
- 220 Spanish for Spanish Speakers I **(C2)**
- 230 Spanish for Spanish Speakers II **(C2)**
- 695 Independent Study in Spanish

- **STUDENT GOVERNMENT**
- 111 Student Government I
- 112 Student Government II
- 115 Community Service & Leadership Practicum
-

- **TEAM SPORTS**
- 100 Men's Baseball **(E2)**
- 111.1 Basketball I **(E2)**
- 111.2 Basketball II **(E2)**
- 111.3 Basketball III **(E2)**
- 111.4 Basketball IV **(E2)**
- 112 Basketball: Adv. Competition Strategies **(E2)**
- 116 Basketball: Individual Skill Development **(E2)**
- 117 Basketball: Tournament Basketball **(E2)**
- 132.1 Flag Football I **(E2)**
- 132.2 Flag Football II **(E2)**
- 132.3 Flag Football III **(E2)**
- 132.4 Flag Football IV **(E2)**
- 141.1 Soccer I **(E2)**
- 141.2 Soccer II **(E2)**
- 141.3 Soccer III**(E2)**
- 141.4 Soccer IV **(E2)**
- 148.1 Indoor Soccer I **(E2)**
- 148.2 Indoor Soccer II **(E2)**
- 148.3 Indoor Soccer III **(E2)**
- 148.4 Indoor Soccer IV **(E2)**
- 179 Tournament Volleyball **(E2)**
- 188 Volleyball Theory, Defense **(E2)**
- 189 Volleyball Theory, Offense **(E2)**
- 190 Baseball Theory, Defense **(E2)**
- 191 Baseball Theory, Offense **(E2)**
- 192 Men's Basketball Theory, Defense **(E2)**
- 193 Men's Basketball Theory, Offense **(E2)**
- 194 Women's Basketball Theory, Defense **(E2)**
- 195 Women's Basketball Theory, Offense **(E2)**
- 196 Mens' Soccer Theory, Defense **(E2)**
- 197 Men's Soccer Theory, Offense **(E2)**
- 198 Women's Soccer Theory, Defense **(E2)**
- 199 Women's Soccer Theory, Offense **(E2)**
- 201 Wrestling Theory **(E2)**

- **VARSITY SPORTS**
- 100 Varsity Baseball **(E2)**
- 110 Men's Varsity Basketball **(E2)**
- 120 Men's Varsity Cross Country **(E2)**
- 150 Men's Varsity Soccer **(E2)**
- 200 Varsity Wrestling **(E2)**
- 300 Women's Varsity Basketball **(E2)**
- 310 Women's Varsity Cross Country **(E2)**
- 340 Women's Varsity Volleyball **(E2)**
- 350 Women's Varsity Badminton **(E2)**
- 360 Women's Varsity Soccer **(E2)**

- **WELLNESS**
- 760 Intro to "Wholistic" Health
- 713 Asian Bodywork Traditions Theory and Practice
- 733 Tai Qi for Health

Course Descriptions Overview

Limitations On Scheduling Courses

Some courses in this catalog will not be scheduled in 2017-2018. Additional courses may be added. Skyline College reserves the right to discontinue, postpone, or combine classes and to change instructors when circumstances warrant such changes. Further, it reserves the right to cancel classes that do not reach a minimum enrollment.

Unless otherwise designated, any course may be offered either in day or evening. Additionally, some courses are offered online. Specific information concerning class hours and locations will be found in the current Class Schedule.

Course Descriptions Information

Courses on the following pages form the basic offerings at Skyline College. Generally in the following course descriptions, both semesters of a sequential course are listed together if the first semester course is a prerequisite to the second semester course. If there is no entry, the course has no prerequisite. All courses are offered for a letter grade, unless otherwise noted.

The credit value of each course in semester units is indicated by the number in parentheses following the title. A semester unit of credit is based upon one hour of the student's time at the college per week in lecture or recitation throughout one semester, together with the time necessary in preparation, or a longer time in laboratory or other exercises not requiring outside preparation. With a normal schedule of 15 college units, the average student will devote approximately 45 hours per week to class attendance and preparation.

Skyline College reserves the right to make appropriate course and program changes during the course of the year which may not be reflected in this catalog.

Course Numbering And Transferable Credit

The course numbering system in use at Skyline College as part of the San Mateo County Community College District categorizes courses according to the following:

100-599 Courses generally transferable to a four-year college or university.

600-699 Courses varying in content and which are usually transferable.

700-799 Courses that are part of a specific occupational program and which are not generally regarded as transferable.

800-899 Courses that are non-transferable in nature.

Courses accepted by the University of California are indicated at the end of each course description as "UC". A complete list of transferable courses can be found in the Transfer Planning section.

Courses identified by Skyline College as transferable to California State Universities are indicated at the end of each course description as "CSU." Courses that fulfill general education requirements show an area letter designation following. All transferable courses that satisfy general education to CSU can be found in the Transfer Planning section.

Because of changing regulations governing the transferability of courses among the segments of higher education in California, students should consult a counselor for current information about specific items. From time to time, a department may offer a course which is experimental in nature, covers a special topic, or which consists of independent study tailored to a student's needs. Because such courses are never exactly the same, you will not find them described in the catalog. They are, however, regular credit courses of the College. Usually they will be described in the Schedule of Classes or in other course advertising and will have a department name followed by one of the following numbers: 670 Vocational Cooperative Education courses (1-4) Vocational Cooperative Education courses are offered under COOP 670 as well as the 670 number in a variety of vocational disciplines. Courses numbered 670 are transferable to CSU. 680, 880 Experimental Courses Courses designed to study a particular area or problem beyond the scope of regularly offered courses. These courses can be offered for a letter grade or for Credit/No Credit.

695 INDEPENDENT STUDY (.5-3) (Pass/No Pass or letter grade.)

Hours/semester: 24 lab hours by arrangement for each .5 unit. Rec om mended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used — laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. Transfer credit: CSU. Courses numbered 680 or 695 are generally transferable.

Courses numbered 880 are not transferable. See a counselor for specifics.

Course Repetition

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.17.1) in which three types of courses are designated as repeatable:

Intercollegiate Athletics — Courses in which student athletes enroll to participate in an organized sport sponsored by the district or a conditioning course which supports the organized competitive sport may be designated as repeatable. (Title 5 Section 55040/55041)

Intercollegiate Academic or Vocational Competition — Courses that are specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. The course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.

Required by CSU or UC for Completion of a Bachelor's Degree — Repetition of the course is required by CSU or UC for completion of the bachelor's degree. Courses are limited to four attempts and this enrollment limitation applies even if the student receives a substandard grade or a "W." (Title 5 Section 55041)

These courses will be designated as "may be repeated for credit" in the College Catalog. For more information on this policy, please consult your College counselor. For further information, see Course Repetition under the Academic Standards section of this Catalog.

Course Descriptions

Accounting

ACTG 100 ACCOUNTING PROCEDURES

Introduction to financial accounting procedures for proprietorships in service and merchandising operations. Instruction in manual and computerized accounting systems with hands-on computer experience. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent.

Transfer Credit: CSU

ACTG 103 TEN-KEY SKILLS

Development of speed and accuracy using the ten-key pad on a computer keyboard for the four basic functions of addition, subtraction, multiplication, and division. *Pass/No Pass Only. Degree Credit.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 TBA

Transfer Credit: CSU

ACTG 121 FINANCIAL ACCOUNTING

Students taking their first course in accounting are strongly encouraged to complete ACTG 100 before enrolling in ACTG 121. Explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation; revenue and expense recognition; cash flow; internal controls; and ethics. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 16-18 TBA; 112-126 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent. ACTG 100 or equivalent; and BCM. 225 or equivalent.

Transfer Credit: CSU, UC

C-ID: ACCT 110

ACTG 131 MANAGERIAL ACCOUNTING

Examination of how managers use accounting information in decision-making, planning, directing operations, and controlling in an ethical environment. Focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 16-18 TBA; 112-126 Homework

Prerequisites: ACTG 121 or equivalent.

Recommended: BCM. 225 or equivalent.

Transfer Credit: CSU, UC

C-ID: ACCT 120

ACTG 144 QUICKBOOKS: SET-UP AND SERVICE BUSINESS

Development and operation of a computerized accounting system using QuickBooks and QuickBooks Pro for the Service Business. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ACTG 145 QUICKBOOKS: PAYROLL AND MERCHANDISING BUSINESS

Set up and maintenance of a computerized financial accounting system using the advanced features of QuickBooks Pro, along with coverage of payroll and the merchandising business. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. ACTG 144 or equivalent.

Transfer Credit: CSU

ACTG 151 INTERMEDIATE ACCOUNTING I

The first in a series of three intermediate financial accounting courses. Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). Topics include processing and reporting financial transactions and information relating to the content and structure of financial statements and related notes, revenues and expenses recognition, time value of money and its application in an accounting framework, and analysis of current assets and current liabilities. NOTE: This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours]. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ACTG 121 or equivalent.

Transfer Credit: CSU

ACTG 152 INTERMEDIATE ACCOUNTING II

The second in a series of three intermediate financial accounting courses. Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). Topics acquisition and disposal of plant assets, intangible assets, long-term liabilities and leases. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours]. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ACTG 121 or equivalent.

Recommended: ACTG 151

Transfer Credit: CSU

ACTG 153 INTERMEDIATE ACCOUNTING III

The third in a series of three intermediate financial accounting courses. Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). Topics include revenue recognition, valuation of stockholders' equity, earnings per share, derivatives, income taxes, pensions and post-retirement benefits, and share-based compensation. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours]. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ACTG 121 or equivalent.

Recommended: ACTG 151

Transfer Credit: CSU

ACTG 154 GOVERNMENTAL AND NONPROFIT ACCOUNTING

Study of the theory and practice of accounting for local and state government entities and nonprofit agencies. Topics include analysis and application of pronouncements from the Governmental Accounting Standards Board (GASB); fund accounting, operational and cash budgeting, and operational control issues; transaction analysis, financial statement preparation and analysis, and external reporting issues. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours] *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ACTG 121 or equivalent.

Transfer Credit: CSU

ACTG 155 COST ACCOUNTING

Study of the theory and practice of managerial cost accumulation concepts and techniques for product and service costing, planning and control. Special emphasis will be placed on the use of cost accounting information for decision-making and the preparation, analysis and use of cost accounting information. Topics include cost volume profit analysis, cost accumulation techniques, decentralization, transfer pricing, capital budgeting, cost allocation, budgeting, statistical cost estimation. Managerial uses of information for planning, control, and performance evaluation. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours] *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ACTG 131 or equivalent.

Transfer Credit: CSU

ACTG 156 INTERNATIONAL ACCOUNTING

Explore and analyze the differences in financial reporting under U.S. GAAP, International Financial Reporting Standards (IFRS) and other accounting systems, such as Chinese accounting system. Topics include accounting issues related to international business activities and foreign operations, strategic accounting issues of multinational companies, corporate governance, and corporate social responsibility reporting. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours] *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ACTG 121 or equivalent.

Transfer Credit: CSU

ACTG 171 FEDERAL INCOME TAX

Preparation of Federal and California income tax returns for individuals; basic income tax law, theory and practice. Students who successfully complete this course may apply to the California Tax Education Council (CTEC) to become a Registered Tax Preparer in California. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 16-18 TBA; 112-126 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent.

Transfer Credit: CSU

ACTG 172 BUSINESS INCOME TAXES

Preparation of Federal and California income tax returns for corporations, partnerships and sole proprietorships. Completion of ACTG 172 will enable students to complete most tax returns required of professional tax preparers. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 16-18 TBA; 112-126 Homework

Recommended: ACTG 100 or ACTG 121 or equivalent; and ACTG 171 or equivalent.

Transfer Credit: CSU

ACTG 175 VOLUNTEER INCOME TAX PREPARATION

Preparation of Federal and California income tax returns and use of tax preparation software. Topics include Capital Gains and Losses, Business Income and Expenses, the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions, and adjustments. Students serve in the Volunteer Income Tax Assistance (VITA) program and prepare income tax returns for qualifying individuals at no cost. Skyline VITA volunteers receive 32 hours of instruction and prepare income tax returns for 24 hours at the Skyline VITA site. *Pass/No Pass Only. Degree Credit.*

Units: 2.5

Hours/semester: 32-36 Lecture; 24-27 Lab; 64-72 Homework

Transfer Credit: CSU

ACTG 176 ENROLLED AGENT EXAM PREPARATION

Preparation for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam). Topics include taxation of individuals, inheritance, gifts, estates; taxation of small businesses, partnerships, farmers, C corporations, S corporations; taxation of not-for-profit entities, foreign corporations, and retirement plans. Other topics include fiduciary tax returns, determination of tax-exempt status, practice before the IRS and tax prepare rules. Course content will be adjusted to reflect changes in the SEE. [CPE Hours: CPA, CTEC 48 Fed] *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ACTG 121 and ACTG 172 or equivalent.

Transfer Credit: CSU

ACTG 179 TAXATION OF TRUSTS, GIFTS AND ESTATES

Preparation of Federal and California income tax returns for trusts, estates, and gifts. Topics include income tax law, theory, and practice, and preparation of Forms 1041 (Fiduciary), 706 (Estate) and 709 (Gift) and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Certificate and the CPA Exam

Preparation Series. [CPE Hours: CPA, EA, CTEC 48 Fed] *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ACTG 121 and ACTG 171 and ACTG 172 or equivalent.

Transfer Credit: CSU

ACTG 665 SELECTED TOPICS IN ACCOUNTING

Short course used to introduce, develop or review accounting and/or financial topics related to financial planning. Focus on a variety of topics, such as basic accounting skills, introduction to current accounting and financial software applications, upgrades to accounting software, and other related financial planning and budgeting topics. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 3

Hours/semester: 8-54 Lecture; 16-54 TBA; -54 Homework

Recommended: Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or equivalent.

Transfer Credit: CSU

ACTG 670 VOCATIONAL COOPERATIVE EDUCATION IN ACCOUNTING

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester for the instructor and the student to establish learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. One unit of credit for each 75 hours worked per semester, with a maximum of four units per semester, may be earned by students with jobs related to their academic or occupational majors or goals. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. *Pass/No Pass Only. Degree Credit.*

Units: 2

Hours/semester: 150 Work Experience

Prerequisites: Permission of the Cooperative Education Office, concurrent enrollment in a planned vocational program, and employment in a college-approved job directly related to the student's academic major.

Transfer Credit: CSU

Administration of Justice

ADMJ 100 INTRODUCTION TO ADMINISTRATION OF JUSTICE

History and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations and their interrelationships; theories of crime, punishment, and rehabilitation. Survey of the ethics, education, and required training for professionalism in the system. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC

C-ID: AJ 110

ADMJ 102 PRINCIPLES AND PROCEDURES OF JUSTICE

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, and corrections. Procedures in each sub-system and how they relate to one another. May include field research. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or equivalent.

Transfer Credit: CSU

ADMJ 104 CONCEPTS OF CRIMINAL LAW

Historical development and philosophy of criminal law and constitutional provisions. Special emphasis on legal definitions, the classifications of crime and their application to the administration of justice system. Study of case law, methodology, and concepts of law as a social force. Also listed as LEGL 304. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or LEGL 240 or equivalent.

Transfer Credit: CSU

C-ID: AJ 120

ADMJ 106 LEGAL ASPECTS OF EVIDENCE

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions and interpreting individual rights and case studies. Also listed as LEGL 306. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or LEGL 240 or equivalent.

Transfer Credit: CSU

C-ID: AJ 124

ADMJ 108 COMMUNITY RELATIONS

Study of the complex and dynamic relationship between the criminal justice system and the widely diverse multicultural society it serves in addressing crime and conflict. Emphasis will be on the roles and interaction of administration of justice practitioners and their agencies in the community, the challenges and prospects of administering justice within a diverse multicultural population, crime prevention, restorative justice, conflict resolution, and professional ethics in justice administration. Also listed as SOCI 108. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or SOCI 100 or equivalent.

Transfer Credit: CSU, UC

C-ID: AJ 160

ADMJ 110 POLICE REPORT WRITING

Exploration of effective police report writing techniques, including crime, arrest and incident reports. Examination of interview methods, note taking, report organization and documentation, crime scene diagrams, search warrant affidavits, and case preparation for prosecution. Emphasis on essential principles of written and oral communication in law enforcement, including testifying in court. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or equivalent

Transfer Credit: CSU

ADMJ 120 CRIMINAL INVESTIGATION

An introductory level Administration of Justice course that explores the concepts of, and techniques used in, the investigation of crime, including crimes scene protection, searching for and processing evidence, conducting interviews and interrogations, surveillance, and scientific analysis of evidence. Also listed as LEGL 320. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or LEGL 240 or equivalent.

Transfer Credit: CSU

C-ID: AJ 140

ADMJ 123 CONCEPTS OF ENFORCEMENT PRINCIPLES

Explanation of theories, philosophies, and concepts related to the role expectations of the enforcement officer. Emphasis is placed on patrol, traffic, and public services responsibilities and their relationship to the administration of justice systems. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or equivalent.

Transfer Credit: CSU

ADMJ 125 JUVENILE PROCEDURES

The study of the extent, causation, and prevention of juvenile delinquency. Includes an analysis of juvenile courts, institutional treatment, probation, parole, and juvenile delinquency prevention programs. The sociological and anthropological approaches to juvenile delinquency will be discussed in terms of their relationship to the administration of justice systems. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or equivalent.

Transfer Credit: CSU

C-ID: AJ 220

ADMJ 128 JUVENILE CRIME PREVENTION STRATEGIES

Innovative exploration of juvenile justice and issues facing at-risk youth: criminal law, the consequences of crime, and crime avoidance strategies. Course includes field trips and service learning opportunities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ADMJ 134 TRAFFIC ENFORCEMENT AND INVESTIGATION

A study of the fundamentals of traffic law enforcement and collision investigations, including traffic laws and regulations; the purposes and methods of traffic enforcement; detecting traffic law violators and DUI drivers; conducting field sobriety tests; investigating traffic collisions; skidmark and evidence analysis; preparing traffic citations, diagrams, and collision reports; and testifying in traffic court. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in,, ADMJ 100 or equivalent.

Transfer Credit: CSU

ADMJ 135 NARCOTICS & SPECIAL INVESTIGATIONS

This course is designed to acquaint the criminal justice student with background and historical information that involves identification of drugs, drug abuses, mental and physical effects, and addiction. There will also be special emphasis on vice and deviant behavior, including victimless crimes. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of, or concurrent enrollment in, ADMJ 100 or equivalent

Transfer Credit: CSU

ADMJ 180 CRIMINAL IDENTIFICATION

Theory and practices in the science of fingerprints, including classification, filing, comparisons, latent print technology, preservation of evidence, court testimony, rolling prints, computers, and the law as it pertains to criminal identification. Other aspects of personal identification include skeletal identification, portrait parle, composites, blood evidence, and basic camera procedures. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. ADMJ 102 and ADMJ 106 or equivalent.

Transfer Credit: CSU

ADMJ 665 SELECTED TOPICS IN ADMINISTRATION OF JUSTICE

Advanced specialized study in Administration of Justice. This program is designed to offer unique or specialized criminal justice topics of contemporary student interest. Students will learn from and work closely with criminal justice practitioners and bring this newly acquired knowledge back into the community. Topics vary. May be repeated for credit as topics vary. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Recommended: Satisfactory completion of, or concurrent enrollment in,, ADMJ 100 or equivalent.

Transfer Credit: CSU

ADMJ 670 CRIMINAL JUSTICE INTERNSHIP (COOPERATIVE EDUCATION)

Designed as an on-site experiential learning opportunity for advanced and qualifying Administration of Justice Program students who wish to apply their program skills and knowledge through a supervised paid work experience internship at an approved criminal justice (or justice related) agency. Enrollment and participation in this course is with the approval of the ADMJ Program Coordinator. Must be at least 18 years old and a U.S. citizen, have no felony convictions, possess a background history consistent with work in criminal justice, and ability to pass a background investigation to be conducted by the criminal justice agency. 300 hours of paid on-site work per semester required to achieve 4 units of credit. May be repeated for credit up to

16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. *Pass/No Pass Only. Degree Credit.*

Units: 4

Hours/semester: 300 Work Experience

Prerequisites: ADMJ 100 and six units of any of the following ADMJ core courses: ADMJ 102, ADMJ 104, ADMJ 106, ADMJ 108, and ADMJ 110 (three of the six units may be met by concurrent enrollment).

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

American Sign Language

ASL 100 AMERICAN SIGN LANGUAGE I

A beginning course designed to introduce students to the visual-gestural richness of American Sign Language as it is used within the Deaf culture. Introduces students to ASL's basic structure and vocabulary while developing students' expressive skills and understanding of fingerspelling and basic conversational strategies. Provides an introduction to the Deaf community and culture. Equivalent to two years of high school ASL. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 6A)

ASL 110 AMERICAN SIGN LANGUAGE II

A continuation of ASL 100, designed to enhance proficiency in ASL usage. The course further develops conversational skills with an increased emphasis on visual receptive and expressive skills required for learning advanced vocabulary, grammar, non-manual behaviors, and fingerspelling. Creates awareness of Deaf culture through the study of the history of ASL, the cultural dynamics of the Deaf community, and the cultural customs of communication. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ASL 100 or ASL 112 or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 6A)

ASL 111 AMERICAN SIGN LANGUAGE IA

A basic course in American Sign Language with focus on everyday communication. Topics center around personal information and the immediate environment, including introducing oneself, exchanging personal information and communicating about surroundings and home. Grammar is introduced in context, with an emphasis on developing question and answer skills. Students rehearse conversation strategies for getting attention, asking for clarification, and correcting information to minimize misunderstanding. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC

ASL 112 AMERICAN SIGN LANGUAGE IB

Continuation of ASL 111 with a more extensive focus on everyday communication, including talking about family, everyday activities and storytelling. Review and expansion of functions and grammar introduced in ASL 111. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ASL 111 or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC

ASL 121 ADVANCED ELEMENTARY AMERICAN SIGN LANGUAGE I

Three lecture hours plus one lab hour per week. Prerequisite: Completion of ASL 112, or equivalent curriculum with a grade of C or better. ASL 121 is the first course in an advanced elementary two-course sequence for hearing and non-hearing students. The course covers approximately the same material studied in the first half of ASL 120. Students will acquire a basic ability to sign and understand deaf culture at the advanced elementary level and will learn about the customs, culture and history of the deaf world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: ASL 112 or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC

ASL 122 ADVANCED ELEMENTARY AMERICAN SIGN LANGUAGE II

Three lecture hours plus one lab hour per week. Prerequisite: Completion of ASL 121, or equivalent curriculum with a grade of C or better. ASL 122 is the second course in an advanced elementary two-course sequence for hearing and non-hearing students. The course covers approximately the same material studied in the second half of ASL 120. Students will acquire a basic ability to sign and understand deaf culture at the advanced elementary level and will learn about the customs, culture and history of the deaf world more advanced than in ASL 121. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ASL 121 or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 6A)

Anesthesia Technology

See also listings under Surgical Careers.

ANST 400 PROFESSIONAL ASPECTS OF ANESTHESIA TECHNOLOGY

Introduction to Anesthesiology's contribution to quality patient care and the relationship of the Anesthesia Technologist to other health care professionals. Focus is on patient safety, universal precautions, and student safety in the health care environment. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: Admission to the Anesthesia Technology Program.

ANST 405 BASIC PRINCIPLES OF ANESTHESIA TECHNOLOGY

Introduction to the theory and concepts of functioning in a surgical environment including a fundamental understanding of a variety of anesthesia equipment and basic case set-up utilizing anesthesia supplies and equipment. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Anesthesia Technology Program.

ANST 410 BASIC ANESTHESIA EQUIPMENT

Introduction to the theories and concepts in the adequate function of anesthesia equipment to include: maintaining equipment, repairing defects and trouble-shooting complications. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: Admission to the Anesthesia Technology Program.

ANST 415 ANESTHESIA PHARMACOLOGY

Introduction to the theory and concepts in the proper use and safe practice of delivery and storage of anesthesia medications which includes: stocking of the drug cart and assisting the anesthesia care provider in the preparation of the medications. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ANST 405 or equivalent.

ANST 420 APPLICATION OF PRINCIPLES IN ANESTHESIA TECHNOLOGY

Introduction to the theory and concepts of the use and function of anesthesia supplies and equipment used for various surgical procedures to include cases in: general, regional, and conscious sedation. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ANST 405 or equivalent.

ANST 425 ANESTHESIA TECHNOLOGY CLINICAL EXPERIENCE I

Introduction to the theory and clinical practice of anesthesia to include: general, regional and conscious sedation techniques. Students will become familiarized with the surgical environment and practice skills and abilities in all basic areas related to role of the Anesthesia Technologist. *Pass/No Pass Only. Degree Credit.*

Units: 5

Hours/semester: 320-320 Field Experience

Prerequisites: ANST 410 or equivalent.

ANST 430 ADVANCED ANESTHESIA EQUIPMENT

Introduction to the theory and concepts of advanced anesthesia equipment used in surgical procedures. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: ANST 420 or equivalent.

ANST 435 ANESTHESIA TECHNOLOGY CLINICAL EXPERIENCE II

Continued application of advanced theory and concepts of clinical practice skills to mastery. Students operate independently as an Anesthesia Technologist in all aspects of patient care including: preoperative, intraoperative, and postoperative surgical phases. *Pass/No Pass Only. Degree Credit.*

Units: 5

Hours/semester: 320-320 Field Experience

Prerequisites: ANST 430 or equivalent.

ANST 440 ANESTHESIA TECHNOLOGY EXAMINATION AND REVIEW

Preparation and review for the Certified Anesthesia Technologist examination required by the American Society for Anesthesia Technologists and Technicians. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ANST 435 or equivalent.

Anthropology

ANTH 110 CULTURAL ANTHROPOLOGY

A comparative analysis of human cultures with emphases on core concepts such as kinship, religion, politics, technology, and an appreciation of our societal variability. When appropriate, comparison is made with present-day American society to show the effect of societal diversity, size, and complexity of cultural factors. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9D3

Transfer Credit: CSU, UC (IGETC Area 4G)

C-ID: ANTH 120

ANTH 125 PHYSICAL ANTHROPOLOGY

Biological consideration of the origin, development, and potential survival of humans and other primates. Topics include concepts of evolution: natural selection and populations, patterns of inheritance, the fossil record, and behavioral adaptations. The course will examine how biological, physical, and cultural variations have allowed human populations to adapt to various physical environments. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9B2

Transfer Credit: CSU (CSU GE Area B2), UC (IGETC Area 5B)

C-ID: ANTH 110

ANTH 127 PHYSICAL ANTHROPOLOGY LABORATORY

Laboratory designed to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course: the scientific method, biological variation and forces of evolution, human osteology and variation, comparative osteology of primates, and fossil evidence for human evolution. Field trips may be offered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion of, or concurrent enrollment in, ANTH 125 or equivalent.

Transfer Credit: CSU (CSU GE Area B3), UC (IGETC Area 5C)

C-ID: ANTH 115L

ANTH 150 INTRODUCTION TO ARCHAEOLOGY: BONES, BEADS AND THE BASICS OF MATERIAL CULTURE

Explores cultural diversity using theories and methods of anthropological archaeology. This course typically includes discussions of the development of archaeological research, excavation methods, data analysis, and selected cultural sequences. Instructor may require field trips. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4G)

C-ID: ANTH 150

ANTH 155 HUMAN PREHISTORY AND THE RISE OF CIVILIZATION

An anthropological survey of human and hominid prehistory spanning over two million years. Emphasis is on the origin and cultural evolution of the world's first settled communities and early civilizations, including Mesopotamia, Egypt, India, China, Europe, Central America, and South America. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4G)

ANTH 165 SEX AND GENDER: CROSS-CULTURAL PERSPECTIVES

A survey of cross-cultural and historical factors influencing human sexuality, gender roles and identity. The course emphasizes non-Western culture such as Asian, African, and the Indigenous Americas. Diverse cultural forces affecting both female and male status, such as economics, religion, and sexual practices, will be examined. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4G)

ANTH 170 ANTHROPOLOGY OF DEATH

Examination of cross-cultural perspectives on beliefs and practices around death and dying. Selected topics may include funerary practices, cannibalism, bereavement and concepts of the afterlife. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4G)

ANTH 180 MAGIC, WITCHCRAFT AND RELIGION

Cross-cultural exploration of the supernatural belief systems, focusing on non-literate, tribal and ethnic cultures; history and methods of the anthropological approach to religion; the dynamics of myth, magic, totem, taboo, cults, and sects. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4G)

ANTH 360 NATIVE PEOPLES OF NORTH AMERICA

An introduction to the life ways of representative Native North American culture groups found in different geographical areas of North America. The course will examine settlement patterns and environmental adaptations, social organizations, worldview, and the arts chronologically and cross culturally, with emphasis on the impact of contact with European cultures. Field trips may be arranged to investigate archaeological evidence. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4G)

Arabic

ARBC 111 ELEMENTARY ARABIC I

The first of a two-course-sequence in basic elementary Arabic. Conversation in the language, dictation, reading and study of the fundamentals of grammar; simple oral and written exercises; an introduction to Arabic culture. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC

ARBC 112 ELEMENTARY ARABIC II

Second course of a two-semester sequence in basic elementary Arabic. Conversation in the language, dictation, reading and study of the fundamentals of grammar, simple oral and written exercises, and an introduction to Arabic culture. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ARBC 111 or equivalent.

Transfer Credit: CSU (CSU GE Area C2), UC

Art

Art majors should consult the program outlined in "Degree Programs" for a suggested plan of study.

Art activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family. A family of courses may contain more than four courses. If there are more than four courses in a particular family, a student may only enroll in a maximum of four total courses within that family. A course previously taken by a student (prior to the legislation) within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four.

Art activity courses are offered in levels by progression. Courses are listed by title; for example, Black and White Photography, Ceramics, etc, and then by level. Level I is beginning; Level II is intermediate; and Level III is intermediate/advanced.

New students are advised to enroll in the beginning level and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family, must progress to the next level.

ART 101 HISTORY OF WESTERN ART I

Comprehensive survey of the history of arts (architecture, painting, sculpture and other media) in the Western traditions and the understanding of art as reflections of the cultures from which the art emerged. Survey of the arts from the historic periods of the Prehistoric to the late 1300's. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 102 HISTORY OF WESTERN ART II

Comprehensive survey of the history of arts (architecture, painting, sculpture and other media) in the Western traditions and the understanding of art as reflections of the cultures from which the art emerged. Survey of the arts from the historic periods of the Renaissance to contemporary times. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

C-ID: ARTH 102

ART 105 ART OF ASIA & THE NEAR EAST

Survey of Asian and Near Eastern Art, especially India, China and Japan, and Persia. Investigation of the cultural sources of art work as well as their aesthetic qualities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 107 ART OF OUR TIMES

An introduction to the American visual experience of today including painting, sculpture, architecture, industrial, interior, package, advertising, furniture, design, etc. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1)

ART 115 ART, MUSIC AND IDEAS

An integrated consideration of art and music as reflections of the philosophies and traditions of cultures. The understanding of the various elements common to the creative efforts of art and music are emphasized as a means to enhance and extend a student's recognition, involvement, and ultimately, appreciation of these efforts. Diverse media are examined to demonstrate the realizations of ideas into works of art and music. Also listed as MUS. 115. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 117 ARTS OF AFRICA AND THE AFRICAN DIASPORA

Survey of the arts in Africa, their cultural context, spirit and history from prehistoric to contemporary and their impact on the African diaspora. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 5b

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

ART 120 ART OF THE AMERICAS

An examination of the diverse indigenous arts and cultures of the Americas, the impact of colonialism and the development of ethnic arts in the 19th and 20th centuries in the Americas. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 130 ART APPRECIATION

A brief survey of the concepts and traditions of art through history and diverse cultures. Historical events, customs, traditions, and technology are evaluated as integrated and interactive elements which influence the creation of art. Through recognition of the communicative abilities of art, the functions and values of art to cultures and the individual are explored. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

ART 175 VISUAL THEORY AND PRACTICE: CERAMIC ART

An introduction to a broad spectrum of ceramic art from diverse cultures, with a focus on visual theory, aesthetics, criticism, and historical context. Students will develop critical thinking skills through the analysis of cultural and technological constructs which influenced the creation of specific genres. In addition, students will produce original works of ceramic art by reinterpreting the traditions they study in a contemporary context, with an emphasis on creative problem solving skills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C1)

ART 204 DRAWING I

Basic introduction to drawing using both simple and complex forms derived from nature, life, and still life sources. A variety of media will be used. Recommended as a first level course for anyone desiring to participate in an art experience or program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Transfer Credit: CSU (CSU GE Area C1), UC

C-ID: ARTS 110

ART 205 DRAWING II

Materials and techniques in common use; traditional and contemporary pen, pencil, and conte crayon expression. Rendering of everyday objects and scenes. Methods of depicting shade, shadows, and textures, and acquiring skill in value transition. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA

Prerequisites: ART 201 or ART 204 or equivalent.

Transfer Credit: CSU, UC

C-ID: ARTS 205

ART 207 LIFE DRAWING

The study of the human form as art using the techniques and materials of drawing in several media. Application of fundamental studies of anatomy in the pursuits of expressive representations of the human figure. Studio practice drawing from live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Transfer Credit: CSU, UC

C-ID: ARTS 200

ART 208 PORTRAIT DRAWING I

Portrait characterizations using the techniques and materials of drawing in several media. Application of fundamental studies of the anatomy of the head and faces in the pursuits of expressive representations of people. Individualized instruction is emphasized Studio practice drawing from live models. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU, UC

ART 209 PORTRAIT DRAWING II

Advanced portrait characterizations, expanding upon the drawing techniques of Portrait Drawing I. Further enhancements of drawings based upon astute studies of the anatomy of the head and faces. Individualized instruction is emphasized. Studio drawing sessions of male and female live models. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. ART 208 or equivalent.

Transfer Credit: CSU, UC

ART 214 COLOR

Drawing proficiency is not required. Introduction to the physical and psychological properties of color. This course stresses the knowledge and skills needed to use color aesthetically. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Transfer Credit: CSU, UC

C-ID: ARTS 270

ART 217 INTERMEDIATE LIFE DRAWING

Continued study of the human form as art using the techniques and materials of drawing and painting in pastels, acrylics, oil and watercolor paints. Application of more advanced studies of anatomy and chromatic expressions through different skin palettes. Use of expressive representations of the human figure in different environments. Expression of complex narrative contexts in the human figure. Studio practice drawing and painting from live models. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Prerequisites: ART 207 or equivalent.

Transfer Credit: CSU, UC

ART 221 PAINTING I

Introduction to principles, elements, and practices of painting. Exploration of painting materials, perceptual skills, and paint mixing technique, as well as creative responses to materials and subject matter. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC

ART 222 PAINTING II

Refinement and further development of the art of painting in the creation of works which share ideas and perceptions with others. An intermediate level course in techniques, materials and theories of painting. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Recommended: ART 221

Transfer Credit: CSU, UC

ART 231 WATERCOLOR I

Introduction to transparent and opaque Watercolor. Varied approaches and techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Satisfactory completion of one or more college level studio art courses.

Transfer Credit: CSU, UC

ART 232 WATERCOLOR II

Additional exploration of watercolor painting as a vehicle for creative art expression. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Prerequisites: ART 231 or equivalent.

Transfer Credit: CSU, UC

ART 234 PRINTMAKING I

Basic introduction to printmaking using techniques and materials to create limited edition prints in a variety of media. May include: Monotype, Drypoint, Collograph, Lithography, and Lino cut. Transfer: UC; CSU. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU, UC

ART 239 PRINTMAKING II: MONOTYPE, MONOPRINT AND MIXED MEDIA

Advanced practice in monotype, monoprint, and mixed media print processes. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Prerequisites: ART 234 or equivalent.

Transfer Credit: CSU

ART 301 TWO-DIMENSIONAL DESIGN

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. Exploration of drawing and painting materials and techniques to explore two-dimensional design concepts. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Transfer Credit: CSU, UC

C-ID: ARTS 100

ART 350 VISUAL PERCEPTION THROUGH PHOTOGRAPHY

The evaluation of photographs as a means to share observations and critiques of oneself, culture and history. Students will make their own images to further explore the relationships of images and perceptions; to examine how photographs impact our understanding of our world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1)

ART 351 BLACK AND WHITE PHOTOGRAPHY I

An introduction to film-based 35mm black and white photography. Students will gain skills to view and produce photographs as an alternative means of sharing personal observations and perceptions. To develop personally meaningful images, the knowledge and application of the photographic equipment, materials and techniques are emphasized. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU, UC

ART 352 BLACK AND WHITE PHOTOGRAPHY II

An intermediate course expanding upon concepts and techniques developed in ART 351. Students will enhance skills to produce photographs to better share personal observations and perceptions. Critical considerations of style, content and presentation will be fundamental components of students' projects. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 351 or equivalent.

Transfer Credit: CSU (CSU GE Area C1), UC

ART 353 BLACK AND WHITE PHOTOGRAPHY III

An advanced course expanding upon concepts and techniques developed in ART 351 and ART 352. Major emphasis of course is the critical considerations of the application of skills to produce photographs that share personal perspectives based upon observations and perceptions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 352 or equivalent.

Transfer Credit: CSU

ART 354 DIGITAL PHOTOGRAPHY I

Introduction to the use of digital color photography as an alternative means of sharing personal observations and perceptions. In addition to the knowledge and application of the photographic equipment, materials and techniques; students are introduced to the concepts and principles of using images as a means of communication and expression. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU, UC

ART 355 DIGITAL PHOTOGRAPHY II

A continuation of ART 354. The introduction of advanced and specialized techniques in camera use and manipulations in PhotoShop to expand upon the understanding and use of images as a means of sharing personal perspectives and expressions. An important emphasis of this course is the production of artworks that reflect upon personal observations, perceptions and considerations of one's world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: ART 354 or equivalent.

Transfer Credit: CSU, UC

ART 401 THREE-DIMENSIONAL DESIGN

Introduction to fundamental concepts and the historical references of organizing forms in three dimensions. Studio application involving various materials to explore 3-d concepts. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Transfer Credit: CSU

C-ID: ARTS 101

ART 405 SCULPTURE I

An introduction to the sculpture processes. Studio practice using a variety of materials. e.g. wood, metal, plaster, clay, stone, and mixed media assemblage to make three-dimensional works of art. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU, UC

ART 406 SCULPTURE II

Advanced study and practice in three dimensional form; a continuation of Art 405 in developing mastery of the media of sculpture, e.g. wood, metal, plaster, clay, stone, and mixed media assemblage. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 405 or demonstration of equivalent skill.

Transfer Credit: CSU, UC

ART 407 SCULPTURE III: DIRECT METAL

Creation of sculptural form in metal using welding, brazing, and soldering techniques for fabrication of line, plane, found-object and mixed media composition. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 405 or demonstration of equivalent skill.

Transfer Credit: CSU

ART 411 CERAMICS I

Basic introduction to ceramics and the creative process. Students will learn ceramic hand-building, glazing, and firing methods as a means of self-expression and communication. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Transfer Credit: CSU, UC

ART 412 CERAMICS II

Additional study of ceramic processes and their application in art. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 411 or equivalent.

Recommended: ART 301 or concurrent enrollment in ART 301.

Transfer Credit: CSU, UC

ART 417 CERAMIC GLAZING TECHNIQUES

Advanced glazing techniques including special glazes, glaze composition and multi-firing techniques. Projects with emphasis on glaze effects. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 412 or equivalent.

Transfer Credit: CSU, UC

ART 418 CERAMICS III

Advanced study of ceramics with a focus on either sculptural or functional artworks in clay. A series of focused ceramics pieces will culminate in the creation of a portfolio. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 412 or equivalent.

Transfer Credit: CSU

ART 425.1 STUDIO PRACTICES IN PHOTOGRAPHY I

An introduction to the materials and techniques often used in location and studio situations. Principles and practices of lighting control to achieve the aesthetic mandates of expression, content and composition in still photographic images. The controlled uses of natural and artificial lighting sources are a major emphasis. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: ART 354 or equivalent.

Transfer Credit: CSU

ART 425.2 STUDIO PRACTICES IN PHOTOGRAPHY II

Continuation of ART 425.1 introducing intermediate to advanced applications of materials and techniques often

used in the design of lighting for specialized photographic effects and projects. A further exploration of the principles and practices used in lighting control to achieve specific aesthetic objectives in still photographic images. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: ART 425.1 or equivalent.

Transfer Credit: CSU

ART 430 INTRODUCTION TO DIGITAL ART

Explores creative uses of digital technologies, and introduces digital art from historical and contemporary perspectives. Learn a range of skills and software used in the creation and editing of digital artworks for print, web, and multimedia. This entry-level course is a prerequisite for all other Digital Arts courses. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU, UC

ART 431 DIGITAL IMAGING I: PHOTOSHOP

This course focuses on the creation and editing of digital images for use in art and design with Adobe Photoshop. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. ART 430 or equivalent.

Transfer Credit: CSU, UC

ART 432 DIGITAL IMAGING II: ADVANCED PHOTOSHOP

This project-based course will expand on the tools and techniques necessary to further explore the image making process using raster based software such as Adobe Photoshop. Students develop strategies for content development, visual cohesiveness, and graphic production techniques. Topics include design, layout, typography, color principles, and project preparation for print, web, and animation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 431 or equivalent.

Transfer Credit: CSU

ART 435 DIGITAL ILLUSTRATION

Learn skills for creating digital illustrations, designs, and artworks through creative projects using Adobe Illustrator. This course will utilize the industry standard vector-based illustration software to create vector graphics for use in art, design, digital publishing, and the web. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. ART 430 or equivalent.

Transfer Credit: CSU, UC

ART 440 INTRODUCTION TO WEB DESIGN

An introduction to creating web sites and web graphics using popular industry-standard authoring tools and design software. The course introduces the basics of layout for visual communication by integrating design concepts with technical execution in a web environment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU, UC

ART 441 INTERMEDIATE WEB DESIGN

Exploration of intermediate design processes for the web with an emphasis on visual design and web technologies. Various industry standard software applications and web technologies are employed to create original graphics, control layout and type, process images, and publish professional websites. Topics may include in-depth discussions on the design strategies used for combining text, images, animation, video, audio, and third party API's to create compelling visual experiences for web users. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 440 or equivalent.

Transfer Credit: CSU, UC

ART 475 DIGITAL FILMMAKING I

Concentration on production techniques used in movies, television, documentaries, music videos, and commercials. This hands-on class includes digital camcorder (or DSLR) operation, basic composition, camera movement, and use of natural lighting. Other topics include on-location audio recording, composition aesthetics, digital video fundamentals, editing, and career options. Also listed as DMAD 475. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU, UC

ART 479 TYPOGRAPHY

Explores the history and perceptual development of letterforms and the application of typography in art and design. Language and technology will be reviewed. Creative Projects will demonstrate theoretical concepts and their application. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU, UC

ART 667 SPECIAL TOPICS IN ART

Lecture-based sections (1 or 2 or 3 units): Hours/semester: 16-18, 32-36 or 48-54 lecture/additional hours by arrangement where indicated. Studio-activity sections (.5 or 1 or 2 or 3 units): Hours/semester: 24-27, 48-54, 96-108 or 144-162 lab/additional studio hours and/or hours by arrangement. Specialized courses in Art designed for the focused investigation of a particular issue or topic. The courses are designed to address either artistic theoretical or rhetorical issues, or to acquire technical or craftsmanship skills of particular materials and processes associated with a specific studio art. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 3

Hours/semester: 16-54 Lecture; 24-162 Lab; 32-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400 or equivalent for lecture-based sections., Eligibility for Successful completion of a beginning art studio course, or equivalent for studio-activity sections.

Transfer Credit: CSU

ART 695 INDEPENDENT STUDY IN ART

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Astronomy

ASTR 100 INTRODUCTION TO ASTRONOMY

Survey of modern astronomy including the study of what mankind understands about the universe and our place in it. Emphasis on how mankind has learned about the planets, stars, galaxies and their structure and formation. Quasars, pulsars, black holes and the beginning and the end of the universe are discussed. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

ASTR 101 ASTONOMY LABORATORY

Constellation identification, understanding of right ascension and declination, and basic astronomical measurements of our moon, planets, stars, and universe. Telescopic and naked eye observations will be assigned. This course will develop the student's awareness of the

scientific method and how to apply it to specific problems and their solutions. *Letter Grade Only.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion of, or concurrent enrollment in, ASTR 100 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B3), UC (IGETC Area 5C)

Automotive Technology

AUTO 510 BASIC HYBRID POWERTRAINS

A survey of today's hybrid vehicle powertrains. Hands-on experience performing scheduled hybrid maintenance services. Introduction to hybrid vehicle diagnosis and repair. Development of entry-level skills needed to work on hybrid vehicles in a professional environment. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: AUTO 713 or AUTO 773 and AUTO 751 or equivalent industry experience.

Transfer Credit: CSU

AUTO 511 PRINCIPLES OF HYBRID AND ELECTRIC DRIVES

A comprehensive survey of today's hybrid vehicle powertrains. Lectures on subjects such as battery packs, power electronics, and electric motor theory are supported by labs covering intermediate and advanced diagnosis of hybrids and/or electric drives. This course is a core requirement of the Hybrid and Electric Drives certificate program. *Letter Grade Only. Degree Credit.*

Units: 7

Hours/semester: 104-117 Lecture; 24-27 Lab; 208-234 Homework

Prerequisites: AUTO 713 or AUTO 773 and AUTO 751 or equivalent industry experience.

Transfer Credit: CSU

AUTO 524 SMOG CHECK INSPECTOR TRAINING LEVEL I

Intended to provide students with fundamental knowledge of engine and emission control theory, design, and operation. Students who successfully complete this training course will have met the first of two requirements for the Smog Check Inspector license. This course is not required for students who hold ASE or BAR A6, A8, and L1 certifications. *Letter Grade Only. Degree Credit.*

Units: 3.5

Hours/semester: 56-63 Lecture; 16-18 Lab; 112-126 Homework

Transfer Credit: CSU

AUTO 525 SMOG CHECK INSPECTOR TRAINING LEVEL II

Intended to provide students with the knowledge, skills, and abilities needed to perform Smog Check inspections. Students who successfully complete this training will have met step two of the Bureau of Automotive Repair's training requirements to qualify to take the Smog Check Inspector state licensing examination if they have met the recommended course preparations. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 8-9 Lab; 64-72 Homework

Recommended: BAR Specified Criteria: ASE A6, A8 and L1; or Associate Degree/Certificate in Automotive Technology and one year of experience, or two years experience and BAR Alternative/ASE equivalency training.

Transfer Credit: CSU

AUTO 541 ELECTRICITY AND ELECTRONICS I

Study of entry level automotive electricity and solid state electronics. Emphasis is placed on the theory of automotive electrical system operational dynamics for both direct and alternating circuits. In addition safe and proper use of digital mulitmeters, digital storage oscilloscopes, starting & charging system testers and capacitance battery testers will be used while testing electrical circuits. Starting and charging system will be covered in detail. This is the first course in a series of three electrical courses that will prepare the student to pass industry standard Automotive Service Excellence (ASE) A6 Electrical certification. *Letter Grade Only. Degree Credit.*

Units: 2.5

Hours/semester: 40-45 Lecture; 8-9 Lab; 80-90 Homework

Transfer Credit: CSU

AUTO 542 ELECTRICITY AND ELECTRONICS II

An in-depth study of electrical diagnosis and repair. Analysis and diagnosis of body electrical schematics and circuitry. Proper and safe usage of the digital multimeter, 12-volt test light, jumper wires and the digital storage oscilloscope. Proper circuit analysis and troubleshooting techniques. This

is the second course in a series of three electrical courses. *Letter Grade Only. Degree Credit.*

Units: 2.5

Hours/semester: 40-45 Lecture; 8-9 Lab; 80-90 Homework

Recommended: AUTO 541 knowledge of basic automotive electrical system operation and circuits.

Transfer Credit: CSU

AUTO 546 BODY CONTROL SYSTEMS

Course topics include heating, cooling and ventilation systems; body controls; scan tool usage and diagnosis; and hybrid theory and operation. *Letter Grade Only. Degree Credit.*

Units: 15

Hours/semester: 180-202.5 Lecture; 180-202.5 Lab; 360-405 Homework

Prerequisites: Admission to the Automotive Technology Program.

Transfer Credit: CSU

AUTO 665 SELECTED TOPICS IN AUTOMOTIVE

These short courses are designed for automotive professionals who need to meet current Smog Check licensing requirements and prepare for the Automotive Service Excellence (ASE) certification test. *Pass/No Pass Only.*

Units: 0.5 - 1.5

Hours/semester: 8-27 Lecture; 16-54 Homework

Transfer Credit: CSU

AUTO 670 VOCATIONAL COOPERATIVE EDUCATION IN AUTOMOTIVE

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester for the instructor and the student to establish learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. One unit of credit for each 75 hours worked per semester, with a maximum of four units per semester, may be earned by students with jobs related to their academic or occupational majors or goals. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. *Pass/No Pass Only.*

Units: 1

Hours/semester: 75 Work Experience

Prerequisites: Permission of the Cooperative Education Office, concurrent enrollment in a planned vocational program, and employment in a college-approved job directly related to the student's academic major.

Transfer Credit: CSU

AUTO 695 INDEPENDENT STUDY IN AUTOMOTIVE TECHNOLOGY

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

AUTO 708 AUTOMOTIVE PRINCIPLES LAB

Student is encouraged to perform minor maintenance procedures for own vehicle. A general elective for those desiring a basic knowledge of the automobile. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 - 2

Hours/semester: 16-18 Lecture; 32-36 Lab; 32-36 Homework

Transfer Credit: CSU

AUTO 709 AUTOMOTIVE SERVICE ORIENTATION

Entry-level job skills necessary to gain employment in the automotive service industry. Students will learn tire services, oil and filter changes, vehicle lubrication, battery testing, and pre-delivery inspection procedures. *Letter Grade Only. Degree Credit.*

Units: 2.5

Hours/semester: 24-27 Lecture; 48-54 Lab; 48-54 Homework

Transfer Credit: CSU

AUTO 710 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY

An introduction to the Automotive Technology program and profession. A survey of the basic tools and fasteners and related mathematics required in automotive service. This course is recommended for those students desiring entrance into the Automotive Technology day program. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Transfer Credit: CSU

AUTO 711 AUTOMOTIVE ENTRY LEVEL TECHNICIAN - CAREER ADVANCEMENT ACADEMY

Designed to teach basic automotive skills, including performing oil changes, safety inspections, fluid flushing procedures, tire inspection and repair, and preparing work orders and recommendations. *Letter Grade Only. Degree Credit.*

Units: 8

Hours/semester: 96-108 Lecture; 96-108 Lab; 192-216 Homework

Recommended: Eligibility for ENGL 828, or equivalent.

