

# **2006-07 Skyline Catalog**

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## 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.

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**Victoria P. Morrow, Ph.D.**, *President, Skyline College*

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

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.

## SKYLINE COLLEGE

3300 College Drive, San Bruno, California 94066

Telephone: (650) 738-4100

(Website) [www.skylinecollege.edu](http://www.skylinecollege.edu)

The information in this Catalog is available in alternate format upon request.

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## TABLE OF CONTENTS

Calendar for 2006-07 College Year . . . . .	6
Introduction . . . . .	8
Admission . . . . .	15
Registration . . . . .	24
Fees/Refund Policy . . . . .	27
Grades & Scholarship . . . . .	30
Academic Standards . . . . .	32
Student Records, Responsibilities and Rights. . . . .	37
Student Services . . . . .	43
Special Programs . . . . .	49
Información Para Personas de Habla Hispana . . . . .	54
Associate Degree Requirements . . . . .	68
Associate Degree & Certificate Programs . . . . .	73
Other Educational Opportunities . . . . .	106
Announcement of Courses . . . . .	109
Transfer Courses, University of California . . . . .	197
Transfer Courses, State Universities and Colleges . . . . .	199
CSU General Education Requirements . . . . .	205
Intersegmental G.E. Transfer Curriculum . . . . .	206
California Articulation Number System (CAN) . . . . .	207
Skyline College Administration . . . . .	211
Faculty and Other Academic Personnel. . . . .	212
Emeriti . . . . .	217
Campus Map . . . . .	220
Index . . . . .	222



*Please visit our  
website at:*

**[www.skylinecollege.edu](http://www.skylinecollege.edu)**

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**General Information**

# 6 CALENDAR FOR 2006-2007

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## SUMMER SESSION, 2006

<b>June 5</b>	First Five-Week Summer Session Begins
<b>June 19</b>	Six, Seven & Eight-Week Summer Sessions Begin
<b>July 4</b>	Independence Day – Holiday
<b>July 10</b>	Second Five-Week Summer Session Begins
<b>July 29</b>	Six-Week Summer Session Ends
<b>August 12</b>	Eight-Week Summer Session Ends

## FALL SEMESTER, 2006

<b>August 16</b>	Day and Evening Classes Begin
<b>August 29</b>	Last Day to Add Semester Length Classes
<b>August 29</b>	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
<b>September 2 &amp; 3</b>	Declared Recess
<b>September 4</b>	Labor Day – Holiday
<b>September 5</b>	Census Day
<b>September 8</b>	Last Day to Drop Semester Length Classes without Appearing on Record
<b>October 6</b>	Last Day to Apply for AA/AS Degree or Certificate
<b>November 10</b>	Veterans' Day (Observed) – Holiday
<b>November 11 &amp; 12</b>	Declared Recess
<b>November 14</b>	Last Day to Withdraw from Semester Length Classes
<b>November 22</b>	Declared Recess – Evening Classes Only
<b>November 23</b>	Thanksgiving – Holiday
<b>November 24-26</b>	Declared Recess
<b>December 9-15</b>	Final Examinations (Day, Evening & Weekend Classes)
<b>December 15</b>	Day, Evening & Weekend Classes End
<b>December 18- January 14</b>	Inter-Semester Recess

## SPRING SEMESTER, 2007

<b>January 15</b>	Martin Luther King, Jr. Day – Holiday
<b>January 16</b>	Day and Evening Classes Begin
<b>January 29</b>	Last Day to Add Semester Length Classes
<b>January 29</b>	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
<b>February 5</b>	Census Day
<b>February 9</b>	Last Day to Drop Semester Length Classes without Appearing on Record
<b>February 16</b>	Lincoln's Birthday – Holiday
<b>February 17 &amp; 18</b>	Declared Recess
<b>February 19</b>	Presidents' Day – Holiday
<b>March 2</b>	Last Day to Apply for AA/AS Degree or Certificate
<b>March 17</b>	Declared Recess (Skyline Only) – Expanding Your Horizons Conference
<b>April 2-8</b>	Spring Recess
<b>April 26</b>	Last Day to Withdraw from Semester Length Classes
<b>May 19-25</b>	Final Examinations (Day, Evening & Weekend Classes)
<b>May 25</b>	Day, Evening & Weekend Classes End
<b>May 26 &amp; 27</b>	Declared Recess
<b>May 28</b>	Memorial Day – Holiday

## TENTATIVE SUMMER SESSION, 2007

<b>June 4</b>	First Five-Week Summer Session Begins
<b>June 18</b>	Six, Seven & Eight Week Summer Sessions Begin
<b>July 4</b>	Independence Day – Holiday
<b>July 9</b>	Second Five-Week Summer Session Begins
<b>July 28</b>	Six-Week Summer Session Ends
<b>August 11</b>	Eight-Week Summer Session Ends



## FROM THE PRESIDENT

Welcome to Skyline College!

Skyline College is proud of its commitment to excellence and innovation. The college's fine reputation has been earned by responding to the changing demands of our students and the world in which we live.

As a comprehensive California community college, Skyline provides an environment that is both friendly and supportive of all students. We offer programs and services that respond to your individual needs. Whether you are planning to transfer to a four-year university, prepare yourself for a career change, or upgrade your skills, Skyline College is the place to fulfill your goals.

We have a dynamic faculty and staff and we offer more than 80 Associate Degree and Certificate programs. Our One-Stop Student Services Center provides personal assistance to set goals, decide on careers, plan your educational program, and select the right classes to meet your objectives.

We are here to help you achieve your goals. Best wishes as you join the Skyline community.

Sincerely,

A handwritten signature in black ink that reads "Victoria P. Morrow". The signature is written in a cursive, flowing style.

Victoria P. Morrow, Ph.D.  
President

# 8 INTRODUCTION

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## SKYLINE COLLEGE

Skyline College in San Bruno is part of the San Mateo County Community College District (SMCCCD) and offers an excellent education to students from all over the Bay Area. The 111-acre site, just west of Skyline Boulevard in San Bruno, is conveniently available to residents of South San Francisco, Daly City, Colma, Brisbane, San Bruno, and Pacifica. Although its chief service area is northern San Mateo County, Skyline enrolls students from the entire district.

Skyline College opened in 1969 and is one of three community colleges in the San Mateo County Community College District. The District also includes Cañada College in Redwood City, and the College of San Mateo. SMCCCD has served the educational needs of hundreds of thousands of county residents since 1922 when the San Mateo Junior College first opened its doors.

Students love Skyline because of its convenient location, low cost, comprehensive program offerings and availability of programs, flexible scheduling, and student-centered environment.

Skyline College offers opportunities for students of all ages. Through Skyline's Guaranteed Transfer Program, many Skyline graduates transfer to numerous four-year colleges and universities. Other Skyline college students graduate and achieve an Associate in Arts (A.A.) or Associate in Science (A.S.).

Students achieve employment and advancement in business and industry after earning certificates from Skyline's 43 Certificate programs. Some certificate programs offered include: Automotive Technology, Biotechnology, Cosmetology, many areas of Business, Early Childhood Education, Respiratory Therapy, Surgical Technology, and Telecommunications & Network Information Technology.

Skyline College is committed to preparing a highly-skilled workforce for the new economy and has been recognized nationally for its efforts. Skyline 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.

Skyline College provides a convenient way to fulfill educational goals and offers short courses starting throughout the semester to the community for continuing education.

## COLLEGE MISSION, VISION AND VALUES STATEMENTS

### VISION STATEMENT

*Knowledge, leadership, and community...*

*Skyline College opens doors!*

### MISSION STATEMENT

Skyline College is a comprehensive community college that provides learner-centered education in a culturally rich and socially responsible environment. The College is proud of its tradition of open access and its climate of innovation. Technology, community partnerships, and economic development are hallmarks of the College. Skyline offers an array of services and instructional programs to support students in achieving their educational goals and to prepare them for a rapidly changing world.

### VALUES STATEMENT

*Education is the foundation of our civilized democratic society. Thus:*

**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 preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and services that enable them to advance steadily toward their goals.

**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 vocational programs and certificates, Associate of Arts and Associate of Science degrees, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to providing education in a climate that values innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas for all.

**Community Connection:** We value a deep engagement with the community we serve and our role as an academic and cultural center for business, industry, labor, non-profits, government and the arts.

**Shared Governance:** We value just, fair, inclusive, and well-understood governance processes based upon open and honest communication.



## COLLEGE GOALS

1. Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs, and services.
2. Enhance institutional effectiveness in the planning and decision-making processes through cooperative leadership, effective communication, and shared governance.
3. Fulfill the college's role as a leading academic and cultural center for the community through partnerships with business, the community, and non-profit organizations.
4. Provide adequate human, physical, technological and financial resources to successfully implement educational programs and student services in order to improve student learning outcomes.
5. Offer faculty and staff opportunities for professional growth and advancement.

## 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 in the Office of the President.

## 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 is committed to leadership by providing quality education and promoting life-long learning in partnership with its community and its surrounding educational institutions. It 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 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 occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
4. Provide developmental and remedial education in language and computational skills required for the 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. 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. Shared 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.

## STATEMENT ON ACADEMIC FREEDOM

The San Mateo County Community College District is 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. Faculty have a responsibility to distinguish between personal conviction and professionally accepted views in the discipline. 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 First Amendment rights enjoyed by faculty as members of their communities. 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.

## CENTER FOR INTERNATIONAL TRADE DEVELOPMENT (CITD)

The Center for International Trade Development (CITD) at Skyline College is a California Community College economic development initiative. The CITD promotes and provides technical assistance in international trade to small and medium-sized companies located in San Mateo, San Francisco and Marin counties. In doing so, the CITD helps manufacturing and technology-based industries compete successfully in the rapidly changing economy and global markets.

Contact the CITD at (650) 553-9071 and/or send an email to [admin@bayareacitd.com](mailto:admin@bayareacitd.com). You may also visit the Center's website at [www.bayareacitd.com](http://www.bayareacitd.com).

## THE CENTER FOR WORKFORCE DEVELOPMENT

The Center for Workforce Development (CWD) facilitates the delivery of workforce development programs and services designed to meet local labor market needs and to support entry or advancement in the workplace. The CWD collaborates with Skyline College departments and programs, business and industry, community based organizations, and governmental agencies to connect individuals, agencies or organizations to effective career programs that provide college credit while preparing for upwardly mobile careers. The CWD develops and administers grants and contracts for economic and workforce development projects and initiatives.

The CWD also works with business to provide customized training and education solutions for both credit and not-for-credit on-site workforce preparation and development needs. The CWD is responsible for coordinating the delivery of contracted credit and not-for-credit courses, associated services, and programs requested by business, industry, governmental or community agencies.

The CWD is located in Building 1, Room 1214. For more information, please contact the Center for Workforce Development at (650) 738-7035 or visit [www.skylinecollege.edu/workforce](http://www.skylinecollege.edu/workforce).

## COMMUNITY EDUCATION PROGRAMS

In addition to enrolling in college credit courses at Skyline, residents of North San Mateo County also are encouraged to attend a wide variety of not-for-credit, fee-based Community Education programs offered by the Office of Community Education.

Community Education classes and workshops, which are designed for personal enrichment and professional development, include: small business entrepreneurship, arts and crafts, health and wellness, travel, personal financial management, test preparation, writing workshops and much more. Community Education classes are offered at Skyline College as well as Cañada College and College of San Mateo. Call (650) 574-6149 to request a schedule of Community Education classes, or visit the the website at <http://communityed.smccd.edu>.

## CORPORATE & CONTINUING EDUCATION

If you are an organization looking to strengthen the skills of your workforce, the contract services division of the San Mateo County Community College District, Corporate & Continuing Education (C&CE), is uniquely positioned to assess the performance of your operations, identify opportunities for performance improvement, and deliver training and non-training solutions. We bring our services to you when you want and need them, at your site or at ours, after hours or during the workday. Call (650) 574-6173 for information.

## THE LEARNING CENTER (TLC)

The TLC is a learning resource center that houses instructional computer laboratories for student use along with a variety of online and computer-driven instructional materials. To support effective learning in all Skyline courses, the TLC also offers workshops, audio-visual materials, and individual and small-group tutoring. Students may fulfill their Hour By Arrangement requirement in reading, writing, speech, ESOL, or math, and may enroll in a learning skills course (LSKL 800) that provides support for academic success in all classes.

Located on the first floor of Building 5, the TLC houses the following laboratories:

**The Writing and Reading Lab (WRL)** provides drop-in assistance with reading and writing assignments for any Skyline course. For students who want to earn college credit while working on their papers, the WRL offers three courses: English 650 (English Supplement for STAARS Students), ESOL 655 (English as a Second Language Supplement), and English 853 (Writing Assistance Lab). Students can enroll in these courses at any time up until two weeks before the end of the semester for extra help with reading and writing assignments. These courses offer tutoring in an open-entry, self-paced, variable-unit format (0.5-3.0 units). The WRL also offers online tutoring, an array of self-paced materials to allow students to build their skill in reading and writing, and a series of reading and writing-related workshops taught by Skyline faculty. **The Math Assistance Program (MAP)** offers drop-in tutoring to help students improve their skills and confidence in math at any level from basic arithmetic to Calculus. The MAP also offers four courses: MATH 111 (Elementary Algebra I), MATH 112 (Elementary Algebra II), MATH 650 (Mathematics Supplement for TRIO Students), and MATH 650 AA (Mathematics Supplement). In addition, the MAP offers workshops taught by Skyline faculty on a variety of math-related topics.

**Computer Lab:** PCs and Macs are available to students for working on any academic assignment. The computer lab also offers tutorial assistance in basic academic computing skills on a drop-in basis. In addition, Learning Center computers allow students to access computer-assisted instruction in a variety of academic subjects.

**Tutorial Assistance Program (TAP):** Provides one-on-one and small group tutoring in student success skills and in a variety of subject areas. The TAP also offers the tutor training course LSKL 110, Directed Experience in Tutoring, which is a variable credit, open-entry course for students who are acting as tutors either at Skyline College or in one of our partner schools. LSKL 801, Applied Study Skills Assistance, offers variable credit (0.5-3.0 units) in the skills necessary for academic success.

**TRIO/STAARS (Student Transfer, Academic Achievement, and Retention Services):** provides intensive academic and counseling support for students who meet the program criteria (low income, first generation in family to have attended

college, or disabled, either physical or learning). The mission of the STAARS program is to help students meet their educational goals through succeeding in college, graduating, and transferring to a four-year college. To apply, please fill out an application in the Learning Center or online at <http://www.smccd.edu/accounts/skytlc/trio/index.htm>.

For general information about the Learning Center, call (650)-738-4144 or see our website:

<http://www.smccd.edu/accounts/skytlc/index.htm>.

## THE COLLEGE LIBRARY

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 47,000 volumes and subscriptions to 235 magazines, journals and newspapers. Through a local area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and other research databases. The Library's web address is [skylinecollege.edu/library](http://skylinecollege.edu/library).

The Library also has six group study rooms, numerous study carrels providing privacy for individual work, and a computer demonstration area for class orientations.

Borrowing privileges are extended to all students presenting a library card; the Library will issue cards to students with appropriate identification.

The Library offers three courses: LSCI 100 – Introduction to Information Research, LSCI 106 – Online Research, and LSCI 110 – Digital Oral Research Project.

## MEDIA SERVICES

Media Services houses audiovisual materials and players for use by students and faculty. Students may also have audiotapes duplicated for study in specific classes. In addition, Media Services provides off air recording, audio/video production and reproduction.

## CENTER FOR ADVANCED LEARNING AND TECHNOLOGY

The Center for Advanced Learning and Technology (CALT) is located on the first floor of Building 2. The CALT houses general computer classrooms utilized by a number of departments for instruction. In addition, the CALT houses the Computer Science lab, a lab to support beginning computer networking coursework, and the PC Repair and Configuration lab. The CALT also provides use of networked PC-platform computers to any registered student doing specific course-related work in a drop-in area. The CALT is open when the College is in session. Adjacent to the CALT is the Center for Teaching and Learning (CTL), a technology resource center for faculty and staff.

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**Admission, Registration &**  
**Academic Policies**

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## ELIGIBILITY REQUIREMENTS FOR ADMISSION

Individuals interested in attending Skyline College must be admitted to the College before enrolling in any classes. In accordance with our open enrollment policy, anyone who is a high school graduate, 18 years of age or older, and able to benefit from the instruction offered, is eligible to attend Skyline College. Individuals who are not high school graduates or are under the age of 18 may also attend Skyline if they have passed the High School Proficiency Examination or the General Education Development (GED) test. Current high school students should see section titled **High School Students** on this page.

## PROCEDURES FOR ADMISSION

Prospective students must complete an Application for Admission available on the web at <https://websmart.smccd.edu> or in the Class Schedule. When the application has been submitted to the Office of Admissions and Records, the next step(s) is/are:

**New Students:** Complete the following steps, unless exempt from Matriculation requirements (see Matriculation Policy, page 17, for more information):

1. Take the college placement tests. Contact the Assessment Office at (650) 738-4164 or consult the Class Schedule or the web for dates, times and locations for testing.
2. Attend an orientation session.
3. Meet with a counselor for program planning. Bring a high school and/or college transcript for your counselor to review.

**Veterans:** Submit Form DD-214 to the Office of Admissions and Records to receive educational benefits.

**Transfer Students:** Provide prior transcripts to a counselor to determine completion of prerequisite and/or graduation requirements.

**Disabled Students:** Contact the DSPS Office at (650) 738-4280 for information on accommodations.

## CALIFORNIA RESIDENCY

Students who have not been California residents for a full year before the opening day of a given term must pay a nonresident tuition fee in addition to the fees paid by California residents. See Residence Requirements in this Catalog for further details and non-resident fees on the web or in the Class Schedule.

## 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.

## SPECIAL PROGRAMS ADMISSIONS

**Registration Information** – To ensure timely submission of your application to all special programs, students should contact the Office of Admissions and Records or the department for appropriate deadline information. Applications are available online at [www.skylinecollege.edu](http://www.skylinecollege.edu), from the appropriate Division Office, or from the Office of Admissions and Records.

**Automotive Technology** – Admission to the day Automotive Technology Program is by special application only. Applications are available in the Automotive Department Office and in the Office of Admissions and Records. No application is required for the evening or Saturday programs.

**Cosmetology Program** – Admission to the Cosmetology program is by special application only. Applications are available in the Cosmetology Department Office and on the Skyline College website.

**Respiratory Therapy** – Admission to the Respiratory Therapy Program is by special application only. One class of students begins each year. Applications are due in the Spring Semester for admission into the Fall Semester class. For information and application materials, please contact the Science/Math/Technology Division Office.

**Surgical Technology** – Admission to the Surgical Technology Program is by special application only. This is a ten-month program that includes hospital rotations. Applications are due in the Spring Semester for admission into the Fall Semester class. For information and application materials, please contact the Science/ Math/Technology Division Office.

**Honors Transfer Program** – Admission to the Honors Transfer Program is by special application only. Applications are available from the program coordinator, Katharine Harer, and are also available at [www.smccd.edu/accounts/skyhon](http://www.smccd.edu/accounts/skyhon). Qualified students are invited to apply at any time. All Honors classes are open to students who are not in the program but who wish to do honors level work in a particular subject.

## HIGH SCHOOL STUDENTS

**High School Concurrent Enrollment Program** – High school students may be admitted to selected courses in either day or evening when their high school schedule permits attendance and when there is reasonable expectation of success in the courses.

Students attending high school as juniors or seniors may register concurrently for Skyline College classes with the approval of the Dean of Enrollment Services. Interested students must submit an Application for Admission, Concurrent Enrollment Request Form, and a high school transcript.

Applications are available on the College website under High School Students, from the High School Counselors Office, or from the Admissions and Records Office.

### Requirements for admission are as follows:

1. Enrolled as a junior or senior in high school.
2. High school academic grade point average of 2.0, a C.
3. Parent's 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 less than 12 units. The Student Union fee (Fall and Spring Semesters only) of \$1 per unit (\$5 maximum per semester) and the Health fee are charged. All fees are charged for full-time enrollment (12 or more units).
2. Students classified as non-residents must pay nonresident tuition.
3. Parking fees must be paid if parking a vehicle on campus.

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

In special cases, with a high school principal's recommendation, high school freshmen and sophomores may be considered for admission under the procedure outlined above.

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. Courses available to high school students under this program are not to supplant or eliminate any courses scheduled by a particular high school. 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 successfully completed. Students may request that a transcript of all college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

## INTERNATIONAL STUDENTS

Skyline College is authorized under Federal law to enroll non-immigrant international students. This program is intended to serve students possessing or seeking F-1 student visas. Applicants must complete the International Student Application available in the Office of Admissions and Records or on Skyline's website: [www.skylinecollege.edu](http://www.skylinecollege.edu). Applicants are required to submit additional documents that demonstrate satisfaction of the following requirements:

1. Completion of the equivalent of a United States high school education with satisfactory grades equivalent to "C" (2.0 grade point average) or above.
2. Completion of TOEFL (Test of English as a Foreign Language) with a paper based score of 480 or a computer based score of 157.
3. Demonstration of sufficient command of the English language to profit from instruction at Skyline College.
4. Sufficient resources to meet annual student expenses (including all living expenses) of approximately \$18,500 per year (see Schedule of Classes for the current schedule of College fees).
5. Provide proof of having a valid medical health insurance policy with a minimum coverage amount of \$35,000. Applicants may choose to enroll in a medical health insurance plan provided by a private carrier through the San Mateo County Community College District at a cost of approximately \$500 per year.

Students accepted into the International Student Program will be expected to enroll in and complete a minimum of 12 units each semester with a minimum of a "C" (2.0 grade point average) to remain in good standing.

Complete information about the International Student Program is available from the International Student Program Coordinator at (650) 738-4315 or online at [www.skylinecollege.edu](http://www.skylinecollege.edu).

## FOREIGN STUDY PROGRAM

The San Mateo County Community Colleges, in cooperation with the American Institute for Foreign Study, offer students of all ages the opportunity to study and live abroad, earning up to 15 units toward an Associate degree which are transferable for Bachelor's degree credit. Current offerings include a London Semester in the fall, a Semester in Paris or Florence in the spring, and a summer program in Costa Rica. Students applying to participate must have completed at least 12 college units with a minimum GPA of 2.5. Costs, including flights and living accommodations, are reasonable and financial aid is available. Early planning is advisable. Call (650) 574-6595 for details and a brochure.



## VETERANS AND VETERANS' DEPENDENTS

Skyline College offers approved instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an Associate degree program, or certain certificate and transfer programs, for benefits under Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), and Chapter 1606 (Selected Reserve). All veterans, except those under Chapter 31, 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.

The State of California provides a program for the children of Veterans who are deceased or disabled from service-connected causes. Applications are available at [www.cdva.ca.gov/service](http://www.cdva.ca.gov/service) or from the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100, or 550 Quarry Road, San Carlos, CA 94070, (650) 802-6598.

College policy regarding Academic Probation (explained on page 25) applies to all students. Veteran students 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 veterans the Department of Veterans Affairs). Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goal but will not be certified for educational benefits until such time as their overall grade point average is at least 2.0 (C) or higher.

Students interested in attending Skyline College and collecting Veteran's Educational Benefits should contact the Veteran's Assistant in the Office of Admissions and Records, Building 2, Student Services Center, to apply for benefits, or call (650) 738-4462 for further information.

See also: "Veterans and Veterans' Dependents" under the Student Services section of this Catalog.

## MILITARY SERVICE CREDIT

For academic credit purposes for graduation, 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 be exempted from the Physical Education requirement and 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) 738-4242.

## MATRICULATION POLICY

Matriculation is the process that brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the College's established programs, policies and requirements. All students, except those exempted on the basis of locally established criteria (e.g., holders of Associate or higher degrees, students taking courses only for personal enrichment or related to job skills, and students whose primary institution is another college or university), are expected to complete the components of matriculation.

The College provides matriculation services through several interrelated components:

1. **Admissions:** Collects and analyzes admissions information on each applicant, identifies students needing special services, and assists students with enrollment in a program of courses to attain their educational goals.
2. **Skills Assessment and Placement Testing:** Measures a student's abilities in English, reading, mathematics, learning and study skills, and assesses his/her interests and values related to the world of work. In addition to helping students with course selection, assessment results are used for referral to specialized support services.
3. **Orientation:** Acquaints students with College facilities, special programs and services, and academic expectations and procedures.
4. **Advisement/Counseling and Course Selection:** Provides for a student to meet with a counselor/advisor to develop an individual Student Educational Plan (SEP), choose specific courses, and update his/her plans periodically.
5. **Student Follow-Up:** The academic progress of each student is regularly monitored. Special efforts are made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

Each component of matriculation is subject to the student appeal process. Skyline College strongly encourages students to follow the recommendations of their counselor/advisor in making course selections. Recommendations will be based on all information available to the counselor/advisor, which includes assessment results and other measures.

Each matriculated student is expected to:

1. Express at least a broad educational intent upon entering college and be willing to declare a specific educational goal following the completion of 15 semester units of degree applicable credit course-work.
2. Attend classes regularly and complete assigned course-work.
3. Collaborate with a counselor in the development of a student educational plan.

Each matriculated student is entitled to:

1. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint in the office of the Matriculation Coordinator, Student Services Center, Room 2218.
2. Be given equal opportunity to engage in the educational process regardless of gender, marital status, physical handicap, race, color, sexual orientation, religion or national origin. A student who alleges he/she has been subject to unlawful discrimination may file a grievance with the Vice President of Student Services.
3. Challenge any prerequisite, corequisite, or other limitation on enrollment by filing a petition with the appropriate Division Dean on one or more of the following grounds:
  - a. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite;
  - b. the prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner;
  - c. the prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites or corequisites;
  - d. the student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite has not been made reasonably available.
4. Obtain a Petition to Challenge a Prerequisite form for any prerequisite or corequisite course for a particular term. Petitions are available from the Student Services Information Counter, Building 2; the Division Dean; the Matriculation Coordinator, Room 2218; or on the web site, [www.skylinecollege.edu](http://www.skylinecollege.edu).
5. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition in the office of the Matriculation Coordinator, Room 2218.
6. Review the matriculation regulations of the California Community Colleges and exemption criteria established by this District and file a complaint when he/she believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the Matriculation Coordinator, Room 2218.

## ATHLETICS

Skyline College participates as a member of the Coast Conference in the following intercollegiate sports:

### Varsity

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

In order to be eligible a student must adhere to the California State Athletic Code and Coast Conference eligibility rules and regulations. The following principles pertain to all 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.
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.
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 five 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/advisor and verify eligibility status for transfer based on past work and test scores from high school.

Those students who wish to seek financial assistance and be eligible for competition must meet minimum requirements in accordance with the Bylaws of the National Collegiate Athletic Association (NCAA) manual.

Questions regarding eligibility should be addressed to the Dean of Physical Education/Athletics, Building 3, Room 3176, or call (650) 738-4271. Eligibility questions may also be researched by visiting [www.coasports.org](http://www.coasports.org).

## CREDIT BY TEST

**Advanced Placement Test (APT):** Skyline College awards content area credit based on the results of the Advanced Placement tests from the College Board's Entrance Examinations. Content area credit will be granted based on the current California State University (CSU) General Education policy for Advanced Placement. Such credit may be used toward meeting requirements for an Associate degree. Credit is normally given for test scores of 3 or above in each subject area of Advanced Placement. Content area credit will be posted to a student's Skyline transcript when the Office of Admissions and Records receives the official APT results. For a list of the Advanced Placement Tests and the corresponding content area credit, contact the Office of Admissions and Records.

Advanced placement tests are not applicable for meeting unit load requirements for enrollment status, or for such programs as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements. Should students transfer to a university, AP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding AP credit.

Please see the Advanced Placement Chart on the following two pages.

**College Level Examination Program (CLEP):** Skyline participates in the College Level Examination Program (CLEP). Such credit may be used toward meeting 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. CLEP units will be posted to a student's Skyline transcript upon receipt of official examination results by the Office of Admissions and Records. CLEP credit units are not applicable for meeting unit load requirements for enrollment status, or for programs such as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements. 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.

**Credit by Examination (CBE):** A currently enrolled student in good standing may be permitted to obtain credit for courses if they are especially qualified through previous training or instruction and can demonstrate such qualifications by successfully completing an examination approved by the faculty of the appropriate division. Credit will not be allowed for a course for which credit has previously been granted or for which 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 units toward an Associate degree or 6 units toward a certificate may be granted for credit earned by Credit by Examination. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. A student may complete a course through Credit by Examination procedures only once.

A student wishing to pursue the Credit by Examination option should obtain a Credit by Examination form from the Office of Admissions and Records. The Office of Admissions and Records approves eligibility. The student must then 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. Skyline credit earned through Credit by Examination may not be used for meeting unit load requirements for enrollment status, or for programs such as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements. All grades issued upon completion of Credit by Examination will be used for the calculation of the student's grade point average and for determining scholarship awards.

## TRANSFER STUDENTS

Students transferring to Skyline College from another accredited college or university will have their academic transcript evaluated upon receipt by the Office of Admissions and Records. One official transcript of records from each college attended should be submitted for evaluation. Credit will only be allowed for lower-division course work. At the time of evaluation, the Academic Standards Policy of Skyline College will be applied (see Academic Standards section in this Catalog). Transfer credit accepted will be indicated on the student's academic transcript.

Upper-division credits completed at a four-year college or university cannot be counted toward the Associate degree. Skyline College and many four-year colleges or universities have articulation agreements that allow comparable courses to be used in lieu of university courses when transferring from Skyline College to a four-year college or university.

Transfer Admission Agreements are available for some universities. Students are assured admission into the university upon completion of the courses on the agreement. Information regarding course-to-course agreements and Transfer Admission Agreements may be obtained through a counselor or the Transfer Center.

## ADVANCED PLACEMENT EXAM CREDIT POLICY

ADVANCED PLACEMENT TEST*	SKYLINE COLLEGE GENERAL EDUCATION	INCLUSION OF AP IN CSU** GEN ED CERTIFICATION 9/25/97	IGETC+	GENERAL UC POLICY RE: AP
<b>Art</b> Art History	3 semester units in the Humanities area	3 sem units C1	Area 3A	*UC 8 quarter units
Studio Art: Drawing	None	None	None	*UC 8 quarter units
Studio Art: General	None	None	None	*UC 8 quarter units
<b>Biology</b>	3 semester units in the Natural Sciences	3 sem units B2	Area 5B	*UC 8 quarter units
<b>Chemistry</b>	6 semester units in Natural Sciences area	6 sem units B1&B3	Area 5B with lab	*UC 8 quarter units
<b>Computer Science</b> Comp Science A	None	None	None	*UC 2 quarter units
Comp Science AB	None	None	None	*UC 4 quarter units (4 qt. Unit maximum for both tests)
<b>Economics</b> Macroeconomics	Each test generates 3 semester units in Social Sciences Area	3 semester units D3	Area 4	*UC 4 quarter units
Microeconomics		3 semester units D3	Area 4	*UC 4 quarter units
<b>English</b> Language & Comp	Meets ENGL & READ competency 3 sem units in English (E2) and 3 sem units in Language & Rationality (F4A)	3 semester units A2	Area 1A	*UC 8 quarter units
Literature & Comp: Meets English & Read Competency	3 sem units in E2 and 3 sem units in F4 and 3 sem units in F2 (Humanities)	6 semester units in A2 and C2	Area 1A or 3B	*UC 8 quarter units
<b>Environmental Science</b>	None	None	None	*UC 4 quarter units
<b>History</b> European	3 sem units Social Sciences area	3 sem units in D3	Area 3B or 4	*UC 8 quarter units
United States	3 sem units Social Sciences also fulfills US HIST/GOV req.	3 sem units in D1 (clears US Hist only for CSU)	Area 3B or 4	*UC 8 quarter units
World	3 sem units Social Sciences area	*new test in review	*new test in review	*UC new test in review
<b>French</b> French Language	Each test generates 6 semester units in the Humanities area	6 sem units in C2	Each course meets foreign language proficiency requirement One course in 3B	*UC 8 quarter units
French Literature		6 sem units in C2	One course in 3B	*UC 8 quarter units
<b>German</b> German Language	Each test generates 6 semester units in the Humanities area	6 sem units in C2	One course in 3B and meets Foreign Lang proficiency	*UC 8 quarter units

ADVANCED PLACEMENT TEST*	SKYLINE COLLEGE GENERAL EDUCATION	INCLUSION OF AP IN CSU** GEN ED CERTIFICATION 9/25/97	IGETC+	GENERAL UC POLICY RE: AP
<b>Government &amp; Pol</b> Comparative  United States	Each test generates 3 semester units in the Social Science area and also meets CA/ US GOVT only	3 sem units in D3 3 sem units in D1 (Clears US Govt for CSU only)	Area 4  Area 4	*UC 4 quarter units  *UC 4 quarter units
<b>Latin</b>  Literature Vergil	Each test generates 3 semester units in the Humanities area	3 sem units in C2 3 sem units in C2	Each test meets foreign language proficiency req. Area 3B Area 3B	*UC 4 quarter units *UC 4 quarter units
<b>Mathematics</b> Calculus AB  Calculus BC	Each test generates 3 semester units in the Analytical Thinking (4B) area and meets math competency requirement	3 sem units in B4  3 sem units in B4	Area 2  Area 2	*UC 4 quarter units  *UC 8 quarter units
<b>Music Theory</b>	3 semester units in the Humanities area	3 sem units in C1	Area 3A	*UC 8 quarter units
<b>Physics</b> Physics B  Physics C: Elec  Physics C: Mech	6 semester units in Nat Science  3 units in Nat Sci  3 units in Nat Sci	6 sem units in B1&B3  3 sem units in B1&B3  3 sem units in B1&B3	Area 5A with lab  Area 5A  Area 5A	*UC 8 quarter units  *UC 4 quarter units  *UC 4 quarter units (8 qt. max for 3 tests)
<b>Psychology</b>	3 semester units in Social Sciences	3 sem units in D3	Area 4	*UC 4 quarter units
<b>Spanish</b>  Language Literature	Each test generates 6 semester units in the Humanities area	6 sem units in C2 6 sem units in C2	Each test meets foreign language proficiency req. One course 3B One course 3B	*UC 8 quarter units *UC 8 quarter units
<b>Statistics</b>	Meets math competency and 3 sem units in Analytical Thinking (4B)	3 sem units in B4	Area 2	*UC 4 quarter units

**\*ADVANCED PLACEMENT TESTS (AP)** – Skyline College views, as do many colleges and universities, the Advanced Placement Test as a transcript from an independent college. Skyline College applies AP credit toward the Associate degree general education requirements in the same manner as the California State University system applies AP credit to CSU General Education/Breadth requirements or for certificates. The chart above outlines general education application for Advanced Placement credit. Applying Advanced Placement credit to meet specific major or degree requirements is more complicated. Each instructional division at Skyline determines how AP credit can be applied to majors for Associate degrees. How credit is applied to university majors and degree requirements is determined by evaluators at each college or university. Students should be aware that college courses taken after the AP test may duplicate the content of the AP test and, in these cases, the university (transfer destination) may not award credit for both the course and the AP test. Space does not permit discussion of how AP credit is granted for every university and program so students are advised to thoroughly investigate this area.

**+IGETC** – Advanced Placement Tests can be used to satisfy all areas of IGETC except for Areas 1B and 1C. This work may be applied toward completion of IGETC but applicability of such coursework toward a major or degree requirement rests with each CSU and UC campus.

**\*\*CSU** – A student may earn up to 6 semester units of baccalaureate credit for each Advanced Placement test of the college Entrance Examination Board on which the student receives a score of 3, 4, or 5. The list above indicates how AP credit is applied to CSU GE/Breadth requirements.

**\*UC** – The University of California system grants credit for all College Board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject credit, graduation credit, or credit toward general education or breadth requirements as determined by evaluators at each campus.

## RESIDENCE REQUIREMENTS FOR ADMISSION

Legal Requirement: California State law (California Education Code, Chapter One, Article One, beginning with Section 68000-70902) requires that each student enrolled in or applying for admission to a California Community College provide such information and evidence as deemed necessary to determine his/her residence classification. The burden of proof to establish residence is on the student.

**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 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 has been verified by:
  - living in California for two consecutive years
  - owning residential property or continuously occupying rented or leased property in California
  - registering to vote and voting in California
  - obtaining a license from California for professional practice
  - holding active membership in service or social clubs
  - showing California as a home address on California State and Federal Tax forms
  - having spouse, children, or other close relative reside in California
  - paying California State tax as a resident
  - possessing a California driver's license
  - possessing California motor vehicle license plates and registration
  - maintaining California as legal state of residence on Leave and Earnings statement and W-2 form while in the armed forces
  - establishing and maintaining active California bank accounts
  - being a petitioner for divorce in California.
3. Not be involved in conduct inconsistent with a claim of California residency. Some examples of inconsistent conduct which nullify intent are:
  - maintaining voter registration in another state
  - attending an out-of-state institution as a resident of that state

- declaring non-residency for California State income tax purposes
- renewing a driver's license and/or registering a vehicle in another state during the time period for which California residency is claimed
- being a petitioner for divorce in another state.

**Rules of Residency – Married Minors:** A married student under 18 years of age may establish residency in the same manner as an adult.

**Rules of Residency – Unmarried Minors:** 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 in a position requiring certification.
5. Student is an apprentice as defined in Section 3077 of the labor code, and enrolling in apprentice or related classes only.
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. A student 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.
4. 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.

**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.

**Limitation of Residency Rules:** The student is cautioned that this summation of rules regarding residency determination may not provide a complete explanation of their meaning. For further information, 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.

## DETERMINATION OF RESIDENCY

A student classified as a non-resident will be required to pay tuition at the time of enrollment, in an amount set forth by the Board of Trustees. 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, C, D, F, H-2, H-3, J and M visas and their dependents. Also, any student not holding a valid visa is precluded from establishing California residence. Other non-immigrants are not precluded from establishing residence solely on the basis of their status as aliens. They 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.

# 24 REGISTRATION

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## NONRESIDENT 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.

(A) Any student, other than a student who is a nonimmigrant alien under 8 U.S.C. 1101(a)(15), shall be exempt from paying nonresident tuition at any community college district if all of the following conditions exist:

Attended high school in California for three or more years; Graduated from a California high school or attained the equivalent of such graduation; and

Registers for or is enrolled in a course offered by any college in the district for any term commencing on or after January 1, 2002.

(B) Any student seeking an exemption under subdivision (A) shall complete a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption. The student may be required to provide documentation for the information provided on the questionnaire to verify eligibility for an exemption. All nonpublic student information so provided shall be confidential and shall not be disclosed unless required by law.

(C) Any student without lawful immigration status who is seeking an exemption under subdivision (A), shall, in the questionnaire described in (B), affirm that he or she has filed an application to legalize his or her immigration status, or will file such an application as soon as he or she is eligible to do so.

(D) A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.

(E) Nothing in this statute modifies eligibility standards for any form of student financial aid.

(F) Nothing in this statute authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

## REGISTRATION

Procedures students must follow prior to registration are determined according to their educational goal on the Admissions Application.

Students who have been continuously enrolled will receive an appointment to register by email or mail. Registration can be done on or after the registration appointment date.

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:

- take the Math and English placement tests
- attend an orientation
- attend a counseling session to begin development of a Student Educational Plan (SEP).

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 avail themselves of the services listed above but are not required to do so.

Registration is conducted through WebSMART to enroll in classes, add and/or drop classes, access final grades, and pay any college-related fees using the internet. When admissions requirements have been completed along with placement testing, orientation and counseling, if applicable, complete instructions are provided, including a Personal Identification Number (PIN) which allows access to WebSMART. All registration functions may also be done in person in the Admissions and Records Office if needed. Students should consult the current Class Schedule for registration details and deadlines.

## ADMISSION REQUIREMENT FOR NEW STUDENTS

The following steps are required for all students planning to enroll at Skyline College who are seeking a degree or vocational certificate from the college, who are intending to transfer to a four-year college or university, or who are undecided about their educational goal.

### Placement Tests

Placement tests are designed to assess a student's skills in reading, English and mathematics. The results of the tests, along with other criteria, are used to determine appropriate English and mathematics courses that a student may take. Placement tests in English or English for Speakers of Other Languages (ESOL) and mathematics are given to all new matriculating students. Placement tests are required to enroll in any English, English for Speakers of Other Languages, and/or mathematics course and any course that has an English or mathematics prerequisite. Placement tests are also recommended for students pursuing associate degree and university-level courses.

Certain students may have met this matriculation requirement:

1. Students who have taken the Placement Tests at Skyline College, College of San Mateo or Canada College within the last two years and the test results are available.
2. Students who have taken a placement test at another California Community College within the last two years and have had a counselor review this placement information.



3. Students who have completed coursework in English or mathematics with grades of "C" or better and have had a counselor review their transcript.
4. Students who have completed the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4 or 5 or the College Board Advanced Placement Test in Mathematics with a score of 3, 4 or 5.

For further information about the placement tests, call the Assessment Office at (650) 738-4164.

**Note:** Any student who needs assistance in taking the placement tests because of a physical, hearing, visual or learning limitation should call Disabled Students Program and Services (738-4280) at least one week prior to the test date so that appropriate arrangements can be made.

### Orientation

The purpose of orientation is to provide essential information about registration procedures, college policies, student services, academic expectations, and information about how to accomplish educational goals. Students may select to complete the orientation program in-person or online. For further information about the Orientation Programs, see the Class Schedule or call the Counseling Office at (650) 738-4317.

### Selecting Classes/Counseling

Students who have completed the Placement Tests and Orientation Program will receive assistance from a counselor in reviewing assessment results, exploring educational goals and selecting appropriate courses. Through the counseling process, students will learn about course prerequisites and about the required courses for a certificate, degree, to transfer, or to meet career goals. Students will be shown how to use the Class Schedule and College Catalog to plan courses. Counseling appointments may be made in the One-Stop Student Services Center, Building 2, or by calling (650) 738-4317.

## UNITS OF CREDIT

A "unit" of credit represents attendance for one class hour per week throughout one semester in lecture or recitation with some preparation time required outside of class, or three hours in laboratory or other exercises not requiring homework for preparation, or an equivalent combination.

Students planning to complete their Associate degree in two years should enroll in 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.

## UNIT LOAD LIMITATIONS

The combination of work hours and class hours should be carefully considered when completing a Student Educational Plan. No student may take more than 19 units in each of the fall and spring semesters or 12 units (more than 9 upon request) in summer session without the special approval of a counselor or the Dean of Counseling. 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 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.

## EDUCATIONAL PLANNING

Students enrolling at Skyline College should plan a program of study that will meet their educational goals by consulting with a counselor early in the educational process to develop an individual Student Educational Plan (SEP). The objective may be to transfer to a four-year college or university. Depending on the program followed, transfer students may also receive an Associate in Arts or Science degree from Skyline College. Students may qualify to enter an occupational field after completing a Certificate or Associate in Arts or Science Degree Program.

If, in the course of enrollment at Skyline College, students find it advisable to change their program of study, they should consult a counselor. Students should be aware that any changes may result in extending the time necessary to fulfill all program requirements. Students have the ultimate responsibility for planning their programs.

## **PROGRAM CHANGES/ WITHDRAWAL**

Prior to the beginning of the semester or summer session and throughout the Late Registration period, program changes are completed using WebSMART. All program 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. Students should review the class schedule summary on WebSMART or check with the Admissions and Records Office for specific deadline dates for short courses and summer session classes. Refer to "Withdrawal from Classes" in this Catalog for complete details on withdrawal procedures. Refer to "Refund Policy" in this Catalog for information on refunds.

## **REMEDIAL COURSEWORK LIMIT**

No student shall receive more than 30 semester units of credit for remedial/basic skills coursework. Any student who can show significant progress toward the development of skills appropriate to his/her college enrollment may obtain a waiver of this limitation. Students enrolled in ESL courses or those with learning disabilities are exempt from this limitation.

## **TRANSFER OF CREDIT**

Students expecting to transfer to an accredited four-year college or university can complete the first two years of their course work at Skyline College. The student may decide to spend more than two years at Skyline College or to transfer to a four-year institution with less than junior standing. It is important to consult with a counselor in order to arrange a program that will meet the requirements for transfer to the institution of the student's choice. Transfer information is also available in the Transfer Opportunity and Career Center, Building 2, Room 2227, by calling 738-4232, or by accessing [www.assist.org](http://www.assist.org).

Students should make an early choice of a transfer college to begin satisfying all requirements as soon as possible. Students unable to make this decision upon entering Skyline College may elect to follow the requirements shown in the curricula of the California State Universities and Colleges or the University of California. Private or independent colleges and universities have their own requirements and should be contacted directly.

## 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 officially withdraw following established procedures and timelines published in the Class Schedule.

## AUDITING OF COURSES

In compliance with State regulations, Skyline College has identified certain courses that may be audited. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum times allowable.

An auditor may register only after the Late Registration period has concluded with the professor's signature on an Audit Petition form and on a space available basis. A \$15 per unit fee (subject to change), the Health Services Fee, the Student Representation Fee, the Student Body Fee, and the Student Union Fee will be charged at the time of enrollment. Students enrolled in 10 units or more for credit can audit up to 3 units free. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course. Auditable courses are listed in the Class Schedule each term.

## 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. 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.

## 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 and in this Catalog under Fees.

## ENROLLMENT FEE

A state-mandated enrollment fee of \$26 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 in the Financial Aid Office, in the Class Schedule, and on WebSMART under "Financial Aid."

Students classified as nonresidents of the State of California must pay an additional Nonresident fee. See details under "Nonresident Tuition Fee."

## HEALTH SERVICES FEE

All students, except high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a \$15 Health Services Fee each semester for day or evening classes, or \$12 for each 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 Health Center, Building 2, Room 2207, or by calling the Health Center at (650) 738-4270.

## STUDENT REPRESENTATION FEE

The Student Representation 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 Cashier's Office. The fee is not covered by the California Community Colleges Board of Governors Waiver (BOGW) and is not refundable unless an action of the college prevents the student from attending.

## NONRESIDENT TUITION FEE

Students who do not qualify as California residents as determined by the California Education Code must pay Nonresident Tuition fees. Refer to the Class Schedule or the Fees link on the Skyline College homepage for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to the "Determination of Residency" section of this Catalog for more information.

International (F-1 Visa) students pay the Nonresident Tuition plus a nominal capital outlay fee (in addition to the Enrollment fee).

## INTERNATIONAL STUDENT (F-1 VISA) HEALTH INSURANCE

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

## STUDENT BODY FEE (OPTIONAL)

The optional Student Body Fee of \$8.00 per semester (Fall and 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. Funds collected also help support student activities, services and scholarships. Students who choose to waive the fee must contact the Cashier's Office by the deadline listed in the class schedule printed each semester.

## STUDENT UNION FEE

Students will be assessed a Student Union Fee (Fall and Spring semesters only) of \$1.00 per unit up to a maximum of \$5.00 per semester and no more than \$10.00 per student per academic year. Funds collected will be used to support the financing, construction and operation of the Student Union. The assessment of this fee was authorized by a vote of the Skyline Student Body in February 2001.

## PARKING PERMIT FEE

The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the college. Parking permits are not required for motorcycles if parked in designated motorcycle parking. Parking permits are not required for students enrolled exclusively in weekend or off-campus classes. Students may purchase only one parking permit per semester. Parking permits may be transferred from one vehicle to another. One replacement parking permit may be purchased if the initial permit is lost or stolen.

One day parking permits are available for \$1.00 per day (in quarters only) from coin-operated parking permit dispensers in Parking Lots 4, 5 and 8. Refer to the campus map for dispenser locations.

Students may pay for their parking permits at the time of WebSMART registration, or in person at the Cashier's Office, Bldg 2, Student Services Center. The permit, once purchased, must be picked up either at the Cashier's Office or the Security Office, Bldg 2, third floor, Room 2319. Contact the Cashier's Office (650) 738-4101 or the Security Office (650) 738-4199 for office hours.

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard in addition to purchasing a student parking permit in order to park in designated disabled parking spaces on campus.

See the "Parking" section in this Catalog for more information on parking policies and procedures.

## AUDIT FEE

A fee of \$15 per unit is charged for designated courses only. This fee is subject to change. See "Auditing of Courses" section in this Catalog for further information.

## 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 written request by the student. Transcripts may be requested in person or at WebSMART (<https://websmart.smccd.edu>). Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. There is a \$5 fee for each additional transcript requested. Express Service, usually within twenty-four hours, is available at an additional \$10 per transcript. For additional information, contact the Transcript Department in the Office of Admissions and Records at (650) 738-4254.

## RETURNED CHECK FEE

A fee of \$10 is charged for each returned check.

## ADDITIONAL EXPENSES

Students must purchase their own textbooks and supplies. Considerable savings are possible through the purchase of used textbooks from the Skyline College Bookstore. For the approximate cost of books, contact the Bookstore at (650) 738-4211 or check the website at <http://bookstore.skylinecollege.edu>.

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

1. ACCOUNTING, ART, BUSINESS, COMPUTER APPLICATIONS & OFFICE TECHNOLOGY, COMPUTER SCIENCE, DEVELOPMENTAL SKILLS, MATH – \$3 to \$25 materials fee is required for certain courses.
2. AUTOMOTIVE TECHNOLOGY – Approximately \$1,300 tool costs for the first semester with an additional \$900 over the remaining semesters.
3. COSMETOLOGY – Approximately \$1,500 over the length of the program for uniforms and equipment.

Please refer to the course description in the Class Schedule for specific course fee information.

## PAYMENT OF FEES

Fees may be paid in any of the following ways:

- By credit card (using Visa, MasterCard, American Express, Diners Club or Discover) via WebSMART at <https://websmart.smccd.edu>.
- By mailing a check or money order to the Cashier's Office; please write your Student ID number on the check/money order for proper crediting.
- In person at the Cashier's Office, Building 2, Student Services Center
- By inserting a check or money order payment in the drop box at the main entrance to Building 2

Please refer to the Class Schedule printed each semester for fee payment deadlines. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared. Bills are not routinely sent to collect past due balances. Students are expected to review their account on WebSMART regularly.

## REFUND POLICY FOR REGISTRATION FEES

1. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. Check your WebSMART class schedule summary for exact dates.

2. It is the student's responsibility to officially withdraw within published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.
3. A student may either maintain a credit balance on account or request a refund.
4. Refunds are not issued automatically. Students must contact the Cashier's Office to request a refund.
5. Credit balances remain on student accounts for a maximum of five (5) years.
6. Fees paid by personal check(s) require 30 days for bank clearance before refunds can be processed.
7. A \$10 non-refundable processing fee (plus an additional \$50.00 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 the amount owed.
8. Students who receive Financial Aid and withdraw from classes are advised to contact the Financial Aid Office regarding possible repayment owed to federal funds if funds are received prior to withdrawal – (650) 738-4236.
9. Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.
10. If a parking permit has been issued, it must be returned to the Cashier's Office by the deadline stated in the Class Schedule printed each semester for a credit or refund of the parking fee to be processed.
11. The Student Body fee is fully refundable on or before Friday of the fourth week of instruction for semester length courses (for exact dates refer to the Class Schedule printed each semester). For late-start courses, the deadline to waive the fee is 30% of the period of instruction.
12. 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 units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.
13. Exceptions to the refund policy may be authorized by petition to the Academic Standards and Policies Review Committee in cases of unique and extraordinary circumstances beyond the control of the student.

## GRADES AND GRADE POINTS

There are two systems of grading at Skyline College:

1. **Letter Grades:** Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

2. **Credit/No Credit:** Each division of the College may designate courses in which a student is evaluated on a "Credit/No Credit basis" only. Courses with this grade option will be identified in the Announcement of Courses section of this catalog and will use the following evaluative symbols:

Symbol	Definition	Grade Point
CR	Credit (at least satisfactory – C or better)	0
NC	No credit (less than satisfactory or failing)	0

3. **Credit/No Credit Options:** Students may elect to receive a letter grade or be graded on a "Credit/No Credit" basis. Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such option exists will be so designated by the Division Dean in consultation with appropriate members of the division faculty.

Students electing a "Credit/No Credit" option must submit the appropriate form to the Office of Admissions and Records within the first 30% of the term. Changes will not be accepted after this time.

The utilization of courses graded on a "Credit/No Credit" 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 "Credit/No Credit" option.

Four year colleges and universities vary widely in the number of units of "Credit/No Credit" courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations in this regard.

## Nonevaluative Symbols

1. **I – Incomplete:** This symbol is used in case of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the professor in a written record which also indicates the grade to be assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed with the Dean of Enrollment Services. A final grade will be assigned by the professor when the stipulated work has been completed and evaluated. If the work is not completed within the prescribed time period, the grade previously determined by the professor will be entered in the permanent record by Admissions and Records.

An "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. Students who have received an "Incomplete" cannot register in the same course during the time period in which the "Incomplete" is in effect.

The "I" shall not be used in the computation of grade point average.

2. **IP – In Progress:** This symbol is used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is "in progress" and that the assignment of unit credit and grade will be given when the course is completed.

The "IP" shall not be used in the computation of grade point average.

3. **RD – Report Delayed:** This symbol is used only by Admissions and Records for the purpose of indicating 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 computation of grade point average.

4. **W – Withdrawal** (See "Withdrawal from Class(es)")

## GRADE POINT AVERAGE

GPA (Grade Point Average) 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”).

In calculating a student’s grade point average for a degree, grades earned in non-degree applicable credit courses shall not be included.

## SCHOLASTIC HONORS

A Dean’s List of students who have achieved academic honors is published at the end of each semester. The list contains all 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.

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	Acknowledgment
3.3	Honors
3.5	High Honors
4.0	Highest Honors

## 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. Final grades are available at:

[www.skylinecollege.edu](http://www.skylinecollege.edu)

Click on “WebSMART.”

## 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.

An earned grade of A, B, C, D, F, W, CR, or NC 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.

## ENROLLMENT/DEGREE VERIFICATION

Skyline College subscribes to the National Student Clearinghouse (NSC) for enrollment and degree verifications. Company or business requests for enrollment and degree verifications can be made directly to **www.studentclearinghouse.org**, by phone (703) 742-4200, or fax (703) 742-4239. A nominal fee is charged to the company for this service.

Students may obtain an official Enrollment or Degree Verification Certificate at any time by accessing the NSC website at **www.studentclearinghouse.org**. No fee is charged for this service. To process a request: 1) click on the Students icon, 2) click on the link for Performing Enrollment Verifications and follow instructions, 3) print your Enrollment Verification Certificate. This Enrollment Verification Certificate can be presented to health insurance agencies, housing authorities, consumer products companies, banks, etc. when asked to provide official evidence of enrollment at Skyline College.

## 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.

In addition to the following academic standards, special program eligibility requirements for financial aid, athletics, Veteran's Educational Benefits (see "Veterans and Veterans Dependents" section in this Catalog), may differ. Students should consult with the specific office for applicable program eligibility requirements.

## 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 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 petition the Academic Standards and Policies Review Committee, in accordance with College procedures, 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 any two subsequent semesters either or both of the following criteria are applicable:

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

Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning the Academic Standards and Policies Review Committee for reinstatement.

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 POLICY

Up to 36 semester units of substandard coursework (i.e., D, F and NC) within a maximum of two semesters and one summer session which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions:

- A period of at least three years must have elapsed since the course work to be alleviated was completed.
- A student seeking alleviation must have completed:

Units	Grade Point Average
9	3.5
15	3.0
21	2.5
24	2.0

since the course work to be alleviated was completed.

- The substandard course work to be alleviated must have been taken at Cañada College, College of San Mateo and/or Skyline College. The course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency. The academic renewal policy may be applied when alleviation of prior work is necessary to qualify a student for financial aid, admission to a program, transfer to another institution, or for the completion of a certificate program.