Transfer Credit: CSU

AUTO 713 AUTOMOTIVE ELECTRICITY AND ELECTRONICS

This course involves the study of electrical fundamentals, electrical test equipment, automotive batteries, starting and charging systems, writing diagrams, lighting circuits, various advanced body electrical circuits and controls. Primary emphasis is on diagnosis, testing, and repair. *Letter Grade Only. Degree Credit.*

Units: 15

Hours/semester: 180-202.5 Lecture; 180-202.5 Lab; 360-405 Homework

Prerequisites: Admission to the Automotive Technology Program.

Transfer Credit: CSU

AUTO 721 AUTOMOTIVE STEERING, SUSPENSION & BRAKES

A study of automotive steering, suspension, and brakes. Emphasis will be placed on the theory, operation, diagnosis, and repair of modern braking systems, steering and suspension systems. Topics include: four-wheel steering, tires and wheels, supplemental inflatable restraints, power steering, power and anti-lock braking systems. *Letter Grade Only. Degree Credit.*

Units: 15

Hours/semester: 180-202.5 Lecture; 180-202.5 Lab; 360-405 Homework

Prerequisites: Admission to the Automotive Technology Program.

Transfer Credit: CSU

AUTO 734 AUTOMOTIVE ENGINE DIAGNOSIS AND REPAIR

A detailed study of various engine designs and materials. Lab will include diagnosis, inspection, repair methods, and parts necessary for complete repair. Also, various machines and machining operations will be covered. *Letter Grade Only. Degree Credit.*

Units: 15

Hours/semester: 180-202.5 Lecture; 180-202.5 Lab; 360-405 Homework

Prerequisites: Admission to the Automotive Technology program.

Transfer Credit: CSU

AUTO 735 AUTOMOTIVE TRANSMISSION & DRIVE TRANS DIAGNOSIS AND REPAIR

A detailed study of the clutch, standard and automatic transmissions, drive lines and differentials: theory of operation including: friction materials, hydraulics, torque converters, gear trains, planetary gears, and controls as well as gear ratios, torque manipulation, speeds, drive line angles and tooth patterns. *Letter Grade Only. Degree Credit.*

Units: 15

Hours/semester: 180-202.5 Lecture; 180-202.5 Lab; 360-405 Homework

Prerequisites: Admission to the Automotive Technology program.

Transfer Credit: CSU

AUTO 739 OBD II EVAPORATIVE EMISSION SYSTEMS

In-depth study of evaporative emissions systems used on OBD II vehicles. Topics include the operation, diagnosis, and repair of vacuum decay, leak detection pumps, natural vacuum leak detection, and on-board refueling vapor recovery systems. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 12-13.5 Lab; 48-54 Homework

Transfer Credit: CSU

AUTO 745 ASIAN BRAKES AND CHASSIS

Study of mechanical and hydraulic brake systems, steering and suspension systems, tires, and wheel alignment. Emphasis will be placed on system operation, diagnosis, adjustment, testing, and repair. *Letter Grade Only. Degree Credit.*

Units: 15

Hours/semester: 180-202.5 Lecture; 180-202.5 Lab; 360-405 Homework

Prerequisites: Admission to the Automotive Technology Program.

Transfer Credit: CSU

AUTO 749 ASIAN ENGINE PERFORMANCE

This course involves the basic study of ignition systems, fuel systems, emission control, computer control, and driveability diagnostics. Students will receive instruction necessary to take the Automotive Service Excellence examination in the area of Engine Performance. *Letter Grade Only. Degree Credit.*

Units: 15

Hours/semester: 180-202.5 Lecture; 180-202.5 Lab; 360-405 Homework

Prerequisites: Admission to the Automotive Technology program.

Transfer Credit: CSU

AUTO 751 AUTOMOTIVE ENGINE PERFORMANCE

A study of the engine sub-systems responsible for good engine performance, clean air, and fuel economy. Systems to be covered include: ignition, fuel, emission, and computer controls. *Letter Grade Only. Degree Credit.*

Units: 15

Hours/semester: 154-173.25 Lecture; 206-231.75 Lab; 308-346.5 Homework

Prerequisites: Admission to the Automotive Technology Program.

Transfer Credit: CSU

AUTO 752 ADVANCED ENGINE PERFORMANCE

An in-depth study of domestic and import computerized engine controls. Emphasis will be placed on the theory, operation, and testing procedures necessary to accurately diagnose and repair driveability complaints. Students will receive instruction necessary to take the State of California test for obtaining a Qualified Test and Repair Mechanic's License (Smog). *Letter Grade Only. Degree Credit.*

Units: 15

Hours/semester: 180-202.5 Lecture; 180-202.5 Lab; 360-405 Homework

Prerequisites: Admission to the Automotive Technology Program or demonstration of equivalent skills; and AUTO 751 or equivalent.

Transfer Credit: CSU

AUTO 753 AUTOMOTIVE SERVICE ADVISING

This course involves the basic study of automotive service advising and procedures. Topics include: greeting the customer, writing the initial work orders, estimating labor charges, revising repair estimates in accordance with California law, conflict resolution, and returning the vehicle to the customer. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

AUTO 754 HIGH PERFORMANCE ENGINES I

The theory and design of High Performance Engines (Part 1). Emphasis is placed on the induction system. Topics discussed include intake and exhaust manifold designs, camshaft design and selection, and cylinder head modifications for maximum efficiency. May be repeated once for credit. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Professional Experience

Transfer Credit: CSU

AUTO 755 HIGH PERFORMANCE ENGINES II

Theory and design of High Performance Engines (Part II). Emphasis is placed on crankshaft assembly, lubrication and cooling, power measurements and tuning. Topics include design of pistons, piston rings and pins, connecting rods, crankshafts and bearings. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: AUTO 854 or

Transfer Credit: CSU

AUTO 758 AUTO COMPUTER CONTROLS

A study of the various inputs, outputs, and models of operation common to most computer controlled systems. General diagnosis will be emphasized using multimeters, lab scopes, and scan tools. Students will be introduced to OBD II systems. This course will also assist technicians preparing for the State of California Smog License and the ASE L1 exams. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 Lab; 96-108 Homework

Transfer Credit: CSU

AUTO 761 AUTOMOTIVE BRAKES II

A study of the various anti-lock brake systems installed on passenger cars and light trucks. Emphasis will be placed on the theory of operation, diagnosis, and repair of computer controlled anti-lock brake systems and their related components. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Transfer Credit: CSU

AUTO 765 IGNITION SYSTEMS I

A study of automotive ignition systems. Emphasis is placed on the theory, operation, and testing of electronic and distributorless ignition systems. It is recommended that this course be completed prior to enrolling in the Clean Air Car course. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Professional experience

Transfer Credit: CSU

AUTO 768 ON-BOARD DIAGNOSTICS II (OBDII)

Tailored for automotive professionals, an in-depth study of generic On-Board Diagnostics II. Content includes history of OBD-II, comparison of OBD-I and OBD-II, J1930 Common Terminology, Flash Programming, Enhanced Monitors, Fuel Trim Strategies and MIL Strategies and Enabling Criteria, Drive Cycles, I/M Readiness flags, and Diagnostic Trouble Codes. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework

Transfer Credit: CSU

AUTO 769 HEAD & VALVE SERVICE

In-depth study of all aspects of cylinder head components, diagnosing, disassembly, repair, reassembly, and use of various tools and equipment. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 12-13.5 Lab; 64-72 Homework

Recommended: Professional experience

Transfer Credit: CSU

AUTO 776 DRIVE LINES AND DIFFERENTIALS

A study of the principles and operation of drive lines and differentials. Emphasis will be on measuring and correcting drive line angles, diagnosis, and repair of differentials, and preventive maintenance of these components. May be repeated once for credit. Transfer: AUTO 776 - CSU. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 12-13.5 Lab; 64-72 Homework

Recommended: Professional experience.

Transfer Credit: CSU

AUTO 777 AUTOMATIC TRANSMISSIONS I

A study of the operating principles of automatic transmissions and transaxles used on domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Preventive maintenance, diagnosis and repair procedures are included. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

AUTO 778 MANUAL TRANSMISSIONS I

A detailed study of the clutch assembly, manual transmissions and transaxles. Topics of study include: theory of operation, gear trains and ratios, diagnosis, repair and overhaul. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 12-13.5 Lab; 64-72 Homework

Transfer Credit: CSU

AUTO 779 BLOCK SERVICE

A study of the proper methods of disassembling, measuring, machining, and reassembling engine blocks. Various machining equipment, safe working habits, and the handling of waste coolant, oil and oil filters is included. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 24-27 Lab; 64-72 Homework

Transfer Credit: CSU

AUTO 781 ELECTRICAL III

The course will stress applied techniques in schematic reading, and diagnosis of various body electrical circuits, including: power doors, mirror, windows, and seats; sun roofs; air bags; and semiconductor logic gates. This course builds on the concepts introduced in Electrical I and II. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

AUTO 786 AUTOMOTIVE AIR CONDITIONING I

Theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. Preparation for the ASE Certification Test is included. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 12-13.5 Lab; 64-72 Homework

Recommended: Professional experience.

Transfer Credit: CSU

AUTO 787 AUTOMATIC TRANSMISSIONS II

A study of the operating principles of the automatic transaxle used on the front wheel drive domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Also included will be the final drive gear systems. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Professional experience

Transfer Credit: CSU

AUTO 790 AUTOMOTIVE BRAKES I

A study of automotive braking systems. Emphasis will be placed on the theory of operation, diagnosis, and repair of modern braking systems and their related components. Preparation for the State Brake Test and ASE Certification Test is included. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 24-27 Lab; 64-72 Homework

Recommended: Professional experience

Transfer Credit: CSU

AUTO 791 AUTOMOTIVE CHASSIS II

Study of four wheel alignment and steering geometry, including alignment angle theory, testing, and adjustments, with the major emphasis placed on the diagnosis of alignment related problems. It is recommended that AUTO 792/853 Automotive Chassis I, be taken first. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 12-13.5 Lab; 64-72 Homework

Transfer Credit: CSU

AUTO 792 AUTOMOTIVE CHASSIS I

Study of mounting, balancing and repair of wheels and tires. In addition, various adjustments and repairs of steering and suspension systems will be covered. May be repeated for credit a maximum of 3 times. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Professional experience.

Transfer Credit: CSU

AUTO 793 ENGINE PERFORMANCE

A study of the engine sub-systems responsible for good engine performance, clean air, and fuel economy. Topics cover include basic engine and ignition system operation and testing using various diagnostic test equipment. This course can be applied towards the education requirements necessary for eligibility to take the B.A.R. Smog Test. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Professional Experience

Transfer Credit: CSU

AUTO 822 HEAD AND VALVE SERVICES (APPRENTICESHIP)

In-depth study of all aspects of cylinder head components, diagnosing, disassembly, repair, reassembly, and use of various tools and equipment. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 24-27 Lab; 64-72 Homework

Prerequisites: Automotive Apprentice.

Recommended: Professional Experience.

AUTO 823 BLOCK SERVICE (APPRENTICESHIP)

A study of the proper methods of disassembling, measuring, machining, and reassembling engine blocks. Various machining equipment, safe working habits, and the handling of waste coolant, oil and oil filters is included. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 24-27 Lab; 64-72 Homework

Prerequisites: Automotive Apprentice.

AUTO 824 SMOG CHECK INSPECTOR TRAINING LEVEL I (APPRENTICESHIP)

Intended to provide students with fundamental knowledge of engine and emission control theory, design, and operation. Students who successfully complete this training course will have met the first of two requirements for the Smog Check Inspector license. This course is not required for students who hold ASE or BAR A6, A8, and L1 certifications. *Letter Grade Only. Degree Credit.*

Units: 3.5

Hours/semester: 56-63 Lecture; 16-18 Lab; 112-126 Homework

AUTO 825 SMOG CHECK INSPECTOR TRAINING LEVEL II (APPRENTICESHIP)

Intended to provide students with the knowledge, skills, and abilities needed to perform Smog Check inspections. Students who successfully complete this training will have met step two of the Bureau of Automotive Repair's training requirements to qualify to take the Smog Check Inspector state licensing examination if they have met the recommended course preparations. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 8-9 Lab; 64-72 Homework

Recommended: BAR Specified Criteria: ASE A6, A8 and L1; or Associate Degree/Certificate in Automotive Technology and one year of experience, or two years experience and BAR Alternative/ASE equivalency training.

AUTO 830 DRIVE LINES AND DIFFERENTIALS (APPRENTICESHIP)

A study of the principles and operation of drive lines and differentials. Emphasis will be on measuring and correcting drive line angles, diagnosis, and repair of differentials, and preventive maintenance of these components. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 12-13.5 Lab; 64-72 Homework

Prerequisites: Automotive Apprentice.

AUTO 832 AUTOMATIC TRANSMISSIONS I (APPRENTICESHIP)

A study of the operating principles of automatic transmissions & transaxles domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Preventive maintenance, diagnosis, and repair procedures are included. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Automotive Apprentice.

AUTO 839 OBD II EVAPORATIVE EMISSION SYSTEMS (APPRENTICESHIP)

In-depth study of evaporative emissions systems used on OBD II vehicles. Topics include the operation, diagnosis, and repair of vacuum decay, leak detection pumps, natural vacuum leak detection, and on-board refueling vapor recovery systems. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 12-13.5 Lab; 48-54 Homework

Prerequisites: Automotive Apprentice

AUTO 850 AUTOMOTIVE BRAKES I (APPRENTICESHIP)

A study of automotive braking systems. Emphasis will be placed on the theory of operation, diagnosis, and repair of

modern braking systems and their related components. Preparation for the State Brake Test and ASE Certification Test is included. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 36-40.5 Lecture; 12-13.5 Lab; 72-81 Homework

Prerequisites: Automotive Apprentice

AUTO 851 AUTOMOTIVE SERVICE ADVISING (APPRENTICESHIP)

This course involves the basic study of automotive service advising and procedures. Topics include: greeting the customer, writing the initial work orders, estimating labor charges, revising repair estimates in accordance with California law, conflict resolution, and returning the vehicle to the customer. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Automotive Apprentice

AUTO 852 AUTOMOTIVE CHASSIS II (APPRENTICESHIP)

Study of four wheel alignment and steering geometry, including alignment angle theory, testing, and adjustments, with the major emphasis placed on the diagnosis of alignment related problems. It is recommended that AUTO 792/853 Automotive Chassis I, be taken first. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 12-13.5 Lab; 64-72 Homework

Prerequisites: Automotive Apprentice

AUTO 853 AUTOMOTIVE CHASSIS I (APPRENTICESHIP)

Study of mounting, balancing and repair of wheels and tires. In addition, various adjustments and repairs of steering and suspension systems will be covered. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Automotive Apprentice

AUTO 854 HIGH PERFORMANCE ENGINES I (APPRENTICESHIP)

The theory and design of High Performance Engines (Part 1). Emphasis is placed on the induction system. Topics discussed include intake and exhaust manifold designs, camshaft design and selection, and cylinder head modifications for maximum efficiency. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Automotive Apprentice

AUTO 855 HIGH PERFORMANCE ENGINES II (APPRENTICESHIP)

Theory and design of High Performance Engines (Part II). Emphasis is placed on crankshaft assembly, lubrication and cooling, power measurements and tuning. Topics include design of pistons, piston rings and pins, connecting rods, crankshafts and bearings. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Automotive Apprentice

Recommended: AUTO 854 or AUTO 754 or equivalent.

AUTO 858 AUTOMOTIVE COMPUTER CONTROLS (APPRENTICESHIP)

A study of the various inputs, outputs, and models of operation common to most computer controlled systems. General diagnosis will be emphasized using multimeters, lab scopes, and scan tools. Students will be introduced to OBD II systems. This course will also assist technicians preparing for the State of California Smog License and the ASE L1 exams. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 Lab; 96-108 Homework

Prerequisites: Automotive Apprentice

AUTO 860 AUTOMOTIVE AIR CONDITIONING I (APPRENTICESHIP)

Theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. Preparation for the ASE Certification Test is included. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 12-13.5 Lab; 64-72 Homework

Prerequisites: Automotive Apprentice

AUTO 861 AUTOMOTIVE BRAKES II (APPRENTICESHIP)

A study of the various anti-lock brake systems installed on passenger cars and light trucks. Emphasis will be placed on the theory of operation, diagnosis, and repair of computer controlled anti-lock brake systems and their related components. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

AUTO 865 IGNITION SYSTEMS I (APPRENTICESHIP)

A study of automotive ignition systems. Emphasis is placed on the theory, operation, and testing of electronic and distributorless ignition systems. It is recommended that this course be completed prior to enrolling in the Clean Air Car course. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: Automotive Apprentice

AUTO 868 ON-BOARD DIAGNOSTICS II (OBDII) (APPRENTICESHIP)

Tailored for automotive professionals, an in-depth study of generic On-Board Diagnostics II. Content includes history of OBD-II, comparison of OBD-I and OBD-II, J1930 Common Terminology, Flash Programming, Enhanced Monitors, Fuel Trim Strategies and MIL Strategies and Enabling Criteria, Drive Cycles, I/M Readiness flags, and Diagnostic Trouble Codes. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework

Prerequisites: Automotive Apprentice

AUTO 878 MANUAL TRANSMISSIONS I (APPRENTICESHIP)

A detailed study of the clutch assembly, manual transmissions and transaxles. Topics of study include: theory of operation, gear trains and ratios, diagnosis, repair and overhaul. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 12-13.5 Lab; 64-72 Homework

Prerequisites: Automotive Apprentice

AUTO 881 ELECTRICAL III (APPRENTICESHIP)

Emphasis on applied technologies in schematic reading and diagnosis of various body electrical circuits, including power doors, mirrors, windows and seats; sun roofs; air bags; and semiconductor load gates. This course builds on the concepts introduced in Electrical I and II. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Automotive Apprentice

AUTO 887 AUTOMATIC TRANSMISSIONS II (APPRENTICESHIP)

A study of the operating principles of the automatic transaxle used on the front wheel drive domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Also included will be the final drive gear systems. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Automotive Apprentice

AUTO 893 ENGINE PERFORMANCE (APPRENTICESHIP)

A study of the engine sub-systems responsible for good engine performance, clean air, and fuel economy. Topics cover include basic engine and ignition system operation and testing using various diagnostic test equipment. This course can be applied towards the education requirements necessary for eligibility to take the B.A.R. Smog Test. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Automotive Apprentice.

AUTO 910 BASIC HYBRID POWERTRAINS (APPRENTICESHIP)

A survey of today's hybrid vehicle powertrains. Hands-on experience performing scheduled hybrid maintenance services. Introduction to hybrid vehicle diagnosis and repair. Development of entry-level skills needed to work on hybrid

vehicles in a professional environment. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: Student is a registered State indentured apprentice.

Recommended: AUTO 713 or AUTO 773 and AUTO 751 or equivalent industry experience.

AUTO 941 ELECTRICITY AND ELECTRONICS I (APPRENTICESHIP)

Study of entry level automotive electricity and solid state electronics. Emphasis is placed on the theory of automotive electrical system operational dynamics for both direct and alternating circuits. In addition safe and proper use of digital mulitmeters, digital storage oscilloscopes, starting & charging system testers and capacitance battery testers will be used while testing electrical circuits. Starting and charging system will be covered in detail. This is the first course in a series of three electrical courses that will prepare the student to pass industry standard Automotive Service Excellence (ASE) A6 Electrical certification. Typically most students will need to pass the first and second level electrical course in order to pass the ASE (A6) certification test. *Letter Grade Only. Degree Credit.*

Units: 2.5

Hours/semester: 40-45 Lecture; 8-9 Lab; 80-90 Homework

Prerequisites: Automotive Apprentice.

AUTO 942 ELECTRICITY AND ELECTRONICS II (APPRENTICESHIP)

An in-depth study of electrical diagnosis and repair. Analysis and diagnosis of body electrical schematics and circuitry. Proper and safe usage of the digital multimeter, 12-volt test light, jumper wires and the digital storage oscilloscope. Proper circuit analysis and troubleshooting techniques. This is the second course in a series of three electrical courses. *Letter Grade Only. Degree Credit.*

Units: 2.5

Hours/semester: 40-45 Lecture; 8-9 Lab; 80-90 Homework

Prerequisites: Automotive Apprentice.

Recommended: AUTO 941 or AUTO 541 or equivalent; and knowledge of basic automotive electrical system operation and circuits.

Biology

NOTE TO LIFE SCIENCE MAJORS: Students planning to major in Biology, Biotechnology, Botany, Zoology, Ecology, Microbiology, Anatomy, Physiology, Forestry, Wildlife Management, Natural Resources, Medicine, Dentistry, Veterinary Medicine, Optometry, and Pharmacy should complete BIOL 215 and 230 (taken in sequence) and CHEM 210, 220, 234, 235, 237, 238; PHYS 210, 220, and the appropriate mathematics prerequisites.

BIOL 101 OUR BIOLOGICAL WORLD

Study of biology as it relates to humans and their environment with special emphasis on ecological interrelationships, evolution and genetics, and topics of current importance. Recommended for non-science majors to fulfill laboratory science transfer requirement. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B)

BIOL 110 PRINCIPLES OF BIOLOGY

Using natural selection and physiological survival as a unifying theme, this course deals with the basic problems common to all living systems, and compares the functional solution that various organisms have evolved, illuminating the unity in diversity that characterizes life on earth. Recommended for non-science majors to fulfill laboratory science transfer requirement. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B)

BIOL 111 NATURAL HISTORY OF CALIFORNIA

Introduction to common animals and plants of the San Francisco Bay Region, their natural history and distributions. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B)

BIOL 130 HUMAN BIOLOGY

Designed to provide students with an appreciation of the structure, function, and development of their own bodies. Topics include an introduction to science and scientific methods of investigation and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as digestion, circulation, reproduction, heredity, evolution, human ecological roles and other systems. Some diseases and other causes of body malfunction are discussed. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B2

Transfer Credit: CSU (CSU GE Area B2), UC (IGETC Area 5B)

BIOL 140 ANIMALS, PEOPLE, AND ENVIRONMENT

This course will familiarize the student with the methods and importance of behavioral investigation in animals. Emphasis on past and current human-animal relationships, the impact on animal populations and increasing need for wildlife protection. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B2), UC (IGETC Area 5B)

BIOL 145 PLANTS, PEOPLE & ENVIRONMENT

A survey of plants emphasizing those aspects of plant biology that have affected the lives of people. Topics include: the success and failure of modern agriculture; the impact of humans on the environment; and the importance of plants in solving critical problems of hunger and conservation of energy. Attention is given to modes of inquiry or ways in which scientists carry out their investigations. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B2), UC (IGETC Area 5B)

BIOL 150 INTRODUCTION TO MARINE BIOLOGY

A non-technical introduction to the scientific method used in studies of marine biology. Major emphasis is given to the natural history of marine animals and plants and their relationship with the oceanic environment. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B2), UC (IGETC Area 5B)

BIOL 170 PRINCIPLES OF APPLIED BIOSCIENCE

A survey of the principles that govern the living world, from molecules to cells and tissues, to organs and whole organisms, to populations and ecosystems, to the entire biosphere. Special emphasis is placed upon experimental approaches, current issues, and practical application of the scientific method and biological principles to issues affecting public health, agriculture, and socioeconomic change. Current news and developments in relevant areas of biological sciences and biotechnology will be reviewed and discussed. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B2), UC (IGETC Area 5B)

BIOL 171 LABORATORY PRINCIPLES OF APPLIED BIOSCIENCE

The laboratory introduces students to practical methods in preparing materials, reagents and media for conducting biological investigations and products of genetic engineering. Students will learn to measure and prepare solutions of various concentrations and pH, how to use basic chemistry and biological instrumentation such as digital scales, pipettes and micropipettes, centrifuges, and vertical and horizontal electrophoresis apparatuses. Students will plan and conduct biological experiments using the scientific method and employing modern laboratory methods and instrumentation. Data will be analyzed using spreadsheet software for tabulation and graphing. Teamwork, responsible lab technique, and proper and thorough notebook keeping will be emphasized. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion of, or concurrent enrollment in,, BIOL 170 or equivalent.

Transfer Credit: CSU (CSU GE Area B3), UC (IGETC Area 5C)

BIOL 215 ORGANISMAL BIOLOGY: CORE I

As part of a two-course core program, BIOL 215 is an introductory survey of organismal form and function. Analysis of fundamental biological functions including nutrition, gas exchange, reproduction, natural selection, and ecology using representative living organisms. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 16-18 TBA; 80-90 Homework

Prerequisites: MATH 120 or MATH 123 or appropriate math placement test score and other measures as appropriate, or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B)

C-ID: BIOL 135S, BIOL 140

BIOL 230 INTRODUCTION TO CELL BIOLOGY: CORE II

An introduction to life functions as seen at the cellular level; cellular structure, macromolecular architecture and function, cellular energetics, chemical regulation, photochemical activities, molecular genetics, and genetic engineering. It is the second course in the two-course Biology core sequence. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 16-18 TBA; 80-90 Homework

Prerequisites: BIOL 215 and CHEM 210 or equivalent

AA/AS Degree Requirements: Area 9B2

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B)

C-ID: BIOL 135S; BIOL 190

BIOL 240 GENERAL MICROBIOLOGY

Morphology, taxonomy, ecology, and physiology of microorganisms, with emphasis on bacteria. Laboratory techniques on culture and identification of bacteria. Recommended for agriculture, biochemistry, nursing, pre-medical and pre-dental, biotechnology engineering, and other life science majors. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 16-18 TBA; 80-90 Homework

Prerequisites: Successful completion of a college-level laboratory science course.

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

BIOL 250 HUMAN ANATOMY

Students learn the gross and microscopic structure of the human body through lecture and laboratory study of dissections, histology slides, anatomy models, and prosected human cadavers. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health related majors. This course is an elective for pre-dental, premedical, and pre-veterinary students. Recommended for general life science majors, respiratory therapy majors, and physical education majors. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 16-18 TBA; 80-90 Homework

Prerequisites: BIOL 101 or BIOL 110 or BIOL 130 or equivalent.

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B)

C-ID: BIOL 110B

BIOL 260 HUMAN PHYSIOLOGY

Students learn through lecture and laboratory experiences how the organ systems function in maintaining homeostasis - regulating change and growth processes in humans. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health related majors. This course is an elective for pre-dental and pre-medical students. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: BIOL 250 or equivalent; and CHEM 192 or CHEM 210 or CHEM 410 or equivalent.

AA/AS Degree Requirements: Area 9B2

Transfer Credit: CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

C-ID: BIOL 120B

BIOL 426 GENETIC ENGINEERING

This course will examine how genes work and how they can be manipulated and cloned. Topics include DNA and protein synthesis, genetic engineering, and DNA fingerprinting. Also includes laboratory experience with DNA analyses: RFLP and PCR. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BIOL 430 INTRODUCTION TO IMMUNOLOGY

This course will examine the immune system and how it protects us from disease. Topics include vaccine and antiserum production by traditional methods and by genetic engineering. Also includes laboratory experience with laboratory techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BIOL 432 FERMENTATION TECHNOLOGY

Overview of the origin and development of industrial fermentations. Course will cover fermentations used in the production of beverages, food ingredients, enzymes, chemicals and pharmaceuticals to demonstrate microbial metabolism. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for ENGL 836

Transfer Credit: CSU

BIOL 665 SELECTED TOPICS IN BIOLOGY

This course is designed to develop specific skills, techniques or concepts that are appropriate to biology and/or biotechnology. The course will focus on one specific topic; for example, new or leading edge developments in biotechnology. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Transfer Credit: CSU

BIOL 675 HONORS COLLOQUIUM IN BIOLOGY

One lecture hour per week or 3 lab hours per week. Corequisite: Concurrent enrollment in any non-honors biology level 100 or 200 course. Readings, discussion and lectures covering selected advanced topics in biology to be determined by the Biology Department and the Honors Program. May be repeated three times for credit. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Corequisites: Completion of or concurrent enrollment in any non-honors biology level 100 or 200 course.

Transfer Credit: CSU

BIOL 695 INDEPENDENT STUDY IN BIOLOGY

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Biotechnology

BTEC 150 BIOTECHNOLOGY INSTRUMENTATION: QUALITY CONTROL AND GENETIC ENGINEERING

Familiarizes students with small scale laboratory instrumentation practices. Students analyze the quality of a cell culture process and the purify products produced by cells in culture using (GLP) methods. Students will gain experience with the common assays used in quality control including electrophoresis, High Performance Liquid Chromatography (HPLC), Enzyme Linked Immunosorbent Assay (ELISA), and the Polymerase Chain Reactions (PRC) to produces generated using cell culture. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 16-18 TBA; 80-90 Homework

Prerequisites: BTEC 400 or equivalent.

Transfer Credit: CSU

BTEC 170 PRINCIPLES OF APPLIED BIOSCIENCE

A survey of the principles that govern the living world, from molecules to cells and tissues, to organs and whole organisms, to populations and ecosystems, to the entire biosphere. Special emphasis is placed upon experimental approaches, current issues, and practical application of the scientific method and biological principles to issues affecting public health, agriculture, and socioeconomic change. Current news and developments in relevant areas of biological sciences and biotechnology will be reviewed and discussed. Also listed as BIOL 170. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B2

Transfer Credit: CSU (CSU GE Area B2), UC

BTEC 171 LABORATORY PRINCIPLES OF APPLIED BIOSCIENCE

The laboratory introduces students to practical methods in preparing materials, reagents and media for conducting biological investigations and products of genetic engineering. Students will learn to measure and prepare solutions of various concentrations and pH, how to use basic chemistry and biological instrumentation such as digital scales, pipettes and micropipettes, centrifuges, and vertical and horizontal electrophoresis apparatuses. Students will plan and conduct biological experiments using the scientific method and employing modern laboratory methods and instrumentation. Data will be analyzed using spreadsheet software for tabulation and graphing. Teamwork, responsible lab technique, and proper and thorough notebook keeping will be emphasized. Also listed as BIOL 171. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion, of or concurrent enrollment in, BTEC 170 or equivalent.

Transfer Credit: CSU (CSU GE Area B3), UC

BTEC 210 BUSINESS AND REGULATORY PRACTICES IN BIOTECHNOLOGY

An examination of how basic business practices and good manufacturing procedures assure the quality and safety of a product as it is manufactured in the biotechnology production pipeline. The course specifically explores the role of government oversight and regulation during all phases of drug discovery, development and manufacturing. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: BTEC 400 or equivalent.

Transfer Credit: CSU

BTEC 220 CELL CULTURE AND PROTEIN RECOVERY

Allows students to develop the skills needed to serve as a technician in biotechnology production. Students grow and monitor cells and participate in downstream purification on a laboratory scale that emulates the large-scale production used in industry. The course emphasizes the use of current Good Manufacturing Practices (cGMP), current Good Laboratory Practices (cGLP), and students gain experience following Standard Operating Procedures (SOP). *Degree Credit.*

Units: 4

Hours/semester: 32-36 Lecture; 96-108 Lab; 16-18 TBA; 48-54 Homework

Prerequisites: BTEC 170 or equivalent.

Transfer Credit: CSU

BTEC 400 FOUNDATIONS OF BIOTECHNOLOGY

Overview of the origin and development of biotechnology and the bioscience industries. Includes cell growth, medical and food products produced by or impacted by biotechnology, and career opportunities in biotechnology. Also includes laboratory experience with bioreactors and making products. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 16-18 Lecture; 48-54 Lab; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Business

See also listings under Accounting, Business Computer Systems and Management, Computer Science, International Business and Management.

BUS. 100 INTRODUCTION TO BUSINESS

A basic orientation course designed to develop a foundation of business practices and the role of business in the economy, and as an aid in selecting a field of specialization. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC

C-ID: BUS 110

BUS. 101 HUMAN RELATIONS AT WORK

Application of basic principles in the behavioral sciences, communication, practical problems of personal growth, self-management, and the development of healthy, productive, interpersonal relationships, in the workplace. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D3

Transfer Credit: CSU (CSU GE Area D)

BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

Introduction to computer systems and software applications and their impact on the business environment. Topics include computer architecture, hardware, software, computer terminology and theory. Students use software applications as problem solving tools for business projects. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. BCM. 104 or equivalent.

Transfer Credit: CSU, UC

BUS. 115 BUSINESS MATHEMATICS

A study of mathematics as applied to business, with emphasis on word problems involving interest, discount, negotiable instruments, financial statements and ratios, inventory pricing, depreciation, payroll, income tax, annuities, and amortization. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 811 or equivalent.

Transfer Credit: CSU

BUS. 120 MATHEMATICAL ANALYSIS FOR BUSINESS

To give students the mathematical tools they will need to succeed in the core courses in the business curriculum at the state universities. Includes introduction to calculus including applications; probability, including expected monetary value and decision making; mathematics of finance, including amortization. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 120 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

BUS. 123 STATISTICS

Introduction to descriptive techniques and methods of inference. Includes: classification of data, measures of central tendency and dispersion, normal curve, hypothesis testing, correlation and regression analysis, trend analysis. Also provides an introduction to probability and probability distributions. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 120 or equivalent.

Recommended: BUS. 120 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

BUS. 150 ENTREPRENEURSHIP - SMALL BUSINESS MANAGEMENT

For potential or present entrepreneurs with or without prior experience. An emphasis on the mindset of the entrepreneur, business model concepts, business management, marketing, 21st century skills and developing a business pitch. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BUS. 161 CREATIVITY AND INNOVATION IN ENTREPRENEURSHIP

Emphasis on creativity and innovation as a strategic process. Includes the role of risk-taking in entrepreneurship, opportunities that lead to successful business ventures and the examination of personality traits of successful entrepreneurs. For potential or present entrepreneurs with no prior business experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

BUS. 163 ACCOUNTING AND FINANCE FOR ENTREPRENEURS

An introduction to accounting and finance concepts for aspiring entrepreneurs and small business managers. Emphasis on understanding financial statements and the underlying accounting concepts, cash flow management, and sources of capital. Course aims to provide students with the essential skills required to effectively manage the financial resources of a new or existing business. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent.

Transfer Credit: CSU

BUS. 166 THE BUSINESS PLAN

Preparation of a compelling and well-researched business plan to be used as a guide for starting or managing a small business. Emphasis is placed on formulation of effective strategies with the goal of achieving sustainable market advantage within the political, social, and economic environment. The role of business incubators as a means of leveraging physical and intellectual resources to accelerate and ensure the success of entrepreneurial businesses is also examined. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: BUS. 163 and BUS. 180 or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent.

Transfer Credit: CSU

BUS. 180 PRINCIPLES OF MARKETING

An overview of the fundamental concepts, principles and applications for both Business-to-Consumer and Business-to-Business marketing. Examines the marketing mix – the four Ps of marketing--product, price, placement, promotion--and the role of each in effective marketing. Also addresses market research, target marketing and marketing planning. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BUS. 190 INTRODUCTION TO RETAIL MANAGEMENT

General overview of retailing with an introduction to buying, pricing, sales promotion, store management and organization, retail calculations, retail salesmanship, and service policies. Topics include computer-generated sales and advertising. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

BUS. 201 BUSINESS LAW

Origin, development, and functions of the law and the legal environment with the objective of promoting a general understanding of legal reasoning. Framework within which the judicial process takes place. Legal problems pertaining to contracts and related topics, sales, and the impact of law on economic enterprise. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU, UC

C-ID: BUS 120

BUS. 210 INTERNATIONAL FINANCE

This course introduces and examines the practical aspects of international trade finance. The course includes topics such as different types of lenders, domestic and foreign government assistance programs for trade assistance, methods of payment, trade financing, and managing risks in international trade finance. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. ENGL 836 Eligibility for and

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D)

BUS. 221 GLOBAL BUSINESS COMMUNICATIONS AND NEGOTIATION

Examines the practical aspects of global business communication and negotiation. Includes topics in the nature, pattern and comparisons of intercultural business communication, business and social customs, global negotiation practice and strategies, communication and negotiation in intercultural and global contexts, and region-specific business cultures. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 5a

Transfer Credit: CSU

BUS. 230 INTRODUCTION TO INTERNATIONAL MARKETING

An in-depth analysis of the economic, cultural, political and legal environments in which domestic and international marketing occurs. It is designed to examine marketing functions and their adaptations to those environments such as identification of target market and development of product, promotion, price and place (four P's). The course will introduce a set of conceptual and analytical tools to teach students to apply the "Four Ps" to international marketing which reflect the swift changes of an expanding competitive global market as well as technology's impact on the international market arena. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BUS. 241 DOING BUSINESS IN ASIA

Course explores business strategies in the Asia-Pacific region. Students will learn how and why business strategies are pursued by multinational corporations and medium-sized businesses doing business in Asia. Students will gain a better insight into the business environment and business protocol in Asia. Topics include business environmental analysis, strategy formulation, strategy implementation and control, and profiles of Japan, Korea, China, Singapore, and Hong Kong. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 8-9 TBA; 40-45 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BUS. 243 LEGAL ENVIRONMENT OF INTERNATIONAL BUSINESS

Introductory course which will explore various topics related to the legal implications of the financial, economic, cultural, and political environment of international business. Through analysis of case studies and skill-building activities students will develop a theoretical and practical approach to doing business as a multinational company in a global environment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 8-9 TBA; 40-45 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BUS. 246 DOING BUSINESS IN CHINA

A comprehensive study of Chinese business operations and challenges in dealing with cultural differences, negotiation styles, and business operations. Students will apply practical guidelines in conducting successful negotiations and business ventures with Chinese counterparts. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 12-13.5 TBA; 84-94.5 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BUS. 248 ASIAN MANAGEMENT SYSTEMS

Course provides a comparative study of Asian management systems such as organizational structures, competitive strategies and cultural influences within Asia and the western world. Students will learn the influence of confucianism, strategic thinking and traditions on Asian management systems and practical guidelines to work with Asian counterparts for successful business ventures. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 8-9 TBA; 88-99 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BUS. 269 WAREHOUSING AND LOGISTICS

Introduces students to warehouse operations and logistics. Topics include warehousing, software information systems used in warehousing, and OSHA 10 Safety. The class will include hands-on activities in relation to logistics and warehousing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Transfer Credit: CSU

BUS. 284 PURCHASING AND SUPPLY MANAGEMENT

Introduction to the basic principles of purchasing and supply chain management; its authority, responsibility, and expectations. Emphasis on understanding the purchasing and supply processes, organizational concepts, policy, price and value analysis, and effects of purchasing functions on a company's profit or loss. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

BUS. 285 INVENTORY MANAGEMENT

Introduction to inventory and materials management. Topics include inventory and materials management: types of inventory, forecasting and market analysis, types of demand systems, inventory changes, single order quantities, in-process and just-in-time inventory, distribution inventory systems, inventory control, valuation and measurement, simulation, and aggregate inventory control. The class will include hands-on activities in relation to inventory management. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: BCM. 200 or equivalent.

BUS. 286 TRANSPORTATION MANAGEMENT

Introduction to basic transportation concepts and the relevance of transportation in our economy. Characteristics of each mode of transportation including rail, highway, carrier pricing, pipelines, air and water will be discussed and evaluated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

BUS. 287 FUNDAMENTALS OF PROJECT MANAGEMENT

Introduction to project management, including: project scope and objectives, scheduling and estimating, resource allocation, risk management, communication and organization dynamics, project monitoring, controls, and overview of professional credentials. Overview of Project Management Professional certification exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BUS. 296 NEW ECONOMY MARKETING

Overview of marketing trends in the new economy that includes: social media, branding new economy businesses, social responsibility and sustainability as marketing initiatives, small business "guerilla" marketing, customer relationship marketing, demographics and psychographics and targeting as a strategy for localized marketing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

BUS. 297 BUSINESS PLANNING FOR SUCCESS

Conceive, develop and present a business plan that supports an entrepreneurial or small business idea. Work along side other students as you learn about and implement a successful business plan. This capstone event to E-ship courses will culminate in a competition with other student's business plans. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Transfer Credit: CSU

BUS. 400 BUSINESS ENGLISH

A comprehensive review of English as used by employers. Business-oriented materials are used; areas covered include grammar, punctuation, capitalization, spelling, and vocabulary. Designed for anyone who must communicate in writing in a business environment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU

BUS. 401 BUSINESS COMMUNICATIONS

An overview of effective business communication skills and their direct relationship to workplace success. Emphasis is placed on the planning, organizing, composing, and revising of business documents such as letters, memos, reports, and emails. Presentation skills, professional behavior in the workplace, and current communication technologies are included with an emphasis on real world problem solving. Digital communication topics include presentation software, emails, business-relevant social media, and mobile technologies. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100 or equivalent.

Transfer Credit: CSU

C-ID: BUS 115

BUS. 665 SELECTED TOPICS IN BUSINESS

This course is designed to develop specific skills that are utilized in business settings. The course will focus on one specific topic; for example, a specific software package, telephone techniques, time management, human relations skills, small business management, etc. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 1.5

Hours/semester: 8-27 Lecture; 16-54 Homework

Transfer Credit: CSU

BUS. 670 VOCATIONAL COOPERATIVE EDUCATION IN BUSINESS

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester for the instructor and the student to establish learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. One unit of credit for each 75 hours worked per semester, with a maximum of four units per semester, may be earned by students with jobs related to their academic or occupational majors or goals. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. *Pass/No Pass Only.*

Units: 3

Hours/semester: 225 Work Experience

Prerequisites: Permission of the Cooperative Education Office, concurrent enrollment in a planned vocational program, and employment in a college-approved job directly related to the student's academic major.

Transfer Credit: CSU

BUS. 695 INDEPENDENT STUDY IN BUSINESS

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Business Computer Systems and Management

See also listings under Computer Science and Network Engineering Technologies.

BCM. 100 BEGINNING COMPUTER KEYBOARDING

An introductory typing course for students who want to learn how to type and develop skill using the computer keyboard. Emphasis is on developing correct techniques and basic keyboarding skills. No typing applications or formatting will be taught. *Pass/No Pass Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 8-9 TBA; 40-45 Homework

Transfer Credit: CSU

BCM. 101 COMPUTER KEYBOARDING SKILL BUILDING

Designed to improve a student's ability to type rapidly and accurately for sustained periods of time without looking at the keyboard. Students may also use the course to improve typing speed and accuracy. *Pass/No Pass Only. Degree Credit.*

Units: 1.5 - 3

Hours/semester: 24-54 Lecture; 8-9 TBA; 40-99 Homework

Recommended: BCM. 100 or equivalent.

Transfer Credit: CSU

BCM. 104 INTRODUCTION TO COMPUTERS WITH WINDOWS I

Through hands-on experience, students will be introduced to PC-compatible computers, the Windows operating system, word processing, spreadsheets, and other business-oriented applications. In a lecture/demonstration format, students will gain a basic knowledge of hardware-software interaction. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 8-9 TBA; 40-45 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

BCM. 105 INTRODUCTION TO COMPUTERS WITH WINDOWS II

Students acquire skills to become digitally literate and independent computer users. Topics include personalizing computer configuration, multimedia features, and using the performance and security features of the operating system. Information will be provided on configuring and purchasing Windows computers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 8-9 TBA; 24-27 Homework

Recommended: or equivalent experience.

Transfer Credit: CSU

BCM. 106 MICROSOFT OUTLOOK

Learn how to effectively use Microsoft Outlook for a wide range of communication and organizational tasks. Topics include sending, receiving and filing emails, organizing contacts, and scheduling appointments, events and meetings. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Transfer Credit: CSU

BCM. 200 INTRO TO MS OFFICE SUITE

Introduction to the basic features available in the Microsoft Office Suite Applications using Word, Excel, PowerPoint and Access. Students will be prepared for learning the in-depth individual courses available in the BCM. department. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 22-24.75 TBA; 42-47.25 Homework

Recommended: BCM. 104 or equivalent

Transfer Credit: CSU

BCM. 201 INTEGRATION OF MS OFFICE APPLICATIONS

Students learn to integrate the four Microsoft Office applications (Word, Excel, Access and PowerPoint) by inserting documents, linking information, and embedding objects using exercises and case studies. Microsoft Office's Internet features are also covered and students will learn how to convert documents to HTML and create Web presentations. May be repeated once for credit. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 10-11.25 TBA; 22-24.75 Homework

Recommended: BCM. 200 or equivalent.

Transfer Credit: CSU

BCM. 214 WORD PROCESSING I: WORD

Using a hands-on approach, students will use a computer and word processing software to learn the theories and practical applications of the current version of Word to create, edit, format, manage and enhance documents.using customized features. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 12-13.5 TBA; 20-22.5 Homework

Recommended: Knowledge of the computer keyboard or completion of a typing class.

Transfer Credit: CSU

BCM. 215 WORD PROCESSING II: WORD

Using a hands-on approach, students will expand their word processing knowledge and skills by learning theories and practical applications of the current version of Word to focus on advanced applications such as multi-page documents, merges, tables, graphics, macros, and styles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 16-18 TBA; 48-54 Homework

Prerequisites: BCM. 214 or equivalent.

Transfer Credit: CSU

BCM. 222 BUSINESS PRESENTATIONS I: POWERPOINT

Students will learn to identify elements that make a business presentation effective and will use the Microsoft PowerPoint program to create their own dynamic business presentations. Course incorporates animation, sound and video clips, clip art and smart art. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 8-9 TBA; 24-27 Homework

Recommended: BCM. 104 or equivalent

Transfer Credit: CSU

BCM. 223 BUSINESS PRESENTATIONS II: POWERPOINT

Students will learn to identify elements that make a business presentation effective and will use the Microsoft PowerPoint program to create their own dynamic business presentations. Course incorporates animation, sound and video clips, clip art and smart art. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 8-9 TBA; 24-27 Homework

Recommended: BCM. 222 or equivalent.

Transfer Credit: CSU

BCM. 225 SPREADSHEETS I: EXCEL

An introduction to Microsoft Excel software which is used to build, format and print spreadsheets. Topics include the design and creation of professional-looking spreadsheets for personal use or in today's workplace. Students develop worksheets with formulas and built-in functions and present data in graphic form with charts. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 8-9 TBA; 24-27 Homework

Recommended: BCM. 104 or equivalent.

Transfer Credit: CSU

BCM. 226 SPREADSHEETS II: EXCEL

Students advance their knowledge of spreadsheets using Microsoft Excel software by learning how to design, enhance, link, and consolidate worksheets, as well as apply statistical and financial functions. Additional topics include database management, working with templates, PivotCharts, PivotTables, and macros. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 16-18 TBA; 48-54 Homework

Recommended: BCM. 225 or equivalent.

Transfer Credit: CSU

BCM. 230 DATABASE APPLICATIONS I: ACCESS

Learn to use Windows database management software package, Microsoft Access, on a PC with a hands-on introduction to database administrative tasks: data input, storage, retrieval, editing and reporting. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 16-18 TBA; 16-18 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. BCM. 104 or equivalent

Transfer Credit: CSU

BCM. 231 DATABASE APPLICATIONS II: ACCESS

An advanced database course for the student who wants to become professionally competent in database management software to perform advanced administrative tasks using Microsoft Access for business and personal data-handling tasks; emphasis on relational and multiple database design, advanced storage, retrieval, queries, reporting, SQL, and Visual Basic for Access. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 16-18 TBA; 48-54 Homework

Prerequisites: BCM. 230 or equivalent.

Transfer Credit: CSU

BCM. 241 MS PROJECT FUNDAMENTALS I

Introduction to project management software covering the foundation of managing projects in today's business environment. Explore how to manage project resources, organize schedules, assign tasks and resources, and produce reports to achieve project success. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

BCM. 242 MS PROJECT FUNDAMENTALS II

Further study of project management software. Covers baselines, updating and tracking, detailed customized reports, integrating with other applications, and working with multiple projects. Intended for students who have basic knowledge of project management software. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Recommended: BCM. 241 or equivalent.

Transfer Credit: CSU

BCM. 301 MAXIMIZING YOUR EMPLOYMENT POTENTIAL

A culminating course to assist students in compiling a professional portfolio (job related interview questions, resumes, cover and thank you letters) which can be used to obtain employment and qualify for promotions. The focus is on online job seeking strategies, employment resources, interviewing techniques, and goal setting. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 8-9 TBA; 40-45 Homework

Transfer Credit: CSU

BCM. 665 SELECTED COMPUTER TOPICS

Short course used to introduce, develop, or review business computer system topics, office management, or applications. The course will focus on a specific topic : the introduction of basic computer skills, introduction of applications packages, upgrades of software packages, office management related topics, or a particular segment of a semester-length course. *Pass/No Pass Only.*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 4-20 TBA; 12-52 Homework

Transfer Credit: CSU

BCM. 695 INDEPENDENT STUDY IN BUSINESS COMPUTER SYSTEMS AND MANAGEMENT

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Career and Personal Development

See also listings under Counseling.

These courses offer students the opportunity to gain knowledge about themselves and their behavior and to develop techniques for successful educational, career and personal planning.

CRER 116 DECIDING ON A MAJOR

Designed to assist students who are undecided about their major, this course will introduce students to major & career research and decision making strategies to guide their making a decision about their college major. The connections between college majors and occupations with be explored. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

Transfer Credit: CSU

CRER 137 LIFE AND CAREER PLANNING

Designed for the student who is undecided about occupational options, this course offers a comprehensive approach to life and career planning. Career assessments designed to provide increased insights into students' abilities, interests, and temperament are utilized. Students research occupational trends and specific careers clusters, demonstrate professional communication methods including resume writing, occupational portfolio, and interview techniques. Individual conferences are available to students and use of the Career Center as resources for further individual exploration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9E1

Transfer Credit: CSU (CSU GE Area E1)

CRER 145 SOFT SKILLS FOR THE WORKPLACE

An examination of the soft skills (self-management and people skills) that are necessary for gaining entry-level employment and succeeding in the workplace, including communication, collaboration, critical thinking/problem-solving, resume and cover letter writing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Transfer Credit: CSU

CRER 665 SELECTED TOPICS IN CAREER AND PERSONAL DEVELOPMENT

Discussion and exploration of various career-related topics and their application to a student's major, career development, and career exploration. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Transfer Credit: CSU (CSU GE Area E1)

Chemistry

CHEM 112 CHEMISTRY IN ACTION

An introduction to chemistry and laboratory investigation for non-science majors. The course will focus on chemicals and reactions common in everyday life, medicine, industry, and in the body. Concepts relating to the nature and interactions of atoms, ions, and molecules will be presented. Students will learn how to use scientific methods to investigate questions about how chemical systems work. Students will also learn to use and evaluate information presented on product labels, in advertisement, and available through the internet. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

CHEM 114 SURVEY OF CHEMISTRY AND PHYSICS

A conceptual survey of physical science (physics and chemistry) intended for non-science majors at the General Education level. A general discussion of the scientific method and techniques will be followed by physics, chemistry, and integrated topics. The laboratory portion will cover a hands-on exploration of phenomena discussed in lecture. The physics component of the course will discuss motion, force, energy, electricity and magnetism, waves and light. The chemistry component of the course will focus on chemicals and reactions common in everyday life. Concepts relating to the nature and interactions of atoms, ions, and molecules will be presented. Students will also learn to use and evaluate information presented on product labels, in advertisement, and available through the internet. Also listed as PHYS 114. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 110 or MATH 111 and MATH 112 or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A, 5C)

C-ID: CHEM 140; PHYS 140

CHEM 192 ELEMENTARY CHEMISTRY

An introductory course in Chemistry designed to prepare students for General Chemistry 1 (CHEM 210). Provides an introduction to fundamental concepts in chemistry with an emphasis on the application of mathematical problem-solving methods to chemistry. Lecture topics will include the basic structure of atoms, the combination of elements in chemical compounds, the metric system and measurement, significant figures, using dimensional analysis and algebra to solve chemical problems, describing chemical reactions using balanced equations, and stoichiometry. In the laboratory, the student will be introduced to the use of common laboratory equipment and techniques. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 110 or equivalent; or appropriate placement test scores and other measures as appropriate or equivalent.

Transfer Credit: CSU, UC

C-ID: CHEM 101

CHEM 210 GENERAL CHEMISTRY I

The first semester of a two-semester sequence with laboratory intended for science, engineering, and pre-professional majors. It includes a detailed study of atomic and molecular structures, stoichiometric calculations, solutions, thermochemistry, gas laws, physical states, atomic electron orbital theory, and chemical bonding. The course also includes laboratory study of these concepts, experimental chemistry techniques, and the analysis and interpretation of experimental findings. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: MATH 120 or MATH 123 or equivalent; or appropriate placement test score and other measures as appropriate.

Recommended: CHEM 192 or one year of high school college preparatory chemistry, or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

C-ID: CHEM 110; CHEM 120S

CHEM 220 GENERAL CHEMISTRY II

The second semester of a two-semester sequence with laboratory intended for science, engineering, and pre-professional majors. It includes a study of acid-base chemistry, equilibrium, kinetics, thermodynamics, electrochemistry, descriptive chemistry, and nuclear chemistry. The course also includes laboratory study of these concepts, experimental chemistry techniques, and the analysis and interpretation of experimental findings. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 48-54 Lecture; 96-108 Lab; 96-108 Homework

Prerequisites: CHEM 210 or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

C-ID: CHEM 120S

CHEM 234 ORGANIC CHEMISTRY I

Nomenclature, bonding, structural isomerism, stereochemistry, conformational analysis, physical properties structure, reactions and reaction mechanisms of organic compounds, with emphasis on alkanes, alkenes, alkynes, alkyl halides, alcohols, and ethers. Emphasis on reactivity, and reaction mechanisms. Infrared and nuclear magnetic resonance spectroscopy are an integral part. Chemistry 234 is the first semester in a two-semester sequence in organic chemistry. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: CHEM 220 or equivalent; and completion of, or concurrent enrollment in,, CHEM 237 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

CHEM 235 ORGANIC CHEMISTRY II

Continuation of CHEM 234 with an introduction to the chemistry of aromatics, amines, carbanions, carboxylic acids, aldehydes, ketones and biochemical topics focusing on structure, synthesis, and mechanisms of reaction. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: CHEM 234 or equivalent; and completion of, or concurrent enrollment in, CHEM 238 or equivalent.

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

CHEM 237 ORGANIC CHEMISTRY LAB I

Organic chemistry laboratory designed to accompany CHEM 234. Introduction of the basic techniques of synthesis, separation and purification of organic compounds. Identification of main functional groups by spectroscopic techniques also introduced. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Prerequisites: Completion of, or concurrent enrollment in, CHEM 234 or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5C)

CHEM 238 ORGANIC CHEMISTRY LAB II

Organic chemistry laboratory designed to accompany CHEM 235 by emphasizing techniques for the synthesis, isolation, purification and identification of organic compounds. Qualitative analysis of unknowns by preparation of derivatives and spectroscopic methods is an integral component of the course. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Prerequisites: CHEM 234 and CHEM 237 or equivalent; and completion of, or concurrent enrollment in,, CHEM 235 or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5C)

CHEM 410 CHEMISTRY FOR HEALTH SCIENCES

Survey of the principles of general, organic, and biochemistry. The physical and chemical properties of inorganic, organic, and biomolecules will be studied. The course will include a study of equilibrium in chemical systems with special emphasis on chemical processes in the body. The laboratory component of the course introduces qualitative and quantitative techniques of chemical study and manipulations with inorganic, organic, and biochemical reactions. Designed for Health Science majors (e.g. respiratory therapy, nursing). Not intended for students majoring in biology, chemistry, physics, engineering, or pre-professional programs such as medicine, dentistry, or pharmacy. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 110 or appropriate placement test scores and other measures as appropriate, or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3)

Chinese

Language Lab and Listening Requirement: Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

CHIN 111 ELEMENTARY CHINESE I

The first course of a basic two-course sequence covering the same course materials as a university-level first semester Mandarin Chinese course. Students will acquire the ability to understand, speak, read, and write elementary Mandarin Chinese and will learn about the customs, culture and history of the Chinese world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC

CHIN 112 ELEMENTARY CHINESE II

Second course of a basic two-course sequence covering the same course materials as a university-level first semester Mandarin Chinese course. Students will further their ability to understand, speak, read, and write elementary Mandarin Chinese and their knowledge of the customs, culture and history of the Chinese world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: CHIN 111 or equivalent.

Transfer Credit: CSU (CSU GE Area C2), UC

CHIN 121 ADVANCED ELEMENTARY CHINESE I

Continuing development of students' communicative competence through the study of grammar, acquisition of new vocabulary, and practice of the four language skills: listening, speaking, reading, and writing. Content-appropriate social and cultural information will be presented to promote the students' understanding of the Mandarin Chinese-speaking world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: CHIN 112 or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC

CHIN 122 ADVANCED ELEMENTARY CHINESE II

The continued development of students' communicative competence through the study of grammar, acquisition of new vocabulary, and practice of the four language skills: listening, speaking, reading, and writing. Content-appropriate social and cultural information will be presented to promote the students' understanding of the Mandarin Chinese-speaking world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: CHIN 121 or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

Communication Studies

COMM 110 PUBLIC SPEAKING

Study and practice in the basic principles of effective public oral communication. Students will research, prepare and extemporaneously deliver various speeches. Analysis and evaluation of oral, public communication is also included. Relevant social issues may be examined. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9A1, 9A3

Transfer Credit: CSU (CSU GE Area A1), UC (IGETC Area 1C)

C-ID: COMM 110

COMM 127 ARGUMENTATION AND DEBATE

Principles and techniques of argumentation and debate. Research in significant social problems. Analysis of propositions, issues, evidence and reasoning. Training and experience in the presentation and evaluation of oral and written arguments. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9A1, 9A3

Transfer Credit: CSU (CSU GE Area A1), UC (IGETC Area 1C)

C-ID: COMM 120

COMM 130 INTERPERSONAL COMMUNICATION

Study and practice of interpersonal relationships. Analysis of the verbal and non-verbal modes of communication. Investigation of communication conflicts in interpersonal relationships and methods of conflict resolution. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9A1, 9A3

Transfer Credit: CSU (CSU GE Area A1), UC (IGETC Area 1C)

C-ID: COMM 130

COMM 140 SMALL GROUP COMMUNICATION

Understanding of the principles of group interaction and decision making, including study of leadership, types of authority, teamwork, and conflict resolution. Participation in discussion groups to share information, to solve problems, and to reach consensus. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9A1

Transfer Credit: CSU (CSU GE Area A1), UC (IGETC Area 1C)

C-ID: COMM 140

COMM 150 INTERCULTURAL COMMUNICATION

Designed for students from all cultural backgrounds. Study of basic theory and skills of intercultural communication using round table discussion, public speaking and critical analysis. Emphasis is given to empathy building for communicating effectively in a diverse social and professional environment. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9A1, 9A3

Transfer Credit: CSU (CSU GE Area A1), UC

C-ID: COMM 150

COMM 160 GENDER AND COMMUNICATION

Study of the relationships between gender and communication in multiple sociocultural contexts. Analysis of the intersectional relationships between gender and identity, culture, perception, power, media, history, language, and nonverbal communication from social science, interpretive, and critical theoretical approaches. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

COMM B10 HEALTH COMMUNICATION

Students will develop an understanding of how health communication concepts, theories, research methods, cases and other practices are applied in addressing real-world health issues, its administration and decision-making. Students will study health communication approaches and action areas as well as plan, implement and evaluate health promotion and behavior change campaigns. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and COMM 130 or COMM 150 or equivalent.

Computer Science

See also listings under Business Computer Systems and Management and Network Engineering Technologies.

COMP 155 COMPUTER PROGRAMMING VISUAL BASIC

An introduction to computer programming using the high level language VISUAL BASIC. The course covers terminology and syntax, event-driven and object-oriented programming, how to solve problems starting with descriptions of the problem in English and translating the description into Visual Basic. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 110 or equivalent.

Transfer Credit: CSU, UC

COMP 250 INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING: C++

Introduction to programming and software engineering for computer science and engineering majors and computer professionals. A systematic approach to the design, implementation, and management of robust C++ computer programs. Course emphasizes Object-Oriented programming design, programming documentation, testing and debugging techniques. This course conforms to the ACM CS1 standards. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 222 or equivalent.

Recommended: Some previous programming experience or coursework.

Transfer Credit: CSU, UC

C-ID: COMP 122

COMP 251 INTRODUCTION TO MICROCONTROLLERS WITH C/C++

Introduction to computer programming concepts and methodologies in C/C++ using microcontrollers to program computer circuits and hardware. Covers a microcontroller such as the Atmel AVR or Arduino single-board computer and circuits like LED displays and servo motor controllers. Teaches algorithms, data types, memory usages and management, files and streams, hardware interfaces, sensors, motors, basic control techniques, and microcontroller peripherals including timers, analog-to-digital conversion, interrupts, and serial communication. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion of, or concurrent enrollment in,, COMP 250 or equivalent.

Transfer Credit: CSU

COMP 252 DATA STRUCTURES: C++

Design and implementation of larger projects using object-oriented software engineering principles with emphasis on definition and use of data structures including: arrays, stacks, queues, linked lists, trees, hash tables, dictionaries, sets and graphs. Standard methods are used for sorting,

searching and analyzing the relative efficiency of algorithms (Big-O notation). This course conforms to the ACM CS2 standards. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: COMP 250 or equivalent.

Transfer Credit: CSU, UC

C-ID: COMP 132

COMP 256 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE

Covers the basics of Integrated Circuit technology, digital logic gates and circuit design, computer organization and ISA standard computer architecture, microcode, number systems and data representation, machine languages, Assembly languages and programming, memory systems, addressing, Operating Systems, interrupt/exception handling, input/output processing, and the connection between high-level language, assembly language, and machine operation on a microprocessor system. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: COMP 250 or equivalent.

Transfer Credit: CSU, UC

C-ID: COMP 142

COMP 262 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE

Covers the fundamental mathematical elements of computer science including mathematical logic, sets, functions and relations, generating functions, combinatorics, methods of mathematical proof, basic number theory, algorithms, graphs, and trees. Also listed as MATH 268. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 251 or equivalent.

Recommended: COMP 250 or equivalent experience programming in a high-level language.

Transfer Credit: CSU, UC

COMP 665 SELECTED TOPICS IN COMPUTER SCIENCE

This course explores selected contemporary topics or themes in Computer Science. Example topics include new programming languages, operating systems, net-centric computing, problem-solving and program design methodologies, software engineering processes, graphical user-interface design, information management, and contemporary issues in Computer Science. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 2

Hours/semester: 8-32 Lecture; 16-64 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 120, or MATH 122 and MATH 123, with a grade of C or better, or equivalent.

Transfer Credit: CSU

COMP 695 INDEPENDENT STUDY IN COMPUTER SCIENCE

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Cooperative Education

Repeatability of Cooperative Education, Title 5 Reference — §55040(b) (6) and 55253

Students may enroll in Occupational Work Experience (Cooperative Education 670) up to a total of 16 units of credit (no more than 8 units in a given term).

COOP 670 VOCATIONAL COOPERATIVE EDUCATION

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester for the instructor and the student to establish learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one

hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. One unit of credit for each 75 hours worked per semester, with a maximum of four units per semester, may be earned by students with jobs related to their academic or occupational majors or goals. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. *Pass/No Pass Only.*

Units: 1 - 4

Hours/semester: 75-300 Work Experience

Prerequisites: Permission of the Cooperative Education Office, concurrent enrollment in a planned vocational program, and employment in a college-approved job directly related to the student's academic major.

Transfer Credit: CSU

COOP 671 GENERAL COOPERATIVE EDUCATION

Designed for the student who does not have a job that relates to a specific occupational goal or college major. Under the direction of the Cooperative Education Coordinator, students focus on career awareness and the development of desirable employment habits, skills and attitudes. Each student must establish measurable learning objectives appropriate for his/her job. Students may be eligible for up to three units of credit per semester, and the course may be repeated for a maximum of six units of credit. One unit of credit may be earned for each 75 hours of paid work (approximately five hours per week) or 60 hours of volunteer work per semester. Students must be enrolled in a minimum of seven units (including the Cooperative Education course) to earn Cooperative Education credit. *Pass/No Pass Only.*

Units: 1 - 3

Hours/semester: 60-225 Work Experience

Transfer Credit: CSU

Cosmetology

See also listings under Wellness.

COSM 665 SELECTED TOPICS IN COSMETOLOGY

Selected short course topics designed for Cosmetology, Esthetician, and Spa professionals who are interested in increasing or developing new skills, for the person who is interested in acquiring knowledge or skills related to self enhancement, and for those interested in exploring career opportunities in the Cosmeology, Esthetician, or Spa fields. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

COSM 670 VOCATIONAL COOPERATIVE EDUCATION IN COSMETOLOGY

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester for the instructor and the student to establish learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. One unit of credit for each 75 hours worked per semester, with a maximum of four units per semester, may be earned by students with jobs related to their academic or occupational majors or goals. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. *Pass/No Pass Only.*

Units: 1

Hours/semester: 75 Work Experience

Prerequisites: Permission of the Cooperative Education Office, concurrent enrollment in a planned vocational program, and employment in a college-approved job directly related to the student's academic major.

Transfer Credit: CSU

COSM 695 INDEPENDENT STUDY IN COSMETOLOGY

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

COSM 700 COSMETOLOGY CONCEPTS AND PRACTICE I

The first course in the Cosmetology sequence. Topics include basic and advanced manipulative skills in hair design, hair analysis, hair coloring, hair cutting, hair scalp and conditioning treatments, chemical straightening, permanent waving, manicuring, and pedicuring, Material Safety Data Sheets, and State Board Rules and Regulations. *Letter Grade Only. Degree Credit.*

Units: 16

Hours/semester: 88-99 Lecture; 504-567 Lab; 176-198 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

COSM 710 COSMETOLOGY CONCEPTS AND PRACTICE II: FACIALS

Designed for continuing cosmetology students working towards a Skyline College Certificate or an Associate of Science Degree. Students work towards California State requirements on student's applied effort tickets of required minimum theory hours and operations with a focus on skin types, facial techniques, and facial products. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Prerequisites: COSM 700 or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

COSM 720 COSMETOLOGY CONCEPTS AND PRACTICE III-CHEMICALS

Designed for continuing cosmetology students working towards a Skyline College Certificate or an Associate of Science Degree. The course allows students to work towards California State requirements. Classes in basic manipulative skills in chemical straightening, hair analysis, hair lightening, and advanced hair coloring and styling techniques. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 48-54 Lecture; 144-162 Lab; 96-108 Homework

Prerequisites: COSM 700 or equivalent.

COSM 730 COSMETOLOGY CONCEPTS AND PRACTICE IV: NAILS

Advanced study in manipulative techniques using various applications of nail wraps, plastic tips , and sculptured nails. Learn about hazardous chemicals in the workplace and State Board testing with Artificial nail application. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 24-27 Lecture; 72-81 Lab; 48-54 Homework

Prerequisites: COSM 700 or equivalent.

COSM 735 COSMETOLOGY ADVANCED CONCEPTS

Designed for continuing cosmetology students working towards a Skyline College Certificate or an Associate of Science Degree. The course allows students to work towards California State requirements accruing applied effort ticket requirements in advanced hair cutting techniques, braiding, advanced permanent waving, and evening and day up do styling. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 32-36 Lecture; 192-216 Lab; 64-72 Homework

Prerequisites: COSM 700 or equivalent.

COSM 740 COSMETOLOGY CONCEPTS AND PRACTICE V

Introduction to Cosmetology theory and practice including anatomy, chemistry, hazardous materials, material safety data sheets, electricity, skin histology and associated diseases specific to cosmetology. Implementing techniques and practical application of facials , hair removal, artificial nails, advanced hair cutting, styling and coloring. Other techniques and applications include relaxing, bleaching, highlighting, thermal press and curl as well as speed and accuracy involved in all the techniques implemented in this course. In addition, we will implement State Board review of the materials covered. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 48-54 Lecture; 144-162 Lab; 96-108 Homework

Prerequisites: COSM 700 or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

COSM 745 COSMETOLOGY CONCEPTS AND PRACTICE VI - SENIOR PRACTICAL

Designed for continuing cosmetology students to complete classes and earn a Skyline College Certificate or an Associate of Science Degree. The course allows students to complete California State requirements accruing applied effort ticket requirements focusing on speed, accuracy and styling services for the salon environment. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 6

Hours/semester: 48-54 Lecture; 144-162 Lab; 96-108 Homework

Prerequisites: COSM 710 and COSM 720 and COSM 730 or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

COSM 750 COSMETOLOGY BRUSH UP I

To satisfy supplemental or out-of-state requirements, including basic and advanced instruction on in-salon processes with emphasis on performance and efficiency. Applicable to students who need assistance in passing the California State Board exam and students who are returning to the workplace and need to brush up on skills, technique and development to qualify for job placement or advancement. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 48-54 Lecture; 144-162 Lab; 96-108 Homework

Prerequisites: Completion of a State approved Cosmetology program.

COSM 775 ESTHETICIAN I

The first of a two-course sequence designed to provide students with basic knowledge and skill development in skin care techniques, make-up application, and hair removal to qualify for the Esthetician examination at the California State Board of Cosmetology. Upon successful completion of both COSM 775 and COSM 776 (a minimum of 600 hours), the student will be eligible to apply for the Esthetician examination at the California State Board of Cosmetology. *Letter Grade Only. Degree Credit.*

Units: 12

Hours/semester: 112-126 Lecture; 240-270 Lab; 224-252 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

COSM 776 ESTHETICIAN II

The second of two courses in which students elaborate on previously learned skills and knowledge in skin care techniques, hair removal, and makeup application. Course includes lab time where students will integrate massage and skin care on clients. Upon successful completion of COSM 775 and COSM 776 (a total of 600 hours), the student will be eligible for a Certificate of Achievement from Skyline College and will be able to apply for the Esthetician examination at the California State Board of Cosmetology for licensure. *Letter Grade Only. Degree Credit.*

Units: 12

Hours/semester: 112-126 Lecture; 240-270 Lab; 224-252 Homework

Prerequisites: COSM 775 or equivalent.

Counseling

See also listings under Career and Personal Development.

COUN 100 COLLEGE SUCCESS

Provides understanding of the concepts and significance of factors that contribute to college success. The course focuses on the following topics: understanding of the college/university systems; goal setting; educational planning; health maintenance; stress management; learning styles; study skills; resources, relationships and cultural diversity. Integrates personal growth; academic and career success; problem solving and critical/creative thinking. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

AA/AS Degree Requirements: Area 9E1

Transfer Credit: CSU (CSU GE Area E1), UC

COUN 101 PREP FOR COLLEGE

An introductory overview of the higher education system and major and/or career exploration process as it relates to developing educational goals. Students will learn about Skyline College's educational programs and services, academic survival skills and awareness of personal development, as well as additional tools and information for successful navigation through Skyline College. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 8-18 Lecture; 16-36 Homework

Transfer Credit: CSU

COUN 102 STUDENT SUCCESS STRATEGIES

Designed to help students explore and understand issues that determine their academic success. Students will learn about strategies to help them succeed in college. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

Transfer Credit: CSU

COUN 104 UNDERSTANDING TRANSFER

A comprehensive study of the university transfer process as it relates to community college students. Topics include an overview of higher education systems, transfer admissions requirements, college research, transfer resources, the college application process, transfer to four-year colleges and universities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Transfer Credit: CSU

COUN 640 MONEY MANAGEMENT FOR ACADEMIC SUCCESS

An introduction to the basics of personal money management principles as they relate to budgeting, savings, credit establishment, credit improvement and debt reduction. Students will gain tools to implement and practice positive financial behaviors and explore how their own personal relationship with finances directly relates to academic and career success. A focus on goal setting strategies will be emphasized and personal, academic, and financial goals will be explored. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Transfer Credit: CSU

COUN 650.1 KAPATIRAN SEMINAR - COLLEGE SUCCESS FACTORS

Designed to help students to understand and deal with their personal, social, and cross-cultural concerns and the relationship of cultural experiences and educational success. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Transfer Credit: CSU

COUN 650.2 KAPATIRAN SEMINAR - TRANSITION TO COLLEGE

Exploration of attitudes toward learning and college in the context of the Filipino American experience. Designed to facilitate the transition from high school to college while taking into account Filipino American community issues. Includes understanding of the college/university systems, college resources, and developing key student skills such as time management, self-esteem, goal setting, emotional intelligence, and relationship building. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Transfer Credit: CSU

COUN 651 PUENTE SEMINAR

Transfer seminar designed to assist students in exploring and understanding academic, career, personal, and cross-cultural topics and issues that influence their educational success. An emphasis is placed on major and career exploration as well as preparation on the transfer process from community college to 4-year institutions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Transfer Credit: CSU

COUN 652 HONORS SEMINAR - APPLYING TO COMPETITIVE UNIVERSITIES

Preparation for transfer to competitive colleges and universities. Topics will include understanding the transfer process, financial aid and scholarships, completing the UC and Common Application and writing your personal statement. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

Transfer Credit: CSU

COUN 655.1 HERMANOS AND HERMANAS SEMINAR - COLLEGE SUCCESS FACTORS

An overview of the concepts and significance of factors that contribute to success in education. Factors to be explored include social awareness, cultural identity, motivation leadership, and goal setting. Designed to help students explore their understanding of personal, social, and cross-cultural differences, as well as analyze the relationship between cultural experiences and educational success. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Transfer Credit: CSU

COUN 655.2 HERMANOS AND HERMANAS SEMINAR - TRANSITION TO COLLEGE

Course explores student's attitudes toward learning and college. Designed to facilitate the transition from high school to college. Focus on understanding the college/ university systems, college resources, and developing key student skills such as time management, self-esteem, and goal setting. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Transfer Credit: CSU

COUN 656.1 HERMANAS SEMINAR - COLLEGE SUCCESS FACTORS

This course is designed to help students in understanding and dealing with their personal, social, professional, and cross-cultural concerns in relation to personal development. Additionally, this course will focus on the lives and experiences of Latinas in the United States and abroad. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

COUN 656.2 HERMANAS SEMINAR - TRANSITION TO COLLEGE

This course is designed to help students in understanding and dealing with their personal, social, professional, and cross-cultural concerns in relations to personal development. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Transfer Credit: CSU

COUN 657 AUTO GUIDANCE SEMINAR - CAREER ADVANCEMENT ACADEMY

Designed to assist Career Advancement Academy Automotive students in exploring and understanding academic, career, personal, and cross-cultural topics and issues that influence their education experiences. Topics covered include college success, campus resources, resume writing and interview skills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Transfer Credit: CSU

COUN 658 ALLIED HEALTH SEMINAR - CAREER ADVANCEMENT ACADEMY

Designed to help students explore and understand academic, career, personal, and cross-cultural topics and issues that influence their educational experiences. Topics covered include college success, campus resources, resume writing and interview skills for Allied Health Professions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Transfer Credit: CSU

COUN B10 MULTICULTURAL HUMAN RELATIONS

Designed to engage students in an evolving process of developing greater self and cultural awareness that will help inform how we work with communities specific to various professional settings. Examination of various intersectionalities such as ethnicity, gender, class, sexual orientation, and generational identity and the effects that the dynamics of power and privilege have on systemic oppression. Also utilizes a psychosocial perspective to explore various theoretical frameworks that strive for greater cultural competency throughout their professional development. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and PSYC 100 or equivalent.

Developmental Learning Skills

DSKL 817 ASSISTIVE COMPUTER ACCESS

Designed primarily for students with disabilities, this course provides training in the use of computer access technologies which enhance a student's ability to access and use microcomputers. Students will use the technology as a tool to complete assignments from concurrent subject area classes. No previous computer experience is required. Touch typing familiarity recommended. (Open entry.) (Units do not count toward the Associate Degree.) *Pass/No Pass Only.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Familiarity with the keyboard.

DSKL 820 COMPUTER-BASED COGNITIVE RETRAINING

Designed primarily for students recovering from an acquired brain injury/impairment such as head trauma or stroke, this course uses computer-based applications to provide cognitive retraining. Areas addressed include the application of memory, problem-solving, critical thinking, logic, and organizational skills to daily activities and functioning. No previous computer experience is required. *Pass/No Pass Only. Degree Credit.*

Units: 0.5

Hours/semester: 24-27 Lab

DSKL 821 DEVELOPMENT OF SELF-ADVOCACY SKILLS: PERSONAL EMPOWERMENT FOR STUDENTS WITH DISABILITIES

Two lecture hours per week over four weeks for a total of eight lecture hours. Exploration of self-advocacy strategies for students eligible for ADA academic accommodations. Prepares students to advocate effectively for implementation of accommodations requests both inside and outside the classroom. Includes introduction to development of informational, intra/interpersonal skills, neurology of learning/differences, rights and responsibilities, procedures and related issues. Students will participate in small group activities including role-play. (Units do not count toward the Associate Degree.) *Pass/No Pass Only. Degree Credit.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

DSKL 822 STUDY SMART SKILLS

Strategies to improve mathematics, reading, writing, study, and test-taking skills for students with learning differences. Applicable study techniques using triple strength learning: seeing, saying, and writing. Hands-on activities and group work. (Units do not count toward the Associate Degree) *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

DSKL 823 FUNDAMENTAL SKILLS: WRITING I

Students will learn to write grammatically correct sentences using rules of grammar and punctuation. Sentence composition, sentence patterns and sentence variety will be practiced through weekly writing assignments. This course is appropriate for students who need to develop skills necessary for English 828 and/or those who have scored into "See Counselor" on the English Placement testing. (Units do not count toward the Associate Degree.) *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

DSKL 825.1 ASSISTIVE COMPUTER TECHNOLOGY - KURZWEIL 3000 I

Designed primarily for students with disabilities; provides training in the use of the text-to-speech program, Kurzweil 3000, which supports students' learning styles and/or physical needs in the area of reading and studying their textbooks. Students will learn how to use this assistive technology tool as an accommodation for reading and studying electronic versions of their textbooks and completing tests/exams from concurrent subject area classes. No previous computer experience is required. (Units do not count toward the Associate Degree). *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

DSKL 826.1 ASSISTIVE COMPUTER TECHNOLOGY - DRAGON NATURALLYSPEAKING I

Designed primarily for students with disabilities; provides training in the use of the speech recognition program, Dragon NaturallySpeaking, which supports students' learning styles and/or physical needs in the area of written expression. Students will learn how to use this assistive technology tool as an accommodation for completing written assignments and essay-based tests/exams from concurrent subject area classes. No previous computer experience is required. (Units do not count toward the Associate Degree). *Pass/No Pass Only.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

DSKL 827 ASSISTIVE COMPUTER TECHNOLOGY: SMARTPEN

Designed primarily for students with disabilities. This course provides in-depth instruction about the various features of the Smartpen and ways to apply notetaking strategies when using the Smartpen. Students will also learn how to transfer recorded notes from the Smartpen to the computer-based software and how to review and organize notes in this

software. NOTE: Students who are registered with the Disability Resource Center (DRC) and have the Smartpen as an accommodation will have access to a one-month loan of a Smartpen. All other students will need to provide their own Smartpen. (Units do not count toward the Associate Degree). *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

DSKL 828 ASSISTIVE COMPUTER TECHNOLOGY: TOOLS FOR WRITING

Designed primarily for students with disabilities; guides students through a process to assist them in determining which form of writing (i.e., pencil and paper, keyboarding, or speech recognition) best supports their written expression. Students will learn how to use various features of a brainstorming or "mind mapping" application and strategies for integrating the use of this Assistive Technology tool into the writing process. No previous computer experience is required. (Units do not count toward the Associate Degree). *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

Digital Media and Design

See also listings under Art.

DMAD 431 DIGITAL IMAGING I: PHOTOSHOP

Focus on the creation and editing of digital images for use in art and design with Adobe Photoshop. Also listed as ART 431. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. ART 430 or equivalent.

Transfer Credit: CSU, UC

DMAD 432 DIGITAL IMAGING II: ADVANCED PHOTOSHOP

This project-based course will expand on the tools and techniques necessary to further explore the image making process using raster based software such as Adobe Photoshop. Students develop strategies for content development, visual cohesiveness, and graphic production techniques. Topics include design, layout, typography, color principles, and project preparation for print, web, and animation. Also listed as ART 432. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Prerequisites: ART 431 or DMAD 431 or equivalent.

Transfer Credit: CSU

DMAD 475 DIGITAL FILMMAKING I

Concentration on production techniques used in movies, television, documentaries, music videos, and commercials. This hands-on class includes digital camcorder (or DSLR) operation, basic composition, camera movement, and use of natural lighting. Other topics include on-location audio recording, composition aesthetics, digital video fundamentals, editing, and career options. Also listed as ART 475. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

DMAD 476 DIGITAL FILMMAKING II

This intermediate hands-on production class will cover the various film crew positions including director, cinematographer, boom operator, audio engineer, production assistant, and script supervisor. Students will gain experience in working together in a film crew to produce various digital filmmaking projects. Other topics include single camera production, multiple camera production, and artificial lighting techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. DMAD 475 or equivalent experience.

Transfer Credit: CSU

DMAD 477 DIGITAL FILMMAKING III

This advanced hands-on production class will concentrate on writing, directing, and teamwork. Students will work together with actors and produce several short films in class. Other topics include basic original screenwriting,

pre-production, and advanced editing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. DMAD 475 or equivalent experience; and DMAD 476 or equivalent experience;

Transfer Credit: CSU

DMAD 478 AUDIO FOR DIGITAL FILMMAKING

Audio production techniques in the digital filmmaking process. Hands-on production begins with basic audio principles and digital audio fundamentals including sound characteristics, sampling rates, bit depth, codecs, and file types. Other topics include location recording, editing, and mixing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 32-36 TBA; 32-36 Homework

Recommended: DMAD 475, DMAD 476 and DMAD 477 or equivalent experience.

Transfer Credit: CSU

Drama

DRAM 200 THEORY OF ACTING I

Develop beginning level performance skills through emotional and sense memory techniques; physical exercises designed to increase body awareness, authentic expression, and control; and vocal exercises focusing on articulation, projection, and creative expression. Acquire confidence, range, and subtlety through improvisation, monologue, and scene work. Gain insight and inspiration through text-based critical analysis. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU, UC

C-ID: THTR 151

DRAM 201 ADVANCED ACTING I

Continuing development of performance skills/knowledge through methods and techniques explored in DRAM 200. Employment of more complex physical,psychological and emotionally challenging monologues and scenes involving both classical and contemporary text, and short plays. Deepening of emotional authenticity and refinement of creative expression as an ensemble player. Use of advanced text-based critical analysis for the building of ensemble work. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: DRAM 200 or equivalent.

Transfer Credit: CSU, UC

C-ID: THTR 152

DRAM 202 ADVANCED ACTING II

Exploration of the actor's place in the context of the play including use of symbolism and historical/social concepts that shape the actor's approach in creating truthful character-centered performances. Continued exploration of theories and techniques used in the interpretation of Drama through character analysis, monologues and scenes. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: DRAM 201 or equivalent.

Transfer Credit: CSU

DRAM 208 ACTING PRACTICUM I (ACTING LABORATORY)

Supervised rehearsals of improvisations, monologue/oral readings and short scenes. Forms and styles of acting at a beginning level. Exercises in the use of mind, emotions, voice, and body in acting. Acting scenes for drama classes and others. Emphasis upon coaching by the instructor and the students preparing of scenes for performance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Prerequisites: Completion of, or concurrent enrollment in, DRAM 200 or equivalent.

Transfer Credit: CSU, UC

DRAM 209 ACTING PRACTICUM II (ACTING LABORATORY)

An intermediate level class, students will build upon the skills attained in DRAM 208. Supervised rehearsals of improvisations, monologues and scenes. Exercises in the use of mind, emotions, voice, and body in acting. Acting scenes for drama classes and the public. Emphasis upon coaching by the instructor and student preparation of

scenes for performance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Prerequisites: Completion of, or concurrent enrollment in DRAM 201 or equivalent.

Transfer Credit: CSU

DRAM 311 THEATRICAL SOUND/AUDIO PRODUCTION

Designed to teach the basic principles, history, and practice of Stagecraft in the discipline of Sound/Audio Production for the performing arts and help students acquire a general understanding of the functional process behind the production and development of live performances. This course requires evening and weekend work on actual productions. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 16-18 Lecture; 96-108 Lab; 32-36 Homework

Transfer Credit: CSU

DRAM 312 THEATRICAL LIGHTING/BASIC ELECTRICAL THEORY

Designed to teach the basic principles, history, and practice of Stagecraft in the discipline of Theatrical Lighting/Basic Electrical Theory for the performing arts with emphasis on equipment, control, color and their relationship to design. This course will help students acquire a general understanding of the functional process behind the production and development of live performances. This course requires evening and weekend work on actual productions. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 16-18 Lecture; 96-108 Lab; 32-36 Homework

Transfer Credit: CSU

C-ID: THTR 173

DRAM 313 STAGE CARPENTRY AND RIGGING

Designed to teach the basic principles, history, and practice of Stagecraft in the discipline of Stage Carpentry and Rigging for the performing arts and help students acquire a general understanding of the functional process behind the production and development of live performances. This course requires evening and weekend work on actual productions. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 16-18 Lecture; 96-108 Lab; 32-36 Homework

Transfer Credit: CSU

Early Childhood Education

See also listings under Education.

ECE. 191 CHILDREN'S LITERATURE

An overview of the body of world literature deemed appropriate and enriching for children from infancy to adolescence. The course is designed to impart knowledge about and practice in storytelling techniques, as well as practical experience in presenting age-appropriate literature to children and youth. Theory and practice in discerning literary genres, criteria for selection, and techniques for using classic and contemporary literature with young people. Also listed as LIT. 191. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2)

ECE. 201 CHILD DEVELOPMENT

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Also listed as PSYC 201. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area E1D), UC (IGETC Area 4)

C-ID: CDEV 100

ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES

Catalog Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

C-ID: ECE 120

ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 8. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

C-ID: ECE 130

ECE. 212 CHILD, FAMILY & COMMUNITY

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC

C-ID: CDEV 110

ECE. 213 THE SCHOOL-AGE CHILD

The focus of this course is relevant and responsible program planning for before-and after-school child care. Also presented are the developmental needs of the child 6-to 12-years of age (middle childhood), family involvement and implications, and available community resources for sytematic out-of-school care for elementary-aged children. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

ECE. 223 INFANT DEVELOPMENT

An introduction to the development of children from birth to three years with an emphasis on social, emotional and physical milestones, early learning and brain development, atypical development, temperament, child behavior, and behavior issues related to varied impairments, and the importance of family partnerships. It covers trends in early care and education, the variances of child abilities between children and due to developmental delays and the influences of families and the environment. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ECE. 225 INFANT/TODDLER ENVIRONMENTS

An introduction to the design, maintenance and evaluation of quality infant/toddler and early intervention environments for children birth to three years of age. Emphasis is placed on the CA State Department of Education "Infant Toddler Learning and Development Program Guidelines." *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ECE. 240 ECE ADMINISTRATION I: BUSINESS/ LEGAL

Overview of the business aspects of caring for children in early childhood settings and its social, political and economic implications. Included are the legal and regulatory requirements for early childhood settings, laws relating to child care and facets of business and fiscal management. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ECE. 201 and ECE. 210 and ECE. 211 and ECE. 212 or equivalent.

Transfer Credit: CSU

ECE. 241 ECE ADMINISTRATION II: PERSONNEL AND LEADERSHIP

Focus on the human relations components of operating an early childhood setting and the social, political and economic implications for ECE professionals and parents. Other topics include staffing, supervision, licenses and/or credentials for staff, assessment and evaluation, state and federal regulations governing employment, issues in ECE and parent involvement. *Grade Option (Letter Grade or Pass/ No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ECE. 201 and ECE. 210 and ECE. 211 and ECE. 212 or equivalent.

Transfer Credit: CSU

ECE. 242 ADULT SUPERVISION AND MENTORING

Study of the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in ECE education settings. Emphasis is on the role of classroom teachers who function as mentors to new teachers, while simultaneously addressing the needs of children, parents, and other staff. Although this course is open to all students, it is specifically designed for those needing to meet state licensing requirements for ECE Masters Teachers, Site Directors, and Program Directors. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: ECE. 201 and ECE. 210 and ECE. 211 and ECE. 212 or equivalent.

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

ECE. 244 CURRICULUM AND STRATEGIES FOR PREKINDERGARTEN TO KINDERGARTEN

A review of the criteria for high quality pre-kindergarten/ preschool experiences for young children. Students will examine program and curriculum guidelines that are necessary in order to support children's emerging foundational skills and their transition to kindergarten. Topics covered include the political, economic, developmental and current issues related to kindergarten readiness and later school success. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ECE. 260 CHILDREN WITH SPECIAL NEEDS

A survey of the issues related to children with special needs. Special needs refer to physical, sensory, communicative and behavioral disabilities. Additional topics include a historical perspective, current laws and legislation, inclusion practices in early childhood education settings, and appropriate community resources. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent. ECE. 201 or PSYC 201 or equivalent.

Transfer Credit: CSU

ECE. 261 EARLY INTERVENTION PRACTICES

Major elements of Early Intervention programs for children birth to five years, with an emphasis on intervention strategies, classroom modifications, activity-based interventions, and differentiated instruction. Education plans (IEP/IFSP), current research, and descriptions of atypical development are included, along with best practices for children with disabilities in early childhood settings. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. ECE. 260 or equivalent

Transfer Credit: CSU

ECE. 263 CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS

Highlights best practices in Early Childhood Special Education. Curriculum adaptations, support strategies and embedded intervention to facilitate the development of cognitive, motor, social, emotional and language skills in young children with special needs (preschool, TK, and kindergarten) are discussed. Other topics include but are not limited to positive behavior support, functional behavior analysis, task analysis, collaborative teaching, and integrative lesson planning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent. ECE. 260 and ECE. 201 or PSYC 201 or equivalent.

Transfer Credit: CSU

ECE. 272 TEACHING IN A DIVERSE SOCIETY

Examination of the development of social identities in diverse societies including theoretical and practical implications of culture, ethnicity, stereotyping and bias as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

C-ID: ECE 230

ECE. 275 CHILDREN'S LANGUAGE AND LITERACY DEVELOPMENT

This course explores the influences of children's literature in language acquisition, emotional development, and literacy learning. Analysis of the teacher's role in promoting creativity and self expression through verbal and symbolic language. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

AA/AS Degree Requirements: Area 5a; Area 9C1

Transfer Credit: CSU

ECE. 314 HEALTH, SAFETY, AND NUTRITION FOR YOUNG CHILDREN

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Also listed as HSCI 314. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

C-ID: ECE 220

ECE. 331 THE ROLE OF THE TEACHER

Overview of the factors that contribute to success and satisfaction in teaching. Topics include: personal characteristics of teachers; stages of teacher development; teaching responsibilities; career opportunities; professional development; and the benefits of professional affiliations. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ECE. 333 OBSERVATION AND ASSESSMENT

Provides an overview of the appropriate use of assessment and observational strategies to document development, growth, play and learning when advocating for children's success with families and professionals. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Observation in an early childhood setting and outside on-going observations on a target child is a requirement of the course. It is a required course for the ECE Certificate and AS Degree program, and is also useful for Psychology and other Social Science majors who will be observing human behavior. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ECE. 201 or PSYC 201 or equivalent.

Transfer Credit: CSU

C-ID: ECE 200

ECE. 335 CHILD GUIDANCE

This introductory course in child guidance and discipline for teachers, caregivers and parents gives an overview of the complexity of children's behavior and how to address it constructively. Theories and trends concerning child guidance are introduced to help students understand the purposes for children's behavior. Students will gain a developmental outlook on children, increase their repertoire of strategies in how they interact with them, explore methods of planning and setting goals for children and evaluate their behavior through observation. The course will emphasize the important relationship between child development and guidance strategies and the value of play as it relates to a child's learning. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ECE. 339 SOCIAL EMOTIONAL LEARNING FUNDAMENTALS

This course assists early childhood professionals and parents in understanding and addressing children's challenging behaviors. The main areas of focus will be defining challenging behaviors, exploring prevention and intervention strategies, and understanding the behavioral planning process. The teaching pyramid will be presented as a model for promoting children's social emotional development and preventing challenging behaviors. This course, along with ECE. 335, is required for a Master Teacher specialization, as noted in the Child Development Permit matrix. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ECE. 360 ADVOCACY IN THE EARLY CHILDHOOD FIELD

A focus on the importance of advocacy to improve the lives of children; to determine how the public and public policies affect the field of education; and to realize the need of a strong united voice to foster change. The course includes an introduction to labor organizing, and information on the path of legislation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision at approved sites. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, build a comprehensive understanding of children and families, acquire child centered, play-oriented approaches to teaching, learning, and assessment, and design, implement and evaluate developmentally appropriate curriculum. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 16-18 Lecture; 96-108 Field Experience; 32-36 Homework

Prerequisites: ECE. 201 or PSYC 201 and ECE. 210 and ECE. 211 and ECE. 212 and ECE. 333 or equivalent.

Transfer Credit: CSU

C-ID: ECE 210

ECE. 367 PRACTICUM IN EARLY CHILDHOOD EDUCATION: SPECIAL TOPICS

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Required for the ECSE certificate, meets the supervised teaching requirement for the CA State CD teaching permit, and provides student teaching experience in qualified settings that serve children from infancy through middle childhood. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 18-20.25 Lecture; 96-108 TBA; -60--67.5 Homework

Prerequisites: ECE. 201 and ECE. 210 and ECE. 260 and ECE. 263

Transfer Credit: CSU

ECE. 368 PRACTICUM IN EARLY INTERVENTION

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Required for the Early Intervention Assistant Certificate, this course provides student teaching experience in qualified settings that serve children from infancy to age three. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 16-18 Lecture; 96-108 Lab; 32-36 Homework

Prerequisites: ECE. 223 and ECE. 225 and ECE. 260 and ECE. 261 or equivalent.

Transfer Credit: CSU

ECE. 665 SELECTED TOPICS IN EARLY CHILDHOOD EDUCATION

This course is designed to develop specific skills that are utilized in Early Childhood Education environments. The course will focus on one specific topic; for example, multicultural curriculum, techniques to foster sense of community, selecting a preschool, handling behavior problems, working with parents, etc. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Transfer Credit: CSU

ECE. 695 INDEPENDENT STUDY IN EARLY CHILDHOOD EDUCATION

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ECE. 804 ENGLISH FOR CHILD CARE PROVIDERS

Basic listening, speaking, reading, and writing skills in standard English within the context of child care. Intended for parents, grandparents, child care providers, and preschool teachers who are learning English as a Second Language. Also listed as ESOL 804. (Units do not count toward the Associate Degree). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Completion of, or concurrent enrollment in, ESOL 830 or ESOL 863 and ESOL 873 or eligibility for, ESOL 840 or equivalent.

Economics

ECON 100 PRINCIPLES OF MACRO ECONOMICS

Introduction to the U.S. economy and its institutions in a global context. Measuring output, unemployment, and inflation. Theory of the determination of output and prices for individual markets and the economy as a whole. Analysis of money, banking, and interest rates. Government fiscal and monetary stabilization policies. Current economic topics. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 110 or MATH 111 and MATH 112 or equivalent.

Recommended: ENGL 100 or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

C-ID: ECON 202

ECON 102 PRINCIPLES OF MICROECONOMICS

Introduction to the functioning of markets. Theory of the determination of output and prices for markets under competitive and noncompetitive conditions. Analysis of firms' costs and revenues. Government tax and regulatory policies in response to imperfect competition and market failures. Current economic topics such as international trade and labor markets. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 110 or MATH 111 and MATH 112 or equivalent.

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent. ECON 100 or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

C-ID: ECON 201

ECON 111 THE ECONOMY TODAY

Non-theoretical consideration of current economic issues. Introduction to basic economic concepts and alternative perspectives. Current issues include unemployment, inflation, banking, immigration, social security, international trade, and war. NOTE: Students who have received credit for ECON 100 or 102 may not receive credit for ECON 111. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D)

ECON 310 POLITICAL ECONOMY OF ASIA

This course provides a comparative study of the political economy of Asian countries, including political systems, economic growth, distribution of income, and international diplomatic and economic relationships. Students will learn the impact of European and U.S. colonialism, post-colonial political and economic developments, including market reforms in socialist countries to understand both development in relations among Asian nations and their relationship to the U.S. economy and foreign policy. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC

Education

See also listings under Early Childhood Education.

EDUC 200 INTRODUCTION TO CLASSROOM TEACHING

A survey of the teaching profession including: pedagogical methods; theories of learning; planning, delivering and assessing instruction; classroom management, professional and ethical considerations; diversity; and standards for the teaching profession. A total of 48 hours of fieldwork in public elementary schools is required. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Field Experience; 64-72 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

EDUC 201 PROFESSIONAL ETHICS IN SPECIAL EDUCATION

Introduction to legal and ethical responsibilities of Special Education professionals (teachers, aides and administrators) and examination of ethical dilemmas and situations that often occur in the Special Education community. Interdisciplinary collaboration between the Special Education system and families with children with special needs (K-12) will also be examined. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

EDUC 202 SPECIAL EDUCATION CAPSTONE

Integrates critical skills and knowledge of students completing the Special Education Assistant Career Certificate. The course uses Case Study methodology to directly apply concepts and strategies in Special Education and Universal Design of Instruction. An overview of professional portfolios is also covered and used to showcase academic and professional experiences that include writing samples, lesson plans, self-reflection, and future goals. A major focus of the course is the use of professional language, both written and verbal, in different work related situations. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: ECE. 260 and ECE. 263 and EDUC 201 or equivalent.

Electronics Technology

ELEC 110 FUNDAMENTALS OF ELECTRONICS

Activity based introduction to the fundamentals of DC and AC electrical/electronic circuits. Course covers the basic mathematical laws, terminologies, testing and measuring of simple circuits. Laboratory exercises will emphasize the use of tools, electrical test instruments and measuring devices. *Letter Grade Only.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 16-18 TBA; 80-90 Homework

Transfer Credit: CSU

ELEC 410 INTRODUCTION TO SOLAR INSTALLATION AND INTEGRATION

Prerequisite: None Recommended: Completion of ELEC 110 with a grade of "C" or better, or concurrent enrollment in ELEC 110 or equivalent. An introductory course targeted to junior-level photovoltaic installers to provide a foundation of skills necessary in solar installation. Topics include electrical theory and practice, photovoltaic theory and integration and solar installation skills. The course is a balance of theory, hands-on practice and real world examples. Also listed as ENVS 410. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3.5

Hours/semester: 48-54 Lecture; 24-27 Lab; 16-18 TBA; 80-90 Homework

Recommended: Completion of, or concurrent enrollment in, ELEC 110 or equivalent.

Transfer Credit: CSU

Emergency Medical Care

EMC. 180 GATEWAY TO HEALTH CAREERS

Introduction of skills, attributes and basic knowledge required for entry into various health care professions. Includes basic assessment, CPR, and math calculations used in health care. Emphasis on providing a foundation for future health career classes. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

EMC. 400 EMERGENCY MEDICAL RESPONDER

Develops manipulative and problem solving skills necessary for the initial evaluation and stabilization of victims of emergency illness or trauma. First responder-level training for fire service, emergency, law enforcement, civil, and industrial personnel. Upon completion, student receives a CPR for Healthcare Provider card, a Skyline College course completion certificate and is eligible for the National Registry Emergency Medical Responder written examination. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2.5

Hours/semester: 32-36 Lecture; 24-27 Lab; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

EMC. 410 EMERGENCY MEDICAL TECHNICIAN

This course represents the first phase of training in the Emergency Medical Technician Career Structure. The course covers all techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician, as well as all operational aspects of the job the EMT will be expected to perform. Meets National Emergency Medical Services Education Standards and 2010 American Heart Association guidelines. *Letter Grade Only. Degree Credit.*

Units: 8

Hours/semester: 96-108 Lecture; 96-108 Lab; 16-18 TBA; 176-198 Homework

Prerequisites: EMC. 425 or equivalent; or a valid Healthcare Provider CPR card.

EMC. 425 CPR: HEALTH CARE PROVIDER

This course will qualify students with CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. *Pass/No Pass Only.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

Transfer Credit: CSU

EMC. 665 SELECTED TOPICS IN EMERGENCY MEDICAL CARE

This course is designed to review and update specific topics fundamental to the practice of an Emergency Medical Technician or paramedic. Some of these topics may be taken for continuing education units.