To request academic renewal, a student must submit an Academic Renewal petition to the Office of Admissions and Records. The form is available at the Admissions and Records counter.

When academic course work is alleviated from the computation of a 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. Although course work is being alleviated from the computation of grade point average, the courses and the actual grades will remain on the transcript.

## WITHDRAWAL FROM CLASSES

To withdraw from a class students should access WebSMART registration or obtain an Add/Drop form from the Office of Admissions and Records, Building 2, second floor. Official withdrawal is the responsibility of the student. A withdrawal with a refund is subject to refund deadlines. A student who does not withdraw in accordance with established procedures may receive a penalty grade.

A student may withdraw from a semester-length class during the first four weeks of instruction 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 withdraw prior to the completion of 30 percent of the period of instruction and no record of the class will appear on the student's academic record.

After the fourth 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 fourteenth 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 hardship), may petition the Academic Standards and Policies Review Committee for an exception to this policy. Any extenuating circumstance must be verified in writing (i.e., letter from physician, official accident report, obituary notice, etc.).

## 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. REPEAT FOR CREDIT

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments). These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses that are not so designated may not be repeated under this policy.

A student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Students who wish to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

Further information on this policy is available from the Office of Admissions and Records.

### B. GRADE ALLEVIATION

A student who has received a substandard grade of D, F, or NC in a credit course taken at Cañada College, College of San Mateo, and/or Skyline College may repeat the course for purposes of grade alleviation. Normally, a student may repeat a credit course only once. Under unusual circumstances, a student may petition the Dean of Enrollment Services for permission to repeat a course more than once.

Upon satisfactory completion of the repeated course, only the grade earned in the repeated course will be used in the computation of the grade point average. In no case will the unit value of the repeated course be counted more than once. The student's permanent academic record shall be annotated to ensure that all entries are legible and that a true and complete academic record is maintained. Although a course is being alleviated from the computation of the grade point average, the original course and actual grade will remain on the student's academic record.

To the extent possible, preference for enrollment in a credit course shall be given to students who have not previously taken the course. Exceptions to this policy may be made to the Dean of Enrollment Services. Course repetition involving work completed at a non-District institution may be honored on application to the Office of Admissions and Records.

### **C. SPECIAL CIRCUMSTANCES**

Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior permission from the Dean of Enrollment Services before such course repetition will be authorized. Courses repeated under this provision shall be subject to the same terms and conditions outlined in “Grade Alleviation,” section B above. Grades awarded for courses repeated under this provision shall not be considered in calculating the student’s grade point average and in no case will the unit value of the repeated course be counted more than once.

Students should consult with a counselor regarding repetition of courses for purposes of meeting graduation and transfer requirements.

## **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.

Advisories or 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.

Students who wish to challenge a prerequisite or corequisite must complete a Petition to Challenge a Prerequisite form. Petitions are available from the Student Services Information Counter, Building 2; the Division Dean; the Matriculation Coordinator, Building 2, Room 2218; or the Skyline College website at [www.skylinecollege.edu](http://www.skylinecollege.edu). (See Matriculation Policy in this Catalog for further information about prerequisites and corequisites.)

## **SEQUENTIAL COURSES**

To enroll in and receive credit for sequential courses, students must complete the courses in order – e.g., English 836 and Reading 836 must be completed before 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., French 111 cannot be taken after successful completion of French 110.

## **POLICY AND PROCEDURES FOR PROVIDING 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 Disabled Students Program and Services Office, Building 2, Room 2208.

## **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.

**Insert Divider #3**  
**Support Services &**  
**Special Programs**

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## 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. The right to inspect and review the Student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Enrollment Services, a written request that identifies the record(s) they wish to inspect. The College Official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Dean of Enrollment Services for the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The Act provides that the College may release certain types of "Directory Information" unless the student submits a request in writing to the Dean of Enrollment Services that certain or all such information not be released without his/her consent. Currently enrolled students may request that "Directory Information" be withheld by notifying the Dean of Enrollment Services in writing each term or semester.

Only the following "Directory Information" at the College is available to external entities: (1) student's name and city of residence, (2) participation in recognized activities and sports, (3) dates of enrollment, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended, and (6) height and weight of members of athletic teams. Appropriate College personnel as noted in #3 will have access to full address information.

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 2, Room 2319, (650) 738-4301.

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 Public Information Office, Building 1, Room 1318, (650) 738-4324, or view the information on the College website at [www.skylinecollege.edu/smccd/skyline/sts/research/srtk.html](http://www.skylinecollege.edu/smccd/skyline/sts/research/srtk.html). 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 [www.srtk.cccco.edu/index.asp](http://www.srtk.cccco.edu/index.asp).

## HOLDS ON STUDENT RECORDS

A hold will be placed on a student's record by the Office of Admissions and Records 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 will not be released, including transcripts, while an outstanding balance remains on their account.

## ACADEMIC INTEGRITY

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 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.
- Have your course grade lowered, or possibly fail the course.

Under the standards of Academic 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 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 administrative 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

The more class sessions students miss, the greater the chances that grades may suffer. 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 non-attendance 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 considered excessive is when the student has been absent 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 the student believes that 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.

## CONDUCT

Students enrolled in Skyline College are expected to conduct themselves as responsible citizens 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. Each student has the obligation to know and uphold College Rules and Regulations as detailed in the **Student Handbook**.

Social or other functions which have been approved by the appropriate administrative office may use the name of the College and are thereby identified as College functions and become subject to the same high standards of conduct and of supervision, whether conducted on or off the campus.

Social or other functions for which no patrons are listed from the membership of the faculty are not College functions. No off-campus organizations may use the College name or imply College sponsorship in any publicity or other information.

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus, in class, or at any college sanctioned activity or event off campus, are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student

will have access to established due process and appeals procedures.

## TEMPORARY LEAVE OF ABSENCE

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

## EXTENDED LEAVE OF ABSENCE/ WITHDRAWAL FROM COLLEGE

College Policy permits the granting of a leave of absence to students who find it necessary to withdraw from all of their courses for reasons involving extenuating circumstances. For the purpose of this policy, only cases of verified accident, illness or other extraordinary circumstances, beyond the control of the student, will be considered.

1. A petition for an Official Leave of Absence may be filed at any time during the semester. Circumstances warranting the leave must be verified and/or documented, where applicable.
2. After 75% of the semester has passed, all petitions for an Official Leave of Absence, along with all supporting documentation, must be reviewed by the Academic Standards and Policies Committee to determine eligibility. Students will be notified within seven calendar days of the Committee's decision.
3. Students who have completed a short course or completed units in a variable unit course prior to the effective date of the Leave of Absence will be issued those units and will be liable for any applicable fees.
4. Courses for which a student receives a "W" as a result of receiving an Official Leave of Absence will not be included in the computation of academic progress.

Petitions for an Official Leave of Absence are not granted automatically and must be filed, along with all supporting documentation, to avoid the possibility of receiving penalty grades.

## **STUDENT GRIEVANCES AND APPEALS**

Students are encouraged to pursue their academic studies and become involved in other sponsored activities that promote their intellectual growth and personal development. The College is committed to the concept that, in the pursuit of these ends, the student should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he/she has been subject to unjust actions, or denied his/her rights, redress can be sought through the filing of an appeal or grievance. Detailed information is provided in the Student Handbook, which is available in the Student Activities Office. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Dean of Enrollment Services at (650) 738-4238.

## **FINES**

Fines are assessed for failure to comply promptly with library regulations. Students are also required to pay for care-less 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.

## **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.

## **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.

## **POLICY ON SEXUAL HARASSMENT**

It is the Policy of the San Mateo County Community College District and Skyline College to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students or other staff, is considered intolerable behavior that will be investigated and acted upon immediately.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice President of Student Services, Building 1, Room 1315, (650) 738-4333.

In addition to and concurrently with the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or State or Federal Court.

## **POLICY ON DRUG-FREE CAMPUS**

Skyline College, in compliance with the Federal Drug-Free 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, as defined in California statutes, on District or College property or at any function sponsored by the District or Colleges.

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 possible cancellation of registration.

The College Health Center will provide 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 SMOKING

In order to provide a safe and healthy learning and working environment for students, employees, and the general public; and to comply with state law (AB846), smoking is prohibited in all indoor locations. Smoking outside of buildings and other outdoor locations is also prohibited, except in designated smoking areas only. Designated smoking areas are identified and clearly marked in various locations on campus.

Students, employees, and the general public are expected to adhere to the College's smoking policy. Violation of the policy could lead to disciplinary action. For a copy of Skyline College's Smoking Policy and Guidelines, and a map of designated smoking areas, please contact the Student Activities Office at (650) 738-4275.

## 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.

## 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, 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.

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)<sup>1</sup>.

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.

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.

<sup>1</sup> If the federal statutes cited above would result in broader protection of the civil rights of individuals than 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 DE NO DISCRIMINACIÓN

Skyline College no discrimina por razones de raza, color, nacionalidad, sexo, orientación sexual, edad, incapacidad física, religión, u otros factores en sus leyes, procedimientos o prácticas conforme a los reglamentos establecidos por el Título VI del Acta de Derechos Civiles de 1964, el Título IX de las Enmiendas Educativas de 1972 (45 CRF 86), el Acta de Rehabilitación de 1973, Sección 504.104.7 and 104.8 y B (PL93-112), el Acta de Americanos Incapacitados de 1992, y el Acta de Discriminación por Edad (42 U.S.C.-6101). La Política de No Discriminación, así como el procedimiento para presentar quejas se encuentra en el documento titulado "Política sobre Discriminación y Acoso Sexual y Procedimiento para la Presentación de Quejas". Toda pregunta relacionada con estas normas deberá dirigirse a Harry Joel, Vice-Canciller de Recursos Humanos, quien es el oficial nombrado por el Distrito para recibir e investigar las quejas presentadas por parte de los alumnos de Skyline College. Su número de teléfono es: (650) 358-6767.

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## BOOKSTORE

**HOURS:** Skyline College Bookstore will be open during the regular Fall and Spring semesters Monday through Thursday from 7:45 am to 7:15 pm and Friday 7:45 am to 3:00 pm. The FIRST TWO WEEKS OF THE FALL and SPRING SEMESTER and the FIRST WEEK OF THE SUMMER SESSION, the hours will be posted in the Bookstore and on the Bookstore's website at <http://bookstore.skylinecollege.edu>. Regular summer session hours vary.

**Textbooks:** A required book is a must for the course, while a recommended book is one that the instructor feels would be a useful and valuable addition. The shelf tags indicate whether the book is required or recommended.

**Checks:** First party bank imprinted checks with at least your name are accepted for purchases and may be cashed with presentation of a California Drivers License or California ID and your student ID card. All checks are limited to \$10 over the amount of purchases. A fee is assessed for returned checks. NO TWO PARTY OR COMPANY CHECKS ARE ACCEPTED.

**Refunds – Extended Policy:** During the first two weeks of Fall/Spring semester or the first week of Summer session, textbooks (web orders determined by return postmark date) are returnable with your cash register receipt, drop slip, and your ID. A credit voucher will be issued and redeemable thirty (30) working days for all check purchases. Bankcard purchases are credited to the bankcard. Textbooks are returnable for the full value only if they are in new or original condition. Do not write on or remove wrappings until you are sure that you will be keeping the merchandise. Paperbacks, electronics, software and diskettes are not returnable. If a book has become marked or soiled in any way, it is a used book, and the Bookstore may refund the used book price.

**Returns – Standard Policy:** Most items purchased in the Bookstore may be returned within 3 days from date of purchase (web orders may be returned within 3 days from date of ship date) if accompanied by the cash register receipt and ID. The merchandise must be in its original condition for full refund. The merchandise must not be marked, soiled or unwrapped. Paperbacks, electronics, software and diskettes are not returnable. NO REFUNDS WILL BE ISSUED FOR MERCHANDISE PURCHASED DURING THE LAST 5 WEEKS OF ANY SEMESTER.

**Used book Sell-Back Policy:** The Bookstore will buy back undamaged books during the final exam period of each semester. You will receive up to one half of the purchase price, provided the book has been requested for use again on this campus, that it is the current edition, is not a workbook, and is not a government or campus publication. If an instructor has not requested a book to be used again on this campus, a wholesale price will be offered which is approximately 25% or less of the market value. A discontinued book may be worth more in your personal library.

## CalWORKs

The Skyline College CalWORKS program provides assistance to persons who are receiving TANF or AFDC benefits, or who have received them within the last two years. Assistance is available to help eligible students with costs related to child care, enrollment fees, books, parking permits, bus passes, work study, and counseling.

The CalWORKs office is located in Building 2, Room 2239. For more information about CalWORKs, call (650) 738-4480.

## CAREER CENTER

The Career Center provides comprehensive career resources and activities for enrolled Skyline College students.

The Career Center Print and Video Resource Library provides information about job descriptions, salary studies, future career trends and emerging occupations. Web-based career assessment and interpretation services are provided along with individualized career counseling to enhance students' career search in planning their educational and occupational goals. The Career Center sponsors a variety of classes and career orientated workshops, as well as career panels and career expos to provide students the opportunity to establish career networks with local employers. A Holiday Job Fair is held annually in November and a Career Expo is offered in mid-April. Students may also explore computerized guidance systems such as EUREKA to become better informed about their career options. On-line job postings are available at [www.skylinejobs.com](http://www.skylinejobs.com), or students may search for jobs on the website at [www.smccd.edu/accounts/skycareer](http://www.smccd.edu/accounts/skycareer). In addition to online postings, the Career Center's job binders assist students with job openings for full-time and part-time employment. These job postings are regularly updated providing current employment listings.

Job placement opportunities are made available through postings in a job binder in the TOCC.

The Center has both day and evening hours. Students are invited to visit the Career Center in Building 2, Room 2227, to pick up calendars of career events, or call (650) 738-4337 for further information.

## CHILD CARE

The Skyline College Child Development Center is located in a portable unit across the street from the campus next to the Loma Chica School. The Center provides a comprehensive child development program as a service to assist students, staff and faculty who have young children ages 2-1/2 to 5 years. It is open from 7:30 am to 5:00 pm during the fall and spring semesters. One parent must be enrolled at one of the SMCCCD colleges. The program is subsidized by the California Department of Education and fees are based on a sliding scale. For more information, call (650) 359-8637.

## COUNSELING CENTER

The Counseling Division is designed to assist students in all aspects of their development as students. The division's aim is to help students be successful at accomplishing their goals. Career and educational counseling are emphasized. A counselor can help a student establish both immediate and long range goals and provide 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 is their guide to achieving their goals. All students are required to have an SEP on file once they have completed 15 units at Skyline College. Assistance with students' personal and social concerns is also available.

Counseling appointments are made in the One-Stop Student Services Center, Building 2, second floor, or by calling (650) 738-4317. Drop-in counseling is also available for brief informational questions. Check the Class Schedule for drop-in times.

## DISABLED STUDENTS PROGRAM

Skyline College's Disabled Students Program and Services (DSPS) is designed to equalize the educational opportunities of physically and learning disabled students. Skyline 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 time placement testing, lockers, assistive technology classes, adaptive physical education classes, alternate formats of textbooks and printed materials upon request, and tutoring services.

### Assistive Technology Program

The Assistive Technology (AT) Program gives students with disabilities access to computers using adaptive software and hardware. When students enroll in DSKL 880 – Assistive Computer Technology, they receive individualized training in the adaptive software that is unique to their learning and/or computer access needs. 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 1, Room 1206, 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., Zoom-Text), 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 1, Room 1206, 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, review of learning styles and related study strategies. For further information, visit the Learning Skills Office, located in the Learning Resource Center, Building 5, Room 5104, or call (650) 738-4125.

### Workability III Program

The Workability III (WAIll) Program assists persons with disabilities to obtain and retain competitive employment. WAIll is a cooperative program between Skyline College and the California Department of Rehabilitation (DOR). WAIll serves people with disabilities who are clients of DOR. For more information and program eligibility, contact the WAIll program office in the Student Services Center, Building 2, Room 2210, or call (650) 738-4467.

Skyline College and these programs are committed to providing services that will enhance the educational experience of the disabled student population. For a more detailed description of the Disabled Students Program, stop by the Disabled Students Program and Services Office, Building 2, Room 2208. The telephone number is (650) 738-4280; TDD (650) 738-4329.

## EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

Extended Opportunity Program and Services (EOPS) is designed to improve access, retention and completion of educational goals by students who are both 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 counseling, one-on-one tutorial assistance, bilingual counseling in Spanish, transfer assistance, UC and CSU application fee waivers, a book service program, vocational grants, and a calculator loan program. In addition, EOPS 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 child care, 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, Room 2212. Hours of operation are 7:30 am to 5:30 pm. For additional information call (650) 738-4139, email [skyeops@smccd.edu](mailto:skyeops@smccd.edu), or visit the EOPS web page at [www.skylinecollege.edu](http://www.skylinecollege.edu).

## FINANCIAL AID

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

There are four types of financial aid: 1) Grants, 2) Scholarships, 3) Employment, 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:

- Be a U.S. citizen or an eligible non-citizen (permanent resident, resident alien, refugee, asylee). NOTE: The Board of Governor's Waiver may have less restrictive residency requirements for non-U.S. citizens.
- Be enrolled or eligible for enrollment at Skyline College.
- Have completed the Skyline College matriculation process.
- Be enrolled in a degree or certificate program or an eligible transfer program. Certificate programs less than 16 units do not qualify for federal aid.
- Meet Financial Aid academic progress requirements; these requirements are not the same as the college academic progress requirements.
- Have financial need.
- Not be in default on a Federal student loan or owe a repayment of a federal grant.
- Have a high school diploma, a GED (General Equivalency Diploma), or state certificate of completion, or pass an assessment test to determine an ability to benefit.
- Male students must be registered with Selective Service unless not required to register.
- Must not have been convicted of the possession or sale of drugs.

Further information about all programs and types of resources available can be found in the Student Financial Aid Handbook at [www.skylinecollege.edu](http://www.skylinecollege.edu) under Financial Aid.

## To Apply for Financial Aid

Most of the resources mentioned require a student to complete and submit the Free Application for Federal Student Aid (FAFSA), either by completing a paper application or an electronic application available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Some additional College forms must be completed to provide information required before financial aid can be awarded. Applications may be submitted at any time during an academic year. The deadline to apply for the California Grant programs only is March 2 or September 2 (for community college students only) prior to the next academic year. Scholarship applications do not require completion of the FAFSA. Skyline College Scholarship applications are available on the website. Awards are made in the spring of each year. The deadline for applications is generally the end of February. Students should check the Scholarship bulletin board outside the Financial Aid Office on a regular basis for announcements about scholarships.

## Awards and Disbursement of Financial Aid

When a financial aid file is completed, the file will be reviewed within three weeks of receipt of all documents required. Students will be notified of eligibility for financial aid and amounts of funding that will be available in an award letter sent by email or mail from the Financial Aid Office. Students' checks will be mailed approximately one week before classes begin or two weeks after notification of an award during a semester. Students who seek and attain employment on campus must work to earn the funds provided and are paid on a monthly payroll. Students who desire a loan must complete additional paperwork to apply for the loan.

## 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.

For more detailed information about Financial Aid, students should visit the Financial Aid Office in Building 2, Student Services Center, visit the Skyline College website, or call (650) 738-4236.

## 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

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 College Health Center is closed on weekends. College Health Center personnel assist students with health issues. Please feel free to drop in or call the Center at (650) 738-4270.

## 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 recertifications. 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 provider number is CEP 13325.

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
- Computer Science 155
- Family & Consumer Sciences 212, 313
- Health Science 130, 150
- History 235
- Italian 111, 112, 121, 122
- Japanese 111, 112
- Mathematics 200
- Philosophy 103, 240
- Psychology 105, 110, 171, 201, 268, 301, 390
- Respiratory Therapy 430, 445, 450, 475, 485, 490
- Sociology 105, 141, 665
- Spanish 110, 111, 112, 120, 121, 122, 130, 140
- Speech 120

## HOUSING

Available housing opportunities in the community are posted in the College Cafeteria. All arrangements are made between the owner and the student. Dormitories or college sponsored housing facilities are not available. Questions regarding housing should be directed to the Student Activities Office, (650) 738-4275.

## PARKING

Skyline College is committed to keeping the campus as accessible as possible to the community; however, parking can be challenging during this time of construction. The Skyline College Security Office is committed to the 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 if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the college.

**Parking permits may be transferred from one vehicle to another.** One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen.

One day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers in the visitors Parking Lot 4, Parking Lot 5 or Parking Lot 8. Refer to the campus map for dispenser locations.

Students may pay for their parking permits at the time of **WebSMART** registration, or in person at the Cashier's Office, Bldg. 2, Student Services Center. The permit, once purchased, may be obtained either at the Cashier's Office, or the Security Office, Bldg. 2, third floor, Room 2319. Security Office hours are 8:00 am to 8:00 pm Monday-Thursday, and 8:00 am to 4:00 pm on Fridays.

Day students must park in student lots only. Evening students may park in student lots and staff lot 8. All other staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, students must obey all campus, local and state regulations. **Backing into parking spaces is prohibited, and violators will be cited.**

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in **student parking lots only**. The grace period does not apply to staff lots and other restricted areas.

Parking spaces are available on a first-come, first-served 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 Security Office, Bldg. 2, Room 2319, (650) 738-4199.

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 purchase a student parking permit issued through Skyline College. Disabled parking is available in student or staff lots.

Transportation from student lots to campus may be arranged through the Disabled Students Program & Services Office at (650) 738-4280.

## STUDENT ACTIVITIES

The Student Activities Office 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 activities include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting student activities. The Student Activities Office also serves as the facilitator for the annual Student Recognition and Awards Ceremony and the Commencement Ceremony. For additional information, please call the Student Activities Office at (650) 738-4275.

**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 hand out information about their group must make a space reservation at the Student Activities Office 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 three weeks in advance of the event.

**Vending Complaints and Refunds:** All complaints regarding vendor service or malfunctioning vending machines should be reported to the Student Activities Office. Refunds for loss of money in the vending machines are handled by Fresh and Natural, Skyline College's food service provider. Refunds are processed in the cafeteria during regular business hours.

## STUDENT GOVERNMENT

### (ASSOCIATED STUDENTS OF SKYLINE COLLEGE)

Experience and involvement in student government are provided for the students of Skyline College under the regulations of the governing board of the San Mateo County Community College District.

Students have an opportunity to develop skills in group leadership, to learn techniques of democratic government and citizenship, as well as to develop responsibility and desirable life habits and attitudes.

The purposes of the Associated Students of Skyline College (ASSC) are:

1. To promote the general welfare of the students.
2. To assure equality of opportunity among the students.

3. To offer an experience in practice of democratic government.
4. To encourage student participation in the planning and direction of student activities and shared governance as permitted under the California Education Code and the policies of the Board of Trustees.

The governing body of the Associated Students will coordinate the activities of all student clubs and organizations of the College.

With the advice and assistance of the Coordinator of Student Activities, the Student Council directs and supervises all student activities in which the College is represented. Because the direct financial support for many of the activities comes from the purchase of Student Body Cards, students wishing to support these activities will have the opportunity to purchase cards at registration. Once purchased, Student Body Cards may be picked up in the Student Activities Office.

Members of the ASSC who purchase Student Body cards receive the following benefits:

1. Admission to social and other activities at rates to be determined by the Student Council.
2. Discount rates for selected services on campus and in the community.
3. Opportunity to hold Student Council office.

ASSC activities are an important part of the educational experience at Skyline College. All registered students are encouraged to participate in the various offerings of the activity program.

## STUDENT CLUBS

In order to secure the most from college life, students are encouraged to participate in one or more of the many clubs organized within the Associated Students. These clubs offer many and diverse opportunities to students for both social and educational contacts. Each club elects officers and plans its own program for the semester. A list of student clubs may be found in the current Class Schedule and the Student Handbook.

Students interested in learning about existing clubs or how new clubs may be formed are invited to speak with the Coordinator of Student Activities at (650) 738-4275.

Sororities, fraternities and other secret organizations are banned under the Education Code of the State of California.

## STUDENT PUBLICATIONS

The following publications are published for the student body:

The **Student Handbook**, which contains information for incoming students about campus rules and student conduct, college staff, student organizations and services of the college.

**The Skyline View**, a biweekly, student-run 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's Student Services One Stop Center is located in Building 2, 2nd floor. The majority of student support services are located in the Center. Students wishing to obtain more information about available services should check in at the One Stop Information Desk or call (650) 738-4465. Campus Ambassadors are available day and evening hours and can arrange for campus tours.

## TRANSFER CENTER

The Transfer Center is located in Building 2, Room 2227. The Center provides comprehensive transfer services, resources

and activities to help students select and prepare for transfer to a wide variety of universities, including the California State University, University of California, and Independent Colleges.

Transfer support services include transfer counseling, transfer, financial aid and application workshops, university tours, visits with university representatives, a yearly Transfer Day, and extensive transfer information and articulation resources. The Transfer Center also coordinates guaranteed transfer programs with selected universities, including UC Davis, UCLA, UC Santa Cruz, UC Riverside, UC Santa Barbara, and Notre Dame de Namur University. Extensive transfer information and a full calendar of activities is also available online through the Transfer Center web page, which can be accessed at [www.skylinecollege.edu](http://www.skylinecollege.edu). The Center also works in cooperation with multicultural campus support services in activities that promote transfer for underrepresented students.

The Center has both day and evening hours. Students are invited to visit the Transfer Center in Building 2 to pick up calendars of transfer events, or call (650) 738-4232 for further information.

## VETERANS AND VETERANS' DEPENDENTS

Skyline College is listed by the Veterans Administration as qualified to receive students under various programs. Students interested in attending Skyline College under the veterans' programs should contact the Veterans' Affairs Assistant in the Office of Admissions and Records to initiate a claim for education benefits. The amount of benefits received by each veteran will vary according to the following scale of units attempted:

12 units – full-time benefits

9 units – three-quarters benefits

6 units – one-half benefits

The State of California provides a program for children of veterans who are deceased or disabled from service-connected causes. Applications should be made to the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

Veterans may also receive college credit upon presentation of discharge papers (DD214) showing honorable discharge and active service of one year or more. Eligible veterans may receive a total of six units of credit and may qualify for up to 14 additional units for work satisfactorily completed under certain training programs in the armed forces. Proof of such work should be presented to the Office of Admissions and Records, where these records will be evaluated and any credit awarded will be posted to the student's record. These units cannot be counted toward the semester unit requirement for collecting benefits.

Students in the six-month Reserve Training Programs are not eligible for this credit. This is in accordance with the recommendation of the American Council on Education, issued September, 1968.

See "Veterans and Veterans' Dependents" under the Admission section of this Catalog for further information.

## LIMITATIONS ON PROGRAMS AND SERVICES

In order to be able to adjust to the changing availability 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.



## ASTEP

### (AFRICAN AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE)

The ASTEP Program offers a variety of support services, such as academic counseling, group tutoring, priority registration and academic skills workshops. In addition, student leadership training seminars and community service learning opportunities are provided. ASTEP also sponsors activities, colloquiums and field trips that encourage cultural enrichment and promote personal growth.

Connected to the program is a first of its kind learning community called the **African-American Experience Learning Community**. Students in this learning community learn about African-American culture, tradition, identity, history, psychology and contemporary life through lectures, discussions, film, guest speakers and presentations. Each course prepares students to take that very important step towards transferring to a four-year college or university.

An upcoming feature of the program will be tours of local colleges and universities that will allow students to develop personal experiences in understanding college and university campus life.

More detailed information about the ASTEP Program is available by contacting Dr. Tony Jackson at (650) 738-4156, or by visiting the ASTEP webpage at [www.skylinecollege.edu](http://www.skylinecollege.edu).

## ATHLETICS

Skyline College sponsors men's and women's intercollegiate athletic competition within the Coast Conference for the benefit of those students interested in team competition.

Skyline adheres to the California Community College Athletic Code and to the Coast Conference eligibility rules and regulations. Final decisions rest with the Coast Conference Commissioner or the California Community College Commission on Athletics.

For further clarification contact the Athletic Director, Building 3, Room 3176, or call (650) 738-4271.

## 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 Katharine Harer, HTP Coordinator, at (650) 738-4412, or email her at [harer@smccd.edu](mailto:harer@smccd.edu), or visit the Honors Transfer Program web page at [www.skylinecollege.edu](http://www.skylinecollege.edu), click on Honors at Skyline.

## HONOR SOCIETY – PHI THETA KAPPA

Beta Theta Omicron is the Skyline College chapter of Phi Theta Kappa, the International Honor Society for two-year colleges. Beta Theta Omicron has earned five star status – the highest status awarded to a 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 four-year 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](http://www.skylinecollege.edu/boo). Applications are also available in the Office of Admissions and Records.

## KABABAYAN PROGRAM

The Kababayan Program (Filipino for “countryman”) is a transfer and community support program 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 Program 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 the Kababayan Program 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 the Kababayan Program.

The Kababayan Program consists of four core English courses which students need in order to earn their Associate Degrees or transfer to a four-year university: English 846, 100, 110, and 165. In addition, the Kababayan Program 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 reading, literature, history and music.

For more information, please contact Liza Erpelo, Program coordinator and English instructor, by phone at (650) 738-4119 or by email at [erpelol@smccd.edu](mailto:erpelol@smccd.edu), or visit the Kababayan Program web page at [www.skylinecollege.edu/kababayan](http://www.skylinecollege.edu/kababayan).

## 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, Nursing, Physical Therapy, 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, or access the internet using the program’s computers.

The MESA Center is located in Building 7, Room 7207. For more information contact Tiffany Reardon at (650) 738-4244.

## PUENTE

Founded in 1981, the Puente Program (Spanish for “bridge”) is a national-award-winning program 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 is one of 54 community colleges participating throughout California.

Puente Program courses begin in Fall Semester and resume in Spring Semester. In the fall, Puente students are strongly advised to concurrently enroll in English 846 AP (Reading and Writing Connections) and Counseling 100 AP (College Success), since their curriculum is related. In the spring, students will continue on to English 100 AP (Composition).

For more information, please contact Puente Program Coordinator Jacqueline Escobar at (650) 738-4305, Building 2, Room 2230B.

## TECH PREP

Skyline College Tech Prep programs link the last two years of high school and two years of community college study through a partnership with local high schools and the San Mateo County Regional Occupation Program (ROP). Tech Prep programs prepare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experience.

Tech Prep allows the granting of college credit for the articulated courses that are successfully completed by students while attending high school or ROP. College credit for articulated courses completed at the high school or ROP will be posted according to the criteria stipulated in the articulation agreement.

Tech Prep articulation agreements have been approved by local high schools, the San Mateo County Regional Occupational Program (ROP), Opportunities Industrialization Center West (OICW), and Skyline College in the following areas: Accounting, Automotive Technology, Business, Computer Applications/Office Technology, Computer Science, Early Childhood Education, Electronics Technology, International Trade, and Telecommunications. 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 Tech Prep certificates for articulated high school or ROP courses receive the college credits after completing at least 6 units with a minimum of 2.0 GPA at one of the three colleges within the District. These units are posted to an individual's college transcript after the 6 units of course work has been successfully completed. The number of college units students may earn through these Tech Prep articulation agreements varies according to the specific occupational program.

Tech Prep 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 Tech Prep, contact the Business Division Dean at (650) 738-4201.

## TRIO/STAARS

TRIO/STAARS (Student Transfer, Academic Achievement, and Retention Services) provides intensive academic and counseling support for students who meet the program criteria (low income, first generation in family to have attended college, or disabled, either physical or learning). The mission of the STAARS program is to help students meet their educational goals through succeeding in college, graduating, and transferring to a four-year college. To apply, fill out an application in the Learning Center or online at <http://www.skylinestaars.org/trio/index.cfm>.

For general information about the Learning Center, call (650) 738-4144 or see our website: <http://www.smccd.edu/accounts/skytlc/index.htm>.

## WOMEN IN TRANSITION (WIT)

The Women in Transition (WIT) Program is designed to help women make the transition back into the academic environment. Whether you are a re-entry student with a few college courses under your belt, a first-generation college student, or trying to become self-sufficient and learn new skills, the WIT Program can assist you. Our goal is to encourage women to expand their horizons and reach their intellectual, professional and personal goals. It is our philosophy that central to a student's success is a comprehensive academic and social support system that extends from pre-orientation through graduation. To that end, the WIT Program combines the rigors of an academic program with an integrated support network that helps women persist and succeed. This includes pre-registration counseling, career and life planning courses, the Women in Transition seminar, and core WIT courses in English and Math, in addition to information on transferable coursework and job placement. For further information, contact Lori Slicton, WIT Coordinator, at (650) 738-4157 or via email at [slicton@smccd.edu](mailto:slicton@smccd.edu), or visit the program's website at [www.smccd.edu/accounts/skyline/ss-ca/wit/witwel.html](http://www.smccd.edu/accounts/skyline/ss-ca/wit/witwel.html).

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# 54 INFORMACION PARA PERSONAS DE HABLA HISPANA

## REQUISITOS DE ADMISION

Las personas interesadas en asistir a Skyline College deben ser aceptadas antes de matricularse en cualquier clase. De acuerdo con nuestra abierta política de matriculación, cualquiera que sea graduado de la escuela secundaria (High School) o que tenga 18 años o más, y se pueda beneficiar de la educación ofrecida, es elegible para asistir al Skyline College. Las personas que no sean graduados de la escuela secundaria (High School), que no tengan 18 años de edad, pueden también asistir al Skyline College si han pasado el examen de habilidad y competencia a nivel secundario (High School Proficiency Examination) o la prueba de desarrollo educacional general (GED test). Los estudiantes actuales de secundaria deberían ver la sección titulada "Estudiantes de Secundaria" ("High Schol Students") en esta página.

## PROCEDIMIENTOS PARA ADMISION

Los posibles estudiantes tienen que completar una aplicación para admisión disponible en la red Internet: <https://websmart.smccd.edu> o en el Horario de Clases (Class Schedule). Una vez que la solicitud haya sido introducida en la Oficina de Admisión y Archivos, el (los) próximo(s) paso(s) es(son):

**Estudiantes Nuevo:** a menos que estén exentos de los requisitos de matriculación, (para más información, ver Matriculación, página 17). Completar los siguientes pasos:

- Tomar el examen de ubicación del Skyline College. Contactar la Oficina de Evaluación Académica al (650) 738-4164, o consultar el Horario de Clases (Class Schedule) o la red Internet para verificar fechas, horarios y lugares de exámenes.
- Asistir una sección de orientación.
- Ver a un consejero para planificar su programa. Traer sus calificaciones escolares (transcripts) para que sean revisados por su consejero.

**Veteranos:** Introducir el formulario DD-214 en la Oficina de Admisión y Archivos para recibir beneficios educacionales.

**Alumnos Transferidos:** Presentar sus calificaciones escolares anteriores a un consejero para determinar la finalización del prerrequisito y/o requisitos de graduación.

**Alumnos con Impedimentos:** Para información sobre facilidades, contactar la Oficina de Programas y Servicios para los Estudiantes con Impedimentos al (650) 738-4280.

## RESIDENCIA EN CALIFORNIA

Los estudiantes que no hayan sido residentes de California por un año completo antes del día de apertura de un semestre dado, deben pagar matrícula de no residentes además del monto de matrícula de los residentes de California. Para mayores detalles, vea los Requerimientos de Residencia en este Catálogo y el monto de no residentes en la red Internet o en el Horario de Clases.

## ESTUDIANTES INTERNACIONALES

El Skyline College está autorizado por la ley Federal para aceptar estudiantes internacionales no inmigrantes. Este programa está dirigido a estudiantes que tienen o buscan obtener visas de estudiante F-1. Los solicitantes tienen que completar la Aplicación para Estudiantes Internacionales disponible en la Oficina de Admisión y Archivos o en el sitio de la red: [www.skylinecollege.edu](http://www.skylinecollege.edu). Se requiere que los solicitantes sometan documentos adicionales que satisfagan los siguientes requisitos:

- Haber completado la Educación Secundaria, o el equivalente, finalizada en una escuela de secundaria de Los Estados Unidos con grados satisfactorios equivalentes a "C" (con un promedio de 2.0) o superior.
- Tener los resultados del TOEFL (Test of English as a Foreign Language) con un puntaje mínimo de 480, en papel, o de 157 en computadora.
- Demstrar suficiencia en el comando de la lengua inglesa para beneficiarse de la instrucción del Skyline College.
- Demstrar capacidad para costear los gastos anuales (incluyendo su sostenimiento personal) de aproximadamente US\$18,000 por año (vea el Horario de Clases para los precios actualizados del Skyline College).
- Proveer prueba de tener un seguro médico de salud válido que cubra al menos US\$35,000. Los solicitantes pueden escoger un plan de seguro de salud ofrecido por una compañía privada a través del Distrito de Colegios de la Comunidad del Condado de San Mateo a un costo de US\$500 por año aproximadamente.

Se espera que los estudiantes aceptados en el Programa de Estudiantes Internacionales se matriculen y completen un mínimo de 12 unidades cada semestre con un mínimo de "C" (promedio de 2.0) para permanecer con una buena posición académica.

La información completa acerca del Programa de Estudiantes Internacionales esta disponible a través del Coordinador del Programa de Estudiantes Internacionales en el (650) 738-4315 o en el Internet en [www.skylinecollege.edu](http://www.skylinecollege.edu).

## ESTUDIANTES QUE SE TRANSFIEREN

A los estudiantes que se transfieren al Skyline College de otra universidad acreditada, les serán evaluadas sus calificaciones escolares, cuando se reciban en la Oficina de Admisión y Archivos. Se debe someter una calificación escolar oficial para su evaluación por cada universidad que haya asistido. Solo se dará crédito a cursos de "lower-division". Se aplicará la Política de Patrones Académicos del Skyline College al momento de la evaluación (ver la sección de Patrones Académicos de este Catálogo). Los créditos transferidos y aceptados se indicarán en el historial académico del estudiante.

Los créditos de “upper-division” completados en una facultad de cuatro años o en una universidad no pueden ser aceptados o contados para el Grado Asociado (Associate Degree). El Skyline College, y otras facultades de cuatro años o universidades, tienen acuerdos de articulación que permiten que cursos comparables sean usados en lugar de cursos universitarios al transferirse del Skyline College a una facultad de cuatro años o universidad.

Los acuerdos de Admisión y Transferencia están disponibles para ciertas universidades. Los estudiantes tienen garantizada la admisión en la universidad si han completado los cursos listados en el acuerdo. La información en relación a los acuerdos de curso a curso y los Acuerdos de Admisión y Transferencia se pueden obtener por medio de un consejero o por medio del Centro de Transferencia.

## REQUISITOS DE RESIDENCIA PARA ADMISION

**Requisito Legal:** La ley del estado de California (Código de Educación de California, Capítulo Uno, Artículo Uno, empezando con la sección 68000-70902) requiere que cada estudiante matriculado o que está solicitando admisión en un Community College de California provea tal información y evidencia según la necesidad para determinar la clasificación de su residencia. La veracidad de la evidencia presentada para probar la condición de su residencia es enteramente del estudiante.

**Reglas de Residencia: Adultos con más de 19 años de edad:** un estudiante de más de 19 años de edad puede establecer residencia en California cumpliendo con los siguientes criterios:

1. Verificando su presencia física en California un año antes del inicio del semestre. La residencia es determinada por acciones e intenciones. El período de un año empieza cuando una persona **no solamente está presente** en California sino que **también** ha demostrado clara intención de llegar a ser residente permanente de California.
2. Intento de hacer de California un lugar de residencia permanente ha sido verificado por:
  - Vivir en California por dos años consecutivos
  - Tener propiedad donde se reside o continuamente ocupar propiedad en California
  - Registrándose para votar y votar en California
  - Obteniendo una licencia de California para práctica profesional
  - Siendo miembro activo de un club social o de servicio
  - Mostrando una dirección de domicilio en California en los documentos de impuestos estatales y federales
  - Teniendo un cónyuge, hijos u otros parientes cercanos que sean residentes de California
  - Pagando impuestos al estado de California como residente
  - Teniendo una licencia de conducir de California

- Teniendo placas y registro de un vehículo motorizado en California.
  - Manteniendo California como su estado legal de residencia en el Permiso Pagado y en el formulario W-2 mientras está en las fuerzas armadas
  - Establecer y mantener activas cuentas bancarias en California
  - Entablar una petición de divorcio en California.
3. No estar envuelto en conducta inconsistente con la declaración de residencia de California. Algunos ejemplos de conducta inconsistente que invalidan la intención son:
    - Manteniendo registro de voto en otro estado.
    - Asistiendo a una institución en otro estado como residente de este otro estado.
    - Declarando no ser residente de California para efectos de impuesto.
    - Renovando una licencia de conducir y/o registrando un vehículo en un otro estado durante el tiempo en que se afirma tener la residencia de California
    - Entablar una petición de divorcio en otro estado

**Reglas de Residencia – Menores de Edad Casados:** Un estudiante casado con menos de 18 años de edad puede establecer residencia de la misma manera que un adulto.

**Reglas de Residencia – Menores Solteros:** Un estudiante soltero con menos de 18 años de edad adquiere residencia de uno de los padres con quien vivió por último. El estudiante puede ser clasificado como residente si el padre con quien vivió por último ha sido residente legal de California por más de un año inmediatamente anterior al semestre de admisión.

**Clasificación como Residente:** Un estudiante puede ser considerado residente bajo las siguientes circunstancias:

1. El estudiante que ha estado presente en California por más de un año antes del semestre de admisión y se ha sostenido independientemente por ese tiempo y presenta los requisitos de residencia.
2. El estudiante extranjero que es residente permanente mayor de 18 años y ha residido en California como residente permanente por más de un año antes del semestre de admisión.
3. El estudiante extranjero que es residente permanente menor de 18 años y ha residido con su(s) padre(s) quien(es) ha(n) sido residente(s) permanente(s) por más de un año antes del semestre de admisión.
4. El estudiante que es empleado tiempo completo de una escuela pública del distrito en una posición que requiere certificación.
5. El estudiante que es aprendiz, como definido en la sección 3077 del código de trabajo, y que se matricula en clases de aprendiz o clases relacionadas solamente.
6. El estudiante que gana su dinero básicamente teniendo empleo de trabajo agrícola en California por al menos dos meses por año en cada uno de los dos años anteriores al semestre de admisión.

7. El estudiante que vivió con padre(s) quien(es) es(son) trabajador(es) rural(es) como especificado en el número 6 arriba y lo declara como dependiente en los impuestos.
8. El estudiante menor de edad que ha estado bajo continuo cuidado y control de un(os) adulto(s), por más de dos años antes del semestre de admisión. El adulto tiene que haber sido residente de California durante el año más reciente.

**Excepciones:** Un estudiante tiene derecho a ser clasificado residente por el tiempo mínimo necesario para llegar a ser residente si se aplican las siguientes circunstancias:

1. El estudiante que es menor de edad con asistencia continua al Skyline College, cuyos padres han establecido residencia en California (por un año), y quienes dejaron el estado, puede ser clasificado como residente hasta que haya cumplido la edad de 18 años y consiga residencia por sus propios medios.
2. El estudiante que es activo en el servicio militar, basado en California, y que no haya sido asignado a California por razones académicas.
3. El estudiante que es hijo(a) dependiente (natural, adoptado, hijastro), o cónyuge de una persona activa en el servicio militar y basado en California, es clasificado como residente por el mínimo tiempo necesario para ser residente.
4. El estudiante que trabaja tiempo completo, o es hijo/a, o cónyuge de una persona que trabaja tiempo completo en una institución educacional o cualquier agencia estatal de California puede, ser considerado para la residencia de California hasta que el/ella haya residido en California por un mínimo de tiempo necesario para establecer residencia.

## DETERMINACION DE RESIDENCIA

El estudiante clasificado como no-residente tendrá que pagar la matrícula en el momento de la inscripción, en una cantidad establecida por la Junta Directiva. Los no- inmigrantes impedidos por el Acto de Inmigración y Nacionalidad (Immigration and Nationality Act) de establecer residencia en los Estados Unidos incluyen, pero no se limitan a los que tienen visas tipo B, C, D, F, H-2, H-3, J y M y a sus dependientes. Además, un estudiante que no tenga una visa válida, está excluido de establecer residencia en California. Los otros no inmigrantes no están excluidos de establecer residencia solamente sobre la base de su situación como extranjeros. Ellos pueden ser clasificados como residentes si satisfacen los requisitos de la ley estatal. La información sobre el precio de matrícula y reembolso puede ser encontrada en la sección "Política de Precios de Matrícula/Reembolso" de este catálogo.

**Clasificación Incorrecta:** Los estudiantes no residentes inscritos sin pago de matrícula a causa de información falsificada deben ser excluidos de las clases al recibir una notificación sobre el pago de matrícula pendiente. Una notificación por escrito puede ser dada en cualquier momento. Los estudiantes excluidos por falsificación no deben ser readmitidos durante el semestre o sesión de verano del cual fueron excluidos, ni deben ser admitidos en ningún otro semestre o sesión de verano hasta que toda las matrículas y obligaciones anteriores sean pagadas.

Si un estudiante es erróneamente considerado no residente de California y su matrícula ha sido pagada, esta será totalmente reembolsada, cuando la prueba de residencia del estado se presente dentro del período en que el pago haya sido hecho.

**Reclasificación:** La reclasificación a la categoría de residente debe ser requerida por el estudiante. La independencia financiera durante el presente año y los dos años anteriores será considerada en el momento en que el estudiante requiera la reclasificación. La información sobre los requisitos para la reclasificación se encuentra en la Oficina de Admisión y Archivos.

**Limitación de Reglas de Residencia:** Se previene al estudiante que la suma de reglas sobre la determinación de la residencia, puede que no provea una explicación completa de su significado. Para más información, contacte la Oficina de Admisión y Archivos. Los estudiantes deben notar que pueden haber ocurrido cambios en los estatutos y reglas entre el momento de la publicación de este catálogo y el inicio del semestre al cual están solicitando admisión.

## EXCEPCION DE MATRICULA PARA EL ESTUDIANTE NO RESIDENTE

Las formas para la excepción de matrícula están disponibles en la Oficina de Admisión y Archivos para los estudiantes que deseen ser considerados para esta excepción bajo la Ley Estatal AB540.

- A. Cualquier estudiante que no sea inmigrante bajo 8 U.S.C. 1101 (a) (15), debe estar exento de pagar matrícula de no residente en cualquier Community College del Distrito si todas las siguientes condiciones existen:

Cursó la escuela secundaria por tres años o más;

Se graduó de un High School de California o recibió equivalencia de tal graduación;

Se inscribió o está inscrito en un curso ofrecido por cualquier community college en el distrito, en cualquier semestre comenzando el primero de enero del 2002, o después.

- B. El estudiante que busca una excepción bajo la subdivisión (A) debe completar un cuestionario recomendado por la oficina del Canciller del Estado elegibilidad para esta excepción de la matrícula de no residente. Al estudiante y se le puede requerir que provea documentación para la información proveída por el cuestionario para verificar la elegibilidad para una excepción. Toda la información no pública del estudiante deberá ser confidencial y no deberá ser revelada a menos que lo requiera la ley.
- C. Cualquier estudiante que no tenga la posición de inmigrante legalizado y que busque excepción de la matrícula bajo la subdivisión (A) debe, en el cuestionario descrito en (B) afirmar que el/ella ya ha llenado una aplicación para legalizar su posición de inmigrante, o introducirá una aplicación tan pronto como el/ella sea elegible para hacerlo.



- D. El estudiante que busca este tipo de excepción de matrícula tiene la responsabilidad de proveer evidencia según los requisitos de esta sección.
- E. Nada en este estatuto cambia los patrones de elegibilidad de alguna forma de ayuda financiera para el estudiante.
- F. Nada en los estatutos autoriza el reembolso de matrícula a no residentes que pagaron antes del primero de enero de 2002.

## REQUERIMIENTOS DE ADMISION PARA ESTUDIANTES NUEVOS

Se requieren los siguientes pasos para todos los estudiantes que planean inscribirse en el Skyline College que están buscando un grado o un certificado vocacional del colegio, que están intentando transferirse a un college o universidad de cuatro años, o que están indecisos acerca de su meta educacional.

### Exámenes de Ubicación

Los exámenes de ubicación son designados para medir habilidades en la lectura, Inglés y matemáticas. Los resultados de los exámenes, junto con otros criterios, se usan para determinar cursos de matemáticas e Inglés apropiados que el estudiante debe tomar. Los exámenes de ubicación en Inglés o Inglés para Personas de Otra Lengua (ESOL) y matemáticas se le dan a todos los estudiantes nuevos que se inscriben. Los exámenes de ubicación son requeridos para inscribirse en cualquier curso de Inglés, Inglés para Personas de Otra Lengua, y/o matemáticas y cualquier curso que tenga Inglés o matemáticas como pre-requisito. Los exámenes de ubicación se recomiendan también para estudiantes que buscan obtener un grado asociado y cursos a nivel universitario.

Ciertos estudiantes pueden haber completado este requerimiento de matriculación:

1. Los estudiantes que ya han tomado el examen de ubicación en el Skyline College, College de San Mateo o Cañada College en los últimos dos años y los resultados están disponibles.
2. Los estudiantes que han tomado el examen de ubicación en los últimos dos años en otro Community College de California y han tenido un consejero que revisó esta información de ubicación.
3. Los estudiantes que han completado cursos en Inglés o matemáticas con un grado "C" o superior y han tenido un consejero que revisó sus calificaciones.
4. Los estudiantes que han completado el Examen Avanzado de Ubicación del Consejo de Colegios ((AP)) en la Lengua Inglesa o Literatura Inglesa con un grado 3, 4 ó 5 o el Examen de Ubicación en Matemáticas de la Junta del Consejo de Colegios, con un grado 3, 4 ó 5.

Para más información sobre exámenes de ubicación, llame la Oficina de Exámenes (Assessment Office) al número (650) 738-4164.

**Nota:** Cualquier estudiante que necesite ayuda para tomar el examen de ubicación a causa de limitaciones físicas, auditivas, visuales o de aprendizaje, debe llamar al Programa de Estu-

diantes con Impedimentos y Servicios al (650) 738-4280 por lo menos una semana antes de la fecha del examen, para hacer arreglos apropiados.

### Orientación

El propósito de la orientación es proveer información esencial acerca de los procedimientos de registro, las políticas del college, los servicios a los estudiantes, las expectativas académicas y la información acerca de cómo alcanzar los objetivos educacionales. Los estudiantes pueden escoger completar el programa de orientación en persona o por el Internet. Para mayor información acerca de los Programas de Orientación, vea el Horario de Clases o llame a la Oficina de Consejería al (650) 738-4317.

### Selección de Clases/Consejería

Los estudiantes que han completado el Examen de Ubicación y el Programa de Orientación recibirán asistencia de un consejero para revisar los resultados de la evaluación, explorar los objetivos educacionales y seleccionar los cursos apropiados. A través del proceso de consejería, los estudiantes aprenderán acerca de los prerrequisitos de los cursos y acerca de los cursos que se requieren para un certificado, un grado, para transferirse, o para cumplir con los objetivos de la carrera. Se les enseñará a los estudiantes cómo usar el Horario de Clases y el Catálogo del Colegio para planear los cursos. Las citas para Consejería se pueden hacer en el Centro de Servicios de Estudiantes Uniparada, Edificio 2, o llamando al (650) 738-4317.

## LIMITACIONES EN EL NUMERO DE UNIDADES

La combinación de horas de trabajo y horas de clases deben ser consideradas cuidadosamente cuando se complete el Plan Educativo del Estudiante. Ningún estudiante puede tomar mas de 19 unidades en cada uno de los semestres de otoño y primavera o 12 unidades (mas de 9 unidades al ser requerido por el estudiante) en la sesión de verano sin la aprobación especial de un consejero, o el Decano de Consejería. Esta limitación de unidades incluye todos los cursos del día, de la noche, del programa de fin de semana, o de cualquier otro college o universidad.

Un programa de 12 unidades o más es considerado tiempo completo para establecer elegibilidad para atletismo, ayuda financiera, visas para Estudiantes Internacionales, beneficios para Veteranos, y muchos otros beneficios que dependen de la matriculación a tiempo completo para máximos beneficios. Algunos programas pro- ratean los beneficios basados en la reducción en la carga de unidades. Los estudiantes deben chequear con su coordinador de programa para los requerimientos específicos de unidades.

La condición de la matriculación se define de la siguiente manera:

Tiempo-completo=12+ unidades; tres cuartos de tiempo =9-11 unidades; medio tiempo =6-8 unidades; y menos de medio tiempo =.5-5.5 unidades.

## PLAN EDUCACIONAL

Los estudiantes que se matriculan en el Skyline College deben planear con anticipación un programa de estudios que llene sus objetivos educacionales consultando a un consejero temprano en el proceso educacional para desarrollar un Plan Educacional del Estudiante individual (Student Educational Program). El objetivo puede ser el de transferirse a un colegio de la comunidad o universidad de cuatro años. Dependiendo del programa que se siga, los estudiantes que se transfieren, también pueden recibir un grado asociado en artes (Associate in Arts) o en ciencias (Associate in Science) del Skyline College. Los estudiantes pueden calificar para entrar a un campo ocupacional después de completar un Certificado o Asociado en Artes o Ciencias.

Si en el proceso de inscribirse en el Skyline College, los estudiantes encuentran conveniente cambiar su programa de estudios, deben consultar un consejero. Los estudiantes deben estar conscientes de que cualquier cambio puede resultar en tiempo adicional necesario para satisfacer todos los requisitos del nuevo programa. Los estudiantes tienen la última responsabilidad al planear sus programas.

## CAMBIOS EN EL PROGRAMA/RETIRO

Antes del principio del semestre o de la sesión de verano y durante el período de Matriculación Tardía, los cambios en el programa se completan usando WebSMART. Todos los cambios en el programa son responsabilidad del estudiante. Un estudiante quien está matriculado en un curso, y deja de asistir a las clases no será automáticamente sacado del curso y puede ser penalizado en sus calificaciones. Es responsabilidad del estudiante retirarse de la clase oficialmente siguiendo las instrucciones indicadas y fechas límite publicadas en el Horario de Clases. Los estudiantes deben revisar el resumen del horario de clases en WebSMART o chequear con la Oficina de Admisiones y Archivos para fechas específicas para las clases de cursos cortos y de verano. Refiérase a "Retiro de Clases" en este Catálogo para detalles completos sobre procedimientos de retiro. Refiérase a "Política de Reembolso" en este Catálogo para información acerca de reembolso.

## ASISTENCIA AL PRIMER DIA DE CLASE

Los estudiantes que se matriculan en una clase pero no asisten el primer día pueden ser reemplazados por otros estudiantes. Es responsabilidad del estudiante retirarse oficialmente siguiendo procedimientos establecidos y fechas límites publicadas en el Horario de Clases.

## CALIFICACIONES ESCOLARES

Las calificaciones escolares oficiales que resuman el registro completo de clases que un estudiante ha tomado en Cañada College, College de San Mateo, y Skyline College se mandarán directamente a colegios, empleadores y otras agencias si es requerido por escrito por el estudiante. Las calificaciones escolares de secundaria y otras instituciones educativas no serán enviadas. No hay cobro por las dos primeras calificaciones requeridas. Hay un cargo de US\$5 por cada calificación adicional requerida. Un Servicio Expreso, generalmente dentro de veinticuatro horas o menos, puede estar disponible por \$10 adicionales por calificación. Contacte el Departamento de Calificaciones en la Oficina de Admisiones y Archivos para información adicional.

## GASTOS ADICIONALES

Los estudiantes deben comprar sus propios libros de texto y material escolar. Se ahorra considerablemente si se compran libros usados en la Librería de Skyline College. Para el costo aproximado de los libros, contacte la Librería al (650)738-4211 o visite la librería en el Internet en <http://bookstore.skylinecollege.edu>.