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Energy Systems Technology Management

ESTM 400 CLEAN ENERGY CONCEPTS, POLICIES AND INDUSTRIES

Fundamental energy and sustainability concepts in the regional, state, and federal context including: climate change; greenhouse gas emissions calculation and management; historical, current, and emerging policies and regulations for greenhouse gas and energy generation and use, including economic impacts; alternative energy technology; industry practices and careers across energy and construction sectors. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ESTM 402 INTRODUCTION TO RESIDENTIAL CONSTRUCTION

Fundamental residential construction concepts, terminology, and practices, including framing, HVAC, insulation, electrical, plumbing, materials, and hands-on construction basics. Emphasis on green and sustainable building practices and renovations. Main issues in California and Bay Area codes and historical building trends regarding energy and environmental standards. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, MATH 110 or MATH 111 and MATH 112 or BUS. 115 or equivalent; and ESTM 400 or equivalent.

Transfer Credit: CSU

ESTM 410 INTRODUCTION TO SOLAR INSTALLATION AND INTEGRATION

An introductory course targeted to junior-level photovoltaic installers to provide a foundation of skills necessary in solar installation. Topics include electrical theory and practice, photovoltaic theory and integration and solar installation skills. The course is a balance of theory, hands-on practice and real world examples. Also listed as ELEC 410. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3.5

Hours/semester: 48-54 Lecture; 24-27 Lab; 16-18 TBA; 80-90 Homework

Recommended: Completion of, or concurrent enrollment in, ELEC 110 or equivalent.

Transfer Credit: CSU

ESTM 411 INTRODUCTION TO SOLAR PHOTOVOLTAICS (PV) SYSTEMS AND MARKETS

Provides a foundation of knowledge and skills to understand the solar photovoltaics market and technology. Includes introduction to the global solar PV market, fundamentals of electricity and PV technology, introduction to incentive programs related to solar systems and fundamentals of the site survey process for a residential solar PV array. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, MATH 110 or MATH 111 and MATH 112 or BUS. 115 or equivalent; and ESTM 400 or equivalent.

Transfer Credit: CSU

ESTM 412 SOLAR PHOTOVOLTAICS (PV) DESIGN FUNDAMENTALS

Foundation of knowledge and skills to understand the site survey and to translate survey data into estimation and design of solar photovoltaics systems. Includes detailed methodology for site surveys, shade analysis, system sizing, string and inverter sizing, the use of software system design tools, graphical PV system design aids. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, MATH 110 or MATH 111 and MATH 112 or BUS. 115 or equivalent; and ESTM 400 or, ESTM 410 or ESTM 411 or equivalent.

Transfer Credit: CSU

ESTM 413 SOLAR PHOTOVOLTAICS (PV) FINANCE AND SALES

Economics and sales methodologies for residential solar PV energy systems. Methods and analysis of

financing and investment for solar PV systems, including incentive programs and utility tariffs. Customer service and presentation skills and sales best practices. Focus on student's marketability in the renewable energy job marketplace. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, MATH 110 or MATH 111 and MATH 112 or BUS. 115 or equivalent; and ESTM 400 or ESTM 410 or ESTM 411 or ESTM 412 or equivalent.

Transfer Credit: CSU

ESTM 421 PRINCIPLES OF BUILDING SCIENCE, HOW HOUSES WORK

Exploration of how air flow, heat flow and moisture flow affect the health, comfort, durability and energy efficiency of the building. Students learn to identify, classify, and compare residential building components, systems, materials and understand and explain sustainable building practices and building science fundamentals. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115 or equivalent; and, ESTM 400 or equivalent.

Transfer Credit: CSU

ESTM 425 COMMERCIAL AND RESIDENTIAL BUILDING PERFORMANCE CONCEPTS

Provides a foundation to conduct commercial and residential energy audits to identify applicable energy upgrades and building performance measures. Topics include fundamental building science and construction management concepts, best practices for auditing and data analysis, BPI standards and the Title 24 energy code. The class prepares students for applicable Building Performance Institute certification exams. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent. BUS. 115 or equivalent; and ESTM 400 and ESTM 402 or ESTM 421 or equivalent.

Transfer Credit: CSU

ESTM 426 BUILDING PERFORMANCE RETROFITTING

Provides a foundation to perform "whole-house" retrofits for energy/water efficiency. Students apply theory to conduct hands-on retrofitting. Topics include building science, energy assessment reports, developing work scope, HVAC and envelope upgrades, air leakage and sealing, insulation installation, moisture remediation, quality control. Preparation for Building Performance Institute certification exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, MATH 110 or MATH 111 and MATH 112 or BUS. 115 or equivalent; and ESTM 400 or ESTM 402 or ESTM 421 or ESTM 425 or ESTM 427 or equivalent.

Transfer Credit: CSU

ESTM 427 INTRODUCTION TO WHOLE HOME HEATING, VENTILATION, AND COOLING (HVAC)

Overview of equipment, design, operation of residential heating, ventilation, and cooling systems. Appliance nameplates are decoded and the role of ducts and registers is explored. Students learn to use industry software to size equipment and ducts and design a simple space-conditioning system. Major challenges to energy use in new and existing systems. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110 or MATH 111 or MATH 112 or BUS. 115 or equivalent; and ESTM 400 or ESTM 402 or ESTM 421 or equivalent.

Transfer Credit: CSU

ESTM 428 FIELD TRAINING AND EXAM PREPARATION FOR ENERGY EFFICIENCY

Hands-on, advanced field training course builds on fundamental knowledge, skills, and abilities for conducting home performance energy efficiency assessments. Students hone best practices for building systems assessment and data analysis, and producing technical reports with energy upgrade recommendations. Advanced preparation for Building Performance Institute (BPI) field

certification exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5

Hours/semester: 24-27 Lab

Recommended: ESTM 425 or equivalent.

Transfer Credit: CSU

ESTM 441 SOLAR THERMAL TECHNOLOGY AND DESIGN

Introduction to technology, concepts, and methods of sizing and designing solar hot water systems. Includes site survey, load analysis, rebates and permitting issues, and safety. Methods for identifying and selecting appropriate thermal systems, installation and operation practices, and use of balance-of-system components. Emphasis on student's marketability in the renewable energy job marketplace. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110 or MATH 111 and MATH 112 or BUS. 115 or equivalent; and ESTM 400 or ESTM 410 or ESTM 411 or equivalent.

Transfer Credit: CSU

ESTM 445 COMMERCIAL SOLAR PHOTOVOLTAICS (PV) FINANCE AND SALES

Advanced training in sales, finance, policy, and technology for commercial, institutional, and utility-scale PV solar installations. Includes best practices for sales and bidding, proposal analysis, finance options, incentives analysis, and case studies in project approval and development. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: MATH 110 or MATH 111 and MATH 112 or BUS. 115 or equivalent; and ESTM 410 or ESTM 411 or ESTM 412 or ESTM 413 or equivalent.

Recommended: ESTM 400 or equivalent.

Transfer Credit: CSU

ESTM 450 FUNDAMENTALS OF CONSTRUCTION MANAGEMENT

Introductory survey of basic concepts in construction management including industry overview, construction phases, project participant roles, estimation, bidding and contracts, licensing and legal issues, construction documents and office procedures, insurance and financing, construction accounting; project scheduling, project controls, construction project management software, safety concerns and issues, leadership and supervisory/employee relationships. Also listed as MGMT 450. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. MATH 811 or equivalent.

Transfer Credit: CSU

ESTM 452 OSHA 10 CONSTRUCTION INDUSTRY TRAINING

Occupational Safety and Health Administration (OSHA) Standards, policies, and procedures in the construction industry. Topics include scope and application of the OSHA Construction Standards, construction safety and health principles, and special emphasis on those areas in construction that are most hazardous. Upon course completion students will have the ability to define construction terms found in the OSHA Construction Standards, identify hazards that occur in the construction industry, locate and determine appropriate OSHA Construction Standards, policies, and procedures, and describe the use of the OSHA Construction Standards and regulations to supplement an ongoing safety and health program. Also listed as MGMT 452. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

ESTM 455 PROJECT SITE MANAGEMENT EXPLORATION

Project management site exposure and perspective by visiting active construction worksites and engaging with construction management professionals in the field. Students will be exposed to a variety of construction projects so they may better understand the types of construction and the management methods employed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5

Hours/semester: 24-27 Lab

Prerequisites: MGMT 450 or ESTM 450 or equivalent.

ESTM 480 ENERGY SUMMER CAMP

Introduces students to topics in energy efficiency, renewable energy, and basics of business management for the built environment and sustainability. Modules include energy efficiency and solar project assessment

and proposals, installation techniques, entrepreneurship, business communications, and marketing/sales strategy. Survey of careers and companies. Students will complete a social-media video and portfolio. Preparation for science, technology, and business students. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ESTM 490 CAPSTONE PROJECT IN ENERGY SYSTEMS TECHNOLOGY MANAGEMENT

Seminar format course emphasizing fieldwork, case study project, internship, or other advanced, special topic. Focus on completing a portfolio piece for a client or employer, demonstrating breadth and depth of knowledge in ESTM, taken as one of the final courses in the certificate or degree program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 30-120 Work Experience; 32-36 Homework

Prerequisites: At least 10 units of ESTM coursework, or equivalent.

Transfer Credit: CSU

ESTM 491 CLIMATE PROTECTION PROFESSIONAL I

Foundation for emerging leaders working in climate change mitigation and adaptation fields. Overview of climate change science (the greenhouse effect, emissions factors, and sources), current climate protection policies in California, including emerging regulations, and analytic tools, including mitigation and adaptation inventories and action plans. Includes professional training in project management, workplace effectiveness, communication, and fundraising. Also listed as ENVS 491. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ESTM 400 or ENVS 100 or equivalent.

Transfer Credit: CSU

ESTM 492 CLIMATE PROTECTION PROFESSIONAL II

Expansion on fundamentals of climate change concepts: science and expected impacts; mitigation and adaptation strategies; metrics for analyzing current impacts, forecasts and results from solution scenarios. Expansion of project management practices, career pathways, leadership, and career development skills, within the context of client site projects in preparation for final report and/or presentation. Also listed as ENVS 492. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ESTM 491 or ENVS 491 or equivalent.

Transfer Credit: CSU

ESTM 665 SELECTED TOPICS IN ENERGY SYSTEMS TECHNOLOGY MANAGEMENT

Short course for development of knowledge, skills, and abilities in environmental technology--energy efficiency, solar, and business management. Special topics could include public policies, business tactics, currents in new technology, market trends in clean energy, software skills, energy modeling, and field training. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 24-108 Lab; 16-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. MATH 110 or MATH 111 and MATH 112 or BUS. 115 or equivalent.

Transfer Credit: CSU

Engineering

ENGR 100 INTRODUCTION TO ENGINEERING

An introduction to the engineering profession and its different sub-disciplines, intended to provide a foundation for further study in engineering. The course explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. It also provides an understanding of engineering processes and tools including experimentation, data analysis, and computer and communication skills. Emphasis is given to technical communications, ethical considerations, engineering design and analysis skills applied to illustrative projects and problems drawn from various engineering fields. A spreadsheet program (Microsoft Excel) and a computer language (MATLAB or

equivalent) are introduced and used in the course. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: MATH 130 or equivalent.

Transfer Credit: CSU, UC

C-ID: ENGR 110

ENGR 210 ENGINEERING GRAPHICS

Introduction to graphical communication and design for engineers. The engineering design process, visualization, sketching, orthographic projection, formal engineering drawings, descriptive geometry, manufacturing processes, dimensioning and tolerancing practices. Use of Computer-Aided Design (CAD) software to support engineering design. Students complete weekly homework assignments and group design projects that develop sketching, design, and 2-D and 3-D CAD skills. Assignments may require the use of CAD software outside of class hours. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 130 or equivalent.

Transfer Credit: CSU

ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS

Introduction to problem solving, programming, and computational methods using the MATLAB programming environment. Procedural programming, recursion, sorting, data structures, and an introduction to object-oriented programming. Plotting and data visualization, introduction to statistical analysis of data, systems of linear equations, numerical methods. Applications in engineering, mathematics, and the sciences. Assignments may require the use of MATLAB software outside of class hours. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: MATH 251 or equivalent.

Transfer Credit: CSU

ENGR 230 STATICS

Vector treatment of force systems acting on particles and rigid bodies; two- and three-dimensional problems; equilibrium problems involving trusses, frames, machines, distributed forces, fluid statics, internal forces and friction; centroids and moments of inertia; shear and moment diagrams for beams and virtual work. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 252 and PHYS 250 or equivalent.

Transfer Credit: CSU

ENGR 260 CIRCUITS AND DEVICES

An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, transformers, and switches. Natural and forced responses of first and second order RLC circuits; phasors; steady-state sinusoidal analysis; AC power calculations; power transfer; three-phase circuits; and energy concepts. Characteristics and circuit models of electronic devices including diodes and transistors. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 252 and PHYS 260 or equivalent.

Recommended: Completion of, or concurrent enrollment in, MATH 275 or equivalent.

Transfer Credit: CSU, UC

ENGR 261 CIRCUITS AND DEVICES LABORATORY

An introduction to the design, construction, and measurement of electrical circuits. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, function generators, and network and spectrum analyzers. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions. Practical considerations including component value tolerance and non-ideal aspects of measurement instruments. Design, measurement, and analysis of circuits with resistors, inductors, capacitors, transformers, diodes, transistors, and operational amplifiers. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Completion of or concurrent enrollment in ENGR 260, ENGR 260 or equivalent.

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent. Completion of or concurrent enrollment in MATH 275

Transfer Credit: CSU, UC

C-ID: ENGR 260L

ENGR 270 MATERIALS SCIENCE

Introduces and explores the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide direct observations of the structures and behaviors discussed in the course, experience with the operation of testing equipment, and the preparation of experimental reports. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: CHEM 210 and PHYS 250 or equivalent.

Transfer Credit: CSU, UC

C-ID: ENGR 140B

ENGR 400 INTRODUCTION TO STEM (SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS)

Introduction to basic scientific concepts taken from biology, chemistry, computer science, engineering, mathematics and physics, the role of science as a human endeavor and the power of scientific inquiry to explore the interdependence of scientific fields through project based activities. STEM education pathways and careers will be investigated. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 16-18 Lecture; 48-54 Lab; 32-36 Homework

Prerequisites: MATH 811 or equivalent.

Recommended: Completion of, or concurrent enrollment in,, MATH 110 or equivalent.

Transfer Credit: CSU

ENGR 695 INDEPENDENT STUDY IN ENGINEERING

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 3

Hours/semester: 24-162 Lab

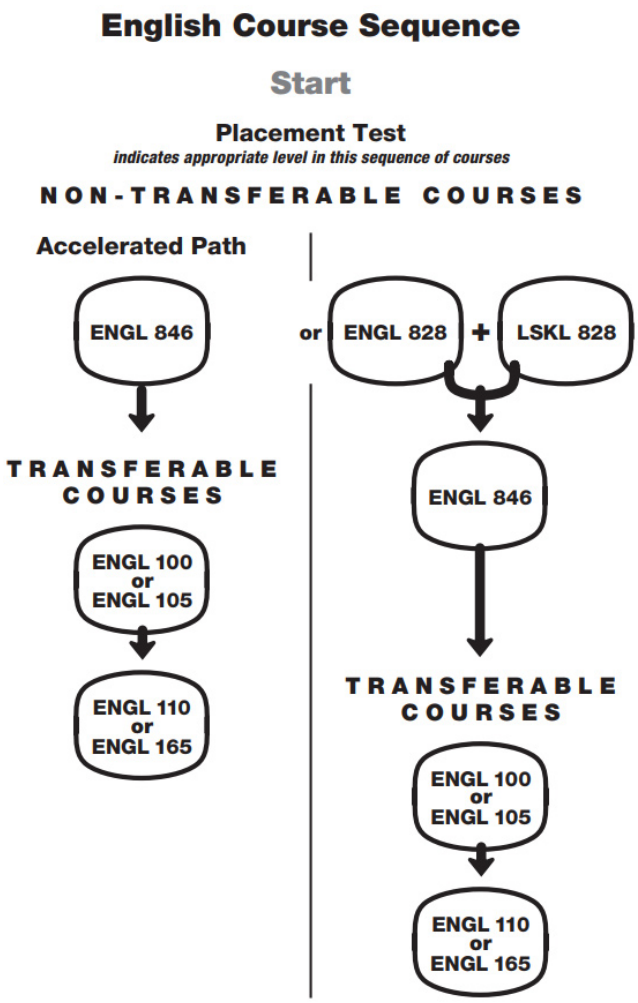
Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

English

Literature courses are listed under LITERATURE. Courses for non-native speakers of English are listed under ENGLISH FOR SPEAKERS OF OTHER LANGUAGES.

Students are required to take the English/Reading placement tests prior to initial placement in courses. English/Reading placement tests are given to students to assist the counselor and the division in guiding them to the appropriate English course. Proper placement in English/Reading assures that students will begin their college studies in courses where they will have the best chance of success. The tests are given on announced dates throughout the year. Students who transfer to Skyline College and have taken a college English course equivalent to ENGL 100 or ENGL 846 at another institution need not take the test.



For more details about this chart please contact the English Department at **http://www.skylinecollege.edu/english/index.php**

ENGL 100 COMPOSITION

Course designed to help the student recognize and critically evaluate important ideas in short and book length texts, and express facts and thought logically and gracefully in clear and correct prose. Students will write critical expository essays dealing with a variety of ideas at a skill level appropriate to a college transfer level class. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 846 or ESOL 400 or eligibility for, ENGL 100 or ENGL 105 on necessary approved college placement tests and other measures as necessary.

AA/AS Degree Requirements: 3a, 3c; Area 9A1

Transfer Credit: CSU (CSU GE Area A2, A3), UC (IGETC Area 1A)

C-ID: ENGL 100

ENGL 103 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION I

This course is designed for students who want to develop critical thinking skills in the writing of a Pilipino Cultural Night (PCN) and will focus on writing the script for PCN. Students will research other PCNs, read and evaluate cultural literary texts related to the theme for content and composition, and work collaboratively to write a script to celebrate the Filipino and Filipino American experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU

ENGL 104 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION II

This course is designed for students who want to develop critical thinking skills in the production of a Pilipino Cultural Night (PCN) and will focus on the creation of a PCN, including producing, advertising, acting, singing, dancing, stage/technical crew, and prop/set design and construction. Rehearsal times will be arranged by the instructor. All students will be required to participate in and work collaboratively for the PCN performances at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU

ENGL 105 INTENSIVE COMPOSITION AND READING

Course designed to help the student recognize and critically evaluate important ideas in short and book length texts, and express facts and thought logically and gracefully in clear and correct prose. Students will write critical expository essays dealing with a variety of ideas at a skill level appropriate to a college transfer level class. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ENGL 846 or ESOL 400 or eligibility for ENGL 100 or ENGL 105 on approved college placement tests and other measures as necessary.

AA/AS Degree Requirements: 3a, 3c; Area 9A1

Transfer Credit: CSU (CSU GE Area A2, A3), UC

ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING

Transfer-level course introduces students to major imaginative genres of poetry, drama, and fiction from diverse cultural sources and literary critical perspectives. Students will write analytical essays, employing methods of literary analysis and research and demonstrating critical thinking skills appropriate to a college-level writing class. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100 or ENGL 105 or equivalent.

AA/AS Degree Requirements: Area 9A1, 9C1

Transfer Credit: CSU (CSU GE Area A2, A3; Area C2), UC (IGETC Area 1B)

C-ID: ENGL 120

ENGL 161 CREATIVE WRITING I

The craft of writing short stories, sketches, poetry, short dramas, and other literary forms for both personal enjoyment and professional training. During the Spring Semester, class members may volunteer to work on the college's literary magazine. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for, ENGL 100 or ENGL 105 or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC

C-ID: ENGL 200

ENGL 162 CREATIVE WRITING II

The craft of writing short stories, sketches, poetry, short dramas, and other literary forms for both personal enjoyment and professional training. During the Spring Semester, class members may volunteer to work on the college's literary magazine. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 161 or equivalent.

Transfer Credit: CSU, UC

ENGL 165 CRITICAL THINKING AND ADVANCED COMPOSITION

Through investigative learning in conjunction with nonfiction prose, students will explore multiple points of view of controversial issues, using critical thinking, reading, and writing skills to discuss and manipulate ideas in a progression of argumentative essays more advanced than English 100. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 100 or ENGL 105 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area A3), UC (IGETC Area 1B)

C-ID: ENGL 105

ENGL 203 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION III

This course is designed for students who want to develop advanced critical thinking skills in the writing of a Pilipino Cultural Night (PCN) and will primarily focus on developing the management roles of the production. Students will research other PCNs, read and evaluate cultural literary texts related to the theme for content and composition, and work collaboratively to write a script to celebrate the Filipino and Filipino American experience. In addition, these students will be meeting outside of class time to develop and advance their leadership skills in preparation for the upcoming Pilipino Cultural Night performances. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 5b

Transfer Credit: CSU

ENGL 204 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION IV

This course is designed for students who want to develop advanced critical thinking skills in the production of a Pilipino Cultural Night (PCN) by serving in the management roles of the production. This course will focus on the creation of a PCN, including producing, advertising, acting, singing, dancing, stage/technical crew, and prop/set design

and construction. Rehearsal times will be arranged by the instructor. All students will be required to participate in and work collaboratively for the PCN performances at the end of the semester. In addition, the students enrolled in this course will be meeting outside of class time to demonstrate and further develop and advance their leadership skills in preparation for the upcoming Pilipino Cultural Night performances. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 5b

Transfer Credit: CSU

ENGL 650 ENGLISH SUPPLEMENT FOR TRIO STUDENTS

Individual instruction in reading and writing skills for TRIO/STAARS students based on TRIO English Instructor's assessment of each student's reading and writing skills. Students are assigned a personal tutor/mentor based in The Learning Center. (Open entry.) (Units do not count toward the Associate Degree.) *Pass/No Pass Only.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

ENGL 695 INDEPENDENT STUDY IN ENGLISH

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ENGL 819 ENGLISH DEVELOPMENT

This course prepares students to read and write at the college level. Practice and instruction focus on reading college-level texts and writing college-level, text-based essays. Topics include thesis construction, organization, development, and sentence skills. Students will complete in-class and outside writing assignments, application in digital video production, individual conferences, and tutoring. NOTE: This course does not replace any course in Skyline College's required course sequence based on placement testing. (Units do not apply to the Associate Degree.) *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

ENGL 828 BASIC COMPOSITION AND READING

Recommended preparation: Eligibility for READ 826 and ENGL 826 by appropriate scores on college placement tests and other measures as necessary. Practice in composition and reading based on the study of essays and other reading material. Composition of short essays, with focused work on reading, paragraph development, and sentence structure. (Units do not count toward the Associate degree.) *Letter Grade Only.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Recommended: Eligibility for ENGL 828, or equivalent.

ENGL 846 READING & WRITING CONNECTIONS

Introduces students to college-level reading and writing, covering thesis construction, organization, development, sentence skills, text-based writing, and effective reading strategies to improve comprehension, analysis and vocabulary. ENGL 846 prepares students for ENGL 100. Units do not count toward the Associate Degree. *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: Eligibility for, or completion of,, ENGL 828 or eligibility for, ENGL 846 on approved college placement test or multiple measures, or equivalent.

Recommended: Students who placed into ENGL 828 should also enroll concurrently in LSKL 803.

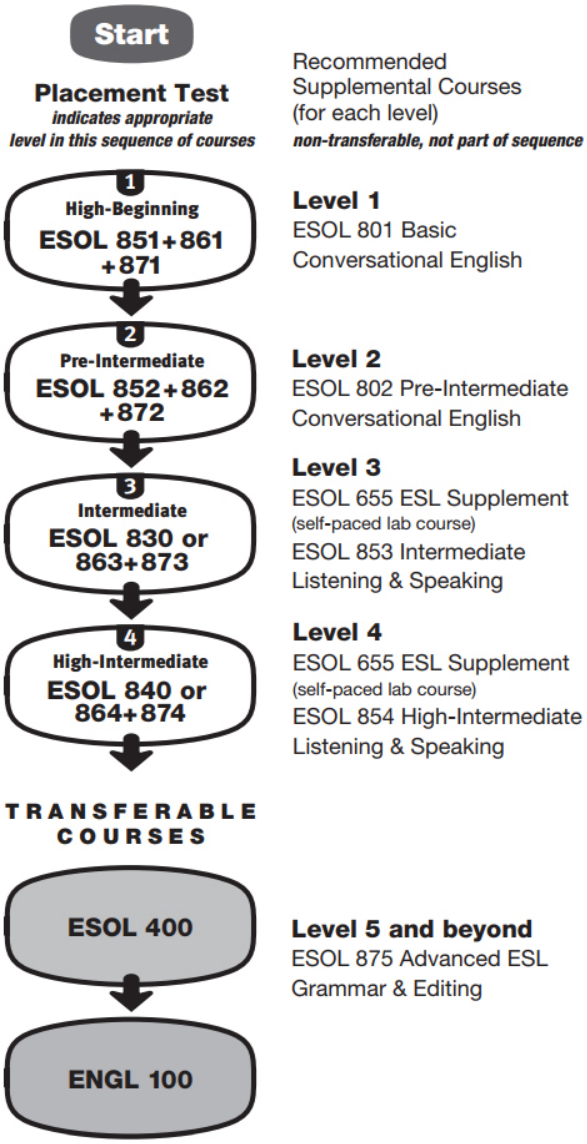
English for Speakers of Other Languages

ESOL courses 810, 820, 830 and 840 are now offered in a three-course format at each level, for both day and evening classes. Students placing at the ESOL 810 level should enroll in ESOL 851, 861 and 871. Students placing at the ESOL 820 level should enroll in ESOL 852, 862 and 872.

Students placing at the ESOL 830 and 840 levels may enroll in either the 9-unit daily format of those courses or the three-course format for each, as follows: ESOL 830 students may alternatively enroll in 853, 863 and 873. ESOL 840 students may alternatively enroll in 854, 864 and 874.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

ESOL Program Sequence and Supplemental Courses



For more details about this chart please contact the English for Speakers Of Other Languages Department at **http://www.skylinecollege.edu/esol/index.php**

ESOL 400 ENGLISH COMPOSITION FOR NONNATIVE SPEAKERS

For advanced non-native speakers of English who have completed ESOL 840, or equivalent. Emphasis on composing coherent, logical, expository essays based on thorough analysis of complex pieces of writing, both fiction and non-fiction, and utilizing advanced English language structure and vocabulary. Successful completion qualifies students for entrance into ENG 100/105. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: ESOL 840 or appropriate skill level as indicated by ESL placement test and other measures as necessary.

Recommended: Completion of, or concurrent enrollment in,, ESOL 854 and ESOL 875 or equivalent.

Transfer Credit: CSU, UC

ESOL 655 ENGLISH AS A SECOND LANGUAGE SUPPLEMENT

Provides assistance for ESL students in communication skills, including reading, writing, listening and speaking. The lab allows students to drop in and follow self-paced curriculum, or to choose the instructional methods they prefer: one-on-one tutoring, software, English practice groups, faculty-taught workshops, or phone-in/online tutoring when available. (Open entry.) (Units do not count toward the Associate Degree.) *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Concurrent enrollment in an ESOL course.

ESOL 801 BASIC CONVERSATIONAL ENGLISH

A practical course in the English language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech in standard spoken English with sufficient grammar to give flexibility to the spoken language. Introduction to American culture. Appropriate for beginning speakers of English who are eligible for ESOL 810. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: ESOL Placement test.

ESOL 802 INTERMEDIATE CONVERSATIONAL ENGLISH

A practical course in the English language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech in standard spoken English with sufficient grammar to give flexibility to the spoken language. Continued analysis and exposure to American culture. Appropriate for pre-intermediate speakers of English eligible for ESOL 852, or equivalent. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: ESOL 851 or equivalent.

ESOL 805 ENGLISH FOR HEALTH CARE I: PATIENTS AND HEALTH CARE PROFESSIONALS

Designed for health care professionals in all health fields with high-intermediate English language proficiency. Integrated language skills on themes such as career options and requirements in health care, patient-centered communication, interaction patterns on health care teams, assertive communication, health care systems and traditions, and cultural diversity in health care. (Units do not count toward the Associate Degree.) *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ESOL 400, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. ESOL 840 or equivalent.

ESOL 806 ENGLISH FOR HEALTH CARE II: HEALTH CARE PRACTICES

Designed for health care professionals in all health fields with intermediate English language proficiency. Integrated language skills on themes such as interviews in health care, interaction patterns on health care teams, discussion of treatment options with patients, alternative health perspectives, and communication strategies among culturally diverse patients and health workers. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ESOL 400, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. ESOL 840 or equivalent.

ESOL 807 ENGLISH FOR HEALTH CARE III: CHALLENGES IN HEALTH CARE

Designed for health care professionals in all health fields with high-intermediate English language proficiency. Integrated language skills on themes such as professional behavior and development, supervisory and collegial challenges, safety issues, special needs patients, telephone and electronic communication, underserved communities, and legal and ethical issues in health care. (Units do not count toward the Associate Degree.) *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ESOL 400, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. ESOL 840 or equivalent.

ESOL 820 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II

For pre-intermediate English learners who have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, sentence combining, oral exchange, and paragraph writing. (Units do not count toward the Associate Degree.) *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 6

Hours/semester: 96-108 Lecture; 192-216 Homework

Recommended: Eligibility for ESOL 820 or equivalent.

ESOL 830 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III

For intermediate students who have studied the grammatical structures in ESOL 820, or equivalent, and have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, intermediate grammar, and paragraph and essay writing. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 6

Hours/semester: 96-108 Lecture; 192-216 Homework

Recommended: ESOL 820 or equivalent.

ESOL 840 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV

Offers practice in writing organized and well-developed paragraphs and essays to develop composition skills. Students will build reading skills with a focus on critical thinking. Emphasis on high-intermediate grammar structures and editing within the context of the student's own work. (Units do not count toward the Associate Degree.) *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 6

Hours/semester: 96-108 Lecture; 192-216 Homework

Recommended: ESOL 830 or equivalent.

ESOL 851 HIGH-BEGINNING ESL LISTENING & SPEAKING

Development of listening comprehension and oral proficiency of standard spoken English at the high-beginning level. Listening focuses on comprehension of verbal instructions, vocabulary in context, and ideas in sentences, speeches, and dialogues. Speaking focuses on clear pronunciation of common words and phrases and development of fluency in conversation. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ESOL Placement test.

ESOL 852 PRE-INTERMEDIATE ESL LISTENING & SPEAKING

Development of listening comprehension and oral proficiency of standard spoken English at the pre-intermediate level. Listening focuses on comprehension of modified spoken English, vocabulary in context, and ideas in speeches and discussions. Speaking focuses on clear pronunciation of common words and phrases, continued development of fluency in conversation, and proficiency in initiating, sustaining, and ending oral communication in a variety of contexts. ESOL 852, when taken with ESOL 862 and ESOL 872, is equivalent to ESOL 820. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ESOL 851 or equivalent.

ESOL 853 INTERMEDIATE ESL LISTENING & SPEAKING

Development of listening comprehension and oral proficiency of standard spoken English at the intermediate level. Listening focuses on note-taking and aural comprehension of standard spoken English using information from media, discussion, and academic contexts. Speaking focuses on English fluency, proficiency, and strategies for discussion and personal interaction. ESOL 853, when taken with ESOL 863 and ESOL 873, is equivalent to ESOL 830. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ESOL 852 or equivalent.

ESOL 854 HIGH-INTERMEDIATE ESL LISTENING & SPEAKING

Development of listening comprehension and oral proficiency of standard spoken English at the high-intermediate level. Listening focuses on note-taking and aural comprehension of standard spoken English in academic situations, media, and discussion. Speaking focuses on fluency of English speech, proficiency in clarifying and restating, and strategies for facilitating discussion. ESOL 854, when taken with ESOL 864 and ESOL 874, is equivalent to ESOL 840. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ESOL 853 or appropriate skill level as indicated by ESL placement test and other measures as necessary.

ESOL 871 HIGH-BEGINNING ESL GRAMMAR

Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the high-beginning level. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary.

ESOL 872 PRE-INTERMEDIATE ESL GRAMMAR

Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written

English at the pre-intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ESOL 871 or equivalent, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

ESOL 873 INTERMEDIATE ESL GRAMMAR

Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ESOL 872 or equivalent.

ESOL 874 HIGH-INTERMEDIATE ESL GRAMMAR

This course develops sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the high-intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ESOL 830 or ESOL 873 or equivalent.

ESOL 875 ADVANCED ESL GRAMMAR & EDITING

Non-native English speaking students will review complex grammar and language structures applicable to academic writing as well as strategies for editing their own writing. This course assumes advanced study of English as a Second Language and the ability to read, write, and use English language structures appropriate to the level of ESOL 400. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ESOL 840 or ESOL 874 or equivalent, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

Environmental Science and Technology

ENVS 100 INTRODUCTION TO ENVIRONMENTAL SCIENCE

An interdisciplinary introduction to aspects of environmental and natural resource issues and their impact on human welfare. Exploration of causes of environmental issues in a natural sciences, social sciences, business and engineering context. Study of sustainability and potential solutions to environmental problems. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B2

Transfer Credit: CSU (CSU GE Area B2), UC (IGETC Area 5B)

ENVS 400 ENVIRONMENTAL LITERACY FOR CAREER TECHNICAL PROGRAMS

A basic oveview of general energy and sustainable concepts, climate change, carbon calculation and management, current and pending regulations for carbon, alternative energy technology, energy efficiency practices, and the emerging green economy for career technical programs. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

ENVS 410 INTRODUCTION TO SOLAR INSTALLATION AND INTEGRATION

Recommended: Completion of ELEC 110 with a grade of "C" or better, or concurrent enrollment in ELEC 110 or equivalent. An introductory course targeted to junior-level photovoltaic installers to provide a foundation of skills necessary in solar installation. Topics include electrical theory and practice, photovoltaic theory and integration and solar installation skills. The course is a balance of theory, hands-on practice and real world examples. Also listed as ELEC 410. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3.5

Hours/semester: 48-54 Lecture; 24-27 Lab; 16-18 TBA; 80-90 Homework

Recommended: ELEC 110 better, or concurrent enrollment in ELEC 110 or equivalent. or

Transfer Credit: CSU

ENVS 425 BUILDING PERFORMANCE, ASSESSMENT, AND SALES

Provides a foundation to conduct home energy audits and sell home energy upgrade products and services. Topics include fundamental building science concepts, best practices for auditing and data analysis, BPI standards and the Title 24 energy code. The class prepares students for Building Performance Institute certification exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent. Eligibility for ENGL 846 or ESOL 400, or equivalent. ENVS 680SF or equivalent.

Transfer Credit: CSU

ENVS 491 CLIMATE PROTECTION PROFESSIONAL I

Foundation for emerging leaders working in climate change mitigation and adaptation fields. Overview of climate change science (the greenhouse effect, emissions factors, and sources), current climate protection policies in California, including emerging regulations, and analytic tools, including mitigation and adaptation inventories and action plans. Includes professional training in project management, workplace effectiveness, communication, and fundraising. Also listed as ESTM 491. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENVS 100 or ESTM 400 or equivalent.

Transfer Credit: CSU

ENVS 492 CLIMATE PROTECTION PROFESSIONAL II

Expansion on fundamentals of climate change concepts: science and expected impacts; mitigation and adaptation strategies; metrics for analyzing current impacts, forecasts and results from solution scenarios. Expansion of project management practices, career pathways, leadership, and career development skills, within the context of client site projects in preparation for final report and/or presentation. Also listed as ESTM 492. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENVS 491 or ESTM 491 or equivalent.

Transfer Credit: CSU

ENVS 665 SELECTED TOPICS IN ENVIRONMENTAL SCIENCE AND TECHNOLOGY

Short course for development of knowledge, skills, and abilities in environmental technology--energy efficiency, solar, and business development. Special topics could include public policies, business tactics, currents in new technology, market trends in clean energy, software skills, energy modeling, and field training. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 0.5 - 2

Hours/semester: 8-32 Lecture; 24-96 Lab; 16-64 Homework

Recommended: Eligibility for MATH 110 and eligibility for, ENGL 846 and eligibility for, ESOL 400

Transfer Credit: CSU

ENVS 695 INDEPENDENT STUDY IN ENVIRONMENTAL SCIENCE AND TECHNOLOGY

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Family and Consumer Sciences

FCS 310 NUTRITION

Basic concepts of nutrition. Role of nutrients in maintenance of life processes; utilization of food by the

body; hunger and appetite; personal nutrition evaluation, the relation between proper nutrition and healthy lifestyle. Special emphasis given to nutrition education and community, national and world nutrition problems. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9E1

Transfer Credit: CSU, UC

FCS 695 INDEPENDENT STUDY IN FAMILY AND CONSUMER SCIENCES

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Filipino

Language Lab and Listening Requirement: Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

FILI 110 ELEMENTARY FILIPINO

Beginner's course in Filipino grammar, composition, and reading. Practice in speaking and understanding Filipino. Introduction to the history, grammar, sentence structure, idioms, and cultural aspects naturally intertwined with the language; introduction to honorifics, formal second person singular form, respect particles, and everyday greetings and formularies indicating politeness and respect for the persons addressed. This class is conducted primarily in Filipino. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC

FILI 111 ELEMENTARY FILIPINO I

Filipino 111 is the first course in a basic two-course sequence for native and non-native students. The course covers approximately the same material studied in the first half of Filipino 110. Students will acquire a basic ability to speak, read and write in Filipino at the elementary level and will learn about the customs, culture and history of the Filipino world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC

FILI 112 ELEMENTARY FILIPINO II

Three lecture hours plus one lab hour per week. Prerequisite: FILI 111 or equivalent. Filipino 112 is the second course in a basic two-course sequence for native and non-native students. The course covers approximately the same material studied in the second half of Filipino 110. Students will acquire a basic ability to speak, read and write in Filipino at the elementary level and will learn about the customs, culture and history of the Filipino world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: FILI 111 or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC

FILI 120 ADVANCED ELEMENTARY FILIPINO

Five lecture hours and one lab hour per week by arrangement. Prerequisite: FILI 110 or 112, or equivalent. A continuation of FILI 110 or FILI 112, for students who can use Filipino to communicate about the "here and now" and relate a simple story in the past. Students practice and develop further communicative competence in written and spoken Filipino for use in a variety of social contexts and settings. Readings are used as the basis of classroom discussions. Cultural aspects of the Filipino-speaking-world are emphasized. The course is conducted primarily in Filipino. *Letter Grade Only.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: FILI 110 or FILI 112 or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 6A)

Film

FILM 440 FILM STUDY AND APPRECIATION

A critical look at film history and culture from silent and classical Hollywood to Japanese and European films. Students learn to critique classical, modern and avant-garde films and to analyze the structure of cinematic language, i.e. motifs, metaphors, narrative cause-effect devices and oppositions. Students develop a visual and ideological understanding of film. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ENGL 100 or ENGL 105 or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3A)

Geography

GEOG 100 PHYSICAL GEOGRAPHY

Study of the basic characteristics and distributions of Earth's physical features, natural systems (such as global winds, ocean circulations, and the rock cycle) and phenomena (such as hurricanes, earthquakes, and volcanoes). Includes basic characteristics of maps, seasons, weather, climate, ecosystems, biomes, water processes and landforms. This course must be taken with GEOG 101. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Corequisites: GEOG 101

Transfer Credit: CSU (CSU GE Area B1), UC

GEOG 101 PHYSICAL GEOGRAPHY LAB

Practical application of the basic concepts of Physical Geography. Students will use the tools of geography, such as maps and field observations, to enrich their understanding of the Earth's physical processes. Topics include Earth-Sun relationships, weather, climate, landforms, water, ecosystems, and their spatial relationships. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Corequisites: GEOG 100

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU (CSU GE Area B3), UC

C-ID: GEOG 111

GEOG 106 WEATHER AND CLIMATE

Introduction to the study of Earth's atmosphere as a system, with an emphasis on the physical processes that change our atmosphere in the short term and throughout Earth's history. Topics include: atmospheric structure and composition, energy balances, seasonal changes, atmospheric moisture, storm systems, climate and climate change. Also listed as GEOL 106. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A, 5C)

C-ID: GEOG 130

GEOG 110 CULTURAL GEOGRAPHY

A survey of major world cultural patterns, resources, population, and the changing relationships of people and the physical environment. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

GEOG 150 WORLD REGIONAL GEOGRAPHY

A basic survey of geographic regions of the world. The location of physical and cultural regions such as mountain ranges, climatic regions, population centers, urban-economic concentrations, and political divisions. There will be an emphasis on historical influences and future trends

in the changing world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

C-ID: GEOG 125

GEOG 300 GEOGRAPHIC INFORMATION SCIENCE

An introduction to the rapidly expanding field of Geographic Information Systems (GIS) and the broader discipline of Geographic Information Science. Includes both theory and software training, and provides a framework to understand how spatial data is gathered, integrated, interpreted, manipulated and analyzed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent. Skill in using the Windows operating system and the internet, such as found in BCM. 104 and BCM. 400, or equivalent

Transfer Credit: CSU, UC

C-ID: GEOG 150

Geology

GEOL 100 SURVEY OF GEOLOGY

An introduction to the principles of geology with emphasis on Earth processes. Course includes the study of rocks and minerals, plate tectonics, volcanoes, earthquakes, and surface processes such as landslides, rivers, and glaciers. Not open to students who have taken or are taking Geology 210. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B1)

C-ID: GEOL 100

GEOL 105 ENVIRONMENTAL EARTH SCIENCE

An introduction to the fundamentals of Environmental Earth Science including the interactions between humans and the environment in a geologic context. Course emphasizes the Earth system and connections between the geosphere, biosphere, atmosphere, and hydrosphere. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

C-ID: GEOL 130

GEOL 106 WEATHER AND CLIMATE

Introduction to the study of Earth's atmosphere as a system, with an emphasis on the physical processes that change our atmosphere in the short term and throughout Earth's history. Topics include: atmospheric structure and composition, energy balances, seasonal changes, atmospheric moisture, storm systems, climate and climate change. Also listed as GEOG 106. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A, 5C)

C-ID: GEOG 130

GEOL 210 GENERAL GEOLOGY

An introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape it. The laboratory component focuses on the identification of rocks and minerals, topographic and geologic map exercises and the identification of geologic landforms and hazards. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

C-ID: GEOL 101

GEOL 220 HISTORICAL GEOLOGY

Origin and history of the Earth and its development through geologic time. The formation of continents and ocean basins and their modifications through time. The evolution of plants and animals as seen through the fossil record. Emphasis on the geologic history of North America. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

C-ID: GEOL 111

GEOL 695 INDEPENDENT STUDY IN GEOLOGY

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Health Science

HSCI 100 GENERAL HEALTH SCIENCE

A broad and comprehensive survey of factors that influence individual and community health. Examines the interaction between personal health choices & behaviors, social determinants of health and environmental influences in community and personal health. Topics include chronic diseases, health disparities, mental health, drugs & addiction, stress management, sexual health, nutrition, exercise, healthcare systems & services, alternative medicine, grief & loss, and environmental health. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9E1

Transfer Credit: CSU (CSU GE Area E1), UC

HSCI 130 HUMAN SEXUALITY

Students explore and expand their understanding about the biological, interpersonal and sociocultural dimensions of sex and sexuality. Topics include: anatomy and physiology; psychosexual development; dating & relationships; gender expression; sexual orientations; pregnancy, childbirth & parenting; contraceptive methods; sexually transmitted infections; pleasure, arousal & sexual behavior; sexual violence & exploitation; commercial sex work; myths & misconceptions; and communication skills. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9E1

Transfer Credit: CSU (CSU GE Area E1), UC

C-ID: PSY 130

HSCI 135 INTRODUCTION TO PUBLIC HEALTH

Introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU, UC

C-ID: PHS 101

HSCI 161 INFORMATION AND REFERRAL: UNDERSTANDING COMMUNITY RESOURCES

An overview of key human services resources in San Mateo County. Covers the following resources: emergency, alcohol and drug, children's/youth services, disabilities, education, employment and training, financial assistance, food programs, health, housing, immigration, legal, seniors, recreation and mental health. Access, eligibility, funding, referral and assessment techniques are examined. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HSCI 180 GATEWAY TO HEALTH CAREERS

Introduction of skills, attributes and basic knowledge required for entry into various health care professions. Includes basic assessment, CPR, and math calculations used in health care. Emphasis on providing a foundation for future health career classes. Also listed as EMC. 180. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

HSCI 314 HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN

Introduction to the laws, regulations, standards, policies, procedures and early childhood education curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Also listed as ECE 314. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HSCI 420 EKG TECHNOLOGY

Review of cardiovascular anatomy and physiology with emphasis on electrophysiology. Interpretation of the normal and abnormal electrocardiogram. Laboratory and clinical site practice running a 12 lead EKG. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 8 Other; 96-108 Homework

Recommended: A valid Health Care Provider CPR card.

HSCI 484 MEDICAL TERMINOLOGY

Designed to give students a basic background in medical terminology as used by medical transcriptionists, court reporters, law related occupations, and allied health occupations. The prefixes, roots, and suffixes of commonly used medical words are presented. Proper names of anatomical structures and their relationship to each other are covered by body system. Also listed as MEDA 484. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HSCI 665 LIFE STYLES - HEALTH ISSUES

Explores contemporary topics or life styles as they related to the health of individuals or society.

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Transfer Credit: CSU (CSU GE Area E1)

History

HIST 100 HISTORY OF WESTERN CIVILIZATION I

The cultural, political, and economic survey of Western history from the beginnings in the Near East to the Renaissance. Emphasis on the intellectual, artistic, and institutional foundations of Western Civilization. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 4F)

C-ID: HIST 170

HIST 101 HISTORY OF WESTERN CIVILIZATION II

Western civilization from 1660 to the present, with particular emphasis on European cultural, social, and political development in the 19th and 20th centuries. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 4F)

C-ID: HIST 180

HIST 104 WORLD CIVILIZATIONS I

A global and historical survey of civilizations from ancient times to 1500. Emphasis on the origins and development of diverse cultures, political systems, major religions, noted empires, artistic/intellectual achievements and technological breakthroughs. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4C)

C-ID: HIST 150

HIST 106 WORLD CIVILIZATIONS II

A global and historical survey course of world civilizations from 1500 to the present. Emphasis on the origins of global interdependence, revolutions and nationalist movements, the global economy, cultural and religious issues, technological advancements, and current social issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4C)

C-ID: HIST 160

HIST 108 SURVEY OF AMERICAN HISTORY

A single semester survey that stresses major social, political, and cultural developments in the history of the United States. The course examines selected events, personalities and trends from the colonial period to the present. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 6a; Area 9D1; Area DUS1

Transfer Credit: CSU (CSU GE Area D US-1), UC (IGETC Area 3B, 4; Area 4G)

HIST 109 EUROPE SINCE 1945

History of Europe from the end of WWII through the present. A comparison of the political, social, economic and cultural elements. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 4)

HIST 201 UNITED STATES HISTORY I

U.S. History to the mid-19th century, emphasizing the development of U.S. political, social, economic and cultural foundations. Partially satisfies the American History and Institutions requirement. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 6a; Area 9D1; Area DUS1

Transfer Credit: CSU (CSU GE Area D US-1), UC (IGETC Area 3B, 4; Area 4G)

HIST 202 UNITED STATES HISTORY II

U.S. History from Reconstruction (1877) to the present. Topics include the political, economic, and social development of the U.S., the contributions of ethnic and racial groups, the issue of immigration, and U.S. role in the world community. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 6a; Area 9D1; Area DUS1

Transfer Credit: CSU (CSU GE Area C2; Area D US-1), UC (IGETC Area 3B, 4; Area 4G)

C-ID: HIST 140

HIST 203 THE UNITED STATES SINCE 1945

History of the United States from 1945 to the present. Course focuses on the principal political, social, economic, and cultural challenges and achievements in American life. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1, 9D1

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4G)

HIST 235 HISTORY OF ETHNIC GROUPS IN UNITED STATES

A survey of the social, economic and political history of ethnic groups in the United States, with particular emphasis on minority communities. In addition to examining the histories of individual ethnic communities, the class will explore the historical relationships between different groups. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ENGL 100 or ENGL 105 or equivalent

AA/AS Degree Requirements: Area 5a; Area 6a; Area 9D1; Area DUS1

Transfer Credit: CSU (CSU GE Area D US-1), UC (IGETC Area 3B; Area 4)

HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA

A survey of the social, economic, and political history of ethnic groups in California. In addition to examining the histories of individual ethnic communities, the class will explore the historical relationships between different groups. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU (CSU GE Area D US-2), UC (IGETC Area 3B; Area 4)

HIST 244 AFRICAN AMERICAN HISTORY

A history of the African-American community, beginning with an introduction to West African society and continuing through colonial times to the present. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ENGL 100, ENGL 105 or equivalent.