Algunos cursos requieren equipo especial o gastos de materiales a expensas del estudiante:

1. CONTABILIDAD, ARTE, NEGOCIOS, APLICACION DE COMPUTADORAS Y TECNOLOGIA DE OFICINAS, CIENCIAS DE LA COMPUTACION, DESARROLLO DE HABILIDADES, MATEMATICAS – de US\$3 a US\$25 de gastos de material se requieren para ciertos cursos.
2. TECNOLOGIA AUTOMOTORA- Aproximadamente US\$1,300 de costo para el primer semestre con US\$900 más para el resto de los semestres.
3. COSMETOLOGIA – Aproximadamente US\$1,500 a lo largo de todo el programa para uniformes y equipo.

Por favor, refiérase a la descripción de cursos en el Horario de Clases para información sobre gastos específicos.

## POLITICA DE REEMBOLSO DE MATRICULA

1. Para ser elegible por un crédito o reembolso, un estudiante debe oficialmente retirarse de un curso dentro de los límites de tiempo establecidos. Chequee en su WebSMART el resumen de su horario de clases para fechas exactas.
2. Es responsabilidad del estudiante retirarse oficialmente dentro de los límites de tiempo establecidos para evitar penalidades en las calificaciones y en las obligaciones para pagar. Un retiro iniciado por un profesor, puede no resultar en un reembolso.
3. El estudiante puede mantener un balance a su favor en su cuenta o requerir un reembolso.

4. Los reembolsos no se hacen automáticamente. El estudiante debe contactar la Oficina del Cajero para requerir un reembolso.
5. El balance permanece en la cuenta del estudiante por un máximo de cinco (5) años.
6. Los pagos hechos con cheque(s) personal(es) requieren 30 días para que el banco corrobore los fondos antes de que esos fondos puedan ser reembolsados.
7. Un pago no reembolsable de \$10 (además de \$50.00 por gastos de procesamiento para matrícula de no-residente) se retendrá por el Skyline College si el reembolso es dado a un estudiante que se retira de todas las clases. Un cargo por procesamiento de reembolso puede ser cobrado solamente una vez por semestre o sesión de verano. Para los estudiantes que deben menos de \$10 y se retiran de todas las clases antes de la fecha límite, el cargo por procesamiento será igual al monto que se debe.
8. Se le avisa a los estudiantes que reciben Ayuda Financiera y se retiran de las clases, que contacten la Oficina de Ayuda Financiera en relación al posible re-pago que se le debe a los fondos federales si se reciben antes del retiro (650) 738-4236
9. Los pagos se acreditarán o reembolsarán si una acción del colegio (cancelación de una clase) previene al estudiante de atenderla.
10. Si se ha dado un permiso de estacionamiento, éste debe regresar a la Oficina del Cajero para la fecha límite estipulada en el horario de clases que se imprime cada semestre, para crédito o reembolso del pago de estacionamiento a ser procesado.
11. El pago por pertenecer al cuerpo de estudiantes (Body Fee) es completamente reembolsable antes del Viernes de la cuarta semana de instrucción para los que duran un semestre (para fechas exactas refiérase al horario de clases que se imprime cada semestre) para cursos que comienzan tarde, la fecha límite para renunciar al gasto es 30% del período de instrucción.
12. Cursos de Unidad Variable. No habrá reembolso o crédito de los gastos de matrícula o matrícula de estudiantes no-residentes/internacionales a estudiantes inscritos en cursos de unidad variable que ganan menos unidades o créditos que el número por el cual ellos originalmente se registraron. Los estudiantes que ganen unidades adicionales se les cobrará en conformidad.
13. Las excepciones a la política de reembolso pueden ser autorizadas pidiéndolas al Comité de Revisión de Normas Académicas y Políticas en casos de únicas y extraordinarias circunstancias más allá del control del estudiante.

## NOTAS Y PROMEDIOS

Hay dos sistemas de notas en el Skyline College:

1. **Notas por letras:** Las notas de una escala de calificación serán promediadas sobre la base de equivalencias a puntos para determinar el promedio del estudiante. La nota más alta debe recibir 4 puntos, y la nota más baja recibirá 0 puntos, usando los siguientes símbolos evaluativos.

Símbolo	Definición	Promedio
A	Excelente	4
B	Bueno	3
C	Satisfactorio	2
D	Pasa, menos que satisfactorio	1
F	Reprobación	0

2. **Crédito/No Crédito:** Cada división del college puede designar cursos en los que un estudiante es evaluado en base a Crédito/No Crédito. Cursos con esta opción serán identificados en la sección de Anuncios de Cursos de este catálogo y usaran los siguientes símbolos evaluativos:

Símbolo	Definición	Promedio
CR	Crédito (al menos satisfactorio C o mejor)	0
NC	No crédito (menos que satisfactorio o reprobación)	0

3. **Opciones de Crédito/ No Crédito:** El estudiante puede elegir ser calificados con letra o "Crédito/No Crédito".

Los cursos que tienen opción de calificación permiten que los estudiantes exploren varios campos de estudio y amplíen su conocimiento, particularmente fuera de su campo, sin poner en peligro su promedio. Los cursos en los cuales tales opciones existan serán designados por la División del Decano en consulta con miembros apropiados del profesorado de la división.

Los estudiantes que optan por "Crédito/No Crédito" deben someter el formulario apropiado a la Oficina de Admisión y Archivos dentro del primer 30% del semestre. Cambios no serán aceptados después de este periodo.

La utilización de cursos calificados con "Crédito/No Crédito" para satisfacer requisitos de carrera o de obtención de un certificado deben ser aprobados por la División del Decano, en consulta con miembros apropiados del profesorado de la división. Un máximo de 12 unidades hacia el Grado Asociado o 6 unidades hacia la obtención de un certificado pueden ser aplicadas de cursos en los cuales el estudiante haya elegido la opción "Crédito/No Crédito".

Las facultades de cuatro años y universidades varían grandemente en el número de cursos que aceptan unidades de "Crédito/No Crédito". Los estudiantes deben consultar el catálogo del colegio al cual se pueden transferir en lo que se refiere a estas regulaciones.

## Símbolos no Evaluativos

1. **I – Incompleto:** Este símbolo es usado en caso de trabajo académico incompleto por razones imprevisibles, de emergencia y razones justificables. Las condiciones para remover “Incompleto” deben ser fijadas por el profesor/a por escrito en archivo donde esté indicado el grado a ser asignado si este se removiera. El estudiante recibirá una copia de este “Incompleto”, y una copia se archivará con el Decano a de Servicios de Registración.

El “Incompleto” debe hacerse no más de un año después del final del término en el cual fue asignado. Los procedimientos establecidos por el colegio deben ser utilizados para requerir una extensión de tiempo en casos de circunstancias fuera de lo común. Los estudiantes que hayan recibido un “Incompleto”, no se pueden matricular en el mismo curso durante el período de tiempo en el cual el “Incompleto” está vigente.

El “Incompleto” no será usado en el cálculo del promedio.

2. **IP – En Curso:** Este símbolo es usado en el registro permanente del estudiante para confirmar su matriculación y para indicar que la clase se extiende por más tiempo de lo normal. Esto indica que el trabajo está “en curso” y que la asignatura de unidad de crédito y grado se le otorgará cuando el curso esté completo.

El “IP” no será usado en el cálculo del promedio.

3. **RD – Reporte Atrasado:** Este símbolo es usado por el Decano/a de Admisión y Archivos con el propósito de indicar que ha habido un atraso en el reporte de la nota que va más allá del control del estudiante. Debe ser reemplazado por un símbolo permanente lo más pronto posible.

El “RD” no debe ser usado en el cálculo del promedio.

4. **W – Withdrawal** (Ver Retirada de Clases)

## PROMEDIO – (GPA)

El promedio o (GPA) es determinado dividiendo el número de puntos acumulados por el número total de unidades gradadas con letras (ver “Política de Patrones Académicos”).

Al calcular el promedio de un estudiante para su grado, los grados obtenidos de manera Crédito/No Crédito no serán incluidos.

## HONORES ACADEMICOS

Una lista del Decano de estudiantes que han conseguido honores académicos se publica al final de cada semestre. La lista contiene todos los nombres de estudiantes que han completado 12 unidades o más de cursos gradados con letras, y durante el subsecuente semestre en Cañada College, College de San Mateo y Skyline College obtenido un promedio de 3.3 o superior por 6 o mas unidad.

El reconocimiento la excelencia académica del estudiante será hecho en la ceremonia de graduación, basado en su promedio de acuerdo con la siguiente escala:

Promedio	Reconocimiento
3.3	Honores
3.4	Altos Honores
4.0	Los Mas Altos Honores

## REPORTES DE NOTAS FINALES

Cada estudiante es responsable de su propio progreso académico. Los reportes de notas finales no son enviados a los estudiantes pero están disponibles en WebSMART. Se requieren todos los pagos para tener acceso a las notas. La disponibilidad de las notas finales para semestres específicos está publicada en el actual Horario de Clases. Las notas Finales están disponibles en [www.skylinecollege.edu](http://www.skylinecollege.edu). Vaya a WebSMART.

## POLITICA DE PATRONES ACADEMICOS

La Política de Patrones Académicos de Skyline College y de los Community Colleges del Distrito del Condado de San Mateo está basada en un promedio acumulativo de 2.0 (C), el puntaje mínimo requerido para graduación o transferencia. Un promedio de menos de 2.0 es considerado deficiente.

El GPA, o promedio, es determinado dividiendo el número total de puntos acumulados por el número de unidades gradadas con letras.

La situación académica, incluyendo determinación del período de prueba o destitución del colegio, está basada en todos los cursos completados en Cañada College, College de San Mateo y Skyline College.

Además de los siguientes patrones académicos, los requisitos de elegibilidad para programas especiales de apoyo financiero, atletismo, Beneficios Educativos para Veteranos (ver “Veteranos y sus Dependientes” en el Catálogo), se pueden diferir. Los estudiantes deben consultar con la oficina específica para requisitos de elegibilidad en programas que se le apliquen.

## PERIODO DE PRUEBA

Un estudiante está en período de prueba bajo los siguientes criterios:

1. **Período de Prueba Académica basado en el promedio:** Un estudiante que ha intentado tomar al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica si ha acumulado un promedio por debajo de 2.0 (C).
2. **Periodo de prueba académica basado en el fracaso para mantener un progreso satisfactorio:** Un estudiante que se ha inscrito en un total de al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica cuando el porcentaje de todas las unidades por cuyas entradas de W, I y NC que se han registrado alcanzan o exceden el 50%. (Ver el Calendario para la fecha límite de retirarse).

Un estudiante puede ser puesto en período de prueba, bajo cualquiera de esos dos criterios.

Un estudiante en período de prueba, puede pedir al Comité de Patrones Académicos y Revisión de Políticas, en conformidad con los procedimientos del College, ser removido del período de prueba, si su condición fue el resultado de circunstancias inusuales más allá del control del estudiante.

## ELIMINACION DEL PERIODO DE PRUEBA

A un estudiante en período de prueba académica en base a su promedio, se le remueve el periodo de prueba cuando su puntaje acumulativo es de 2.0 (C) o mas alto.

Un estudiante en período de prueba académica en base al fracaso de mantener un progreso satisfactorio, se remueve del período de prueba cuando el porcentaje de unidades en esta categoría ya no es 50 por ciento o mas.

## REGLAMENTOS DE EXPULSION

Un estudiante en período de prueba académica estará sujeto a expulsión si en dos semestres consecutivos, se aplica alguno o dos de los siguientes criterios:

- A. El promedio acumulativo del estudiante es menor de 1.75 en todas las unidades tomadas.
- B. El total de unidades acumuladas en las cuales el estudiante se ha inscrito, cuyas calificaciones de W, I, y NC se han registrado o exceden el 50 por ciento.

Normalmente, un estudiante expulsado debe permanecer fuera de las clases de día o de noche por un semestre antes de pedirle reintegración al Comité de Patrones Académicos y Revisión de Políticas.

Un estudiante expulsado debe reunirse con un consejero del Programa de Éxito Escolar para ser reintegrado al College y permitido inscribirse en las clases. El Programa de Éxito Escolar consiste de un taller y reunión con el consejero durante el semestre. Los estudiantes expulsados están restringidos a un número limitado de unidades. El estudiante debe demostrar progreso académico durante el semestre después de la reintegración para poder inscribirse en los siguientes semestres. Los estudiantes que deseen renunciar a los requerimientos del Programa de Éxito Escolar deben recibir la aprobación de un consejero o del Decano de Consejería.

## POLITICA DE REANUDACION ACADEMICA

Hasta 36 unidades de cursos de semestre por debajo del nivel (D, F, y NC) dentro de un máximo de dos semestres y una sesión de verano los cuales no reflejan la habilidad escolar demostrada actualmente por el estudiante, pudiera ser mitigada y eliminada en el cálculo del promedio bajo las siguientes condiciones:

1. Deben haber transcurrido más de tres años desde que se completó el curso que va a ser mitigado.

2. Un estudiante que busca mitigación debe haber completado:

Unidades	Promedio
9	3.5
15	3.0
21	2.5
24	2.0

desde que el curso que será mitigado se completó.

3. Los cursos por debajo del nivel a ser mitigados deben haber sido tomados en Cañada College, College de San Mateo y/o Skyline College. El curso sobre el cual está basada la aplicación para mitigación puede ser completado en cualquier college o universidad acreditada por la Asociación de Escuelas y Colegios del Oeste o en una agencia equivalente acreditada. La política de reanudación académica puede ser aplicada cuando la mitigación de un trabajo anterior es necesaria para calificar para ayuda financiera, admisión a un programa, transferirse a otra institución, o para completar un certificado.

Para requerir reanudación académica, un estudiante debe introducir una petición de Reanudación Académica a la Oficina de Admisiones y Archivos. Esta forma está disponible en la recepción de Admisiones y Archivos.

Cuando un curso académico es mitigado de calcularse en el promedio, las calificaciones académicas permanentes del estudiante serán anotados apropiadamente de manera que se asegure que todas las entradas son legibles proveyendo una historia académica cierta y completa. Aunque el curso ha sido mitigado de calcularse para el promedio, los cursos y las calificaciones verdaderos permanecerán en las calificaciones finales.

## REPETICION DE CURSOS

### A. REPETIR POR CREDITO

El Consejo de Administración de los Community Colleges del Distrito, del Condado de San Mateo ha adoptado una política (Reglas y Regulaciones Distritales, Sección 6.12) la cual le permite a un estudiante repetir ciertos cursos por crédito por un máximo de tres veces (un total de cuatro inscripciones en la clase). Estos cursos requieren incrementos en los niveles de desarrollo del estudiante o proveer un contenido de clases significativamente diferente cada subsiguiente semestre. Tales cursos serán designados como “se pueden repetir por crédito” en la descripción del curso. Los cursos que no están designados así no se pueden repetir bajo esta política.

A un estudiante se le permitirá que repita los cursos indefinidamente donde lo necesite, para reunir los requisitos de entrenamiento legalmente obligatorios como condición para continuar empleo pagado o voluntario. La calificación recibida cada vez debe ser incluida para efectos de calcular el promedio del estudiante. Los estudiantes que deseen repetir cursos deben presentar la documentación de que la repetición del curso es necesaria para completar los requisitos de entrenamientos legalmente obligatorios

Más información sobre esta política, está disponible en la Oficina de Admisiones y Archivos.

## B. ALIVIO DE GRADOS

Un estudiante que ha recibido un grado por debajo del promedio de D, F o NC en un curso de crédito tomado en el Cañada College, el College de San Mateo, y/o el Skyline College puede repetir el curso para efectos de alivio de grados. Normalmente, un estudiante puede repetir un curso de crédito solo una vez. Bajo circunstancias inusuales, un estudiante puede pedir permiso al Decano de Servicios de Matriculación para repetir un curso más de una vez.

Una vez que el curso repetido se ha completado satisfactoriamente, solo la calificación obtenida en el curso repetido se usará en el cálculo del promedio. En ningún caso el valor de la unidad del curso repetido se contará más de una vez. Las calificaciones académicas permanentes del estudiante se anotarán para asegurar que todas las entradas son legibles y que se mantiene una historia académica cierta y completa. Aunque el curso ha sido aliviado de calcularse para el promedio, los cursos y las calificaciones verdaderos permanecerán en las calificaciones finales.

Hasta donde sea posible, la preferencia para inscripción en un curso de crédito se le dará a los estudiantes que no han tomado el curso previamente. Las excepciones a esta política pueden ser hechas por el Decano de Servicios de Matriculación. La repetición de un curso que envuelva trabajo completado en una institución que no es del Distrito puede ser aceptada con una aplicación de la Oficina de Admisiones y Archivos.

## C. CIRCUNSTANCIAS ESPECIALES

Bajo circunstancias especiales justificadas educacionalmente, puede ser permitida la repetición de cursos de créditos diferentes a esos por cuyo trabajo por debajo del nivel se ha registrado. El estudiante debe obtener permiso previo del Decano de Servicios de Matriculación antes de que tal repetición de curso sea autorizada. Los cursos repetidos bajo esta estipulación estarán sujetos a los mismos términos y condiciones especificados en "Alivio de Grados", sección B arriba. Los grados ganados por cursos repetidos bajo esta estipulación, no serán considerados para calcular el promedio del estudiante, y en ningún caso el valor de la unidad del curso repetido será contado más de una vez.

## REGLAMENTOS DE ASISTENCIA

Mientras más clases pierda el estudiante, las posibilidades de que sus calificaciones sean dañadas se agrandan. La asistencia regular a las sesiones de clase y laboratorio es una obligación que todo estudiante asumió en el momento de la inscripción. La asistencia regular le da al estudiante la oportunidad de obtener el contenido de la sesión específica y, a lo largo del curso, la continuidad del plan del profesor para la presentación del tema de la materia en el curso.

Es la responsabilidad del estudiante sacar sus clases avando las ausencias han sido excesivas.

Ausencia significa no-asistencia por cualquier motivo. Es prerrogativa del profesor determinar cuando las ausencias son excesivas. Una guía usada por muchos profesores para determinar cuando las ausencias se consideran excesivas, es cuando el estudiante ha estado ausente dos veces el número de horas completas que tiene esa clase durante una semana, o un valor prorrateado designado que está relacionado con cursos mas cortos que el largo del semestre, o con programas prácticos intensivos. Esto es estrictamente una guía y variará con cada profesor dependiendo del tema de la materia del curso o laboratorio. El profesor puede sacar al estudiante del curso si las ausencias, en su opinión, han puesto el éxito del estudiante en peligro.

Si el estudiante cree que han habido circunstancias extenuantes relacionadas con las ausencias, las cuales resultaron en ser sacado del curso, el estudiante puede solicitar al Comité de Regulaciones Académicas y Políticas dentro de cinco días del calendario académico. La solicitud debe contener una explicación de las ausencias, el progreso en el curso hasta la fecha, y la justificación para la reintegración. Si las ausencias fueron causadas por enfermedad, la solicitud debe incluir una confirmación escrita del médico o una confirmación del Centro de Salud del Colegio. Un estudiante introduciendo una solicitud puede, con el permiso del profesor, quedarse en la clase hasta la que se tome la decisión del Comité de Regulaciones Académicas y Políticas. Después de considerar la solicitud, el Comité hará una recomendación al profesor. En todos los casos, la decisión final es del profesor.

## AUSENCIA TEMPORAL

Los estudiantes que estarán ausentes por más de una semana deberían notificar a sus profesores y hacer arreglos para trabajos asignados.

## AUSENCIA PROLONGADA/ AUSENCIA PERMANENTE DEL COLEGIO

La Política del Colegio permite el otorgamiento de ausencias a estudiantes que encuentran necesario salirse de todos los cursos por razones que envuelven circunstancias extenuantes. Para propósitos de esta política, solamente casos de un accidente verificado, una enfermedad u otra circunstancia extraordinaria, mas allá del control del estudiante, serán considerados.

1. Una solicitud para una Ausencia Oficial puede llenarse en cualquier momento durante el semestre. Las circunstancias que garantizan la ausencia deben ser verificadas y/o documentadas, donde se aplique.
2. Después que el 75% del semestre ha pasado, todas las solicitudes para una Ausencia Oficial, junto con todos los documentos que la soportan, deben ser revisadas por el Comité de Regulaciones Académicas y Políticas para determinar su elegibilidad. Los estudiantes serán notificados dentro de siete días de la decisión del Comité.

3. Los estudiantes que han completado un curso corto o han completado unidades en un curso de unidad variable antes de la fecha efectiva de la Ausencia se les otorgarán esas unidades y serán responsables por los cargos que se le apliquen.
4. Los cursos por los cuales el estudiante recibe un "W" como resultado de recibir una Ausencia Oficial no se incluirán en el cálculo del progreso académico.

Las peticiones para una Ausencia Oficial no están garantizadas automáticamente y deben ser registradas, junto con la documentación que la apoya, para evitar la posibilidad de recibir penalidad en las calificaciones.

## **NORMAS SOBRE ACOSO SEXUAL**

La Política del Distrito de los Community Colleges del Condado de San Mateo y del Skyline College es prohibir, en todas sus formas, el hostigamiento sexual de sus estudiantes y personal. El acoso sexual de estudiantes por otros estudiantes o personal, y/o el acoso del personal por estudiantes u otro personal, es considerado conducta intolerable que será investigada y sobre lo cual se actuará inmediatamente.

Los estudiantes o el personal que deseen más información en relación a esta política o que estén reclamando agravio de supuestas violaciones de esta política deberían contactar al Vice Presidente de Asuntos Estudiantiles, Edificio 1, Cuarto 1315, (650) 738-4333.

En suma a, y concurrentemente con el registro o el agravio por escrito, un estudiante tiene derecho a registrar una queja o cargos con otra agencia del gobierno apropiada tales como la Comisión de Oportunidades de Igual Empleo, la Oficina de Derechos Civiles, el Departamento de Empleo Justo y Vivienda, la Oficina del Rector de los Community Colleges de California, el Estado o la Corte Federal.

## **PROGRAMA PARA ESTUDIANTES CON IMPEDIMENTOS**

El Programa para Estudiantes con Impedimentos y Servicios del Skyline College (DSPS) está designado para igualar las oportunidades educacionales de los estudiantes con impedimentos físicos y de aprendizaje. El Skyline ofrece servicios a estudiantes con impedimentos de aprendizaje, impedimentos psicológicos, e impedimentos físicos a corto y largo plazo. El servicio incluye, pero no está limitado a, tomar notas, interpretación de ASL, asistencia con la matriculación, tiempo extra para los exámenes de ubicación, armarios con llave, asistencia en clases de tecnología, clases de educación física adaptativa, formatos alternos de libros de texto y materiales impresos por pedido, y servicios de tutoría.

## **Programa de Aprendizaje de Habilidades Diferenciales**

El Programa de Aprendizaje de Habilidades Diferenciales (DSKL) ofrece servicios a estudiantes con impedimentos sospechosos y documentados de aprendizaje/impedimentos relacionados al aprendizaje. Los servicios incluyen, pero no están limitados a, revisión de la evaluación y la documentación, asistencia con vivienda, desarrollo de la capacidad de abogar, revisión de los estilos de aprendizaje y las estrategias de estudio relacionadas. Para mayor información, pase por la Oficina de Aprendizaje de Habilidades, localizada en el Centro de Recursos de Aprendizaje, Edificio 5, Cuarto 5104, o llame al (650) 738-4125.

## **Programa sobre Capacidad para Trabajar III**

El Cometido del Programa de Capacidad para Trabajar III es asistir personas con impedimentos a obtener y retener empleo competitivo. WAI es un programa cooperativo entre el Skyline College y el Departamento de Rehabilitación de California (DOR). WAIII sirve a las personas con impedimentos que son clientes de DOR. Para mas información y elegibilidad para el programa, contacte la oficina del programa WAI en el Centro de Servicios para Estudiantes, Edificio 2, Cuarto 2210, o llame al (650) 738-4467.

El Skyline College y esos programas están comprometidos a proveer servicios que realcen la experiencia educacional de la población de estudiantes con impedimentos. Para una descripción más detallada de Programa para Estudiantes con Impedimentos, pase por la Oficina de Programas y Servicios, Edificio 2, Cuarto 2208. El número de teléfono es (650) 738-4280; TDD (650) 738-4329.

## **PROGRAMAS Y SERVICIOS DE ASISTENCIA ESPECIALES (EOPS)**

El Programa de Amplia Oportunidad y Servicios (EOPS) está diseñado para aumentar el acceso, la retención y finalización de los objetivos educacionales por estudiantes que son de bajos ingresos y están en desventaja educacional. Los estudiantes de EOPS tienen el potencial de tener éxito en el colegio, pero no han sido capaces de darse cuenta de su potencial por barreras económicas y/o educacionales.

EOPS ofrece una gama de servicios tales como consejería, asistencia en tutorías de uno-a-uno, consejería bilingüe en Español, asistencia con transferencias, matrícula diferida en UC y CSU, un programa de servicio de libros, subvenciones vocacionales, y un programa para calcular préstamos. Además, los estudiantes de EOPS que son solteros cabeza de familia que reciben AFDC/TANF o CalWORKs con un niño menor de 14 años, son elegibles para el Programa Recursos de Agencias Cooperativas (CARE). CARE ofrece servicios adicionales y apoyo a estudiantes por la vía del cuidado de niños, asistencia con transporte, y talleres especiales específicamente diseñados para las necesidades de los estudiantes de CARE.

EOPS esta comprometido a ayudar a los estudiantes a tener acceso a los recursos necesarios para tener éxito en el recinto y trabajar cooperativamente con otros programas y servicios que hay en el recinto cuyos objetivos están acrecentando el logro escolar y la excelencia académica. EOPS además patrocina actividades y talleres que proveen enriquecimiento cultural y promueve el crecimiento personal.

La oficina de EOPS está localizada en el Edificio 2, Cuarto 2212. Las horas de operación son de 7:30 am a 5:30 pm. Para información adicional, llame al (650) 738-4139, correo electrónico [skyeops@smccd.edu](mailto:skyeops@smccd.edu) o visite la página del Internet de EOPS [www.skylinecollege.edu](http://www.skylinecollege.edu).

## AYUDA FINANCIERA

El Skyline College está dedicado al concepto de que a ningún individuo se le debería negar de una educación solamente por razones financieras. El propósito de la ayuda financiera es de proveer acceso y recursos a esos estudiantes que necesitan asistencia financiera para cumplir con los costos básicos de ir al college. Todos los estudiantes que aplican para ser admitidos en el college están estimulados a aplicar por ayuda financiera.

Hay cuatro tipos de ayuda financiera: 1) Subvenciones, 2) Becas, 3) Empleo, y 4) Préstamos. Hay dos recursos principales de ayuda financiera – el Gobierno Federal y el Estado de California. Para ser elegible para todas las de los federales y para muchas de las subvenciones y préstamos del estado, los estudiantes deben llenar los siguientes criterios:

- Ser ciudadano americano o un no-ciudadano elegible (residente permanente, residente extranjero, refugiado, asilado). NOTA: El Consejo de Postergar del Gobernador puede tener menos requerimientos restrictivos de residencia para ciudadanos no-americanos.
- Estar inscrito o elegible para inscribirse en el Skyline College
- Haber completado el proceso de matriculación del Skyline College. Estar inscrito en una carrera o un programa con certificado o un programa elegible para transferir. Programas cortos con certificado de menos de 16 unidades no califican para ayuda federal.
- Reunir los requerimientos de Ayuda Financiera y progreso académico; estos requerimientos no son los mismos requerimientos que el progreso académico del college.
- Tener necesidad financiera.
- No estar en falta con el préstamo Federal para estudiantes o deber un repago en una subvención federal.
- Tener un diploma de Secundaria, un GED (General Equivalency Diploma o Diploma de Equivalencia General), o un certificado de haber terminado, o pasar un examen de evaluación para determinar una capacidad para beneficiarse.
- Los estudiantes masculinos se deben registrar con Servicio Selectivo a menos que no se les requiera registrarse.
- No debe haber sido convicto de posesión o venta de drogas.

Más información acerca de todos los programas y tipos de recursos disponibles se puede encontrar en el Manual de Ayuda Financiera del Estudiante en [www.skylinecollege.edu](http://www.skylinecollege.edu) bajo Ayuda Financiera.

## PARA APLICAR PARA AYUDA FINANCIERA:

La mayoría de los recursos mencionados requieren que un estudiante complete e introduzca la Aplicación Gratis de Ayuda Federal para Estudiantes (FAFSA), ya sea completando una aplicación en papel o una aplicación electrónica disponible en [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Algunas formas adicionales del college se deben completar para proveer información requerida antes de que la ayuda financiera sea concedida. Las aplicaciones pueden ser introducidas en cualquier momento durante el año académico. Las únicas fechas para aplicar los programas de Subvenciones de California son el 2 de Marzo o el 2 de Septiembre (para estudiantes de los community colleges solamente) antes del siguiente año académico. Las aplicaciones para Becas no requieren que se complete el FAFSA. Las aplicaciones para Becas del Skyline College estan disponible en la red Internet. Premios son hechos en la primavera de cada año. La fecha límite para las aplicaciones es generalmente a finales de Febrero. Los estudiantes deben revisar regularmente el tablero de anuncios para Becas afuera de la Oficina de Ayuda Financiera para anuncios sobre becas.

## PREMIOS Y DESEMBOLSO DE AYUDA FINANCIERA:

Cuando se completa un archivo de ayuda financiera, el archivo será revisado dentro de tres semanas a partir del recibo de todos los documentos requeridos. Los estudiantes serán notificados de su elegibilidad para ayuda financiera y la cantidad de fondos que estarán disponibles en una carta enviada por correo electrónico o por correo de la Oficina de Ayuda Financiera. Los cheques se les enviarán a los estudiantes por correo aproximadamente una semana antes del comienzo de clases o dos semanas después de la notificación de una asignación durante el semestre. Los estudiantes que busquen y obtengan empleo en el recinto del colegio deben trabajar para ganar los fondos provistos y serán pagados mensualmente. Los estudiantes que deseen un préstamo deben completar papeles adicionales para aplicar por el préstamo.



## REGRESO DE FONDOS FEDERALES CUANDO EL ESTUDIANTE SE RETIRA:

Los estudiantes que reciban ayuda financiera federal y no asistan a ninguna clase o se salgan de todas las clases antes de completar más del 60% del semestre, se les requerirá que devuelvan todo o parte de cualquier asignación que se les haya pagado. La fecha de retiro del estudiante, para efectos de ayuda financiera federal, será determinada como sigue:

1. La fecha en la cual el estudiante oficialmente notificó a la Oficina de Admisiones de su intención de retirarse, o
2. El punto medio del semestre para un estudiante que se va sin notificar al college, o
3. La última fecha en la cual el estudiante asistió a una actividad documentada, relacionada académicamente.

Se les cobrará a los estudiantes por cualquier financiamiento que se requiera que pague. La asignación debe ser pagada inmediatamente o el estudiante puede ser reportado al Departamento de Educación de los Estados Unidos por un sobrepagado de una asignación.

Para información más detallada acerca de Ayuda Financiera, los estudiantes deben visitar la Oficina de Ayuda Financiera en el Edificio 2, Centro de Servicios al Estudiante, visite la página de Internet del Skyline College, o llame al (650) 738-4236.

## VETERANOS Y DEPENDIENTES DE VETERANOS

El Skyline College está listado con la Administración de Veteranos y está calificado para recibir estudiantes en muchos de sus programas. Los estudiantes interesados en asistir a Skyline bajo el programa de veteranos deben contactar al Asistente de Asuntos de los Veteranos en la Oficina de Admisiones y Archivos para iniciar un derecho para beneficios de educación. El monto de beneficios recibido por cada veterano variará de acuerdo a la siguiente escala de unidades tomadas:

- 12 unidades – beneficios completos
- 9 unidades – tres cuartos de beneficios
- 6 unidades – la mitad de los beneficios

El estado de California ofrece programas para los hijos de los veteranos que fallecieron o se han lisiado por causas relacionadas al servicio militar. Las aplicaciones deben dirigirse al California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

Los Veteranos pueden además recibir crédito colegial al presentar sus documentos (DD214) indicando que han salido del servicio militar honorablemente y sirvieron activamente por un año o más. Los veteranos que llenen los requisitos pueden recibir un total de 6 unidades de crédito y pueden calificar para hasta 14 unidades adicionales si han completado ciertos entrenamientos especiales ofrecidos por las Fuerzas Armadas. Dicha prueba debe ser presentada en la oficina de Admisión y Archivos, en donde será evaluada, y cualquier crédito ganado se pondrá en el expediente del estudiante. Estas unidades no se pueden contar hacia las unidades requeridas para recibir los beneficios.

Los estudiantes en el programa de seis meses de Entrenamiento para Reservistas, no califican para recibir este crédito. Esto está de acuerdo con la recomendación del Concilio Americano de Educación del mes de Septiembre de 1968.

Vea “Veteranos y Dependientes de los Veteranos” bajo la sección de Admisión en este Catálogo para mayor información.

## CENTRO DE ENSEÑANZA (TLC)

El Centro de Enseñanza provee ayuda académica para todos los programas y niveles a través de laboratorios instruccionales, cursos, talleres, y tutoría individual y en pequeños grupos. Los cursos de aprendizaje y habilidades proveen ayuda para el éxito académico a todos los niveles. La asistencia intensiva se provee para todos los estudiantes nuevos que toman cursos de lectura, escritura, ESOL, y matemáticas. El TCL tiene 100 computadores para el uso de los estudiantes; los estudiantes deben cumplir con las políticas del Skyline para el uso de computadores mientras trabajan en TLC. Todos los estudiantes pueden ir a [academic.com](http://academic.com), un programa instruccional interactivo asistido por computador.

El LC está localizado en el primer piso del Edificio 5, Biblioteca/Recursos de Aprendizaje. Para información general, llame al (650) 738-4144 o visite nuestra página de Internet [www.smccd.edu/accounts/skytcl/index.htm](http://www.smccd.edu/accounts/skytcl/index.htm).

**El Laboratorio de Escritura y Lectura (WRL)** ofrece a los estudiantes asistencia a cualquier curso del Skyline con visitas informales con tareas de lectura y escritura. Para los estudiantes que quieren asistir en más de una visita ocasional, el WRL ofrece tres cursos: Ingles 650 (Un Suplemento de Ingles para Estudiantes de TRIO), Ingles 665 (Suplemento de Ingles para Estudiantes No-Nativos), e Ingles 853 (Composición Asistida por el Computador). Los estudiantes se pueden inscribir en esos cursos en cualquier momento hasta dos semanas antes del final del semestre para ayuda extra con tareas de lectura y escritura. Estos cursos ofrecen tutoría en entrada libre, auto regulada, formato de unidad variable (0.5-3.0 unidades). El WRL además ofrece tutoría en el Internet, un orden de materiales auto regulados para permitir al estudiante reforzar sus habilidades en relación a la escritura, y una serie de talleres de lectura y escritura enseñadas por los profesores del Skyline.

**El Programa de Asistencia en Matemáticas (MAP)** ofrece tutoría informal para ayudar a los estudiantes a mejorar sus habilidades y confianza en matemáticas a cualquier nivel, desde aritmética básica hasta Cálculo. El MAP además ofrece tres cursos: Matemáticas 111 (Álgebra Elemental I), Matemáticas 112 (Álgebra Elemental II), y Matemáticas 650 (Suplemento para Matemáticas); el MAP además ofrece una sección intensiva de Matemáticas 650 para los estudiantes de TRIO. Además, el MAP ofrece talleres que enseñan los profesores del Skyline en una variedad de tópicos relacionados con matemáticas.

**Laboratorio de Computación:** Computadoras Personales y Macintosh están disponibles para trabajar en cualquier tarea académica. El laboratorio de computación también ofrece asistencia con tutoría informal en habilidades académicas de computación básicas con horario libre. Además, el Centro de Aprendizaje le permite a los estudiantes tener acceso a la instrucción asistida en una variedad de temas académicos.

**El Programa de Asistencia con Tutorías (TAP)** provee tutoría uno-a-uno y para pequeños grupos en habilidades para el éxito del estudiante y en una variedad de temas. El TAP además ofrece el curso LSKL 110 de entrenamiento tutorial, Experiencia Directa en Tutoría, el cual es un crédito variable, un curso abierto para principiantes por estudiantes que están actuando como tutores ya sea en el Skyline College o en una de nuestras escuelas asociadas. El LSKL 801, Asistencia Aplicada para las Habilidades de Estudio, ofrece crédito variable (0.5-3.0 unidades) en las habilidades necesarias para el éxito académico.

**TRIO/STAARS (Servicios de Transferencia de Estudiantes, Logro Académico y Retención)** provee soporte académico y de consejería intensivos para estudiantes que llenen los criterios del programa (bajo ingreso, primera generación, o tener un impedimento, ya sea físico o de aprendizaje). La misión del programa de STAARS es ayudar a los estudiantes a llenar sus objetivos educacionales a través del éxito académico, graduación, y transferencia. Para aplicar, por favor llene una aplicación en el Centro de Aprendizaje o a través del Internet en [www.smccd.edu/accounts/skytlc/index.htm](http://www.smccd.edu/accounts/skytlc/index.htm).

## PUENTE

Fundado en 1981, el Programa Puente es un programa nacional premiado, que ha mejorado la tasa de asistencia al college de miles de estudiantes educacionalmente menos representados en California. La misión original del programa fue incrementar el número de estudiantes Chicanos/Latinos que se transfieren de colleges de cuatro años a universidades. *Hoy el programa está abierto para todos los estudiantes.* A través de la lectura de textos destacando la experiencia Chicana/Latina, asistencia de consejería y conexiones con mentores profesionales, los estudiantes reciben la instrucción y la ayuda que necesitan para lograr el éxito académico y la transferencia. Los estudiantes además participan en actividades extracurriculares tales como visitas al college, relaciones sociales con mentores en el Internet, eventos de arte y literatura, y noches de familia para fomentar un sentido comunitario dentro del programa. Iniciando este programa en 1992, el Skyline es uno de los 54 colleges de la comunidad que participan a través de California.

Los cursos del Programa Puente comienzan en el semestre de otoño y se reanudan en el Semestre de Primavera. En el otoño, se le aconseja fuertemente a los estudiantes de Puente matricularse simultáneamente en Inglés 846 AP (Combinación de Lectura y Escritura) y Consejera 100 AP (Éxito en el Colegio), desde que su currículum está relacionado. En la primavera, los estudiantes continuarán con Inglés 100 AP (Composición)

Para más información, por favor contacte la Coordinadora del Programa Puente Jacqueline Escobar al (650) 738-4305, Edificio 2, Cuarto 2230B.

## LA MUJER EN TRANCISION (WIT)

El Programa para la Mujer en Transición (WIT) está designado para ayudar a la mujer a hacer la transición de nuevo al ambiente académico. Si usted es una estudiante que regresa y tiene unos pocos cursos, una estudiante del colegio de primera generación, o tratando de ser autosuficiente y aprender nuevas habilidades, el Programa WIT le puede asistir. Nuestro objetivo es estimular a las mujeres a expandir sus horizontes y alcanzar sus objetivos intelectuales, profesionales y personales. Es nuestra filosofía que primordial para el éxito de la estudiante, es un apoyo académico global y un sistema de ayuda social que se extienda desde la pre-orientación hasta la graduación. Al final, el Programa WIT combina los rigores de un programa académico con una red de apoyo integrada que ayuda a las mujeres a persistir y triunfar. Esto incluye tutoría para la pre-matriculación, cursos para planear la carrera y la vida, seminario sobre la Mujer en Transición, y cursos esenciales WIT en Inglés y Matemáticas, además de la información sobre trabajo de clase transferible y colocación en trabajos. Para más información por favor contacte a Lori Slicton, la Coordinadora de WIT al (650) 738-4157 o por correo electrónico a [slicton@smccd.edu](mailto:slicton@smccd.edu). Visite nuestra página de Internet [www.smccd.edu/accounts/skyline/ss-ca/wit/witwel.html](http://www.smccd.edu/accounts/skyline/ss-ca/wit/witwel.html).

## **Degrees & Certificates**

# 68 ASSOCIATE DEGREE REQUIREMENTS

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## 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 listed below. 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 during the last semester of attendance (refer to calendar for the college year for deadline).

## GRADUATION REQUIREMENTS STUDENT CATALOG RIGHTS

Graduation requirements are listed in the Catalog. A student remaining in continuous attendance at Cañada College, College of San Mateo, or Skyline College may, for the purposes of graduation, elect to meet the requirements in effect at the college from which the student will graduate, either at the time the student began such attendance or any subsequent year of continuous enrollment.

For the purpose of this policy, "continuous enrollment" means attendance through at least the fourth week of instruction in either the fall or spring semester in each calendar year. Absence to attend another accredited college or university shall not be considered an interruption in attendance if the absence does not exceed one year. Catalog rights cannot

supersede any State or Federal regulation or requirement in effect at the time of graduation.

## 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

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.

- A. Students may transfer from one College within the District to another without penalty, although differences in curriculum offerings among the Colleges may exist.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

**A. RESIDENCE REQUIREMENT**

A minimum of 12 units must be completed in residence at Skyline College.

**B. SCHOLARSHIP REQUIREMENT**

A 2.0 grade point average is required in the following categories: 1) overall grade point average, 2) the 60 units submitted for the Associate degree (including incoming transfer coursework used to meet degree requirements), 3) coursework taken in the San Mateo County Community College District, and 4) units applied to a major. *Note: Some majors require a minimum C (or Credit) grade in each course.*

**C. MAJOR REQUIREMENT**

Any student pursuing an Associate Degree must declare a major field of study. The major is comprised of specific courses within a discipline or related discipline as specified by the appropriate division. Skyline offers both Associate in Arts and Associate in Science Degrees. Associate in Arts degrees are awarded in the fields of social science, humanities and other related curricula. Associate in Science degrees are awarded in the fields of biological or physical sciences and most occupational curricula.

A list of all Skyline Associate degree and Certificate programs, including the courses and units needed for each major, can be found in this catalog under "Associate Degree and Certificate Programs." 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:

- Have an overall grade point average of 2.00 in the major. Some majors require a grade of "C" or better in each course.
- Complete a minimum of fifty percent (50%) of the units required for the major at Skyline College.

**Additional Associate Degrees and Certificates**

A student may earn multiple Associate Degrees and Certificates from Skyline College. Each additional degree or certificate will be posted to the student's academic record and the student will receive diplomas for each degree earned. For additional degrees, any course used to meet the prescribed graduation requirement may count toward more than one degree. Courses used for one major may be used to meet requirements for additional majors. Courses used to meet the general education, competency and specific area requirements for the first degree may be used to fulfill these requirements for additional degrees, provided that the student has maintained "continuous enrollment" (See Associate Degree Requirements, Student Catalog Rights). If a break in enrollment has occurred, a student must comply with the competency, general education, specific area and major requirements in effect at the time the student resumes atten-

dance or those in effect in subsequent years of the student's enrollment. For additional certificates, courses may be used more than once to meet major requirements.

**D. BASIC COMPETENCY REQUIREMENTS**

Competency requirements exist for the areas of Reading, Writing, and Mathematics. Students must demonstrate competency according to the following in each of the areas in order to be eligible for the AA or AS degree.

*Note: Satisfactory completion is defined as a grade of C or better.*

**1. READING**

- a. Eligibility for Reading 420 as determined by a Skyline College approved English placement test; or
- b. Satisfactory completion of English 100 or English 105 or equivalent course; or
- c. Satisfactory completion of Reading 836, English 846, or English for Speakers of Other Languages 400.

**2. WRITING**

- a. Eligibility for English 100 or English 105 as determined by a Skyline College approved English placement test; or
- b. Satisfactory completion of English 100 or English 105 or equivalent course; or
- c. Satisfactory completion of English 836, English 846, or English for Speakers of Other Languages 400.

**3. MATHEMATICS/QUANTITATIVE REASONING**

- a. Eligibility for Math 115 or 120 or 122 or higher as determined by a Skyline College approved placement test; or
- b. Satisfactory completion of Math 110 or equivalent; or
- c. Satisfactory completion of any course having at least Math 110 (Elementary Algebra) as a prerequisite.

**E. SPECIFIC AREA REQUIREMENTS**

1. 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 U.S. History, Constitution & American Ideals requirement for students who have satisfied only the U.S. History part of the requirement at another institution, including California community colleges or CSU's. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200; students who have received credit for PLSC 200 may not receive credit for PLSC 210 or PLSC 301.*

- a. U.S. History & U.S. Government:  
History 108, 201, 202, 235, 244  
Political Science 210

b1. State & Local Government:

History 240, 310  
Political Science 301

b2. U.S. Government/State & Local Government:

Political Science 200

2. ENGLISH – *Two courses (minimum of 6 units). One of these courses may be the English course which fulfills the General Education “Language and Rationality” requirement. Courses that may be used to satisfy the English requirements are:*

English 100, 105, 110, 161, 165, 836, 846  
English for Speakers of Other Languages 400  
Film 440  
Journalism 120  
Literature 101, 111, 113, 151, 225, 251, 265, 266, 267, 370, 373, 432  
Reading 420  
Speech 100, 120, 140, 150

3. PHYSICAL EDUCATION – *Two activity courses in Physical Education are required; however, this requirement may be waived or modified for students in the following categories*

- a. Graduates of 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 Physical Education/Athletics for a medical waiver or modification.

Waivers other than for the reasons stated herein should be sought through the regular procedures of the college for waiver of any graduation requirement via the Vice President of Student Services.

4. ETHNIC AND CULTURAL DIVERSITY REQUIREMENT – *Students must complete a total of 3 units from either group listed below. The course may be applied to General Education requirements.*

Group a. General

Business 221  
Early Childhood Education 214, 272  
Family & Consumer Sciences 119, 213  
Fashion 119  
History 235, 240  
Speech 150  
Sociology 141, 201

Group b. Area Studies

Anthropology 110, 125, 150, 155, 165, 180, 360  
Art 105, 120  
Business 226  
English 104, 166  
History 104, 106, 244, 420, 430, 435  
Interior Design 120  
Literature 116, 166, 251, 265, 266, 267, 370, 373  
Music 240, 250  
Philosophy 300, 320  
Political Science 320, 330  
Psychology 268  
Spanish 161, 162  
Social Science 150

**F. GENERAL EDUCATION REQUIREMENTS**

General Education is the part of an educational program that introduces students to areas of study that develop breadth of outlook and contribute to balanced development. This general education is complementary to, but different in emphasis from, the specialized education received for a job, a profession, or from focusing on a particular field of study. The purpose of the program in General Education is to assist students in moving toward the following goals:

- Developing critical and constructive thinking for problem solving and value discrimination.
- Understanding their relationship to their biological, physical, and cultural environment.
- Understanding the creative activity of others and participating to some extent in creative activity.
- Using basic mechanical, mathematical, and communication skills to solve everyday problems, understand ideas of others, and express ideas effectively.
- Developing a code for personal and civic life as a responsible citizen in a democracy.
- Maintaining good mental and physical health and social adjustment.

## Requirements

A minimum of 18 units with a minimum of 3 units each in Sections 1, 2, 3, 4a, and 4b. Balance of course work may be taken from any section (1 through 5).

*Note: Courses preceded by an asterisk (\*) have prerequisites.*

### 1. NATURAL SCIENCES

*Students fulfilling Associate degree requirements only may select Natural Science course(s) from Group a or b. Students fulfilling GE requirements for transfer must select two courses from the list, at least one of which must be selected from Group b.*

#### Group a. Anthropology 125

Biology 130, 140, 145, 150, 365  
Electronics 110  
Geology 100, 105, \*180  
Oceanography 100

#### Group b. Laboratory Courses

Biology 101, 110, 111, 215, \*230, \*240, 250, \*260,  
Chemistry 112, \*210, \*220, \*234 & \*237, \*235 & \*238, \*410  
Geology 210, \*220  
Physics \*210, \*220, \*250, \*260, \*270

*Note: Chemistry courses listed must be completed in pairs as indicated to fulfill laboratory requirement.*

### 2. HUMANITIES

American Sign Language 111, \*112, \*121, \*122  
Arabic 111, \*112, \*121, \*122  
Art 101, 102, 105, 107, 115, 120, 130, 201, 204, 207, 208, 214, 221, 231, 301, 350, 351, 354, 355, 405, 408, 411  
Chinese 111, \*112  
English 104, \*110, \*161, \*162, 166  
Family & Consumer Sciences 113, 119, 150  
Fashion 113, 119, 150  
Film 370, 375, 380, 440, 450  
History 100, 101, 104, 106, 203, 430, 435  
Humanities 106, 115, 116, 117  
Interior Design 110, 120, 310  
Italian 111, \*112, \*121, \*122  
Japanese 111, \*112, 115  
Literature \*101, \*111, \*113, \*116, \*151, 166, \*191, \*225, \*251, \*265, \*266, \*267, \*370, \*373, \*416, \*432  
Music 100, 110, 111, 115, 144, 202, 204, 240, 250, 275, 301, 350, 470, 475  
Philosophy 100, 160, 175, 240, 300, 320  
Social Science 140  
Spanish 101, 103, 110, 111, \*112, \*120, \*121, \*122, \*130, \*140, \*161, \*162, 220  
Speech 111  
Tagalog 111, \*112, \*121, \*122

### 3. SOCIAL SCIENCES

Administration of Justice 100  
Anthropology 110, 125, 150, 155, 165, 180, 360  
Business 100, 101, 200, 201, 210  
Early Childhood Education 201, 214  
Economics 100, \*102  
Education 100  
Family & Consumer Sciences 213, 392  
Geography 110, 150  
Health Science 150  
History 108, 201, 202, 203, 235, 240, 244, 248, 310, 420  
Journalism 110  
Political Science 115, 130, 150, 200, 210, 301, 315, 320, 330  
Psychology 100, 110, 200, 201, 268, 300, \*301, 390, 410  
Social Science 150  
Sociology 100, 105, 110, 141, 201

*Note: Early Childhood Education 201 and Psychology 201 are the same course. Early Childhood Education 214 and Family & Consumer Sciences 213 are the same course. Psychology 110 and Sociology 110 are the same course.*

### 4. LANGUAGE AND RATIONALITY

*A minimum of 2 courses, one from Group a. and one from Group b., must be selected to satisfy the General Education Requirement.*

#### Group a. English Composition

English \*100, \*105, \*110, \*161, \*165, \*836, \*846  
English for Speakers of Other Languages \*400  
Journalism \*120

#### Group b. Communication and Analytical Thinking

Accounting \*100, \*121, \*131  
Business 103, \*115, \*120, \*123, 400, \*401  
Computer Science 118, 155, \*156, \*190, \*250, \*252, \*284, \*286, \*355, \*356, \*357, \*378  
English 104, \*165  
Mathematics \*110, \*111 & \*112, \*115, \*120, \*122, \*123, \*130, \*150, \*153, \*200, \*201, \*222, \*241, \*242, \*251, \*252, \*253, \*270, \*275  
Philosophy 103, \*109, 200  
Psychology \*171  
Reading \*420, \*836  
Speech 100, 120, \*127, 130, 140, 150, 160

5. PERSONAL DEVELOPMENT

*Up to 3 units of course work in Section 5 may be applied towards completion of General Education Requirements, or students may select an additional 3 units of General Education from areas 1-4 above. Note: Students with a **major** in Liberal Arts must complete a minimum of 3 units in Personal Development to meet major requirements.*

Business 107, 109

Career and Life Planning 100, 111, 132, 135, 136, 137,  
140, 410, 650

Computer Applications & Office Technology 110

Counseling 100

Family & Consumer Sciences 310, 313, 320, 392

Gerontology 101

Health Science 100, 130, 150

Library 100, 105, 106, 107, 108, 110

Physical Education

    Combatives 101 to 405

    Dance 101 to 450

    Fitness 106 to 400

    Individual 101 to 255

    Physical Education \*211, \*212, \*213, \*214, 270, 301

    Team Sports 100 to 179

    Varsity 100 to 380

Reading \*425

Student Government 115

*Note: Courses preceded by an asterisk (\*) have prerequisites.*

**G. SATISFACTION OF GRADUATION REQUIREMENTS BY EXAMINATION**

Some of the course requirements for the AA or AS Degree may be satisfied by examination 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 shown 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 towards the Associate degree.)*



# ASSOCIATE DEGREE & CERTIFICATE PROGRAMS 73

## DEGREE AND CERTIFICATE PROGRAMS AT SKYLINE

Program	Degree	Certificate	Program	Degree	Certificate
Accounting	A.S.	•	Early Childhood Education	A.S.	•
Administration of Justice	A.A.	•	Emergency Medical Technology		•
Allied Health Science	A.S.		English	A.A.	
Pharmacy Technician		•	Family & Consumer Sciences	A.S.	•
Art	A.A.		Fashion Merchandising	A.S.	•
Automotive Technology	A.S.	•	General Merchandising	A.S.	•
Automotive Technician	A.S.		Image Consulting	A.S.	•
Japanese Automotive Technology	A.S.	•	International Studies	A.A.	
Toyota Technical Education			Journalism	A.A.	•
Network	A.S.	•	Liberal Arts	A.A.	
Biotechnology	A.S.		Mathematics	A.A.	
Entry Level Biotechnology Manufacturing		•	Music	A.A.	
Business			Natural Science	A.S.	
Administrative Assistant	A.S.	•	Paralegal, Legal Assistant	A.A.	•
Business Administration	A.S.	•	Physical Education	A.A.	
Business Information Systems	A.S.	•	Psychology	A.A.	
Computer Information Specialist	A.S.	•	Respiratory Therapy	A.S.	
General Supervision		•	Spanish	A.A.	
International Trade	A.S.	•	Speech Communication	A.A.	
Global Business Practices		•	Surgical Technology	A.S.	•
International Business		•	Central Service Technology/ Sterile Processing		•
Import and Export		•	Telecommunications & Network		
Legal Aspects of International Business		•	Information Technology	A.S.	•
Legal Secretary	A.S.	•	Network Engineering	A.S.	•
Marketing	A.S.	•	Networking		•
Medical Office Assistant		•	PC Configuration & Repair		•
Medical Transcriptionist	A.S.	•	Wiring & Installation		•
Office Assistant	A.S.	•	University Studies	A.A.	
Office Information Systems	A.S.	•			
Retail Management	A.S.	•			
Web Developer	A.S.	•			
Cosmetology	A.S.	•			
Cosmetician/Esthetician		•			
Manicuring		•			
Dance	A.A.				

# 74 ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Following are courses of study leading to college-approved majors in AA or AS degree 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

A Certificate of Achievement (generally 18 to 30 units) is awarded in certain occupational fields upon satisfactory completion (minimum 2.0 grade point average) of a specific course of study. A Certificate of Completion (fewer than 18 units) is awarded upon successful completion of designated courses in a specific occupational field. Both types of certificates will be recorded on a 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. A minimum of 12 units must be taken 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. 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 current College Catalog at the time the student's studies are resumed.

A student may earn multiple Certificates from Skyline College. Each Certificate will be posted to the student's academic record and the student will receive a Certificate of Achievement issued by the College or a Certificate of Completion issued by the Department 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

	Units
American History & Institutions . . . . .	6
English . . . . .	6
Major . . . . .	18
General Education . . . . .	18
Physical Education . . . . .	2 courses
Basic Competency in English and Mathematics	
Total units	60

**Note:** See **Associate Degree Requirements** section for specific details.

## ACCOUNTING

The certificate or Associate degree in Accounting prepares students for a variety of positions in the accounting field. 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.

Because lower division accounting courses are required for all business administration degree programs, accounting courses provide an important foundation for students who plan to transfer to a four-year bachelor's degree program.

**Note to students intending to transfer to schools of business or four-year colleges and universities:** See your counselor for special course requirements that may not be listed below. Management courses do not transfer to UC.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ACCOUNTING

Required Core Courses	Units
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting . . . . .	3
ACTG 194 QuickBooks Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting . . . . .	1.5
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2

#### Plus a minimum of 12 units from the following:

ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 171 Federal Income Tax . . . . .	3
ACTG 172 Business Income Taxes . . . . .	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree . . . . .	1.5
BUS. 100 Introduction to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Mathematical Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
ENGL 110 Composition, Literature, and Critical Thinking <b>or</b>	
ENGL 165 Critical Thinking & Advanced Compositions <b>or</b>	
PHIL 109 Critical Thinking and Writing . . . . .	3
ECON 100 Principles of Macroeconomics . . . . .	3
ECON 102 Principles of Microeconomics . . . . .	3
SPCH 100 Public Speaking <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Intercultural Communication . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22-22.5

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**Note:** Minimum C grade required in all courses applied to the major.

**ACCOUNTING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting . . . . .	3
ACTG 194 QuickBooks Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting . . . . .	1.5
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2

**Plus a minimum of 12 units from the following:**

ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 171 Federal Income Tax . . . . .	3
ACTG 172 Business Income Taxes . . . . .	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree . . . . .	1.5
BUS. 100 Introduction to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Mathematical Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
ENGL 110 Composition, Literature, and Critical Thinking <b>or</b>	
ENGL 165 Critical Thinking & Advanced Compositions <b>or</b>	
PHIL 109 Critical Thinking and Writing . . . . .	3
ECON 100 Principles of Macroeconomics . . . . .	3
ECON 102 Principles of Microeconomics . . . . .	3
SPCH 100 Public Speaking <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Intercultural Communication . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>22-22.5</b>

**Note:** Minimum C grade required in all courses applied to the major.

**ACCOUNTING COMPUTER SPECIALIST CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten-Key Skills . . . . .	0.5
ACTG 194 Quick Books Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>10-10.5</b>

**ADMINISTRATION OF JUSTICE**

The Administration of Justice program seeks to prepare students for careers in law enforcement and legal studies. The courses in Skyline’s program lead to transfer programs at four-year colleges and universities.

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ADMINISTRATION OF JUSTICE**

<b>Required Core Courses</b>	<b>Units</b>
ADMJ 100 Intro to Administration of Justice . . . . .	3
ADMJ 102 Principles & Procedures of Justice . . . . .	3
ADMJ 104 Concepts of Criminal Law . . . . .	3
ADMJ 106 Legal Aspects of Evidence . . . . .	3
ADMJ 108 Community Relations . . . . .	3
ADMJ 110 Police Report Writing . . . . .	3

**Plus a selection of 9 units from the following:**

ADMJ 120 Criminal Investigation . . . . .	3
ADMJ 123 Concepts of Enforcement Principles . . . . .	3
ADMJ 125 Juvenile Procedures . . . . .	3
ADMJ 135 Narcotics & Special Investigations . . . . .	3
ADMJ 180 Criminal Identification . . . . .	3
ADMJ 205 Judicial Process in California . . . . .	3
ADMJ 665 Selected Topics in Admin. of Justice . . . . .	.5-2
LEGL 252 Princ. of Civil & Admin. Process . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	<b>27</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**ADMINISTRATION OF JUSTICE CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ADMJ 100 Intro to Administration of Justice . . . . .	3
ADMJ 102 Principles & Procedures of Justice . . . . .	3
ADMJ 104 Concepts of Criminal Law . . . . .	3
ADMJ 106 Legal Aspects of Evidence . . . . .	3
ADMJ 108 Community Relations . . . . .	3
ADMJ 110 Police Report Writing . . . . .	3

**Plus a selection of 9 units from the following:**

ADMJ 120 Criminal Investigation . . . . .	3
ADMJ 123 Concepts of Enforcement Principles . . . . .	3
ADMJ 125 Juvenile Procedures . . . . .	3
ADMJ 135 Narcotics & Special Investigations . . . . .	3
ADMJ 180 Criminal Identification . . . . .	3
ADMJ 205 Judicial Process in California . . . . .	3
ADMJ 665 Selected Topics in Admin. of Justice . . . . .	.5-2
LEGL 252 Principles of Civil & Admin. Process . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>27</b>

## ALLIED HEALTH

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.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ALLIED HEALTH SCIENCE

Required Core Courses	Units
BIOL 240 General Microbiology . . . . .	4
BIOL 250 Human Anatomy . . . . .	4
BIOL 260 Intro to Physiology . . . . .	5
CHEM 410 Chemistry for Health Sciences <b>or</b> . . . . .	4
CHEM 210 General Chemistry I . . . . .	5

**Plus a selection of at least 3 units from the following:**

BIOL 110 Principles of Biology . . . . .	4
BIOL 130 Human Biology . . . . .	3
BIOL 215 Organismal Biology: Core I. . . . .	5
BIOL 230 Intro to Cell Biology: Core II. . . . .	5
CHEM 220 General Chemistry II . . . . .	5
FCS 310 Nutrition . . . . .	3
HSCI 420 EKG Technology . . . . .	3
HSCI 435 Pharmacy Technician Training . . . . .	11
HSCI 436 Pharmacy Technician Training - Clinical Externship . . . . .	1.5
PHYS 210 General Physics I . . . . .	4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>20-21</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

### PHARMACY TECHNICIAN CERTIFICATE

Required Courses	Units
HSCI 435 Pharmacy Technician Training . . . . .	11
HSCI 436 Pharmacy Technician Training - Clinical Externship . . . . .	1.5
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>12.5</b>

## ART

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ART

Required Core Courses	Units
<b>Select 6 units from the following:</b>	
ART 101 History of Art I . . . . .	3
ART 102 History of Art II. . . . .	3
ART 105 Art of Asia & the Near East . . . . .	3
ART 107 Art of Our Times . . . . .	3
ART 120 Art of the Americas . . . . .	3

**Select 4 to 6 units from the following:**

ART 201 Form & Composition I . . . . .	2-3
ART 204 Drawing I . . . . .	2-3
ART 301 Design I . . . . .	2-3

**Select 4 to 6 units from the following:**

ART 221 Painting I . . . . .	2-3
ART 351 Photography I. . . . .	2-3
ART 405 Sculpture I . . . . .	2-3
ART 411 Ceramics I. . . . .	2-3

**Plus a selection of 4 to 6 units in any other Art courses.**

**TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .** 18-24  
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## 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. A strong partnership with Toyota Motor Sales, U.S.A., Inc. provides many opportunities for students enrolled in these programs. The College also provides numerous classes to update the knowledge and skills of practicing technicians.

### ADMISSION PROCEDURES AND REQUIREMENTS

The high student demand for occupational/technical training in the automotive trade necessitates that Skyline College develop a selection procedure that will allow fair and equitable opportunity for all students seeking admission to this program. Preference will be given to students who are residents of the San Mateo County Community College District. Students applying from outside the District will only be accepted on a space-available basis. Applicants will be informed of the status of their applications within six weeks of the application deadline.

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 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:

- a. 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**
  - b. 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**
  - c. 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**
  - d. 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:
- a. 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**
  - b. Completion of three units of MATH 811 or MATH 805/806, 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:
- a. Eligibility for ENGL 836, 100, 105 or ESOL 400 and READ 836 or 420, 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**
  - b. Completion of ENGL 826 with a grade of “C” or better and READ 826 with a grade of “B” or better. (Submit a copy of your final grade report with the application.)
6. Applicants who attended high school in the preceding two years are required to have attained a grade point average of 2.0 or higher during the last two years of high school. (Submit a copy of your high school transcript with the application.)
7. Pre-enrollment interview with the Skyline College Automotive counselor.

**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 7 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.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN AUTOMOTIVE TECHNOLOGY**

<b>Required Core Courses</b>	<b>Units</b>
AUTO 713 Automotive Electricity & Electronics <b>or</b> . . . . .	15
AUTO 730 Japanese Basic Electrical <b>and</b> . . . . .	8
AUTO 748 Japanese Advanced Electrical . . . . .	7

**Plus a selection of 30 units from the following:**

AUTO 716 Automotive Cooling/Heating & Air Cond. . . . .	5
AUTO 721 Automotive Steering, Suspension & Brakes. . .	15
AUTO 734 Automotive Engine Diagnosis & Repair . . . . .	15
AUTO 735 Automotive Transmissions & Drive Trains Diagnosis & Repair . . . . .	15
AUTO 751 Automotive Engine Performance . . . . .	15
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>45</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAMS**

<b>Automotive Electricity/Electronics</b>	
AUTO 713 Automotive Electricity/Electronics. . . . .	15
<b>Automotive Cooling/Heating &amp; Air Conditioning</b>	
AUTO 716 Automotive Cooling/Heating & Air Conditioning. 5	
<b>Automotive Chassis Technology</b>	
AUTO 721 Automotive Steering, Suspension & Brakes. . .	15
<b>Automotive Engines Technology</b>	
AUTO 734 Automotive Engine Diagnosis & Repair . . . . .	15
<b>Automotive Drive Train Technology</b>	
AUTO 735 Auto Transmissions & Drive Trains Diagnosis & Repair . . . . .	15
<b>Automotive Engine Performance Technology</b>	
AUTO 751 Automotive Engine Performance . . . . .	15
<b>Automotive Advanced Engine Performance Technology</b>	
AUTO 752 Advanced Engine Performance . . . . .	15

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN AUTOMOTIVE TECHNICIAN**

<b>Required Core Courses</b>	<b>Units</b>
AUTO 758/858 Automotive Computer Controls . . . . .	3
AUTO 771/846 Automotive Electrical II . . . . .	2
AUTO 772/842 Clean Air Car I* . . . . .	3
AUTO 773/840 Automotive Electrical I . . . . .	3
AUTO 774/844 European Electronic Engine Controls . . . . .	3
AUTO 775/848 Oscilloscopes & Exhaust Gas Analyzers . . . . .	1.5

\*AUTO 772/842 can be waived if a current unlimited smog license is possessed.

**Plus a selection of 22.5 units from the following:**

AUTO 785/885 Automotive Hazardous Materials . . . . .	1.5
AUTO 769/822 Head & Valve Services . . . . .	2.5
AUTO 779/823 Block Services . . . . .	2.5
AUTO 777/832 Automatic Transmissions I . . . . .	3
AUTO 787/887 Automatic Transmissions II . . . . .	3
AUTO 778/878 Manual Transmissions I . . . . .	2
AUTO 781/881 Electrical III . . . . .	3
AUTO 765/865 Ignition Systems I . . . . .	1.5
AUTO 764/864 Emissions Control Systems I . . . . .	1.5
AUTO 794/894 Carbureted Fuel Systems . . . . .	1.5
AUTO 793/893 Engine Performance . . . . .	3
AUTO 790/850 Automotive Brakes I . . . . .	2.5
AUTO 761/861 Automotive Brakes II . . . . .	1.5
AUTO 792/853 Automotive Chassis I . . . . .	3
AUTO 791/852 Automotive Chassis II . . . . .	2
AUTO 756/856 Chrysler Electronic Engine Controls . . . . .	3
AUTO 757/857 Ford Electronic Engine Controls . . . . .	3
AUTO 759/859 GM Electronic Engine Controls . . . . .	3
AUTO 762/862 Toyota/Mazda Electronic Engine Controls . . . . .	3
AUTO 786/860 Automotive Air Conditioning I . . . . .	2.5
AUTO 709 Automotive Service Orientation . . . . .	2
AUTO 798/898 Alternative Fuels I . . . . .	1.5
AUTO 799/899 Alternative Fuels II . . . . .	1.5
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>38</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN JAPANESE AUTOMOTIVE TECHNOLOGY**

<b>Required Core Courses</b>	<b>Units</b>
AUTO 713 Automotive Electricity & Electronics or . . . . .	15
AUTO 730 Japanese Basic Electrical and . . . . .	8
AUTO 748 Japanese Advanced Electrical . . . . .	7

**Plus a selection of 25 units from the following:**

AUTO 743 Pre-Delivery Service . . . . .	.5
AUTO 745 Japanese Brakes & Chassis . . . . .	11
AUTO 747 Japanese Air Conditioning . . . . .	4
AUTO 749 Japanese Engine Performance . . . . .	14.5

AUTO 796 Japanese Engines . . . . .	6.5
AUTO 797 Japanese Transmissions . . . . .	8.5
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>40</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**JAPANESE AUTOMOTIVE CERTIFICATE PROGRAMS**

**Japanese Engine and Drive Train Technology**

AUTO 796 Japanese Engines . . . . .	6.5
AUTO 797 Japanese Transmissions . . . . .	8.5

**Japanese Brake, Chassis and Air Conditioning Technology**

AUTO 745 Japanese Brakes & Chassis . . . . .	11
AUTO 747 Japanese Air Conditioning . . . . .	4

**Japanese Electrical Technology**

AUTO 730 Japanese Basic Electrical . . . . .	8
AUTO 748 Japanese Advanced Electrical . . . . .	7

**Japanese Engine Performance Technology**

AUTO 749 Japanese Engine Performance . . . . .	14.5
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**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TOYOTA TECHNICAL EDUCATION NETWORK**

**Required Core Courses Units**

AUTO 713 Automotive Electricity & Electronics or . . . . .	15
AUTO 730 Japanese Basic Electrical and . . . . .	8
AUTO 728 Toyota Advanced Electrical . . . . .	7

**Plus a selection of 25 units from the following:**

AUTO 706 Toyota Engines . . . . .	6.5
AUTO 707 Toyota Transmissions . . . . .	8.5
AUTO 725 Toyota Brakes & Chassis . . . . .	11
AUTO 727 Toyota Air Conditioning . . . . .	4
AUTO 729 Toyota Engine Performance . . . . .	14.5
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>40</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**TOYOTA TECHNICAL EDUCATION NETWORK CERTIFICATE PROGRAMS**

**Toyota Engine and Drive Train Technology**

AUTO 706 Toyota Engines . . . . .	6.5
AUTO 707 Toyota Transmissions . . . . .	8.5

**Toyota Brake, Chassis and Air Conditioning Technology**

AUTO 725 Toyota Brakes & Chassis . . . . .	11
AUTO 727 Toyota Air Conditioning . . . . .	4

**Toyota Electrical Technology**

AUTO 730 Japanese Basic Electrical . . . . .	8
AUTO 728 Toyota Advanced Electrical . . . . .	7

**Toyota Engine Performance Technology**

AUTO 729 Toyota Engine Performance . . . . .	14.5
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## BIOTECHNOLOGY

The Biotechnology Industry is experiencing an increasing need for trained technicians. Numerous opportunities for employment are available to graduates of programs like Skyline's. 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.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BIOTECHNOLOGY

Required Core Courses	Units
BIOL 215 Organismal Biology: Core I. . . . .	5
BIOL 230 Intro to Cell Biology: Core II. . . . .	5
BIOL 240 General Microbiology . . . . .	4
CHEM 234 Organic Chemistry I. . . . .	3
CHEM 235 Organic Chemistry II . . . . .	3
CHEM 237 Organic Chemistry Lab I . . . . .	2
CHEM 238 Organic Chemistry Lab I . . . . .	2
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

### ENTRY LEVEL BIOTECHNOLOGY MANUFACTURING CERTIFICATE

Required Course	Units
BIOL 415 Introduction to Biotechnology Manufacturing. . . . .	7

## BUSINESS

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ADMINISTRATIVE ASSISTANT

Administrative Assistant, Executive Secretary, Secretary, and Professional Secretary are the career goals of students who enroll in this program. Students acquire basic skills in keyboarding, oral and written communications, filing, and business procedures and practices. The most popular computer applications packages are used to train students in word processing, spreadsheets, and desktop publishing. Internet topics such as email, searching, and HTML are included.

Students complete this program by developing skills in organizational management, decision making, and human relations and are prepared to compete as professionals in the business world.

Required Core Courses	Units
BUS. 401 Business Communications . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word. . . . .	1
CAOT 213 Word Processing II: Word Perfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II. . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 400 Internet I. . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
SPCH 120 Interpersonal Communication . . . . .	3

#### Plus a minimum of 8 units from the following:

ACTG 100 Accounting Procedures . . . . .	1.5-3
ACTG 103 Ten Key Skills. . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 411 Introduction to Technical Communication I. . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 104 Intro to Computers with Windows I. . . . .	1.5
CAOT 105 Intro to Computers with Windows II. . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 231 Database Applications II. . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
CAOT 404 HTML & Web Authoring Applications II. . . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### ADMINISTRATIVE ASSISTANT CERTIFICATE

Required Courses	Units
BUS. 400 Business English . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word. . . . .	1
CAOT 213 Word Processing II: Word Perfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II. . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 400 Internet I. . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
SPCH 120 Interpersonal Communication . . . . .	3

**Plus a minimum of 5 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ACTG 103 Ten Key Skills. . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 411 Introduction to Technical Communication I. . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 104 Intro to Computers with Windows I. . . . .	1.5
CAOT 105 Intro to Computers with Windows II. . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 231 Database Applications II. . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
CAOT 404 HTML & Web Authoring Applications II. . . . .	1.5
TOTAL REQUIRED UNITS . . . . .	24

**ASSOCIATE IN SCIENCE DEGREE WITH MAJOR IN BUSINESS ADMINISTRATION**

The Business Administration Associate degree or certificate provides the foundation for students planning to transfer to a four-year college or university and includes core requirements in accounting, economics, and information systems.

<b>Required Core Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting. . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business <b>or</b> . . . . .	3
MATH 241 Applied Calculus I <b>or</b>	
MATH 251 Calculus with Analytic Geometry II . . . . .	5
BUS. 123 Statistics <b>or</b> . . . . .	3
MATH 200 Probability & Statistics . . . . .	4
BUS. 201 Business Law. . . . .	3
ECON 100 Princ. of Macroeconomics . . . . .	3
ECON 102 Princ. of Microeconomics . . . . .	3

**Plus a minimum of 6 units from the following:**

ACTG 172 Business Income Taxes . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 150 Small Business Management. . . . .	3
BUS. 153 Planning a Business Startup . . . . .	2-3
BUS. 200 Intro to International Business. . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5

BUS. 240 International Logistics & Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe. . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Intro to Customs Brokerage . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 352 Introduction to Insurance. . . . .	1
BUS. 353 Property & Liability Insurance Principles. . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 411 Introduction to Technical Communication I. . . . .	3
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II. . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II. . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
PSYC 300 Social Psychology . . . . .	3
R.E. 100 Real Estate Principles . . . . .	3
SPCH 100 Public Speaking <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Intercultural Communication . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30-33
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**BUSINESS ADMINISTRATION CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting. . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business <b>or</b> . . . . .	3
MATH 241 Applied Calculus I <b>or</b>	
MATH 251 Calculus with Analytic Geometry II . . . . .	5
BUS. 123 Statistics <b>or</b> . . . . .	3
MATH 200 Probability & Statistics . . . . .	4
BUS. 201 Business Law. . . . .	3
ECON 100 Princ. of Macroeconomics . . . . .	3
ECON 102 Princ. of Microeconomics . . . . .	3

**Plus a minimum of 3 units from the following:**

ACTG 172 Business Income Taxes . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 150 Small Business Management. . . . .	3
BUS. 153 Planning a Business Startup . . . . .	2-3
BUS. 200 Intro to International Business. . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5



BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 240 International Logistics & Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Intro to Customs Brokerage . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 352 Introduction to Insurance . . . . .	1
BUS. 353 Property & Liability Insurance Principles . . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 411 Introduction to Technical Communication I . . . . .	3
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
PSYC 300 Social Psychology . . . . .	3
R.E. 100 Real Estate Principles . . . . .	3
SPCH 100 Public Speaking <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Intercultural Communication . . . . .	3
TOTAL REQUIRED UNITS . . . . .	27-30

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BUSINESS INFORMATION SYSTEMS**

The Business Information Systems Program combines marketable computer skills with economics, statistics, accounting, and business practices. This program is designed for the person who will assume the leadership for information systems in a small-to-medium sized business and will provide support to system and workstations users.

<b>Required Core Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
COMP 155 Computer Programming Visual BASIC . . . . .	3
Electives from Group A . . . . .	6
Electives from Group B . . . . .	3

**Group A – Select 6 units from the following:**

ACTG 131 Managerial Accounting <b>or</b>	
ECON 102 Princ. of Microeconomics . . . . .	3
BUS. 100 Introduction to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics . . . . .	3

BUS. 101 Human Relations at Work . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 411 Introduction to Technical Communication I . . . . .	3

**Group B – Select 3 units from the following:**

CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 430 PHP/MYSQL I . . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III . . . . .	1
CAOT 480 Network Fundamentals (LAN) . . . . .	3
CAOT 490 Technical Overview of the Internet . . . . .	3
COMP 156 Intermediate Programming in Visual BASIC <b>or</b>	
COMP 190 Intro to Programming in C . . . . .	3
COOP 670 Vocational Co-op Ed . . . . .	1
TCOM 100 Survey of Telecommunications . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**BUSINESS INFORMATION SYSTEMS CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
COMP 155 Computer Programming Visual BASIC . . . . .	3
Electives from Group A . . . . .	6
Electives from Group B . . . . .	3

**Group A – Select 6 units from the following:**

ACTG 131 Managerial Accounting <b>or</b>	
ECON 102 Princ. of Microeconomics . . . . .	3
BUS. 100 Introduction to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 411 Introduction to Technical Communication I . . . . .	3

**Group B – Select 3 units from the following:**

CAOT 105 Intro to Computers with Windows II. . . . . 1  
 CAOT 212 Word Processing I: WordPerfect **or**  
     CAOT 214 Word Processing I: Word . . . . . 1  
 CAOT 213 Word Processing II: WordPerfect **or**  
     CAOT 215 Word Processing II: Word . . . . . 2  
 CAOT 301 Maximizing Your Employment Potential . . . . . 1  
 CAOT 400 Internet I. . . . . 1.5  
 CAOT 403 HTML & Web Authoring Applications I . . . . . 1.5  
 CAOT 404 HTML & Web Authoring Applications II . . . . . 1.5  
 CAOT 430 PHP/MYSQL I . . . . . 1  
 CAOT 431 PHP/MYSQL II . . . . . 1  
 CAOT 432 PHP/MYSQL III . . . . . 1  
 CAOT 480 Network Fundamentals (LAN . . . . . 3  
 CAOT 490 Technical Overview of the Internet . . . . . 3  
 COMP 156 Intermediate Programming in Visual BASIC **or**  
     COMP 190 Intro to Programming in C . . . . . 3  
 COOP 670 Vocational Co-op Ed . . . . . 1  
 TCOM 100 Survey of Telecommunications . . . . . 3  
 TOTAL REQUIRED UNITS . . . . . 27

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN COMPUTER INFORMATION SPECIALIST**

This program is designed for the student seeking a career that requires exceptional computer skills. Career opportunities range from data entry operators to computer information specialists. The program gives students experience with the most popular computer software application packages, covers the basics of the Internet, and includes a comprehensive review of English for today’s business environment.

This career is excellent for a detailed-oriented person with good keyboarding skills and an interest in computer software applications.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 400 Business English . . . . .	3
CAOT 104 Intro to Computers with Windows I. . . . .	1.5
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 230 Database Applications I . . . . .	1
CAOT 400 Internet I. . . . .	1.5

**Plus a minimum of 7 units from the following:**

ACTG 103 Ten Key Skills. . . . .	0.5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 401 Business Communications . . . . .	3
BUS. 411 Introduction to Technical Communication I. . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 105 Intro to Computers with Windows II. . . . .	1

CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
CAOT 226 Spreadsheets II. . . . .	2
CAOT 231 Database Applications II. . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II. . . . .	1.5
CAOT 430 PHP/MYSQL I . . . . .	1
CAOT 431 PHP/MYSQL II. . . . .	1
CAOT 432 PHP/MYSQL III . . . . .	1
CAOT 480 Network Fundamentals (LAN . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**COMPUTER INFORMATION SPECIALIST CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 400 Business English . . . . .	3
CAOT 104 Intro to Computers with Windows I. . . . .	1.5
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 230 Database Applications I . . . . .	1
CAOT 400 Internet I . . . . .	1.5

**Plus a minimum of 7 units from the following:**

ACTG 103 Ten Key Skills. . . . .	0.5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 401 Business Communications . . . . .	3
BUS. 411 Introduction to Technical Communication I. . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 105 Into to Computers with Windows II . . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
CAOT 226 Spreadsheets II. . . . .	2
CAOT 231 Database Applications II. . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II. . . . .	1.5
CAOT 430 PHP/MYSQL I . . . . .	1
CAOT 431 PHP/MYSQL II. . . . .	1
CAOT 432 PHP/MYSQL III . . . . .	1
CAOT 480 Network Fundamentals (LAN . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18

**GENERAL SUPERVISION CERTIFICATE**

Skyline’s General Supervision program provides the fundamental business background and the practical knowledge necessary for a successful supervisor and motivator of people. Students study business law, management principles, communications, and supervisory techniques. They also gain an appreciation of computer applications and can select from a variety of courses including marketing, accounting, international trade, and small business development.

<b>Required Courses</b>	<b>Units</b>
BUS. 100 Intro to Business <b>or</b>	
BUS. 200 Intro to International Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Intro to Business Information Systems <b>or</b> . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
SPCH 150 Intercultural Communication . . . . .	3

**Plus a section of 6 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ACTG 194 Intro to QuickBooks Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting . . . . .	1.5
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math . . . . .	1.5-3
BUS. 150 Small Business Management . . . . .	3
BUS. 181 Personal Power & Leadership . . . . .	1.5
BUS. 183 Building High Performing Teams . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
BUS. 670 Business Work Experience <b>or</b> . . . . .	1-2
COOP 670 Vocational Cooperative Education . . . . .	1-2
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>22.5-24</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN INTERNATIONAL TRADE**

International Trade involves activities related to the global exchange of goods and services to satisfy needs. These activities include acquiring, developing and managing physical, financial, and human resources. Skyline’s program prepares students for many exciting careers in the global business environment.

**Required Core Courses**

**Units**

BUS. 200 Intro to International Business . . . . .	3
BUS. 210 International Finance . . . . .	1.5
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5

**Plus a selection of 6 units from the following:**

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 401 Business Communication . . . . .	3
BUS. 670 Internship in International Trade . . . . .	1-4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	<b>18</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**INTERNATIONAL TRADE CERTIFICATE**

**Required Courses**

**Units**

BUS. 200 Intro to International Business . . . . .	3
BUS. 210 International Finance . . . . .	1.5
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5

**Plus a selection of 6 units from the following:**

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3

BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 401 Business Communication . . . . .	3
BUS. 670 Internship in International Trade . . . . .	1-4
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

**INTERNATIONAL BUSINESS CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communications . . . . .	1.5
BUS. 210 International Finance . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5

**Plus a selection of 3 units from the following:**

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 670 Internship in International Trade . . . . .	1-4
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>12</b>

**IMPORT & EXPORT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5

**Plus a selection of 3 units from the following:**

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 670 Internship in International Trade . . . . .	1-4
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>12</b>

**LEGAL ASPECTS OF INTERNATIONAL BUSINESS CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5

**Plus a selection of 3 units from the following:**

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 279 Import & Export Management . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 670 Internship in International Trade . . . . .	1-4
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>12</b>

**GLOBAL BUSINESS PRACTICES CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5

**Plus a selection of 3 units from the following:**

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 210 International Finance . . . . .	1.5
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 670 Internship in International Trade . . . . .	1-4
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>12</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN LEGAL SECRETARY**

This can be one of the most dynamic careers in the administrative field. This program is designed to develop the skills and knowledge associated with the practice of law. Career opportunities are available with small and large legal firms, legal departments of large corporations, and government agencies dealing with the legal system.

Students develop an understanding of typical civil and administrative procedures and learn about case docketing and calendaring management. Students also learn how to use the Internet for legal research, prepare correspondence, and legal documents including California Judicial Council forms. Organizational and communications skills are developed along with competency with legal terminology and drafting of legal documents.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
BUS. 443 Law Office Procedures or LEGL 443 Law Office Procedures . . . . .	3
CAOT 212 Word Processing I: WordPerfect or CAOT 214 Word Processing I: Word . . . . .	1

CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word . . . . .	2
LEGL 245 Legal Operations . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3

**Plus a minimum of 9 units from the following:**

ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math . . . . .	1.5-3
BUS. 400 Business English . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Suite . . . . .	2
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 430 PHP/MYSQL I . . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III . . . . .	1
LEGL 250 Legal Research . . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
SPCH 120 Interpersonal Communications . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	<b>24</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**LEGAL SECRETARY CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
BUS. 443 Law Office Procedures or LEGL 443 Law Office Procedures . . . . .	3
CAOT 212 Word Processing I: WordPerfect or CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word . . . . .	2
LEGL 245 Legal Operations . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3

**Plus a minimum of 9 units from the following:**

ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math . . . . .	1.5-3
BUS. 400 Business English . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Suite . . . . .	2
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 430 PHP/MYSQL I . . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III . . . . .	1
LEGL 250 Legal Research . . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
SPCH 120 Interpersonal Communications . . . . .	3
TOTAL REQUIRED UNITS . . . . .	24

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MARKETING**

The Marketing Program provides basic skills for employment in a people-oriented environment. Program offerings emphasize the humanistic side of business with classes focusing on interpersonal communication, presentation techniques, marketing and promotion, customer analysis, and interactive business skills.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 200 Introduction to International Business . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 294 Introduction to Selling . . . . .	1.5

**Plus 7.5 units from the following:**

BUS. 100 Introduction to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1

BUS. 109 Working with People Worldwide . . . . .	1
BUS. 120 Mathematical Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 183 Building High Performing Teams . . . . .	1.5
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Business Work Experience – Internship in Marketing . . . . .	1-3
FASH 151 Fashion Merchandising . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**MARKETING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Introduction to International Business . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 294 Introduction to Selling . . . . .	1.5

**Plus a minimum of 7.5 units from the following:**

BUS. 100 Introduction to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 120 Mathematical Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 153 Planning A Business Startup . . . . .	2-3
BUS. 181 Personal Power and Leadership . . . . .	1.5
BUS. 183 Building High Performing Teams . . . . .	1.5
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Business Work Experience – Internship in Marketing . . . . .	1-3
FASH 151 Fashion Merchandising . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MEDICAL TRANSCRIPTIONIST**

Through this program, students are prepared to work in a variety of settings including public and private medical clinics, hospitals, medical research groups, and city and state health departments. Students learn medical terminology, anatomy, transcription, and word processing. Employment opportunities are in both full- and part-time categories and have high potential for advancement, an option for working at home, and flexible hours.

Among the skills mastered are medical terminology and medical transcription. Students learn a variety of report formats. These include Chart Notes, Reports of Operation, Discharge Summaries, and Consultation Reports. Students will learn patient assessment techniques and diagnostic and therapeutic procedures.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 101 Human Relations at Work . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
BUS. 485 Medical Terminology . . . . .	3
BUS. 486 Medical Transcription . . . . .	4
BUS. 670 Business Work Experience <b>or</b>	
BUS. 487 Medical Transcription Internship . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2

**Plus a minimum of 6 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BIOL 130 Human Biology . . . . .	3
BIOL 260 Introduction to Physiology . . . . .	5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 400 Business English . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Applications . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 400 Internet I . . . . .	1.5
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**MEDICAL TRANSCRIPTIONIST CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 101 Human Relations at Work . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
BUS. 485 Medical Terminology . . . . .	3
BUS. 486 Medical Transcription . . . . .	4
BUS. 670 Business Work Experience <b>or</b>	
BUS. 487 Medical Transcription Internship . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2

**Plus a minimum of 6 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BIOL 130 Human Biology . . . . .	3
BIOL 260 Introduction to Physiology . . . . .	5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 400 Business English . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Applications . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 400 Internet I . . . . .	1.5
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>24</b>

**MEDICAL OFFICE ASSISTANT CERTIFICATE**

Interested in an office career in a medical environment? This new certificate is intended to provide entry-level skills for the person wanting to begin an office career in a medical environment in a short amount of time. This certificate addresses job opportunities available in physicians' offices, billing offices, clinics, public or private hospitals, extended care facilities, and community health centers.

<b>Required Courses</b>	<b>Units</b>
BUS. 400 Business English . . . . .	3
BUS. 485 Medical Terminology . . . . .	3
BUS. 486 Medical Transcription . . . . .	2
BUS. 680 Introduction to Medical Office Management . . . . .	3
CAOT 200 Introduction to MS Office Suite . . . . .	2
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>13</b>

The following courses are not required for the Medical Office Assistant Certificate but are suggested as supplemental courses to enhance the entry-level skills for those interested in a medical office career:

- ACTG 103 Ten-Key Skills
- BUS. 101 Human Relations at Work
- CAOT 101 Computer Keyboarding Skill Building
- CAOT 104 Introduction to Computers with Windows I
- CAOT 212 Word Processing I: WordPerfect **or**
- CAOT 214 Word Processing I: Word

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN OFFICE ASSISTANT**

Interested in an office career as a clerk, receptionist, or administrative support assistant? The Office Assistant program can provide you with the necessary tools. Students acquire computer application skills, strengthen written and oral communications skills, learn office procedures and practices as well as Internet topics such as searching, email, and HTML.

This program emphasizes keyboarding, word processing, and popular business software applications. Students learn to prepare letters, memos, reports, and presentations for use in today's business office.

<b>Required Core Courses</b>	<b>Units</b>
ACTG 103 Ten Key Skills . . . . .	0.5
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 400 Internet I . . . . .	1.5

**Plus a minimum of 10 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 411 Introduction to Technical Communication I . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1

CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**OFFICE ASSISTANT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 103 Ten Key Skills . . . . .	0.5
BUS. 400 Business English . . . . .	3
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 400 Internet I . . . . .	1.5

**Plus a minimum of 7 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 401 Business Communications . . . . .	3
BUS. 411 Introduction to Technical Communication I . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
TOTAL REQUIRED UNITS . . . . .	18

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN OFFICE INFORMATION SYSTEMS**

The Office Information Systems Program focuses on the software and system user. Individuals learn the office environment software most commonly used and transfer that knowledge to office leadership positions, selection of appropriate software for the company and training of coworkers on the software and systems.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 104 Introduction to Computers with Windows I . . . . .	1.5
CAOT 201 Integration of MS Office Applications . . . . .	1



CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
Electives from Group A	6
Electives from Group B	6

**Group A – Select a minimum of 6 units from the following:**

ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting <b>or</b>	
ECON 102 Princ. of Microeconomics	3
BUS. 100 Intro to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics	3
BUS. 101 Human Relations at Work	3
BUS. 115 Business Math	1.5-3
BUS. 120 Math Analysis for Business	3
BUS. 123 Statistics	3
BUS. 150 Small Business Management	3
BUS. 411 Introduction to Technical Communication I	3
CAOT 301 Maximizing Your Employment Potential	1

**Group B – Select a minimum of 6 units from the following:**

CAOT 105 Intro to Computers with Windows II	1
CAOT 221 Desktop Publishing: Microsoft Publisher	1.5
COMP 155 Computer Programming Visual BASIC	3
COMP 156 Intermediate Programming In Visual BASIC	3
COMP 190 Intro to Programming in C	3
COOP 670 Vocational Co-Op Ed	4
TCOM 100 Survey of Telecommunications	3
TOTAL REQUIRED UNITS IN MAJOR AREA	34
Plus General Education and other requirements for the Associate Degree (refer to Associate Degree Requirements).	

**OFFICE INFORMATION SYSTEMS CERTIFICATE**

Required Courses	Units
BUS. 103 Intro to Business Information Systems	3
BUS. 401 Business Communications	3
CAOT 104 Introduction to Computers with Windows I	1.5
CAOT 201 Integration of MS Office Applications	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2

CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
Electives from Group A	6
Electives from Group B	6

**Group A – Select a minimum of 6 units from the following:**

ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting <b>or</b>	
ECON 102 Princ. of Microeconomics	3
BUS. 100 Intro to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics	3
BUS. 101 Human Relations at Work	3
BUS. 115 Business Math	1.5-3
BUS. 120 Math Analysis for Business	3
BUS. 123 Statistics	3
BUS. 150 Small Business Management	3
BUS. 411 Introduction to Technical Communication I	3
CAOT 301 Maximizing Your Employment Potential	1

**Group B – Select a minimum of 6 units from the following:**

CAOT 105 Intro to Computers with Windows II	1
CAOT 221 Desktop Publishing: Microsoft Publisher	1.5
COMP 155 Computer Programming Visual BASIC	3
COMP 156 Intermediate Programming In Visual BASIC	3
COMP 190 Intro to Programming in C	3
COOP 670 Vocational Co-Op Ed	4
TCOM 100 Survey of Telecommunications	3
TOTAL REQUIRED UNITS	34

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RETAIL MANAGEMENT**

Developed in cooperation with the Western Association of Food Chains, the certificate and degree program in Retail management gives students core courses in preparation for management and supervisory positions with excellent prospects for employment.

**Required Core Courses** **Units**

**Group A – Foundations Courses**

BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math	3
BUS. 401 Business Communications <b>or</b>	
ENGL 100 Composition <b>or</b>	3
ENGL 105 Intensive Composition	4
SPCH 120 Interpersonal Communications	3

**Group B – Intermediate Courses**

ACTG 100 Accounting Procedures <b>or</b>	
ACTG 121 Financial Accounting	3
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5

**Group C – Advanced Courses**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
*MGMT 215 Management of Human Resources . . . . .	3
<b>*Note:</b> MGMT 215 is not offered at Skyline College. It is offered at CSM and Cañada College, where students in this program can complete the course.	
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27-28
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**RETAIL MANAGEMENT CERTIFICATE**

**Required Courses** **Units**

**Group A – Foundations Courses**

BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	3
BUS. 401 Business Communications <b>or</b>	
ENGL 100 Composition <b>or</b> . . . . .	3
ENGL 105 Intensive Composition. . . . .	4
SPCH 120 Interpersonal Communications. . . . .	3

**Group B or Intermediate Courses**

ACTG 100 Accounting Procedures <b>or</b>	
ACTG 121 Financial Accounting . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5

**Group C – Advanced Courses**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
*MGMT 215 Management of Human Resources . . . . .	3
<b>*Note:</b> MGMT 215 is not offered at Skyline College. It is offered at CSM and Cañada College, where students in this program can complete the course.	
TOTAL REQUIRED UNITS. . . . .	27-28

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN WEB DEVELOPER**

Interested in the exciting and dynamic field of Web development? If so, our Web Developer major is for you. This program is designed to prepare students for a stimulating career as a Web Developer, Web Designer, or Web Master. The courses in this program provide students with a foundation in Web creation and design.

Upon completion of the program, students may chose to practice as a professional in a variety of areas such as web development, web design, or web maintenance, or they may choose to continue with advanced or specialized training.

**Required Core Courses** **Units**

CAOT 400 Internet I. . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 405 HTML & Web Authoring Applications III . . . . .	1
CAOT 408 Digital Audio & Video . . . . .	2

CAOT 410 Photoshop Basics. . . . .	1
CAOT 411 Photoshop for the Web . . . . .	1
CAOT/COMP 412 Flash I . . . . .	1

**Plus a minimum of 7.5 units from the following:**

ART 214 Color. . . . .	2-3
ART 301 Design . . . . .	2-3
ART 376 Digital Imaging I. . . . .	2
ART 377 Digital Imaging II . . . . .	3
BUS. 411 Introduction to Technical Communication I. . . . .	3
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II. . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
CAOT 320 Graphic Design for Computer Users. . . . .	1.5
CAOT/COMP 413 Flash II . . . . .	1.5
CAOT 415 Website Design and Management. . . . .	2
CAOT 420 JavaScript <b>or</b>	
COMP 423 JavaScript . . . . .	1.5
CAOT 421 XML <b>or</b>	
COMP 424 XML . . . . .	1.5
CAOT 422 CGI/Perl . . . . .	1.5
CAOT 425 Web Design Principles. . . . .	1.5
CAOT 427 Collaboration & Web Production I . . . . .	1.5
CAOT 430 PHP/MYSQL I. . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III . . . . .	1
CAOT 480 Network Fundamentals, LAN . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**WEB DEVELOPER CERTIFICATE**

**Required Courses** **Units**

CAOT 400 Internet I. . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 405 HTML & Web Authoring Applications III . . . . .	1
CAOT 408 Digital Audio & Video . . . . .	2
CAOT 410 Photoshop Basics. . . . .	1
CAOT 411 Photoshop for the Web . . . . .	1
CAOT/COMP 412 Flash I . . . . .	1

**Plus a minimum of 7.5 units from the following:**

ART 214 Color. . . . .	2-3
ART 301 Design . . . . .	2-3
ART 376 Digital Imaging I. . . . .	2
ART 377 Digital Imaging II . . . . .	3
BUS. 411 Introduction to Technical Communication I. . . . .	3
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1

CAOT 223 Business Presentations II . . . . .	1
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 320 Graphic Design for Computer Users . . . . .	1.5
CAOT/COMP 413 Flash II . . . . .	1.5
CAOT 415 Website Design and Management . . . . .	2
CAOT 420 JavaScript <b>or</b>	
COMP 423 JavaScript . . . . .	1.5
CAOT 421 XML <b>or</b>	
COMP 424 XML . . . . .	1.5
CAOT 422 CGI/Perl . . . . .	1.5
CAOT 425 Web Design Principles . . . . .	1.5
CAOT 427 Collaboration & Web Production I . . . . .	1.5
CAOT 430 PHP/MYSQL I . . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III . . . . .	1
CAOT 480 Network Fundamentals (LAN) . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18

## COSMETOLOGY

This program prepares students for licensing as a Cosmetologist, Esthetician, and Manicurist. The Cosmetology program involves 1600 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.

### ADMISSIONS PROCEDURES AND REQUIREMENTS

The Associate in Science degree with a major in Cosmetology or the Cosmetology Certificate Program requires 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.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN COSMETOLOGY

Required Core Courses	Units
COSM 700 Cosmetology Concepts & Practice I . . . . .	8
COSM 710 Cosmetology Concepts & Practice II . . . . .	6
COSM 720 Cosmetology Concepts & Practice III . . . . .	6
COSM 730 Cosmetology Concepts & Practice IV . . . . .	8
COSM 740 Cosmetology Concepts & Practice V . . . . .	8-12

#### Additional units may be completed in the following:

COSM 665 Selected Topics in Cosmetology	
COSM 690 Special Projects	
COSM 750 Cosmetology Brush-up	
COSM 782 Advanced Cosmetology Concepts	
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	40
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### COSMETOLOGY CERTIFICATE PROGRAM

The program is open to both men and women and enables completion in three semesters including a four-week summer session. Class sessions are from 8:00 am to 5:00 pm, Monday through Friday. New students are admitted at the beginning of the semester and at mid-semester. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

Suggested High School preparation: Art, Chemistry, Business courses, General Science, and Speech.

The Associate in Science degree with a major in Cosmetology or the Cosmetology Certificate Program requires the completion of a special application to be considered for admission.

### COSMETOLOGY CERTIFICATE

Required Courses	
COSM 700 Cosmetology Concepts & Practice I . . . . .	8
COSM 710 Cosmetology Concepts & Practice II . . . . .	6
COSM 720 Cosmetology Concepts & Practice III . . . . .	6
COSM 730 Cosmetology Concepts & Practice IV . . . . .	8
COSM 740 Cosmetology Concepts & Practice V . . . . .	8-12

#### Additional units may be completed in the following:

COSM 665 Selected Topics in Cosmetology	
COSM 690 Special Projects	
COSM 750 Cosmetology Brush-up	
COSM 782 Advanced Cosmetology Concepts	
TOTAL REQUIRED UNITS . . . . .	40

**MANICURING CERTIFICATE**

The program is open to both men and women. Upon completion of the 400-hour program, students are eligible for the manicuring certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

**Course required for the Manicuring Certificate: Units**  
 COSM 754 Manicuring . . . . . 10

**COSMETICIAN/ESTHETICIAN CERTIFICATE**

The program is open to both men and women. Upon completion of the 600-hour program, students are eligible for the Cosmetician/Esthetician Certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

**Course required for the Cosmetician/Esthetician Certificate:**  
 COSM 775 Cosmetician/Esthetician . . . . . 16

**DANCE**

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN DANCE**

Required Core Courses	Units
DANC 110 Modern Dance . . . . .	1
DANC 130 Jazz Dance . . . . .	1
DANC 140 Ballet. . . . .	1
DANC 330 Creative Dance. . . . .	1
DANC 390 Dance Composition/Theory/Choreography . . . . .	3
DANC 400 Dance Production . . . . .	2
BIOL 250 Human Anatomy . . . . .	4
MUS. 100 Fundamentals of Music. . . . .	3

**Plus a selection of 6 units from the following:**

ART 201 Form & Composition I . . . . .	2-3
ART 202 Form & Composition II. . . . .	2-3
BIOL 260 Introduction to Physiology. . . . .	5
DANC 105 Dance & Wellness . . . . .	.5-1
DANC 161 Tango Argentino . . . . .	.5-1
DANC 162 Tango Milonga . . . . .	.5-1
DANC 350 Aerobic Dance . . . . .	1
DANC 440 Princ. of Dance Company/ Arts Program Management . . . . .	.5-2
DANC 450 Intermediate/Adv. Dance Production. . . . .	.5-1
DANC 665 Dance in Cultural Context . . . . .	1-3*
FITN 332 Stretching & Flexibility . . . . .	1
<b>TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .</b>	<b>22</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

*\*Note: Each unit of DANC 665 used toward the degree must be a different topic (e.g., Salsa, Flamenco, Afro/Brazilian).*

**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.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN EARLY CHILDHOOD EDUCATION**

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.

Required Core Courses	Units
ECE. 201 Child Development <b>or</b> PSYC 201 Child Development . . . . .	3
ECE. 210 Early Childhood Education Princ . . . . .	3
ECE. 211 Early Childhood Education Curriculum. . . . .	3
ECE. 212 Child, Family & Community <b>or</b> FCS 212 Child, Family & Community . . . . .	3
ECE. 366 Practicum in Early Childhood Education . . . . .	3

**Plus a selection of at least 9 units from the following:**

ECE. 214 Child-Parent Relations <b>or</b> FCS 213 Child-Parent Relations . . . . .	3
ECE. 223 Infant/Toddler Development . . . . .	3
ECE. 225 Infant/Toddler Environments . . . . .	3
ECE. 240 ECE Administration: Business/Legal . . . . .	3
ECE. 241 ECE Administration: Human Relations. . . . .	3
ECE. 242 Adult Supervision in ECE/CD Classrooms. . . . .	2
ECE. 260 Children with Special Needs . . . . .	3
ECE. 262 Introduction to Family Support: Building Respectful Partnerships . . . . .	3
ECE. 264 The Life Cycle of the Family. . . . .	3
ECE. 270 Intro to Infant/Toddler Child Care. . . . .	3
ECE. 272 Cultural Diversity in Early Childhood Education . . . . .	3
ECE. 275 Children’s Language & Literacy Development . . . . .	3

ECE. 311 Children's Nutrition **or**  
 FCS 311 Children's Nutrition . . . . . 1  
 ECE. 333 Observational Skills . . . . . 3  
 ECE. 335 Handling Behavior . . . . . 3  
 ECE. 665 Selected Topic in Early Childhood Education . 1-4  
 ECE. 670 Cooperative Education in ECE . . . . . 1-4  
 MINIMUM TOTAL REQUIRED UNITS IN MAJOR AREA . . 24  
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**EARLY CHILDHOOD EDUCATION CERTIFICATE**

An Early Childhood Education Certificate will be granted upon completion of the required number of units of coursework. A grade of C or better is required in all of the courses used to satisfy the requirements for the certificate. ECE 670: Cooperative Education in ECE is strongly recommended for those students planning to work in early childhood settings. Completion of the certificate requirements qualifies students as teachers in child care and development programs operating under Title 22, (non-state-funded programs) and/or for an Assistant or Associate Teacher Permit issued by the Commission on Teacher Credentialing. This permit is required of all assistant and associate teachers working in child care and development programs operating under Title 5, (state-funded programs). A minimum of 50% of the ECE units must be taken at Skyline College in order to receive the ECE Certificate from Skyline.

<b>Required Courses</b>	<b>Units</b>
ECE. 201 Child Development <b>or</b> PSYC 201 Child Development . . . . .	3
ECE. 210 Early Childhood Education Princ . . . . .	3
ECE. 211 Early Childhood Education Curriculum. . . . .	3
ECE. 212 Child, Family & Community <b>or</b> FCS 212 Child, Family & Community . . . . .	3
ECE. 366 Practicum in Early Childhood Education . . . . .	3

**Plus a selection of at least 3 units from the following:**

ECE. 214 Child-Parent Relations <b>or</b> FCS 213 Child-Parent Relations . . . . .	3
ECE. 223 Infant/Toddler Development . . . . .	3
ECE. 225 Infant/Toddler Environments . . . . .	3
ECE. 240 ECE Administration: Business/Legal . . . . .	3
ECE. 241 ECE Administration: Human Relations. . . . .	3
ECE. 242 Adult Supervision in ECE/CD Classrooms. . . . .	2
ECE. 260 Children with Special Needs . . . . .	3
ECE. 262 Introduction to Family Support: Building Respectful Partnerships . . . . .	3
ECE. 264 The Life Cycle of the Family. . . . .	3
ECE. 270 Intro to Infant/Toddler Child Care. . . . .	3
ECE. 272 Cultural Diversity in Early Childhood Education . 3	
ECE. 275 Children's Language & Literacy Development . . . 3	
ECE. 311 Children's Nutrition <b>or</b> FCS 311 Children's Nutrition . . . . .	1
ECE. 333 Observational Skills . . . . .	3

ECE. 335 Handling Behavior . . . . .	3
ECE. 665 Selected Topic in Early Childhood Education . 1-4	
ECE. 670 Cooperative Education in ECE . . . . .	1-4
MINIMUM TOTAL REQUIRED UNITS . . . . .	18

**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.

**EMERGENCY MEDICAL TECHNOLOGY CERTIFICATE**

<b>Required Course</b>	<b>Units</b>
EMC. 410 Emergency Medical Technician B . . . . .	7

**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.

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ENGLISH**

<b>Required Core Courses</b>	<b>Units</b>
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**Select a minimum of 6 units from the following:**

ENGL 100 Composition . . . . .	3
ENGL 105 Intensive Composition . . . . .	4
ENGL 110 Composition, Literature & Critical Thinking. . . . .	3
ENGL 165 Critical Thinking/Adv. Composition. . . . .	3

**Plus a selection of 12 units from the following,**

6 units of which must be literature courses:

ENGL 104 Applied English Skills for Cultural Production. 1-3	
ENGL 161 Creative Writing I. . . . .	3
ENGL 162 Creative Writing II . . . . .	3
ENGL/LIT. 166 Women on Writing. . . . .	.5
FILM 440 Film Study & Appreciation . . . . .	3
JOUR 120 Newswriting . . . . .	3
LIT. 101 Contemporary Literature . . . . .	3
LIT. 111 Short Story. . . . .	3
LIT. 113 Intro to the Novel. . . . .	3
LIT. 116 Introduction to World Literature . . . . .	3
LIT. 151 Shakespeare . . . . .	3
LIT 191 Children's Literature. . . . .	3

LIT. 225 Mirrors of Today: Contemp. Poetry . . . . .	3
LIT. 251 Women in Literature . . . . .	3
LIT. 265 Asian American Literature . . . . .	3
LIT. 266 Black Literature. . . . .	3
LIT. 267 Filipino American Literature . . . . .	3
LIT. 370 Readings in Lit. of the Latino in the US . . . . .	3
LIT. 373 Latin American Lit in Translation . . . . .	3
LIT. 416 Modern European Lit in Translation . . . . .	3
LIT. 432 Folklore . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**ROTATION OF LITERATURE COURSES – DAY AND EVENING CLASSES**

(Listed below are the tentative Literature offerings for the upcoming semesters.)

**Fall 2006**

Day	LIT. 266 Black Literature
Evening	LIT. 116 Introduction to World Literature

**Spring 2007**

Day	LIT. 265 Asian American Literature
Evening	LIT. 101 Contemporary Literature

**Fall 2007**

Day	LIT. 370 Readings in Literature of the Latino in the U.S.
Evening	LIT. 111 Short Story

**Spring 2008**

Day	LIT. 113 Introduction to the Novel
Evening	LIT. 151 Shakespeare

(For information on class meeting days and times for Literature courses, consult the current Schedule of Classes.)

**FAMILY & CONSUMER SCIENCES**

The Family and Consumer Science Associate degree major is a cultural core program which provides transfer opportunities in five possible areas: clothing and textiles, child development and family relations, food and nutrition/food services, design and housing, and general family and consumer science.

A certificate in Family and Consumer Science endorses a foundation for paid employment in many entry-level jobs in the above mentioned fields. Advanced education, depending on the area of specialization, opens the door to jobs in industry, business, government, education, and private agencies.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FAMILY & CONSUMER SCIENCES**

Required Core Courses	Units
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3

FCS 213 Child-Parent Relations <b>or</b> ECE. 214 Child-Parent Relations. . . . .	3
FCS 310 Nutrition . . . . .	3
INTD 110 Environmental Design . . . . .	3

**Plus a selection of 6 units from the following:**

ART/MUS. 115 Music, Art & Ideas . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management. . . . .	3
COOP 670 Vocational Co-Op Education . . . . .	1-4
ECE./FCS 311 Children’s Nutrition . . . . .	1
FASH 151 Fashion Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
INTD 110 Environmental Design . . . . .	3
INTD 120 Designing Interiors for Multicultural Populations .	3
MUS. 100 Fundamentals of Music. . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 210 Child Development . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**FAMILY & CONSUMER SCIENCES CERTIFICATE**

Required Courses	Units
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3
FCS 213 Child-Parent Relations <b>or</b> ECE. 214 Child-Parent Relations. . . . .	3
FCS 310 Nutrition . . . . .	3
INTD. 110 Environmental Design . . . . .	3

**Plus a selection of 6 units from the following:**

ART/MUS. 115 Music, Art & Ideas . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management. . . . .	3
COOP 670 Vocational Co-Op Ed . . . . .	1-4
ECE./FCS 311 Children’s Nutrition . . . . .	1
FASH 151 Fashion Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
MUS. 100 Fundamentals of Music. . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC/SOCI 110 Courtship, Marriage, & Family . . . . .	3
PSYC 210 Child Development . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
TOTAL REQUIRED UNITS . . . . .	27

## FASHION MERCHANDISING

Fashion promotion, visual merchandising, fashion coordination, retail buying, and store management are some of the fields for which this program prepares students. Since the fashion industry is one of the fastest growing segments of business in the Bay Area, internship and employment opportunities are readily available.