AA/AS Degree Requirements: Area 5b; Area 6a; Area DUS1

Transfer Credit: CSU (CSU GE Area D, D US-1), UC (IGETC Area 3B; Area 4)

HIST 248 WOMEN AND THE AMERICAN EXPERIENCE

The history of women in the United States from the colonial era to the present. Topics include ways in which women have lived, worked and contributed to the social, cultural, political and economic development of the U.S. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4G)

HIST 265 AMERICAN LABOR HISTORY

Examines the dynamics of labor throughout American History. Explores the role of labor in shaping America politically and socially, as well as internationally in order to better understand business and labor today. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 6a; Area 9D1; Area DUS1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 3B; Area 4)

HIST 300 HISTORY OF SAN FRANCISCO

History of San Francisco from its discovery to the present focusing on how it became a prominent U.S. city. Major topics: geography, native populations, European discovery, gold rush, multicultural aspects, social life, politics, natural disasters, crime and punishment, neighborhoods, historical landmarks, parks, transportation, architecture, and international events. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ENGL 100, ENGL 105 or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4G)

HIST 310 CALIFORNIA HISTORY

The history of California from the Indian period to the present. Topics to include the social, economic, political, and cultural development of the state. Emphasis on contemporary California. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 6b1; Area 9D1; Area DUS2

Transfer Credit: CSU (CSU GE Area D US-2), UC (IGETC Area 3B; Area 4)

HIST 335 HISTORY AND POLITICS OF THE MIDDLE EAST

Examination of the historical, political, economic and social issues of the Middle East, including the Israeli-Palestinian Conflict and U.S. foreign policy in the area. Also listed as PLSC 335. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ENGL 100, ENGL 105 or equivalent

AA/AS Degree Requirements: Area 5b

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4)

HIST 410 THE HOLOCAUST

A study of the history and events of the Holocaust, including the birth of Antisemitism, the rise of Adolph Hitler and the Nazi Party , WWII, the Final Solution, the Nuremberg Trials and aftermath. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

HIST 420 SURVEY OF LATIN AMERICAN HISTORY

A comparative, chronological and thematic history of regional Latin America, including geography, indigenous people, early contact with Europeans, conquest, movement of people, and the struggle for independence. The development of modern Latin American Nations, cultural uniqueness, economics, politics, religion, society, and cultural histories will be explored as well. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 4)

HIST 429 HISTORY OF LATINOS IN THE UNITED STATES

Examination of the impact of the Latino/a Diaspora on the culture, identity and politics in the United States from Spanish exploration in the Americas to the contemporary period. Emphasis on the Latino/a effect on American political, cultural, and economic systems and institutions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 6a; Area 9C2, 9D3

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 4)

HIST 430 EARLY ASIAN CIVILIZATIONS

A historical and cultural survey of East Asia, South Asia, Southeast Asia, and the Philippines from the origins to the 18th century. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends which have shaped the Asian countries. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4)

HIST 432 MODERN ASIAN CIVILIZATIONS

A historical and cultural survey of East Asia, South Asia, Southeast Asia, and the Philippines from the 17th century to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that have shaped the Asian countries. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4)

HIST 435 HISTORY OF THE PHILIPPINES

A historical and cultural survey of the Philippines from the origins to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends which have shaped the Philippines. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ENGL 100 or ENGL 105 or equivalent

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4G)

HIST 436 FILIPINOS IN AMERICA

A historical and cultural survey of Filipinos in America from early settlements in Louisiana, Hawaii and the West Coast to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that shaped the various Filipino communities in the United States. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9D1

Transfer Credit: CSU, UC (IGETC Area 4)

HIST 444 SURVEY OF SUB-SAHARAN AFRICAN HISTORY

Survey of Sub-Saharan African History. Topics include the origins and impact of the slave trade, European colonialism, political, social, and economic development, and contemporary issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4)

HIST 453 HISTORY OF CHINA

A historical and cultural survey of China from its legendary creation to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that have shaped China. A study of China and the various Asian civilizations surrounding China is encouraged as a means of acquiring a broad comparative perspective. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4)

HIST B10 HISTORY OF RELIGION IN THE UNITED STATES

Exploration of the role of religious movements and figures in the historical development of the U.S. from the founding of the nation to the present. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program.

Hospitality and Tourism Management

HTM. 101 INTRODUCTION TO HOSPITALITY AND TOURISM MANAGEMENT

An exploration of career options and operations in the field of hospitality and tourism management. An overview of the trends and developments in hospitality, international tourism, global travel, and foodservice establishments, with a focus on customer service, cultural/economic trends, and the various career opportunities that exist. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HTM. 108 TECHNOLOGY ESSENTIALS IN HOSPITALITY

Understand technology systems used in hospitality and tourism businesses. A focus on emerging use of smart technologies, including iPads in the guest rooms, Web 2.0, and new hotel and restaurant information systems. Hands-on learning opportunities with the use of "Delphi" simulations, a software technology most often used in sales, catering and convention services departments. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HTM. 120 SANITATION PRACTICES IN THE HOSPITALITY INDUSTRY

Sanitation practices as they affect the individual and hospitality operations. Students will use materials from the Educational Foundation of the National Restaurant Association to complete the ServSafe Certification. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HTM. 124 EXCELLENCE IN GUEST SERVICE

In this short course students will prepare to take the Certified Guest Service Professional (GSP)exam awarded through the American Hotel and Lodging Association. This course focuses on quality customer service: what it is and how to deliver it, in a hospitality business, benefits of high quality customer service, skills to engage the guest, effective strategies for handling dissatisfied customers and service recovery techniques. *Letter Grade Only. Degree Credit.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

Transfer Credit: CSU

HTM. 125 RESTAURANT AND BANQUET OPERATIONS

Preparation for entry-level positions in restaurant and hospitality banquet operations. Course covers front of the house service for all types of food service operations, such as Banquet Server and Restaurant Server. The course includes preparation to take the ServSafe Responsible Alcohol Certification and the Food Handler Certification Exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

HTM. 130 FOOD & BEVERAGE / RESTAURANT MANAGEMENT

Techniques and procedures of management are explored and developed as they relate to commercial and institutional food and beverage facilities. Topics include: functions of management, marketing, menu development, effective cost control in purchasing, pricing, labor and service techniques. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

HTM. 140 INTRODUCTION TO MEETING, EVENT AND CONFERENCE MANAGEMENT

An introduction to a specialized area of study in hospitality and tourism, focusing on meetings, conference and and event planning. The fundamental elements and best practices for planning, producing, and evaluating successful meetings, conventions, and conferences. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HTM. 164 LEGAL ASPECTS OF HOSPITALITY AND TOURISM

Gain a working knowledge of laws and regulations applicable to the hospitality and tourism industry. This course examines government regulation of the hospitality industry along with rights, obligations and liabilities of hospitality businesses. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HTM. 230 HOTEL AND RESORT MANAGEMENT

An introduction to the operational systems/departments and components of a hotel-resort facility, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resources management and information systems. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HTM. 231 FOOD, BEVERAGE, AND LABOR COST CONTROLS

Gain the necessary knowledge and skills required to manage and make intelligent business decisions within a food and beverage operation or department; with a focus on: standards determination; variable, semi-variable and fixed costs; the operating budget; income and cost control and menu pricing. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

HTM. 665 SELECTED TOPICS IN HOSPITALITY AND TOURISM

Designed to offer students specialized training in unique/specialized hospitality and tourism topics. Students will gain valuable knowledge pertaining to this ever-changing industry along with an array of emerging skill development opportunities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Transfer Credit: CSU

HTM. 672 HOSPITALITY AND TOURISM INTERNSHIP

Practical and "hands-on" learning experience in hotel/lodging, foodservice and hospitality & tourism business. Individually designed for students to acquire "real world" learning opportunities and gain additional knowledge in the hospitality and tourism industry. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 225 Work Experience

Prerequisites: HTM. 101 and HTM. 108 and HTM. 120 and HTM. 164 and HTM. 230 and HTM. 231 or equivalent.

Transfer Credit: CSU

Humanities

HUM. 106 THE AWAKENING OF INDIVIDUALITY

An exploration of individuality and self-reliance aimed at creating greater self-awareness and critical thinking. Various concepts of individuality are explored along with an examination of trends which destroy it. Creative alternatives aimed at increasing individuality are developed. Partially fulfills general education requirements in the Humanities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2)

International Business

See also listings under Business.

IBUS 100 GLOBAL TRADE AND LOGISTICS I

Covers concepts that are important to managers who are actively exporting or importing goods or are otherwise involved in international trade operations. All relevant issues are thoroughly explored, including documentation, terms of payment, terms of trade (Incoterms), exchange rate exposure, international insurance, customs clearance, agency and distributorship sales contracts, packaging, transportation, and security issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Transfer Credit: CSU

IBUS 101 GLOBAL TRADE AND LOGISTICS II

Covers the concepts of drivers in the industry sectors of cost, competition, market and technology. These drivers are important to managers who are actively exporting or importing goods or are otherwise involved in international trade operations. All relevant issues are thoroughly explored, including documentation, terms of payment, terms of trade (Incoterms), exchange rate exposure, international insurance, customs clearance, agency and distributorship sales contracts, packaging, transportation, and security issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

IBUS 102 CUSTOMS BROKERAGE AND PROCEDURES I

An introduction to international purchase-sale agreement negotiations, use of Incoterms, foreign exchange and collections, an introduction to international supply chains and cargo transportation, and cargo risk management. The course will include: Foreign custom laws, industry standards, leases, consignments, marine air and casualty insurance, and methods of transportation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

IBUS 103 CUSTOMS BROKERAGE AND PROCEDURES II

An overview of U.S. Customs Regulations, rules, procedures, and the risks and responsibilities of importing goods into the United States. Topics covered include: Foreign Trade Zones, Free Trade Agreements, Special Entry Procedures, Transportation Entries, Duty Free and Reduced Duty programs, record keeping requirements. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

IBUS 113 INTRODUCTION TO SUPPLY CHAIN MANAGEMENT

Introduction to Supply Chain Management: Tools and techniques for design and improvement of supply chain management; optimal use of information, materials, and technology to improve efficiency and reduce costs; integration of outside suppliers and customers into an organization's supply chain. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

IBUS 200 INTRODUCTION TO INTERNATIONAL BUSINESS

An introduction to international business strategy and management. Topics includes international trade theory and how companies develop competitive advantage in international markets, production and financial management, and risk management. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

Japanese

Language Lab and Listening Requirement: Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

JAPN 111 ELEMENTARY JAPANESE I

The first semester of a two-semester sequence covering the same course materials as a university-level first semester. The student will acquire the ability to speak, read, and write in the Japanese language at an elementary level and understand Japanese culture at a basic level. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC

Journalism

JOUR 110 MASS MEDIA AND SOCIETY

A general-interest survey course which provides a historical and theoretical perspective through which to assess the impact the mass media - newspapers, magazines, the Internet, radio, television, film, advertising, and public relations – have had on society. Students will learn about the rights and responsibilities of the media, as well as the way in which economic, ethical, and legal concerns influence media decisions. The course trains students to become discerning media consumers in this information-saturated age. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: ENGL 846 or ESOL 400 or equivalent

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

C-ID: JOUR 100

JOUR 120 WRITING AND REPORTING FOR THE MEDIA

Fundamentals of news writing and reporting, including organization of basic news stories, lead writing, development of sources, interviewing, news judgment, copy editing, and legal/ethical issues. Designed for students interested in a career in journalism or mass communications, as well as those seeking better writing skills. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for, ENGL 100 or equivalent.

Transfer Credit: CSU, UC

C-ID: JOUR 110

JOUR 121 ADVANCED WRITING AND REPORTING FOR THE MEDIA

Focus on advanced reporting skills and convergence journalism, including conveying stories through more than text. Students enhance their reporting and news writing by supplementing text with audio, photos, and video; creating interactive graphics; beat blogging; utilizing social media, and cultivating data journalism skills. Designed to prepare students for the converging worlds of print, broadcast and online journalism. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: JOUR 120 or equivalent.

Transfer Credit: CSU, UC

C-ID: JOUR 120

JOUR 300 NEWSPAPER STAFF

Production of the college newspaper. Discussion and criticism by staff of the publication. Students will get practical experience in writing as preparation for future print and electronic media work. May be repeated for credit a maximum of three times. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 48 Other; 96-108 Homework

Prerequisites: ENGL 836 or ESOL 400 or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, or concurrent enrollment in, JOUR 120 or equivalent.

Transfer Credit: CSU

JOUR 320 BEGINNING NEWSPAPER STAFF

Focus on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students concentrate their work in one of the following: report, write and edit articles for the print and online versions of The Skyline View; take and edit photographs; research for and create informational graphics; develop multimedia stories; design and layout pages of the print newspaper, including in-house advertising; post to and maintain social media sites. Ethical and legal issues are also covered. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 48-54 TBA; 48-54 Homework

Prerequisites: ENGL 846 Eligibility for or ESOL 400 or equivalent

Transfer Credit: CSU

C-ID: JOUR 130

JOUR 330 INTERMEDIATE NEWSPAPER STAFF

Focus on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students take a leadership or management role on the paper, while they also concentrate their work in one of the following: report, write and edit articles for the print and online versions of The Skyline View; take and edit photographs; research for and create informational graphics; develop multimedia stories; design and layout pages of the print newspaper, including in-house advertising; post to and maintain social media sites. Ethical and legal issues are also covered. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 48-54 TBA; 48-54 Homework

Prerequisites: JOUR 320 or equivalent.

Transfer Credit: CSU

C-ID: JOUR 131

JOUR 340 INTERMEDIATE ADVANCED NEWSPAPER STAFF

Description This course focuses on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students take a training and leadership or management role on the paper, while they also concentrate their work in one of the following: report, write and edit articles for the print and online versions of The Skyline View; take and edit photographs; research for and create informational graphics; develop multimedia stories; design and layout pages of the print newspaper, including in-house advertising; post to and maintain social media sites. Ethical and legal issues are also covered. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 48-54 TBA; 48-54 Homework

Prerequisites: JOUR 330 or equivalent.

Transfer Credit: CSU

JOUR 350 ADVANCED NEWSPAPER STAFF

This course focuses on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students take a training and leadership or management role on the paper. They also do advanced reporting for the paper in one of the following areas: investigative and in-depth stories, public affairs reporting; or data-driven reporting. Students also coordinate one special add-on section for the newspaper. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 48-54 TBA; 48-54 Homework

Prerequisites: JOUR 340 or equivalent.

Transfer Credit: CSU

JOUR 695 INDEPENDENT STUDY IN JOURNALISM

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Kinesiology – Adaptive Physical Education

See repeatability statement listed at the beginning of the Kinesiology (KINE) course listings for more information on limitations on the repetition of courses.

ADAP 358 ADAPTED STRENGTH DEVELOPMENT

An introduction to the discipline of Physical Education through strength development in the context of an individual's physical, intellectual, and / or affective abilities and limitations. Topics will include equipment use, etiquette, safety, nutrition and techniques related to strength training for individuals with disabilities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

Prerequisites: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor)

Corequisites: ADAP 359 Concurrent enrollment

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

ADAP 359 BALANCE AND FUNCTIONAL MOVEMENT FOR THE PHYSICALLY LIMITED

Assessment and training to enhance coordination, balance and neuromuscular function. Emphasis on enhancing functional movement, movement efficiency resulting in improved posture, and functional movement experiences. Variable unit sections are open entry. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

Prerequisites: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor)

Corequisites: ADAP 358 Concurrent enrollment

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

Kinesiology – Combatives

See repeatability statement listed at the beginning of the Kinesiology (KINE) course listings for more information on limitations on the repetition of courses.

COMB 301 BEGINNING WRESTLING

Instruction in rules and scoring systems. Instruction in take downs, escapes, reversals, breakdowns, rides, and pinning combinations. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

COMB 302 INTERMEDIATE WRESTLING

Intermediate level wrestling instruction. Dual competition and class tournament. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

Prerequisites: COMB 301 or equivalent.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

COMB 401.1 SELF DEFENSE I

A beginning level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. Includes instruction in both non-violent and violent defenses. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

COMB 401.2 SELF DEFENSE II

An intermediate level course designed to teach the principles and skills of self-defense. Includes mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. Instruction in both non-violent and violent defenses. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

COMB 401.3 SELF DEFENSE III

An advanced intermediate level course designed to teach the principles and skills of self-defense including mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. Instruction in both non-violent and violent defenses. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

COMB 401.4 SELF DEFENSE IV

An advanced level course designed to teach the principles and skills of self-defense including mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. Includes instruction in both non-violent and violent defenses at an advanced level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

Kinesiology – Dance

See repeatability statement listed at the beginning of the Kinesiology (KINE) course listings for more information on limitations on the repetition of courses.

DANC 100 DANCE APPRECIATION

Designed to give the student an overview of dance history. Beginning with classical era folk and ethnic dance, this course will survey the development of Modern, Ballet, Jazz and other dance forms. Focusing largely on the 20th Century, students will read, write and watch videos to form an overview of the history of dance and the historical events that influenced the major choreographers of the 20th Century. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

DANC 102 A SURVEY OF JAZZ DANCE FROM STREETS TO STAGE

Beginning in the mid-nineteenth century, the course will survey the evolution of jazz dance in musical theater onstage and in film, in particular focusing on the cultural and historical impact that Jazz dance had in the lives of women and minorities. NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

AA/AS Degree Requirements: Area 9C1, 9C2

Transfer Credit: CSU (CSU GE Area C1, C2), UC (IGETC Area 3A, 3B)

DANC 117.1 TAP DANCE I

Beginning Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills. Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 117.2 TAP DANCE II

Intermediate Tap Dance technique. Students will learn tap vocabulary, rhythmic patterns and style while developing dexterity, musicality and basic performance skills. Opportunities will be available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations develop over the course of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 121.1 MODERN DANCE I

Beginning level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self

expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 121.2 MODERN DANCE II

Intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 121.3 MODERN DANCE III

Advanced intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 121.4 MODERN DANCE IV

Advanced level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 125.1 SALSA I

Beginning techniques of partner salsa dancing. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. Shine steps are covered. Dance etiquette and rhythm of salsa music covered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 125.2 SALSA II

Continuation of DANC 125.1. A thorough review of Salsa I is provided. Intermediate salsa patterns including more complex turns, patterns, and shines are introduced. Greater emphasis on the development of dance stylization, timing, and safety. Student choreography and presentation is encouraged. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 125.3 SALSA III

Continuation of DANC 125.2. Includes a quick review of DANC 125.1 and a thorough review of DANC 125.2. More complex patterns are demonstrated and practiced, with emphasis on dance pattern design at the Intermediate/ Advanced level. Student choreography and "learning by teaching" is required. Includes emphasis on partner dancing safety and core body awareness, and improving balance, strength, and flexibility in preparation for advanced patterns and stage performance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 125.4 SALSA IV

Continuation of DANC 125.3. Designed for the advanced student who has already demonstrated Intermediate/ Advanced ability in lead/follow technique, dance pattern complexity, and proper timing. Longer and more difficult dance combinations are covered without introduction or emphasis of the basics. Choreography of intermediate/

advanced shines and partner patterns required. Student learning by teaching required. Performance required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 130.1 JAZZ DANCE I

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the introductory level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 130.2 JAZZ DANCE II

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the intermediate level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 130.3 JAZZ DANCE III

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced intermediate level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E1

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 130.4 JAZZ DANCE IV

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced level by the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 140.1 BALLET I

Beginning barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 140.2 BALLET II

Intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 140.3 BALLET III

Advanced intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 140.4 BALLET IV

Advanced barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 150.1 HIP HOP I

Provides students with beginning practical experience in current hip-hop techniques. The class covers characteristic terminology of this dance form, along with improving sense of timing, learning to count steps, improving coordination and being comfortable with this style of dance. Body isolations, directional changes, level changes. Students learn and perform hip-hop technical drills and choreography. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 150.2 HIP HOP II

Advanced beginning Hip-hop Dance (Hip-hop ll) choreography, alignment, floor patterns with group interactions and projects. Students will learn a variety of hip-hop dance phrases, demonstrate knowledge of intermediate hip-hop terminology and demonstrate correct body alignment as it applies to hip-hop dance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 151.1 SOCIAL DANCE I

This is an introductory Social Dance class geared to beginners and taught with an emphasis on the social aspects of dance. The basics of several dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following,and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 151.2 SOCIAL DANCE II

This Social Dance class is taught with an emphasis on the social aspects of dance. The basics of several dance styles are emphasized, with attention paid to footwork, posture, and the arts of leading, following,and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 151.3 SOCIAL DANCE III

This Social Dance class is taught with an emphasis on the social aspects of dance. The basics of several dance styles are emphasized, with attention paid to footwork, posture, and the arts of leading, following,and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 151.4 SOCIAL DANCE IV

This Social Dance class is taught with an emphasis on the social aspects of dance. The basics of several dance styles are emphasized, with attention paid to footwork, posture, and the arts of leading, following,and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha cha, Night Club Two- Step,

Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 152.1 CUBAN ROOTS OF SALSA I

A beginning level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 152.2 CUBAN ROOTS OF SALSA II

An intermediate level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 152.3 CUBAN ROOTS OF SALSA III

An advanced intermediate level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 152.4 CUBAN ROOTS OF SALSA IV

An advanced level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 161 TANGO ARGENTINO

This course is designed to introduce students to the essence of Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students will develop musicality and focus on the connection between partners in order to dance confidently in social settings around the world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 162 TANGO MILONGA

Students will learn more advanced tango steps which are recognizable from professional tango productions. Tango students will be introduced to Milonga, an Argentine dance which is the precursor to the tango. Viewing tango and Milonga as a language, students will develop musicality and focus on the connection between partners in order to dance confidently in social settings. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

Prerequisites: DANC 161 or equivalent.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 163 TANGO BUENOS AIRES

Students will begin to develop more confidence, demystifying and internalizing the tango's structural elements and intricacies. This class culminates with tango performances. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

Recommended: DANC 161 and DANC 162 or equivalent

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 164 TANGO DE LA CONFITERIA

Designed to strip tango down to its joyful essence, with many of the most fun steps of Buenos Aires from the past and today. The focus is on connecting with one's partner, dancing rhythmically, and feeling harmonious and happy in one's body, with one's partner and with the music. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

Recommended: DANC 161 or equivalent; and 2 years of Tango study.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 165 TANGO PERFORMANCE IMPROVISATION

Designed to combine traditional close embrace tango with tango nuevo and stage elements learning to comfortably combine styles improvisationally. Students in this class will learn performance elements and how to use them improvisationally for performance. May be repeated or credit a maximum of three times. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

Recommended: DANC 162 or DANC 164 or equivalent; and 3 years of Tango study.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 166 TANGO DE LA GUARDIA VIEJA

With an emphasis on rhythmic precision, students will discover the sweetness of tango. This course is designed to teach and enforce students' understanding, appreciation and execution of authentic salon style tango, the mother of all tango styles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

Recommended: DANC 161 or equivalent.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 167 SWING DANCE I

This course provides beginning level instruction, demonstration, and practice in swing dances such as Charleston, Lindy Hop, Balboa, Shag, East Coast Swing, and West Coast Swing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 168 SWING DANCE II

This course provides instruction, demonstration, and practice in swing dances such as Charleston, Lindy Hop, Balboa, Shag, East Coast Swing, and West Coast Swing at the intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

Prerequisites: DANC 167 or equivalent.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 169 SWING DANCE III

This course provides instruction, demonstration, and practice in swing dances such as Charleston, Lindy Hop, Balboa, Shag, East Coast Swing, and West Coast Swing at an advanced level and one hour by arrangement per week. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

Prerequisites: DANC 168 or equivalent.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 172.1 CLASSICAL CHINESE DANCE I

A beginning level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 172.2 CLASSICAL CHINESE DANCE II

An intermediate level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 172.3 CLASSICAL CHINESE DANCE III

An advanced intermediate level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 172.4 CLASSICAL CHINESE DANCE IV

An advanced level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 260 TANGO TEACHER TRAINING

Designed to prepare intermediate and advanced tango students to become tango teachers. Under supervision, the student teachers learn to teach beginning dancers the art of Argentine Tango while developing their own skills. Guidance is provided for students seeking employment as tango teachers. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

Recommended: DANC 162 or equivalent.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2)

DANC 330.1 CREATIVE DANCE I

Beginning level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 330.2 CREATIVE DANCE II

Intermediate level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 330.3 CREATIVE DANCE III

Advanced intermediate level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 330.4 CREATIVE DANCE IV

Advanced level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 350.1 CARDIO DANCE I

Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at a beginning level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 350.2 CARDIO DANCE II

Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at an intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 350.3 CARDIO DANCE III

Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at an advanced intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 350.4 CARDIO DANCE IV

Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at an advanced level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 391 DANCE COMPOSITION - THEORY AND CHOREOGRAPHY

Provides the student with basic skills and knowledge of the choreographic principles. Through discussion and practical experience, the students develop a basic understanding of dance as a performing art form. Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 395.1 DANCE WORKSHOP I

Designed to provide a structured workshop for students to collaborate and develop choreographic works at the beginning level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 395.2 DANCE WORKSHOP II

Designed to provide a structured workshop for students to collaborate and develop choreographic works at the intermediate level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 395.3 DANCE WORKSHOP III

Designed to provide a structured workshop for students to collaborate and develop choreographic works at the advanced intermediate level. Students will dance in other students' work, and may also choreograph their own pieces.

Students will perform these works for peer analysis and performance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 395.4 DANCE WORKSHOP IV

Designed to provide a structured workshop for students to collaborate and develop choreographic works at the advanced level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 400.1 DANCE PERFORMANCE & PRODUCTION I

Beginning level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 400.2 DANCE PERFORMANCE & PRODUCTION II

Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 400.3 DANCE PERFORMANCE & PRODUCTION III

Advanced Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 400.4 DANCE PERFORMANCE & PRODUCTION IV

Advanced level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 410.1 DANCE FOR THE MUSICAL THEATER PRODUCTION I

Beginning level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 16-18 Lab; 16-18 TBA; 48-54 Homework

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 410.2 DANCE FOR THE MUSICAL THEATER PRODUCTION II

Intermediate level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 16-18 Lab; 16-18 TBA; 48-54 Homework

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 410.3 DANCE FOR THE MUSICAL THEATER PRODUCTION III

Advanced intermediate level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 16-18 Lab; 16-18 TBA; 48-54 Homework

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 410.4 DANCE FOR THE MUSICAL THEATER PRODUCTION IV

Advanced level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 16-18 Lab; 16-18 TBA; 48-54 Homework

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

DANC 665 SELECTED TOPICS: DANCE IN CULTURAL CONTEXT

This course is designed to introduce students to the fundamentals of different styles of dance from selected cultures. In-depth study of selected dance forms as Flamenco, Congolese, Salsa, African-Brazilian, Swing, and Capoeira will be offered and one hour by arrangement per week. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 or 1

Hours/semester: 24-54 Lab; 16 Other

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

Kinesiology – Fitness

See repeatability statement listed at the beginning of the Kinesiology (KINE) course listings for more information on limitations on the repetition of courses.

FITN 106 VARSITY CONDITIONING

Intended for out-of-season varsity athletes to provide fitness and strength programs that will prepare them for intercollegiate competition. May include strength, cardiovascular, agility, speed and sport specific training. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 107 INTERCOLLEGIATE FITNESS

Intended for in-season varsity athletes to maintain fitness during their intercollegiate season. Strength training, cardiovascular conditioning, flexibility, injury prevention, psychological preparation and nutrition will be emphasized. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7

Transfer Credit: CSU, UC

FITN 112.1 CROSS TRAINING I

A beginning level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Class may include Spinning, weight training or resistance exercises, yoga, Pilates, hiking, running, and/or fitness walking. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 112.2 CROSS TRAINING II

An intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 112.3 CROSS TRAINING III

An advanced intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 112.4 CROSS TRAINING IV

An advanced level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 116.1 BODY CONDITIONING I

Instruction and personal fitness program development on a beginning level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at a beginning level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 116.2 BODY CONDITIONING II

Instruction and personal fitness program development on an intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 116.3 BODY CONDITIONING III

Instruction and personal fitness program development on an advanced intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 116.4 BODY CONDITIONING IV

Continued instruction and personal fitness program development on an advanced level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 166.1 GOLF FITNESS I

Intended for golfers of all ages and beginning fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in activities and exercises geared towards improving golf performance. Beginning level individualized programs will be created. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 166.2 GOLF FITNESS II

Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in intermediate level activities and exercises geared towards improving golf performance. Intermediate level individualized programs will be created. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 166.3 GOLF FITNESS III

Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in advanced intermediate level activities and exercises geared towards improving golf performance. Advanced intermediate level individualized programs will be created. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 166.4 GOLF FITNESS IV

Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in advanced level activities and exercises geared towards improving golf performance. Advanced level individualized programs will be created. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 199.1 INTERACTIVE CARDIOVASCULAR FITNESS I

A beginning level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will learn to improve fitness through the use of cardiovascular exercise. Students are required to have an instructor-approved tracking application installed on a GPS-enabled device. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 16-18 Lecture; 48-54 Lab; 32-36 Homework

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 199.2 INTERACTIVE CARDIOVASCULAR FITNESS II

An intermediate level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will improve fitness through the use of cardiovascular exercise. Students are required to have an instructor-approved tracking application installed on a GPS-enabled device. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 16-18 Lecture; 48-54 Lab; 32-36 Homework

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 201.1 WEIGHT TRAINING I

Instruction at a beginning level in lifts and protocols of weight training. Emphasis on form and techniques, safety

procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 201.2 WEIGHT TRAINING II

Instruction at an intermediate level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 201.3 WEIGHT TRAINING III

Instruction at an advanced intermediate level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 201.4 WEIGHT TRAINING IV

Instruction at an advanced level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 219.1 CORE FITNESS TRAINING I

Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at a beginning level to improve athletic performance, activities of daily living, and injury prevention. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 219.2 CORE FITNESS TRAINING II

Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at an intermediate level to improve athletic performance, activities of daily living, and injury prevention. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 219.3 CORE FITNESS TRAINING III

Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at an advanced intermediate level to improve athletic performance, activities of daily living, and injury prevention. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 219.4 CORE FITNESS TRAINING IV

Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at an advanced level to improve athletic performance, activities of daily living, and injury prevention. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 301.1 SPINNING I

A beginning level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 301.2 SPINNING II

An intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 301.3 SPINNING III

An advanced intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 301.4 SPINNING IV

An advanced level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 304.1 WALKING FITNESS I

Beginning level cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop a beginning level personal walking program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 304.2 WALKING FITNESS II

Gain intermediate level cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop an intermediate level personal walking program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 304.3 WALKING FITNESS III

Students gain an advanced intermediate level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop a advanced intermediate level personal walking program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 304.4 WALKING FITNESS IV

Students gain an advanced level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop a advanced level personal walking program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 305.1 CARDIOVASCULAR DEVELOPMENT - RUNNING EMPHASIS I

Instruction in methods to achieve total fitness through beginning level cardiovascular activities with emphasis on running. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 305.2 CARDIOVASCULAR DEVELOPMENT - RUNNING EMPHASIS II

Instruction in methods to achieve total fitness through intermediate level cardiovascular activities with emphasis on running. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 305.3 CARDIOVASCULAR DEVELOPMENT - RUNNING EMPHASIS III

Instruction in methods to achieve total fitness through advanced intermediate level cardiovascular activities with emphasis on running. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 305.4 CARDIOVASCULAR DEVELOPMENT - RUNNING EMPHASIS IV

Instruction in methods to achieve total fitness through advanced level cardiovascular activities with emphasis on running. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 308.1 HIKING AND TREKKING FOR FITNESS I

Introduction to the cardiovascular and weight loss benefits of the use of trekking poles while hiking. A fitness course for the outdoor enthusiast, classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 308.2 HIKING AND TREKKING FOR FITNESS II

Continued experience in the use of trekking poles while hiking; cardiovascular and weight loss benefits of the use of trekking poles while hiking. Classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 308.3 HIKING AND TREKKING FOR FITNESS III

Continued experience in the use of trekking poles at an advanced intermediate level while hiking; cardiovascular and weight loss benefits of the use of trekking poles while hiking. Classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 308.4 HIKING AND TREKKING FOR FITNESS IV

Continued experience in the use of trekking poles at an advanced level while hiking; cardiovascular and weight loss benefits of the use of trekking poles while hiking. Classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 314.1 BACKPACKING FOR FITNESS I

Designed to increase fitness and strength. Introduces students to many aspects of backpacking including Identification of necessary backpacking equipment and supplies, development of a trip plan, investigation and avoidance of potential safety risks, and completion of a safe overnight backpacking excursion. Students will be expected to pay fees associated with campsite reservation. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 314.2 BACKPACKING FOR FITNESS II

Designed to increase fitness and strength at an intermediate level. Continuing exploration of many aspects of backpacking including Identification of necessary backpacking equipment and supplies, development of a trip plan, investigation and avoidance of potential safety risks, and completion of a safe overnight backpacking excursion. Students will be expected to pay fees associated with campsite reservation. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 314.3 BACKPACKING FOR FITNESS III

Designed to increase fitness and strength at an advanced intermediate level. Continuing exploration of many aspects of backpacking including Identification of necessary backpacking equipment and supplies, development of a trip plan, investigation and avoidance of potential safety risks, and completion of a safe overnight backpacking excursion. Students will be expected to pay fees associated with campsite reservation. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 314.4 BACKPACKING FOR FITNESS IV

Designed to increase fitness and strength at an advanced level. Continuing exploration of many aspects of backpacking including Identification of necessary backpacking equipment and supplies, development of a trip plan, investigation and avoidance of potential safety risks, and completion of a safe overnight backpacking excursion. Students will be expected to pay fees associated with campsite reservation. *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 332.1 STRETCHING AND FLEXIBILITY I

A beginning class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 332.2 STRETCHING AND FLEXIBILITY II

An intermediate level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 332.3 STRETCHING AND FLEXIBILITY III

An advanced intermediate level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 332.4 STRETCHING AND FLEXIBILITY IV

An advanced level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 334.1 YOGA I

Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for all ages and abilities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 334.2 YOGA II

Designed to educate students in Hatha Yoga at an intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for continuing yoga students. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 334.3 YOGA III

Designed to educate students in Hatha Yoga at an advanced intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 334.4 YOGA IV

Designed to educate students in Hatha Yoga at an advanced level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 335.1 PILATES I

Training of the muscles in the torso through controlled exercises taught at a beginning level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 335.2 PILATES II

Training of the muscles in the torso through controlled exercises taught at an intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 335.3 PILATES III

Training of the muscles in the torso through controlled exercises taught at an advanced intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 335.4 PILATES IV

Training of the muscles in the torso through controlled exercises taught at an advanced level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 400.1 FITNESS ACADEMY I

Various fitness activities designed to raise students' individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 - 3

Hours/semester: 48-162 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 400.2 FITNESS ACADEMY II

Building on concepts learned in FITN 400.1, students will participate in various fitness activities designed to raise their individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, intermediate level personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 - 3

Hours/semester: 48-162 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 400.3 FITNESS ACADEMY III

Building on concepts from FITN 400.2, students will participate in various fitness activities designed to raise their individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, advanced intermediate level personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 - 3

Hours/semester: 48-162 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

FITN 400.4 FITNESS ACADEMY IV

Building on concepts from FITN 400.3, students will participate in various fitness activities designed to raise their individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, advanced level personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 - 3

Hours/semester: 48-162 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

Kinesiology - Individual Sports

See repeatability statement listed at the beginning of the Kinesiology (KINE) course listings for more information on limitations on the repetition of courses.

INDV 101.1 ARCHERY I

Introduction to target archery including technique practice and application, scoring at a beginning level, vocabulary, and care and selection of equipment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 101.2 ARCHERY II

Continuing instruction in the sport of target archery. Includes further technique instruction, use of a bow sight, scoring, care of a bow and arrows, and vocabulary. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 101.3 ARCHERY III

Continuing instruction in the sport of target archery. Includes advanced intermediate technique and bow sight instruction, scoring, care of a bow and arrows, vocabulary and competition. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 101.4 ARCHERY IV

Continuing instruction in the sport of target archery. Includes advanced technique instruction, scoring, vocabulary and competition. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 121.1 BADMINTON I

Rules and beginning strategies of badminton; instruction and practice in fundamentals of grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 121.2 BADMINTON II

Rules and strategies of intermediate badminton; instruction and further practice in grips, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 121.3 BADMINTON III

Advanced intermediate instruction with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 121.4 BADMINTON IV

Advanced instruction with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 126 COED CLUB BADMINTON

Coed class which prepares students for badminton competition through drills and physical training. Limited to in-class competition. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

Prerequisites: INDV 121.1 or equivalent

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 160.1 GOLF I

Techniques, rules, etiquette, and strategy for beginning golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at a beginning level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 160.2 GOLF II

Technique, rules, etiquette, and strategy for intermediate golf instruction. Practical experience associated with

grip, stance, swings relative to iron and wood shots at an intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 160.3 GOLF III

Technique, rules, etiquette, and strategy for advanced intermediate golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 160.4 GOLF IV

Technique, rules, etiquette, and strategy for advanced golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 251.1 TENNIS I

Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play; testing program in all tennis skills and rules. Includes use of automatic ball machine. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 251.2 TENNIS II

Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 251.3 TENNIS III

Continued instruction on the skills of tennis at the advanced intermediate level . Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

INDV 251.4 TENNIS IV

Continued instruction on the skills of tennis at the advanced level . Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

Kinesiology

The majority of courses offered by the San Mateo County Community College District are now leveled to show progression from the most fundamental (level 1) to the most advanced (level 4). Course levels can be identified by a .1, .2, .3, or .4 system or by the course title. Course levels may be scheduled simultaneously. Students are advised to enroll initially at the fundamental level (.1) regardless of previous experience and be placed at the appropriate level based on instructor assessment. Adapted Physical Education and intercollegiate sport related courses are not affected by the repeatability legislation.

Kinesiology and Dance activity courses are subject to repeatability limitations. Students are now limited to a

maximum of four courses per family listed below. If there is more than one course in a particular family, a student may only enroll in a maximum of four total courses within that family. After four courses within a family have been taken, a student has the option to audit should they wish to continue enrolling in courses within that family. Students who audit do not count toward meeting local minimum enrollment requirements. Thus, a class may be cancelled if enough credit seeking students are not enrolled no matter how many students wish to audit. For information about how to audit, students should refer to the audit policy in the catalog.

A course previously taken by a student, prior to course leveling within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four combined. This limitation on enrollment applies to all coursework attempted by the student. For a list of "Families Across the District," see the Academic Standards section of this catalog. Students not having previously taken a Kinesiology or Dance activity course may have the opportunity to enroll in courses within a particular family for a maximum of four times.

KINE 100 INTRODUCTION TO KINESIOLOGY

Exploration of the broad spectrum of kinesiology as an academic discipline, fundamental concepts and meaning of movement/physical activity, diversity of humans as moving beings, professional/career options, current/social issues, personal characteristics/ professional responsibilities. NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

C-ID: KIN 100

KINE 305 HEALTH-RELATED FITNESS AND WELLNESS

Teaches students to understand the need and assume the responsibility for maintaining a healthful lifestyle. Explores the role that regular exercise, healthy eating habits, and stress management play in the maintenance of health-related fitness and wellness over the lifespan. NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Concurrent enrollment in any Skyline fitness-related activity course.

AA/AS Degree Requirements: Area 9E1

Transfer Credit: CSU (CSU GE Area E1), UC

KINE 510 SPORT, MOVEMENT AND FILM

Examination of how the cultural, political, psychological and historical dimensions of sport and other forms of movement are portrayed in feature films and documentaries. Representations of identity, power, performance, social justice, and the body are also analyzed. This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D3

Transfer Credit: CSU (CSU GE Area D), UC

KINE 670 VOCATIONAL COOPERATIVE EDUCATION IN KINESIOLOGY

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester for the instructor and the student to establish learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. One unit of credit for each 75 hours worked per semester, with a maximum of four units per semester, may be earned by students with jobs related to their academic or occupational majors or goals. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. *Pass/No Pass Only. Degree Credit.*

Units: 3

Hours/semester: 225 Work Experience

Prerequisites: Permission of the Cooperative Education Office, concurrent enrollment in a planned vocational program, and employment in a college-approved job directly related to the student's academic major.

Transfer Credit: CSU

KINE 695 INDEPENDENT STUDY IN KINESIOLOGY

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Kinesiology – Physical Education

See repeatability statement listed at the beginning of the Kinesiology (KINE) course listings for more information on limitations on the repetition of courses.

P.E. 105 THE STUDENT-ATHLETE EXPERIENCE

Examines the historical, sociological, health and compliance issues related to student athletes at the community college and university level. Includes topics such as gender issues, racism, and performance-enhancing drug use in sports. Students will be able to cite community college eligibility requirements and matriculation requirements upon completion of this course. Note: This course is not activity based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

AA/AS Degree Requirements: Area 9E1

Transfer Credit: CSU (CSU GE Area E1), UC

P.E. 152 THEORY OF SPORT & FITNESS MANAGEMENT

Emphasizes basic management principles as they relate to the business of sport. Examines such topics as sport governance, facilities management, sports law, the economics of sport, and sports marketing. Will provide an overview of the many careers available in the sports management industry. Note: This course is not activity based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

P.E. 211 PREVENTION AND CARE OF ATHLETIC INJURIES

Introduction to basic principles of prevention, assessment, treatment and rehabilitation of athletic injuries. This course applies basic principles of anatomy, physiology, pathology and biomechanics to athletic injuries. Note: This class is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Transfer Credit: CSU, UC

P.E. 301 INTRODUCTION TO PERSONAL TRAINING

Prepares students to take the National Council of Strength and Fitness Certified Personal Trainer exam. The study of basic human anatomy, exercise physiology, health screening and assessment, nutrition, aerobic and anaerobic conditioning. Note: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

P.E. 302 INTRODUCTION TO SPORT NUTRITION

The study of the function of nutrients on human performance. The role of macronutrients (proteins, carbs, and fats), micronutrients (vitamins, minerals, and trace elements) and water in growth, development and body processes. Prepares students to take the National Council of Strength and Fitness Sport Nutrition exam. Note: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU, UC

Kinesiology - Team Sports

See repeatability statement listed at the beginning of the Kinesiology (KINE) course listings for more information on limitations on the repetition of courses.

TEAM 100 MEN'S BASEBALL

Instruction and practice in the fundamentals of baseball; team competition; testing program in skills and rules. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 111.1 BASKETBALL I

Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 111.2 BASKETBALL II

Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 111.3 BASKETBALL III

Instruction at an advanced intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 111.4 BASKETBALL IV

Instruction at an advanced level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 112 BASKETBALL: ADVANCED COMPETITION STRATEGIES

Designed for potential student-athletes to pursue advanced knowledge in philosophy, strategies, techniques, and instruction in the competitive game of basketball. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 116 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT

Designed to improve the individual skills of students wishing to play competitive basketball. Fundamentals of the game: ball handling, passing and shooting. Numerous basketball and conditioning drills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 117 TOURNAMENT BASKETBALL

Geared toward advanced level basketball players, this course is designed to give students competitive playing experience in a team, tournament setting. Students will learn both offensive and defensive concepts in a team setting. Tournament games will be officiated using NCAA rules and guidelines. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-48 Lab

Recommended: TEAM 111 or TEAM 112, TEAM 115 or TEAM 116 or competitive experience or equivalent.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 132.1 FLAG FOOTBALL I

Provides beginning skills and competition in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 132.2 FLAG FOOTBALL II

Provides intermediate skills building and competition in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 132.3 FLAG FOOTBALL III

Provides advanced intermediate skills building and competition in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 132.4 FLAG FOOTBALL IV

Provides advanced skills building and competition in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 141.1 SOCCER I

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at a beginning level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 141.2 SOCCER II

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 141.3 SOCCER III

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced intermediate level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 141.4 SOCCER IV

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced level. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 148.1 INDOOR SOCCER I

Designed to provide instruction and practice at a beginning level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 148.2 INDOOR SOCCER II

Designed to provide instruction and practice at an intermediate level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 148.3 INDOOR SOCCER III

Designed to provide instruction and practice at an advanced intermediate level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 148.4 INDOOR SOCCER IV

Designed to provide instruction and practice at an advanced level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 179 TOURNAMENT VOLLEYBALL

Geared toward intermediate and advanced level volleyball players, this course emphasizes team play in a tournament setting. Includes an introduction to, and use of, different offensive and defensive systems. Tournament play will include 2-, 3-, 4-, and 6-person team play using international rules. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1

Hours/semester: 24-54 Lab

Recommended: TEAM 171 or equivalent.

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 188 VOLLEYBALL THEORY: DEFENSE

Fundamentals of playing and coaching volleyball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in volleyball from a defensive perspective. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-36 Lecture; 24-54 Lab; 32-72 Homework

Recommended: Concurrent enrollment in, VARS 340

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 189 VOLLEYBALL THEORY: OFFENSE

Offensive fundamentals of playing and coaching volleyball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in volleyball from an offensive perspective. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-36 Lecture; 24-54 Lab; 32-72 Homework

Recommended: VARS 340 Concurrent enrollment

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 190 BASEBALL THEORY: DEFENSE

Designed to help students understand the fundamentals of playing and coaching baseball from a defensive perspective. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team defensive play in baseball. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-36 Lecture; 24-54 Lab; 32-72 Homework

Recommended: Concurrent enrollment in, TEAM 100 or VARS 100

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 191 BASEBALL THEORY: OFFENSE

Designed to help students understand the offensive fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team offensive play in baseball. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 24-108 Lab; 32-36 Homework

Recommended: Concurrent enrollment in, TEAM 100

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 192 MEN'S BASKETBALL THEORY: DEFENSE

Designed to help students understand the defensive fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 24-108 Lab; 32-36 Homework

Recommended: Concurrent enrollment in, VARS 110

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 193 MEN'S BASKETBALL THEORY: OFFENSE

Designed to help students understand the offensive fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 24-108 Lab; 32-36 Homework

Recommended: Concurrent enrollment in, VARS 110

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 194 WOMEN'S BASKETBALL THEORY: DEFENSE

Designed to help students understand the fundamentals of playing and coaching women's basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in women's basketball. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 24-108 Lab; 32-36 Homework

Recommended: Concurrent enrollment in, VARS 300

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 195 WOMEN'S BASKETBALL THEORY: OFFENSE

Designed to help students understand the fundamentals of playing and coaching women's basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in women's basketball. (May be taken four times for a maximum of 12 units.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 24-108 Lab; 32-36 Homework

Recommended: Concurrent enrollment in, VARS 300

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 196 MEN'S SOCCER THEORY: DEFENSE

Designed to help students understand the fundamentals of playing and coaching soccer. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team

defensive play in men's soccer. (May be taken four times for a maximum of 12 units.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 24-108 Lab; 32-36 Homework

Recommended: Concurrent Enrollment in VARS 150

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 197 MEN'S SOCCER THEORY: OFFENSE

Designed to help students understand the fundamentals of playing and coaching men's soccer. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team offensive play in men's soccer. (May be taken four times for a maximum of 12 units.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 24-108 Lab; 32-36 Homework

Recommended: Concurrent enrollment in, VARS 150

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 198 WOMEN'S SOCCER THEORY: DEFENSE

Designed to help students understand the fundamentals of playing and coaching women's soccer. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team defensive play in soccer. (May be taken four times for a maximum of 12 units.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 24-108 Lab; 32-36 Homework

Recommended: Concurrent enrollment in, VARS 360

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 199 WOMEN'S SOCCER THEORY, OFFENSE

Designed to help students understand the fundamentals of playing and coaching women's soccer. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team offensive play in women's soccer. (May be taken four times for a maximum of 12 units.) *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5 - 3

Hours/semester: 16-18 Lecture; 24-108 Lab; 32-36 Homework

Recommended: Concurrent enrollment in, VARS 360

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

TEAM 201 WRESTLING THEORY

Designed to help students understand the fundamentals of participating and coaching wrestling. By taking the course, students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual skills and strategies in wrestling. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 1.5 or 3

Hours/semester: 16 Lecture; 24-96 Lab; 32 Other; 32 Homework

Recommended: VARS 200 Concurrent Enrollment

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

Kinesiology - Varsity Sports

Participation in varsity sports is limited to those who possess the necessary skill level to compete in intercollegiate athletics. Competition takes place against colleges of the Coast Conference and other northern and southern California Community Colleges. Athletes must be enrolled in 12 units during their first semester of competition (9 of which must be academic). Student-athletes must maintain a 2.0 grade point average and have passed a cumulative 24 units (18 of which must be academic) to qualify for their second season of the same sport. Student-athletes can only compete in two years of the same sport. Participants must pass a physical examination prior to being released to compete. See Athletic Director for more information.

VARS 100 VARSITY BASEBALL

Intercollegiate varsity baseball competition in the Coast Conference; tournaments and post-season competition with other California Community Colleges. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 175-196.88 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

VARS 110 MEN'S VARSITY BASKETBALL

Intercollegiate men's varsity basketball competition in the Coast Conference and participation in regional and state tournaments. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 100-112.5 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

VARS 150 MEN'S VARSITY SOCCER

Intercollegiate men's varsity soccer competition in the Coast Conference and participation in regional and state tournaments. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 175-196.88 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

VARS 200 VARSITY WRESTLING

Intercollegiate competition in dual matches in the Coast Conference; competition in several regional wrestling tournaments each year including Coast Conference matches, Northern California matches, and the State Championships. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 175-196.88 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

VARS 300 VARSITY WOMEN'S BASKETBALL

Intercollegiate women's varsity basketball competition in the Coast Conference and participation in regional and state tournaments. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 100-112.5 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

VARS 340 WOMEN'S VARSITY VOLLEYBALL

Includes competition with other Northern California community colleges. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 175-196.88 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

VARS 350 WOMEN'S VARSITY BADMINTON

Intercollegiate badminton competition with Northern California community colleges. Participation in the Coast Conference and regional tournaments. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 175 Other

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

VARS 360 WOMEN'S VARSITY SOCCER

Intercollegiate women's varsity soccer competition in the Coast Conference and participation in regional and state tournaments. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 175-196.88 Lab

AA/AS Degree Requirements: Area 7; Area 9E2

Transfer Credit: CSU (CSU GE Area E2), UC

Learning Skills

LSKL 109 SUPPLEMENTAL LEARNING ASSISTANCE FOR ELEMENTARY ALGEBRA

Supplementary learning assistance for students enrolled in Elementary Algebra to provide academic support that reinforces course content and bolsters academic skills. Under the supervision of qualified faculty members, individual and/or group instruction will be provided by supplemental instruction staff to improve students' academic skills. (Units do not count toward the Associate Degree.) *Pass/No Pass Only.*

Units: 0.5

Hours/semester: 24-27 Lab

Corequisites: MATH 110 or MATH 111 or MATH 112

LSKL 110 EFFECTIVE TUTORING AND PRACTICUM

Explores a variety of theoretical and practical teaching and learning strategies essential for planning, implementing, and evaluating effective peer-guided learning. Tutoring theory, best practices, communication and study strategies, course specific tutoring expertise, and techniques for working with students from diverse cultural and academic

backgrounds are emphasized. Under guided supervision, students use class lessons and experiences to connect theory to practice. Upon completion of the course and 25 hours of guided tutoring experience, students are eligible for Level 1 CRLA ITTPC (International Tutor Training Program) Certification. Note: The one-unit version of the course does not contain the lab hours required for the ITTPC certification. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1 - 1.5

Hours/semester: 16-18 Lecture; 24-27 Lab; 32-36 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent. Completion of MATH 120, or MATH 122 and MATH 123, with a grade of C or better, or equivalent.

Transfer Credit: CSU

LSKL 800 SUPPLEMENTAL LEARNING ASSISTANCE

Students who need supplemental instruction in the course from which they are referred receive targeted academic support to reinforce course content and bolster academic skills. Students complete individualized learning activities in combination with academic tutoring to receive credit for this course. Under the supervision of qualified faculty members in the Learning Center, instructional aides and tutors provide individual and/or group instruction to improve learning in areas of assessed need. (Open entry.) (Units do not count toward the Associate Degree.) *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5 or 2

Hours/semester: 24-108 Lab

Corequisites: Concurrent enrollment in the course for which the student needs academic support in order to succeed.

LSKL 803 SUPERVISED TUTORING ASSISTANCE

Students from referred courses will receive supplemental academic support to reinforce course content and bolster academic skills. Under the supervision of qualified faculty in the Learning Center, peer tutors will provide individual and/or group instruction to improve learning in areas of assessed need. (Open entry.) (Units do not count toward the Associate Degree.) *No Grade Awarded (Non-Credit Course). Non-Credit.*

Units: 0

Hours/semester: 24-27 Lab

Corequisites: Concurrent enrollment in the course for which the student needs academic support in order to succeed.

LSKL 811 SUPPLEMENTAL LEARNING ASSISTANCE FOR FUNDAMENTALS OF MATH

Designed for students who need Supplemental Learning Assistance in Fundamentals of Mathematics (MATH 811) to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members will provide individual and/or group instruction to improve learning in areas of assessed need. (Open entry.) (Not applicable to the Associate Degree.) *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 1

Hours/semester: 48-54 Lab

Corequisites: Concurrent enrollment in, MATH 811

LSKL 828 SUPPLEMENTAL LEARNING ASSISTANCE FOR BASIC WRITING SKILLS

Provides supplementary learning assistance to students enrolled in English 828 to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members will provide individual and/or group instruction to improve learning in areas of assessed need. (Units do not count toward the Associate Degree.) *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

Units: 0.5

Hours/semester: 24-27 Lab

Corequisites: Concurrent enrollment in, ENGL 828

LSKL 890 MATH JAM

Students who are preparing to take the math placement test or who need to improve their skills in math to succeed in an upcoming math course, receive academic support to reinforce course content and bolster academic skills. Under the supervision of qualified faculty members in the Learning Center, instructional aides or faculty will provide individual and/or group instruction to improve learning in areas of assessed need in mathematics. (Not applicable to the Associate Degree.) *No Grade Awarded (Non-Credit Course). Non-Credit.*

Units: 0

Hours/semester: 24-27 Lab

Legal Studies

See also listings under Paralegal Studies.

LGST 200 RESTORATIVE JUSTICE

Fundamental principles and processes of restorative justice and community corrections. Key topics include restorative justice as an alternative to current practices in the judicial and educational systems and the potential restorative justice presents for positive individual and community transformation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU, UC

Literature

For information on the rotation of Literature courses, refer to the Rotation of Literature Courses list below the English (ENGL) Degree Listing.

LIT. 101 CONTEMPORARY LITERATURE

Read, interpret and analyze a representative selection of contemporary literary fiction, poetry and drama since WWII using some of the major theoretical approaches to literature. These readings offer not only a greater critical perspective and insight into contemporary history, but an enhanced understanding of ourselves within our own culture. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 151 INTRODUCTION TO SHAKESPEARE

Study of representative plays and poems, with an emphasis on Shakespeare's poetic and dramatic skills and his understanding of human nature. Reading, discussion, critical papers. Students will understand Shakespeare's role in the development of English language and literature. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 154 QUEER LITERATURE

A sociopolitical and cultural examination of the concerns of the gay, lesbian, bisexual, transgendered, bi-gendered, intersex, and queer communities in a range of historical periods and literary genres. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 155 THE GRAPHIC NOVEL

Study of the history, structure, and content of the graphic novel, or comic book, a narrative form that blends literary and visual components. Includes analysis of primary sources and graphic novel criticism that explores the genre's cultural impact. Topics also may include fan culture, particular genres of comics, and connections between comics and other forms of visual text. Transfer credit: UC; CSU (C2). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 156 SCIENCE FICTION AND FANTASY LITERATURE

Study of representative works from the genres of Science Fiction and Fantasy, examining their roots, twentieth-century rise, and contemporary status. Includes analysis of primary sources and literary criticism as well as how the genres interact with mythology, philosophy, mass media, and popular culture. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

LIT. 191 CHILDREN'S LITERATURE

An overview of the body of world literature deemed appropriate and enriching for children from infancy to adolescence. The course is designed to impart knowledge about and practice in storytelling techniques, as well as practical experience in presenting age-appropriate literature to children and youth. Theory and practice in discerning literary genres, criteria for selection, and techniques for using classic and contemporary literature with young people. Also listed as ECE. 191. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2)

LIT. 201 AMERICAN LITERATURE I

Study of American Literature from the European conquest of the Americas through the 18th and 19th centuries. Lectures, discussions, reading of primary and secondary works, and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 130

LIT. 202 AMERICAN LITERATURE II

Study of American Literature from the mid 19th century to the present. Lectures, discussions, reading of primary and secondary works, and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 135

LIT. 220 INTRODUCTION TO WORLD LITERATURE I

Comparative study of selected works (poetry, prose, drama, and film), in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century. Focus on the major comparative literary traditions in a regional/geographic context and major authors representing literary traditions worldwide. Lectures, discussions, recorded readings, and writing of critical essays. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 140

LIT. 221 INTRODUCTION TO WORLD LITERATURE II

Comparative study of selected works (poetry, prose, drama, and film), in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present. Focus on the major comparative literary traditions in a regional/geographic context and major authors representing literary traditions worldwide. Lectures, discussions, recorded readings, and writing of critical essays. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 145

LIT. 231 SURVEY OF BRITISH LITERATURE I

Study of the typical works of major British writers from the 8th to the 18th Century. Lectures, discussions, related readings, and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 160

LIT. 232 SURVEY OF BRITISH LITERATURE II

Study of the typical works of major British writers from the 19th Century to the present. Lectures, discussions, related readings, and writing of critical papers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: ENGL 165

LIT. 251 WOMEN IN LITERATURE

A study of the historical, sociopolitical, and cultural concerns of women as these appear in novels, short stories, and poetry. A glimpse into the struggle for self-identity and the forces that interact in the course of this struggle. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 265 ASIAN AMERICAN LITERATURE

A survey of Asian American literature will acquaint students with the distinct literary and aesthetic qualities and the personal and cultural concerns of American writers of Asian descent. Authors may include Chinese Americans, Japanese Americans, Vietnamese Americans, Pacific Islanders, Korean Americans, Southeast Asian Americans, and Indian Americans. Material will be presented in a variety of genres. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 266 BLACK LITERATURE

A survey of Black American literature from 1619 to the present. Literature, such as autobiographical works, poetry, short stories, drama, folk tales, novellas, and novels, will be included to introduce and explore the qualities of Black American writing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 267 FILIPINO AMERICAN LITERATURE

A survey of Filipino American writing of the twentieth and twenty-first century will acquaint students with the issues that these American writers of Filipino descent address as they move between different societies. The literature reflects the unique background of shared language and history, as well as the contrasts between the cultures of the Philippines and the United States. Material will be presented in a variety of genres. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 277 FILM AND LITERATURE

Comparative study of film and literature, studying and analyzing the relationships between the two media according to genre, topic, and style. Focus on film adaptations of novels, authors and directors, genres, international works, period pieces, etc. Topic varies with each semester offering. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Recommended: FILM 440

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2)

LIT. 370 READINGS IN LITERATURE OF THE LATINO IN THE UNITED STATES

A study of the historical, sociopolitical, and cultural concerns of Latinos in the U.S. as these appear in novels, short stories, and poetry. A glimpse into the struggle for self-identity and the forces that interact in the course of this struggle. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

LIT. 432 FOLKLORE

A lively study of folk tales, legends, beliefs, superstitions, proverbs, mythology, folk life, folk speech, folk songs, lyrics, folk epics, and their influence in the literature and culture that form our heritage. Special attention will be given to folklore of various racial and ethnic groups that mold American society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture

Prerequisites: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

Management

See also listings under Business.

MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT

An introduction to successful management strategies and tactics that focus on the most important areas for business today: planning, organizing, motivating, leading, and controlling. The course emphasizes the roles and responsibilities of the management team in all sizes and types of businesses. The course will include a discussion of ethical considerations in terms of social and environmental impacts of business. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MGMT 450 FUNDAMENTALS OF CONSTRUCTION MANAGEMENT

Introductory survey of basic concepts in construction management, including: industry overview, construction phases, project participant roles, estimation, bidding and contracts, licensing and legal issues, construction documents and office procedures, insurance and financing, construction accounting, project scheduling, project controls, construction project management software, safety concerns and issues, and leadership and supervisory/ employee relationships. Also listed as ESTM 450. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. MATH 811 or equivalent.

Transfer Credit: CSU

MGMT 452 OSHA 10 CONSTRUCTION INDUSTRY TRAINING

Occupational Safety and Health Administration (OSHA) Standards, policies, and procedures in the construction industry. Topics include scope and application of the OSHA Construction Standards, construction safety and health principles, and special emphasis on those areas in construction which are most hazardous. Upon course completion students will have the ability to define construction terms found in the OSHA Construction Standards, identify hazards which occur in the construction industry, locate and determine appropriate OSHA Construction Standards, policies, and procedures, and describe the use of the OSHA Construction Standards and regulations to supplement an ongoing safety and health program. Also listed as ESTM 452. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

MGMT 455 PROJECT MANAGEMENT SITE EXPLORATION

Project management site exposure and perspective by visiting active construction worksites and engaging with construction management professionals in the field. Students will be exposed to a variety of construction projects so they may better understand the types of

construction and the management methods employed. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5

Hours/semester: 24-27 Lab

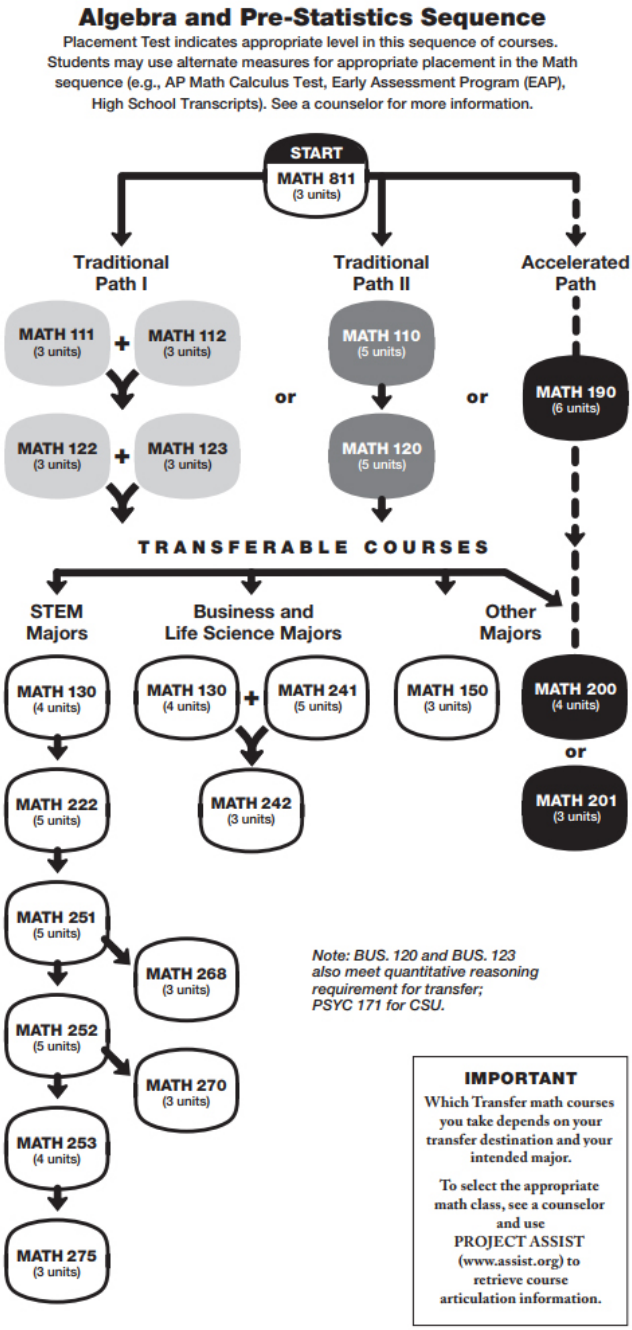
Prerequisites: MGMT 450 or ESTM 450 or equivalent.

Mathematics

Students are encouraged to take the Math placement tests prior to initial placement in courses. Math placement tests are given to students to assist the counselor and the division in guiding them to the appropriate Math course. Proper placement in Math assures that students will begin their college studies in courses where they will have the best chance of success. Initial placement in classes is recommended on the basis of test scores. The tests are given on announced dates throughout the year. The normal sequence of courses for Mathematics majors is 110, 115, 120, 130, 222, 251, 252 and 253. All students are encouraged to meet with a counselor to determine the correct sequence of Math classes for all majors.

Prerequisites for the various courses are detailed in the descriptions that follow. Questions regarding equivalency of courses, transfer credit, and the like should be referred to the Division Dean.

Mathematics courses may require a minimum of one hour by arrangement per week in addition to class hours.



For more details about this chart please contact the Math Department at **http://www.skylinecollege.edu/mathematics/index.php**

MATH 110 ELEMENTARY ALGEBRA

An introduction to elementary algebra emphasizing basic algebra concepts and those skills necessary to apply the concepts to real life problem solving. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate

to the introductory level. A core of mathematical topics including: real numbers, order of operations, linear equations and graphs, and systems of linear equations will be presented. A TI graphing calculator is required for the course. (Units do not count toward the Associate Degree.) *Letter Grade Only. Units do not apply toward AA/AS degree.*

Units: 5

Hours/semester: 80-90 Lecture; 16-18 TBA; 144-162 Homework

Prerequisites: MATH 811 or appropriate placement test score and other measures as appropriate, or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

MATH 111 ELEMENTARY ALGEBRA I

An introduction to elementary algebra emphasizing basic algebraic concepts. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics, including: real numbers, order of operations, linear equations and graphs. A TI graphing calculator is required for the course. This course is equivalent to the first half of MATH 110 – Elementary Algebra. (Units do not count toward the Associate Degree.) *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 811 or appropriate placement test score and other measures as appropriate, or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

MATH 112 ELEMENTARY ALGEBRA II

An introduction to elementary algebra emphasizing basic algebraic concepts. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics, including: real numbers, order of operations, linear equations and graphs. A TI graphing calculator is required for the course. This course is equivalent to the second half of MATH 110 – Elementary Algebra. (Units do not count toward the Associate Degree.) *Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 111 or appropriate placement test score and other measures as appropriate, or equivalent.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

MATH 115 GEOMETRY

A study of Euclidean geometry with aspects of analytic geometry covering plane and solid figures, the Cartesian coordinate system and using formal logic. *Letter Grade Only.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: MATH 110 or MATH 112 or appropriate placement test score and other measures as appropriate or equivalent.

AA/AS Degree Requirements: Area 9B1

MATH 120 INTERMEDIATE ALGEBRA

Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, exponentials, radical equations, rational equations, complex numbers, and an extension of the concepts of functions. An emphasis on modeling real life situations. A TI-83, 83+, 84, or 84+ graphing calculator is required for the course. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 16-18 TBA; 144-162 Homework

Prerequisites: MATH 110 or MATH 112 or appropriate placement test score and other measures as appropriate, or equivalent.

AA/AS Degree Requirements: 3b; Area 9B1

MATH 122 INTERMEDIATE ALGEBRA I

This course will cover all materials from MATH 120 in conjunction with MATH 123. Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, exponentials, radical equations, rational equations, complex numbers, and an extension of the concepts of functions. An emphasis on modeling real life situations. A TI-83, 83+, 84, or 84+ graphing calculator is required for the course. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16 Other; 96-108 Homework

Prerequisites: MATH 110 or MATH 112 or appropriate placement test score and other measures as appropriate, or equivalent.

AA/AS Degree Requirements: Area 9B1

MATH 123 INTERMEDIATE ALGEBRA II

This course will cover all materials from MATH 120 in conjunction with MATH 122. Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, exponentials, radical equations, rational equations, complex numbers, and an extension of the concepts of functions. An emphasis on modeling real life situations. A TI-83, 83+, 84, or 84+ graphing calculator is required for the course. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; Other; 80-90 Homework

Prerequisites: MATH 122 or equivalent.

AA/AS Degree Requirements: Area 9B1

MATH 130 TRIGONOMETRY

Trigonometric functions of real numbers and angles; solution of triangles; radian measure; graphs of trigonometric functions; trigonometric equations and identities; inverse trigonometric functions; complex numbers; applications of trigonometry. A TI-83, 83+, 84, or 84+ graphing calculator is required for the course. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: MATH 120 or MATH 123 or appropriate placement test score and other measures as appropriate, or equivalent.

Recommended: MATH 115 or equivalent.

AA/AS Degree Requirements: 3b; Area 9B1

Transfer Credit: CSU (CSU GE Area B4)

MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS

Intended for future elementary school teachers. Topics include basic set theory, elementary number theory, numeration, number systems and operations, and problem solving techniques associated with the real number system. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 120 or MATH 123 or appropriate placement test scores and other measures as appropriate, or equivalent.

AA/AS Degree Requirements: 3b; Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC

C-ID: MATH 120

MATH 190 PATH TO STATISTICS

An accelerated course to prepare students for transfer-level Statistics (MATH 200), Quantitative Reasoning (MATH 201), and Quantitative Reasoning in Psychology (PSYC 171). It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not want to major in fields such as math, science, computer science, and business. Note: This course is NOT intended for students who plan to study science, technology, engineering, math, as well as business and other non-STEM majors. Students are advised to meet with a counselor to discuss whether placement in this class in appropriate for their intended major. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 96-108 Lecture; 192-216 Homework

Prerequisites: MATH 811 or appropriate score on District math placement test and other measures as appropriate.

MATH 200 ELEMENTARY PROBABILITY & STATISTICS

Basic concepts underlying statistical methods and covers descriptive statistics, probability, probability distributions, hypothesis testing, estimates and sample sizes, correlation and regression, chi–square tests, and analysis of variance. Computer analysis of statistical data is integrated into the course. Applications of statistics to business, life sciences and other areas are included. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 16-18 TBA; 112-126 Homework

Prerequisites: MATH 120 or MATH 123 or MATH 190 or appropriate placement test score and other measures as appropriate, or equivalent.

AA/AS Degree Requirements: 3b; Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 110

MATH 201 MATH IN SOCIETY

Development of the necessary concepts and skills for reasoning logically and quantitatively and applies these concepts to practical, real–life situations. Topics include: number systems, logic, geometry, probability and statistics, exponential modeling, and patterns. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: MATH 120 or MATH 123 or MATH 190 or appropriate placement test score and other measures as appropriate or equivalent.

AA/AS Degree Requirements: 3b; Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

MATH 222 PRECALCULUS

Functional and graphing approach to the concepts and skills necessary as background for success in Calculus. Study of more advanced algebra, including logic, theory of equations, translation, rotation and composition approach to graphing, exponential and logarithmic functions, conic sections and a brief review of trigonometry. *Letter Grade Only.*

Units: 5

Hours/semester: 80-90 Lecture; 16-18 TBA; 144-162 Homework

Prerequisites: MATH 130 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

MATH 225 FAST TRACK TO CALCULUS

Equivalent to MATH 130 and 222. This accelerated course combines the topics of Trigonometry and Pre-Calculus and is designed to fulfill the requirements of both courses in a single course. Topics include a study of functions, function families, their properties and transformations, compositions, inverses and combinations, complex numbers, and vectors. Function families include linear, trigonometric, logarithmic, exponential, polynomial, power, and rational. Multiple representations of functions are emphasized. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 80-90 Lecture; 48-54 Lab; 160-180 Homework

Prerequisites: MATH 120 or MATH 123 or appropriate score on the District math placement test and other measures as appropriate.

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

MATH 241 APPLIED CALCULUS I

Basic techniques of differential calculus. Selected topics from analytic geometry, limits, differentiation, applications of the derivative, and the anti-derivative. Integral use of a graphing calculator. A TI-83, 83+, 84, or 84+ graphing calculator is required for the course. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 16-18 TBA; 144-162 Homework

Prerequisites: MATH 120 or MATH 123 or appropriate placement test score and other measures as appropriate, or equivalent.

AA/AS Degree Requirements: 3b; Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

MATH 242 APPLIED CALCULUS II

Basic techniques of integral calculus. The definition, calculation, and application of the integral. Logarithmic, exponential, and trigonometric functions. Partial derivatives, multiple integrals, differential equations, and Taylor Series. A TI-83, 83+, 84, or 84+ graphing calculator is required for the course. (CAN MATH 32; MATH 241 + MATH 242 = CAN MATH SEQ D). *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16 Other; 96-108 Homework

Prerequisites: MATH 130 and MATH 241 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I

The study of limits and continuity, the derivative, applications of the derivative, the definite integral, and the fundamental theorem of calculus. Primarily for science, technology, engineering, and math majors. Note: TI-83 or TI-84 Graphing Calculator required. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 16-18 TBA; 144-162 Homework

Prerequisites: MATH 222 or MATH 225 or appropriate placement test score and other measures as appropriate, or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 210

MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II

The study of applications of the definite integral, techniques of integration involving polynomial, rational, trigonometric, inverse trigonometric, exponential, and logarithmic functions, vectors, differentiation and integration of functions in polar coordinates and parametric form, analysis of sequences, series, and power series, including differentiation and integration of power series, Taylor series, and Fourier series. Note: TI-83 or TI-84 Graphing Calculator required. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 16-18 TBA; 144-162 Homework

Prerequisites: MATH 251 or equivalent.

AA/AS Degree Requirements: Area 9A3

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III

The study of vector valued functions, sequences and series, Taylor's formula, multivariable functions, differential calculus and integral calculus of multivariable functions, line and surface integrals and differential equations, Green's Theorem, Stokes' Theorem, divergence theorem. Note: TI-83 or TI-84 Graphing Calculator required. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 16-18 TBA; 144-162 Homework

Prerequisites: MATH 252 or equivalent

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 230

MATH 268 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE

Covers the fundamental mathematical elements of computer science including mathematical logic, sets, functions and relations, generating functions, combinatorics, methods of mathematical proof, basic number theory, algorithms, graphs, and trees. Also listed as COMP 262. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 251 or equivalent.

Recommended: COMP 250 or equivalent experience programming in a high-level language.

Transfer Credit: CSU, UC

MATH 270 LINEAR ALGEBRA

The study of systems of linear equations, the algebra of matrices, determinants, vector spaces, linear transformations, the algebra of linear transformations with an introduction to dual spaces, eigenvalues and eigenvectors, and the applications of vectors and matrices to linear equations and linear transformations. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: MATH 252 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

C-ID: MATH 250

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS

The first course in ordinary differential equations including quantitative and qualitative methods including a variety of applications from many disciplines. Theoretical aspects of differential equations including existence of solutions and techniques for finding solutions including series solutions, singular points, linear systems, nonlinear systems, dynamical systems, Laplace transforms and operator techniques. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: MATH 253 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B4), UC (IGETC Area 2A)

MATH 650 MATHEMATICS SUPPLEMENT

Based on individual needs, students will have directed learning experiences to improve their mathematical skills which will promote mastery of skills necessary for success in college level mathematics and science courses. These supplementary lessons will be arranged and supervised in the Math Assistance Lab of The Learning Center. Class hours are devoted to work on specific content areas as prescribed for the individual student. (Open entry.) (Units

do not count toward the Associate Degree.) *Pass/No Pass Only. Degree Credit.*

Units: 0.5 - 2

Hours/semester: 24-108 Lab

MATH 670 VOCATIONAL COOPERATIVE EDUCATION IN MATHEMATICS

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester for the instructor and the student to establish learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. One unit of credit for each 75 hours worked per semester, with a maximum of four units per semester, may be earned by students with jobs related to their academic or occupational majors or goals. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. *Pass/No Pass Only.*

Units: 1

Hours/semester: 75 Work Experience

Prerequisites: Permission of the Cooperative Education Office, concurrent enrollment in a planned vocational program, and employment in a college-approved job directly related to the student's academic major.

Transfer Credit: CSU

MATH 811 FUNDAMENTALS OF MATHEMATICS

Emphasis on basic skills in mathematics including operations on whole numbers and rational numbers. Applications of these operations will be stressed. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

MATH 819 MATHEMATICS DEVELOPMENT

This course prepares students for college-level Mathematics. Topics include whole numbers, decimals, fractions, percents, ratio and proportion, measurement, geometry, statistics, introductory symbolic manipulation, order of operations and analytic methods for solving linear applications. Course emphasis will be on using these ideas and skills to solve problems from everyday life. Students will be required to complete individual and collaborative work with assignments both in-class, outside class. Students will be required to use tutoring facilities for assignments as well. Note: This course does not replace any course in Skyline College's required course sequence based on placement testing. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 Lab; 96-108 Homework

Medical Assisting

MEDA 400 PATIENT AND HEALTH CARE CONCERNS

An introduction to patient care; job responsibility and role within the health care team.The student will complete discussions of ethical and legal issues that involve allied health care employees; in addition to discussing aging, death and dying, and information technologies. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MEDA 405 INTRODUCTION TO ELECTRONIC HEALTH RECORDS AND INFORMATION SYSTEMS

Students will develop skills and knowledge for processing, communicating, and examining electronic health records, billing and health information within various health organizations using an integrated computerized health information system. Topics include: functional electronic health record systems, data entry, billing/coding/reimbursment procedures, scheduling appointments, report generation and composing and examining/editing medical documents. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MEDA 410 INTRODUCTION TO PHARMACOLOGY

Designed for allied health professionals. Includes recognition and identification of commonly used drugs;

classification of drugs according to action; modes of administration of drugs; and care and storage of drugs according to regulations of the Food and Drug Administration (FDA). *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent. Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MEDA 415 LAW AND ETHICS FOR ALLIED HEALTH PROFESSIONALS

Legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bio-ethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services for the allied health professional. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MEDA 420 MEDICAL ANATOMY AND PATHOPHYSIOLOGY

A comprehensive overview of anatomic function and the cause, transmission, symptoms and prevention of the twenty most common communicable and non-communicable diseases. Student will increase their awareness of common diseases in the healthcare industry. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MEDA 430 INTRODUCTION TO MEDICAL INSURANCE BILLING

A comprehensive overview of reimbursement methodologies and the processes within the healthcare industry. Various types or reimbursement processes include managed care organizations (MCO), healthcare maintenance organizations (HMO), and preferred provider organizations (PPO), as well as worker's compensation (WC). Attention will be given to provider and payer sponsored systems. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MEDA 438 MEDICAL INSURANCE BILLING CLERKSHIP

Introductory training in a clinic, office, or hospital setting; students will perform the duties and functions of a medical biller under the supervision of an experienced Medical Biller. *Pass/No Pass Only. Degree Credit.*

Units: 2

Hours/semester: Work Experience; 128-144 Field Experience

Prerequisites: ACTG 100 or equivalent; and MEDA 415 and MEDA 430 and MEDA 450 and MEDA 455 or equivalent.

Transfer Credit: CSU

MEDA 440 INTRODUCTION TO MEDICAL EDITING

Intensive training in medical editing that includes doctor-dictated history and physicals, surgical reports, operative procedures, x-ray, pathology, and nuclear medicine reports. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MEDA 448 MEDICAL EDITING CLERKSHIP

Introductory training in a clinic, office, or hospital setting. Students will perform the duties and functions of a medical editor under the supervision of a certified coder, medical editor, or equivalent. *Pass/No Pass Only. Degree Credit.*

Units: 2

Hours/semester: Work Experience; 128-144 Field Experience

Prerequisites: MEDA 405 and MEDA 440 or equivalent.

Transfer Credit: CSU

MEDA 450 INTRODUCTION TO CPT (CURRENT PROCEDURAL TERMINOLOGY) CODING

Overview of Current Procedural Terminology (CPT) coding that encompasses evaluation management, surgical, and primary care procedures performed in a medical office and emphasizes correct reimbursement procedures consistent with ICD codes. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 16-18 TBA; 48-54 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MEDA 452 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING II

An in depth use of CPT coding focusing within clinical facilities. This course includes hospital inpatient, surgical, and diagnostic procedures to accurately achieve maximum reimbursement with the coordination of ICD codes. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 16-18 TBA; 48-54 Homework

Prerequisites: MEDA 410 and MEDA 450 or equivalent.

Transfer Credit: CSU

MEDA 455 INTRODUCTION TO INTERNATIONAL STATISTICAL CLASSIFICATION OF DISEASES (ICD) CODING

Introduction to ICD focuses on a national classification of coding that encompasses diseases, ailments, injuries, and disorders for all the major and minor body systems. This course includes, but is not limited to, hospital inpatient, outpatient and ambulatory care coding emphasizing specific and correct procedures to accurately achieve maximum reimbursement. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: Completion of, or concurrent enrollment in,, BCM. 200 and MEDA 420 and MEDA 484 or equivalent

Transfer Credit: CSU

MEDA 457 INTERNATIONAL STATISTICAL CLASSIFICATION OF DISEASES (ICD) CODING II

This advanced course will cover the medical necessity, coding issues for specific body systems and general conditions. Student will apply fundamentals of ICD and CPT previously learned. Coding application will be achieved through medical records, case studies, and scenarios. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: MEDA 410 and MEDA 455 or equivalent.

Transfer Credit: CSU

MEDA 458 MEDICAL CODING CLERKSHIP

Introductory training in a clinic, office, or hospital setting. Students will perform the duties and functions of a medical coder under the supervision of a certified coder or Registered Health Information Technologist, or equivalent. *Pass/No Pass Only. Degree Credit.*

Units: 2

Hours/semester: Work Experience; 128-144 Field Experience

Prerequisites: MEDA 405 and MEDA 452 and MEDA 457 or equivalent.

Transfer Credit: CSU

MEDA 460 INTRODUCTION TO ADMINISTRATIVE MEDICAL ASSISTING

An introductory course designed to provide students with an overview of medical office procedures. Students will learn how to prioritize patient and office situations; receive, register and schedule patients; organize and sustain medical records, medical billing, health insurance, business operations, human resource functions, and financial management. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MEDA 462 ADMINISTRATIVE MEDICAL ASSISTING II

This intermediate/advanced course is designed to provide students with practical understanding and application in supporting medical office administration. Students will practice managing patients in emergency situations; receive, register and scheduling patients; organizing and sustaining medical records, medical billing, health

insurance, business operations, human resource functions, and financial management. *Letter Grade Only. Degree Credit.*

Units: 3.5

Hours/semester: 48-54 Lecture; 24-27 Lab; 96-108 Homework

Prerequisites: MEDA 460 or equivalent.

Transfer Credit: CSU

MEDA 468 ADMINISTRATIVE MEDICAL ASSISTING CLERKSHIP

Introductory training in a clinic, office,or hospital setting. Students will perform the duties and functions of an Administrative Medical Assistant under the supervision of an experienced Medical Office Manager. *Pass/No Pass Only. Degree Credit.*

Units: 2

Hours/semester: Work Experience; 128-144 Field Experience

Prerequisites: ACTG 100 and MEDA 415 and MEDA 450 and MEDA 455 and MEDA 462 or equivalent.

Transfer Credit: CSU

MEDA 484 MEDICAL TERMINOLOGY

Designed to give students a basic background in medical terminology as used by medical transcriptionists, court reporters, law related occupations, and allied health occupations. The prefixes, roots, and suffixes of commonly used medical words are presented. Proper names of anatomical structures and their relationship to each other are covered by body system. Also listed as HSCI 484. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Music

The courses of the Music Department are specifically designed to fill the needs of the beginner in music, those who are seeking a career in the music business, those who are preparing to transfer to a university, those who want to teach music, and those who simply want to enhance their musical enjoyment.

Students may be asked to audition or test for placement in sequential courses.

Music activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family. A family of courses may contain more than four courses. If there are more than four courses in a particular family, a student may only enroll in a maximum of four total courses within that family. A course previously taken by a student (prior to the legislation) within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four.

Music activity courses are offered in levels by progression. Courses are listed by title; for example, Piano, Guitar, etc., and then by level. Level I is beginning; Level II is intermediate; Level III is intermediate/ advanced; and Level IV is advanced. The course number also indicates the level. For example, a beginning Piano class would be listed as MUS. 301.1, Piano I while an advanced Piano class would be MUS. 301.4, Piano IV.

New students are advised to enroll in the beginning level and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family, must progress to the next level.

MUS. 100 FUNDAMENTALS OF MUSIC

Students will learn how to read music notes, rhythms, key signatures, scales and chords. Students will develop listening techniques and explore musical styles and aesthetics. Recital attendance may be required. Appropriate for the general student, this course partially fulfills General Education requirements for the Humanities. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

C-ID: MUS 110

MUS. 105 MUSIC THEORY I

Extended practice in and application of written music theory skills. Learn melodic, rhythmic and chord structures needed for performance, writing, understanding and developing strong musicianship. Projects may include composition, arrangements, transcriptions and/or orchestrations. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MUS. 100 or MUS. 301 or MUS. 377 or MUS. 401 or equivalent.

Recommended: Concurrent enrollment in MUS. 111.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC

C-ID: MUS 120

MUS. 106 MUSIC THEORY II

Incorporates and builds on concepts introduced in MUS 105. Through four-part chorale writing, analysis and music composition, students continue studies in functional tonal harmony. Topics include: non-dominant seventh chords, III and VII chords, diatonic sequences, applied chords, diatonic modulation and formal analysis of binary and ternary forms. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MUS. 105 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 130

MUS. 107 MUSIC THEORY III

Incorporates and builds on concepts introduced in MUS. 106. Through four-part chorale writing, analysis and music composition, students continue studies in functional tonal harmony. Topics include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MUS. 106 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 140

MUS. 108 MUSIC THEORY IV

Incorporates and builds on concepts introduced in MUS. 107. Through four-part chorale writing, analysis and music composition, students study post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants. Through analysis and music composition, students study twentieth-century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, and advanced approaches to meter and rhythm. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MUS. 107 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 150

MUS. 111 MUSICIANSHIP I

Extended practice and application of rhythmic, melodic and harmonic materials of Music Theory I through ear training, sight singing, analysis, and dictation skills. Topics include: tonality, meter, rhythmic and pitch notation, intervals, triads. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 100 or MUS. 301 or MUS. 377 or MUS. 401 or equivalent.

Recommended: Concurrent enrollment in MUS. 105

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC

C-ID: MUS 125

MUS. 112 MUSICIANSHIP II

Incorporates and builds on concepts introduced in MUS. 111. Further development of ear training and sight singing skills. Topics include: sight singing of triads and seventh chords, second-layer subdivision, and harmonic dictation of diatonic progressions. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 111 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 135

MUS. 113 MUSICIANSHIP III

Incorporates and builds on concepts introduced in MUS. 112. Further development of ear training and sight singing skills. Topics include: triplets/duplets, syncopations, chromatic alterations, and modulation to closely-related keys. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 112 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 145

MUS. 114 MUSICIANSHIP IV

Incorporates and builds on concepts introduced in MUS. 113. Further development of ear training and sight singing skills. Topics include: advanced chromaticism including

modulation to distantly-related keys, diatonic modes, non-diatonic and synthetic scales, pitch sets and tone rows, irregular beat division, polyrhythms, asymmetrical meters, mixed meters. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 113 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 155

MUS. 115 MUSIC, ART AND IDEAS

An integrated consideration of art and music as reflections of the philosophies and traditions of cultures. The understanding of the various elements common to the creative efforts of art and music are emphasized as a means to enhance and extend a student's recognition, involvement, and ultimately, appreciation of these efforts. Diverse media are examined to demonstrate the realizations of ideas into works of art and music. *Pass/No Pass Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

MUS. 202 MUSIC APPRECIATION

Topics addressed in the course include aesthetics, the variety of ensembles, musical form and design, analysis of the creative process, and criteria for the evaluation of musical performances. Lectures are illustrated by live and recorded examples. Recital attendance may be required. Appropriate for the general student, this course partially fulfills General Education requirements for the Humanities. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

C-ID: MUS 100

MUS. 204 MUSIC HISTORY

A guided tour through the history of the music of Western Civilization with the aim of broadening and deepening student awareness and appreciation of changing modes of musical expression across the centuries. Covers Medieval, Renaissance, Baroque, Classical, Romantic, Modern, and Popular music genres. Concert attendance may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ENGL 100, ENGL 105 or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

MUS. 250 WORLD MUSIC

Survey of selected listening and readings from the music of India, China, Japan, Korea, Indonesia, Pacific Islands, Americas, Africa, and Middle East. A variety of media, guest speakers/performers may be included. Required – live performance. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC (IGETC Area 3A)

MUS. 275 HISTORY OF JAZZ

Understanding and enjoying music by studying the historical development of jazz from a musical and sociological perspective. Topics include discussion of musical elements, vocal and instrumental ensembles, artistic values, and the role of jazz in our culture. Concert attendance may be required. Partially fulfills general education requirement for the Humanities. *Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC

MUS. 276 HIP HOP: CULTURE AND POLITICS

Examination of all aspects of the culture and politics of Hip Hop through the lens of Urban Music. Influences from Funk and Jazz are covered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C1, C2), UC

MUS. 286 BUSINESS OF INDEPENDENT MUSIC

Exploration of the business side of music industry. Appropriate for students looking to start careers in the music business such as musician, recording artist, artist manager and booking agent. Topics include booking gigs, promotions, publishing, copyright, social media and branding. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

MUS. 287.1 URBAN MUSIC ENSEMBLE I

This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop Themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform within a musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Transfer Credit: CSU, UC

MUS. 287.2 URBAN MUSIC ENSEMBLE II

This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop-themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform at the advanced beginning level within the musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 287.1 or equivalent.

Transfer Credit: CSU, UC

MUS. 287.3 URBAN MUSIC ENSEMBLE III

This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop-themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform at the intermediate level within a musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 287.2 or equivalent.

Transfer Credit: CSU

MUS. 287.4 URBAN MUSIC ENSEMBLE IV

This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop-themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform at the advanced intermediate level within a musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 287.3 or equivalent.

Transfer Credit: CSU

MUS. 290 INTRODUCTION TO MIDI MUSIC (MUSICAL INSTRUMENT DIGITAL INTERFACE)

Introduction to the use and implementation of MIDI (Musical Instrument Digital Interface) musical instruments, including interfacing with computers and MIDI software. Ability to read music is desirable but not essential. *Letter Grade Only. Degree Credit.*

Units: 2 or 3

Hours/semester: 16-36 Lecture; 48-54 Lab; 16-36 TBA; 16-36 Homework

Transfer Credit: CSU

MUS. 301 PIANO I

Beginning piano with emphasis on development of music reading fluency, technical facility, and performance of

beginning piano literature. Concert attendance may be required. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Recommended: MUS. 100 or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C1), UC

MUS. 302 PIANO II

Continuation of MUS. 301 with emphasis on music reading fluency, technical facility and performance of advanced-beginning piano literature. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 301 or equivalent.

Transfer Credit: CSU, UC

MUS. 303 PIANO III

Continuation of MUS. 302 with emphasis on music reading fluency, technical facility and performance of intermediate piano literature. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 302 or equivalent.

Transfer Credit: CSU, UC

MUS. 304 PIANO IV

Continuation of MUS. 303 with emphasis on music reading fluency, technical facility and performance of advanced-intermediate piano literature. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 303 or equivalent.

Transfer Credit: CSU, UC

MUS. 355 VIOLIN/VIOLA I

Introduction to the fundamentals of playing the violin or viola. Students will learn proper posture and basic playing techniques through the practice of exercises and short pieces. Elements of music notation and music theory will be introduced. Students must provide their own instrument. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU, UC

MUS. 356 VIOLIN/VIOLA II

Continued development of basic playing skills appropriate for the advanced beginner. Students will expand upon and strengthen skills (bowing and left hand technique) learned in MUS. 355. Musical expression, sight-reading, and ensemble skills will be introduced. Skills will be developed through exercises and short pieces. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 355 or equivalent, or by audition.

Transfer Credit: CSU, UC

MUS. 357 VIOLIN/VIOLA III

Refinement of basic playing skills, and development of technique appropriate for the intermediate player. Students will expand upon and strengthen skills (bowing and left hand technique) learned in MUS. 356. Technique, musical expression, sight-reading, ensemble skills, and third position will be developed through exercises and short pieces. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 356 or equivalent, or by audition.

Transfer Credit: CSU, UC

MUS. 358 VIOLIN/VIOLA IV

Futher refinement of basic playing skills, and development of technique appropriate for the advanced intermediate player. Students will expand upon and strengthen skills (bowing and left hand technique) learned in MUS. 357. Musical expression, sight-reading, ensemble skills, and vibrato will be developed through exercises and short pieces. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 357 or equivalent, or by audition.

Transfer Credit: CSU, UC

MUS. 377 GUITAR I

Introduction to guitar technique and performance. Areas covered included stringing, tuning, fingering, playing techniques, notation, chords and chord progressions,

reading guitar music, strum techniques, fingerpicking, playing simple melodies and accompaniment. Emphasis on popular and folk music literature. Introduction to music theory for the guitar. Students must provide their own instrument. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU, UC

MUS. 378 GUITAR II

Continuation of guitar technique and performance skills begun in MUS 377. Areas covered include barre-chords, CAGED chord/scale theory, blues scales, accompaniment techniques, and major and minor scale patterns. Emphasis on popular music literature. Advanced beginning music theory for the guitar. Students must provide their own instrument. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 377 or demonstrated equivalent skills.

Transfer Credit: CSU, UC

MUS. 379 GUITAR III

Refinement of intermediate guitar performance skills begun in MUS. 377 & 378. Areas covered include principles of moveable chord and scale structure (CAGED), advanced strumming and fingerpicking patterns, intermediate theory (scale, secondary dominants, and motif development), improvisation, arpeggios and reading music. Emphasis on American music literature. Students must provide their own instrument. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 378 or equivalent.

Transfer Credit: CSU, UC

MUS. 380 GUITAR IV

Further refinement of advanced intermediate guitar technique and performance skills begun in MUS. 377, 378, & 379. Areas covered include motif development, improvising, three notes per string scales, blues techniques, counterpoint, walking bass, modern rhythmic techniques and other advanced intermediate guitar techniques. Additional techniques from Doo-Wop, Rhythm and Blues, and Rock in a small ensemble. Students must provide their own instrument. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 379 or equivalent.

Transfer Credit: CSU, UC

MUS. 383.1 GUITAR ENSEMBLE I

A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the beginning level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Transfer Credit: CSU, UC

MUS. 383.2 GUITAR ENSEMBLE II

A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the advanced beginning level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 383.1 or equivalent.

Transfer Credit: CSU, UC

MUS. 383.3 GUITAR ENSEMBLE III

A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the intermediate level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 383.2 or equivalent.

Transfer Credit: CSU, UC

MUS. 383.4 GUITAR ENSEMBLE IV

A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the

advanced intermediate level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 383.3 or equivalent.

Transfer Credit: CSU, UC

MUS. 401 VOICE I

Basic training in vocal technique and performance skills for the beginning singer. Course content includes introductions to vocal technique (posture, initiating tone), singing anatomy (vocal tract), song preparation (practicing), music theory fundamentals (basic pitch and rhythm notation), and English diction (primary vowels). *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU, UC

MUS. 402 VOICE II

Continuation of training in vocal technique and performance skills begun in Music 401. Course content includes vocal technique (breathing techniques), singing anatomy (breathing musculature), song preparation and interpretation (text, emotional expression), music theory fundamentals (major scales/keys, 16th notes), and English diction (secondary vowels). *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 401 or equivalent.

Transfer Credit: CSU, UC

MUS. 403 VOICE III

Refinement of vocal technique and performance skills begun in Music 401 & 402. Course content includes vocal technique (more breathing methods), singing anatomy (larynx), song preparation and interpretation (facial expression, gesture), music theory fundamentals (intervals, triads), and English diction (diphthongs, consonants). *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 402 or equivalent.

Transfer Credit: CSU, UC

MUS. 404 VOICE IV

Further refinement of vocal technique and performance skills begun in Music 401, 402 & 403. Content includes vocal technique (resonance), singing anatomy (resonating spaces), song preparation and interpretation (style elements), music theory fundamentals (minor scales/keys, triplets), and English diction (glides, more work with consonants). *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 TBA

Prerequisites: MUS. 403 or equivalent.

Transfer Credit: CSU, UC

MUS. 410.1 VOICE FOR THE MUSICAL THEATER PRODUCTION I

Beginning level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, acting technique, and song repertoire that will be utilized in performance. Lecture subjects include the historical context of the libretto and the musical style and song structure specific to the production. All levels of vocal skill are welcome. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 16-18 TBA; 32-36 Homework

Transfer Credit: CSU, UC

MUS. 410.2 VOICE FOR THE MUSICAL THEATER PRODUCTION II

Intermediate level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, acting technique, and song repertoire that will be utilized in performance. Lecture subjects include the historical context of the libretto and the musical style and song structure specific to the production. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 16-18 TBA; 32-36 Homework

Prerequisites: MUS. 410.1 or equivalent.

Transfer Credit: CSU, UC

MUS. 410.3 VOICE FOR THE MUSICAL THEATER PRODUCTION III

Advanced intermediate level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, acting technique, and song repertoire that will be utilized in performance. Lecture subjects include the historical context of the libretto and the musical style and song structure specific to the production. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 16-18 TBA; 32-36 Homework

Prerequisites: MUS. 410.2 or equivalent.

Transfer Credit: CSU, UC

MUS. 410.4 VOICE FOR THE MUSICAL THEATER PRODUCTION IV

Advanced level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, acting technique, and song repertoire that will be utilized in performance. Lecture subjects include the historical context of the libretto and the musical style and song structure specific to the production. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 16-18 TBA; 32-36 Homework

Prerequisites: MUS. 410.3 or equivalent.

Transfer Credit: CSU

MUS. 420.1 ORCHESTRA FOR THE MUSICAL THEATER PRODUCTION

Music theory and practice at the beginning level in orchestral performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning instrumental technique and song repertoire that will be utilized in performance. All instrumentalists are welcome to audition. Proficiency with a musical instrument is strongly recommended. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 16-18 TBA; 32-36 Homework

Transfer Credit: CSU, UC

MUS. 430.1 CONCERT BAND I

Study and performance of music for concert band at the beginning level. Performance is required. Open to all students of the College. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Audition for placement.

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 430.2 CONCERT BAND II

Study and performance of music for concert band at the advanced beginning level. Performance is required. Open to all students of the College. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 430.1 or equivalent.

Transfer Credit: CSU

C-ID: MUS 180

MUS. 430.3 CONCERT BAND III

Study and performance of music for concert band at the intermediate level. Performance is required. Open to all students of the College. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 430.2 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 430.4 CONCERT BAND IV

Study and performance of music for concert band at the advanced intermediate level. Performance is required. Open to all students of the College. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 430.3 or equivalent.

Transfer Credit: CSU

C-ID: MUS 180

MUS. 440.1 SYMPHONY ORCHESTRA I

Study and performance of music for symphony orchestra with emphasis on rhythmic accuracy. Performance is required. Open to all students of the College. Experience playing string, woodwind, brass, or percussion instrument expected. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU, UC

MUS. 440.2 SYMPHONY ORCHESTRA II

Study and performance of music for symphony orchestra with emphasis on accuracy of pitches. Performance is required. Open to all students of the College. Experience playing string, woodwind, brass, or percussion instrument expected. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 440.1 or equivalent.

Transfer Credit: CSU, UC

MUS. 440.3 SYMPHONY ORCHESTRA III

Study and performance of music for symphony orchestra with emphasis on accuracy of articulations and dynamics. Performance is required. Open to all students of the College. Experience playing string, woodwind, brass, or percussion instrument expected. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 440.2 or equivalent.

Transfer Credit: CSU, UC

MUS. 440.4 SYMPHONY ORCHESTRA IV

Study and performance of music for symphony orchestra with emphasis on proper instrumental technique and intonation. Performance is required. Open to all students of the College. Experience playing string, woodwind, brass, or percussion instrument expected. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 440.3 or equivalent.

Transfer Credit: CSU, UC

MUS. 450.1 JAZZ BAND I

Study, performance, organization, arranging, vocals, and other phases of dance band work at the beginning level. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 450.2 JAZZ BAND II

Study, performance, organization, arranging, vocals, and other phases of dance band work at the advanced beginning level. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 450.1 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 450.3 JAZZ BAND III

Study, performance, organization, arranging, vocals, and other phases of dance band work at the intermediate level. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 450.2 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 450.4 JAZZ BAND IV

Study, performance, organization, arranging, vocals, and other phases of dance band work at the advanced intermediate level. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 450.3 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 470.1 CONCERT CHOIR I

Performance of choral music for accompanied and/or unaccompanied choir at the beginning level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. Open to all students of the College. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: Audition for placement.

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 470.2 CONCERT CHOIR II

Performance of choral music for accompanied and/or unaccompanied choir at the advanced beginning level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 470.1 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 470.3 CONCERT CHOIR III

Performance of choral music for accompanied and/or unaccompanied choir at the intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 470.2 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 470.4 CONCERT CHOIR IV

Performance of choral music for accompanied and/or unaccompanied choir at the advanced intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 470.3 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 180

MUS. 485.1 VOCAL JAZZ ENSEMBLE I

Performance of a wide range of vocal jazz and popular music repertoire for accompanied and/or a cappella jazz choir at the beginning level with an emphasis on ensemble singing, vocal improvisation and traditional swing styles. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU

MUS. 485.2 VOCAL JAZZ ENSEMBLE II

Performance of a wide range of vocal jazz and popular music repertoire for accompanied and/or a cappella jazz choir at the advanced-beginning level with an emphasis on ensemble singing, vocal improvisation and Brazilian jazz styles. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 485.1 or equivalent, or instructor approval.

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU

MUS. 485.3 VOCAL JAZZ ENSEMBLE III

Performance of a wide range of vocal jazz and popular music repertoire for accompanied and/or a cappella jazz choir at the intermediate level with an emphasis on ensemble singing, vocal improvisation and jazz ballad interpretation. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 485.2 or equivalent, or instructor approval.

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU, UC

MUS. 485.4 VOCAL JAZZ ENSEMBLE IV

Performance of a wide range of vocal jazz and popular music repertoire for accompanied and/or a cappella jazz choir at the advanced level with an emphasis on ensemble singing, vocal improvisation and contemporary funk styles. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Prerequisites: MUS. 485.3 or equivalent, or instructor approval.