In addition to immediate employment opportunities, the Certificate and Associate in Science degree programs in Fashion Merchandising, General Merchandising, and Image Consulting provide a foundation for transfer and pursuit of a Bachelor's degree.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FASHION MERCHANDISING

Required Core Courses	Units
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH/FCS 113 Textiles. . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising. . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 156 Fashion Shows & Special Events . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

**Plus a selection of 5 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ART 214 Color. . . . .	2-3
ART 301 Design . . . . .	2-3
ART 338 Advertising Art. . . . .	2
BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Mathematics . . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I. . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 160 Business of Image Consulting. . . . .	2
FASH 670 Vocational Co-Op Education . . . . .	1-4
INTD 110 Environmental Design . . . . .	3
PSYC 100 General Psychology . . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>30</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

### FASHION MERCHANDISING CERTIFICATE

Required Courses	Units
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH/FCS 113 Textiles. . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising. . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 156 Fashion Shows & Special Events . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

**Plus a selection of 5 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	2-3
ART 338 Advertising Art. . . . .	2
BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I. . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 160 Business of Image Consulting. . . . .	2
INTD 110 Environmental Design (suggested for students interested in display) . . . . .	3
PSYC 100 General Psychology . . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>30</b>

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN GENERAL MERCHANDISING

Required Core Courses	Units
ACTG 100 Accounting Procedures . . . . .	1.5
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
FASH 113 Textiles . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising. . . . .	3
FASH 670 Vocational Co-Op Ed . . . . .	1

**Plus a selection of 3 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5
ACTG 121 Financial Accounting. . . . .	3
ACTG 131 Managerial Accounting . . . . .	3
ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	2-3
BUS. 100 Intro to Business . . . . .	3

BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
COOP 670 Vocational Co-Op Education . . . . .	1-4
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
INTD 110 Environmental Design. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	26.5
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**GENERAL MERCHANDISING CERTIFICATE**

Required Courses	Units
ACTG 100 Accounting Procedures . . . . .	1.5
BUS. 101 Human Relations . . . . .	3
BUS. 115 Business Mathematics . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
FASH 113 Textiles . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising. . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

**Plus a selection of 3 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5
ACTG 121 Financial Accounting. . . . .	3
ACTG 131 Managerial Accounting . . . . .	3
ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	2-3
BUS. 100 Intro to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
COOP 670 Vocational Co-Op Education . . . . .	1-4
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
INTD 110 Environmental Design. . . . .	3
TOTAL REQUIRED UNITS . . . . .	26.5

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN IMAGE CONSULTING**

Required Core Courses	Units
ART 301 Design . . . . .	3
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3

FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising. . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 160 Business of Image Consulting. . . . .	2
FASH 670 Vocational Co-Op Ed . . . . .	1
SPCH 100 Public Speaking <b>or</b>	
SPCH 120 Interpersonal Communication . . . . .	3

**Plus a selection of 3 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
BUS. 150 Small Business Management. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 156 Fashion Shows & Special Events . . . . .	3
PSYC 100 General Psychology . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**IMAGE CONSULTING CERTIFICATE**

Required Courses	Units
ART 301 Design . . . . .	3
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture, & Society . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising. . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 160 Business of Image Consulting. . . . .	2
FASH 670 Vocational Co-Op Education . . . . .	1
SPCH 100 Public Speaking <b>or</b>	
SPCH 120 Interpersonal Communication . . . . .	3

**Plus a selection of 3 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ART 214 Color . . . . .	2-3
BUS. 150 Small Business Management. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 156 Fashion Shows & Special Events . . . . .	3
PSYC 100 General Psychology . . . . .	3
TOTAL REQUIRED UNITS . . . . .	30



## 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.

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN INTERNATIONAL STUDIES

#### Required Core Courses

Units

#### Required core courses in Social Sciences

PLSC 130 International Relations. . . . . 3

#### Plus 9 units from the following:

HIST 104 World Civilizations I . . . . . 3

HIST 106 World Civilizations II . . . . . 3

GEOG 110 Cultural Geography. . . . . 3

ECON 100 Macroeconomics . . . . . 3

ANTH 110 Cultural Anthropology . . . . . 3

#### Required core courses in Language and Literature

LIT.116 Introduction to World Literature . . . . . 3

#### Plus 6 to 10 units from one of the following

ARBC 111, 112\* Elementary Arabic I, II

CHIN 111, 112\* Elementary Chinese I, II

ITAL 111, 112\* Elementary Italian I, II

JAPN 111, 112\* Elementary Japanese I, II

SPAN 110, 120\*\* Elementary/Adv. Elementary Spanish

TAGA 111, 112\* Elementary Tagalog I, II

\*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

#### Plus a minimum of 6 units from two different departments in one of the following Area Studies:

##### Asia

ART 105 Art of Asia and the Near East . . . . . 3

CHIN\* 111-112 . . . . . 3

JAPN\* 111-115 . . . . . 3

HIST 430 Early Asian Civilizations . . . . . 3

LIT. 265 Asian American Literature. . . . . 3

PHIL 320 Asian Philosophy . . . . . 3

##### Europe

ART 101 History of Western Art I . . . . . 3

ART 102 History of Western Art II . . . . . 3

SPAN\* 110-140 . . . . . 3

HIST 100 History of Western Civilization I . . . . . 3

HIST 101 History of Western Civilization II. . . . . 3

LIT. 113 Introduction to the Novel. . . . . 3

PHIL 160 History of Western Philosophy:  
Ancient and Medieval. . . . . 3

PHIL 175 History of Western Philosophy:  
16th – 18th Century . . . . . 3

##### Latin America

ART 120 Art of the Americas . . . . . 3

SPAN\* 110-140 . . . . . 3

HIST 420 Survey of Latin American History. . . . . 3

MUS. 240 Music of the Americas . . . . . 3

LIT. 370 Readings in Literature of the Latino in America. . . 3

LIT. 373 Latin American Literature in Translation . . . . . 3

PLSC 320 Latin America in the International  
Political Economy. . . . . 3

##### Philippines

TAGA\* 111-122 . . . . . 3

HIST 435 History of the Philippines. . . . . 3

LIT. 267 Filipino American Literature . . . . . 3

\*Units in foreign languages used to meet area studies requirements must be **in addition** to units in foreign language used to meet core requirement.

TOTAL REQUIRED UNITS IN MAJOR AREA. . . . . 27-31

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

##### Recommended Electives

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 Microeconomics

GEOG 150 World Regional Geography

MUS. 250 World Music

PHIL 300 World Religions

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.

## 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 each of the core Journalism courses.

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN JOURNALISM

Required Core Courses	Units
JOUR 110 Mass Media and Society . . . . .	3
JOUR 120 Newswriting . . . . .	3
JOUR 300 Newspaper Staff* . . . . .	6
<i>*taken twice for a total of 6 units</i>	

**Plus a minimum of 12 units from the following:**

ART 301 Design . . . . .	2-3
ART 338 Advertising Art . . . . .	2
ART 351 Photography I . . . . .	2-3
CAOT 214 Word Processing I: Word <b>or</b> . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
CAOT 320 Graphic Design for Computer Users . . . . .	1.5
ENGL 161 Creative Writing I . . . . .	3
JOUR 301 Online Newspaper Staff . . . . .	3
JOUR 670 Journalism Work Experience . . . . .	1-4
JOUR 680 Newspaper Editing Skills . . . . .	.5
JOUR 690 Special Projects in Journalism . . . . .	1-3
LSCI 100 Introduction to Information Research . . . . .	1
LSCI 106 Online Research I . . . . .	1
LSCI 107 Online Research II . . . . .	1
LSCI 108 Online Research III . . . . .	1
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## JOURNALISM CERTIFICATE

Required Courses	Units
JOUR 110 Mass Media and Society . . . . .	3
JOUR 120 Newswriting . . . . .	3
JOUR 300 Newspaper Staff . . . . .	6*
<i>*taken twice for a total of 6 units</i>	

**Plus a minimum of 12 units from the following:**

ART 301 Design . . . . .	2-3
ART 338 Advertising Art . . . . .	2
ART 351 Photography I . . . . .	2-3
CAOT 214 Word Processing I: Word <b>or</b> . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
CAOT 320 Graphic Design for Computer Users . . . . .	1.5
ENGL 161 Creative Writing I . . . . .	3
JOUR 301 Online Newspaper Staff . . . . .	3
JOUR 670 Journalism Work Experience . . . . .	1-4
JOUR 680 Newspaper Editing Skills . . . . .	.5
JOUR 690 Special Projects in Journalism . . . . .	1-3
LSCI 100 Introduction to Information Research . . . . .	1
LSCI 106 Online Research I . . . . .	1
LSCI 107 Online Research II . . . . .	1
LSCI 108 Online Research III . . . . .	1
TOTAL REQUIRED UNITS . . . . .	24

## LIBERAL ARTS

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN LIBERAL ARTS

**Requirements:**

Completion of three additional units in each of the General Education Associate Degree Requirement Areas:

Area	Units
F1. Natural Sciences . . . . .	3
F2. Humanities . . . . .	3
F3. Social Sciences . . . . .	3
F4a. English Composition . . . . .	3
F4b. Communication & Analytical Thinking . . . . .	3
F5. Personal Development . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18

(Exclusive of any units taken in satisfaction of any other Associate degree requirements.)

**Note:** Minimum C grade required in all courses applied to the major.

## MATHEMATICS

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN MATHEMATICS

**Required Core Courses** **Units**

**Select 18 units from the following:**

MATH 251 Calculus w/Analyt. Geometry I . . . . .	5
MATH 252 Calculus w/Analyt. Geometry II . . . . .	5
MATH 253 Calculus w/Analyt. Geometry III . . . . .	5
MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations . . . . .	3

**Plus 3 units in Computer Programming:**

COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 156 Intermediate Programming in Visual BASIC . . . . .	3
COMP 250 Programming Methods I: C++. . . . .	3
COMP 252 Programming Methods II: C++ . . . . .	3
COMP 284 Programming Methods I: JAVA . . . . .	3
COMP 286 Programming Methods II: JAVA . . . . .	3

**Plus at least 3 units from the following:**

MATH 200 Statistics . . . . .	4
MATH 201 Quantitative Reasoning . . . . .	3
MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations . . . . .	3
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## MUSIC

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN MUSIC

**Required Core Courses** **Units**

MUS. 100 Fundamentals of Music . . . . .	3
MUS. 301 Piano I . . . . .	2
MUS. 110 Theory Seminar <b>and</b> . . . . .	3
MUS. 111 Theory Workshop <b>or</b> . . . . .	2
MUS. 401-404 Voice I-IV . . . . .	8

**Select 6 units from the following:**

MUS. 115 Music, Art & Ideas . . . . .	3
MUS. 202 Music Appreciation . . . . .	3
MUS. 240 Music of the Americas . . . . .	3
MUS. 250 World Music . . . . .	3

**Select 4 units from the following:**

MUS. 302, 303, 304 Piano II, III, IV . . . . .	1-2
MUS. 377, 378, 379, 380 Guitar I, II, III, IV . . . . .	2
MUS. 401, 402, 403, 404 Voice I, II, III, IV . . . . .	2

*Note: If MUS. 401-404 were completed as part of the core units, no courses are required in this area.*

**Select 4 units from the following:**

MUS. 290 Intro to MIDI Music . . . . .	2-3
MUS. 350 The Art of Rock, Rhythm & Blues I . . . . .	3
MUS. 351 The Art of Rock, Rhythm & Blues II . . . . .	3
MUS. 383 Guitar Ensemble I . . . . .	2
MUS. 430 Concert Band . . . . .	0.5-3
MUS. 450 Jazz Band . . . . .	1-3
MUS. 470 College Choir . . . . .	2-3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>23-24</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**Note:** See your counselor for assistance with regard to transfer requirements.

## NATURAL SCIENCE

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN NATURAL SCIENCE

**Required Core Courses** **Units**

**Select 18-24 units from the following:**

BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
BIOL 260 Intro to Physiology . . . . .	5
CHEM 210 General Chemistry I . . . . .	5
CHEM 220 General Chemistry II . . . . .	5
CHEM 234/237 Organic Chemistry/Lab I . . . . .	5
CHEM 235/238 Organic Chemistry/Lab II . . . . .	5
COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 250 Programming Methods I: C++. . . . .	3
COMP 284 Programming Methods I: Java . . . . .	3
GEO 210 General Geology . . . . .	4
PHYS 210 General Physics I . . . . .	4
PHYS 220 General Physics II . . . . .	4
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
PHYS 270 Physics with Calculus III . . . . .	4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>18-24</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## PARALEGAL, LEGAL ASSISTANT

The Paralegal, Legal Assistant Associate degree and Paralegal, Legal Assistant certificate programs prepare students for careers as paralegals, legal assistants, and legal support service workers in a variety of settings.

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PARALEGAL, LEGAL ASSISTANT

Required Core Courses	Units
BUS. 201 Business Law . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 252 Princ of Civil/Admin. Process . . . . .	3

**Plus a selection of 9 units from the following:**

BUS. 401 Business Communications . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
COOP 670 Vocational Co-Op Ed . . . . .	1-4
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 266 Probate, Estates & Trusts . . . . .	3
LEGL 304 Concepts of Criminal Law. . . . .	3
LEGL 305 Judicial Process in Calif. . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures. . . . .	1-3
LEGL 690 Special Projects . . . . .	1-3
LSCI 105 Online Research . . . . .	3
LSCI 106 Online Research I . . . . .	1
LSCI 107 Online Research II . . . . .	1
LSCI 108 Online Research III . . . . .	1
PHIL 103 Critical Thinking <b>or</b> PHIL 109 Critical Thinking and Writing . . . . .	3
PLSC 301 Calif. State and Local Government <b>or</b> PLSC 200 National, State and Local Government . . . . .	3
R.E. 100 Real Estate. . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>27</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

### PARALEGAL, LEGAL ASSISTANT CERTIFICATE

Required Courses	Units
BUS. 201 Business Law . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2

LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 252 Princ. of Civil & Admin. Process . . . . .	3

**Plus a selection of 9 units from the following:**

BUS. 401 Business Communications . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
COOP 670 Vocational Co-Op Ed . . . . .	1-4
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 266 Probate, Estates & Trusts . . . . .	3
LEGL 304 Concepts of Criminal Law. . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures. . . . .	1-3
LEGL 690 Special Projects . . . . .	1-3
LSCI 105 Online Research . . . . .	3
LSCI 106 Online Research I . . . . .	1
LSCI 107 Online Research II . . . . .	1
LSCI 108 Online Research III . . . . .	1
PHIL 103 Critical Thinking <b>or</b> PHIL 109 Critical Thinking and Writing . . . . .	3
PLSC 200 National, State and Local Government <b>or</b> PLSC 301 Calif. State and Local Government . . . . .	3
R.E. 100 Real Estate Principles . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>27</b>

## PHYSICAL EDUCATION

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN 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.

Required Core Courses	Units
BIOL 130 Human Biology. . . . .	3
BIOL 250 Human Anatomy . . . . .	4
FCS 310 Nutrition . . . . .	3
PSYC 100 General Psychology . . . . .	3
P.E. 270 Introduction to Human Performance . . . . .	2

**Plus a minimum of 3 units from 3 different subject areas from the following:**

- COMB 301/302/401/404/405 Self Defense
- DANC 110/130/140/330/350 Dance/Aerobics
- FITN 106/110/116/160/201/202/205/210 Conditioning/Fitness/  
Strength Training
- FITN 301/303//304/305/332/334/335 Stretch/Yoga/  
Cardiovascular Development
- INDV 101/105/121/125/126/160/165/167/168/182/251/253/255  
Individual Sports
- P.E. 203/211/212/213/214/301 Sports Medicine
- TEAM 100/111/112/115/116/117/125/132/141/145/146/148/149/  
150/171/173/175/176/179 Team Sports
- TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 18
- Plus General Education and other requirements for the  
Associate degree (refer to Associate Degree Requirements).

## PSYCHOLOGY

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PSYCHOLOGY

Required Core Courses	Units
PHIL 103 Critical Thinking <b>or</b>	
PHIL 109 Critical Thinking and Writing <b>or</b>	
PHIL 200 Intro to Logic . . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC 105 Experimental Psychology . . . . .	3
PSYC/ECE. 201 Child Development . . . . .	3
PSYC 410 Abnormal Psychology . . . . .	3

**Plus a selection of 6 units from the following:**

PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 171 Quantitative Reasoning in Psychology . . . . .	3
PSYC 200 Developmental Psychology . . . . .	3
PSYC 268 Black Psychology . . . . .	3
PSYC 300 Social Psychology . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
PSYC 390 Psychology of Consciousness . . . . .	3
PSYC 665 Special Topics in Psychology . . . . .	.5-2
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	21
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## RESPIRATORY THERAPY

Respiratory Therapy is a two-year program that prepares students to administer respiratory care and life support to patients with breathing disorder and cardiopulmonary abnormalities. Most therapists participate in three phases of patient care: diagnosis, treatment, and patient management.

### 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.

Full-time registration is required, and all courses must be taken in sequence. Credit may be given for previous coursework. 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:
  - a. Algebra equivalent to MATH 110 or 112.
  - b. Chemistry equivalent to CHEM 192 or 410.
  - c. Human Anatomy equivalent to BIOL 250.  
**(Note: Human Anatomy may be taken in the summer session preceding the program.)**
3. English: Eligibility for Skyline College ENGL 836 or equivalent.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RESPIRATORY THERAPY

Required Core Courses	Units
RPTH 400 Patient & Health Care Concerns. . . . .	2
RPTH 410 Intro to Patient Care & Respiratory Assessment Techniques . . . . .	3
RPTH 420 Application of Cardiopulmonary Anatomy & Physiology . . . . .	3
RPTH 430 Intro to Respiratory Therapeutics . . . . .	6
RPTH 438 Clinical Clerkship I . . . . .	1
RPTH 445 Respiratory Diseases I . . . . .	2
RPTH 448 Clinical Clerkship II . . . . .	2
RPTH 450 Respiratory Diseases II . . . . .	3
RPTH 458 Clinical Clerkship III . . . . .	6
RPTH 460 Respiratory Critical Care. . . . .	4
RPTH 475 Hemodynamic Monitoring/ Selected Topics in Respiratory Care . . . . .	2

RPTH 480 Diagnostic Testing and Outpatient Respiratory Care . . . . .	2
RPTH 484 Medical Terminology for Respiratory Therapy . .	2
RPTH 485 Clinical Medicine Seminar . . . . .	2
RPTH 488 Clinical Clerkship IV . . . . .	6
RPTH 490 Neonatal and Pediatric Respiratory Care . . . .	1.5
RPTH 495 Respiratory Care Board Exam Prep/Review . . .	2
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>49.5</b>

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 completion for those graduates having a prior Associate or above degree.

## SPANISH

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN SPANISH

<b>Required Core Courses</b>	<b>Units</b>
SPAN 110 Elementary Spanish <b>or</b> . . . . .	5
SPAN 111/112 Elementary Spanish I, II. . . . .	6
SPAN 120 Advanced Elementary Spanish <b>or</b> . . . . .	5
SPAN 121/122 Advanced Elementary Spanish I, II <b>or</b> . . . .	6
SPAN 220 Spanish for Spanish Speakers I . . . . .	5
SPAN 130 Intermediate Spanish . . . . .	3
SPAN 140 Advanced Intermediate Spanish. . . . .	3
SPAN 161 Readings in Spanish American Lit. I . . . . .	3
SPAN 162 Readings in Spanish American Lit. II . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>22-24</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## SPEECH COMMUNICATION

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN SPEECH COMMUNICATION

<b>Required Core Courses</b>	<b>Units</b>
SPCH 100 Public Speaking . . . . .	3
SPCH 111 Oral Interpretation of Literature. . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
SPCH 127 Argumentation . . . . .	3
SPCH 130 Voice & Articulation. . . . .	3
SPCH 140 Small Group Communication . . . . .	3
SPCH 150 Intercultural Communication. . . . .	3

**Plus a selection of 3 units from the following:**

ENGL 110 Composition, Literature & Critical Thinking. . . .	3
ENGL 165 Critical Thinking/Adv. Composition. . . . .	3
PHIL 200 Intro to Logic . . . . .	3
SPCH 128 Forensics . . . . .	0.5-1
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## 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).

### ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program once a year only, in the fall semester. Special Surgical Technology application forms are available from the Science/Mathematics/Technology Division Office and the College website. Applications are submitted in the spring for entrance into the fall semester class. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately twenty students are admitted into 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 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
- MATH 110 or equivalent
- BIOL 250 or equivalent
- Successful completion of a physical examination, including verification of all screenings and immunizations pertinent to health care personnel.

Communication in the operating room is of extreme importance. It is recommended that applicants be eligible for English 836.

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.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN SURGICAL TECHNOLOGY

<b>Required Core Courses</b>	<b>Units</b>
SURG 440 Basic Sciences for Surgical Technology . . . . .	6
SURG 441 Surgical Patient Care Concepts . . . . .	10
SURG 442 Surgical Specialties . . . . .	6
SURG 443 Clinical Practice for Surgical Technology. . . . .	8
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>30</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**SURGICAL TECHNOLOGY CERTIFICATE**

Required Courses	Units
SURG 440 Basic Sciences for Surgical Technology . . . . .	6
SURG 441 Surgical Patient Care Concepts . . . . .	10
SURG 442 Surgical Specialties . . . . .	6
SURG 443 Clinical Practice for Surgical Technology. . . . .	8
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>30</b>

**CENTRAL SERVICE TECHNOLOGY/STERILE PROCESSING**

Two certificates are available in Central Service Technology. One certificate recognizes the completion of the classroom and laboratory experience, the other certificate includes 192 hours of clinical practice in a hospital setting.

**CENTRAL SERVICE TECHNOLOGY CERTIFICATE**

Required Course	Units
SURG 445 Introduction to Central Service Technology. . . .	4

**CENTRAL SERVICE TECHNOLOGY WITH CLINICAL PRACTICE CERTIFICATE**

Required Courses	Units
SURG 445 Introduction to Central Service Technology. . . .	4
SURG 446 Clinical Practice for Central Service Technology . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>7</b>

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY**

The Telecommunications and Network Information Technology programs are activity based, hands-on programs designed with direct employment skills and knowledge as their foundation. The programs of this department are centered on the current technologies of the Telecommunications, Networking and Wireless industry and are designed to serve students entering the field as well as those who are seeking to upgrade their skills in specific areas. Instruction focuses on both theory and practical application. The opportunity exists for students to receive endorsements in specific skill areas as they pursue their Associate Degree. Upon completion of the program, students are prepared for a variety of positions in industry. Some students are able to find employment after completing a portion of the program and continue their education while gaining valuable work experience. Students may receive Certificate and Skill Endorsements independent of their Associate Degree studies.

**Note:** A grade of C or better is required in all courses applied to the Associate Degree majors, the Certificates, and the Skill Endorsements.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TELECOMMUNICATIONS AND WIRELESS TECHNOLOGY**

Required Core Courses	Units
TCOM 100 Telecommunications, Networking and Wireless Technologies. . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunications and Networking. . . . .	6
TCOM 415 Wireless and Mobile Communications Fundamentals . . . . .	3
TCOM 420 Signal Transmission and Radio Frequency (R.F.) Fundamentals. . . . .	6
TCOM 440 Transport Networks and the Fundamentals of Digital Communications . . . . .	6
TCOM 445 Wireless and Mobile Communications Systems and Applications . . . . .	3

**Plus a selection of 3 units from the following:**

TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM 460 Fiber Optics Technology . . . . .	3
TCOM 465 Wireless Local Area Networks. . . . .	3
TCOM 480 Network Fundamentals (LAN. . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM 482 Introduction to Routers . . . . .	3
TCOM 483 Network Switches-Concepts and Applications	3
TCOM/COMP 484 Advanced Routing Concepts and Applications. . . . .	3
TCOM 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3
TCOM 490 Technical Overview of the Internet . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>36</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**TELECOMMUNICATIONS AND WIRELESS TECHNOLOGY CERTIFICATE**

Required Courses	Units
TCOM 100 Telecommunications, Networking and Wireless Technologies. . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunications and Networking. . . . .	6
TCOM 415 Wireless and Mobile Communications Fundamentals . . . . .	3
TCOM 420 Signal Transmission and Radio Frequency (R.F.) Fundamentals. . . . .	6
TCOM 440 Transport Networks and the Fundamentals of Digital Communications . . . . .	6
TCOM 445 Wireless and Mobile Communications Systems and Applications . . . . .	3

**Plus a selection of 3 units from the following:**

TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM 460 Fiber Optics Technology . . . . .	3
TCOM 465 Wireless Local Area Networks . . . . .	3
TCOM 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM 482 Introduction to Routers . . . . .	3
TCOM 483 Network Switches-Concepts and Applications . . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3
TCOM 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3
TCOM 490 Technical Overview of the Internet . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>36</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN 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 Completion and Degree are focused on developing entry-level careers and updating existing careers.

**Note:** A grade of C or better is required in all Telecommunications and Network Information Technology courses.

<b>Required Core Courses</b>	<b>Units</b>
ELEC 110 Fundamentals of Electronics . . . . .	3
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM 482 Introduction to Routers . . . . .	3
TCOM 483 Network Switches - Concepts and Applications . . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3
TCOM 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3

**Plus a minimum of 3 units from the following:**

TCOM 100 Telecommunications, Networking and Wireless Technologies . . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunication & Networking . . . . .	6

TCOM 415 Wireless and Mobile Communications Fundamentals . . . . .	3
TCOM 465 Wireless Local Area Networks . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	<b>33</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**NETWORK ENGINEERING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ELEC 110 Fundamentals of Electronics . . . . .	3
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM 482 Introduction to Routers . . . . .	3
TCOM 483 Network Switches - Concepts and Applications . . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3
TCOM 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3

**Plus a minimum of 3 units from the following:**

TCOM 100 Telecommunications, Networking and Wireless Technologies . . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunication & Networking . . . . .	6
TCOM 415 Wireless and Mobile Communications Fundamentals . . . . .	3
TCOM 465 Wireless Local Area Networks . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>33</b>

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY SKILL ENDORSEMENTS**

These endorsements provide an opportunity for short-term study. They are verification that students have achieved a specific level of competency in a selected area of entry-level employment. Students may achieve these endorsements on their own or while they are completing their studies for degrees or certificates.

**SKILL ENDORSEMENT IN BASIC NETWORKING**

<b>Required Courses</b>	<b>Units</b>
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>12</b>



**SKILL ENDORSEMENT IN PC CONFIGURATION AND REPAIR**

<b>Required Courses</b>	<b>Units</b>
TCOM 405 Electrical Fundamentals for Telecommunications <b>or</b> . . . . .	6
ELEC 110 Fundamentals of Electronics . . . . .	3
<b>and</b>	
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>9-12</b>

**SKILL ENDORSEMENT IN WIRING AND INSTALLATION**

<b>Required Courses</b>	<b>Units</b>
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunications and Networking . . . . .	6
TCOM 460 Fiber Optics Technology . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>15</b>

**UNIVERSITY STUDIES**

The University Studies major recognizes with an Associate degree the acquisition of lower division general education and other requirements for transfer to four-year colleges and universities.

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN UNIVERSITY STUDIES**

The Associate in Arts in University Studies degree is designed for students planning to transfer to the California State University, University of California, or independent colleges. The degree enables students to complete necessary transfer admission requirements in combination with Skyline College Associate degree requirements. The University Studies degree has three options:

**Option 1: California State University Pattern**

To meet the requirements for this pattern students must complete a minimum of 60 semester units (60 semester units must be CSU transferable with a 2.0 gpa) to include either A or B below:

- A. Complete the California State University General Education Certification program (a minimum of 30 of the total 39 units required completed with C or better grades to include Areas A1, A2, A3 and B4), **or**
- B. Complete the CSU version of the Intersegmental General Education Transfer Curriculum (IGETC) - a minimum of 37 units with a C or better grade in each course.
- C. Remaining units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division major preparation and/or electives.

**Option 2: University of California Pattern**

To meet the requirements for this pattern students must complete a minimum of 60 units transferable to the University of California with at least a 2.4 UC transferable grade point average (in order to meet UC minimum eligibility requirements) to include either A or B below with a minimum C or better grade in each course:

- A. Complete the UC version of the Intersegmental General Education Transfer Curriculum (IGETC) - a minimum of 34 units, **or**
- B. Complete campus specific UC transfer admission requirements (in consultation with a counselor).
- C. Remaining units should be chosen in consultation with a counselor to fulfill Associate degree competency and specific area requirements and lower-division major preparation and/or electives.

**Option 3: Independent University Pattern**

Complete a minimum of 60 semester units, which must include all Associate degree competency, specific area and general education requirements as well as a minimum of 21 units applicable to the general education pattern of the transfer institution.

**Note:** Students may also complete either the CSU or UC version of the Intersegmental General Education Transfer Curriculum if accepted by the independent college they are transferring to (consult with a counselor).

**Important:** Completion of the CSU, UC or Independent University Patterns does not guarantee admission to specific campuses and majors (consult with a counselor for further information).

# 106 OTHER EDUCATIONAL OPPORTUNITIES AT SAN MATEO COUNTY COMMUNITY COLLEGES

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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. Following is a list of these programs:

## CAÑADA COLLEGE

### Programs

Drama/Theater Arts  
Engineering  
Fashion Design  
Human Services  
Interior Design  
Medical Assisting  
Multimedia  
Nursing  
Radiologic Technology

### Athletics

Men's Golf  
Women's Golf

### CAÑADA COLLEGE

4200 Farm Hill Boulevard  
Redwood City, CA 94061  
(650) 306-3100

## COLLEGE OF SAN MATEO

### Programs

Alcohol & Other Drug Studies  
Astronomy  
Building Inspection  
Dental Assisting  
Drafting  
Electronics  
Engineering  
Fire Technology  
Floristry  
Graphics  
Horticulture  
Human Services  
Multimedia  
Nursing  
Real Estate  
Welding Technology

### 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 Tennis  
Women's Track  
Women's Water Polo

### COLLEGE OF SAN MATEO

1700 West Hillsdale Boulevard  
San Mateo, CA 94402  
(650) 574-6161

## LIMITATIONS ON SCHEDULING COURSES

Some courses in this catalog will not be scheduled in 2006-2007. 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.

## 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 year's 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. A normal schedule of 15 college units presupposes that 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 will be found following the course description section, pages 197-198.

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 are listed on pages 199-204.

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.

### **690** Individual Study in Department (1-3)

Individual study of a particular area or problem beyond the scope of regularly offered courses. Courses numbered 680 or 690 are generally transferable. Courses numbered 880 are not transferable. See a counselor for specifics.

Unless otherwise designated, any course may be offered either in day or evening. Specific information concerning class hours and rooms will be found in the current Schedule of Classes.

## COURSE REPETITION

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments).

These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such 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.

Notwithstanding the exceptions cited in the previous paragraph, a student who has received a grade D, F or NC may repeat the course one time for the purpose of grade alleviation.

A student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Students who wish to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

For further information, see Course Repetition under the Academic Standards section of this Catalog.

## CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory, (preparatory) courses commonly taught within each academic discipline on California college campuses. The system assures that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course for the major on another participating campus. Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. The CANs are listed by the course descriptions in the Skyline College Catalog. A master list of all Skyline courses for which there are articulated CAN numbers can be found on page 207 of this catalog and can be obtained from the Counseling Office.

**Note:** CAN will be phased out in Fall 2008. See a counselor for further information.

## ACCOUNTING

### ACTG 100 ACCOUNTING PROCEDURES (1.5-3)

*Three lecture hours per week plus two lab hours per week by arrangement. Prerequisite: MATH 811 or equivalent. Recommended: BUS. 115 or equivalent, either CAOT 104 or CAOT 225 or equivalent, and eligibility for ENGL 836.*

Introduction to financial accounting procedures for businesses, with emphasis on service and merchandising operations. Instruction in manual and computerized accounting systems with hands-on computer experience. *May be repeated for credit up to a maximum of 3 units. Transfer credit: CSU.*

### ACTG 103 TEN KEY SKILLS (.5)

#### Credit/No Credit.)

*One class hour plus two lab hours per week for eight weeks.*

Proficiency in using the touch method is developed on the ten-key calculating machine for the four basic functions of addition, subtraction, multiplication, and division. *May be repeated once for credit. Transfer credit: CSU.*

### ACTG 121 FINANCIAL ACCOUNTING (3)

*Three lecture hours per week and one lab hour per week by arrangement. Prerequisites: ACTG 100 (3 units) with a grade of C or better, or equivalent. Recommended: MATH 120 with a grade of C or better, or equivalent; CAOT 225 or equivalent; and eligibility for ENGL 836.*

Introduction to financial accounting principles and concepts, content and meaning of balance sheet, income statement, and cash flow statements. Meaning and application of generally accepted accounting principles (GAAP). *Transfer credit: UC; CSU. (CAN BUS 2; ACTG 121 + ACTG 131 = CAN BUS SEQ A).*

### ACTG 131 MANAGERIAL ACCOUNTING (3)

*Three lecture hours per week and one lab hour per week by arrangement. Prerequisite: ACTG 121 with a grade of C or better, or equivalent. Recommended: Either BUS. 120 or MATH 241, or equivalent; and CAOT 225 or equivalent.*

Accounting techniques which serve the needs of management. Includes: forecasting, budgeting, cost accounting, break even analysis, responsibility accounting, and other practices which facilitate decision making. *Transfer credit: UC; CSU. (CAN BUS 4; ACTG 121 + ACTG 131 = CAN BUS SEQ A).*

### ACTG 171 FEDERAL INCOME TAX (3)

*Three lecture hours and one lab hour plus two lab hours per week by arrangement per week.*

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 CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. *May be repeated twice for credit. Transfer credit: CSU.*

### ACTG 172 BUSINESS INCOME TAXES (3)

*Three lecture hours per week plus two lab hours per week by arrangement. Prerequisite: ACTG 100 or ACTG 121, or equivalent. Recommended: ACTG 171 or equivalent.*

Preparation of Federal and California income tax returns for corporations, partnerships and sole proprietorships. Completion of ACTG 171 and ACTG 172 will enable students to complete most tax returns required of professional tax preparers. *Transfer credit: CSU.*

**ACTG 194 INTRODUCTION TO QUICKBOOKS PRO (1)***(Credit/No Credit or letter grade.)*

A total of sixteen lecture hours plus sixteen lab hours by arrangement. Recommended: Eligibility for READ 836 and ENGL 836.

Development and operation of a computerized accounting system using QuickBooks Pro. Transfer credit: CSU.

**ACTG 196 INTERMEDIATE QUICKBOOKS PRO (1)  
(Credit/No Credit or letter grade.)**

A total of sixteen lecture hours plus sixteen lab hours by arrangement. Prerequisite: ACTG 194 or equivalent.

Financial accounting features of setting up and maintaining a computerized accounting system using the advanced features of QuickBooks Pro along with coverage of the financial information and complex issues encountered with QuickBooks Pro. Transfer credit: CSU.

**ACTG 197 COMPUTERIZED ACCOUNTING (1.5)  
(Credit/No Credit or letter grade.)**

A total of twenty-four lecture hours plus sixteen lab hours by arrangement. Prerequisite: ACTG 100 or equivalent.

Students will install and set up Peachtree, a popular integrated commercial accounting software package. Peachtree will be used to perform daily processing tasks related to the General Ledger, Accounts Receivable/Payable, Inventory, and Job Costing.

A review of accounting concepts and principles is an integral part of the course. May be repeated once for credit. Transfer credit: CSU.

**ACTG 198 ADVANCED COMPUTERIZED ACCOUNTING  
WITH PEACHTREE (1.5)***(Credit/No Credit or letter grade.)*

A total of twenty-four lecture hours plus sixteen lab hours by arrangement. Prerequisite: ACTG 197 or equivalent.

Peachtree, an integrated commercial accounting software package, will be used to review, differentiate, and interpret accounting concepts and data in a multitude of business situations. Topics include payroll, book and tax depreciation methods, advanced general ledger tasks, cash flow analysis, and financial statement analysis using computerized modules: payroll, fixed assets, reports, analyses and budgets. Advanced features will be discussed. Transfer credit: CSU.

**ADMINISTRATION OF JUSTICE****ADMJ 100 INTRODUCTION TO ADMINISTRATION  
OF JUSTICE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: UC; CSU (D3). (CAN AJ 2).

**ADMJ 102 PRINCIPLES AND PROCEDURES  
OF JUSTICE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: CSU.

**ADMJ 104 CONCEPTS OF CRIMINAL LAW (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: CSU. (CAN AJ 4).

**ADMJ 106 LEGAL ASPECTS OF EVIDENCE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: CSU.

**ADMJ 108 COMMUNITY RELATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The roles of administration of justice practitioners and their agencies. Principal emphasis upon professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Also listed as SOCI 108. Transfer credit: UC; CSU.

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[skylinecollege.edu](http://skylinecollege.edu)

**ADMJ 110 POLICE REPORT WRITING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. *Transfer credit: CSU.*

**ADMJ 120 CRIMINAL INVESTIGATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A course designed for introductory and in-service Administration of Justice 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 LEGL 320. *Transfer credit: CSU.*

**ADMJ 123 CONCEPTS OF ENFORCEMENT PRINCIPLES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Explanation of theories, philosophies, and concepts related to the role expectations of the enforcement officer. Emphasis is placed on patrol, traffic, and public service responsibilities and their relationship to the administration of justice systems. *Transfer credit: CSU.*

**ADMJ 125 JUVENILE PROCEDURES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The study of the extent, causation, and prevention of juvenile delinquency. Includes an analysis of juvenile courts, probation, institutional treatment, parole, and prevention programs. The sociological and anthropological approaches to juvenile delinquency will be discussed in terms of their relationship to the administration of justice systems. *Transfer credit: CSU.*

**ADMJ 135 NARCOTICS AND SPECIAL INVESTIGATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course is designed to acquaint the Administration of Justice student with background and historical information necessary to enter a law enforcement agency. Such information 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. *Transfer credit: CSU.*

**ADMJ 180 CRIMINAL IDENTIFICATION (3)**

Three lecture hours per week. Recommended: Completion of ADMJ 102 and ADMJ 106 with grades of C or better; and eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

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. *Transfer credit: CSU.*

**ADMJ 205 JUDICIAL PROCESS IN CALIFORNIA (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An overview of the federal court system, the California courts, and administrative agency tribunals. Careful examination of roles and relationships of the courthouse work group. Also listed as LEGL 305. *Transfer credit: CSU.*

**ADMJ 665 SELECTED TOPICS IN ADMINISTRATION OF JUSTICE (.5-2)**

(Credit/No Credit.)

Eight lecture hours per .5 unit.

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. *Transfer credit: CSU.*

**AMERICAN SIGN LANGUAGE****ASL 111 AMERICAN SIGN LANGUAGE I (3)**

(Credit/No Credit or letter grade.)

Three lecture hours and one lab hour by arrangement per week.

A basic course in American Sign Language using the "audiolingual" approach with focus on everyday communication: exchanging information, beginning with exchanging names and moving to talking about one's background; identifying others; making requests; giving reasons; giving opinions; giving simple directions. Topics center around personal information and the immediate environment. 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. *Transfer credit: UC; CSU (C2).*

**ASL 112 AMERICAN SIGN LANGUAGE II (3)****(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week. Prerequisite: ASL 111 or equivalent.

Functions and grammar introduced in American Sign Language I are reviewed and expanded to include giving directions, making plans, describing and identifying objects and locations, giving simple instructions, and telling what happened. Topics move from students talking about themselves and the immediate environment to talking about others and their community. Students develop language skills necessary to question, describe, and explain. Students rehearse conversation strategies and volunteer appropriate information to maintain a comfortable exchange. *Transfer credit: UC; CSU (C2).*

**ASL 121, 122 ADVANCED ELEMENTARY AMERICAN SIGN LANGUAGE I AND II (3, 3)****(Credit/No Credit or letter grade.)**

Three lecture hours plus one lab hour per week. Prerequisites: ASL 121 – Completion of ASL 112 or equivalent curriculum with a grade of C or better. ASL 122 – Completion of ASL 121 or equivalent curriculum with a grade of C or better.

Covers the fundamental principles of Level II American Sign Language and introduces more advanced information about the Deaf community and Deaf culture. *Transfer credit: UC; CSU.*

**ANTHROPOLOGY****ANTH 110 CULTURAL ANTHROPOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A comparative analysis of human cultures with an emphasis on core concepts such as kinship, religion, politics, technology, and an appreciation of societal variability. When appropriate, comparison is made with present-day American society to show the effect of societal diversity, size and complexity on cultural factors. *Transfer credit: UC; CSU (D3). (CAN ANTH 4).*

**ANTH 125 PHYSICAL ANTHROPOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

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. *Transfer credit: UC; CSU (B2). (CAN ANTH 2).*

**ANTH 150 INTRODUCTION TO ARCHAEOLOGY: BONES, BEADS AND THE BASICS OF MATERIAL CULTURE (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Explore cultural diversity using theories and methods of anthropological archaeology. The course typically includes discussions of the development of archaeological research, excavation methods, data analysis, and selected cultural sequences. Field trips may be required. *Transfer credit: UC; CSU (D3).*

**ANTH 155 HUMAN PREHISTORY AND THE RISE OF CIVILIZATION (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

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. *Transfer credit: UC; CSU (D3).*

**ANTH 165 SEX AND GENDER: CROSS-CULTURAL PERSPECTIVES (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A survey of cross-cultural and historical factors influencing human sexuality, gender roles and identity. The course emphasizes non-Western cultures 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. *Transfer credit: UC; CSU (D3).*

**ANTH 180 MAGIC, WITCHCRAFT AND RELIGION (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A cross-cultural exploration of 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. *Transfer credit: UC; CSU (D3).*

**ANTH 360 NATIVE PEOPLES OF NORTH AMERICA (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

An introduction to the life ways of representative Native American culture groups found in different geographical areas of North America. The course will examine settlement patterns and environmental adaptations, social organizations, world view, 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. *Transfer credit: UC; CSU (D3).*

**ARABIC****ARBC 111 ELEMENTARY ARABIC I (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week.

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. *Transfer credit: UC; CSU (C2).*

**ARBC 112 ELEMENTARY ARABIC II (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Completion of ARBC 111 with a grade of C or better, or equivalent.

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. *Transfer credit: UC; CSU (C2).*

**ARBC 121 ADVANCED ELEMENTARY ARABIC I (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Completion of ARBC 112 with a grade of C or better, or equivalent.

First course of a two-semester sequence in advanced elementary Arabic. Students practice and develop further communicative competence in written and spoken Arabic for use in a variety of social contexts and settings. Conversation in the language, reading and study of the fundamentals of grammar, and simple oral and written exercises. Cultural aspects of the Arabic-speaking world are emphasized. The course is conducted primarily in Arabic. *Transfer credit: UC; CSU (C2).*

**ARBC 122 ADVANCED ELEMENTARY ARABIC II (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Completion of ARBC 121 with a grade of C or better, or equivalent.

Second course of a two-semester sequence in advanced elementary Arabic. Students practice and develop further communicative competence in written and spoken Arabic for use in a variety of social contexts and settings. Conversation in the language, reading and study of the fundamentals of grammar, and simple oral and written exercises. Cultural aspects of the Arabic-speaking world are emphasized. The course is conducted primarily in Arabic. *Transfer credit: UC; CSU (C2).*

**ARBC 801 STANDARD SPOKEN ARABIC I (2)  
(Credit/No Credit.)**

Three lecture hours and one lab hour by arrangement per week.

A practical course in the Arabic language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech in standard spoken Arabic, with sufficient grammar to give flexibility to the spoken language. Introduction to Arabic culture. *(This course will not fulfill the foreign language requirement at California State Universities or at the University of California.)*

**ART**

Art majors should consult the program outlined in “Degree Programs” for suggested plan of study.

Studio art courses are offered for two or three units according to the number of class hours a course meets per week. Studio art courses offered for two units of credit consist of two hours lecture and two hours lab per week plus two studio hours by arrangement per week. Studio art courses offered for three units of credit consist of three hours lecture and three hours lab per week plus three studio hours by arrangement per week.

**ART 101, 102 HISTORY OF WESTERN ART I, II (3, 3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

Comprehensive survey of the history of architecture, painting and sculpture in the western world and the relation of art to the development of history. Illustrated lectures. *(ART 101 + ART 102 = CAN ART SEQ A).*

**ART 101 History of Western Art I** – Ancient and Medieval art to the beginning of the 14th century. *Transfer credit: UC; CSU (C1). (CAN ART 2).*

**ART 102 History of Western Art II** – Renaissance to modern art from the 15th to the 20th centuries. *Transfer credit: UC; CSU (C1). (CAN ART 4).*



**ART 105 ART OF ASIA AND THE NEAR EAST (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

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. *Transfer credit: UC; CSU (C1).*

**ART 107 ART OF OUR TIMES (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

An introduction to the American visual experience of today including painting, sculpture, architecture, industrial, interior, package, advertising, furniture, design, etc. *Transfer credit: CSU (C1).*

**ART 115 ART, MUSIC AND IDEAS (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

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. Transfer credit: UC; CSU (C1).*

**ART 120 ART OF THE AMERICAS (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

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. *Transfer credit: UC; CSU (C1).*

**ART 130 ART APPRECIATION (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An investigation of the concepts and traditions of art to develop the recognition of arts' communicative abilities. Historical events, customs, traditions, and technology are to be evaluated as integrated and interactive elements which influence the creation of art. The synthesis and articulation of the students' perceptions for discussion are emphasized. *Transfer credit: UC; CSU (C1).*

**ART 201, 202 FORM AND COMPOSITION I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: ART 202 – ART 201.*

**ART 201 Form and Composition I:** – Study of form and space relationships with rendering of line, mass, and values through a sequence of original problems based on the fundamental understanding of geometric forms. Media will include pencils, conte crayons, inks and paints. Recommended as a first level course for anyone desiring to participate in an art experience or program. *Transfer credit: UC; CSU (C1).*

**ART 202 Form and Composition II** – Further study of form and advanced composition using various media in black and white and in color, illustration, experimental pictorial composition and three dimensional constructions. May be repeated for credit. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 204, 205 DRAWING I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: ART 205 – ART 204 or ART 201.*

**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. *Transfer credit: UC; CSU (C1).(CAN ART 8).*

**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. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 207 LIFE DRAWING (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.*

Study of the human form in art. Fundamentals of anatomy and expressive representation of the human figure. Studio practice drawing from life. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**ART 208, 209 PORTRAIT DRAWING I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.*

Portrait characterization class for both advanced and beginning students who will work at their own level with individual instruction. Students can choose and experiment with drawing media and color. Male and female models will sit for portraits. *ART 209 may be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 214 COLOR (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.*

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. *Transfer credit: UC; CSU.*

**ART 221, 222 PAINTING I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: ART 222 – ART 221.*

**ART 221 Painting I** – Basic introduction to form and color through painting. A choice of oil paints, acrylics, or poster paints. Studio practice and projects. Various approaches to design and painting. Recommended as a first level course for anyone desiring to participate in an art experience or program. *Transfer credit: UC; CSU (C1). (CAN ART 10).*

**ART 222 Painting II** – Additional study of form and color through painting. Studio practice and projects involving painting, design, and composition. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 231, 232 WATERCOLOR I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisites: ART 231 – Satisfactory completion of one or more college level studio art courses is recommended. ART 232 – ART 231 or equivalent is required.*

**ART 231 Watercolor I** – Introduction to Transparent and Opaque Watercolor. Varied approaches and techniques. *Transfer credit: UC; CSU.*

**ART 232 Watercolor II** – Additional exploration of watercolor painting as a vehicle for creative art expression. May be repeated for credit a maximum of three times. *Transfer credit: UC; CSU.*

**ART 234 PRINTMAKING I (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.*

Introduction to printmaking including etching, monotype, woodcut and linocut techniques. Limited editions of prints will be produced in each of the four areas. *Transfer credit: UC; CSU.*

**ART 235 PRINTMAKING II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.*

Further exploration of printmaking techniques including etching, monotype, woodcut and linocut. Students will specialize in an area for advanced study and production. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 248 PORTRAITS IN PASTEL (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: ART 208 or equivalent.*

Painterly approach to portraiture using soft pastel to draw and color. Pastel techniques involved in application, color mixing, and the use of different surfaces will be presented in conjunction with drawing and coloring the portrait. Main media will be soft pastels. Other related media may be used. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1).*

**ART 301, 302 DESIGN AND ADVANCED DESIGN (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisites: ART 302 – ART 301.*

**ART 301 Design** – Introduction to basic design elements and principles including color, line, and form. Studio application involving various approaches to subject matter and abstract organization. Both two and three dimensional applications will be explored. *Transfer credit: UC, CSU (C1).*(CAN ART 14).

**ART 302 Advanced Design** – Additional study of design elements and principles. Studio practice centered upon creative interpretations and problem solving, using varied art materials and techniques both two and three dimensional. *May be repeated twice for credit. Transfer credit: UC, CSU.*

**ART 311, 312 LETTERING AND LAYOUT I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.*

Development of student proficiency in lettering and layout techniques and principles required for graphic design. *ART 312 may be repeated twice for credit. Transfer credit: CSU.*

**ART 322 ILLUSTRATION (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: ART 204 Drawing I; Recommended: ART 301 Design.*

The use of diverse art techniques and materials to meet the image or illustration requirements of commercial designs. Drawing, painting, three-dimensional, and photographic techniques will be examined. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**ART 338 ADVERTISING ART (2)  
(Credit/No Credit or letter grade.)**

*Two lecture hours and two lab hours per week plus one studio hour by arrangement per week.*

Study of commercial art techniques and approaches with an emphasis on creative design and illustration used in advertising art. Studio practice in preparation of art work for reproduction. *May be repeated once for credit. Transfer credit: CSU.*

**ART 350 VISUAL PERCEPTION THROUGH  
PHOTOGRAPHY (3)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

A basic photography course which integrates “how-to-take” photographs with analytical considerations of image compositions, visual vocabularies, and photographic tech-

niques to gain insights into photography’s communicative abilities. Images from print media, movies, and television are explored to learn how photography communicates ideas and influences viewers’ understanding of photographs. *Transfer credit: CSU (C1).*

**ART 351, 352, 353 PHOTOGRAPHY I, II AND III (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisites: ART 352 – ART 351 or equivalent; ART 353 – ART 352 or equivalent.*

**ART 351 Photography I** – Use of exposure meter, filters, print papers, formulas and processing, and special lenses and shutters. Problems of artificial and natural lighting, enlarging or spotting prints, and print finishing and mounting. Individual projects are chosen from the fields of scenic and nature photography, as well as portraiture. *Transfer credit: UC; CSU (C1).* (CAN ART 18).

**ART 352 Photography II** – Study of photographic and printmaking processes supplemented with individual projects. *Transfer credit: UC; CSU (C1).*

**ART 353 Photography III** – Provides the serious student with a first-hand working knowledge of advanced camera, studio and darkroom techniques. The class concerns itself with studio and location exercises. Assignments are selected from the areas of fashion, advertising, photojournalism, architecture, and portraiture. *May be repeated once for credit. Transfer credit: CSU.*

**ART 354, 355 COLOR PHOTOGRAPHY I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: ART 355 – ART 354 or equivalent. Transfer credit: CSU (C1).*

**ART 354 Color Photography I** – Introduction to the use of color materials as expressive media. Use of photographic equipment, materials and chemical processes in color photography. Mastery of the technical aspects of color balance and exposure will be emphasized.

**ART 355 Color Photography II** – Application of skills learned in beginning color photography to projects in advanced exposure control, chemical processes, composition, color balance and lab skills. Expands basic knowledge through a more intensive and thorough investigation of tools and techniques within color photography. *May be repeated twice for credit.*

**ART 363 ALTERNATIVE PROCESSES IN PHOTOGRAPHY I (3)****(Credit/No Credit or letter grade.)***Two lecture hours plus three lab hours per week. Prerequisite: ART 351 or demonstration of basic darkroom skills.*

An introduction to non-silver printing processes, transfer of Polaroid images to other media, and hand-coloring techniques for print modification. Explores manipulations of original images to reveal forms of expression unattainable through traditional photographic processes. *Transfer credit: CSU.*

**ART 364 ALTERNATIVE PROCESSES IN PHOTOGRAPHY II (3)****(Credit/No Credit or letter grade.)***Two lecture hours plus three lab hours per week. Prerequisite: ART 363 or equivalent skills and techniques.*

Elaboration and refinement of techniques introduced in ART 363: non-silver printing processes, Polaroid transfer, emulsion transfer, lithographic materials, and others. Emphasizes the completion of a cohesive portfolio of personally significant images utilizing sophisticated application of non-traditional photographic processes. *May be repeated twice for credit. Transfer credit: CSU.*

**ART 376 DIGITAL IMAGING I (2)****(Credit/No Credit or letter grade.)***One and one half lecture hours plus one and one half lab hours per week.*

A beginning course to explore digital computer imagery as an art medium. Students work with digital files and digital image manipulation programs such as Adobe Photoshop to produce personally significant works. Introduction to principles of design, art theory, and the works of contemporary and historic artists. *Transfer credit: UC; CSU.*

**ART 377 DIGITAL IMAGING II (3)****(Credit/No Credit or letter grade.)***Two lecture and three lab hours per week plus one lab hour by arrangement per week. Prerequisite: ART 376.*

An intermediate course expanding creative efforts in producing art with computerized imaging and the alteration of the art with image manipulation software such as Adobe Photoshop. Refinement of use of output modes for digital files. Continued in-depth application of principles of design, art theories, and consideration of the works of contemporary and historic artists. *May be repeated twice for credit. Transfer credit: CSU.*

**ART 405, 406 SCULPTURE I AND II (2 or 3)****(Credit/No Credit or letter grade.)***Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisites: ART 406 – ART 405.*

**ART 405 Sculpture I** – An introduction to 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. *Transfer credit: UC; CSU (C1). (CAN ART 12).*

**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. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 407 SCULPTURE III: DIRECT METAL (2 or 3)****(Credit/No Credit or letter grade.)***Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: ART 405.*

Creation of sculptural form in metal, using welding, brazing, and soldering techniques for fabrication of line, plane, found-object and mixed-media compositions. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**ART 408 BRONZE CASTING (1)****(Credit/No Credit or letter grade.)***Total of sixteen lecture and nine lab hours.*

An intensive introduction to the bronze casting process. Students will be given an overview of objects made of bronze, from earliest tools produced to present-day sculpture and from many different cultures. They will then make a sculpture in clay and take that sculpture through all of the stages involved in converting it into a finished bronze. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**ART 411, 412 CERAMICS I AND II (2 or 3)****(Credit/No Credit or letter grade.)***Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisites: ART 412 – ART 411. Completion of or concurrent enrollment in ART 301 recommended.*

**ART 411 Ceramics I** – Survey of ceramic materials and their function in relation to art values. Basic studio practice in handbuilding processes and glazing of ware. Related study of clay origins and compositions, decorating techniques, the firing of kilns, and glaze composition. *Transfer credit: UC; CSU (C1). (CAN ART 6).*

**ART 412 Ceramics II** – Additional study of ceramic processes and their application in art. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 417 CERAMIC GLAZING TECHNIQUES (2 or 3)  
(Credit/No Credit or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: Art 412.

Advanced glazing techniques including special glazes, glaze composition and multi-firing techniques. Projects with emphasis on glaze effects. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.

**ART 665 SPECIAL TOPICS IN ART (.5 or 1 or 2 or 3)  
(Credit/No Credit or letter grade.)**

One and one half, three, six or nine hours per week plus additional studio hours. Recommended: Successful completion of a beginning art studio course.

Advanced or specialized study in studio arts. Designed for students in ceramics, drawing, painting, photography, printmaking, and sculpture, this course provides extended study of a particular media, technique, or artistic problem through selected themes as listed in the class schedule. May be repeated for credit as topics vary. Transfer credit: UC; CSU.

## AUTOMOTIVE TECHNOLOGY

**TOYOTA TECHNICAL EDUCATION NETWORK**

\*Note: AUTO 730 Japanese Basic Electrical is the required core course for the Toyota Technical Education Network Associate Degree.

**AUTO 706 TOYOTA ENGINES (6.5)**

Lecture/Laboratory total of 160 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of engine design and operation including basic measuring, inspection, diagnosis, and repair. Primary emphasis will be on diagnosis and valve train repair. May be repeated once for credit. Transfer credit: CSU.

**AUTO 707 TOYOTA TRANSMISSIONS (8.5)**

Lecture/Laboratory total of 200 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of powertrains, including clutches, manual and automatic transmissions and transaxles, and differentials. Primary emphasis will be on testing, diagnosis, and repair. May be repeated once for credit. Transfer credit: CSU.

**AUTO 725 TOYOTA BRAKES AND CHASSIS (11)**

Lecture/Laboratory total of 270 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of mechanical and hydraulic brake systems, steering and suspension systems, tires, and wheel alignment. Emphasis will be on system oper-

ation, diagnosis, adjustment, testing, and repair. This course will prepare the student for the California Brake Adjusters License and Automotive Service Excellence (A.S.E.) Examinations. Transfer credit: CSU.

**AUTO 727 TOYOTA AIR CONDITIONING (4)**

Lecture/Laboratory total of 90 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive climate controls and components. Principles of heating and air conditioning and the engine's cooling system will be discussed. The course covers system evacuating, recycling and recharging of the air conditioning system, with emphasis on testing, diagnosis, and repair. Transfer credit: CSU.

**AUTO 728 TOYOTA ADVANCED ELECTRICAL (7)**

Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive electronics, body electrical, instrumentation, ignition systems, and basic engine computer controls. Primary emphasis will be on testing, diagnosis, and repair. Transfer credit: CSU.

**AUTO 729 TOYOTA ENGINE PERFORMANCE (14.5)  
(APPROVED CLEAN AIR COURSE)**

Lecture/Laboratory total of 344 hours. Prerequisite: Admission to the Automotive Technology program.

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. Transfer credit: CSU.

**AUTO 730 JAPANESE BASIC ELECTRICAL (8)**

Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of electrical fundamentals, automotive batteries, wiring diagrams, starting and charging systems, and lighting systems. Primary emphasis on testing, diagnosis, and repair. This course will prepare the student for the California Lamp Adjusters License. Transfer credit: CSU.

**AUTO 743 PRE-DELIVERY SERVICE (.5)**

Lecture/Laboratory total of 16 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive pre-delivery service (PDS) and routine service procedures including locating rattles, noises, radio and mirror installation, lubrication and other basic service procedures. Transfer credit: CSU.

## JAPANESE AUTOMOTIVE TECHNOLOGY

### **AUTO 730 JAPANESE BASIC ELECTRICAL\* (8)**

*Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.*

This course involves the basic study of electrical fundamentals, automotive batteries, wiring diagrams, starting and charging systems, and lighting systems. Primary emphasis on testing, diagnosis, and repair. This course will prepare the student for the California Lamp Adjusters License. *Transfer credit: CSU.*

**\*This course is also the required core course for the Japanese Automotive Technology Associate Degree.**

### **AUTO 743 PRE-DELIVERY SERVICE (0.5)**

*Lecture/Laboratory total of 16 hours. Prerequisite: Admission to the Automotive Technology program.*

This course involves the basic study of automotive pre-delivery service (PDS) and routine service procedures including locating rattles, noises, radio and mirror installation, lubrication and other basic service procedures. *Transfer credit: CSU.*

### **AUTO 745 JAPANESE BRAKES AND CHASSIS (11)**

*Lecture/Laboratory total of 270 hours. Prerequisite: Admission to the Automotive Technology program.*

This course involves the basic study of mechanical and hydraulic brake systems, steering and suspension systems, tires, and wheel alignment. Emphasis will be on system operation, diagnosis, adjustment, testing, and repair. This course will prepare the student for the California Brake Adjusters License and Automotive Service Excellence (A.S.E.) Examinations. *Transfer credit: CSU.*

### **AUTO 747 JAPANESE AIR CONDITIONING (4)**

*Lecture/Laboratory total of 90 hours. Prerequisite: Admission to the Automotive Technology program.*

This course involves the basic study of automotive climate controls and components. Principles of heating and air conditioning and the engine's cooling system will be discussed. The course covers system evacuating, recycling and recharging of the air conditioning system, with emphasis on testing, diagnosis, and repair. *Transfer credit: CSU.*

### **AUTO 748 JAPANESE ADVANCED ELECTRICAL (7)**

*Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.*

This course involves the basic study of automotive electronics, body electrical, instrumentation, ignition systems, and basic engine computer controls. Primary emphasis will be on testing, diagnosis, and repair. *Transfer credit: CSU.*

### **AUTO 749 JAPANESE ENGINE PERFORMANCE (14.5)**

*Lecture/Laboratory total of 344 hours. Prerequisite: Admission to the Automotive Technology program.*

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. *Transfer credit: CSU.*

### **AUTO 796 JAPANESE ENGINES (6.5)**

*Lecture/Laboratory total of 160 hours. Prerequisite: Admission to the Automotive Technology Program.*

This course involves the basic study of engine design and operation including basic measuring, inspection, diagnosis, and repair. Primary emphasis will be on diagnosis and valve train repair. *Transfer credit: CSU.*

### **AUTO 797 JAPANESE TRANSMISSIONS (8.5)**

*Lecture/Laboratory total of 200 hours. Prerequisite: Admission to the Automotive Technology program.*

This course involves the basic study of powertrains, including clutches, manual and automatic transmissions and transaxles, and differentials. Primary emphasis will be on testing, diagnosis, and repair. *Transfer credit: CSU.*

## AUTOMOTIVE TECHNOLOGY PROGRAM

### **AUTO 665 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY (.5-1.5)**

**(Credit/No Credit)**

*Eight lecture hours plus lab hours per .5 unit.*

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. Each topic may be repeated once for credit. *Transfer credit: CSU.*

### **AUTO 708 AUTOMOTIVE PRINCIPLES LAB (1-2)**

**(Credit/No Credit or letter grade.)**

*Lecture/Laboratory total of 48 hours.*

Student is encouraged to perform minor maintenance procedures for own vehicle. A general elective for those desiring a basic knowledge of the automobile. *May be repeated for credit on a space available basis a maximum of three times. Transfer credit: CSU.*

### **AUTO 709 AUTOMOTIVE SERVICE ORIENTATION (2)**

*Lecture/Laboratory total of 48 hours.*

This course involves the study of entry level job skills necessary to gain employment in the automotive repair field, including tire rotation, repair, mounting, balancing; fluid level checks; engine oil and filter change; lubrication; battery testing, charging and replacement; charging system output testing, and fan belt replacement. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 710 FUNDAMENTALS OF AUTOMOTIVE MECHANICS (4.5)**

Lecture/Laboratory total of 96 hours.

An introduction to the automotive technology program and profession. A survey course 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. *Transfer credit: CSU.*

**AUTO 713 AUTOMOTIVE ELECTRICITY AND ELECTRONICS (15)**

Lecture/Laboratory total of 360 hours. *Prerequisite: Admission to Automotive Technology Program.*

This course involves the study of electrical fundamentals, electrical test equipment, automotive batteries, starting and charging systems, wiring diagrams, lighting circuits, various advanced body electrical circuits and controls. Primary emphasis on diagnosis, testing and repair. *Transfer credit: CSU.*

**AUTO 716 AUTOMOTIVE COOLING/HEATING AND AIR CONDITIONING (5)**

Lecture/Laboratory total of 120 hours. *Prerequisite: Admission to Automotive Technology Program.*

Theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 721 AUTOMOTIVE STEERING, SUSPENSION AND BRAKES (15)**

Lecture/Laboratory total of 360 hours. *Prerequisite: Admission to Automotive Technology Program.*

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. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 734 AUTOMOTIVE ENGINE DIAGNOSIS AND REPAIR (15)**

Lecture/Laboratory total of 360 hours. *Prerequisite: Admission to Automotive Technology Program.*

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. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 735 AUTOMOTIVE TRANSMISSION AND DRIVE TRAINS DIAGNOSIS AND REPAIR (15)**

Lecture/Laboratory total of 360 hours. *Prerequisite: Admission to Automotive Technology Program.*

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 multiplication, speeds, drive line angles and tooth patterns. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 751 AUTOMOTIVE ENGINE PERFORMANCE (15)**

Lecture/Laboratory total of 360 hours. *Prerequisite: Admission to Automotive Technology Program.*

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. *Transfer credit: CSU.*

**AUTO 752 ADVANCED ENGINE PERFORMANCE (15)**

Lecture/Laboratory total of 360 hours. *Prerequisite: Admission to the Automotive Technology Program or demonstration of equivalent skills; satisfactory completion of AUTO 751.*

An in-depth study of import and domestic 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). *May be repeated once for credit. Transfer credit: CSU.*

**AUTOMOTIVE APPRENTICESHIP PROGRAM/ADVANCED COURSES**

Courses in the AUTO 800 series are part of the Automotive Apprenticeship Program, which is only available to students indentured with a Joint Apprenticeship Council.

Courses listed below that have a 700 series number are designed for advanced students. Professional experience or Journeyman level is recommended for these advanced courses.

**AUTO 741 B.A.R. LEVEL 1 CITATION (.5)  
(Credit/No Credit)**

Total of 8 hours lecture/demonstration.

Student will receive instruction in how to perform visual and functional inspections, use emission control systems application reference manuals, and what responsibilities each mechanic has to the Smog Check Program. This course satisfies the State requirement for clearing level 1 Citation. *May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)*

**AUTO 742 B.A.R. LEVEL 2 CITATION (.5)  
(Credit/No Credit)**

Total of 8 hours lecture/demonstration/lab. Prerequisite: Completion of, or concurrent enrollment in AUTO 741.

Student will receive instruction in how to properly complete a work order; to include estimates, revised estimates, and final invoices. The student will perform visual inspections of all emission control systems on a variety of vehicles. This course satisfies the State requirement for clearing level 2 Citation. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

**AUTO 806 FUNDAMENTALS OF AUTOMOTIVE (.5-4)**

Lecture total of 4 hours per week. Class to be taken in conjunction with AUTO 807.

An introduction to the automotive profession. A survey course of basic tools and fasteners and related mathematics required in automotive service. Course also covers the function and theory of each of the systems of the automobile. This course available only at San Francisco County Jail in San Bruno. Students can transfer to the automotive program at Skyline College. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

**AUTO 807 FUNDAMENTALS OF AUTOMOTIVE LAB  
(.5 -4.5)**

Laboratory total of 8.5 hours per week. Class to be taken in conjunction with AUTO 806.

Basic lab exercises to correspond with topics covered in lecture sessions in AUTO 806. This course available only at San Francisco County Jail in San Bruno. Students can transfer to the automotive program at Skyline College. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

**AUTO 808/760 HISTORY OF THE AUTOMOBILE (1.5)**

Total of 24 class hours. Prerequisite: See above.

An in-depth study of the history of the automobile and its relationship to the Industrial Revolution, economic development, increased mobility of people, and use during war and peace time. Transfer credit: AUTO 760 – CSU.

**AUTO 810/788 APPRENTICESHIP SYSTEMS (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of the roles the union and the employer each play in training the apprentice. The history of apprenticeship systems, union philosophy, and employment benefits will be discussed. Transfer credit: AUTO 788 – CSU.

**AUTO 811/789 SHOP REGULATIONS AND  
OPERATIONS (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of automotive laws and regulations as they relate to business practices and licenses, occupational safety, writing of work orders, handling of warranty claims, customer services, and fair employment practices. AUTO 789 may be repeated once for credit. Transfer credit: AUTO 789 – CSU.

**AUTO 812/784 TOOLS OF THE AUTOMOTIVE  
INDUSTRY (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of various automotive tools. Proper usage, handling maintenance, and repair of many common and complex tools will be emphasized. Quality, design, and pricing of tools will be discussed. AUTO 784 may be repeated once for credit. Transfer credit: AUTO 784 – CSU.

**AUTO 814/782 AUTOMOTIVE MATH (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of mathematics as it relates to the automotive profession. Fractions, decimals, gear and pulley ratios, torque, horsepower, etc., will be discussed. Discussion of the metric system is included. AUTO 782 may be repeated once for credit.

**AUTO 815/783 PRECISION MEASUREMENT (1.5)**

Total of 24 class hours. Prerequisite: See above.

This course covers the proper use, care, and calibration of precision measuring instruments. Students will learn how to use this data to calculate compression ratios, engine displacement, etc., and to select correct repair procedures. May be repeated once for credit. Transfer credit: AUTO 783 – CSU.

**AUTO 822/769 HEAD AND VALVE SERVICES (2.5)**

Total of 48 class hours. Recommended: Professional experience.

In-depth study of all aspects of cylinder head components, diagnosing, disassembly, repair, reassembly, and use of various tools and equipment. AUTO 822 may be repeated once for credit. Transfer credit: AUTO 769 – CSU.

**AUTO 823/779 BLOCK SERVICE (2.5)**

Total of 48 class hours. Prerequisite: See above.

A study of the proper methods of disassembling, measuring, machining, and reassembling of engine blocks. Various machining equipment, safe working habits, and the handling of waste coolant, oil and oil filters is included. May be repeated once for credit. Transfer credit: AUTO 779 – CSU.



**AUTO 830/776 DRIVE LINES AND DIFFERENTIALS (2.5)**

Total of 48 class hours. Prerequisite: See above.

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 credit: AUTO 776 – CSU.*

**AUTO 832/777 AUTOMATIC TRANSMISSIONS I (3)**

Total of 48 class hours. Prerequisite: See above.

A study of the operating principles of automatic transmissions used on rear wheel drive domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Preventive maintenance, diagnosis, and repair procedures are included. *May be repeated once for credit. Transfer credit: AUTO 777 – CSU.*

**AUTO 840/773 AUTOMOTIVE ELECTRICAL I (3)**

Total of 48 class hours. Prerequisite: See above.

A study of basic electricity and solid state electronics. Emphasis is placed on the use of analog and digital multimeters required to test electrical circuits and solid state components. Preparation for the State Lamp Test is included. *May be repeated once for credit. Transfer credit: AUTO 773 – CSU.*

**AUTO 842/772 CLEAN AIR CAR I (3)**

Total of 48 lecture hours plus 8 lab hours by arrangement. Prerequisite: See above.

This course is designed to prepare students for the Bureau of Automotive Repair Smog Check licensing exam. Emphasis is placed on smog check rules and regulations, test procedures, and Test Analyzer System (TAS) machine operation. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 772 – CSU.*

**Note:** Any student planning to become a licensed Smog Check Technician should contact the Automotive Department Coordinator at (650) 738-4410 to discuss licensing requirements and course prerequisites mandated by the Bureau of Automotive Repair. It is recommended that this be done prior to enrolling in the Clean Air Car course.

**AUTO 844/774 EUROPEAN ELECTRONIC ENGINE CONTROLS (3)**

Total of 48 class hours.

This course is designed to explore European electronic engine controls. Emphasis is placed on the theory, operation, and diagnosis of these systems. It is recommended that AUTO 858/758 be completed prior to enrolling in this course. *May be repeated once for credit. Transfer credit: AUTO 774 – CSU.*

**AUTO 846/771 AUTOMOTIVE ELECTRICAL II (2)**

Total of 36 lecture hours plus 12 lab hours. Prerequisite: See above.

An in-depth study of electrical diagnosis and repair. Starting, charging, and other electrical circuits will be discussed. Proper use of test equipment, shop manuals, and wiring

diagrams will be included. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 771 – CSU.*

**AUTO 848/775 OSCILLOSCOPES AND EXHAUST GAS ANALYZERS (1.5)**

Total of 24 class hours. Prerequisite: See above.

This course will study automotive oscilloscopes and exhaust gas analyzers. Basic diagnostics will be taught using each machine separately and together to teach the most efficient and accurate troubleshooting methods. *May be repeated once for credit. Transfer credit: AUTO 775 – CSU.*

**AUTO 850/790 AUTOMOTIVE BRAKES I (2.5)**

Total of 48 class hours. Prerequisite: See above.

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. *May be repeated once for credit. Transfer credit: AUTO 790 – CSU.*

**AUTO 851/753 AUTOMOTIVE SERVICE ADVISING (3)**

Total of 48 class hours. Prerequisite: See above.

This course involves the basic study of automotive service advising and procedures. Topics include: greeting the customer, writing the initial repair orders, estimating labor charges, revising repair estimates in accordance with California law, conflict resolution, and returning the vehicle to the customer. *Transfer credit: AUTO 753 – CSU.*

**AUTO 852/791 AUTOMOTIVE CHASSIS II (2)**

Total of 36 lecture hours plus 12 lab hours. Prerequisite: See above.

Study of four wheel alignment and steering geometry, including alignment angle theory, testing, and adjustments, with major emphasis on the diagnosis of alignment related problems. It is recommended that AUTO 792/853, Automotive Chassis I, be taken first. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 791 – CSU.*

**AUTO 853/792 AUTOMOTIVE CHASSIS I (3)**

Total of 48 class hours. Prerequisite: See above.

Study of mounting, balancing, and repair of wheels and tires. In addition, adjustments and repairs of various steering and suspension systems will be covered. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 792 – CSU.*

**AUTO 854/754 HIGH PERFORMANCE ENGINES I (3)**

Total of 48 class hours. Prerequisite: See above.

This course covers the theory and design of High Performance Engines (part I). 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. Transfer credit: AUTO 754 – CSU.*

**AUTO 855/755 HIGH PERFORMANCE ENGINES II (3)**

Total of 48 class hours. Prerequisite: See above. Recommended: AUTO 854/754.

This course covers the 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. May be repeated once for credit. Transfer credit: AUTO 755 – CSU.

**AUTO 856/756 CHRYSLER ELECTRONIC ENGINE CONTROLS (3)**

Total of 48 class hours. Prerequisite: AUTO 858/758 with grade C or better, or equivalent.

An in-depth study into Chrysler electronic engine controls. The course is designed to explore the operation, diagnosis, and repair of Chrysler on-board computer systems. May be repeated for credit a maximum of three times. Transfer credit: AUTO 756 – CSU.

**AUTO 857/757 FORD ELECTRONIC ENGINE CONTROLS (3)**

Total of 48 class hours. Prerequisite: AUTO 858/758 or equivalent with a C or better.

An in-depth study of the Ford electronic engine controls. The course is designed to explore the operation, diagnosis, and repair of Ford on-board computer systems. May be repeated once for credit. Transfer credit: AUTO 757 – CSU.

**AUTO 858/758 AUTOMOTIVE COMPUTER CONTROLS (3)**

Total of 48 lecture hours plus 16 lab hours. Prerequisite: See above.

A study of the various inputs, outputs, and modes 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 to prepare for State of California Smog License and the ASE L1 exams. AUTO 858 may be repeated once for credit; AUTO 758 may be repeated for credit a maximum of three times. Transfer credit: AUTO 758 – CSU.

**AUTO 859/759 COMPUTER CONTROLS: G.M. (3)**

Total of 48 class hours. Prerequisite: AUTO 858/758 or equivalent with a C or better.

An in-depth study of G.M. computer controlled systems in use today. The course is designed to explore the operations, diagnosis, and repair of G.M. on-board computer systems. May be repeated once for credit. Transfer credit: AUTO 759 – CSU.

**AUTO 860/786 AIR CONDITIONING I (2.5)**

Total of 48 class hours. Prerequisite: See above.

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. May be repeated once for credit. Transfer credit: AUTO 786 – CSU.

**AUTO 861/761 AUTOMOTIVE BRAKES II (1.5)**

Total of 24 class hours. Prerequisite: AUTO 850/790 with grade of C or better or equivalent.

A study of the various anti-lock brake systems installed on passenger cars and light trucks. Emphasis on the theory of operation, diagnosis, and repair of computer controlled anti-lock brake systems and their related components. May be repeated for credit a maximum of three times. Transfer credit: AUTO 761 – CSU.

**AUTO 862/762 TOYOTA/MAZDA ELECTRONIC ENGINE CONTROLS (3)**

Total of 48 class hours. Prerequisite: AUTO 858/758 with grade of C or better, or equivalent.

An in-depth study of Toyota/Mazda Electronic Engine Controls. The course is designed to explore the operation, diagnosis, and repair of Toyota/Mazda on-board computer systems. Toyota/Mazda OBD II systems will be discussed. May be repeated for credit a maximum of three times. Transfer credit: AUTO 762 – CSU.

**AUTO 864/764 EMISSIONS CONTROL SYSTEMS I (1.5)**

Total of 24 class hours. Prerequisite: See above.

Study of automotive vehicle emissions control systems, including basic theory, design, and operation. This course will help prepare students planning to enroll in the Clean Air Car course. May be repeated for credit a maximum of three times. Transfer: AUTO 764 – CSU.

**AUTO 865/765 IGNITION SYSTEMS I (1.5)**

Total of 24 class hours. Prerequisite: See above.

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. May be repeated for credit a maximum of three times. Transfer credit: AUTO 765 – CSU.

**AUTO 868/768 ON-BOARD DIAGNOSTICS II (OBD-II) (3)**

Total of 40 lecture hours plus 24 lab hours. Prerequisite: See above.

Tailored for automotive professionals, this course is 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, MIL Strategies and Enabling Criteria, Drive Cycles, I/M Readiness flags, and Diagnostic Trouble Codes. May be repeated for credit a maximum of three times. Transfer credit: AUTO 768 – CSU.

**AUTO 870/795 DIESEL FUEL SYSTEMS (3)**

Total of 48 class hours. Prerequisite: See above.

A study of the entire fuel systems used on diesel-powered vehicles (car, truck and marine) including but not limited to fuel tanks, filters, pumps, metering devices and injectors. May be repeated once for credit. Transfer credit: AUTO 795 – CSU.

**AUTO 878/778 MANUAL TRANSMISSIONS I (2)**

Total of 36 lecture hours plus 12 lab hours. Prerequisite: See above.

A detailed study of the clutch assembly, manual transmissions and transaxles. Topics of study include: theory of operation, friction materials, gear trains and ratios, constant velocity joints, drivelines, and differentials. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 778 – CSU.*

**AUTO 881/781 ELECTRICAL III (3)**

Total of 48 class hours. Prerequisite: See above.

This course will stress applied techniques in schematic reading and diagnosis of various body electrical circuits, including power doors, mirrors, windows, and seats; sun roofs, air bags, and semiconductor logic gates. This course builds on the concepts introduced in Electrical I and II. *May be repeated once for credit. Transfer credit: AUTO 781 – CSU.*

**AUTO 885/785 AUTOMOTIVE HAZARDOUS MATERIALS (1.5)**

Total of 24 class hours. Prerequisite: See above.

A comprehensive study of materials used in the Automotive Industry that could be classified as hazardous. Class content is structured to be useful to the technician as well as foremen, management, and owners. *May be repeated once for credit. Transfer credit: AUTO 785 – CSU.*

**AUTO 887/787 AUTOMATIC TRANSMISSIONS II (3)**

Total of 48 hours lecture/demonstration. Prerequisite: See above.

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. *May be repeated once for credit. Transfer credit: AUTO 787 – CSU.*

**AUTO 893/793 ENGINE PERFORMANCE (3)**

Total of 48 class hours. Prerequisite: See above.

A study of the engine sub-systems responsible for good engine performance, clean air, and fuel economy. Topics covered 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. *May be repeated once for credit. Transfer credit: AUTO 793 – CSU.*

**AUTO 894/794 CARBURETED FUEL SYSTEMS (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of the carburetors and their related fuel delivery systems. Emphasis will be placed on the principles of combustion, fuel characteristics, and carburetor circuits. This course can be applied towards the education requirements necessary for eligibility to take the B.A.R. Smog Test. *May be repeated once for credit. Transfer credit: AUTO 794 – CSU.*

**AUTO 898/798 ALTERNATIVE FUELS I (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of alternative fuels systems and vehicles, including dedicated flexible fuel and Compressed Natural Gas (CNG) systems. An overview of Electric Vehicles (EV) and Advanced Transportation Technologies will also be covered. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 798 – CSU.*

**AUTO 899/799 ALTERNATIVE FUELS II (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of gaseous fuels as alternative fuels, including a study of basic equipment manufacturer and popular conversion Compressed Natural Gas fuel systems as well as a basic overview of Liquefied Petroleum Gas and Liquefied Natural Gas systems. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 799 – CSU.*

## 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 MAN IN A BIOLOGICAL WORLD (4)**

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836.

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. *Transfer credit: UC; CSU (B2, B3).*

**BIOL 110 PRINCIPLES OF BIOLOGY (4)**

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836.

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. *Transfer credit: UC; CSU (B2, B3). (CAN BIOL 2).*

**BIOL 111 NATURAL HISTORY OF CALIFORNIA (4)**

Three lecture hours and one three-hour lab period per week with frequent field trips. Recommended: Eligibility for ENGL 836.

Students will investigate the functioning of ecosystems, adaptations of organisms to their environment and natural history of selected organisms. Students will become familiar with natural ecosystems of California, with a primary focus on the San Francisco Bay Area. Laboratory and field investigations will be conducted using the scientific method; critical thinking skills will be emphasized. Recommended for non-science majors to fulfill laboratory science transfer requirements. Transfer credit: UC; CSU (B2, B3).

**BIOL 130 HUMAN BIOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A course designed to provide students with an appreciation of the structure, function, and development of their own bodies. Topics include an introduction to science and to scientific methods of investigation, and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as digestion, circulation, reproduction and other systems. Some diseases and other causes of body malfunction are discussed. Transfer credit: UC; CSU (B2).

**BIOL 140 ANIMALS, PEOPLE AND ENVIRONMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: UC; CSU (B2).

**BIOL 145 PLANTS, PEOPLE AND ENVIRONMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: UC; CSU (B2).

**BIOL 150 INTRODUCTION TO MARINE BIOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: UC; CSU (B2).

**BIOL 215 ORGANISMAL BIOLOGY: CORE I (5)**

Three lecture hours and six lab hours per week. Prerequisite: MATH 120 or MATH 123 with a grade of C or better, or appropriate math placement test score and other measures as appropriate, or equivalent. Recommended: Eligibility for ENGL 836.

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. Transfer credit: UC; CSU (B2,B3). (BIOL 215 + BIOL 230 = CAN BIOL SEQ A.)

**BIOL 230 INTRODUCTION TO CELL BIOLOGY: CORE II (5)**

Three lecture hours and six lab hours per week. Prerequisite: Completion of BIOL 215; CHEM 210, or equivalent. Recommended: Eligibility for ENGL 836.

As part of a two-course core program, Biology 230 is 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. Transfer credit: UC; CSU (B2, B3). (BIOL 215 + BIOL 230 = CAN BIOL SEQ A.)

**BIOL 240 GENERAL MICROBIOLOGY (4)**

Three lecture hours and three lab hours per week. Prerequisite: Successful completion of a college-level laboratory science course. Recommended: Eligibility for ENGL 836.

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. Transfer credit: UC; CSU (B2, B3). (CAN BIOL 14).

**BIOL 250 HUMAN ANATOMY (4)**

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836; one college-level biology course.

Designed to familiarize the student with the structure of the human body, including cadaver dissection by students. Primarily intended for students of nursing, physiotherapy, respiratory therapy, hygiene, and physical education. An elective course for pre-dental, pre-medical, and pre-veterinarian students. Recommended for general life science majors, respiratory therapy majors and physical education majors. Transfer credit: UC; CSU (B2, B3). (CAN BIOL 10; BIOL 250 + BIOL 260 = CAN BIOL SEQ B.)

**BIOL 260 INTRODUCTION TO PHYSIOLOGY (5)**

Three lecture hours and six lab hours per week. Prerequisite: CHEM 410, or equivalent. Recommended: Eligibility for ENGL 836; one college-level biology course.

Designed to familiarize the student with the functions of organs and systems of the human body. Includes review of basic processes occurring in cells and application of principles to the study of whole animal systems. Recommended for students majoring in nursing, physiotherapy, respiratory therapy, physical education, psychology, and other related fields. Transfer credit: UC; CSU (B2, B3). (CAN BIOL 12; BIOL 250 + BIOL 260 = CAN BIOL SEQ B.)

**BIOL 365 INTERTIDAL INTERPRETATION (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week plus field trips.

This course is designed to familiarize students with the major life forms of the intertidal zone of the California coast, their taxonomic groupings, common names, basic anatomical and physiological characteristics and their role in the ecosystem. Transfer credit: CSU.

**BIOL 415 INTRODUCTION TO BIOTECHNOLOGY  
MANUFACTURING (7)**

A total of eighty-two lecture hours and one hundred five lab hours plus thirty-two hours by arrangement. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent; and eligibility for MATH 110 or MATH 111, or equivalent.

An introductory course to prepare students possessing transferable skills from other occupations for entry level positions in the biotechnology industry. Course instruction will include basic skills in biology, biomanufacturing, and chemistry, and an introduction to biotechnology careers. Transfer credit: CSU.

**BIOL 422 FOUNDATIONS OF BIOTECHNOLOGY (1)  
(Credit/No Credit or letter grade.)**

One lecture hour per week. Recommended: Eligibility for ENGL 836.

Overview of the origin and development of biotechnology and the bioscience industries. Includes cell growth, career opportunities, and medical and food products. Also includes laboratory experience with bioreactors and making products. Transfer credit: CSU.

**BIOL 426 GENETIC ENGINEERING (1)  
(Credit/No Credit or letter grade.)**

One lecture hour per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: CSU.

**BIOL 430 INTRODUCTION TO IMMUNOLOGY (1)  
(Credit/No Credit or letter grade.)**

One lecture hour per week. Recommended: Eligibility for ENGL 836.

This course will examine the immune system and how it protects us from disease. Topics include vaccine and anti-serum production by traditional methods and by genetic engineering. Also includes laboratory experience with laboratory techniques. Transfer credit: CSU.

**BIOL 432 FERMENTATION TECHNOLOGY (1)  
(Credit/No Credit or letter grade.)**

Total of sixteen lecture hours. Recommended: Eligibility for ENGL 836.

Overview of the origin and development of industrial fermentations. Course will use fermentation of beverages, food ingredients, enzymes, chemicals and pharmaceuticals to demonstrate microbial metabolism.

**BIOL 665 SELECTED TOPICS IN BIOLOGY  
(5 or 1 or 1.5 or 2)  
(Credit/No Credit or letter grade.)**

Eight lecture hours per .5 unit.

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. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**BIOL 675 HONORS COLLOQUIUM IN BIOLOGY (1)**

One lecture hour per week. Prerequisite: Completion of or concurrent enrollment in any non-Honors biology level 100 or 200 course.

Readings, discussion, lectures and activities covering selected advanced topics in biology to be determined by the Biology Department and the Honors Program. May be repeated for credit a maximum of three times, but may not repeat topics successfully completed. Honors credit will be earned for both Biology 675 and the concurrently enrolled course. Transfer credit: UC; CSU.

## BUSINESS

See also listings under **Computer Applications & Office Technology and Fashion Merchandising.**

The Business Division of Skyline College offers courses that lead to either a transfer program or a career program with an AA/AS degree and/or certificate of proficiency in a specified field.

### TRANSFER STUDENTS

For information concerning the transfer requirements of other colleges and universities, students should consult the catalogs of the colleges and universities concerned, or their Skyline College counselor.

#### BUS. 100 INTRODUCTION TO BUSINESS (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

A basic orientation course in business designed to develop an understanding of the role of business in the economy and as an aid in selecting a field of vocational specialization. *Transfer credit: UC; CSU (D3).*

#### BUS. 101 HUMAN RELATIONS AT WORK (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

The application of basic principles in the behavioral sciences to practical problems of personal growth, self-management, and the development of healthy, productive interpersonal relationships, including those typically encountered at work. *Transfer credit: CSU (D3).*

#### BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS (3)

*Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CAOT 104 or equivalent. Recommended: Eligibility for ENGL 836.*

An introduction to computer systems and software applications and their impact on the business environment. Topics include hardware, software, theory and architecture, computer terminology, Windows, and software applications used as problem solving tools for individual and group projects. *Transfer credit: UC; CSU.*

#### BUS. 107 DEALING WITH DIFFICULT PEOPLE (1) (Credit/No Credit or letter grade.)

This course provides development of skills needed by students to effectively interact and deal with difficult people, angry or upset clients, customers, co-workers, or significant others. An introduction to the conflict resolution process. *Transfer credit: CSU.*

#### BUS. 109 WORKING WITH PEOPLE WORLDWIDE (1) (Credit/No Credit or letter grade.)

This course is designed to acquaint students with the differences in business dealings and working environments on an international basis. Emphasis is on understanding culture, society, management styles, and the work ethic in various countries. *Transfer credit: CSU.*

#### BUS. 111 CRASH COURSE TO SUCCESS IN ONLINE LEARNING (1)

**(Offered online only.) (Credit/No Credit.)**

*A total of sixteen lecture hours plus four lab hours by arrangement.*

This course provides students with basic knowledge and skills required to become a successful online student. Topics include the characteristics and challenges of online learning, learning styles, the taxonomy of online courses, online learning strategies, technical skills, online test-taking skills, and time and stress management in an online learning environment. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

#### BUS. 115 BUSINESS MATHEMATICS (1.5-3)

*Three lecture hours per week and one lab hour per week. Prerequisite: MATH 811 or equivalent. Recommended: Eligibility for ENGL 836.*

Introduction to the mathematics applications required in entry level positions in business in accounting, merchandising, banking, and real estate. Introduction to the solution of problems on the ten-key electronic printing calculator. *Transfer credit: CSU.*

#### BUS. 120 MATHEMATICAL ANALYSIS FOR BUSINESS (3)

*Three lecture hours per week plus one lab hour per week, by arrangement. Prerequisite: MATH 120 or equivalent. Recommended: Eligibility for ENGL 836.*

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. *Transfer credit: UC, CSU (B4).*

#### BUS. 123 STATISTICS (3)

*Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: MATH 120 or equivalent. Recommended: BUS. 120 and eligibility for ENGL 836.*

Introduction to descriptive techniques and methods of inference. Includes classification of data, measure of central tendency and dispersion, normal curve, hypothesis testing, correlation and regression analysis, trend analysis. Also introduction to probability and probability distributions. *Transfer credit: UC; CSU (B4).*

#### BUS. 150 SMALL BUSINESS MANAGEMENT (3)

*Three lecture hours per week. Recommended: Completion of MATH 811; eligibility for ENGL 836.*

Examination of the opportunities and hazards of small business operation. Significant areas of vital interest to the prospective independent business person, including legal form of organization, site location, financing, handling of personnel and overall management procedures. For business students who plan to establish or supervise a small business. *Transfer credit: CSU.*

**BUS. 153 PLANNING A BUSINESS STARTUP (2-3)  
(Credit/No Credit or letter grade.)**

*A minimum of sixteen lecture hours per unit.*

This course presents practical procedures for planning the opening of a new small business. Topics include determining whether one is a “good fit” for an entrepreneurial career, “profit objectives,” constructing capital budgets, realities of finding financing, elementary accrual-basis accounting, profit margin analysis, projecting cash flows and accrual profits, and market research. *Transfer credit: CSU.*

**BUS. 181 PERSONAL POWER AND LEADERSHIP (1.5)  
(Credit/No Credit or letter grade.)**

Students build confidence, leadership abilities, and prepare for business world challenges. Topics include traits of successful managers, techniques to develop personal power, and career path exploration. *Transfer credit: CSU.*

**BUS. 183 BUILDING HIGH PERFORMING TEAMS (1.5)  
(Credit/No Credit or letter grade.)**

Students will learn the newest techniques of organizing and leading highly effective work teams and departments. Topics include creating a clear vision and purpose, empowering and involving all members, creating an open and productive environment, meeting deadlines, and more. *Transfer credit: CSU.*

**BUS. 190 RETAILING, E-COMMERCE AND BUYING (3)**

*Three lecture hours per week. Recommended: Completion of BUS. 115 or MATH 811; eligibility for ENGL 836.*

General overview of retailing, which includes 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. *Transfer credit: CSU.*

**BUS. 200 INTRODUCTION TO INTERNATIONAL  
BUSINESS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Introduction to strategy and management of international business. Topics will include international trade theory and how companies develop competitive advantage in international markets, marketing, production and financial management, the organization of human resources, and management of risk. *Transfer credit: CSU (D3).*

**BUS. 201 BUSINESS LAW (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

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. *Transfer credit: UC; CSU (See counselor for exceptions). (CAN BUS 8).*

**BUS. 210 INTERNATIONAL FINANCE (1.5)**

*A minimum of 24 lecture hours total. Recommended: Eligibility for ENGL 836.*

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. *Transfer credit: CSU (D3).*

**BUS. 221 INTERCULTURAL BUSINESS  
COMMUNICATION (1.5)**

**(Credit/No Credit or letter grade.)**

*Total of 24 lecture hours. Recommended: Eligibility for ENGL 836*

This course introduces and examines the practical aspects of intercultural business communication. The course includes topics in the nature, pattern and comparisons of intercultural business communication, business and social customs, intercultural negotiation practice and strategies, communication in intercultural and international contexts, and region-specific business cultures. *Transfer credit: CSU.*

**BUS. 225 FOUNDATIONS OF GLOBAL E-COMMERCE (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

This course introduces the fundamentals of electronic commerce. Students will learn how to conduct and manage e-commerce and the major applications, opportunities and limitations in both domestic and international business. Topics include e-payment transactions; legal, taxation and privacy issues; and globalization in e-commerce. *Transfer credit: CSU.*

**BUS. 226 GLOBAL BUSINESS NEGOTIATION (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to the skills necessary to conduct successful negotiations and application of these skills in domestic and international settings. Students will learn the essentials of effective negotiating techniques and explore the elements of cultural diversity that come into play and affect negotiations among international parties. *Transfer credit: CSU.*

**BUS. 227 GLOBAL BUSINESS CONTRACTS (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to commercial agreements between parties trading across international borders. Topics include commercial contracts, quality control, compliance with government regulations, protection of intellectual property rights, dispute resolution, negotiations, performance, and contract enforcement. *Transfer credit: CSU.*

**BUS. 230 INTRODUCTION TO INTERNATIONAL MARKETING (1.5)****(Credit/No Credit or letter grade.)***Total of twenty-four lecture hours. Recommended: Eligibility for ENGL 836.*

This course provides a practical approach to international marketing using an in-depth analysis of the political, social, economic, cultural and legal environments in which international marketing occurs. It provides a set of conceptual and analytical tools to help students apply the “Four P’s” – product, promotion, price and place to international marketing. *Transfer credit: CSU.*

**BUS. 240 INTERNATIONAL LOGISTICS AND TRANSPORTATION (1.5)****(Credit/No Credit or letter grade.)***A total of twenty-four lecture hours plus eight lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to the practical aspects of international transportation and logistics and their role in international trade. Topics included are international transportation, logistics, customs regulations, documentation, port and facility operations, and inventory management. *Transfer credit: CSU.*

**BUS. 241 DOING BUSINESS IN ASIA (1.5)****(Credit/No Credit or letter grade.)***A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Exploration of business strategies in the Asia-Pacific region. Students will learn how and why business strategies are pursued by multinational corporations 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. *Transfer credit: CSU.*

**BUS. 242 DOING BUSINESS IN EUROPE (1.5)****(Credit/No Credit or letter grade.)***A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Analysis of the business culture of European countries. Students will learn the major components of the current economic, political and cultural reality of the European nations in order to develop the knowledge and understanding essential to conducting successful business dealings in Europe. *Transfer credit: CSU.*

**BUS. 243 LEGAL ENVIRONMENT OF INTERNATIONAL BUSINESS (1.5)****(Credit/No Credit or letter grade.)***A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introductory course to explore various topics related to the legal implications the financial, economic, cultural and political environment of international business. Through analysis of case students and skill-building activities, students will develop a theoretical, practical approach to doing business as a multinational company in a global environment. *Transfer credit: CSU.*

**BUS. 244 DOING BUSINESS IN LATIN AMERICA (1.5)****(Credit/No Credit or letter grade.)***A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

This course covers the practical aspects of doing business in Latin America. Students will gain additional insight into business protocol and tactics of Latin America. Topics include political, economic, cultural and business environments; opportunity analysis; trade agreements; business strategy; and country and regional profiles of Mexico, the Caribbean, Central America, and South America. *Transfer credit: CSU.*

**BUS. 245 INTRODUCTION TO CUSTOMS BROKERAGE (1.5)****(Credit/No Credit or letter grade.)***A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to the basic regulations, procedures and documentation required in customs brokerage. The course will provide students with basic knowledge and insight into U.S. Customs Brokerage and the Customs Broker examination. Topics include procedures of U.S. customs entry, clearance, documentation, classification, valuation, tariffs, quotas, duty rates, restrictions, prohibitions, and regulations. *Transfer credit: CSU.*

**BUS. 279 IMPORT/EXPORT MANAGEMENT (1.5)****(Credit/No Credit or letter grade.)***Total of twenty-four lecture hours. Recommended: Eligibility for ENGL 836.*

An overview of the practical aspects of import/export procedures with an emphasis on small- to medium-sized companies. The complete international trading transactions will be covered, including sourcing, financing, freight forwarding, payment methods, international commercial terms, and documentation. *Transfer credit: CSU.*

**BUS. 290 INTRODUCTION TO MARKETING STRATEGY (1.5)***A minimum of 24 lecture hours. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

Examination of how a clear, well-defined marketing strategy influences every aspect of a business and helps it gain competitive advantage. Topics include buyer behavior, segmentation, targeting, positioning, differentiation, and other tools crucial to business success. *Transfer credit: CSU.*



**BUS. 291 MARKETING TACTICS (1.5)**

A minimum of 24 lecture hours. Prerequisite: BUS. 290. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Introduction to current marketing tactics used to attract and retain customers. Topics include product ideas and product lifecycles, setting prices, choosing distribution channels, tools of marketing promotion, and business tactics in a global age. Transfer credit: CSU.

**BUS. 292 INTRODUCTION TO MARKETING PROMOTIONS (1.5)**

A minimum of 24 lecture hours. Prerequisite: BUS. 290. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Introduction to the methods of marketing promotion and how companies use them to communicate with target customers and audiences. Topics include advertising, direct marketing, sales promotion, public relations, and personal selling. Students learn how to prepare a unified, high-impact promotional campaign about a company or product. Transfer credit: CSU.

**BUS. 293 INTERNET MARKETING STRATEGIES (1.5)**

A minimum of 24 lecture hours. Prerequisite: BUS. 290. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

An introduction to Internet marketing strategies. Explanation of the steps to integrate the Internet into the overall business plan of a small company and how to plan an effective business website. Topics include Internet technologies, developing an e-commerce strategy, what to consider before designing a website, and what to expect from going online. Transfer credit: CSU.

**BUS. 352 INTRODUCTION TO INSURANCE (1)  
(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours.

An introduction to the modern property/casualty insurance system, including insurance products and services distribution, insurance company departments, reinsurance, large property and high liability values/limits, civil laws, tort, contract, basic commercial and personal ISO insurance contracts, and risk management. Transfer credit: CSU.

**BUS. 353 PROPERTY & LIABILITY INSURANCE PRINCIPLES (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent, and BUS. 352.

A comprehensive study of property and liability insurance divided into three segments: 1) insurance fundamentals, types of insurers, insurance institutions, insurance regulation, and financial performance measurement; 2) insurance operations, marketing, underwriting, and claims; and 3) insurance contracts, loss exposure, and risk management. Transfer credit: CSU.

**BUS. 400 BUSINESS ENGLISH (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: CSU.

**BUS. 401 BUSINESS COMMUNICATIONS (3)**

Three lecture hours per week. Prerequisites: Completion of or enrollment in BUS. 400 or one college English course.

Development of writing skills for actual business situations. Covers such topics as analyzing one's audience and goals; organizing correspondence to get results; writing clearly, concisely and forcefully; revising and editing; and dictating techniques. Provides practical experiences in the kind of clear writing today's employers are seeking. Recommended for business majors and for anyone whose job includes writing letters, memos and reports. Transfer credit: CSU.

**BUS. 411 INTRODUCTION TO TECHNICAL COMMUNICATION I (3)**

Three lecture hours per week plus two lab hours per week by arrangement. Prerequisite: Eligibility for ENGL 100 or equivalent; and CAOT 104 or CAOT 214, or equivalent.

Overview of technical, professional and workplace writing. Emphasis on finding and evaluating information, creating well crafted, user-oriented documents, and using suitable applications to make information available in appropriate formats. Ethics of technical writing and writing in a multicultural context. Transfer credit: CSU.

**BUS. 443 LAW OFFICE PROCEDURES (1-3)**

A total of sixteen lecture hours plus twenty-four lab hours by arrangement per unit. Prerequisites: CAOT 212 or 214 and BUS. 400 or equivalent skills. Recommended: Eligibility for ENGL 836.

Intensive training in procedures applicable to secretarial duties in law offices. Emphasis on legal terminology, legal documents and correspondence, dictation, and transcription. Also listed as LEGL 443. May be repeated for credit up to a maximum of 4 units. Transfer credit: CSU.

**BUS. 485 MEDICAL TERMINOLOGY (3)**

Three lecture hours per week. Recommended: Completion of or concurrent enrollment in one college English course.

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. Transfer credit: CSU.

**BUS. 486 MEDICAL TRANSCRIPTION (1-4)**

One class hour plus four lab hours per week. Prerequisites: Concurrent enrollment in BUS. 485; ability to type 50 net wpm. Recommended: ENGL 836 or equivalent.

Intensive training in medical transcription that includes doctor-dictated history and physicals, surgical reports, operative procedures, x-ray, pathology, and nuclear medicine reports. May be repeated twice for credit. Transfer credit: CSU.

**BUS. 487 MEDICAL TRANSCRIBER INTERNSHIP (1-4)**

Fifty-one hours per unit. Prerequisites: BUS. 485 and 486 or equivalent.

On-the-job training in a hospital or medical office in transcribing actual doctor dictation from cassettes. Individual conferences with instructor. May be repeated twice for credit. Transfer credit: CSU.

**BUS. 665 SELECTED TOPICS IN BUSINESS (.5 or 1 or 1.5) (Credit/No Credit or letter grade.)**

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. May be repeated as topics vary. Transfer credit: CSU.

**BUS. 670 BUSINESS WORK EXPERIENCE (1-4) (Credit/No Credit.)**

Three to four meetings with instructor. Seventy-five to three hundred hours per semester on-the-job. Prerequisite: Employment in a college approved job directly related to the student's CAOT major.

Students receive on-the-job training in an office environment under the primary supervision of a business employer. Course should be taken within the last two semesters of student's certificate or AS program completion. For a detailed description of Vocational Cooperative Education, see the Cooperative Education section of this Catalog. For further information about Computer Applications & Office Technology majors, please contact your counselor or the coordinator of the CAOT Program. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAREER AND PERSONAL DEVELOPMENT**

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 100 HOW TO SUCCEED IN COLLEGE (1) (Credit/No Credit.)**

This course will provide students with an opportunity to explore their attitudes toward learning and college life. Class activities will include evaluation of individual learning styles and instruction in effective ways of coping with school-related anxiety. Class exercises will help students learn assertiveness and time management skills to enhance their educational experience. Study skills will be included when applicable. Transfer credit: CSU.

**CRER 111 DECISION MAKING (.5 or 1) (Credit/No Credit.)**

This course is designed to provide the student with an introduction to the decision making process which stresses the significance of clearly defined values, critical thinking, the importance of gathering and evaluating information, identifying alternatives, and learning about personal risk-taking. Transfer credit: CSU (E1).

**CRER 132 JOB SEARCH (.5 or 1) (Credit/No Credit.)**

A course designed to develop practical job search skills to increase the student's options and opportunities for locating immediate and appropriate job sites. Emphasis will be placed on developing the self-knowledge and skills necessary to write a traditional resume, participate in a job interview, and develop a plan of action for employment in the local job market. Transfer credit: CSU (E1).

**CRER 135 SKILLS/SELF-ASSESSMENT (.5 or 1) (Credit/No Credit.)**

This course will assist students in assessing their present skills, abilities and preferences and in applying them to decisions regarding future goals and aspirations. Class activities will include a number of self-assessment exercises in which the student will draw from his/her life's experiences to arrive at individualized information necessary for personal, academic and career choices. Transfer credit: CSU (E1).

**CRER 136 CAREER PLANNING (.5 – 1) (Credit/No Credit.)**

This course will assist students in the on-going process of career planning. Class activities will include assessing individual preferences in work environments, people environments, lifestyles, geography and interests. They will provide students with opportunities to use information regarding personal values and functional skills in career planning strategies. Transfer credit: CSU (E1).

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*skylinecollege.edu*

**CRER 137 LIFE AND CAREER PLANNING (3)**  
**(Credit/No Credit or letter grade.)**

*Recommended: Eligibility for ENGL 836.*

This course is designed for the student who is undecided about an occupation. It provides a comprehensive approach to life and career planning. Vocational interest tests, various insights into his/her abilities, interests, and personality. Occupational trends and ways of learning more about specific careers will be explored. Individual conferences are available to students as well as use of the Career Center. *Transfer credit: CSU (E1).*

**Note:** *This course covers material similar to that of CRER 132, 135 and 136 combined.*

**CRER 140 PEER COUNSELING (1 or 2 or 3)**  
**(Credit/No Credit.)**

*Recommended: Eligibility for ENGL 836 or ESOL 400.*

Prepares students to serve as informational resources to peers. Emphasis on training in basic counseling, assessment, provision of information and referral. Helps students consider their own potential in the "helping professions." Opportunity for supervised field experience. *May be repeated for credit up to a maximum of 3 units. Transfer credit: CSU.*

**CRER 410 COLLEGE AND CAREER ORIENTATION**  
**(.5 or 1 or 2)**  
**(Credit/No Credit.)**

The student is acquainted with college life in general and with the campus facilities and activities of Skyline College in particular. Students will be assisted in developing a sound educational plan. Study skills assessment, time management, personal and social adjustment, and interest and aptitude assessment are some of the topics included. *Transfer credit: CSU.*

**CRER 650 GUIDANCE SEMINAR GROUP (.5 or 1 or 2)**  
**(Credit/No Credit or letter grade.)**

Designed to help students in understanding and dealing with their personal, social, professional, and cross-cultural concerns. Topics and course descriptions may differ each semester and will be designated in the current class schedule. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CRER 665 LIFE STYLES HEALTH ISSUES**  
**(.5 or 1 or 1.5 or 2)**  
**(Credit/No Credit or letter grade.)**

*Prerequisite: Eligibility for ENGL 836 or ESOL 400, or demonstration of equivalent competency.*

Explores contemporary topics or life styles as they relate to the health of individuals or society. *May be repeated for credit up to a maximum of 6 units. Transfer credit: CSU (E1).*

**CHEMISTRY****CHEM 112 CHEMISTRY IN ACTION (4)**

*Three lecture hours and three laboratory hours per week.*

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 how to use and evaluate information presented on product labels, in advertisement, and available through the Internet. *Transfer credit: UC; CSU (B1, B3).*

**CHEM 192 INTRODUCTORY CHEMISTRY (4)**  
**(Credit/No Credit or letter grade.)**

*Three lecture hours and three laboratory hours per week.*

*Prerequisite: MATH 110 or equivalent. Recommended: Eligibility for ENGL 836.*

An introductory course in Chemistry designed to prepare students for General Chemistry I (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. *Transfer credit: UC; CSU. (CAN CHEM 6).*

**CHEM 210 GENERAL CHEMISTRY I (5)**

*Three lecture hours and six laboratory hours per week.*

*Prerequisites: Satisfactory completion (grade of C or better) of CHEM 192, or equivalent; and satisfactory completion (grade of C or better) of MATH 120, or appropriate placement test scores and other measures as appropriate, or equivalent.*

The first semester of a two-semester sequence with laboratory intended for science, engineering and pre-professional majors. 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. *Transfer credit: UC; CSU (B1, B3). (CAN CHEM 2; CHEM 210 + 220 = CAN CHEM SEQ A).*

**CHEM 220 GENERAL CHEMISTRY II (5)**

Three lecture hours and six laboratory hours per week. Prerequisite: Satisfactory completion (grade of C or better) of CHEM 210, or equivalent.

The second semester of a two-semester sequence with laboratory intended for science, engineering and pre-professional majors. 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. *Transfer credit: UC; CSU (B1, B3).* (CAN CHEM 4; CHEM 210 + 220 = CAN CHEM SEQ A).

**CHEM 234 ORGANIC CHEMISTRY I (3)**

Three lecture hours per week. Prerequisite: CHEM 220 with grade of "C" or better. To be taken concurrently with CHEM 237, Organic Chemistry I Laboratory.

Nomenclature, structure, reactions and reaction mechanisms of organic compounds, with emphasis on alkanes, alkenes, alkynes, and alkyl halides. Structural isomerism and stereo isomerism. Infrared and nuclear magnetic resonance spectroscopy is an integral part of the course with emphasis on structural analysis. *Transfer credit: UC; CSU (B1).*

**CHEM 235 ORGANIC CHEMISTRY II (3)**

Three lecture hours per week. Prerequisite: CHEM 234 and 237 with grades of "C" or better. To be taken concurrently with CHEM 238, Organic Chemistry II Laboratory.

Nomenclature, structure, reactions and reaction mechanisms of aromatic compounds, alcohols, ethers, carbonyl and acyl groups, amines, carbohydrates, lipids, amino acids and proteins. *Transfer credit: UC; CSU (B1).*

**CHEM 237 ORGANIC CHEMISTRY LAB I (2)**

Six laboratory hours per week. Prerequisite: CHEM 234; the two classes may be taken concurrently.

Laboratory designed to accompany CHEM 234. *Transfer credit: UC; CSU (B3).*

**CHEM 238 ORGANIC CHEMISTRY LAB II (2)**

Six laboratory hours per week. Prerequisite: CHEM 235; the two classes may be taken concurrently.

Laboratory designed to accompany CHEM 235. *Transfer credit: UC; CSU (B3).*

**CHEM 410 CHEMISTRY FOR HEALTH SCIENCES (4)**

Three lecture hours and three laboratory hours per week. Prerequisite: Satisfactory completion (grade of C or better) of MATH 110, or appropriate placement test scores and other measures as appropriate, or equivalent. Recommended: Eligibility for ENGL 836, or equivalent.

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. *Transfer credit: CSU (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, 112 ELEMENTARY CHINESE I and II (3, 3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week. Prerequisite: CHIN 112 – CHIN 111 or equivalent.

A two-semester sequence covering the same course material as a university-level first semester Mandarin Chinese course. Instruction and practice in understanding, speaking, reading, and writing. *Transfer credit: UC; CSU.*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY**

See also listings under Computer Science and Telecommunications & Network Information Technology.

**CAOT 100 BEGINNING COMPUTER KEYBOARDING (1.5) (Credit/No Credit.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement.

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. May be repeated once for credit. *Transfer credit: CSU.*

**CAOT 101 COMPUTER KEYBOARDING SKILL BUILDING (1.5-3)**

**(Credit/No Credit.)**

A minimum of 24 to 48 lecture hours plus 16 to 32 lab hours by arrangement. Prerequisite: CAOT 100 or equivalent; ability to type without looking at the keyboard.

This course is 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. *May be repeated for credit up to a maximum of 6 units. (Open entry.) Transfer credit: CSU.*

**CAOT 104 INTRODUCTION TO COMPUTERS WITH WINDOWS I (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836.

Through hands-on experience, students will be introduced to the 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. May be repeated once for credit. Transfer credit: CSU.

**CAOT 105 INTRODUCTION TO COMPUTERS WITH WINDOWS II (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 8 lab hours. Prerequisite: CAOT 104 or equivalent experience.

Students will acquire skills to become independent computer users. Information will be provided on configuring and purchasing Windows computers. Topics covered include operating systems, hardware, and some DOS. May be repeated once for credit. Transfer credit: CSU.

**CAOT 200 INTRODUCTION TO MS OFFICE SUITE (2)****(Credit/No Credit or letter grade.)**

A minimum of 32 lecture hours plus 22 lab hours by arrangement. Prerequisite: CAOT 104 or equivalent.

Students receive introductory, hands-on exposure to the four Microsoft Office Suite applications: word processing (Word), spreadsheets (Excel), databases (Access), and presentation graphics (PowerPoint). A cursory preview and discussion on techniques for integrating (sharing) information between applications is given at the end of the course. May be repeated once for credit. Transfer credit: CSU.