Recommended: MUS. 100 or equivalent.

Transfer Credit: CSU, UC

MUS. 501 STUDIO LESSONS I (APPLIED MUSIC I)

This course is individualized study of the appropriate beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. NOTE: Individual lessons (7.5 – 8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: MUS. 304 or MUS. 404 or MUS. 358 or MUS. 380 or equivalent. Beginning undergraduate transfer-level performance ability (and equivalency) will be confirmed through placement audition.

Corequisites: MUS. 105 or MUS. 106 or MUS. 107 or MUS. 108 and MUS. 111 or MUS. 112 or MUS. 113 or MUS. 114 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 160

MUS. 502 STUDIO LESSONS II (APPLIED MUSIC II)

This course is individualized study of the appropriate advanced-beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. NOTE: Individual lessons (7.5 – 8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: MUS. 501 or equivalent.

Corequisites: MUS. 105 or MUS. 106 or MUS. 107 or MUS. 108 and MUS. 111 or MUS. 112 or MUS. 113 or MUS. 114 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 160

MUS. 503 STUDIO LESSONS III (APPLIED MUSIC III)

This course is individualized study of the appropriate intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. NOTE: Individual lessons (7.5 – 8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: MUS. 502 or equivalent.

Corequisites: MUS. 105 or MUS. 106 or MUS. 107 or MUS. 108 and MUS. 111 or MUS. 112 or MUS. 113 or MUS. 114 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 160

MUS. 504 STUDIO LESSONS IV (APPLIED MUSIC IV)

This course is individualized study of the appropriate advanced-intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or

voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. NOTE: Individual lessons (7.5 – 8.0 hours per semester) are provided in addition to the lecture. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: MUS. 503 or equivalent.

Corequisites: MUS. 105 or MUS. 106 or MUS. 107 or MUS. 108 and MUS. 111 or MUS. 112 or MUS. 113 or MUS. 114 or equivalent.

Transfer Credit: CSU, UC

C-ID: MUS 160

MUS. 665 SPECIAL TOPICS IN MUSIC PERFORMANCE

Hours/semester: 8-36 lecture/8-36 lab for variable unit sections; 8-9 lecture/8-36 lab for .5 unit; 16-18 lecture/32-36 lab/16-54 hours by arrangement for 1 unit; 32-36 lecture/16-36 lab/16-54 hours by arrangement for 2 units. Advanced study in specialized areas of the performing arts. Designed for instrumentalists and vocalists, this course provides for extended in-depth study for both performance practice and performance art using selected themes as listed in the class schedule. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 8-36 Lab; 16-54 TBA; -18 Homework

Prerequisites: Successful completion of a beginning applied music course or demonstration of equivalent skill in the performance area.

Transfer Credit: CSU, UC

MUS. 667 SPECIAL TOPICS IN MUSIC PERFORMANCE

Hours/semester: 8-36 lecture/8-36 lab for variable unit sections; 8-9 lecture/8-36 lab for .5 unit; 16-18 lecture/32-36 lab/16-54 hours by arrangement for 1 unit; 32-36 lecture/16-36 lab/16-54 hours by arrangement for 2 units. Advanced study in specialized areas of the performing arts. Designed for vocalists, pianists, and instrumentalists, this course provides for extended in-depth study of both performance practice and performance art using selected themes as listed in the class schedule. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 8-36 Lab; 16-54 TBA; -18 Homework

Prerequisites: Successful completion of a beginning applied music course or demonstration of equivalent skill in the performance area.

Transfer Credit: CSU, UC

MUS. 695 INDEPENDENT STUDY IN MUSIC

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Network Engineering Technologies

NETX 400 INTRODUCTION TO LOCAL AREA NETWORK

Cisco Academy Course – CCNA 1 An introductory course in networking, with focus on local area networks (LAN). Topics include LAN hardware (network interface cards, hubs, switches, and SOHO routers), LAN topologies, network administration through MS Windows, the OSI reference model and the TCP/IP protocol stack. Ethernet operation, IP network addressing and routing, and TCP/IP transport protocols are explored with lecture, on-line module and hands-on activity. This course is aligned with the first module of the Cisco Network Academy (CCNA-1) and includes a student enrollment in the Academy. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Transfer Credit: CSU

NETX 401 SURVEY OF NETWORKING AND WIRELESS TECHNOLOGIES

Introduction to today's convergent communications technologies. Course will examine the structure, function and services of the networks and systems used to provide voice, data, and wireless communications. This course has been designed to provide anyone interested with insight into the workings and opportunities of this dynamic and exciting field. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

NETX 410 STRUCTURED WIRING AND CABLING

Hands-on technical introduction to the EIA/TIA 568 and related standards of Structured Wiring and Cabling systems for Networking infrastructures. Course covers tools, test equipment, cables, terminations, and specifications. Students will install, test and troubleshoot data lines, network patch panels, hybrid cabling and PoE distribution. Course is based on Fiber Optics Association CPCT & CFOT certification standards. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 16-18 TBA; 64-72 Homework

Transfer Credit: CSU

NETX 411 FIBER OPTICS TECHNOLOGY

An introductory course in fiber optics technology that will include the theory of fiber optic communications, fiber systems design, network construction, and fiber optic test equipment. Instructor-directed hands-on splicing and working with test equipment will be a component of the course. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Transfer Credit: CSU

NETX 413 WIRELESS LOCAL AREA NETWORKS

An in depth technical course in the design and implementation of wireless local area networks. Students will be introduced to the technology, infrastructure, application and installation of wireless networks. Students will install and administer a wireless network using Cisco product lines. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: NETX 400 or equivalent training or experience.

Transfer Credit: CSU

NETX 420 PC CONFIGURATION AND REPAIR

Provides preparation for A+ certification. A hands-on technical course designed to provide an in-depth understanding of PC hardware and software from installation and repair outlook. Materials covered will include beginning and advanced software, hardware components and configuration, operating systems and how they control the PC. Includes direct hands-on experience with the tools and skills required for entry-level employment. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 80-90 Lecture; 48-54 Lab; 16-18 TBA; 144-162 Homework

Transfer Credit: CSU

NETX 421 A+ CERTIFICATION EXAM PREP

Designed to assist students in preparing to take the CompTIA A+ certification exams for Computer Repair. Students who have completed NETX 420 or equivalent course work (or have similar training or work experience) may enroll in this course. *Pass/No Pass Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 48-54 TBA; 16-18 Homework

Prerequisites: NETX 420 or equivalent study or training in another school, in military service, or on-the-job training or experience.

Transfer Credit: CSU

NETX 423 MOBILE DEVICE CONNECTIVITY SUPPORT

The essentials of mobile device end-user support, including over-the-air technologies, network infrastructure, mobile device management, security, and troubleshooting techniques. Students will gain the knowledge and skills required to understand, deploy, and troubleshoot mobile devices. Patterned after CompTIA Mobility+ Certification. Transfer credit: CSU. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 24-27 Lecture; 24-27 Lab; 48-54 Homework

Recommended: NETX 400 or equivalent.

NETX 430 INTRODUCTION TO ROUTERS

Examines common protocols, IP networking concepts and subnetting techniques. Includes instructor directed hands-on activities. Patterned after Cisco training guidelines. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: NETX 400 or equivalent training or experience.

Transfer Credit: CSU

NETX 431 NETWORK SWITCHES - CONCEPTS AND APPLICATIONS

Examines switching protocols, spanning tree protocols, virtual LANs and other specific models. Basic design of switch configurations and the use of switches in network architecture will be covered. Includes instructor-directed hands-on activities. Patterned after Cisco training guidelines. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: NETX 400 or equivalent training or experience.

Recommended: NETX 430 or equivalent.

Transfer Credit: CSU

NETX 432 ROUTING CONCEPTS AND APPLICATIONS

Advanced course on routing concepts and configuration on large internetworks. Students will configure and manage routers by implementing common protocol such as EIGRP and OSPF. Other topics include access-list, routing principles, VLSM and WAN technology. This course is aligned with 4th module of Cisco Network Academy Course (CCNA-4). *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: NETX 430 or equivalent training or experience.

Transfer Credit: CSU

NETX 435 NETWORK SECURITY

Introduction to network security using firewall and VPN (virtual private network) technology. Students will be exposed to the theory and application of both firewall and VPN network architecture. Students will have the opportunity for hands-on practice to administer security policy and VPN configuration using both Check Point software and Cisco's ASA (Adaptive Security Appliance). *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: NETX 430 or equivalent training or experience.

Transfer Credit: CSU

NETX 439 TROUBLESHOOTING THE INTERNETWORK

Focus on troubleshooting methodology and techniques on routers and switches in a network infrastructure. Students will learn to use existing software diagnostic features and use a protocol analyzer in the analysis and troubleshooting of networks. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: NETX 431 and NETX 432, or equivalent training or experience.

Transfer Credit: CSU

NETX 440 INTRODUCTION TO MICROSOFT SERVER ADMINISTRATION

An introductory course in Server Administration specific to Microsoft Server. Coverage includes the functions and concepts of local and wide area networks, Microsoft server, user and group accounts and domain services. Hands-on experience provided in configuring and troubleshooting servers, workstations, and peripheral devices. Course is patterned after Microsoft Solutions guidelines. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: NETX 400 or equivalent training or experience.

Transfer Credit: CSU

NETX 443 INTRODUCTION TO LINUX ADMINISTRATION

An introductory course in Linux administration in a networked environment, including instructor-directed

hands-on activities. Students will install a Linux system and perform basic administrative tasks using the BASH shell. Topics include system architecture, FHS, GNU and UNIX commands, devices and Linux file systems, network configuration and troubleshooting, and printing systems. Patterned after Linux Professional Institute and CompTIA Linux certification objectives. *Letter Grade Only. Degree Credit.*

Units: 3.5

Hours/semester: 48-54 Lecture; 24-27 Lab; 96-108 Homework

Recommended: NETX 400 or equivalent training or experience in basic Network addressing and protocols.

Transfer Credit: CSU

NETX 450 VOICE OVER IP (VOIP) ESSENTIALS

Introduction to VoIP theory and configuration. Key topics include VoIP Gateway, Call Flows, IP phone configurations, dial peers, Voice Mail and End User Support. Students will configure VoIP phone systems in a real-world environment. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 16-18 TBA; 80-90 Homework

Prerequisites: NETX 430 or equivalent training or 6 months on-the-job experience with routing and NETX 431 or equivalent training or 6+ months of on-the-job network switching experience.

Transfer Credit: CSU

NETX 670 COOPERATIVE EDUCATION IN NETWORK ENGINEERING TECHNOLOGIES

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester to assist the student in establishing learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. Four units of credit for 300 hours worked per semester may be earned by students with jobs related to their academic or occupational majors or goals. May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. *Pass/No Pass Only. Degree Credit.*

Units: 4

Hours/semester: 300 Work Experience

Prerequisites: Permission of the NETX Cooperative Education Supervisor, concurrent enrollment in a planned vocational program, and employment in a college-approved job directly related to the student's academic major.

Transfer Credit: CSU

Oceanography

OCEN 100 SURVEY OF OCEANOGRAPHY

Selected topics in oceanography designed to provide the students with an introduction and basic understanding of the geological, physical, chemical and biological aspects of the world's oceans. Methods of scientific investigation are used to explain the history, accomplishments and goals of modern oceanography. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

OCEN 101 OCEANOGRAPHY LABORATORY/FIELD STUDY

Introductory exercises in geographic and bathymetric maps, statistical and microscopic studies of sediments, waves and sediment transport, bathymetry of ocean basins, ocean currents, tides, estuaries, physical and chemical properties of seawater, coastal erosion, and forms and diversity of marine life. Field trips included. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Corequisites: OCEN 100

Transfer Credit: CSU (CSU GE Area B3), UC (IGETC Area 5C)

Paralegal Studies

See also listings under Legal Studies.

LEGL 240 INTRODUCTION TO LAW

Overview of the U.S. legal system. Fundamental principles and topics in civil and criminal law and an introduction to critical legal analysis. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

LEGL 245 PARALEGAL PROFESSION I

An overview of the paralegal profession: roles and responsibilities in the modern law office, preparing for a legal career, job skills, and professional ethics. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

LEGL 247 PARALEGAL PROFESSION II

Capstone course. Provides opportunities for students to integrate paralegal knowledge and skills and complete a portfolio of professional documents. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: LEGL 245 or equivalent.

Recommended: Successful completion of at least 3 of the following core courses in Paralegal Studies: LEGL 240 or LEGL 250 or LEGL 252 or LEGL 430 and either, LEGL 290 or LEGL 671 or equivalent.

Transfer Credit: CSU

LEGL 250 LEGAL RESEARCH, WRITING, AND ANALYSIS I

Introduction to basic techniques of legal research, writing, and analysis—essential tools of the legal profession. Students will research legal issues, frame legal arguments, and analyze legal problems. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Completion of, or concurrent enrollment in, LEGL 245 or equivalent.

Transfer Credit: CSU

LEGL 252 CIVIL LITIGATION I

An introduction to civil litigation, with a specific focus on the initial phases of the lawsuit and pleadings. Students will study and practice key litigation such as interviewing clients, conducting investigations, and drafting pleadings. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: LEGL 240 or equivalent.

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

LEGL 260 LEGAL RESEARCH, WRITING, AND ANALYSIS II

This course provides advanced instruction in legal research, writing, and analysis. Students will research legal issues, analyze legal arguments, and draft legal memos. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: LEGL 250 or equivalent.

Transfer Credit: CSU

LEGL 275 CONSTITUTIONAL LAW, CIVIL RIGHTS, AND CIVIL LIBERTIES

Focus on the Constitution as the basis for individual civil liberties in the United States. Students will investigate legal controversies related to current and past struggles for equal rights and justice. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU (CSU GE Area D, D US-2), UC (IGETC Area 4)

LEGL 290 COMMUNITY LEGAL SERVICES CLINIC

Builds legal skills and knowledge via an innovative combination of classroom instruction and meaningful community service. Under the close supervision of a licensed attorney, paralegal students will work collaboratively with colleagues and clients to address legal problems while serving our community. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: LEGL 240 or LEGL 245 or LEGL 250 or equivalent.

Transfer Credit: CSU

LEGL 304 CONCEPTS OF CRIMINAL LAW

Historical development and philosophy of criminal law and constitutional provisions. Special emphasis on legal definitions, the classifications of crime and their application to the administration of justice system. Study of case law, methodology, and concepts of law as a social force. Also listed as ADMJ 104. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of or concurrent enrollment in, ADMJ 100 or LEGL 240 or equivalent.

Transfer Credit: CSU

LEGL 306 LEGAL ASPECTS OF EVIDENCE

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions and interpreting individual rights and case studies. Also listed as ADMJ 106. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, or concurrent enrollment in ADMJ 100 or LEGL 240, or equivalent.

Transfer Credit: CSU

LEGL 320 CRIMINAL INVESTIGATION

A course designed for introductory and in-service Administration of Justice and Paralegal students to provide orientation to general and specific aspects of crimes and detection. The course also covers crime scene searches and suspect apprehension. Also listed as ADMJ 120. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of or concurrent enrollment in, LEGL 240 or ADMJ 100 or equivalent.

Transfer Credit: CSU

LEGL 354 CIVIL LITIGATION II

Key topics in civil litigation, with a specific focus on discovery, trial, and appeals. Students will learn litigation skills, such as conducting discovery, filing motions, and providing litigation support. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: LEGL 252 or equivalent.

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Transfer Credit: CSU

LEGL 430 LAW OFFICE TECHNOLOGY

Hands-on instruction in technologies designed for use by legal professionals. Special emphasis is given to relevant technological skills for paralegals and legal support staff. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. BCM. 104 or equivalent and LEGL 245 or equivalent.

Transfer Credit: CSU

LEGL 670 PARALEGAL INTERNSHIP

Exploration of legal work through internships at public and private legal organizations. Students will intern a minimum of 225 hours in one semester to complete the course. Student Interns are responsible for securing their own internship. *Pass/No Pass Only. Degree Credit.*

Units: 3

Hours/semester: 225 Work Experience

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

LEGL 671 PARALEGAL INTERNSHIP I

Paralegal students gain practical hands-on experience through unpaid volunteer internships at public and private legal organizations. Internships bridge classroom learning with real world experience and offer students professional career development. Interns are supervised on-site by professional legal personnel and off-site by a paralegal instructor. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 75 Work Experience; 96-108 Homework

Recommended: Completion of, or concurrent enrollment in,, LEGL 443 or LEGL 445 or equivalent.

Transfer Credit: CSU

Philosophy

PHIL 100 INTRODUCTION TO PHILOSOPHY

A survey of views and arguments in the Western philosophical tradition regarding ourselves and our place in the universe. It explores fundamental questions about mind, reality, religion, knowledge, free will, moral values, political ideals, and other topics. Incorporates an introduction to the methods of logic and critical thinking. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: PHIL 100

PHIL 103 CRITICAL THINKING

A study of the standards, methods, and skills for deciding what to believe on the basis of evidence. It presents rigorous deductive, inductive, and abductive techniques for analyzing, evaluating and composing arguments as used in a wide variety of contexts and disciplines. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area A3; Area C2), UC

PHIL 160 HISTORY OF WESTERN PHILOSOPHY: ANCIENT AND MEDIEVAL

This course covers the history of Western philosophy from the ancient Greeks to Medieval period, with emphasis on the Pre-Socratics, Plato, Aristotle, Epicureans, Stoics, Skeptics, and philosophers of Medieval Judaism, Christianity, and Islam. Topics include philosophy and religion, myth, metaphysics, science, human nature, and society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

PHIL 175 HISTORY OF WESTERN PHILOSOPHY: 16TH – 18TH CENTURY

The history of Western Philosophy from Descartes through Kant, set in the context of the religious, scientific, and political revolutions of the Modern Age. Representative philosophers include Hobbes, Spinoza, Locke, Leibniz, Berkeley, Hume, Rousseau, Kant, and others. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

PHIL 200 INTRODUCTION TO LOGIC

An introduction to symbolic logic with an emphasis on proof systems for propositional and predicate logic. Includes translation of English sentences into a symbolic language, patterns and techniques of deductive and inductive inference, and basic probability theory. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent. Eligibility for, MATH 120 or equivalent.

Transfer Credit: CSU (CSU GE Area A3), UC

C-ID: PHIL 110

PHIL 240 INTRODUCTION TO ETHICS

A critical examination of philosophical views—ancient and modern—concerning human nature and human potential; the fundamental concepts of goodness, rightness, and justice; the virtues of persons and social institutions; the relationship between the individual and society; criteria for moral evaluation; ideals of human action, ultimate aims (such as happiness), and ways of living. A variety of moral

theories and contemporary moral issues will be explored in depth. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

C-ID: PHIL 120

PHIL 280 INTRODUCTION TO POLITICAL PHILOSOPHY

An introduction to political philosophy. Readings and critical discussion of political philosophies (such as liberalism, conservatism, communitarianism, libertarianism, socialism, feminism, etc.) through readings by influential thinkers (such as Hobbes, Locke, Rousseau, Kant, Milll, Marx, Rawls, and contemporary writers). Topics include theories of human nature, conceptions of justice, the relationship between the individual and the state, the distribution of wealth and power, the significance of ideology, and the role of markets. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1, 9D1

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 3B; Area 4)

PHIL 300 INTRO TO WORLD RELIGIONS

This course explores the origins, beliefs, practices, art and rituals of major religious traditions (including Zoroastrian, Jewish, Christian, Islamic, Hindu, Buddhist, Confucian, Taoist, and others). It also examines the role of religion in everyday life as well as the enduring philosophical issues that religious traditions grapple with. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

PHIL 312 INTRODUCTION TO PHILOSOPHY OF RELIGION

An introduction to philosophical thinking about religion, with an emphasis on issues central to traditional montheism. This course teaches how to critically examine arguments concerning the origin of religion, the existence of God, the historicity of miracles, the veridicality of religious and mystical experience, the existence of spirits or souls, the possiblilty of life after death, the equal validity of all religions, and other topics. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

PHIL 320 ASIAN PHILOSOPHY

A survey of the enduring philosophical traditions of India, China, and Japan. Influential philosophers, texts, and theories will be compared and evaluated. Topics include human nature and social relations, moral values (such as humaneness, non-injury, and duty), theories of knowledge, accounts of the origin and structure of nature, and metaphysical notions (such as karma, nirvana, chi, and yin/yang). *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B)

PHIL B10 MEDICAL ETHICS

Application of moral theory to a variety of problems in medicine and health care delivery, such as: uses of medical technology, allocation of resources, responsibilities and obligations of health care providers, medically assisted dying, genetic screening, abortion and reproductive rights, and experiments on human or animal subjects. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and PHIL 100 or PHIL 240 or PSYC 100 or equivalent.

Physics

PHYS 105 CONCEPTUAL PHYSICS

A conceptual introduction to physics, intended to foster scientific understanding of the world. Stresses important and applicable topics in motion, force, oscillations, fluids, thermodynamics, waves, electricity, magnetism, light and modern physics. Some students may wish to use it as extra preparation for algebra-based physics. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. MATH 110 or equivalent.

Transfer Credit: CSU (CSU GE Area B1), UC (IGETC Area 5A)

PHYS 106 CONCEPTUAL PHYSICS LABORATORY

A laboratory exploration of physical phenomena covered in Conceptual Physics lecture (PHYS 105). Intended to reinforce those topics through hands-on investigation and develop an understanding of the scientific method. May be taken concurrently or after Physics 105. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Corequisites: PHYS 105 Students may either be co-enrolled or have completed Conceptual Physics (PHYS 105) with a C or better in order to take this laboratory course.

Recommended: Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent. Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B3), UC (IGETC Area 5C)

PHYS 114 SURVEY OF CHEMISTRY AND PHYSICS

A conceptual survey of physical science (physics and chemistry) intended for non-science majors at the GE level. A general discussion of the scientific method and techniques will be followed by physics, chemistry, and integrated topics. The laboratory portion will cover a hands-on exploration of phenomena discussed in lecture. The physics component of the course will discuss motion, force, energy, electricity and magnetism, waves and light. The chemistry component of the course will focus on chemicals and reactions common in everyday life. Concepts relating to the nature and interactions of atoms, ions, and molecules will be presented. Students will also learn to use and evaluate information presented on product labels, in advertisement, and available through the internet. Also listed as CHEM 114. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 110 or MATH 111 and MATH 112 or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A, 5C)

C-ID: CHEM 140; PHYS 140

PHYS 210 GENERAL PHYSICS I

The first semester of a two-semester sequence of algebra/trigonometry-based physics. Designed for students majoring in certain fields of letters and science, and required of those planning to enter medicine, dentistry, pharmacy, optometry, agriculture or forestry. Covers mechanics, fluids, waves and thermodynamics. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 130 or appropriate placement test score and other measures as appropriate, or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

C-ID: PHYS 100S; PHYS 105

PHYS 211 GENERAL PHYSICS I-CALCULUS SUPPLEMENT

Further depth and application of calculus to topics in PHYS 210. Examples include derivatives and integrals of equations of motion, work done by a variable force, and torque as a cross product. Required of some pre-medical, biology, and architecture students. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: Concurrent enrollment in, or completion of MATH 242 or MATH 252 or appropriate placement test score and other measures as appropriate, or equivalent; and concurrent enrollment in, or completion of, PHYS 210 or equivalent.

Transfer Credit: CSU, UC

PHYS 220 GENERAL PHYSICS II

The second semester of a two-semester sequence of algebra/trigonometry-based physics. Designed for students majoring in certain fields of letters and science, and required of those planning to enter medicine, dentistry, pharmacy, optometry, agriculture or forestry. Covers electricity, magnetism, light and modern physics. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: PHYS 210 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

C-ID: PHYS 100S; PHYS 110

PHYS 221 GEN PHYSICS II - CALCULUS SUPPLEMENT

Further depth and application of calculus to topics in PHYS 220. Examples include surface integrals for Gauss's Law, line integrals for Ampere's Law, classical wave equation. Required of some premedical, biology, and architecture students. *Letter Grade Only. Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Prerequisites: Concurrent enrollment in or completion of MATH 242 or MATH 252 or appropriate placement test score and other measures as appropriate, or equivalent; and completion of or concurrent enrollment in, PHYS 220 or equivalent.

Transfer Credit: CSU, UC

PHYS 250 PHYSICS WITH CALCULUS I

The first semester of a three semester sequence of calculus-based physics. Designed to give students majoring in engineering, physics or chemistry a thorough foundation in the fundamentals of physics. Covers Newtonian mechanics including gravitation and mechanical oscillations. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: MATH 251 and MATH 252 or concurrent enrollment in MATH 252, or appropriate placement test score and other measures as appropriate, or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

C-ID: PHYS 200S; PHYS 205

PHYS 260 PHYSICS WITH CALCULUS II

The second semester of a three semester sequence of calculus-based physics (may also be taken as the third semester). Designed to give students majoring in engineering, physics or chemistry a thorough foundation in the fundamentals of physics. Covers electricity, magnetism and electromagnetic waves. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: PHYS 250 and MATH 252 or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

C-ID: PHYS 200S; PHYS 210

PHYS 270 PHYSICS WITH CALCULUS III

The third semester of a three semester sequence of calculus-based physics (may also be taken directly after PHYS 250). Designed to give students majoring in engineering, physics or chemistry a thorough foundation in the fundamentals of physics. Covers fluids, thermodynamics, waves & light and modern physics. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework

Prerequisites: PHYS 250 and MATH 252 or equivalent.

Transfer Credit: CSU (CSU GE Area B1, B3), UC (IGETC Area 5A)

C-ID: PHYS 200S; PHYS 215

PHYS 695 INDEPENDENT STUDY IN PHYSICS

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction

can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Political Science

PLSC 115 COMPARATIVE GOVERNMENT

Comparative treatment of the government and politics of key countries in Europe, Asia, Africa and the Americas. Examines the history, institutions, policies, and politics of the selected countries. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

C-ID: POLS 130

PLSC 130 INTERNATIONAL RELATIONS

Survey of basic elements of international relations, including nationalism, colonialism, and religion in international affairs. Examines such issues as development, population, and environment. Also explores international conflicts, such as between Israel and Palestine. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

PLSC 150 INTRO TO POLITICAL THEORY

Introduction to ways of thinking about politics and an exploration of the concepts of political theory. Political problems will be examined along with consideration of such ideas as political culture and ideology. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENT

A study of the structure and function of the basic national, state and local government institutions. The course will examine the dynamics of the constitutional power relationship between the respective branches of government and the operational relationship between the national, state and local governments. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 6b2; Area 9D1; Area DUS3

Transfer Credit: CSU (CSU GE Area D US-3), UC (IGETC Area 4)

C-ID: POLS 110

PLSC 210 AMERICAN POLITICS

The study of the historical and constitutional development of the foundations of the United States political institutions and the dynamics of governmental decision-making processes from the colonial era to the present. Examination of the various sources of political attitudes, roles, and behaviors of political participants and ways political decisions are made by the different units of government. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 6a; Area 9D1; Area DUS1

Transfer Credit: CSU (CSU GE Area D, D US-1, D US-2), UC (IGETC Area 4)

PLSC 280 INTRODUCTION TO POLITICAL PHILOSOPHY

An introduction to political philosophy. Readings and critical discussion of political philosophies through readings by influential thinkers (such as Plato, Aristotle, Hobbes, Locke, Rousseau, Kant, Mill, Marx, Rawls, and contemporary writers). Topics include theories of human nature, conceptions of justice, the relationship between the individual and the state, the distribution of wealth and power, the significance of ideology, and the role of markets. Also listed as PHIL 280. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9C1, 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

PLSC 301 CALIFORNIA STATE AND LOCAL GOVERNMENT

Examination of local and state governments and their relationship to each other. Among topics to be studied: population growth; initiative process; elections and campaigns; the legislature; the plural executive; California Judiciary; local governments -- counties, cities, school districts, and regional governments; growth and environmental policies; social programs and cultural diversity. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 6b1; Area 9D1; Area DUS2

Transfer Credit: CSU (CSU GE Area D US-2), UC

PLSC 335 HISTORY AND POLITICS OF THE MIDDLE EAST

Examination of the historical, political, economic and social issues of the Middle East, including the Israeli-Palestinian Conflict and U.S. foreign policy in the area. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9C1

Transfer Credit: CSU (CSU GE Area C2; Area D), UC (IGETC Area 4)

Psychology

PSYC 100 GENERAL PSYCHOLOGY

Introduction to the scientific study of animal and human behavior. Origins and assessment of individual differences in terms of learning, memory, thinking, intelligence, motivation, emotion, perception, and personality. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

C-ID: PSY 110

PSYC 105 EXPERIMENTAL PSYCHOLOGY

Application of scientific methods to psychological research. Fundamentals of experimental design, descriptive and inferential statistics, scientific report writing. Exploration of psychology as a major study and as a profession. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: PSYC 100 and PSYC 171 or MATH 200 or BUS. 123 or equivalent.

Transfer Credit: CSU, UC

C-ID: PSY 200

PSYC 110 COURTSHIP, MARRIAGE AND FAMILY

Examining the social, psychological, historical, legal and economic factors relating to changing family, courtship, heterosexual and same sex marriage and partnership patterns: Exploration of changing gender roles, courtship patterns and parenting will also be included. Emphasis will be placed on diversity of families and family forms. Also listed as SOCI 110. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent. PSYC 100 or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC

C-ID: SOCI 130

PSYC 171 QUANTITATIVE REASONING IN PSYCHOLOGY

Introduction to psychological statistics and measurements essential to understanding statistical and quantitative arguments presented in news accounts, advertising, political campaigns, and popular treatment of psychological research. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: MATH 120 or equivalent.

AA/AS Degree Requirements: Area 9B1

Transfer Credit: CSU (CSU GE Area B4)

C-ID: SOCI 125

PSYC 200 DEVELOPMENTAL PSYCHOLOGY

This survey course examines the physical, cognitive and psychological changes that occur across the life span. Theoretical models, influences effecting development, and research relevant to development across the life span will be discussed. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area E1D), UC (IGETC Area 4)

C-ID: PSY 180

PSYC 201 CHILD DEVELOPMENT

Examination of the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area E1), UC (IGETC Area 4)

C-ID: CDEV 100

PSYC 220 INTRODUCTION TO PSYCHOBIOLOGY

Survey of central and peripheral nervous system processes underlying the behavior of humans and animals. Emphasizes evolutionary, genetic, and gender differences underlying social behavior; anatomical and physiological substrates of behavior and consciousness; and neural mechanisms and sensory processes associated with learning, language, perception, motivation, emotion, sleep, speech, and sexuality. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: PSYC 100 or equivalent.

AA/AS Degree Requirements: Area 9B2, 9D1

Transfer Credit: CSU (CSU GE Area B2; Area D), UC (IGETC Area 4; Area 5B)

C-ID: PSY 150

PSYC 230 INTRODUCTION TO CROSS-CULTURAL PSYCHOLOGY

An examination of the diversity of human thought, feeling, and behavior, and the underlying reasons for such diversity. Focuses on the way culture influences human behavior and shapes mental processes. Reviews a variety of theories and research-findings regarding cultural influences on human behavior. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D3

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

PSYC 238 ARAB CULTURAL PSYCHOLOGY

Examination of how Arab culture shapes thought, feeling, and the development of personality. Survey topics in cultural psychology including culture and personality, child rearing, gender relations, identity, family structure and religion. Studying the core value systems associated with the etiquette, beliefs and practices of Arab culture and influences on psychological development in the region. The course will also examine some nonnative perspectives of these core values. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9D1

Transfer Credit: CSU

PSYC 268 BLACK PSYCHOLOGY

Introduction to and exploration of basic and alternative psychological theories and concepts that provide an understanding and appreciation of the psychodynamics of Black America. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

PSYC 300 SOCIAL PSYCHOLOGY

An overview of how the individual thinks about, influences and relates to others. Topics include the study of attitudes, self-concept, prejudice and discrimination, conformity and group processes. Upon successful completion of the course students will be able to evaluate how social influences shape behaviors and apply principles of social psychology to everyday life. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

C-ID: PSY 170

PSYC 301 PSYCHOLOGY OF PERSONAL DEVELOPMENT

Study of the ways people adjust to their environments. Emphasis on the ways personality develops and changes. Review of techniques people may use to cope more effectively with stress associated with our complex society. Small group projects may be a part of this course. *Letter Grade Only.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: PSYC 100 or PSYC 108, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D)

PSYC 310 POSITIVE PSYCHOLOGY

Introduces positive psychology, the scientific study of human strengths, well-being and happiness: Surveys the research, theories. Includes ideas about human health and happiness. Includes practice in applying positive psychology principles. Considers such topics as happiness, hope, and wellness promotion. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D3

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

PSYC 390 PSYCHOLOGY OF CONSCIOUSNESS

A survey of the concepts and characteristics of human consciousness. Topics include the dimensions of the normal waking state as well as altered states of consciousness (e.g., sleep and dreams, hypnosis, meditation, sensory reduction, psychoactive drugs, etc.). In addition, the relationship between the brain and consciousness, the distinction between the conscious and unconscious mind, and other related concepts will be addressed. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

PSYC 410 ABNORMAL PSYCHOLOGY

Examination of disorders listed in the Diagnostic and Statistical Manual of Mental Disorders. Topics include personality disorders, depression, bipolar disorder, anxiety, schizophrenia, and other related disorders. Symptoms, causes, and treatments of each disorder are examined. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4G)

C-ID: PSY 120

PSYC 665 SPECIAL TOPICS IN PSYCHOLOGY

Advanced specialized study in psychology. Designed for psychology students and/or students interested in the social sciences such as anthropology, history, and philosophy. Topics will be generated by community, student and faculty interests. Field trips and off-campus investigations may require special planning by the students. May be repeated for credit as topics vary. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Real Estate

R.E. 100 REAL ESTATE PRINCIPLES

Introduction to real and personal property, joint tenancies, partnerships, sales contracts, homesteads, deeds, and taxes. Also included are the basics in financing real estate practices and regulation of the real estate business. Completion of both R.E. 100 and R.E. 110 enables students to satisfy California state requirements for licensing. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent.

R.E. 110 REAL ESTATE PRACTICE

Real Estate Practice is the practical application of real estate skills in the field and office environments. This course presents the skills, knowledge and abilities needed to work with buyers, sellers, lessors and lessees to ensure success as a realtor. Completion of both R.E. 100 and R.E. 110 enables students to satisfy California state requirements for licensing. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

R.E. 130 CALIFORNIA MORTGAGE LOAN BROKERING & LENDING

Focusing on the entire mortgage loan process from loan origination to underwriting, finishing with funding and servicing. The course also covers the marketing of oneself when entering the profession of mortgage loan brokering and lending. Additional topics covered include legal aspects of the business and various forms used within the profession. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

R.E. 131 REAL ESTATE FINANCE I

Practices, customs, and laws relating to mortgage lending and the financing of real estate, with emphasis on financing private houses. (Meets the State requirements as one of two additional courses to move from the initial or temporary salesperson's license to a regular renewable salesperson's license. Accepted for credit for the broker's license.) *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

R.E. 665 SELECTED REAL ESTATE TOPICS

Courses will focus on, explore or introduce selected topics in real estate. Examples include topics such as changes in real estate law and contemporary real estate themes. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 1.5

Hours/semester: 8-27 Lecture; 16-54 Homework

Transfer Credit: CSU

Respiratory Care

Admission to this program is by special application only.

RPTH 400 PATIENT & HEALTH CARE CONCERNS

Introduction to the field of Respiratory Care; job responsibility and role within the health care team. Discussion of ethical and legal issues that involve Respiratory Care Practitioners. Discussion of aging, death and dying, and information technologies. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: Admission to the Respiratory Therapy Program.

Transfer Credit: CSU

RPTH 410 INTRODUCTION TO PATIENT CARE & RESPIRATORY ASSESSMENT TECHNIQUES

The study and practice of basic patient care. Also included will be a review of basic science relevant to respiratory therapy and its application to respiratory system assessment. The class will include some hospital practice. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 64-72 Homework

Prerequisites: Admission to the Respiratory Therapy Program.

Transfer Credit: CSU

RPTH 415 RESPIRATORY PHARMACOLOGY

Study of general pharmacology principles, basic terminology, drug action, dosage, adverse reactions, and drug toxicity. Emphasis will include physiologic actions/interactions and cardio-respiratory medication categorization. *Letter Grade Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: Admission to the Respiratory Therapy Program.

Transfer Credit: CSU

RPTH 420 APPLICATION OF CARDIOPULMONARY ANATOMY & PHYSIOLOGY

Study of the healthy cardiopulmonary system with application to the types of alterations that occur with disease. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Respiratory Therapy Program.

Transfer Credit: CSU

RPTH 430 INTRODUCTION TO RESPIRATORY THERAPEUTICS

Study and laboratory practice of basic respiratory care procedures. Oxygen and aerosol therapy, alveolar recruitment therapy, airway clearance procedures, advanced airway management, cleaning and care of respiratory therapy equipment, and introduction to ventilation concepts are included. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 64-72 Lecture; 96-108 Lab; 128-144 Homework

Prerequisites: Admission to the Respiratory Therapy Program.

Transfer Credit: CSU

RPTH 438 CLINICAL CLERKSHIP I

Supervised experience in the medical/surgical areas of a local hospital, observing and performing respiratory care procedures to non-critical care patients. *Pass/No Pass Only. Degree Credit.*

Units: 1

Hours/semester: 64 Field Experience

Prerequisites: Admission to the Respiratory Therapy Program.

Transfer Credit: CSU

RPTH 445 RESPIRATORY DISEASES I

Using chronic pulmonary disease as models, the student will learn disease terminology, disease classification, history taking and physical examination. Also included will be basic radiologic, clinical and pulmonary diagnostics. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: Admission to the Respiratory Therapy Program.

Transfer Credit: CSU

RPTH 448 CLINICAL CLERKSHIP II

Supervised experience in the medical/surgical patient care areas of a local hospital. Emphasis is on attaining proficiency in skills performed by a Respiratory Care Practitioner in these areas. *Pass/No Pass Only. Degree Credit.*

Units: 2

Hours/semester: 128 Field Experience

Prerequisites: Completion of the first year Respiratory Therapy program.

Transfer Credit: CSU

RPTH 450 RESPIRATORY DISEASES II

Continuation of the study of cardiopulmonary diseases utilizing the model developed in RPTH 445 to include the treatment and pharmacotherapy of selected disorders. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Completion of the first year Respiratory Therapy program.

Transfer Credit: CSU

RPTH 458 CLINICAL CLERKSHIP III

Supervised experience in the adult intensive care unit and/or coronary care unit patient of a local hospital. Emphasis is on attaining proficiency in skills performed by a respiratory care practitioner in these areas. *Pass/No Pass Only. Degree Credit.*

Units: 6

Hours/semester: 16-18 Lecture; 270-320 Field Experience; 32-36 Homework

Prerequisites: Completion of the first year Respiratory Therapy program.

Transfer Credit: CSU

RPTH 460 RESPIRATORY CRITICAL CARE

Study and practice of techniques necessary to provide respiratory care to patients in adult critical care areas. Emphasis includes advanced airway management, ventilator care, respiratory assessment, monitoring and management, and effective communication. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 32-36 Lecture; 48-54 Lab; 16-18 TBA; 48-54 Homework

Prerequisites: Completion of the first year Respiratory Therapy program.

Transfer Credit: CSU

RPTH 475 HEMODYNAMIC MONITORING AND SELECTED TOPICS IN RESPIRATORY CARE

The application of advanced principles of cardiopulmonary diagnostics and physiology to the care of critically ill patients. The application of above principles to other body systems. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: Completion of the first year Respiratory Therapy program.

Transfer Credit: CSU

RPTH 480 DIAGNOSTIC TESTING AND OUTPATIENT RESPIRATORY CARE

By learning concepts in various diagnostic testing studies, the student will be able to identify changes in patient's pulmonary status and assist the healthcare team in the outpatient setting to improve patient's quality of life. Fundamental aspects of pulmonary function testing, exercise testing, and metabolic studies, as well as opportunities for Respiratory Therapists in various outpatient settings will be explored. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: Completion of the first year Respiratory Therapy program.

Transfer Credit: CSU

RPTH 485 CLINICAL MEDICINE SEMINAR

Integration of pathology, pathophysiology, diagnostics techniques and therapeutic modalities through the utilization of patient case studies. Preparation for job placement. *Letter Grade Only. Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: Successful completion of the first year Respiratory Care Program.

Transfer Credit: CSU

RPTH 488 CLINICAL CLERKSHIP IV

Supervised experience in the Adult Intensive Care Unit, Neonatal/Pediatric Care Units of a local hospital and other specialty areas. Emphasis is on attaining proficiency in skills performed by a Respiratory Care Practitioner in these areas. *Pass/No Pass Only. Degree Credit.*

Units: 6

Hours/semester: 384 Field Experience

Prerequisites: Completion of the first year Respiratory Care program.

Transfer Credit: CSU

RPTH 490 NEONATAL AND PEDIATRIC RESPIRATORY CARE

Student will master the basic foundation and competent delivery of respiratory care with this age specific population by applying the normal and abnormal cardiorespiratory anatomy and physiology of the newborn and pediatric patient. This course will give the student the necessary background to pursue further studies in this specialized area. *Letter Grade Only. Degree Credit.*

Units: 2.5

Hours/semester: 32-36 Lecture; 24-27 Lab; 64-72 Homework

Prerequisites: Completion of the first year Respiratory Care program.

Transfer Credit: CSU

RPTH 495 RESPIRATORY CARE BOARD EXAMINATION PREPARATION AND REVIEW

Preparation and review for the Certified Respiratory Therapist and Registered Respiratory Therapist examinations offered by the National Board for Respiratory Care, and licensure procedures through the Respiratory Care Board of California. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: Completion of the first year Respiratory Therapy program.

Transfer Credit: CSU

RPTH 665 SELECTED TOPICS IN RESPIRATORY CARE

This course is designed to develop specific skills that are utilized in the practice of respiratory care. The course may focus on new areas of practice or specialized skills. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Transfer Credit: CSU

RPTH 695 INDEPENDENT STUDY IN RESPIRATORY CARE

Students will reinforce their current knowledge of respiratory care practices in selected areas of basic therapeutics, diagnostic procedures and critical care. Varying modes of instruction will be used – laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may only take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 48-54 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

RPTH B10 ADVANCED CARDIOPULMONARY RESPIRATORY CARE

Provides an analytical framework through which students will expand their knowledge of respiratory diseases, diagnostic procedures, and symptom management. Includes detailed assessment of cardiopulmonary and neurorespiratory diseases, performance of diagnostic testing, medical interventions, and analysis of treatment benefits. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and RPTH 450 or equivalent.

RPTH B15 SLEEP MEDICINE AND RESPIRATORY CARE

Prepares students to apply polysomnography to diagnose sleep disorders. Students will gain knowledge and skills related to the normal development of sleep pattern and demonstrate the ability to identify specific sleep disorders as well as score sleep stages and respiratory patterns. Emphasis is placed on pediatric and adult assessment, monitoring, and sleep disorders. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and RPTH 450 or equivalent.

RPTH B20 ADVANCED RESPIRATORY CASE MANAGEMENT

Applied case management in Respiratory Care highlighting facilitation, integration, coordination and transition of patients through the continuum of care. Students effectively apply strategies for collaboration between the case manager, the client, the payer and appropriate service personnel, in order to optimize the outcome while maintaining client privacy and confidentiality, health, and safety through advocacy and adherence to ethical, legal,

accreditation, certification and regulator standards or guidelines. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and RPTH 485 or equivalent.

RPTH B30 PRINCIPLES OF HEALTH EDUCATION

Provides an analytical framework to teach adult learning theory and prepare the student to teach effectively in healthcare and classroom settings. Topics include learning styles, curriculum development, effective teaching techniques, and assessment of learning. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and RPTH 485 or equivalent.

RPTH B40 HEALTH CARE RESEARCH DESIGN AND METHODOLOGY

Analysis of research design and methodology in health care and health sciences. Emphasis will include research evaluation and interpretation of results, design methodology, the planning and approval process, data collection and analysis, and communication and presentation of the results. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care program and completion of, or concurrent enrollment in, MATH 200

RPTH B50 RESPIRATORY CARE LEADERSHIP AND MANAGEMENT I

Leadership and management theories in effective practices in the healthcare setting. Organizational structure of current healthcare models are discussed. Emphasis is placed on development of skills in leadership, communication, time management, problem solving, motivation and other critical competencies. Specific attention is focused on the role of leadership, along with specific functions and operations, in a Respiratory Care Department. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and RPTH 485 or equivalent.

RPTH B52 RESPIRATORY CARE LEADERSHIP AND MANAGEMENT II

Application of advanced level of skills learned in Respiratory Care Leadership and Management I through case based model approach in various aspects of providing respiratory health care management. Students will identify and apply strategic models to analyze problems, formulate solutions, and make sound decisions. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and RPTH 485 or equivalent.

RPTH B60 ADVANCED NEONATAL AND PEDIATRIC RESPIRATORY CARE

Advanced concepts of neonatal and pediatric respiratory care. Emphasis placed on neonatal and pediatric pathophysiology and on specific therapeutic needs of neonates and children. Students will demonstrate competence in assessment skills, formulation of treatment plans, and application of specific respiratory care modalities for neonatal and pediatric patients. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and RPTH 490 or equivalent.

RPTH B90 RESPIRATORY CARE CAPSTONE PROJECT

Capstone course in Respiratory Care focused in areas of advanced cardiopulmonary respiratory care, leadership and management, case management, research, education, or other special area of interest. Student will identify and complete a project applying knowledge and skills learned in the program. Projects will be developed in collaboration with faculty and community members and are aligned with student area of interest. *Letter Grade Only. Degree Credit.*

Units: 2.5

Hours/semester: 8-9 Lecture; 128 Field Experience; 16-18 Homework

Prerequisites: RPTH B10 and RPTH B15 and RPTH B20 and RPTH B30 and RPTH B40 and RPTH B50 and RPTH B52 and

RPTH B60 and COMM B10 and COUN B10 and PHIL B10 and SOCI B10 and SOSC B10

Social Science

SOSC 270 THE CIVIL RIGHTS MOVEMENT

A survey of the social, economic and political history of the Civil Rights Movement in the United States through the perspective of major events that took place within this movement in the 1950's and 1960's. Study of the principles of non-violence and their application in the movement. An examination of how bigotry, discrimination, hatred and violence affect society. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b

Transfer Credit: CSU, UC (IGETC Area 4)

SOSC 659 LIFE AND CULTURE OF THE LOCAL AREA - CUBA

Challenges students to expand their global perspective while exploring life and culture in Cuba. Through direct engagement with the people and places of the host country, students will improve their knowledge of local culture and geography, their ability to communicate across cultural boundaries and prepare themselves for success with increased cultural competency. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

SOSC B10 PUBLIC HEALTH POLICY

Exploration of public health policy, examining core topics in the study of health and health care delivery. Diverse perspectives on health care policy will be examined from an interdisciplinary approach. Students will develop an understanding of fundamental ideas and problems in the areas of health and medical care. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care Program; and SOCI 100 or HSCI 135 or PHIL 100 or PHIL 240 or PLSC 210 or PLSC 200 or equivalent.

Sociology

SOCI 100 INTRODUCTION TO SOCIOLOGY

An introduction to the scientific study of how people organize themselves and interact in social settings. It encourages students' curiosity about society and sociological analyses of current social issues. It fosters an appreciation of cross-cultural perspectives and allows people to distinguish between personal troubles and public issues. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

C-ID: SOCI 110

SOCI 105 CONTEMPORARY SOCIAL ISSUES

Examination of selected social issues viewed in relation to changes going on in society, including poverty, aging, health care, corporate power and work. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D3

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4G)

C-ID: SOCI 115

SOCI 108 COMMUNITY RELATIONS

Study of the complex and dynamic relationship between the criminal justice system and the widely diverse multicultural society it serves in addressing crime and conflict. Emphasis will be on the roles and interaction of administration of justice practitioners and their agencies in the community, the challenges and prospects of administering justice within a diverse multicultural population, crime prevention, restorative justice, conflict resolution, and professional ethics in justice administration. Also listed as ADMJ 108. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, or concurrent enrollment in SOCI 100 or ADMJ 100, or equivalent.

Transfer Credit: CSU, UC

C-ID: AJ 160

SOCI 110 COURTSHIP, MARRIAGE AND FAMILY

Examining the social, psychological, historical, legal and economic factors relating to changing family, courtship, heterosexual and same sex marriage and partnership patterns: Exploration of changing gender roles, courtship patterns and parenting will also be included. Emphasis will be placed on diversity of families and family forms. Also listed as PSYC 110. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent. PSYC 100 or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC

C-ID: SOCI 130

SOCI 129 INTRODUCTION TO RESEARCH METHODS

Examination of basic principles and methods of sociological research. Application and critique of major research methods, including survey, ethnographic, experimental, discourse, and historical comparative analysis. Identifying fundamental components of sociological research design, such as theory, hypothesis, and variables. Ethical and political implications of social research are also considered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SOCI 100 or equivalent.

Recommended: MATH 200 or equivalent.

Transfer Credit: CSU

C-ID: SOCI 120

SOCI 141 RACE AND ETHNICITY

An introduction to the diverse racial and ethnic aspects of American society and culture, including the role of minority groups and the nature of prejudice and discrimination. Using sociological perspectives, the course analyzes migration patterns, minority group stereotypes, protests, politics, economic contributions, education, religion, pluralism, diversity, assimilation and institutional racism. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5a; Area 9D3

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

SOCI 142 FILIPINA/O COMMUNITY ISSUES

An introduction to understanding the sociological, cultural, and psychological aspects of Filipina/o Americans. Using both sociological and psychological frameworks, the course will explore the effects of Spanish and American colonialism; diaspora; assimilation, and decolonization. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5b; Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

SOCI 143 SOCIOLOGY OF MIGRATION AND IMMIGRATION

An introduction to the interdisciplinary study of human migratory movement and immigrant settlement. Using sociological perspectives and research from biology, anthropology, geography, history, sociology, psychology and political science, the course will examine human migration patterns, environmental conditions, political context, economic factors and cultural identity. Students may have the opportunity to trace their ancestor's migration patterns. *Grade Option (Letter Grade or Pass/No Pass). Units do not apply toward AA/AS degree.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 9D1

Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4)

SOCI 160 SOCIOLOGY OF SEX AND GENDER

Analysis of biological concepts of sex and social constructs of gender, both at a macro level (economy, politics and religion) as well as a micro level (interpersonal relations,

power, and sexual identities). Its primary focus will be contemporary United States society, but will include a historical and global comparative analysis. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5a; Area 9D1

Transfer Credit: CSU (CSU GE Area E1D), UC (IGETC Area 4G)

C-ID: SOCI 140

SOCI 201 SOCIOLOGY OF HEALTH AND MEDICINE

This course explores sociological perspectives and methods on the study of health and medical practice. Through independent research and analysis it fosters in students an understanding of the social facets of health and disease, the social behavior of health care personnel and people who utilize health care, the social functions of health organizations and institutions, the social patterns of health services, and the relationship of health care delivery systems to other systems and cultures. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

AA/AS Degree Requirements: Area 5a; Area 9D3

Transfer Credit: CSU (CSU GE Area D)

SOCI B10 INTERSECTIONALITY AND CITIZENSHIP

Exploration of the intersection of identities: race, ethnicity, socioeconomic class, gender, and citizenship status. Students will explore and analyze how race and ethnicity are socially constructed and intersect with identities such as class and gender. Provides students theoretical frameworks for assessing these constructs and their consequences. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Admission to the Bachelor of Science in Respiratory Care program; and ENGL 100 or ENGL 105 or equivalent; and SOCI 100 or PSYC 100 or equivalent.