**CAOT 201 INTEGRATION OF MS OFFICE APPLICATIONS (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 10 lab hours by arrangement. Prerequisite: CAOT 200 or equivalent.

Students will learn how 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. Transfer credit: CSU.

**CAOT 212 WORD PROCESSING I: WORDPERFECT (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 16 lab hours by arrangement. Prerequisite: Knowledge of the computer keyboard or completion of a typing class.

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 WordPerfect to create, edit, format, manage and enhance documents using customized features. May be repeated once for credit. Transfer credit: CSU.

**CAOT 213 WORD PROCESSING II: WORDPERFECT (2)****(Credit/No Credit or letter grade.)**

A minimum of 32 lecture hours plus 32 lab hours by arrangement. Prerequisite: CAOT 212 or 214.

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 WordPerfect to focus on advanced applications such as multi-page documents, merges, tables, graphics, macros and styles. May be repeated once for credit. Transfer credit: CSU.

**CAOT 214 WORD PROCESSING I: WORD (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 16 lab hours by arrangement. Prerequisite: Knowledge of the computer keyboard or completion of a typing class.

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. May be repeated once for credit. Transfer credit: CSU.

**CAOT 215 WORD PROCESSING II: WORD (2)****(Credit/No Credit or letter grade.)**

A minimum of 32 lecture hours plus 32 lab hours by arrangement. Prerequisite: CAOT 212 or 214.

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. May be repeated once for credit. Transfer credit: CSU.

**CAOT 217 WORD PROCESSING III (1-3)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 16 lab hours by arrangement per unit. Prerequisite: CAOT 213 or 215 or equivalent.

Using a hands-on approach, students become proficient with the advanced features of word processing. In-depth coverage of tables, outlines, merges, style sheets and templates, macros, desktop publishing features, Web documents, online forms, and applications integration. May be repeated once for credit. Transfer credit: CSU.

**CAOT 221 DESKTOP PUBLISHING:  
MICROSOFT PUBLISHER (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: Successful completion of CAOT 214 or CAOT 200, or equivalent.*

Using Microsoft Publisher, students will learn to create professional-looking brochures, newsletters, flyers, certificates, menus, business cards, stationery, and more. The course will include guidelines for combining text and art work effectively to create eye-catching documents for personal and business use. Pre-designed Publisher templates will also be used. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CAOT 222 BUSINESS PRESENTATIONS I:  
POWERPOINT (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 104 or equivalent.*

Students will learn to identify elements that make a business presentation effective and will use the Microsoft PowerPoint program to create their own computer-generated business presentations. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 223 BUSINESS PRESENTATIONS II:  
POWERPOINT (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 222.*

Students will cover advanced presentation concepts to enhance proficiency in embedding visuals and sound clips; edit templates and modify color schemes to create PowerPoint presentations that will be converted to an HTML format and uploaded to a Web page. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 225 SPREADSHEETS I (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Recommended: CAOT 104 or equivalent.*

An introduction to Microsoft Excel software, which is used to build, format and print spreadsheets. Topics include the creation of charts and the use of basic functions and formulas. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 226 SPREADSHEETS II (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 225 or equivalent.*

Students will advance their knowledge of spreadsheets using Microsoft software by learning how to design, enhance, link and consolidate worksheets, as well as apply statistical and financial function design. Additional topics include advanced printing techniques and database management features. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 230 DATABASE APPLICATIONS I (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 104 or equivalent. Recommended: Eligibility for ENGL 836.*

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. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 231 DATABASE APPLICATIONS II (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours plus 32 lab hours by arrangement. Prerequisite: CAOT 230.*

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. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 301 MAXIMIZING YOUR EMPLOYMENT  
POTENTIAL (1)**

**(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement.*

This course assists students in compiling a professional portfolio (resumes, application letters, work samples, etc.), which can be used to obtain employment and qualify for promotions; Additional job-seeking strategies will be covered, including Internet use to explore employment resources, professional networking, interviewing techniques, and goal setting. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 320 GRAPHIC DESIGN FOR COMPUTER  
USERS (1.5)**

**(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours. Prerequisite: CAOT 212 or 214 or 220 or equivalent.*

Students learn graphic design concepts that are essential for creating attractive and effective computer-generated documents such as newsletters, brochures, and flyers. Lecture class includes computer assignments completed outside of class. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 400 INTERNET I (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours. Pre requisite: CAOT 104 or equivalent computer experience.

An introduction to the Internet, including efficient searching techniques, email features, file compression, file transfer protocol (FTP) software, discussion groups, and virus scanning programs. Course is designed for Internet beginners and those students preparing to take an online course. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAOT 403 HTML & WEB AUTHORIZING APPLICATIONS I (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: Completion of, or concurrent enrollment in, either CAOT 104, CAOT 212 or CAOT 214, or equivalent.

An introductory course using web authoring software and a hands-on approach to designing web pages that will consist of: text in various sizes and colors, hyperlinks, mailtos, lists, background color/patterns, interlaced/transparent graphics, tables, and frames with the current version of HTML. Principles of color, line, and design for screen presentations will be included. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAOT 404 HTML & WEB AUTHORIZING APPLICATIONS II (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 403 or equivalent.

An intermediate hands-on course to increase proficiency with web authoring software while using the most current version of HTML. Consideration of the most recent specifications for use of text, graphics, tables, frames, layout, positioning, media and interaction. Introduction to advanced features of HTML. Attention to website design, development, maintenance, dynamic and universal interface. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAOT 405 HTML & WEB AUTHORIZING APPLICATIONS III (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 404 or equivalent. Recommended: CAOT 411 or equivalent.

A project-based course combining established core skills in HTML, web graphics, and dynamic media (Flash, audio and video) with development skills in layout, presentation, hosting management, and developer/client relations. May be repeated once for credit. Transfer credit: CSU.

**CAOT 408 DIGITAL AUDIO AND VIDEO (2)****(Credit/No Credit or letter grade.)**

A minimum of 32 lecture hours plus 24 lab hours by arrangement. Prerequisite: CAOT 104 or equivalent. Recommended: CAOT 400 or equivalent.

Students learn how to create and prepare digital audio and video for web page inclusion using the most current technologies, including ColdFusion and Premiere. Areas of focus include digital media concepts, conversion methods from analog to digital, editing and manipulation techniques, and introduction to various web media formats, such as RealMedia, Windows Media and Quick Time. May be repeated once for credit. Transfer Credit: CSU.

**CAOT 410 PHOTOSHOP BASICS (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 104 or equivalent.

Students will learn to create images using Photoshop's basic drawing and selection tools. Students will also learn how to convert their own photographs and graphics to digital format and then edit. Use of digital cameras and scanners included. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAOT 411 PHOTOSHOP FOR THE WEB (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisites: CAOT 403 and CAOT 410, or equivalent.

This course provides a practical, hands-on approach to intermediate techniques for creating graphics for use on the web. Topics include background images, image maps, rollovers, actions, filters, masks, and channels. This course will continue to explore the use of various graphic tools using graphics application software for image production and manipulation. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAOT 412 FLASH I (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 403 or equivalent.

In this course students will learn to create and publish Flash animation for the web. Areas of focus include the Flash interface, drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, and buttons. By the completion of the course students will publish a basic Flash movie that includes ActionScript buttons. Also listed as COMP 412. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAOT 413 FLASH II (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 412 or equivalent.

In this course students will go beyond the basics and learn more advanced features of Flash. Features covered include masking, movie clips, multiple timelines, sound control, pull down menus, preloaders, and ActionScript. At the completion of the course students will create a complex Flash movie for the web. Also listed as COMP 413. May be repeated twice for credit. Transfer credit: CSU.

**CAOT 415 WEBSITE DESIGN AND MANAGEMENT (2)****(Credit/No Credit or letter grade.)**

A minimum of 32 lecture hours plus 16 lab hours by arrangement. Prerequisites: CAOT 404 and CAOT 411.

Students examine color, layout, typography, and interactivity to understand how best to present information in several media. Consideration of user interface in setting up website plans, directory structures and website management to achieve maximum efficiency and accessibility is the focus of this culminating course. **Note:** This is the final course in the basic Web Developer program and should be taken at the end of the core sequence. May be repeated once for credit. Transfer credit: CSU.

**CAOT 420 JAVASCRIPT (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 404 or equivalent.

In-depth examination of the most commonly used web scripting languages and scripting protocols. Scripting elements, procedures and techniques will be studied and applied with the abilities of the non-programmer in mind. Refer to class schedule for specific languages and protocols covered. Also listed as COMP 423. May be repeated twice for credit. Transfer credit: CSU.

**CAOT 421 XML (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 420 or equivalent.

In-depth examination of Extensible Markup Language (XML). Complete coverage of DTD's, namespaces, schemas, Cascading Style Sheets, XSLT, and programming with the XML DOM. Also listed as COMP 424. May be repeated twice for credit. Transfer credit: CSU.

**CAOT 422 CGI/PERL (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 421 or equivalent.

Using the Perl programming language, develop and deploy web applications such as customer surveys and forms using

CGI scripts. Students will enter the realm of server-side scripting with easy to handle hands-on exercises and case projects. This course moves the student still creating flat webpages to the next step of dynamic web development. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAOT 425 WEB DESIGN PRINCIPLES (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 24 lab hours by arrangement. Prerequisites: CAOT 404 or equivalent and CAOT 411 or equivalent.

This web design course focuses on organizing information and analyzing and critiquing published sites by applying organizational concepts of chunking, hierarchy, relations and functions. Students will learn to identify visual logic in web page design such as visual hierarchy, contrasting, balance, consistency, web page dimensions, length, and design grids. May be repeated once for credit. Transfer credit: CSU.

**CAOT 427 COLLABORATION AND WEB PRODUCTION I (1.5)**

A minimum of 8 lecture hours plus 48 lab hours. Prerequisite: CAOT 415 or equivalent.

Examination and evaluation of collaborative techniques in the production of websites. Working in teams, students will apply collaboration theories and skills in a class-length development project. Students will consider a wide range of issues including project objectives, interpersonal skills, skills evaluation, budgets, and more. May be repeated twice for credit. Transfer credit: CSU.

**CAOT 430 PHP/MYSQL I (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 404 or equivalent. Recommended: CAOT 230 or equivalent.

Students will utilize PHP with the MySQL database to create data-driven websites. In this course students learn to prepare and package client data for writing to the database. Topics include form layout techniques, data validation, and web security issues. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAOT 431 PHP/MYSQL II (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 430 or equivalent.

Students will utilize PHP with the MySQL database to create data-driven websites. Move to accessing information from a database developing user-centered websites. Topics include static webpage element layout techniques, dynamic data insertion, and master/detail page development. May be repeated for credit a maximum of three times. Transfer credit: CSU.



**CAOT 432 PHP/MYSQL III (1)****(Credit/No Credit or letter grade.)**

A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 431 or equivalent.

Students will utilize PHP with the MySQL database to create data-driven websites. Enables users to update database information via web interfaces. This course completes the circle of web database development. Topics include form/database integration, data update techniques, and advanced web database techniques. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**CAOT 480 NETWORK FUNDAMENTALS (LAN) (3)**

Three class hours plus one hour by arrangement per week.

Cisco Academy Course – CCNA 1

An introductory course in networking specific to local area networks (LAN). Topics will include LAN hardware, software, topology, transmission medium, wide area network connectivity, diagnostic tools, system administration, and vendor specific LAN products. Class is complemented with hands-on experience in constructing a local area network. Course is patterned after Cisco training guidelines. Also listed as TCOM 480. Transfer credit: CSU.

**CAOT 490 TECHNICAL OVERVIEW OF THE INTERNET (3)**

Three class hours and one hour by arrangement per week.

A technical overview of the Internet. This course is intended for students who want to learn about the Internet system architecture, language and vocabulary. Some lectures will be demonstrated on the Internet. Homework assignments may require the student having access on the Internet. Also listed as TCOM 490. Transfer credit: CSU.

**CAOT 665 SELECTED COMPUTER TOPICS**

(.5 or 1 or 1.5 or 2)

**(Credit/No Credit)**

A minimum of 8 lecture hours plus a minimum of 4 lab hours by arrangement for each .5 unit.

Short course used to introduce, develop or review computer topics or applications. The course will focus on a specific topic: the introduction of basic computer skills, introduction of applications packages, upgrades of software packages, or a particular segment of a semester-length course. May be repeated for credit as topics vary. Transfer credit: CSU.

**COMPUTER SCIENCE**

See also listings under Computer Applications Office Technology and Telecommunications & Network Information Technology.

**COMP 118 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN (4)****(Credit/No Credit or letter grade.)**

Three lecture hours and three lab hours per week. Recommended: Completion of MATH 110 with a grade of C or better, or equivalent; and eligibility for ENGL 836 or equivalent.

Introduction to computing systems concepts necessary for program coding, compilation and execution; problem-solving techniques; object-oriented analysis and design; program coding, testing and documentation. Students will use the Java language to explore algorithm development, data types, flow of control, classes, objects, methods, vectors, and event-driven programming. Transfer credit: UC; CSU.

**COMP 155 COMPUTER PROGRAMMING VISUAL BASIC (3)****(Credit/No Credit or letter grade.)**

Three lecture hours and one and one-half lab hours per week. Prerequisite: MATH 110 or equivalent. Recommended: Eligibility for ENGL 836.

An introduction to computer programming using the high level language VISUAL BASIC. Emphasis is on structured programming techniques and general problem solving skills in both numerical and non-numerical applications. Students will be able to formulate, represent, and solve problems using the computer. Students will run programs on IBM PC's using the college's microcomputer laboratory. May be repeated once for credit. Transfer credit: UC; CSU.

**COMP 156 INTERMEDIATE PROGRAMMING IN VISUAL BASIC (3)****(Credit/No Credit or letter grade.)**

Three lecture hours and one and one-half lab hours per week. Prerequisite: COMP 155 or equivalent.

An intermediate course in computer programming using the high level language VISUAL BASIC. Emphasis is on user friendly interfaces, structural programming techniques, and general problem solving skills in both numerical and non-numerical applications. Students will be able to formulate, represent and solve problems using the computer. Transfer credit: UC; CSU.

**COMP 190 INTRODUCTION TO C PROGRAMMING (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one and one-half lab hours per week. Prerequisite: MATH 110 or equivalent. Recommended: MATH 120 or equivalent; and eligibility for ENGL 836.

This course provides an introduction to computer science using the C programming language. Students will gain an understanding of the fundamentals of the C language and will examine and use basic algorithms for problem solving. Programming design and problem solving on a computer will be implemented through use of the C language. This course is recommended for students who plan to transfer and major in computer science and those interested in learning the C programming language. *Transfer credit: UC; CSU.*

**COMP 250 PROGRAMMING METHODS I: C++ (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and three lab hours by arrangement per week. Prerequisite: COMP 118 with a grade of C or better or equivalent academic or professional programming experience, and MATH 120 with a grade of C or Credit or better, or equivalent. Recommended: Eligibility for ENGL 836 or equivalent.

Introduction to software engineering using the C++ programming language for CS majors and computer professionals. Includes language fundamentals, classes, control structures, functions/libraries, templates, recursion, sorting, searching, pointers, strings, vectors, and class construction. *Transfer credit: UC; CSU.*

**COMP 252 PROGRAMMING METHODS II: C++ (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and three lab hours by arrangement per week. Prerequisite: COMP 250 with a grade of C or Credit or better, or one full year of C professional programming experience, or equivalent.

Continuation of Programming Methods I: C++ for Computer Science majors and computer professionals. Topics include advanced class design (inheritance and polymorphism), data abstraction, templates, container classes, pointers and dynamic memory allocation, linked lists, stacks, queues, trees, recursion, graphs, and sorting/searching algorithms. Emphasizes object-oriented features of C++. *Transfer credit: UC; CSU.*

**COMP 284 PROGRAMMING METHODS I: JAVA (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and three lab hours by arrangement per week. Prerequisites: COMP 118 and MATH 120 with a grade of C or Credit or better, or equivalent. Recommended: Eligibility for ENGL 836 or equivalent.

Introduction to computer science and web-based programming using the object-oriented Java language for Computer Science majors and computer professionals. Includes Java language fundamentals, classes, control structures, methods, libraries/API packages, recursion, arrays, strings, vectors, searching, sorting, and exception handling. *Transfer credit: UC; CSU.*

**COMP 286 PROGRAMMING METHODS II: JAVA (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and three lab hours by arrangement per week. Prerequisite: COMP 284 with a grade of C or Credit or better, or equivalent.

Advanced data structures and programming techniques for Computer Science majors and computer professionals. Object-oriented approach to a variety of data structures, including vectors, stacks, queues, linked lists, trees, bags, sets, and graphs. Includes recursion, sorting and searching topics, such as Big O notation and hash tables. *Transfer credit: UC; CSU.*

**COMP 355 INTRODUCTION TO ORACLE – SQL (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week and three lab hours per week by arrangement. Prerequisite: Completion of MATH 110 with a grade of C or Credit or better, or equivalent. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

An extensive introduction to data server technology. The course covers the concepts of both relational and object relational databases and the powerful SQL programming language. Students learn to create and maintain database objects and to store, retrieve and manipulate data. Students will learn to write SQL and SQL\*Plus script files using the iSQL\*Plus tool to generate report-like output. Demonstrations and hands-on practice reinforce the fundamental concepts. This course is the first level of certification for the Oracle Certified Professional track. *Transfer credit: CSU.*

**COMP 356 FUNDAMENTALS OF DATABASE  
ADMINISTRATION I (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week and three lab hours per week by arrangement. Prerequisite: COMP 355 with a grade of C or Credit or better, or equivalent.

Utilizing SQL, this course is designed to give students a firm foundation in basic database tasks. Students will learn to design, create and maintain the latest Oracle database. Successful completion of COMP 355 and COMP 356 constitutes an Oracle Certified Associate program. *Transfer credit: CSU.*

**COMP 357 FUNDAMENTALS OF DATABASE  
ADMINISTRATION II (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week and three lab hours per week by arrangement. Prerequisite: COMP 356 with a grade of C or Credit or better, or equivalent.

Advanced concepts to maintain an Oracle database, including planning and implementing backup and recovery strategies, trends and problems associated with business networking, and the architecture of the Oracle client/server network. *Transfer credit: CSU.*

**COMP 378 PROGRAMMING IN PERL (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week and three lab hours per week by arrangement. Recommended: Completion of COMP 118, COMP 250 or COMP 284 with a grade of C or Credit or better, or equivalent.

Programming in the Windows and UNIX environment using PERL to create utility programs. Included is the design, creation, debugging and execution of programs written in the PERL programming language. *Transfer: CSU.*

**COMP 412 FLASH I (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 403 or equivalent.

In this course students will learn to create and publish Flash animation for the web. Areas of focus include the Flash interface, drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, and buttons. By the completion of the course students will publish a basic Flash movie that includes ActionScript buttons. Also listed as CAOT 412. May be repeated once for credit. *Transfer credit: CSU.*

**COMP 413 FLASH II (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT/COMP 412 or equivalent.

In this course students will go beyond the basics and learn the advanced features of Flash. Features covered include masking, movie clips, multiple time lines, sound control, pull-down menus, preloaders, and ActionScript. At the completion of the course students will create a complex Flash movie for the web. Also listed as CAOT 413. May be repeated once for credit. *Transfer credit: CSU.*

**COMP 423 JAVASCRIPT (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 404 or equivalent.

In-depth examination of the most commonly used web scripting languages and scripting protocols. Scripting elements, procedures and techniques will be studied and applied with the abilities of the non-programmer in mind. Refer to class schedule for specific languages and protocols covered. Also listed as CAOT 420. May be repeated once for credit. *Transfer credit: CSU.*

**COMP 424 XML (1.5)****(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 420 or COMP 423, or equivalent.

In-depth examination of Extensible Markup Language (XML). Complete coverage of DTD's, namespaces, schemas, Cascading Style Sheets, XSLT, and programming with the XML DOM. Also listed as CAOT 421. May be repeated once for credit. *Transfer credit: CSU.*

**COMP 451 PC CONFIGURATION AND REPAIR (6)**

Five lecture hours and three lab hours per week plus one hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of CAOT 105 or equivalent, and satisfactory completion (grade of C or better) of or concurrent enrollment in ELEC 110 or TCOM 405, or equivalent training or experience.

This course provides preparation for A+ certification. A hands-on technical course designed to provide an in-depth understanding of PC hardware and software from an 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. Also listed as TCOM 451. *Transfer credit: CSU.*

**COMP 481 NETWORK SYSTEMS ADMINISTRATION (3)**

Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 480, or equivalent training or experience.

An application-based course in Network Administration specific to LAN's. Coverage includes the functions and concepts of a wide area network, Microsoft server, designing LAN user accounts and their network administration. Hands-on experience provided in setting up and troubleshooting servers, workstations, network and peripheral devices. Course is patterned after Microsoft networking guidelines. Also listed as TCOM 481. *Transfer credit: CSU.*

**COMP 484 ADVANCED ROUTING CONCEPTS AND APPLICATIONS (3)**

Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience. Recommended: Satisfactory completion (grade of C or better) of TCOM 483, or equivalent training or experience.

Cisco Academy Course – CCNA 3 & 4

An advanced course in routing concepts and configurations on large internetworks. Students will configure and manage routers by implementing advanced features and common routing protocols such as EIGRP and OSPF. Includes instructor-directed hands-on activities. This course is patterned after Cisco Router training guidelines. Also listed as TCOM 484. *Transfer credit: CSU.*

**COMP 486 NETWORK SECURITY (3)**

Three lecture hours and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience.

This course introduces students 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 Checkpoint software. Also listed as TCOM 486. *Transfer credit CSU.*

**COMP 665 SELECTED TOPICS IN  
COMPUTER SCIENCE (.5-2)**  
**(Credit/No Credit or letter grade.)**

*A minimum of eight lecture hours per one-half unit. Recommended: MATH 120 with a grade of C or better, or equivalent; and eligibility for ENGL 836 or equivalent.*

Exploration of selected contemporary topics or themes in Computer Science. Sample 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. *May be repeated for credit as topics vary. Transfer credit: UC; CSU.*

## COOPERATIVE EDUCATION

**COOP 670 VOCATIONAL COOPERATIVE  
EDUCATION (1-4)**  
**(Credit/No Credit.) (VA Institutional Rates.)**

*Variable work station hours. Prerequisite: 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.*

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. Students must be enrolled in a minimum of seven units (including the Cooperative Education course) to earn Cooperative Education credit. 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. *A maximum of 16 units of college credit may be earned in parallel Cooperative Education. Transfer credit: CSU.*

**COOP 671 GENERAL COOPERATIVE EDUCATION (1-3)**  
**(Credit/No Credit.)**

*Variable work station hours.*

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 college coordinator, students focus on career awareness and development of desirable employment habits 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. *May be repeated for credit up to a maximum of 6 units. Transfer credit: CSU.*

## COSMETOLOGY

**COSM 665 SELECTED TOPICS IN COSMETOLOGY**  
**(.5 or 1 or 1.5)**  
**(Credit/No Credit.)**

*A minimum of 8 lecture hours for each .5 unit.*

Short courses designed for Cosmetology, Esthetician and Spa professionals who are interested in increasing or developing new skills, for the lay person who is interested in acquiring knowledge or skills related to self-enhancement, and for those interested in exploring career opportunities in the Cosmetology, Esthetician or Spa fields. *Each topic may be repeated for credit a maximum of three times.*

**COSM 700 COSMETOLOGY CONCEPTS AND  
PRACTICE I (.5-10)**

*Five lecture hours and 35 lab hours per week for eight weeks for day students and five lecture hours and 19 lab hours per week for sixteen weeks for evening students.*

Basic manipulative skills in hair design, permanent waving, hair coloring, hair cutting, and manicuring/pedicuring. *May be repeated for credit a maximum of three times.*

**COSM 710 COSMETOLOGY CONCEPTS AND  
PRACTICE II (.5-8)**

*Five lecture hours and 35 lab hours per week for eight weeks. Prerequisite: Completion of COSM 700 with a grade of C or better.*

Basic manipulative skills in facials, arching/waxing, and make-up. *May be repeated for credit a maximum of three times.*

**COSM 720 COSMETOLOGY CONCEPTS AND  
PRACTICE III (.5-10)**

*Five lecture hours and 35 lab hours per week for eight weeks for day students and five lecture hours and 19 lab hours per week for sixteen weeks for evening students. Prerequisite: Completion of COSM 700 with a grade of C or better.*

Basic manipulative skills in chemical straightening, hair analysis, hair lightening, conditioners and advanced hair coloring and styling techniques, and advanced permanent waving. *May be repeated for credit a maximum of three times.*

**COSM 730 COSMETOLOGY CONCEPTS AND PRACTICE IV (.5-8)**

Five lecture hours and 35 lab hours per week for eight weeks. Prerequisite: Completion of COSM 700 with a grade of C or better.

Develop manipulative skills in nail wraps, tips and sculptured nails. Introduce and develop manipulative skills in thermal pressing and curling, fingerwaving and scientific scalp treatments. May be repeated for credit a maximum of three times.

**COSM 740 COSMETOLOGY CONCEPTS AND PRACTICE V (.5-10)**

Five lecture hours and 35 lab hours per week for eight weeks for day students and five lecture hours and 19 lab hours per week for sixteen weeks for evening students. Prerequisite: Completion of COSM 700, 710, 720, and 730 with a grade of C or better.

California State Board review. Advanced salon preparation. Emphasizes salon environment in relationship to skill and techniques. May be repeated for credit a maximum of three times.

**COSM 750 COSMETOLOGY BRUSH-UP (1-19)**

Nine lecture hours and thirty-one lab hours per week. Lab and theory hours by arrangement. Prerequisite: Cosmetology license.

To satisfy supplemental or out-of-state training requirements. Basic and advanced instruction in beauty salon processes with emphasis on performance and efficiency. (Open entry.) May be repeated for credit a maximum of three times.

**COSM 754 MANICURING (1-10)**

Lecture/Lab total of 400 hours.

The art of caring for the hands and nails. Includes instruction in sculpture nails, application of nail tips and nail art. Four hundred hours training in preparation for licensure by the California State Board of Cosmetology in the field of manicuring. May be repeated for credit a maximum of three times.

**COSM 760 COSMETOLOGY INSTRUCTOR PREPARATION (1-19)**

Up to nine lecture hours and 31 lab hours per week. Prerequisite: Valid California Cosmetologist's license and a minimum of one year's full-time practical experience.

Designed to develop instructional skills and techniques in the cosmetology field. Upon completion of this course, an applicant is eligible to take the teachers examination of the State Board of Cosmetology. May be repeated for credit up to a maximum of 20 units.

**COSM 775 ESTHETICIAN (1-8)**

Twenty class hours per week (5 lecture, 15 lab.)

Designed to develop skills and knowledge in skin care. Upon successful completion of the 600 hour course the student will be eligible to apply for Esthetician examination at the California State Board of Cosmetology. May be repeated once for credit.

**COSM 782 ADVANCED COSMETOLOGY CONCEPTS (2) (Offered in Evening only.)**

Two lecture hours and 3 lab hours per week for one-half semester. Prerequisite: Valid California Cosmetology license or actively enrolled in Skyline Cosmetology program.

Emphasis is placed on advanced methods, techniques and application of hair fashion, design and coordination. May be repeated for credit a maximum of three times.

**COSM 784 SALON PRACTICE (.5-1.5)**

Forty-eight lab hours per unit. Prerequisite: Must be currently enrolled in Cosmetology 710, 720, 730 or 740.

Offers additional salon practice to all students enrolled in the current day program. May be repeated for credit a maximum of three times.

**COSM 785 SPA TECHNICIAN TRAINING (1-5)**

(Credit/No Credit or letter grade.)

Six lecture hours and six lab hours per week.

Thorough study of wellness services available in day and destination spa businesses. Focus is on health, fitness, and stress management. Students will develop skill in spa treatments, product knowledge, customer relations, business operations, and the job search. May be repeated once for credit.

**COUNSELING****COUN 100 COLLEGE SUCCESS (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week.

An overview of the concepts and significance of factors that contribute to college success. Focus on understanding the college/university systems, goal setting, educational planning, health maintenance, stress management, learning styles, study skills, college resources, relationships, and cultural diversity. Transfer credit: UC; CSU (E1).

**DATA PROCESSING**

See listings under Computer Applications & Office Technology and Computer Science.

## DEVELOPMENTAL SKILLS

### DSKL 811 DIFFERENTIAL LEARNING SKILLS ASSESSMENT (.5)

#### (Credit/No Credit)

A total of eight lecture hours: four scheduled class hours and four hours per student by arrangement, or eight hours by arrangement only. Prerequisite: Completion of, or concurrent enrollment in, DSKL 821; or registration with the Disabled Students Program and Services.

Assessment to determine specific learning profile and academic skill levels. Students will receive information demonstrating the relationship of learning profile to academic performance and presence or absence of significant learning differences. Based upon assessment data, eligible students will receive recommendations for ADA academic accommodations and individualized learning strategies. *May be repeated once for credit. (Units do not count toward the Associate Degree).*

### DSKL 817 ASSISTIVE COMPUTER ACCESS (.5-3)

#### (Credit/No Credit.)

Twenty-four lab hours per .5 unit.

Designed primarily for students with disabilities, this course provides training in the use of computer access technologies that 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 courses. No previous computer experience is required. *May be repeated for credit up to a maximum of 3 units. (Open entry.) (Units do not count toward the Associate Degree.)*

### DSKL 820 COMPUTER-BASED COGNITIVE RETRAINING (.5)

#### (Credit/No Credit.)

A minimum of 24 lab hours.

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. *May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)*

### DSKL 821 DEVELOPMENT OF SELF-ADVOCACY SKILLS: PERSONAL EMPOWERMENT FOR STUDENTS WITH DISABILITIES (.5)

#### (Credit/No Credit.)

Two lecture hours per week for 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 disabilities/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.)*

## EARLY CHILDHOOD EDUCATION

### ECE. 201 CHILD DEVELOPMENT (3)

#### (Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

In-depth exploration of areas and issues of major importance in the field of child development. Focuses on personality, intellectual, social, and physical factors. Theoretical concepts, practical application, and current research are covered. Also listed as PSYC 201. Transfer credit: UC; CSU (D3, E1).

### ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES (3)

#### (Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Overview of the history, nature, and goals of Early Childhood Education. Exploration of various program models in ECE, current issues, and long-range trends. Qualifications and training required for teachers of young children. Transfer credit: CSU.

### ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM (1-3)

#### (Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Selection and management of activities for young children that provide quality learning experiences. Appreciation of the value of children's play. Development of appropriate curriculum evaluation methods. Transfer credit: CSU.

### ECE. 212 CHILD, FAMILY, AND COMMUNITY (3)

#### (Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Patterns of family living in a democratic society and the role and interaction of members; varying factors affecting family life: racial, cultural, economic, social, urban and suburban; home-nursery relationships; community resources: health, welfare, education, counseling, guidance, and recreation. Designed with a crosscultural approach to the child, family and community. Also listed as FCS 212. Transfer credit: UC; CSU.

**ECE. 214 CHILD-PARENT RELATIONS (3)**

*Three lecture hours per week.*

Emotional, social, intellectual and physical development of children with an emphasis on a multicultural approach to parent-child relations, diversity of family systems in today's society, and how these influence the developing child. Also listed as FCS 213. *Transfer credit: CSU (E1).*

**ECE. 223 INFANT/TODDLER DEVELOPMENT (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

Focus on the major developmental trends, abilities and influences of behavior during the first three years of life. Emphasis is placed on social, emotional and physical milestones, early learning and brain development, and understanding behavior and temperaments. *Transfer credit: CSU.*

**ECE. 225 INFANT/TODDLER ENVIRONMENTS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

Design, maintenance and evaluation of quality Early Childhood environments for children 0-3 years of age are covered. Accreditation standards established for infants and toddlers, including accreditation standards as established by the National Association for the Education of Young Children for infant/toddler programs, are included. *Transfer credit: CSU.*

**ECE. 240 EARLY CHILDHOOD EDUCATION  
ADMINISTRATION: BUSINESS/LEGAL (3)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836 or ENGL 846 or equivalent, plus the 12 ECE core units.*

An 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. This course is open to all students but is specifically designed for those needing to meet state licensing requirements for ECE Program Directors. *Transfer credit: CSU.*

**ECE. 241 EARLY CHILDHOOD EDUCATION  
ADMINISTRATION: HUMAN RELATIONS (3)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836 or ENGL 846 or equivalent, plus the 12 ECE core units.*

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. This course is open to all students but is specifically designed for those needing to meet state licensing requirements for ECE Program Directors. *Transfer credit: CSU.*

**ECE. 242 ADULT SUPERVISION IN ECE/CD  
CLASSROOMS (2)**

**(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours. Recommended: Eligibility for ENGL 836 and READ 836 or ENGL 846 or equivalent.*

A 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. *Transfer credit: CSU.*

**ECE. 260 CHILDREN WITH SPECIAL NEEDS (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

An overview 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. *Transfer credit: CSU.*

**ECE. 262 INTRODUCTION TO FAMILY SUPPORT:  
BUILDING RESPECTFUL PARTNERSHIPS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

An overview of family support programs within early childhood education. Included will be a historical perspective, family support principles and effective communication guides between families, child care providers, teachers and community agencies. This course is one of two (with ECE. 264) for a specialization for Master Teacher on the Child Development Permit matrix. *Transfer credit: CSU.*

**ECE. 264 THE LIFE CYCLE OF THE FAMILY (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

An overview of the life cycle of the family. The course bridges individual and family development with cultural and social perspectives. Emphasis is on the diversity within contemporary families and the establishment of family support programs. This course is one of two (with ECE. 262) for a specialization for Master Teacher on the Child Development Permit matrix. *Transfer credit: CSU.*

**ECE. 270 INTRODUCTION TO INFANT/TODDLER CHILD CARE (3)**

Three lecture hours per week.

This course will focus on caring for infants and toddlers in group child care settings. Topics will include: social-emotional growth and development, routines and environments, language development, physical development, cognitive development, and caring for infants and toddlers in the context of family and culture. *Transfer credit: CSU.*

**ECE. 272 CULTURAL DIVERSITY IN EARLY CHILDHOOD EDUCATION (3)**

Three lecture hours per week.

In-depth exploration of cultural diversity in early childhood settings. Focus on developing skills needed to provide culturally sensitive care to young children from a variety of family backgrounds. Topics will include cultural diversity, gender differences, disability, gay and lesbian families, bilingualism. *Transfer credit: CSU.*

**ECE. 275 CHILDREN'S LANGUAGE AND LITERACY DEVELOPMENT (3)**

Three lecture hours per week.

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. *Transfer credit: CSU.*

**ECE. 311 CHILDREN'S NUTRITION (1)**

A total of 16 lecture hours. *Recommended: Eligibility for ENGL 836.*

This course is designed to assist the parents of young children to develop an understanding of how nutrition contributes to mental and physical growth. The student will learn ways to teach these principles to young children. Simple food preparation techniques and an examination of current literature. *Also listed as FCS 311. Transfer credit: CSU.*

**ECE. 333 OBSERVATIONAL SKILLS (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. *Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

An overview of the methods and in-depth practice of observational skills in ECE settings. Students experience the observation of children, teachers and programs using the following tools: the State Department of Education's Desired Results and Environmental Rating Scale (ECERS) and the National Association for the Education of Young Children (NAEYC) Accreditation self-study. *Transfer credit: CSU.*

**ECE. 335 HANDLING BEHAVIOR (3)**

Three lecture hours per week. *Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

Designed to give teachers, caregivers and parents an overview of the complexity of children's behavior. Theories and trends concerning child guidance will be covered to assist adults in developing appropriate strategies related to interacting with children and fostering pro-social behavior. *Transfer credit: CSU.*

**ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION (3)**

One lecture hour and six lab hours per week. *Prerequisite: ECE. 201, ECE. 210, ECE. 211 and ECE. 212. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

A supervised field experience course focusing on the methods and principles of teaching in early childhood settings. Emphasis is on the role of the teacher in a developmentally appropriate setting. This course allows students to gain practical, verifiable experience working with young children under the supervision of an experienced teacher. Students will be placed in approved ECE sites. *Transfer credit: CSU.*

**ECE. 665 SELECTED TOPICS IN EARLY CHILDHOOD EDUCATION (.5 or 1 or 1.5 or 2)**

**(Credit/No Credit or letter grade.)**

Eight lecture hours per .5 unit.

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. *May be repeated for credit as topics vary. Transfer credit: CSU.*

**EARTH SCIENCES**

Course descriptions for earth science courses may be found elsewhere in this Catalog under the appropriate discipline. Courses offered by the College include: Geology 100, 105, 180, 210, 220, 611, and Oceanography 100, 101.

**ECONOMICS****ECON 100 PRINCIPLES OF MACROECONOMICS (3)**

Three lecture hours per week. *Recommended: Eligibility for ENGL 836 and MATH 110.*

Analysis of the economic system and its problems. Theory of the determination of the level of output; the behavior of prices; monetary theory and institutions; government stabilization policies; economic growth. *Transfer credit: UC; CSU (D3). (CAN ECON 2).*



**ECON 102 PRINCIPLES OF MICROECONOMICS (3)**

Three lecture hours per week. Prerequisite: ECON 100. Recommended: Eligibility for ENGL 836 and MATH 110.

Analysis of the economic system and its problems. The functioning of the market and the pricing of products under competitive and non-competitive conditions; wages and labor unions; international trade; comparison of economic systems. Transfer credit: UC; CSU (D3). (CAN ECON 4).

**EDUCATION****EDUC 100 INTRODUCTION TO EDUCATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of the American education system including review of the development of schools, assessment of issues facing schools, the profession, and society, and an opportunity for students to decide the career potential of education. Transfer credit: CSU (D3).

**ELECTRONICS TECHNOLOGY****ELEC 110 FUNDAMENTALS OF ELECTRONICS (3)**

Two lecture hours and three lab hours per week plus one hour by arrangement per week.

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. Transfer credit: CSU.

**EMERGENCY MEDICAL CARE****EMC. 410 EMERGENCY MEDICAL TECHNICIAN B (7)**

A total of 80 lecture hours and 96 lab hours, plus 3 hours per week by arrangement which will include a minimum of 8 hours in a local Emergency Department and 12 hours riding with a local ambulance company. Prerequisite: Completion of EMC. 425 or a valid Healthcare Provider CPR card.

The first phase of training in the Emergency Medical Technician Career Structure. 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 state and national certification requirements for EMT-B.

**EMC. 415 EMERGENCY MEDICAL TECHNICIAN I – REFRESHER (1.5-2)**

Prerequisite: California EMT I certificate that is current or has not been expired for more than four years.

A three or four day course that provides EMT's with the opportunity to renew their EMT I certificate. The three-day course provides 24 hours of Continuing Education Units. The four-day course provides the necessary written and skills testing. May be repeated for credit as necessary to meet certification requirements.

**EMC. 425 CPR: HEALTH CARE PROVIDER (.5) (Credit/No Credit.)**

Total of eight lecture hours.

This course will qualify students for CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**EMC. 665 SELECTED TOPICS IN EMERGENCY MEDICAL CARE (.5 or 1 or 1.5 or 2)**

Eight lecture hours per .5 unit.

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. May be repeated for credit as topics vary.

**ENGLISH**

Reading courses are listed under **READING**. Literature courses are listed under **LITERATURE**. Courses for non-native speakers of English are listed under **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**.

Students are encouraged 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. Initial placement in classes is recommended on the basis of test scores. 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 Composition or ENGL 836 Writing Development at another institution need not take the test.

English faculty may, when appropriate, modify placement recommendations on the basis of the student's writing performance.

Students should enroll in the course(s) recommended by their placement scores.

Course numbering has changed for several English Composition and Reading courses. If you took courses that satisfy a prerequisite to an English or Reading course under the old numbering system, it will satisfy that prerequisite even though the numbering has changed. The new and old numbers are listed below:

OLD NUMBER	NEW NUMBER
ENGL 801	ENGL 826
ENGL 800	ENGL 836
READ 801	READ 826
READ 802	READ 836

The English/Reading sequences from the lowest to the highest level are listed below:

English Courses	Reading Courses
ENGL 826	READ 826
ENGL 836 or	
ENGL 846 or ESOL 400	READ 836 or READ 846
ENGL 100 or ENGL 105	READ 420
ENGL 110 or ENGL 165	

### ENGL 100 COMPOSITION (3)

Three lecture hours and one lab hour by arrangement per week. *WRITING PREREQUISITE:* ENGL 836 or ESOL 400 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. *READING PREREQUISITE:* READ 836 with Credit or a grade of C or better, or ENGL 400 (taken at Skyline) with a grade of C or better, or eligibility for 400-level Reading courses on approved college Reading placement test, and other measures as necessary.

Designed to help the student recognize and critically evaluate important ideas in short and book length texts, express facts and thought logically and gracefully in clear and correct prose. Students will write expository prose dealing with a variety of ideas. *Transfer credit:* UC; CSU (A2, 3). (CAN ENGL 2).

### ENGL 104 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION (1-3)

**(Credit/No Credit or letter grade.)**

16 lecture hours per unit plus one hour by arrangement per week.

Designed for students who want to develop critical thinking skills in the writing and production of a Pilipino Cultural Night (PCN). Students will research other PCN's, read and evaluate them for content and composition, and will work collaboratively to write a script to celebrate the Filipino and Filipino America experience. *May be repeated for credit up to 9 units. Transfer credit:* CSU.

### ENGL 105 INTENSIVE COMPOSITION (4)

Five lecture hours and one lab hour by arrangement per week. *WRITING PREREQUISITE:* ENGL 836 or ESOL 400 with grade C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. *READING PREREQUISITE:* READ 836 with Credit or a grade of C or better, or ENGL 400 (taken at Skyline) with a grade of C or better, or eligibility for 400-level Reading courses on approved college Reading placement test, and other measures as necessary.

Designed to help the student recognize and critically evaluate important ideas in short and book length texts, express facts and thought logically and gracefully in clear and correct prose. Extra class hours are devoted to specific reading and writing problems. Students will write expository prose dealing with a variety of ideas, with intensive instruction in the three major components of effective writing: sentence, paragraph, and essay. Course transfers as ENGL 100 to other institutions and is taken in lieu of ENGL 100 by students needing additional writing practice. *Transfer credit:* UC; CSU (A2, 3). (CAN ENGL 2).

### ENGL 110 COMPOSITION, LITERATURE AND CRITICAL THINKING (3)

Three lecture hours and one lab hour by arrangement per week. *Prerequisite:* ENGL 100 or 105 with a grade of C or better.

Course is designed to introduce students to the major imaginative genres of poetry, drama, and fiction. Students will write expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. *Transfer credit:* UC; CSU (A3, C2). (CAN ENGL 4).

### ENGL 161, 162 CREATIVE WRITING I AND II (3, 3)

Three lecture hours and one lab hour by arrangement per week. *Prerequisite:* ENGL 161: Eligibility for ENGL 100 or ENGL 105, or equivalent. ENGL 162: Completion of ENGL 161.

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. *Transfer credit:* ENGL 161 – UC; CSU (C2) (CAN ENGL 6); ENGL 162 – UC; CSU.

### ENGL 165 CRITICAL THINKING AND ADVANCED COMPOSITION (3)

Three lecture hours and one lab hour by arrangement per week. *Prerequisite:* ENGL 100 or ENGL 105 with grade of C or better.

This course will teach students to use critical thinking, reading, and writing skills through discussion of ideas and a progression of argumentative writing assignments more advanced than ENGL 100. *Transfer credit:* UC; CSU (A3)

**ENGL 166 WOMEN ON WRITING (.5)**  
(Credit/No Credit or letter grade.)

*A total of eight lecture hours.*

Exploration of diverse women's experience as portrayed in a variety of genres. Students will read, hear from and discuss women authors who write in such modes as the novel, short story, poetry, drama, film, news reporting and editorial comment, memoir, biography, and historical fiction. Course participants will examine and celebrate women's voices in contemporary writing. *Also listed as LIT. 166. May be repeated for credit up to a maximum of 3 units. Transfer credit: UC; CSU.*

**ENGL 195 TERM PAPER (1-2)**

*Prerequisites: Prior training in using library resources or concurrent enrollment in LSCI 100; satisfactory completion or concurrent enrollment in ENGL 100 or 105.*

The creation of a research paper based on library sources, from the choice of an appropriate topic through the compilation of a working bibliography and the taking of reading notes to writing the drafts and documenting. *Transfer credit: CSU.*

**ENGL 440 SCREENWRITING (3)**  
(Credit/No Credit or letter grade.)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

This beginning film-writing course is designed to give students the necessary tools to write scripts and to analyze various narrative approaches. Participants will learn to criticize and to write synopses as well as master-screen scripts for classical Hollywood texts. Emphasis will be placed on learning formal structures rather than discussing individual thematic tastes. *May be repeated once for credit. Transfer credit: CSU.*

**ENGL 650 ENGLISH SUPPLEMENT FOR STAARS STUDENTS (.5-3)**  
(Credit/No Credit.)

*One and one-half to nine hours per week by arrangement.*

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 Writing and Reading Lab in The Learning Center. *(Open entry.) May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)*

**ENGL 819 ENGLISH DEVELOPMENT (3)**

*A minimum of 48 lecture hours.*

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.)*

**ENGL 826 BASIC WRITING SKILLS (3)**

*Five lecture hours and one lab hour by arrangement per week. Recommendation: Eligibility for READ 826 and ENGL 826 by appropriate scores on college placement tests and other measures as necessary. Corequisite: READ 826 if indicated by college Reading placement test.*

A basic composition course focusing on the fundamentals of paragraph and essay writing, organization, sentence skills, reading, and text-based writing. Students will be assigned in-class and outside writing assignments and exercises, individual conferences, and tutoring. ENGL 826 prepares students for ENGL 836. *(Units do not count toward the Associate Degree.)*

**ENGL 836 WRITING DEVELOPMENT (3)**

*Three lecture hours and one lab hour by arrangement per week. WRITING PREREQUISITE: Completion of ENGL 826 or ESOL 840 or 841/842 with a grade of C or higher, or appropriate scores on approved college placement test and other measures as necessary. READING PREREQUISITE: READ 826 with Credit or a grade of C or higher, or eligibility for READ 836 on approved college Reading placement test, or other measures as necessary.*

An introduction to college composition that prepares students to write essays at the college level, focusing on thesis construction, organization, development, sentence skills, reading, and text-based writing. Students will be assigned in-class and outside writing assignments and exercises, individual conferences, and tutoring. ENGL 836 prepares students for ENGL 100/105.

**ENGL 846 READING AND WRITING CONNECTIONS (5)**

*Five lecture hours and one lab hour by arrangement per week. WRITING PREREQUISITE: Completion of ENGL 826, ESOL 840 or ESOL 841/842 with a grade of C or better, or eligibility for ENGL 836, ENGL 846 or ESOL 400 on approved college placement test and multiple measures. READING PREREQUISITE: Completion of READ 826, ESOL 840 or ESOL 841/842 with Credit or a grade of C or better, or eligibility for READ 836, ENGL 846 or ESOL 400 on approved Reading Placement Test and multiple measures.*

Emphasis on reading and writing as interrelated processes; introduces students to college-level reading and writing. Includes instruction in 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 100/105.*

**ENGL 853 WRITING ASSISTANCE LAB (.5-3)****(Credit/No Credit.)**

One and one half to nine hours per week of computer lab instruction.

Provides assistance in all stages of the writing process for students enrolled in any college course. The lab allows students to drop in and to choose the instructional methods they prefer: one-on-one tutoring, writing software, English practice groups, faculty-taught workshops, and phone-in/online tutoring. (Open entry.) May be repeated for credit up to a maximum of 9 units. (Units do not count toward the Associate Degree.)

**ENGL 860 VOCABULARY (1.5)****(Credit/No Credit or letter grade.)**

A course focusing on techniques of general vocabulary development, root-words, and affixes. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**ENGL 870 SPELLING (1.5)****(Credit/No Credit or letter grade.)**

A course focusing intensively on the principles of spelling and the application of techniques for improvement in spelling. (Units do not count toward the Associate Degree.)

**ENGL 875 ENGLISH GRAMMAR (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week.

Review of English grammar with emphasis on practicing standard English skills and correctness for use in academic papers. Appropriate for all levels of English. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

A new numbering system has been created for the English courses for **English for Speakers of Other Languages: ESOL 810, 820, 830, and 840**. The equivalent of the day courses are being offered as two courses during the evening/summer program (e.g., ESOL 810 = ESOL 811 + 812). The course content for the evening/summer courses does not dictate in which half the student enrolls first; however, the student must complete both courses before enrolling in the next level.

**ENGL 655 ENGLISH AS A SECOND LANGUAGE SUPPLEMENT (.5-3)****(Credit/No Credit.)**

One and one-half to nine hours per week by arrangement. Recommended: Concurrent enrollment in an ESOL course.

Provides assistance for ESL students in communication skills, including reading, writing, listening and speaking. The lab allows students to drop in and to choose the instructional methods they prefer: one-on-one tutoring, software, English practice groups, faculty-taught workshops, and phone-in/

online tutoring. (Open entry.) May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)

**ESOL 400 ENGLISH COMPOSITION FOR NONNATIVE SPEAKERS (5)**

Five lecture hours and one lab hour by arrangement per week. Prerequisite: Completion of ESOL 840, or ESOL 841 and ESOL 842, or equivalent; or appropriate skill level as indicated by ESL placement test and other measures as necessary.

For advanced nonnative speakers of English who have completed ESOL 840, or 841 and 842, or their equivalent but need more intensive work in critical reading and composition before attempting ENGL 100 or 105. Transfer credit: UC; CSU (A2).

**ESOL 800 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES – NOVICE (1-6)****(Credit/No Credit.)**

A minimum of 24 lecture hours and 8 lab hours by arrangement per unit.

Entry-level course for non-native speakers of English who need to learn the basic skills of studying in the U.S. educational system, living in a U.S. community, and communicating in standard English as it is used in the United States. The course provides practice in reading, writing, grammar, listening and speaking. It is the preparatory level for the subsequent five-level sequence of ESOL courses. May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)

**ESOL 810 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I (6)**

Nine lecture hours and one lab hour by arrangement per week. Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary.

For beginning non-native speakers of English who need to develop fluency in the basic structures of English and who place in ESOL 810 by examination. Emphasis is on reading, basic grammatical structure acquisition, oral interaction, and writing. (Units do not count toward the Associate Degree.)

**ESOL 811 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I (1st HALF) (3)****(Credit/No Credit or letter grade.)**

Four lecture hours and one lab hour per week. Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary.

Designed to be taken before or after ESOL 812, this course is for beginning non-native speakers of English who need to develop fluency in the basic structures of English and who place in ESOL 810 by examination. Emphasis is on reading, grammatical structure acquisition, oral interaction, and writing. This course is equivalent to the first half of ESOL 810. (Units do not count toward the Associate Degree.)

**ESOL 812 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I (2nd HALF) (3)****(Credit/No Credit or letter grade.)**

Four lecture hours and one lab hour per week. Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary.

Designed to be taken before or after ESOL 811, this course is for beginning non-native speakers of English who need to develop fluency in the basic structures of English and who place in ESOL 810 by examination. Emphasis is on reading, grammatical structure acquisition, oral interaction, and writing. This course is equivalent to the second half of ESOL 810. (Units do not count toward the Associate Degree.)

**ESOL 820 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II (6)**

Nine lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

This course is for intermediate students who have studied the grammatical structures, basic reading skills, and elements of writing in ESOL 810, or 811 and 812. Emphasis on developing reading competence and oral and written fluency in the more complex structures of English. (Units do not count toward the Associate Degree.)

**ESOL 821 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II (1st HALF) (3)****(Credit/No Credit or letter grade.)**

Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

Designed to be taken before or after ESOL 822, this course is for intermediate students who have studied the grammatical structures, basic reading skills, and elements of writing in ESOL 810, or 811 and 812. Emphasis on developing reading competence and oral and written fluency in the more complex structures of English. This course is equivalent to the first half of ESOL 820. (Units do not count toward the Associate Degree.)

**ESOL 822 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II (2nd HALF) (3)****(Credit/No Credit or letter grade.)**

Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

Designed to be taken before or after ESOL 821, this course is for intermediate students who have studied the grammatical structures, basic reading skills, and elements of writing in ESOL 810, or 811 and 812. Emphasis on developing reading

competence and oral and written fluency in the more complex structures of English. This course is equivalent to the second half of ESOL 820. (Units do not count toward the Associate Degree.)

**ESOL 823 LISTENING FOR WRITING, INTERMEDIATE (3)****(Credit/No Credit.)**

Three lectures hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

For intermediate non-native speakers of English to take either as a supplement to the core class ESOL 820 or by itself, this course is for listening and writing development. It provides practice in listening to lectures, taking simple notes, and writing grammatical English sentences and coherent paragraphs so that student will be ready for essay writing as they proceed through the ESOL program to ESOL 840 and ENGL 400. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**ESOL 824 READING FOR CONVERSATION, INTERMEDIATE (3)****(Credit/No Credit.)**

Three lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

For intermediate non-native speakers of English to take either as a supplement to the core class ESOL 820 or by itself. This course focuses on developing students' understanding of written English through class discussions of texts rich in cultural content familiar to most Americans. The readings will be selected from a variety of easier-to-read genres of American classics, for example, children's literature. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**ESOL 830 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III (6)**

Nine lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 820 or both 821 and 822, or appropriate skill level as indicated by ESL placement test and other measures as necessary.

This course is for advanced students who have studied the grammatical structures in ESOL 820, or 821 and 822, and 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.)

**ESOL 831 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III (1st HALF) (3)****(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 820 or both 821 and 822, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 832, this course is for advanced students who have studied the grammatical structures in ESOL 820, or 821 and 822, and have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, sentence combining, oral exchange, and paragraph writing. This course is equivalent to the first half of ESOL 830. *(Units do not count toward the Associate Degree.)*

**ESOL 832 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III (2nd HALF) (3)****(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 820 or both 821 and 822, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 831, this course is for advanced students who have studied the grammatical structures in ESOL 820, or 821 and 822, and have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, sentence combining, oral exchange, and paragraph writing. This course is equivalent to the second half of ESOL 830. *(Units do not count toward the Associate Degree.)*

**ESOL 840 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV (6)**

*Nine lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

This course is for advanced students who have studied the grammatical structures, reading skills, and elements of paragraph writing in ESOL 830, or 831 and 832. Emphasis is on thematic reading, discussion, and writing from paragraph to essays, supplemented by exercises in proofreading. *(Units do not count toward the Associate Degree.)*

**ESOL 841 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV (1st HALF) (3)****(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 842, this course is for advanced students who have studied the grammatical structures, reading skills, and elements of paragraph writing in ESOL 830, or 831 and 832. Emphasis is on thematic reading,

discussion, and writing from paragraphs to essays, supplemented by exercises in proofreading. This course is equivalent to the first half of ESOL 840. *(Units do not count toward the Associate Degree.)*

**ESOL 842 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV (2nd HALF) (3)****(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 841, this course is for advanced students who have studied the grammatical structures, reading skills, and elements of paragraph writing in ESOL 830, or 831 and 832. Emphasis is on thematic reading, discussion, and writing from paragraphs to essays, supplemented by exercises in proofreading. This course is equivalent to the second half of ESOL 840. *(Units do not count toward the Associate Degree.)*

**ESOL 843 LISTENING FOR WRITING, ADVANCED (3)****(Credit/No Credit.)**

*Three lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

For advanced non-native speakers of English to take either as a supplement to the core class ESOL 840 or by itself, this course is for listening and writing development. It provides practice in listening to lectures, note taking, and research reporting. It reviews the elements of paragraph and essay writing, supplemented by exercise in proofreading so that students will be ready for essay writing in ESOL 400. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**ESOL 844 READING FOR CONVERSATION, ADVANCED (3)****(Credit/No Credit.)**

*Three lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

For advanced non-native speakers of English to take either as a supplement to the core class ESOL 840 or by itself. This course focuses on developing students' further understanding of written English through class discussions of more complex texts rich in cultural content familiar to most Americans. The readings will be selected from a variety of genres of American classics. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**ESOL 855 ACCENT REDUCTION (3)****(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week.