Spanish

Language Lab and Listening Requirement: Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

SPAN 110 ELEMENTARY SPANISH

Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short dialogues containing only structures already practiced. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC

C-ID: SPAN 100

SPAN 111 ELEMENTARY SPANISH I

The first course in a two-semester sequence covering the same course materials as SPAN 110. Students starting this sequence must complete SPAN 112 prior to attempting SPAN 120. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

AA/AS Degree Requirements: Area 9C1

Transfer Credit: CSU (CSU GE Area C2), UC

SPAN 112 ELEMENTARY SPANISH II

The second course in a two-semester sequence covering the same course materials as SPAN 110. Students starting this sequence must complete SPAN 111 and SPAN 112 prior to attempting SPAN 120. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 111 or equivalent.

Transfer Credit: CSU (CSU GE Area C2), UC

SPAN 120 ADVANCED ELEMENTARY SPANISH

Students practice and develop further communicative competence in written and spoken Spanish for use in a variety of social contexts and settings. Readings are used as the basis of classroom discussions. Cultural aspects of the Spanish-speaking-world are emphasized. The course is conducted primarily in Spanish. *Letter Grade Only. Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: SPAN 110 or SPAN 112 or equivalent college-level course.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 6A)

C-ID: SPAN 110

SPAN 121 ADVANCED ELEMENTARY SPANISH I

For students who can use Spanish to communicate about the "here and now" and relate a simple story in the past. Students practice and develop further communicative competence in written and spoken Spanish for use in a variety of social contexts and settings. Readings are used as the basis of classroom discussions. Cultural aspects of the Spanish-speaking-world are emphasized. The course is conducted primarily in Spanish. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 110 or SPAN 112 or equivalent college-level course.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC

SPAN 122 ADVANCED ELEMENTARY SPANISH II

For students who can use Spanish to communicate about the "here and now" and relate a simple story in the past. Students practice and develop further communicative competence in written and spoken Spanish for use in a variety of social contexts and settings. Readings are used as the basis of classroom discussions. Cultural aspects of the Spanish-speaking-world are emphasized. The course is conducted primarily in Spanish. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: SPAN 121 or equivalent

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 6A)

SPAN 130 INTERMEDIATE SPANISH

Practice of conversation and composition; review of grammar; reading and discussion of Spanish and Latin-American literature and culture. This course will be taught in Spanish. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: SPAN 120 or SPAN 122 or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

C-ID: SPAN 200

SPAN 140 ADVANCED INTERMEDIATE SPANISH

Advanced intermediate Spanish course that offers further practice of conversation and composition based on class readings of works of modern Spanish and Latin American authors; review of grammar; collateral reading of Latin American literature. *Letter Grade Only. Degree Credit.*

Units: 4

Hours/semester: 64-72 Lecture; 128-144 Homework

Prerequisites: SPAN 130 or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

C-ID: SPAN 210

SPAN 160 READINGS IN LITERATURE IN SPANISH

Study of the literary trends and some of the best novels, poetry, and short stories that exemplify Spanish American literature of the 19th, 20th and 21st centuries. Students will become familiar with the cultural, sociological, historical, and political framework of the time the stories discussed take place; and analyze the concerns that the writings approach. Consequently, this course shows how the literature reflects the fantastic reality of the Spanish American world. Cultural aspects of the Spanish-speaking-world are highlighted. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: SPAN 140 or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

SPAN 220 SPANISH FOR SPANISH SPEAKERS I

Designed for students who speak and understand basic Spanish because of life experience, but who also need practice in reading and writing Spanish and want to improve their knowledge/command of grammar and other linguistic features. Students practice and develop improved communicative competence in written and spoken Spanish for use in a variety of social contexts, settings, and registers. Readings are used as the basis of classroom discussions and writing practice. Cultural aspects of the Spanish-speaking world are emphasized. The course is conducted primarily in Spanish. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Prerequisites: SPAN 120 or SPAN 122 or equivalent.

Recommended: SPAN 110 or SPAN 112 or equivalent.

AA/AS Degree Requirements: Area 9C2

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 6A)

C-ID: SPAN 220

SPAN 230 SPANISH FOR SPANISH SPEAKERS II

Designed primarily for Spanish speaking students who are comfortable with oral communication. This course includes vocabulary development, spelling and accents, registers, dialectal variation, cultural readings and introduction to Spanish language literature of South America. Students expand on their own experience and values, and develop an appreciation of the diversity of the various Latino cultures and their influence in the US. Class is conducted entirely in Spanish. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 5

Hours/semester: 80-90 Lecture; 160-180 Homework

Recommended: SPAN 220 or equivalent.

Transfer Credit: CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

C-ID: SPAN 230

SPAN 695 INDEPENDENT STUDY IN SPANISH

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 3

Hours/semester: 24-162 Lab

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

Surgical Careers

See also listings under Anesthesia Technology.

SURG 440 BASIC SCIENCES FOR SURGICAL TECHNOLOGY

This course reviews human anatomy and physiology for surgical procedures and common disease states requiring surgical intervention. The course also covers medications used duirng surgery. Concepts of microbiology and basic physics are discussed as they are applied to operating room procedures and practices. *Letter Grade Only. Degree Credit.*

Units: 6.5

Hours/semester: 96-108 Lecture; 24-27 Lab; 24-27 TBA; 168-189 Homework

Prerequisites: Admission to the Surgical Technology Program.

SURG 441 SURGICAL PATIENT CARE CONCEPTS

Provides the student with a theoretical and practical understanding of the technology and practices used in caring for a patient undergoing a surgical procedure. Additional material covers the structure and function of a healthcare facility and specifically the Operating Room. *Letter Grade Only. Degree Credit.*

Units: 5.5

Hours/semester: 88-99 Lecture; 176-198 Homework

Prerequisites: SURG 440 or equivalent.

Corequisites: SURG 451

SURG 442 SURGICAL SPECIALTIES

This class covers the most common procedures and equipment utilized by the surgical technologist during specialty surgery. These specialties include neurosurgery, vascular surgery, orthopedic surgery and others. The course

prepares the student for the national certification exam. *Letter Grade Only. Degree Credit.*

Units: 6

Hours/semester: 96-108 Lecture; 192-216 Homework

Prerequisites: SURG 440 and SURG 441 or equivalent.

SURG 443 CLINICAL PRACTICE FOR SURGICAL TECHNOLOGY

This class provides the student with hands-on experience in the surgical suite caring for patients under the supervision of a surgical technologist or a registered nurse. They will also gain experience in patient and staff interaction and communication. It prepares the student for the national certification examination. Prerequisite: Completion of Surg 440 and 441 with a grade of C or better and a current healthcare provider CPR card. *Pass/No Pass Only. Degree Credit.*

Units: 8

Hours/semester: 512 Work Experience

Prerequisites: SURG 440 and SURG 441 or equivalent; and a current healthcare provider CPR card.

SURG 445 INTRO TO CENTRAL SERVICE TECHNOLOGY

The first of three courses providing an introduction to concepts and practical applications of central service processing, distribution and instrumentation. This includes basics of human anatomy, infection control, aseptic technique, sterile processing, decontamination and disinfection. *Letter Grade Only. Degree Credit.*

Units: 6.5

Hours/semester: 64-72 Lecture; 120-135 Lab; 128-144 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

SURG 446 CLINICAL PRACTICE FOR CST

The third of three courses in Central Service Technology. Provides the student with supervised experience in sterile processing, supply distribution and inventory control. *Pass/No Pass Only. Degree Credit.*

Units: 3

Hours/semester: 192 Work Experience

Prerequisites: SURG 448 or equivalent.

SURG 448 CLINICAL LAB PRACTICUM FOR CENTRAL SERVICE TECHNOLOGY

The second of three courses provides the student with hands-on experience in the processing of surgical instruments and medical supplies for disinfection and/or sterilization in a simulated lab and prepares them for the program's clinical phase. The student will practice decontamination, disinfection, inspection, packaging, and sterilization of selected items. *Pass/No Pass Only. Degree Credit.*

Units: 2

Hours/semester: 96-108 Lab

Prerequisites: SURG 445 or equivalent.

SURG 451 SURGICAL SKILLS LAB

Student practices the clinical skills required to demonstrate competency in the operating room. Skills include, but are not limited to, aseptic practices such as scrubbing, gowning and gloving, setting up the instrument table, positioning the patient, and passing instruments supplies and medications to the surgeon. Prepares the student for clinical internship. *Pass/No Pass Only. Degree Credit.*

Units: 5.5

Hours/semester: 264-297 Lab; 24-27 TBA; -24--27 Homework

Prerequisites: SURG 440 or equivalent.

Corequisites: SURG 441

SURG 455 CERTIFIED SURGICAL TECHNOLOGIST (CST) EXAM PREPARATION

Preparation and review for the Certified Surgical Technologist (CST) examination offered by the National Board of Surgical Technology and Surgical Assisting. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5

Hours/semester: 24-27 Lab

Prerequisites: SURG 442 and SURG 443 or equivalent.

SURG 665 SELECTED TOPICS IN SURGICAL TECHNOLOGY AND CENTRAL SERVICE/STERILE PROCESSING

Designed to develop specific skills that are utilized in the practice of surgical and central service technology. Topics will rotate and will focus on new areas of practice or specialized skills. *Grade Option (Letter Grade or Pass/No Pass).*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

Wellness

See also listings under Cosmetology.

WELL 665 SELECTED TOPICS IN WELLNESS

Short courses designed to increase or develop new skills and knowledge related to self enhancement; information for students interested in exploring career opportunities in the Massage/Spa/Wellness fields. Some classes may go beyond the introductory level to assist students and working professionals in expanding current knowledge and skills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5 - 2

Hours/semester: 8-36 Lecture; 16-72 Homework

WELL 700 MASSAGE THEORY AND PRACTICE I

Exploring massage by introducing students to the history, knowledge, skill development, and practice associated with the massage therapy profession. Topics include massage theory, practical experience, Swedish/relaxing massage techniques as well as fundamentals of deep pressure and an introduction to other popular massage modalities. Students also explore professional standards, ethics, musculoskeletal and associated anatomical and physiological systems among other related topics. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework

Prerequisites: Admission to massage therapy program by special application.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 703 HOLISTIC HEALTH SCIENCE

Holistic approach to understanding the structure and function of the human body, incorporating Western and Eastern perspectives of anatomy, physiology, and medical terminology of all the systems. Emphasis is on the fundamental understanding of clinical applications and related physiological indications and implications of massage/manual therapy associated with various integrative therapies. Understanding of science and other respective traditional medical philosophies regarding anatomy and physiology supports greater communication among multi-disciplined practitioners within this profession. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 704 MASSAGE TECHNIQUES AND CLINICAL/SPA EXPERIENCE

Exploring and learning specificity of bodywork techniques with emphasis on grounding, quality of touch, connection, proper application of technique/s, palpation, draping, body mechanics, self-care, and injury prevention. Developing and practicing these various techniques to expand and cultivate the ability to implement bodywork based upon individualized needs while fostering effective communication, assessment and treatment strategies. Skills will be practiced on the general public in a state of the art professional setting. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework

Prerequisites: Admission to the Massage Therapy Program by special application; and completion of or concurrent enrollment in WELL 700 or equivalent course from a CAMTC approved institution.

WELL 705 MASSAGE THEORY AND PRACTICE II

Exploring massage therapy by further integrating spa and clinical perspectives associated with professional disciplines, knowledge, skill development, assessment and practice. Marketing, business, government laws and regulations, and maintaining proper documentation will be discussed. Topics include greater depth in massage theory, integrative massage techniques, tissue manipulations, and massage associated specifically to various special populations (athletes, physically challenged, among others). *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework

Prerequisites: WELL 700 or WELL 703 or CAMTC approved school equivalent.

WELL 706 INTRODUCTION TO REFLEXOLOGY

Exploration of the history, theory, and techniques of reflexology, and how reflex points relate to the body. Learn

to apply individualized assessment criteria and associated techniques with various sequences of reflexology in conjunction with hand and foot massage. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 707 FOUNDATIONS OF AROMATHERAPY AND ESSENTIAL OILS

Exploration of the history and use of essential oils , focusing on physiological function, extraction methods, safety, storage and purity. Study of selecting essential oils, dilutions in carrier oils, blending, and their different therapeutic properties for sustainable health and well-being. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 708 PATHOLOGY AND PHARMACOLOGY FOR MASSAGE THERAPISTS

An integrative perspective on the science of the causes and effects of diseases and the disease process in the context of massage therapy. Focus on physiological mechanisms, disease states and symptoms, clinical assessments and indications / contraindications associated with diseases and disorders. Basic principles of pharmacology and commonly prescribed pharmaceuticals are also covered. This course cultivates greater understanding, dialogue and collaboration between clients/patients and holistic medicine health care professionals. This course does not teach students to diagnose since that is outside the scope of practice for massage therapy. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: WELL 703 or BIOL 250 or equivalent, or equivalent Anatomy and Physiology course taken at a CAMTC-approved institution.

WELL 710 CLINICAL KINESIOLOGY AND APPLIED BIOMECHANICS FOR MANUAL THERAPY

Client assessment through palpation of the structures and landmarks of the human body. Examination and analysis of the functional movements required for assessments. Applied biomechanics specific to neurological and musculoskeletal systems. Palpation skills include functional range of motion assessments such as motion implementation, manual muscle testing, and goniometer readings, among other assessment skills. Principles of structural kinesiology are presented in relation to functional mobility, body mechanics, gait, applied biomechanical analysis and joint specific palpation skills. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: WELL 703, or BIOL 250, or an equivalent courses taken at a CAMTC-approved institution.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 711 SPORTS MEDICINE AND MANUAL THERAPY

Introduction to the theory and practice of various manual therapy techniques used in sports medicine, including sports, trigger point, neuromuscular therapy, and facilitated stretching among others. Emphasis is on critical assessment skills for common conditions/injuries and evaluation to determine the treatment strategy/session planning for implementing manual therapy and massage techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: WELL 703 or BIOL 250 or equivalent; or an Anatomy and Physiology course from a CAMTC-approved school.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 713 ASIAN BODYWORK TRADITIONS THEORY AND PRACTICE

Exploration of the foundations of classical Shiatsu theory, emerging styles of contemporary Shiatsu modalities, Chinese acupressure, and integrated techniques. History of Japanese medicine and traditional Chinese medical concepts as they relate to Shiatsu and acupressure. Focus on Shiatsu and acupressure theory, Eastern perspectives of anatomy and physiology, the concept of energy and its dynamic relationship with health, prevention and disease. Various bodywork assessments, techniques and treatment strategies associated with both ancient energy-based traditions will be covered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 40-45 Lecture; 24-27 Lab; 80-90 Homework

Prerequisites: Admission to the Massage Therapy Program or existing CAMTC massage therapy certification or previous massage background.

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, WELL 721 or WELL 725 or WELL 740 or equivalent.

Transfer Credit: CSU

WELL 714 MASSAGE THERAPY EXAM PREPARATION

Preparation and review for the Massage and Bodywork Licensing Exam. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: WELL 705 and WELL 708 and WELL 710 and WELL 711 and WELL 725 or completed a minimum of 500 hours at a CAMTC-approved school.

WELL 717 ONCOLOGY MASSAGE

Exploration of the art of touch to create effective and safe massage treatment strategies/sessions associated with oncology. Introduction to guidelines for a range of bodywork that can be used effectively within hospital, private practice, and hospice settings. Review standards of care for cancer patients, research protocols, and other topics related to cancer treatment and survivorship. Focus on body positioning, pressure, and safety aspects working with and around medical devices, hospital standard precautions, inpatient and outpatient care, as well as reviewing medical records for patient information to modify massage treatments based on surgery, radiation therapy, and chemotherapy. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Prerequisites: WELL 703 and WELL 704 and WELL 705 and WELL 708 or equivalent; or a CAMTC-certified massage therapist already practicing.

WELL 721 FOUNDATIONS OF AYURVEDIC AND CHINESE MEDICINE THEORY

Exploration of the basic principles and practices of Ayurvedic and Chinese medical theories and their view of the human body as fields of shifting and flowing energy in dynamic relationship with nature and the Universe. Comparative perspectives and benefits of these therapeutic approaches, including channels (meridians - TCM, srotamsi and nadis in Ayurvedic), and points (acupoints and marma), essential oils, the use of finger pressure points and various massage techniques in traditional Ayurvedic and Chinese medicine theories. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 723 AYURVEDIC AROMATHERAPY

Ayurvedic aromatherapy is an ancient healing technique with emphasis on using essential oils to bring the body into balance for health and healing. Focus on Ayurvedic foundations, concepts of Dosha, and use of essential oils to support the immune system and counterbalance stress and anxiety. Addresses how and what essential oils are appropriate to balance Chakras and individualized Dosha constitutions for maintaining health and wellness. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1

Hours/semester: 16-18 Lecture; 32-36 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 725 INTRODUCTION TO CONSCIOUSNESS, INTENT AND MEDITATION

Explores energy therapies and consciousness from Eastern and Indigenous traditions of healing and how levels of consciousness are nurtured and cultivated through dynamic relationships between mind, body, and spirit. The focus is to understand energy therapies, its relavance to consciousness and its dynamic relationship with intent and meditation from multiple cultural perspectives. Learning how to integrate these methods into our personal and professional lives to promote individual wellness, health and healing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 730 GLOBAL PERSPECTIVES OF MEDITATION

Exploring different global perspectives of meditation that fosters self-discovery and expands personal awareness of

the health and healing benefits. Designed for the beginning meditator to the healing professional we will implement various meditation approaches that one can choose to practice that fits their lifestyle needs for overall health and healing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 731 INTRODUCTION TO SOUND HEALING

Discover sound and healing from comparative global perspectives fostering self-discovery and expanding awareness of traditional knowledge identifying sound as an integral part of healing. Transmit experiential techniques and insights to implement and understand sound and its dynamic relationship with our overall health and wellness. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 732 INTRODUCTION TO QIGONG/QI GONG

Exploration of fundamental Qigong theories and practice. Students learn Chinese Medicine perspectives which combine mental focus, intention, breath and movement to cultivate energy and create a state of balance among mind, body and spirit. Emphasis on understanding the concepts, cultural heritage, and application of specific Qigong forms for prevention, health and healing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 0.5

Hours/semester: 8-9 Lecture; 16-18 Homework

WELL 733 TAI QI FOR HEALTH

Exploration of the history, cultural heritage and theories associated with simple short form (24) movement techniques of Yang style Tai Qi. Principles of Tai Qi from its roots in the East, including Western perspectives. Focus on the interrelationship between mind, body and spirit, and the cultivation of internal Qi by using breath and movement to improve and maintain optimal health and well-being. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

WELL 740 CONSCIOUS EATING: A SUSTAINABLE APPROACH TO HEALTH AND HEALING

Explores the connection between our health and eating from various cultural perspectives. Demystifying food used for healing from global medicinal perspectives comparing similarities and differences. Encompassing dynamic relationships between the food we eat, our consciousness, attitudes and the environment with which we live and how it relates to our health. Providing greater clarity and more informed choices promoting a sustainable approach to health and healing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 742 HERBAL/BOTANICAL MEDICINE AND ETHNOBOTANY

An introductory overview of various traditional herbal medicine practices, history, and theories. Focus on botanical medicine, ethnobotany, homeopathy, and Chinese and Ayurveda perspectives. The political, socioeconomic, and environmental influences in preserving the cultural heritage of medicinal plants and associated traditional medicine systems will also be covered, along with contemporary herbal practices and related professions. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

WELL 760 INTRODUCTION TO HOLISTIC, COMPLEMENTARY AND INTEGRATIVE HEALTH/ MEDICINE

Interdisciplinary survey of various holistic health disciplines, their history, philosophy, theory, and practice in complementary and integrative medicine (CIM) currently used in the United States. Topics may include osteopathic, chiropractic, naturopathic, homeopathic, mind-body medicine, acupuncture, yoga, massage, and meditation, among others. Overview of research, increasingly showing efficacy, for many of these associated therapies. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer Credit: CSU

WELL 765 EVERYDAY USES OF HERBS

Designed to explore the use of herbs to maintain health and well-being. Topics include the history, categories, selection process, preparation methods, indications/ contraindications with everyday use of herbs. Students are aware that they do not diagnose or prescribe herbs. The knowledge gained can be use in conjunction with, not in lieu of, one's health care provider. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Faculty & Administration

Skyline College Administration

PRESIDENT
Regina Stanback Stroud

INTERIM VICE PRESIDENT, INSTRUCTION
Jennifer Taylor-Mendoza

VICE PRESIDENT, STUDENT SERVICES
Angélica Garcia

VICE PRESIDENT, ADMINISTRATIVE SERVICES
Eloisa Briones

- Cherie Colin. . . . . Director, Marketing, Communications and Public Relations
- John Doctor . . . . . Facilities Operations Manager
- Luis Escobar. . . . . Dean, Counseling, Advising and Matriculation
- Jacqueline Honda. . . . . Interim Dean, Planning, Research and Institutional Effectiveness
- James Houpis. . . . . Dean, Academic Support and Learning Technologies Division
- Mary Gutierrez . . . . . Dean, Language Arts/Learning Resources Division
- Raymond Hernandez . . . . . Dean, Science/Math/Technology Division
- Lasana Hotep . . . . . Dean, Student Equity and Support Programs
- William Minnich . . . . . Dean, Enrollment Services
- Joseph Morello, Jr. . . . . Dean, Kinesiology/Athletics/Dance Division
- Tammy Robinson . . . . . Dean, Global Learning Programs and Services Division, Interim Dean, Social Science/Creative Arts Division
- Christine Roumbanis . . . . . Dean, Business, Education, and Professional Programs Division
- Jim Vangele . . . . . Chief Public Safety Officer

Faculty And Other Academic Personnel

(Date of original appointment follows name.)

- **Ahmed, Ijaz (2013)**
  Director, Respiratory Care and Allied Health
  A.S., Tallahasse Community College
  M.S., University of Texas
  M.B.B.S., Allama Iqbal Medical College
- **Anttila-Suarez, Carina (2013)**
  Professor, Biology
  B.S., University of the Pacific
  M.A., Sonoma State University
  Ph.D., University of Joensuu
- **Aurilio, Steven L. (2006)**
  Professor, Administration of Justice
  A.A., College of San Mateo
  B.A., University of San Francisco
  M.P.A., Notre Dame de Namur University
- **Bates, Alec (2002)**
  Professor, Chemistry
  B.S., M.A., Indiana University
- **Bell, Rachel (1997)**
  Professor, English and Reading
  B.A., University of California, Santa Barbara
  M.A., San Diego State University
- **Bell, Rosemary (1999)**
  Professor, History
  B.A., York College – CUNY
  M.A., New York University
- **Bookstaff, Shari (1992)**
  Professor, Biology
  B.S., University of Wisconsin
  M.A., San Francisco State University
- **Bowsher, James (1999)**
  Professor, English
  B.A., Denison University, Granville, Ohio
  M.A., San Francisco State University
- **Brenner, Eric (1984)**
  Professor, Library Studies
  B.A., M.L.S., University of California, Berkeley
  M.A., San Francisco State University
- **Bridenbaugh, Paul (2013)**
  Professor, Art
  B.A., University of California, Santa Cruz
  M.F.A., Columbia University
- **Briones, Eloisa (2015)**
  Vice President, Administrative Services
  BSBAA, University of the Philippines
- **Browne, Kathryn W. (2005)**
  Professor, Early Childhood Education/Education
  B.A., Stanford University
  M.A., University of Michigan
- **Broxholm, Tom (1994)**
  Professor, Automotive Technology
  Coordinator, Evening Automotive Program
- **Bruno, Zachary (2011)**
  Associate Professor, Music
  B.A., University of California, Berkeley
  M.M., University of the Pacific
  D.M.A., Boston University
- **Buckingham, George A. (1991)**
  Professor, History
  A.A., College of Alameda
  B.A., University of California, Berkeley
  M.A., Hayward State University
- **Calavitta, John (2016)**
  Assistant Professor, English
  B.A., M.A., Cleveland State University
  M.A., University of Southern Maine
  M.F.A., Ph.D., University of Washington
- **Calderon, Tammy (2013)**
  Associate Professor, Cosmetology
  A.S., Skyline College
  B.S., University of Phoenix
- **Case, Christine L. (1971)**
  Professor, Microbiology, Biology
  A.A., City College of San Francisco
  B.A., M.A., San Francisco State University
  Ed.D., Nova Southeastern University
- **Castro, Luciana (1998)**
  Professor, Spanish
  Coordinator, Foreign Languages
  B.A., University of Sao Paulo, Brazil
  M.A., Ph.D., University of California, Los Angeles
- **Choi, Younga (2013)**
  Associate Professor, Mathematics
  B.A., M.A., The University of Montana
- **Chu, Serena (2013)**
  Associate Professor, English for Speakers of Other Languages
  B.A., University of California, Davis
  M.A., University of Washington
  M.A., Seattle University
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  B.A., Saint Mary's College of California
  M.A., Holy Names University
- **Colombetti, Carlos (1998)**
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  B.A., University of California, Berkeley
  Ph.D., University of California, Irvine
- **Cooney, Steven (1988)**
  Professor, Cooperative Education
  A.A., Shasta College
  B.A., San Francisco State University
- **Corsiglia, Kevin (2005)**
  Professor, Kinesiology
  Head Coach Women's Soccer
  B.S., Cal Poly, San Luis Obispo
  M.A., San Jose State University
- **Cross, Michael (2014)**
  Professor, English

B.A., Southern Oregon University
M.F.A., Mills College
M.A., State University of New York at Buffalo

- **Daniel, Brian M. (2004)**
  Professor, Clinical Education Coordinator, Respiratory Care
  A.S., Skyline College
- **Davalos, Kimberly (2016)**
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  B.A., California State University, San Diego
  M.S., California State University, San Francisco
- **Del Prado, Norman G. (2005)**
  Professor, Coordinator
  Network Engineering Technologies
  B.S., M.B.A., M.S., Golden Gate University
- **DeMello, Lorraine (2014)**
  Associate Professor, Counseling
  B.A., University of California, Santa Cruz
  M.A., St. Mary's College
- **Erpelo, Liza Marie S. (2005)**
  Professor, English
  Coordinator, Kababayan Program
  B.A., San Diego State University
  M.A., San Francisco State University
- **Erskine, Alice (2001)**
  Professor, Surgical Careers
  A.S., City College of San Francisco
  B.S.N., M.S.N., San Francisco State University
- **Esfahani, Amir (2013)**
  Associate Professor, Art
  A.A., Sierra College
  B.A., California State University, Sacramento
  M.F.A., San Francisco Art Institute
- **Escobar, Jacqueline (1998)**
  Professor, Counseling
  A.A., City College of San Francisco
  B.A., M.S., San Francisco State University
- **Escobar, Luis (2016)**
  Dean, Counseling and Advising
  A.A., Contra Costa College
  B.A., M.S., Ed.D., San Francisco State University
- **Espinueva, Melanie (2014)**
  Professor, Counseling
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  M.S., San Francisco State University
- **Fabian, Rika (2016)**
  Associate Professor, Sociology
  B.A., Tokyo University of Foreign Studies
  M.A., University of Tokyo
  M.A., Stanford University
  Ph.D., University of California, San Diego
- **Feinblum, Kathleen de Azevedo (2001)**
  Professor, English
  B.A., San Francisco State University
  M.F.A., University of Washington, Seattle
- **Feiner, Jarrod (2016)**
  Assistant Professor, English
  B.A., M.A., Notre Dame de Namur University
- **Fischer, Bridget (1999)**
  Professor, Art
  A.A., West Valley College
  B.F.A., San Jose State University
  M.F.A., University of Arizona
- **Fitzgerald, Michael (1989)**
  Professor, Kinesiology
  A.A., Skyline College
  B.A., M.A., San Francisco State University
- **Floro, Nina L. (1991)**
  Professor, English
  Faculty/Staff Professional Development Coordinator
  B.A., M.A.T., University of California, Berkeley
- **Forbes, Safiyyah (2017)**
  Assistant Professor, Chemistry
  B.S., Long Island University
  Ph.D., Kansas State University
- **Fosberg, Jan (1997)**
  Professor, Kinesiology
  A.A., Skyline College
  B.S., M.S., California State University, Hayward
- **Fredricks, Stephen (2010)**
  Director, MESA Program
  A.S., College of San Mateo
  B.S., University of California, San Diego
  M.A., San Francisco State University
- **Freedman, Jonathan (2002)**
  Professor, Mathematics
  B.A., University of California, Santa Cruz
  M.A., Stanford University
  M.A., San Francisco State University
- **Garcia, Maria Angelica (2013)**
  Vice President, Student Services
  B.A., St. Mary's College of California
  M.S.W., San Diego State University
  Ed.D., San Francisco State University
- **Ghori, Zaid (2015)**
  Director, Special International Programs
  B.S., State University of New York at Oneonta
  MPA, California Baptist University
- **Gibson, Christopher (2011)**
  Professor, English
  B.A., M.A., University of Texas at El Paso
  Postsecondary Reading Certificate, San Francisco State University
- **Gleyzer, Filipp (2015)**
  Assistant Professor, Automotive Technology
  A.S., Skyline College
- **Gonzalez-Matthews, Melissa (2012)**
  DSPS Coordinator, Counselor
  A.A., Polk Community College
  B.A., University of Florida
  J.D., University of Florida, Levin College of Law
  M.A., Ed.M., Teachers College, Columbia University
- **Grandy, Carla (2014)**
  Professor, Earth Science

B.S., Texas Christian University
M.S., Oregon State University
Ph.D., University of California, Santa Cruz

- **Gutierrez, Mary (2012)**
  Dean, Language Arts and Learning Resources
  B.A., M.A., Virginia Tech
- **Hasson, David (2011)**
  Professor, Mathematics
  B.A., Sonoma State University
  M.A., San Francisco State University
- **Hawkins, Michelle (2013)**
  Professor, Music
  B.A., University of California, Berkeley
  M.M., University of Southern California
- **Hearne, Stephen (1999)**
  Professor, Psychology
  A.A., Fullerton College
  B.A., University of California, Berkeley
  M.A., San Diego State University
  M.S., San Jose State University
  Ph.D., University of Mississippi
- **Hermosillo, Imelda (1999)**
  Professor, EOPS Counseling
  B.A., University of California, Irvine
  M.P.A., University of Southern California
- **Hernandez, Raymond (1997)**
  Dean, Science/Mathematics/Technology Division
  A.S., Fresno City College
  B.A., St. Mary's College
  M.P.H., San Francisco State University
- **Hotep, Lasana (2016)**
  Dean, Student Equity and Support Programs
  B.A., Texas State University – San Marcos
  M.A., Arizona State University
- **Hough, Richard (1997)**
  Professor, Mathematics
  B.S., University of California, Santa Barbara
  M.A., University of California, Berkeley
- **Houpis, James (2016)**
  Dean, Academic Support and Learning Technologies
  B.A., Ph.D., University of California, Berkeley
  M.S., San Diego State University
- **Hsu, Sandra (2000)**
  Professor, Biology
  B.A., University of California, Berkeley
  M.A., San Francisco State University
- **Hum, Denise (2016)**
  Professor, Mathematics
  B.A., San Francisco State University
  M.S., California State University, East Bay
- **Hurless, Jessica (2014)**
  Associate Professor, Communication Studies
  A.A., Casper College
  B.S., M.A., University of Wyoming
- **Jackson, Paul Tony (1999)**
  Professor, Psychology
  ASTEP (AAE) Learning Community
  B.A., California State University, Dominguez Hills
  M.A., Ph.D., California School of Professional Psychology
- **Johnson, Julia (2013)**
  Associate Professor, Automotive Technology
  B.A., San Francisco State University
- **Jones, Nathan (2012)**
  Professor, English
  B.A., California State University, East Bay
  M.F.A., Mills College
- **Jones, Raymond W. (2016)**
  Director, Middle College
  B.A., University of Redlands
  M.A., Long Beach State University
- **Kaplan-Biegel, Nancy (1994)**
  Professor, English, Journalism
  Coordinator, Journalism
  Advisor, The Skyline View
  B.A., San Diego State University
  M.A., San Francisco State University
- **Kapp, Nickolas V. (1997)**
  Professor, Biology
  B.S., Western Illinois University
  Ph.D., University of Illinois, Chicago
- **Komadina, Melissa (2006)**
  Professor, Counseling
  A.A., Sacramento City College
  B.S., M.A., Cal Poly, San Luis Obispo
  Certificate in Career Development, John F. Kennedy University
- **Koskelo, Ilkka (2007)**
  Professor, Physics
  B.S., Cornell University
  M.A., University of California, Santa Barbara
- **Lachmayr, Lucia K. (2006)**
  Professor, English and Reading
  Coordinator, Puente Program
  A.A., San Diego Mesa Community College
  B.A., M.A., San Francisco State University
- **Langhoff, Nicholas (2016)**
  Associate Professor, Engineering, Computer Science
  B.S., M.S., San Francisco State University
- **Leach, Evan (2002)**
  Professor, Mathematics
  B.S., M.S., California State University, Hayward
- **Lee, Joyce W. (1995)**
  Professor, Counselor
  B.A., University of California, Berkeley
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- **Lim, Poh Kim (2000)**
  Professor, Library Studies
  B.A., M.L.S., University of California, Los Angeles
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  Director, Learning Commons
  B.A., University of San Diego
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- **Masare, Johannes A. (1991)**
  Professor, Political Science
  B.S., Licentiate, Lovanium University, Zaire
  M.A., Ph.D., University of California, Berkeley
- **McCarthy, Soledad (2016)**
  Associate Professor, Business
  B.S., San Diego State University M.B.A., Keller Graduate School of Management
- **Merrill, Jennifer (1999)**
  Professor, Psychology
  B.A., California State University, Fresno
  M.A., San Francisco State University
- **Ming, Daniel (1998)**
  Professor, Automotive Technology
  A.S., College of Alameda
- **Minnich, William (2015)**
  Dean, Enrollment Services
  B.A., Ed.M., University at Buffalo (SUNY)
  MBA, University of Phoenix
- **Mitchell, Regina (2016)**
  Associate Professor, Cosmetology
  B.A., Georgia State University
- **Morello Jr., Joseph (2006)**
  Dean, Kinesiology/Dance/Athletics
  B.A., M.A., University of San Francisco
- **Moss, Cindy (2000)**
  Professor, Mathematics
  A.A., College of the Canyons
  B.A., M.S., California State University, Northridge
- **Motipara, Sita (2000)**
  Professor, Business/Business Computer Systems and Management
  M.A., Gujarat University, Ahmedabad, India
- **Muller-Moseley, Claire A. (1999)**
  Professor, Family & Consumer Sciences
  B.A., M.A., San Francisco State University
- **Navari, Jude (2002)**
  Professor, Music
  B.M., Eastman School of Music, University of Rochester
  M.A., Ph.D., University of California, Berkeley
- **Nevado, Nathaniel (2006)**
  Professor, Counseling
  B.S., M.S., San Francisco State University
- **Nomicos, Dino (2002)**
  Professor, Kinesiology
  Athletic Academic Advisor
  B.A., M.A., University of San Francisco
- **Ortiz, Guillermo (1999)**
  Professor, Business
  B.S., University of Los Andes, Colombia
  M.S., Stanford University
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- **Parra, Ruben (2014)**
  Associate Professor, Automotive Technology
- **Pate, Hui (1997)**
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  B.A., Liaoning University, China
  M.S., M.B.A., Ph.D., Southern Illinois University
- **Perez, Lucy (2016)**
  Assistant Professor, Counseling
  B.A., University of California, Berkeley
  M.S., San Francisco State University
- **Piergrossi, Justin (2004)**
  Professor, Kinesiology
  Head Men's Basketball Coach
  B.S., University of Pennsylvania
  M.A., University of San Francisco
- **Poma, Suzanne (2012)**
  Associate Professor, Counseling
  Transfer Center Coordinator
  B.A., University of California, Santa Barbara
  M.A., San Jose State University
- **Popal, Mohammad Mustafa (2014)**
  Associate Professor, History
  B.S., University of California, Riverside
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- **Porter, Nicole (2017)**
  Professor, Early Childhood Education
  B.A., Eastern Washington University
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- **Powell, Danielle (2014)**
  Professor, Communication Studies
  B.S., James Madison University
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- **Raskin, Jesse (2012)**
  Associate Professor, Coordinator
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  B.A., Lewis and Clark College
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- **Richardson, Carmen (2013)**
  Associate Professor, Cosmetology
- **Rivera Contreras, Joaquin (1990)**
  Professor, Chemistry
  B.S., University of Puerto Rico
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  Dean, Global Learning Programs and Services
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  A.A., Cerritos College
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- **Rowden-Quince, Bianca (2016)**
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- **Ryan, Cassidy (2016)**
  Associate Professor, Coordinator, Cosmetology
  B.S., State University of New York College at Buffalo
- **Sanchez, Samuel (2000)**
  Professor, Digital Media and Design
- **Santellan, Alberto (2017)**
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  A.A., Skyline College
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- **Saucedo, Gabriel (2016)**
  Professor, Kinesiology
  Head Men's Soccer Coach
  B.A., M.A., University of California, Berkeley
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- **Schmierer, Tiffany (2008)**
  Professor, Art
  B.F.A., University of Oklahoma
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- **Shaw, Leigh Anne (2005)**
  Professor, English for Speakers of Other Languages
  Coordinator, English Language Institute
  B.A., San Francisco State University
  M.A., School for International Training
- **Slicton, Lori (2000)**
  Professor, Anthropology
  B.A., M.A., San Francisco State University
- **Spakowski, Paul (1993)**
  Professor, Automotive Technology
  B.S., Wayne State University
- **Stanback Stroud, Regina (2001)**
  President
  B.S., Howard University
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- **Thomas, Kwame (2014)**
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- **Thompson, Chad (2017)**
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  B.A., Claremont McKenna College
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- **Truglio, Jessica (2017)**
  Learning Disabilities Specialist, Disability Resource Center Counselor
  B.A., Howard Payne University
  M.S., Baylor University
- **Tsuchida, Tadashi (2000)**
  Professor, Mathematics
  B.A., M.A., San Francisco
  State University
- **Ulloa, John (2014)**
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  A.A., Modesto Junior College
  B.A., M.A., San Francisco State University
- **Vizenor, Andrea (2016)**
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  B.S., University of San Francisco
- **Wang, Ching-Yi (2017)**
  Mathematics (TRiO)
  A.S., City College of San Francisco
  B.A., M.A., San Francisco State University
- **Watts, Jacinda M. (2010)**
  Child Development Services Coordinator
  A.S., Cabrillo College
  B.S., University of California, Santa Cruz
  M.A., Humboldt State University
- **Weathersby, Kenyatta (2017)**
  Associate Professor, Mathematics
  B.A., San Francisco State University
  M.S., California State University, East Bay
- **Whitten, Linda K. (1999)**
  Professor, Accounting
  Coordinator, Accounting and ACBSP Accreditation
  B.A., California State University, Chico
  M.B.A., San Francisco State University
- **Williams, Phillip (2013)**
  Associate Professor, Mathematics
  ASTEP Math Academy
  A.A., Diablo Valley College
  B.S., M.S., California State University, East Bay
- **Williams, Robert (2013)**
  Professor, English

B.A., Arizona State University, Tempe
M.F.A., Columbia University

- **Wimmer, Ronda (2014)**
  Professor, Cosmetology/Wellness
  A.S., Fullerton College
  B.S., California State Polytechnic University, Pomona
  M.S., D.O.M., South Baylo University
- **Windham, Adam (2013)**
  Associate Professor, Physics
  B.S., University of California, Berkeley
  M.S., San Francisco State University
- **Wong, James I. (1999)**
  Professor, History, Geography
  B.A., M.A., Sonoma State University
  J.D., University of California,
  Hastings College of the Law
- **Wong, Karen (1996)**
  Professor, English
  Coordinator, Institutional Effectiveness
  B.A., University of California, Santa Cruz
  M.A., San Francisco State University
- **Yee, Edmund (2011)**
  Associate Professor, Automotive Technology
  A.S., City College of San Francisco
- **Zamani, Soodi (1997)**
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  B.A., Purdue University
  M.A., California State University, Hayward
- **Zanassi, Lavinia (2014)**
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- **Acidera, Jeffrey R. (2015)**
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- **Araica, Daisy (2015)**
  Mathematics
- **Ban, Ann (2005)**
  Computer Science, Mathematics
- **Barchas, Kathryn (2003)**
  Sociology
- **Bates, Herman D. (1993)**
  Counselor
- **Beringer, Connie (2012)**
  Dean, Language Arts/Learning Resources
- **Bestock, Donna (2017)**
  Dean, Social Science/Creative Arts
- **Biagi, Laurie (2016)**
  Cosmetology
- **Brandriff, Robert K. (1976)**
  English
- **Brown, Donald H. (2000)**
  History, Social Science
- **Bruington, Raymond (1999)**
  Automotive Technology
- **Burns, Elizabeth A. (2009)**
  Business
- **Campbell, Lester S. (1993)**
  Psychology, Counselor
- **Campillo, Carla (2015)**
  Counselor
- **Carr-Casanova, Rosario (2003)**
  Counselor
- **Chan, Stella (1994)**
  Librarian
- **Chandler, Chip (2015)**
  Kinesiology
- **Chavez, John E. (2014)**
  Mathematics, Learning Center Specialist
- **Christman, Terry L. (2005)**
  Physical Education
- **Ciraolo, Jerry M. (2009)**
  Automotive Technology
- **Conrad, Robert (2001)**
  Music
- **Cornejo, William R. (1992)**
  Administrator, Counselor
- **Deamer, Patricia A. (2012)**
  Mathematics
- **DeMartini, Edward (1997)**
  Photography
- **DeYoung, Frances C. (1990)**
  German, English
- **Eadus, Dennis (2011)**
  English
- **Ellis, Marilyn (1998)**
  History, Social Science
- **Erickson, Patricia J. (1998)**
  Home Economics
- **Escalambre, Richard (2015)**
  Automotive Technology
- **Foat, Classie M. (2003)**
  Psychology
- **Gaeta, Rachel (1998)**
  Cosmetology
- **Gillanders, Molly (1981)**
  College Nurse
- **Giles, Ruth A. (2002)**
  English, Physical Education
- **Glenn, Joseline H. (2002)**
  Cosmetology
- **Goodman, Paul A.(2007)**
  Mathematics, Physics
- **Graham, Mary E. (2005)**
  Mathematics
- **Grasso, Angelica (2003)**

Emergency Medical Technology
- **Graubart, Stanley (1993)**
  Counselor
- **Gwathmey, Margaret (1996)**
  English
- **Harer, Katharine (2014)**
  English
- **Hartzell, Harold (1985)**
  Administrator, Business
- **Heldberg, Judith (2010)**
  Coordinator, Child Development Center
- **Henderson, Alan J. (1998)**
  Psychology
- **Herrero, Joaquin (1988)**
  Counselor
- **Herron, William C. (1981)**
  Physical Education
- **Hewitt, Thomas B. (2015)**
  Director, Library Services
- **Hinojos, Francisco G. (1999)**
  Spanish
- **Hoyos, Josue F. (1998)**
  Vice President, Student Services/Operations
- **Hunter, Joseph W. (1986)**
  Automotive Technology
- **Johnson, Edwin (2001)**
  Dean, Physical Education/ Recreation Education Director of Athletics
- **Jones, Chester (2014)**
  Cooperative Education
- **Kartsounis, Mary (1988)**
  Counselor
- **Kress, Shirley E. (2000)**
  Economics
- **Lambert, Richard J. (2008)**
  Geology
- **Larson, Eric (2015)**
  Counselor
- **Lau, Genevieve M. H. (2004)**
  English, ESL
- **Lawry, Dr. Bernice K. (1990)**
  Business, Counselor
- **Leach, Rosemary E. (2001)**
  Family & Consumer Sciences, Fashion Merchandising
- **Lee, May Tang (2012)**
  Cosmetology
- **Lindgren-Young, Elizabeth S. (2007)**
  English
- **Lombardi, Mario (1995)**
  Counselor
- **Lowell Kassity, Barbara (2011)**
  Health Science
- **Lualhati, Robert (1998)**
  Physical Education
- **Marcus, Marc A. (1992)**
  Psychology
- **Marin, David P. (1982)**
  Drama, Speech
- **Marshall, Cynthia (2000)**
  Psychology
- **McBain, John (1985)**
  Political Science
- **Meadows, Margery (2010)**
  Dean, Business
- **Meyer, Philip Y. (2000)**
  Mathematics
- **Millar, Robert R. (2009)**
  Music
- **Miller, Margaret (2002)**
  Computer Science, Mathematics
- **Morita, Lynn S. (2011)**
  Cosmetology
- **Morrow, Victoria P. (2010)**
  President
- **Moynihan, Michael (2015)**
  Sociology
- **Nardozzo, Yolanda (2007)**
  Speech Communication
- **Nicol, Garrett L. (2016)**
  English, ESL
- **Nielsen, Von R. (1982)**
  Spanish
- **Oliver, Douglas C. (1999)**
  Social Science, History
- **Padron, Virginia (2014)**
  Counselor; Coordinator, Career Center
- **Peel, Gerald (2005)**
  Hospitality Administration
- **Pelayo, Regina (2014)**
  Cosmetology
- **Perkins, Sarah F. (2016)**
  Vice President, Instruction
- **Petree, Henri Ann (2003)**
  Cosmetology
- **Pontacq, Peter R. (2003)**
  Physical Education
- **Poor, T. Clara (1988)**
  Speech
- **Promessi, James (2004)**
  Art
- **Robinson, Billy E. (2004)**
  Music
- **Rodriguez, Joe A. (2006)**
  Art
- **Ruiz, Andrew M. (2003)**
  Cooperative Education, Counselor
- **Samuels, Sylvia S. (2000)**
  Paralegal Studies, Business
- **Sanden, Nancy (1990)**
  College Nurse
- **Seydel, Kenneth B. (1995)**
  Mathematics
- **Shaw, Marvin S. (1982)**

English
- **Smith, Robert H. (2002)**
  Biology, Chemistry
- **Soberano, Editha M. (1999)**
  Mathematics
- **Standefer, Michael J. (2003)**
  Administration of Justice
- **Stanley, William P. (1987)**
  Librarian
- **Sterling, Joanne (1994)**
  Cosmetology
- **Stevens, Susanne (2001)**
  Vice President, Instruction
- **Sullivan, Kevin R. (2014)**
  Automotive Technology
- **Sullivan, Thomas (2006)**
  English
- **Taylor Gulbransen, Phyllis L. (2014)**
  Communication Studies
- **Thompson, Omer (2010)**
  Telecommunications, Wireless & Network Information Technology
- **Trainer, James F., Jr. (1991)**
  Biology
- **Tutsch, Joseph R. (2001)**
  Art
- **Tuttle, Thomas E. (1995)**
  Computer Science, Mathematics
- **Unger, Joyce (1998)**
  Social Science, WIT Program
- **Van Sciver, Linda (2009)**
  Coordinator, Disabled Students Program
- **Verhoogen, Sandra G. (2006)**
  English, ESL
- **Vogel, Linda (2010)**
  English
- **Wallace, Richard (2012)**
  Dean, Counseling, Advising and Matriculation
- **Warren, Richard (1987)**
  Art History
- **Watkins, Mary Judith (1995)**
  Political Science
- **Welch, Donald W. (1993)**
  Geography, Anthropology
- **Westfall, Jeffrey (2012)**
  English
- **Wilkinson, Judy A. (1999)**
  English
- **Williamson, Michael (2012)**
  Vice President, Instruction
- **Wodehouse, Edmund B. (2006)**
  Botany, Biology
- **Wolbers, Dennis (2017)**
  Librarian
- **Wright, George (2013)**
  History
- **Young, Barbara (2004)**
  Business
- **Yurman, Richard H. (1993)**
  English, Mathematics
- **Zucker, Melvin B. (2013)**
  Geology, Oceanography, Marine Biology

Campus Map

OFFICE	BLDG #
Academic Support and Learning Technologies	5
Administration	4
Admissions & Records	2
Art Gallery	1
Automotive	9-11
Bookstore	6
Business	8
Career Services	1
Cashier's Office	2
Center for Student Life and Leadership Development	6
Center for Transformative Teaching and Learning	1
Child Development Laboratory Center	14
Center for Workforce Development	1
Cosmetology	4
Counseling	2
Disability Resource Center	5
Distance Education Center	1
Facilities Maintenance Center	21-24
FieldHouse	17
Financial Aid	2
Fireside Dining Room	6
Global Learning Programs and Services	2
Gymnasium	3
HealthCenter	2
Kinesiology(PE)/Athletics/Dance	3
Language Arts	8
Learning Center	5
Middle College	2
Library	5
PacificHeights (PH)	19
Portable Classrooms	3A-E
Public Safety	6
Restrooms	15, 20
Sciences & Allied Health	7
Smog Referee	9
Social Science/Creative Arts	1
SparkPoint at Skyline College	1
Student & Community Center	6
Student Services/One-Stop Center	2
Theater	1
Veterans Resource Center	2
Wellness	4

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MISSION

To empower and transform a global community of learners.

VISION

Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic, and personal fulfillment.

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