For all non-native speakers who need to improve their spoken English. The course will cover the English sound system in general, but the particular focus will be on increasing individual listening comprehension and improving individual student production of standard English as it is spoken in the United States. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**ESOL 875 ENGLISH GRAMMAR FOR SPEAKERS OF OTHER LANGUAGES (3)****(Credit/No Credit or letter grade.)**

Total of 48 lecture hours.

ESOL students review basic forms of English grammar, some of them not found in their native languages: auxiliary verbs and verb tenses, definite and indefinite articles, and idiomatic use of prepositions. Appropriate for all levels of ESOL. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

## FAMILY AND CONSUMER SCIENCES

**FCS 113 TEXTILES (3)**

Three lecture hours per week. *Recommended: Eligibility for ENGL 836.*

Study of natural and chemical fibers; yarns and cloth construction, weaving, finishing, dyeing. Study of purchase, use and care of textiles. Federal legislation, cost and labeling as related to consumer use. Student will examine the various characteristics of fibers and fabrics, including health and comfort levels on the body. *Also listed as FASH 113. Transfer credit: UC; CSU (C1).*

**FCS 117 CREATING A PERSONAL IMAGE (3)**

Three lecture hours per week.

A course designed to aid the student in adapting a fashion appearance appropriate for professional and personal care. Concepts in awareness of personal coloring, figure considerations, hair styling, and use of makeup. Wardrobe planning and selection, accessorizing, and shopping strategies will be emphasized. Specific material for both men and women will be presented. *Also listed as FASH 117. Transfer credit: CSU.*

**FCS 119 CLOTHING, CULTURE AND SOCIETY (3)**

Three lecture hours per week. *Recommended: Eligibility for ENGL 836.*

Study of bodily adornment in terms of cultural, ethnic, historical, sociological, psychological, and economic considerations. Comparison will be made of various cultures and subcultures. Fashion trends and merchandising techniques as they affect the consumer will also be discussed. Student will

examine the importance of clothing as an expression of individual and group identity. *Also listed as FASH 119. Transfer credit: CSU (C1).*

**FCS 212 CHILD, FAMILY AND COMMUNITY (3)**

Three lecture hours per week. *Recommended: Eligibility for ENGL 836.*

Patterns of family living in a changing society and the role and interaction of members; varying factors affecting family life – racial, cultural, economic, social, urban and suburban; home-nursery relationships; community resources – health, welfare, education, counseling, guidance, recreation and religion. Designed with a cross-cultural approach to the child, family, and community. *Also listed as ECE. 212. Transfer credit: UC; CSU (D3).*

**FCS 213 CHILD-PARENT RELATIONS (3)**

Three lecture hours per week. *Recommended: Eligibility for ENGL 836.*

Emotional, social, intellectual and physical development of children with an emphasis on a multicultural approach to parent-child relations, diversity of family systems in today's society, and how these influence the developing child. *Also listed as ECE. 214. Transfer credit: CSU (E1).*

**FCS 310 NUTRITION (3)**

Three lecture hours per week. *Recommended: Eligibility for ENGL 836.*

Basic concepts of nutrition. Role of nutrients in maintenance of life processes; utilization of food by the body; hunger and appetite; personal nutritional evaluation. Special emphasis given to nutrition education and community, national and world nutrition problems. *Transfer credit: UC; CSU (E1). (CAN FCS 2).*

**FCS 311 CHILDREN'S NUTRITION (1)**

Three lecture hours per week for six weeks. *Recommended: Eligibility for ENGL 836.*

This course is designed to assist parents of young children to develop an understanding of how nutrition contributes to mental and physical growth. The student will learn ways to teach these principles to young children. There will be simple food preparation techniques, and an examination of current literature. *Also listed as ECE. 311. Transfer credit: CSU.*

**FCS 313 HOLISTIC PERSPECTIVE IN NUTRITION (1)**

Three lecture hours per week for six weeks. *Recommended: Eligibility for ENGL 836.*

This course will provide an overview of both traditional and holistic principles of nutrition, including nutrients and their use in preventing nutritional deficiencies and maintaining health. Included in the course will be a critical analysis of nutritional programs such as food combining, vegetarian, and macrobiotics. Attention will also be given to the effects of environment, mind, and emotions on nutrition. *Transfer credit: CSU (E1).*

**FCS 665 SELECTED TOPICS IN FAMILY AND CONSUMER SCIENCES (.5 or 1 or 1.5)****(Credit/No Credit or letter grade.)***Eight lecture hours per .5 unit.*

Discussion and evaluation of current topics, trends and issues in the field of family and consumer sciences. New concepts include review of research and application of findings. The course will focus on one of the following topics related to nutrition and child-family studies issues: nutrition and aging, nutrition and sports training, nutrition and weight control, nutrition and pregnancy/ lactation, nutrition and HIV/AIDS, nutrition, foods and world culture, and survey/ trends and issues in family and consumer sciences. *May be repeated for credit as topics vary. Transfer credit: CSU.*

**FASHION MERCHANDISING****FASH 113 TEXTILES (3)***Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Study of natural and chemical fibers; yarns and cloth construction, weaving, finishing, dyeing. Study of purchase, use and care of textiles. Federal legislation, cost and labeling as related to consumer use. Student will examine the various characteristics of fibers and fabrics, including health and comfort level on the body. *Also listed as FCS 113. Transfer credit: UC; CSU (C1).*

**FASH 117 CREATING A PERSONAL IMAGE (3)***Three lecture hours per week.*

A course designed to aid the student in adapting a fashion appearance appropriate for professional and personal care. Concepts in awareness of personal coloring, figure considerations, hair styling, and use of makeup. Wardrobe planning and selection, accessorizing, and shopping strategies will be emphasized. Specific material for both men and women will be presented. *Also listed as FCS 117. Transfer credit: CSU.*

**FASH 119 CLOTHING, CULTURE AND SOCIETY (3)***Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Study of bodily adornment in terms of cultural, ethnic, historical, sociological, psychological and economic considerations. Comparison will be made of various cultures and subcultures. Fashion trends and merchandising techniques as they affect the consumer will also be discussed. Student will examine the importance of clothing as an expression of individual and group identity. *Also listed as FCS 119. Transfer credit: CSU (C1).*

**FASH 151 FASHION MERCHANDISING (3)***Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Through lectures, guest speakers and field trips the student will have the opportunity to explore a variety of aspects of the ready-to-wear and couture industry. Production cost, promotion and advertising techniques will be studied in relation to large and small manufacture and retail operations. Personal requirements to help prepare students for employment in the field of fashion merchandising are given for guidance value. *Transfer credit: CSU.*

**FASH 152 VISUAL MERCHANDISING (3)***Three lecture hours per week.*

Designed to provide the basic techniques needed for the visual presentation of merchandise. The student will be involved in the study of interior displays, the art of dramatizing the display, store windows, and their coordination with sales promotion. (Fall Semester only.) *Transfer credit: CSU.*

**FASH 153 APPAREL AND HOME FASHION ANALYSIS (3)***Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Designed to provide information regarding the types and construction features of fashion apparel (including product knowledge of children's, men's and women's apparel) and accessories necessary for fashion buying, consumer information, and the interpretation of this information. This course includes study of textile and non-textile merchandising, fashion lines, and forecasting for home fashions. *Transfer credit: CSU.*

**FASH 156 FASHION SHOWS AND SPECIAL EVENTS (3) (Spring Semester only.)***Three lecture hours per week.*

Designed to provide the basic techniques needed for the visual presentation of merchandise through production of fashion shows and special events. The student will be involved in the observation and production of various types of shows and promotions. *Transfer credit: CSU.*

**FASH 160 BUSINESS OF IMAGE CONSULTING (2)***Three lecture hours per week. Prerequisite: FASH 117 or equivalent.*

This course will acquaint students with the principles and practices of the image consulting industry. Setting up and marketing a business; developing a professional knowledge base and resources; working with clientele; setting fees and keeping business records. Students will gain "how-to" experience through lectures, field trips and individual and group projects. *Transfer credit: CSU.*

**FASH 665 SELECTED TOPICS IN FASHION (.5 or 1 or 1.5) (Credit/No Credit or letter grade.)***Eight lecture hours per .5 unit.*

Designed to enhance interest and develop skills in the business of fashion. The course will focus on one of the following specific topics: principles in color, basics of visual display, business of modeling, fashion as a cultural experience, fashion survey. *May be repeated for credit as topics vary. Transfer credit: CSU.*



## FILM

### FILM 370 FILM PRODUCTION (3) (Credit/No Credit or letter grade.)

Four to six hours per week plus additional lab hours by arrangement.

A basic course in the techniques of film production, including operation of motion picture cameras, meters, lenses and related equipment, scripting for film, editing for pictorial continuity. Emphasis on production crew functions. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1).*

### FILM 375 SCRIPTWRITING FOR TELEVISION AND FILM (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Formats and techniques of writing for film and television, including the study and analysis of professional scripts. Scripting assignments will include news features, public service announcements, commercials, dramatic shorts, and documentary and information films. *Transfer credit: CSU.*

### FILM 380 BASIC VIDEO PRODUCTION (3) (Credit/No Credit or letter grade.)

*Two lecture and three lab hours per week.*

Course introduces students to basic video field production, including an orientation to studio production. It incorporates elements of producing, directing, lighting, sound recording, working on a production crew, preparing video titles and graphics, video editing and field production with camcorders. Two video projects are required. *May be repeated once for credit. Transfer credit: CSU.*

### FILM 385 INTERMEDIATE FILM/VIDEO WORKSHOP (2) (Credit/No Credit or letter grade.)

*Two lecture hours plus two lab hours per week. Prerequisite: FILM 370 or 380. Recommended: FILM 375.*

Students learn advanced camera, lighting and editing techniques as they work on individual projects or collaborate with other students on short film or video projects. They will produce short works based on scripts they have written, or scripts written by students in Film 375. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

### FILM 440 FILM STUDY AND APPRECIATION (3)

*Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.*

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. *Transfer credit: UC; CSU (C2).*

### FILM 450 GREAT FILM DIRECTORS (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A study of great film directors using the “auteur” approach to film criticism. Students will study in depth the films of great directors such as Hitchcock, Altman and Kubrick using signature themes and visual style to compare and contrast their works. Thematic evolution and historical connections will also be examined. *Transfer credit: UC; CSU.*

## GEOGRAPHY

### GEOG 110 CULTURAL GEOGRAPHY (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Introduction to cultural geography with a survey of major world cultural patterns, resources, population, and the changing relationships of human groups and the physical environment. *Transfer credit: UC; CSU (D3). (CAN GEOG 4).*

### GEOG 150 WORLD REGIONAL GEOGRAPHY (3) (Credit/No Credit or letter grade.)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

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. *Transfer credit: UC; CSU (D3).*

### GEOG 301 INTRODUCTION TO MAP READING FOR GIS (1)

**(Credit/No Credit or letter grade.)**

*A total of 32 class hours. Recommended: Eligibility for ENGL 836; and skill in using Windows operating system and internet, such as found in CAOT 104 and CAOT 400, or equivalent.*

This course focuses on map reading skills and introduces the many uses of geographic information systems software. Emphasis on cartographic techniques from paper maps to computer generated maps. *Transfer credit: CSU.*

### GEOG 302 INTRODUCTION TO GIS AND ARC VIEW (1) (Credit/No Credit or letter grade.)

*A total of 32 class hours. Prerequisite: GEOG 301. Recommended: Skill in using Windows operating system and internet, such as found in CAOT 104 and CAOT 400, or equivalent.*

This course introduces and provides hands-on instruction in ArcView geographic information systems software. Focus is on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. *Transfer credit: CSU.*

**GEOG 303 GIS APPLICATIONS (1)  
(Credit/No Credit or letter grade.)**

A total of 32 class hours. Prerequisite: GEOG 302. Recommended: Skill in using Windows operating system and internet, such as found in CAOT 104 and CAOT 400, or equivalent.

Applications of ArcView GIS software. Emphasis is placed on training in use of technology and software in order to provide students with skills and a conceptual basis on which to build further expertise in GIS. Students will complete projects in an area of their choice. Transfer credit: CSU.

**GEOLOGY****GEOLOGY****GEOG 303 GIS APPLICATIONS (1)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to the origin of rocks and minerals; the processes which have been important throughout geologic time, both on and beneath the surface, in giving the earth its present form; and the principles of scientific investigation that are used in interpreting geologic features. A brief sketch of the geological history of the earth and evolution of its animal and plant inhabitants. Not open to students who have taken or are taking GEOL 210. Transfer credit: UC; CSU (B1).

**GEOG 105 ENVIRONMENTAL EARTH SCIENCE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Investigation of environmental earth science topics including aspects of weather and climate, ground and surface water, geologic processes and land forms, recovery and utilization of natural resources, air and water pollution, and energy. Emphasis on understanding and avoiding the dangers of natural hazards such as storms, floods, earthquakes, and landslides. Transfer credit: UC; CSU (B1).

**GEOG 180 GEOLOGY OF CALIFORNIA (3)**

Three lecture hours per week. Prerequisite: Eligibility for ENGL 836.

An overview of the general principles of geology with examples from the great diversity of local and regional features found in California. Comparisons to other parts of the world are made, demonstrating that the Golden State contains a microcosm of global geologic evolution. Emphasis on the significant interaction of geology and life in California from the Gold Rush through the Great Earthquake to today. Transfer credit: UC; CSU (B1).

**GEOG 210 GENERAL GEOLOGY (4)**

Three lecture hours and three laboratory hours per week. Field trips by arrangement. Recommended: Eligibility for ENGL 836. Introduction to the nature and structure of the materials composing the earth and of the various processes which shape the earth's surface. Recommended for non-science majors to fulfill laboratory science transfer requirement. Transfer credit: UC; CSU (B1, 3). (CAN GEOL 2).

**GEOG 611 FIELD GEOLOGY I (1)  
(Credit/No Credit.)**

Field trips by arrangement. Prerequisite: Completion of or concurrent enrollment in GEOL 100 or GEOL 210, or equivalent.

Supervised field investigation of selected geologic phenomena. Local field trips and/or weekend excursions to areas of geologic interest (i.e., Lassen Volcanic National Park, Yosemite National Park, Pinnacles National Monument). May be repeated once for credit. Transfer credit: UC; CSU.

**HEALTH SCIENCE****HSCI 100 GENERAL HEALTH EDUCATION (3)**

Three lecture hours per week.

A study of factors which influence personal health. Attention given to the value of good health practices; examination of self and lifestyle for disease risk; and preventive measures for heart disease and cancer. Topics include stress, mental health, sexual reproductive health, sex roles and living with others, nutrition, exercise and weight control. Transfer credit: UC; CSU (E1).

**HSCI 130 HUMAN SEXUALITY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course provides an overview of human sexual behavior and attitudes. Topics include: sex research, sexual anatomy and response patterns, sexual development and learning, gender identity, conception control, sexual variations and lifestyles, homosexuality, sexual problems and enrichment, relationships and intimacy. Transfer credit: UC; CSU (E1).

**HSCI 150 DEATH AND DYING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Course is designed to increase the knowledge, the understanding, and the coping with the problems of death and dying. Transfer credit: CSU (E1).

**HSCI 405 EMERGENCY CARE FOR  
FIRST RESPONDERS (3)**

Three class hours per week.

Develops manipulative and problem solving skills necessary for the initial evaluation and stabilization of victims of emergency illness or trauma. Designed for persons who are interested in a career as a first responder to medical emergencies. Upon completion, student receives CPR and First Responder certificates.

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**HSCI 420 EKG TECHNOLOGY (3)**  
**(Credit/No Credit or letter grade.)**

Three class hours per week and one eight-hour day per week in an EKG Department. Prerequisite: A valid Health Care Provider CPR Card.

Review of cardiovascular anatomy and physiology with emphasis on electro physiology. Interpretation of the normal and abnormal electrocardiogram. Laboratory and clinical site practice running a 12 lead EKG.

**HSCI 435 PHARMACY TECHNICIAN TRAINING (11)**

A total of 189 lecture hours plus two hours per week by arrangement. Recommended: Completion of ENGL 826 and READ 826 with grades of C or better, or equivalent; completion of MATH 811 with a grade of C or better, or equivalent; and completion of or concurrent enrollment in CAOT 100, or the ability to word process at 20 wpm.

Introductory course in Pharmacy Technician Training. Topics include pharmacy practices and settings, duties of pharmacy technicians, laws and regulations, medical terms and calculations, drug identification, storage and dispensing, and drug packaging and labeling. Transfer credit: CSU.

**HSCI 436 PHARMACY TECHNICIAN TRAINING CLINICAL EXTERNSHIP (1.5)**

A total of 96 clinical hours plus two hours per week by arrangement. Prerequisite: Completion of HSCI 435 with a grade of C or better, or equivalent; and negative result to an 8-12 panel drug screen test.

Introductory training in a clinical pharmacy setting. Training may be completed in a hospital or retail pharmacy. Students will perform the duties and functions of a pharmacy technician under the supervision of a licensed pharmacist or registered pharmacy technician. May be repeated once for credit. Transfer credit: CSU.

**HSCI 484 MEDICAL TERMINOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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 BUS. 485. Transfer credit: CSU.

**HSCI 665 LIFE STYLES – HEALTH ISSUES**  
**(.5 or 1 or 1.5 or 2)****(Credit/No Credit or letter grade.)**

Eight lecture hours per .5 unit. Prerequisite: Eligibility for ENGL 836 or ESOL 400, or demonstration of equivalent competency.

Explores contemporary topics or life styles as they relate to the health of individuals or society. May be repeated for credit as topics vary. Transfer credit: CSU (E1).

**HISTORY****HIST 100 HISTORY OF WESTERN CIVILIZATION I (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Cultural, political, and economic survey of Western history from the beginnings in the Near East to 1660. Emphasis on the intellectual, artistic, and institutional foundations of Western civilization. Transfer credit: UC; CSU (C2). (CAN HIST 2; HIST 100 + HIST 101 = CAN HIST SEQ A).

**HIST 101 HISTORY OF WESTERN CIVILIZATION II (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Western civilization from 1660 to the present, with particular emphasis on European cultural, social, and political development in the 19th and 20th centuries. Transfer credit: UC; CSU (C2). (CAN HIST 4; HIST 100 + HIST 101 = CAN HIST SEQ A).

**HIST 104 WORLD CIVILIZATIONS I (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A global and historical survey of civilizations from ancient times to 1500. Focus on Asia/Pacific Islands, Africa, Europe, the Americas, and the Middle East. Emphasis on the origins and development of diverse cultures, political systems, major religions, noted empires, artistic/intellectual achievements, and technological breakthroughs. Transfer credit: UC; CSU (C2, D3).

**HIST 106 WORLD CIVILIZATIONS II (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A global and historical survey course of world civilizations from 1500 to the present. Focus on Asia/Pacific Islands, Africa, Europe, the Americas, and the Middle East. Emphasis on the origins of global interdependence, revolutions and nationalist movements, the global economy, cultural and religious issues, technological advancements, and current social issues. Transfer credit: UC; CSU (C2, D3).

**HIST 108 SURVEY OF AMERICAN HISTORY (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

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. Transfer credit: UC; CSU (D1).

**HIST 201 UNITED STATES HISTORY I (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

U.S. history to the mid-19th century, emphasizing the development of U.S. political, social, economic and cultural foundations. Transfer credit: UC; CSU (D1). (CAN HIST 8; HIST 201 + HIST 202 = CAN HIST SEQ B).

**HIST 202 UNITED STATES HISTORY II (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

U.S. History from Reconstruction to the present. Transfer credit: UC; CSU (D1). (CAN HIST 10; HIST 201 + HIST 202 = CAN HIST SEQ B).

**HIST 203 THE UNITED STATES SINCE 1945 (3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

United States history since 1945. Focus on the principal political, social, economic, and cultural challenges and achievements in American life. Transfer credit: UC; CSU (C2, D3).

**HIST 235 HISTORY OF ETHNIC GROUPS IN THE UNITED STATES (3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

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 course will explore the historical relationships between different groups. Transfer credit: UC; CSU (D1).

**HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

A survey of the social, economic and political history of ethnic groups in California, with particular emphasis on minority communities. In addition to examining the histories of individual ethnic communities, the course will explore the historical relationships between different groups. Transfer credit: UC; CSU (D2a).

**HIST 244 AFRICAN AMERICAN HISTORY (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A history of the African-American community, beginning with an introduction to West African society and continuing through colonial times to the present. Transfer credit: UC; CSU (D1).

**HIST 248 WOMEN AND THE AMERICAN EXPERIENCE (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

This course will examine the experience of women in the United States from the colonial era to the present. Exploration of the diverse ways in which women have lived, worked and contributed to the social, cultural, political and economic development of the United States. Transfer: UC; CSU (C2, D3).

**HIST 310 CALIFORNIA HISTORY (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A study of contemporary California with inquiry into how and why its political, economic, social and cultural qualities have developed. Includes examination of the native Californian, Spanish and American Periods; the institutions, functions and interrelations of federal, state and local politics; California's membership in the Pacific community; and the environment. Transfer credit: UC; CSU (D2a).

**HIST 420 SURVEY OF LATIN AMERICAN HISTORY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A comparative, chronological survey of South and Central American history including geography, indigenous peoples, early contact with Europeans, conquest, and struggle for independence. Development of modern Latin American nations, cultural uniqueness, economics, politics, society, and current problems will be explored. Transfer credit: UC; CSU (C2).

**HIST 430 EARLY ASIAN CIVILIZATIONS (3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent.

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 that have shaped the Asian countries. Transfer credit: UC; CSU (C2, D3).

**HIST 435 HISTORY OF THE PHILIPPINES (3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent.

A historical and cultural survey of the Philippines from its origins 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 Philippines. Transfer credit: UC; CSU (C2, D3).

## HOME ECONOMICS

See listings under Family and Consumer Sciences.

## HUMANITIES

### HUM. 106 THE AWAKENING OF INDIVIDUALITY (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An interdisciplinary 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. *Transfer credit: CSU (C2).*

### HUM. 115 INTRODUCTION TO THE ARTS – LIVE! (3) (Credit/No Credit or letter grade.)

Three lecture hours per week plus attendance of six to eight events. Recommended: Eligibility for ENGL 836.

A broad survey of the arts including music, dance, theater, films, and visual arts with an emphasis on developing arts appreciation both in theory and through attendance and critiques of live performances and exhibits. Partially satisfies the general education requirement in the area of the Humanities. *Transfer credit: UC; CSU (C2).*

### HUM. 116 CHILDREN'S ARTS APPRECIATION (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

General survey of art forms for children with an emphasis on arts appreciation. Children's literature, music, art, dance, theater, and film will be discussed and analyzed. Opportunities for exploring children's arts in the Bay Area will be identified. Partially fulfills the general education requirement in the Humanities. *Transfer credit: CSU (C2).*

### HUM. 117 THE ARTS, THE SENSES AND THE IMAGINATION (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Exploration and development of skills necessary for arts appreciation. Promotes growth in the areas of sensory awareness, perception, discrimination, interpretation of meaning in works of art, and the importance of the arts in society. Areas of study selected from film, music, poetry, fiction, architecture, painting, drawing, dance, drama, and domestic arts. Partially satisfies general education requirement in the area of the humanities for the Associate Degree. *Transfer credit: CSU (C1).*

## INTERIOR DESIGN

### INTD 110 ENVIRONMENTAL DESIGN (3)

Three lecture hours per week.

Detailed studies of the home's interior environment. Selection and arrangement of furnishing; principles and elements of design as they relate to the selection and coordination of the home furnishings and accessories. *Transfer credit: CSU (C1).*

### INTD 120 DESIGNING INTERIORS FOR MULTICULTURAL POPULATIONS (3)

Three lecture hours per week.

Detailed studies of the home's interior environment with an emphasis on the influences of Asian and Latin American cultures, as well as other cultures, on Western interior design; the cultural preferences of members of these cultures living in a Western society will be emphasized. *Transfer credit: CSU (C1).*

## ITALIAN

**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.

### ITAL 111, 112 ELEMENTARY ITALIAN I and II (3, 3) (Credit/No Credit or letter grade.)

Three lecture hours and one lab hour per week. ITAL 111 – Recommended: Eligibility for ENGL 836 or ESOL 400, or equivalent. ITAL 112 – Prerequisite: ITAL 111 or equivalent.

A two-semester sequence covering the same course material as a university-level first semester Italian course. Introduction to the understanding, speaking, reading, and writing of Italian. Includes fundamentals of grammar. *Transfer credit: UC; CSU (C2).* (ITAL 111 + ITAL 112 = CAN ITAL 2).

### ITAL 121, 122 ADVANCED ELEMENTARY ITALIAN I and II (3, 3)

(Credit/No Credit or letter grade.)

Three lecture hours and one lab hour per week. Prerequisite: ITAL 121 – ITAL 112 or equivalent; ITAL 122 – ITAL 121.

A two-semester sequence covering the same course material as a university-level second semester Italian course. Continued study of spoken language with increased emphasis on reading and writing Italian. *Transfer credit: UC; CSU (C2).* (ITAL 121 + ITAL 122 = CAN ITAL 4).

## 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, 112 ELEMENTARY JAPANESE I and II (3, 3) (Credit/No Credit or letter grade.)

Three lecture hours and one lab hour per week. JAPN 111 – Recommended: Eligibility for ENGL 836 or ESOL 400, or equivalent. JAPN 112 – Prerequisite: JAPN 111 or equivalent.

A two-semester sequence covering the same course material as a university level first semester Japanese course. The student will acquire the ability to speak, read, and write in the Japanese language at an elementary level and understand the Japanese culture at a basic level. *Transfer credit: UC; CSU (C2).*

### JAPN 115 BASIC BUSINESS JAPANESE (3) (Credit/No Credit or letter grade.)

Three lecture hours and one lab hour by arrangement per week.

Designed to help students learn Japanese for business purposes. Students will acquire relevant vocabulary, phrases and expressions, and will improve listening comprehension. The learner, regardless of language level in Japanese, will become familiar with questions and responses commonly heard in Japanese business contexts. *Transfer credit: CSU.*

## JOURNALISM

### JOUR 110 MASS MEDIA AND SOCIETY (3)

Three lecture hours per week. Prerequisite: Eligibility for ENGL 836 or ESOL 400, or equivalent.

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. *Transfer credit: UC; CSU (D3). (CAN JOUR 4).*

### JOUR 120 NEWSWRITING (3)

Three lecture hours and one lab hour per week. Prerequisite: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Techniques for news gathering, judging news values, and writing various journalistic styles (news stories, editorials, features, columns, sports for print and electronic media). Designed for students interested in professional preparation in print and electronic journalism. *Transfer credit: UC; CSU. (CAN JOUR 2).*

### JOUR 300 NEWSPAPER STAFF (3)

Three lecture hours and three lab hours by arrangement per week. Prerequisite: Eligibility for ENGL 836, or ENGL 846, or ESOL 400, or equivalent. Recommended: Completion of or concurrent enrollment in JOUR 120.

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. Transfer credit: CSU.*

### JOUR 301 ONLINE NEWSPAPER STAFF (3)

Three lecture hours and three lab hours by arrangement per week. Prerequisite: Eligibility for ENGL 836, or ENGL 846, or ESOL 400, or equivalent. Recommended: Completion of or concurrent enrollment in JOUR 120.

Production of the online version of the college newspaper. Discussion and criticism by staff of the publication. Students will get practical experience in writing for an online publication, including using digital photography, video and audio clips for story enhancement. The course prepares students for future print and electronic media work. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

## LEARNING SKILLS

### LSKL 100 STRATEGIES FOR ACADEMIC SUCCESS (2)

Two lecture hours per week.

Course will increase student's success in college by improving and/or developing those skills necessary for college study. Topics in the course include: goals clarification, time planning, test-taking, communication skills, study techniques, critical thinking, question-asking skills, library use, memory techniques and personal issues related to pursuing college goals. *Transfer credit: CSU.*

### LSKL 110 DIRECTED EXPERIENCE IN TUTORING (.5-3) (Credit/No Credit.)

One lecture hour per week plus a minimum of three lab hours per week by arrangement. Prerequisite: Minimum grade of B in subject to be tutored and letter of recommendation from instructor in the subject area to be tutored.

This course enables students to serve as tutors and provide academic assistance to other students (learners or tutees). Student tutors help tutee study partners to: 1) understand the concepts of specific courses and 2) apply effective study skills. *(Open entry.) Transfer credit: CSU.*

**LSKL 800 DIRECTED SUPPLEMENTARY INSTRUCTION (.5-2)**

*A minimum of 24 lab hours by arrangement per .5 unit. Prerequisite: Concurrent enrollment in course in which academic assistance is being provided.*

Students who need supplementary instruction in any course will receive academic support to reinforce course content and bolster academic skills. Under the supervision of qualified faculty in the Learning Center, students will receive individual and/or group instruction to improve learning in areas of assessed need. *(Open entry.) May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)*

**LSKL 801 APPLIED STUDY SKILLS ASSISTANCE (.5-3) (Credit/No Credit.)**

*One class hour and 1-6 lab hours by arrangement per week.*

This course assists students to develop the study skills necessary for successful college work. Under the supervision of the instructor and working with tutors, students will learn a variety of study techniques directed toward specific fields of study. These techniques include note taking, communication skills, outline preparation, etc. *(Open entry.) May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)*

**LIBRARY****LSCI 100 INTRODUCTION TO INFORMATION RESEARCH (1)**

**(Offered online only.)**

**(Credit/No Credit or letter grade.)**

*One hour per week of individualized study.*

An introduction to basic online research skills using a variety of high quality Web research tools. Emphasis on techniques for effective searching and using critical thinking skills to choose appropriate online research tools and critically evaluate a variety of information sources. *LSCI 100 is offered in an online format. Students must have an email address. May be repeated once for credit. Transfer credit: UC; CSU (E1).*

**LSCI 105 ONLINE RESEARCH (3) (Credit/No Credit or letter grade.)**

*Three lecture hours per week and two lab hours by arrangement.*

Students learn how to conduct comprehensive library research using online resources, especially resources available on the World Wide Web. Emphasis on effective techniques for accessing and searching online databases and other research tools to identify and evaluate quality information. *Transfer credit: UC; CSU.*

**LSCI 106 ONLINE RESEARCH I: INTRODUCTION TO ONLINE RESEARCH (1)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours plus two lab hours by arrangement per week for six weeks.*

Students are introduced to basic information research skills using general online resources available on the World Wide Web. Emphasis is on effective techniques for accessing and searching top research databases and other online research tools to identify and evaluate quality information sources. *Offered in an online format. Transfer credit: CSU.*

**LSCI 107 ONLINE RESEARCH II: SPECIFIC TOPICS, TOOLS & STRATEGIES (1)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours plus two lab hours by arrangement per week for six weeks. Prerequisite: LSCI 106.*

Students learn in-depth online research skills using subject-specific databases, other specialized online resources, and professional online database services such as Lexis-Nexis and Dialog. Emphasis is on effective strategies for searching appropriate online databases and other Web-based research tools to access quality information sources. *Offered in an online format. Transfer credit: CSU.*

**LSCI 108 ONLINE RESEARCH III: DEVELOPING WEB-BASED ANNOTATED BIBLIOGRAPHIES (1)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours plus two lab hours by arrangement per week for six weeks. Prerequisite: LSCI 107.*

Students will develop web-based annotated bibliographies by learning strategies for using online research tools to evaluate the quality of all types of information sources, methods for communicating with experts in specific fields of study, social issues related to online research, and appropriate citation format for all types of sources. *Offered in an online format. Transfer credit: CSU.*

**LSCI 110 DIGITAL ORAL RESEARCH PROJECT (1) (Credit/No Credit or letter grade.)**

*One class hour per week by arrangement.*

A practical introduction to methods and techniques of gathering and documenting oral research using digital audio technology. Students will learn to interview people in order to record and organize information relevant to specific historical, social, cultural, ethnic or other areas of research interest. Completed digital oral research projects will be included in the College Library's oral history website. *(Open entry.) Transfer credit: CSU.*

**LSCI 665 SELECTED TOPICS IN LIBRARY AND INFORMATION SCIENCE (.5 or 1 or 1.5)**

**(Credit/No Credit or letter grade.)**

*Minimum of eight lecture hours per .5 unit.*

This course is designed to develop specific skills that are utilized in library research and computerized information access. The course will focus on one specific topic; for example, a specific CDROM or online database, elements of the Internet or World Wide Web, research strategies for specific discipline areas, new research methodologies, etc. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

## LITERATURE

For information on the rotation of Literature courses, refer to the Associate Degree and Certificate Programs section of this catalog under English Major.

### LIT. 101 CONTEMPORARY LITERATURE (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

Contemporary writers describe and analyze (and sometimes resolve) contemporary problems. In the hope that it can be a valid experience to use against the confusion and tragedy of life, a representative selection of fiction, poetry and drama since World War II will be interpreted. *Transfer credit: UC; CSU (C2).*

### LIT. 111 SHORT STORY (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

Reading, discussing, and writing about the best short fiction in depth. Stories new and old, funny and tragic, will lead students into different cultures and reveal the surprising range of techniques that make short stories great. Independent study allows the student to develop analytical skills while getting well-acquainted with the work of one author. *Transfer credit: UC; CSU (C2).*

### LIT. 113 INTRODUCTION TO THE NOVEL (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

The novel as a genre reveals the human condition through an art medium that allows exploration of the multitude of themes that only a novel can provide. The novel allows room for the noblest of human qualities, along with the basest. *Transfer credit: UC; CSU (C2).*

### LIT. 116 INTRODUCTION TO WORLD LITERATURE (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

A sampling of world literature, from classic to modern. Students will examine how fiction, poetry, essays and plays are used to express both universal and regional concerns and the human struggle common to all of us. *Transfer credit: UC; CSU (C2).*

### LIT. 151 SHAKESPEARE (3)

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

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. *Transfer credit: CSU (C2).*

### LIT. 166 WOMEN ON WRITING (.5) (Credit/No Credit or letter grade.)

A total of eight lecture hours.

Exploration of diverse women's experience as portrayed in a variety of genres. Students will read, hear from and discuss women authors who write in such modes as the novel, short story, poetry, drama, film, news reporting and editorial comment, memoir, biography, and historical fiction. Course participants will examine and celebrate women's voices in contemporary writing. May be repeated for a maximum of 3 units. Also listed as ENGL 166. May be repeated for credit up to a maximum of 3 units. *Transfer credit: UC; CSU.*

### LIT. 191 CHILDREN'S LITERATURE (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ESOL 400, or ENGL 836 and READ 836, or ENGL 846, or equivalent.

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. *Transfer credit: CSU (C2).*

### LIT. 225 MIRRORS OF TODAY: CONTEMPORARY POETRY (3)

(Credit/No Credit or letter grade.)

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

The poetry of the last quarter of the twentieth century is both a product of and a reaction against our "postmodern condition." This course, by situating major examples of this poetry in the relevant social, intellectual, and critical contexts, clarifies the meaning and methods of contemporary poetry in English. *Transfer credit: UC; CSU (C2).*

### LIT. 251 WOMEN IN LITERATURE (3) (Credit/No Credit or letter grade.)

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

Reading, discussing and writing about women as portrayed in literature by themselves and by male writers. Explore how the experience of being a woman has been portrayed by writers in the past and in the present and learn how to critically analyze and write about a work of literature. *Transfer credit: UC; CSU (C2).*



**LIT. 265 ASIAN AMERICAN LITERATURE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

A survey of Asian American writing of the twentieth century will acquaint students with the distinct literary and aesthetic qualities and the personal and cultural concerns, such as relocation and dislocation, of writers deriving from two cultures. Authors may include Chinese Americans, Japanese Americans, Vietnamese Americans, Korean Americans, and Indian Americans. Material will be presented in a variety of genres. *Transfer credit: UC; CSU (C2).*

**LIT. 266 BLACK LITERATURE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

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. *Transfer credit: UC; CSU (C2).*

**LIT. 267 FILIPINO AMERICAN LITERATURE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

A survey of Filipino American writing of the twentieth century will acquaint students with the issues that these bicultural authors address as they move between two 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. *Transfer credit: UC; CSU (C2).*

**LIT. 370 READINGS IN LITERATURE OF THE LATINO  
IN THE UNITED STATES (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

A survey of literary contributions of Hispanic writers in the United States. A study of the historical, sociopolitical, and cultural concerns of Hispanics in the U.S. as these appear in novels, short stories, and poetry. A glimpse into the struggle for self-identity and self-determination and into the forces that interact in the course of this struggle. A glance into the magical world of different perspectives of reality. Requires writing of essays dealing with the materials covered. *Transfer credit: UC; CSU (C2).*

**LIT. 373 LATIN AMERICAN LITERATURE  
IN TRANSLATION (3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

Innovative and influential, Latin American literature vividly portrays life and mores of our neighboring countries to the south. This course samples greater and lesser-known works, revealing the literary trends and characteristics that have earned world recognition. Material will be presented in a variety of genres. *Transfer credit: UC; CSU (C2).*

**LIT. 416 MODERN EUROPEAN LITERATURE  
IN TRANSLATION (3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

Historically, and especially today, Europe is a multicultural society with people from all regions of the world. This course may be offered as a survey of European literature or may focus on a specific region. *Transfer credit: UC; CSU (C2).*

**LIT. 432 FOLKLORE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

A lively study of folk tales, legends, beliefs, superstitions, proverbs, mythology, folk life, folk speech, folk songs, lyrics, folk epic, 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. *Transfer credit: UC; CSU (C2).*

**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.

**MATH 110 ELEMENTARY ALGEBRA (5)**

Five lecture hours per week. Prerequisite: Completion of MATH 806 or MATH 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

An introduction to elementary algebra emphasizing basic algebraic concepts and those skills necessary to apply the 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, polynomials, and factoring will be presented.

**MATH 111 ELEMENTARY ALGEBRA I (3)**

Three lecture hours per week. Prerequisite: Completion of MATH 806 or MATH 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

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. This course is equivalent to the first half of MATH 110 – Elementary Algebra.

**MATH 112 ELEMENTARY ALGEBRA II (3)**

Three lecture hours per week. Prerequisite: Completion of MATH 111 with a grade of C or better, or equivalent.

A continued introduction to elementary algebra emphasizing basic algebraic concepts and those skills necessary to apply the concepts. Topics will continue to provide the use of symbol manipulation, and analytical methods for solving applications problems appropriate to the introductory level. The second half of the basic core of mathematical topics of elementary algebra including polynomials, rational and irrational expressions, and quadratic equations will be presented.

**MATH 115 GEOMETRY (4)**

Four lecture hours per week. Prerequisite: Completion of MATH 110 with grade C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

A study of Euclidean geometry with aspects of analytic geometry, covering plane and solid figures, the Cartesian coordinate system, and using formal logic.

**MATH 120 INTERMEDIATE ALGEBRA (5)**

Five lecture hours per week. Prerequisite: Completion of MATH 110 or MATH 112 with a grade C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, determinants, radical equations, complex numbers, and introduction to functions.

**MATH 122 INTERMEDIATE ALGEBRA I (3)**

Three lecture hours per week. Prerequisite: Completion of MATH 110 or MATH 112 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

This course will cover all material from MATH 120. In conjunction with MATH 123, a review of elementary algebra. Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, determinants, radical equations, complex numbers, and introduction to functions.

**MATH 123 INTERMEDIATE ALGEBRA II (3)**

Three lecture hours per week. Prerequisite: Completion of MATH 122 with a grade of C or better, or equivalent.

This course will cover all material from MATH 120. In conjunction with MATH 122, a review of elementary algebra. Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, determinants, radical equations, complex numbers, and introduction to functions.

**MATH 130 TRIGONOMETRY (3)**

Three lecture hours per week. Prerequisites: Completion of MATH 115 and MATH 120 or MATH 123 with grades of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

Trigonometric functions of real numbers and angles; solutions of triangles; radian measure; graphs of trigonometric functions, trigonometric equations and identities; inverse trigonometric functions; complex numbers; applications of trigonometry. Transfer credit: CSU (B4). (CAN MATH 8).

**MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (3)**

Three lecture hours and one hour by arrangement per week. Prerequisite: Completion of MATH 120 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

Intended for future elementary school teachers. Topics covered include elementary set theory, numeration, number systems and operations, and elementary number theory, with emphasis on problem solving. This is the first of a three-course math content sequence that most universities now require for teachers. The other two courses are upper-division. Transfer credit: UC; CSU (B4).

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**MATH 153 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II (3)**

Three lecture hours per week. Prerequisite: Completion of MATH 150 with a grade of C or better, or equivalent.

Second semester in a two-semester sequence for elementary school teachers. Proportional reasoning (ratio, proportion, rates as functions); statistics (graphs, measures of central tendency, dispersion, normal distribution, sampling methods); probability (event/multistage experiments, odds, expected values); geometric shapes (multi-dimensional figures, congruence transformations, symmetry, tessellations); geometry measurement (systems of measurement, multi-dimensional measurements). Transfer credit: UC; CSU (B4).

**MATH 200 PROBABILITY AND STATISTICS (4)**

Four lecture hours per week plus one hour per week by arrangement. Prerequisite: Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

Basic concepts underlying statistical methods and covers descriptive statistics, probability, probability distributions, hypothesis testing, estimates and sample sizes, correlation and regression, chi-square tests, analysis of variance, and nonparametric statistics. Computer analysis of statistical data is integrated into the course. Applications of statistics to business, life sciences and other areas are included. Transfer credit: UC; CSU (B4). (CAN STAT 2).

**MATH 201 QUANTITATIVE REASONING (3)**

Three lecture hours per week. Prerequisite: Completion of MATH 120 or MATH 123 with a grade C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

This course develops the necessary concepts and skills for reasoning logically and quantitatively. It provides an overview, with historical perspective, of various useful and interesting facets of mathematics. It satisfies the quantitative reasoning requirement. Transfer credit: UC; CSU (B4).

**MATH 222 PRECALCULUS (5)**

Five lecture hours per week. Prerequisite: Completion of MATH 130 with a grade of C or better; or equivalent.

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. Transfer credit: UC; CSU (B4). (CAN MATH 16).

**NOTE: The prerequisite for MATH 242 is both MATH 130 and MATH 241. Students planning to take both MATH 241 and 242 should take MATH 130 prior to entering the sequence.**

**MATH 241 APPLIED CALCULUS I (5)**

Five lecture hours per week. Prerequisite: Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

Basic techniques of differential calculus. Selected topics from analytic geometry, limits, differentiation, and applications of the derivative. Transfer credit: UC; CSU (B4). (CAN MATH 30; MATH 241 + MATH 242 = CAN MATH SEQ D).

**MATH 242 APPLIED CALCULUS II (3)**

Three lecture hours per week. Prerequisites: Completion of MATH 130 and MATH 241 with grades of C or better, or equivalent.

Basic techniques of integral calculus. The definition, calculation, and application of the integral. Logarithmic and exponential functions. Partial derivatives, multiple integrals, differential equations, and Taylor Series. Transfer credit: UC; CSU (B4). (CAN MATH 32; MATH 241 + MATH 242 = CAN MATH SEQ D).

**MATH 251, 252, 253 CALCULUS WITH ANALYTIC GEOMETRY I, II & III (5, 5, 5)**

Five lecture hours per week. (MATH 251 + 252 + 253 = CAN MATH SEQ C).

**MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I**

Prerequisite: Completion of MATH 222 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

The study of limits and continuity, the derivatives, applications of derivative, the definite integral, improper integrals, the conic sections. Transfer credit: UC; CSU (B4). (CAN MATH 18; MATH 251 + MATH 252 = CAN MATH SEQ B.)

**MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II**

Prerequisite: Completion of MATH 251 with a grade of C or better, or equivalent.

The study of applications of the definite integral, vectors, trigonometric and exponential functions, techniques of integration, polar coordinates and parametric equations. Transfer credit: UC; CSU (B4). (CAN MATH 20; MATH 251 + MATH 252 = CAN MATH SEQ B.)

**MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III**

Prerequisite: Completion of MATH 252 with a grade of C or better, or equivalent.

The study of vector valued functions, sequences and series, Taylor's formula, multivariable functions, differential calculus of multivariable functions, and integral calculus of multivariable functions. Line and surface integrals and differential equations will be covered as time permits. Transfer credit: UC; CSU (B4). (CAN MATH 22).

**MATH 270 LINEAR ALGEBRA (3)**

Three lecture hours per week. Prerequisite: Completion of MATH 251 with a grade of C or better, or MATH 222 with grade of B or better, or equivalent.

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, and the applications of vectors and matrices to linear equations and linear transformations. Transfer credit: UC; CSU (B4). (CAN MATH 26).

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (3)**

Three lecture hours per week. Prerequisite: Completion of MATH 253 with a grade of C or better, or equivalent.

Differential equations and applications of first and higher order with an emphasis on second order. Other topics may include series solutions about regular singular points, LaPlace transforms, operator techniques, and numerical methods of approximation. A course suitable for mathematics, physical science, and engineering students after they have completed the Calculus sequence. Transfer credit: UC; CSU (B4). (CAN MATH 24).

**MATH 650 MATHEMATICS SUPPLEMENT (.5-2)**

**(Credit/No Credit.)**

Twenty-four lab hours for each .5 unit.

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. May be repeated for credit a maximum of three times. (Open entry.) (Units do not count toward the Associate Degree.)

**MATH 805 FUNDAMENTALS OF MATHEMATICS I (2.5)**

A minimum of 40 lecture hours plus 8 hours by arrangement.

Basic skills in mathematics, including whole numbers, decimals, an introduction to fractions, and limited geometry and statistics. Using these ideas and skills to solve real life word problems is emphasized. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**MATH 806 FUNDAMENTALS OF MATHEMATICS II (2.5)**

A minimum of 40 lecture hours plus 8 hours by arrangement. Prerequisite: Completion of MATH 805 with a grade of C or better or appropriate placement test score and other measures as appropriate, or equivalent.

Basic skills in mathematics, including whole numbers, decimals, fractions, percents, ratio and proportion, measurement, geometry, basic statistics, and an introduction to signed numbers and order of operations. Using these ideas and skills to solve real life word problems is emphasized. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**MATH 811 FUNDAMENTALS OF MATHEMATICS (1-3 or 3) (Credit/No Credit or letter grade.)**

Three lecture hours per week.

Emphasis on basic skills in mathematics including operations on whole numbers and rational numbers. Applications of these operations will be stressed. May be repeated for credit up to a maximum of 3 units. (Units do not count toward the Associate Degree.)

**MATH 815 BASIC MATH SKILLS LABORATORY (.5-1)**

**(Credit/No Credit.)**

One class hour per week plus lab hours by arrangement.

Designed to make the mysteries of mathematical concepts more clear and understandable. Students will explore the basic concepts of mathematics by using concrete objects, graphs and group discussions. Workshops and by arrangement hours may be included. Should be taken concurrently with MATH 811. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

**MATH 819 MATHEMATICS DEVELOPMENT (3)**

A minimum of 48 lecture hours.

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 and outside of 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. (Units do not count toward the Associate Degree.)

**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. **Courses marked with an asterisk (\*) require three hours studio practice per week.**

**MUS. 100 FUNDAMENTALS OF MUSIC (3)**

Three lecture hours per week.

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. Transfer credit: UC; CSU (C1).

**MUS. 110 THEORY SEMINAR (3)**

Three lecture hours per week. Prerequisite: MUS. 100 or 301 with grade B or better, or equivalent; must be concurrently enrolled in MUS. 111.

This course provides students with background, useful information and practice in hearing, writing, and understanding the melodic, rhythmic, harmonic and structural details of music. May be repeated twice for credit. Transfer credit: UC; CSU (C1).

**MUS. 111 THEORY WORKSHOP (2)**

Two lecture hours and one lab hour per week plus three lab hours per week by arrangement. Prerequisite: MUS. 100, MUS. 301, MUS. 377, or MUS. 401 with a grade of C or better, or equivalent.

Extended practice in and application of skills related to all areas of music theory for the serious student seeking continuous studies in music. Application topics will change from term to term. Projects may include composing, arranging, performance, ear training and/or improvisation. May be repeated twice for credit. Transfer credit: UC; CSU (C1).

**MUS. 115 MUSIC, ART AND IDEAS (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

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 ART 115. Transfer credit: UC; CSU (C1).

**MUS. 144 CONCERT ENJOYMENT (2)  
(Credit/No Credit.)**

Three lecture hours per week.

This course is primarily a music appreciation course in which concerts will be attended on a regular basis. Approximately eight concerts will be seen per semester. The concerts will be selected from a wide range of northern California musical companies, universities, and college productions. One week a concert will be attended; the next week it will be analyzed and critiqued. Group sales will enable ticket prices to be kept at a minimum. May be repeated for credit a maximum of three times. Transfer credit: CSU (C1).

**MUS. 202 MUSIC APPRECIATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: UC; CSU (C1). (CAN MUS 8).

**MUS. 204 HISTORY OF WESTERN CLASSICAL MUSIC (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Historical survey of classical music, designed for the general student as well as the music student. Lectures, which may include discussions of Medieval, Renaissance, Baroque, Classical, Romantic, and Modern styles of music, are illustrated with live and recorded examples. Recital attendance may be required. Partially fulfills General Education requirements for the Humanities. Transfer credit: UC; CSU (C1).

**MUS. 240 MUSIC OF THE AMERICAS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of American musical heritage including African, Latin, and European influences on American music forms such as jazz, folk music, and the classical tradition. Partially fulfills General Education requirements for the Humanities. Transfer credit: UC; CSU (C1).

**MUS. 250 WORLD MUSIC (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of selected listening and readings from the music of China, Japan, India, Bali, Java, Africa, Native American, Latin America and the Near East. A variety of media, guest speakers/performers will be included. Optional live performance attendance. Transfer credit: UC; CSU (C1).

**MUS. 275 HISTORY OF JAZZ (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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 requirements for the Humanities. Transfer credit: UC; CSU (C1).

**MUS. 290 INTRODUCTION TO MIDI (MUSICAL INSTRUMENT DIGITAL INTERFACE) MUSIC (2 or 3)**

Two lecture hours per week plus one lab hour per week by arrangement for 2 units or two lecture hours per week plus three lab hours per week by arrangement for 3 units.

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. Transfer credit: CSU.

**MUS. 301, 302, 303, 304 \*PIANO I, II, III, and IV (1 or 2)**

Two unit sections meet two lecture hours and one lab hour per week plus one lab hour by arrangement per week; one unit sections meet one lecture hour and one lab hour per week plus one lab hour by arrangement per week..

Students will be auditioned and placed in one of the following classes:

**MUS. 301 \*PIANO I (1 or 2)**

Beginning piano with an emphasis on music reading skills, keyboard harmony, improvisation and keyboard technique. *Transfer credit: UC; CSU (C1).*

**MUS. 302 \*PIANO II (1 or 2)**

*Prerequisite: MUS. 301 or demonstration of equivalent skill.*

Continuation of Piano I with increased emphasis on sightreading, technique and piano literature. *Transfer credit: UC; CSU.*

**MUS. 303 \*PIANO III (1 or 2)**

*Prerequisite: MUS. 302 or demonstration of equivalent skill.*

Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. *Transfer credit: UC; CSU.*

**MUS. 304 \*PIANO IV (1 or 2)**

*Prerequisite: MUS. 303 or demonstration of equivalent skill.*

Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**MUS. 350 THE ART OF ROCK, RHYTHM & BLUES I (3)**

*Three lecture hours per week plus two lab hours per week by arrangement.*

A beginning-intermediate performance course for singers, guitarists, bassists, drummers, keyboards and other instrumentalists interested in American contemporary music. Learn to organize a band and negotiate the many aspects of the music business. Students will participate in live performances by arrangement. *Transfer credit: UC; CSU.*

**MUS. 351 THE ART OF ROCK, RHYTHM & BLUES II (3)**

*Three lecture hours per week plus two lab hours per week by arrangement. Recommended: MUS. 350 or equivalent performance experience.*

An intermediate-advanced performance course for singers, guitarists, bassists, drummers, keyboards and other instrumentalists interested in American contemporary music. Learn to organize a band and negotiate the many aspects of the music business. Students will participate in live performances by arrangement. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**MUS. 377 GUITAR I (2)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours per week plus three lab hours per week by arrangement.*

Basic guitar instruction. 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 and voice. Individual and group instruction. *Transfer credit: UC; CSU.*

**MUS. 378 GUITAR II (2)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours per week plus three lab hours per week by arrangement. Prerequisite: MUS. 377 or demonstrated equivalent skills.*

Continuation of skills begun in MUS 377. Areas covered include barre-chords, CAGED chord and scale theory, blues scales, harmonized major scales, accompaniment techniques, and major and minor scale patterns. Emphasis on popular music literature. Intermediate music theory for the guitar. Individual and group instruction. *Transfer credit: UC; CSU.*

**MUS. 379 GUITAR III (2)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours per week plus three lab hours per week by arrangement. Prerequisite: MUS 378 or demonstrated equivalent skills.*

Intermediate/advanced guitar instruction. Principles of moveable chord and scale structure (CAGED), advanced strumming and fingerpicking patterns, advanced theory (scale, secondary dominants, and motif development), improvisation, arpeggios, and reading music. Emphasis on American music literature. Individual and group instruction. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**MUS. 380 GUITAR IV (2)**

**(Credit/No Credit or letter grade.)**

*Two lecture hours and one lab hour per week plus 3 hours by arrangement per week. Prerequisite: MUS. 379 or equivalent.*

Continuation of the development of skills begun in MUS 379. Additional material includes motif development, improvising, three notes per string scales, blues techniques, counterpoint, walking bass, modern rhythmic techniques, and other advanced guitar techniques. Individual and group instruction. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**MUS. 383 GUITAR ENSEMBLE I (2)**

**(Credit/No Credit or letter grade.)**

*Two lecture hours and one lab hour per week plus 3 hours by arrangement per week. Prerequisite: MUS 378 or equivalent.*

A course for guitarists in techniques from Doo-Wop and Rhythm and Blues to Rock in a small ensemble. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**MUS. 401, 402, 403, 404 \*VOICE I, II, III and IV (2, 2, 2, 2)**

Two lecture hours and one lab hour per week plus three hours by arrangement per week. Prerequisites: MUS. 402 – MUS. 401 or placement by audition; MUS. 403 – MUS. 402 or placement by audition; MUS. 404 – MUS. 403 or placement by audition. Transfer credit: UC; CSU.

**MUS. 401 \*VOICE I**

Training in vocal technique, musical expression and performance skills for the beginning singer. Content includes posture, breathing, tone production, music fundamentals, English diction, and performance preparation techniques.

**MUS. 402 \*VOICE II**

Continuation of training in vocal technique, musical expression and performance skills begun in MUS. 401 for the intermediate singer. Content includes refinement of posture, breathing, tone production, and performance preparation techniques. Further studies in music theory and language diction. Emphasis placed on song interpretation and vocal styles.

**MUS. 403 \*VOICE III**

Continuation of training in vocal technique, musical expression and performance skills begun in MUS. 401 and 402 for intermediate/advanced singers. Content includes refinement of posture, breathing, tone production, and performance preparation techniques. Further studies in music theory and language diction. Emphasis placed on song interpretation and vocal styles.

**MUS. 404 \*VOICE IV**

Continuation of training in vocal technique, musical expression and performance skills begun in MUS. 401, 402 and 403 for advanced singers. Content includes refinement of posture, breathing, tone production, and performance preparation techniques. Further studies in music theory and language diction. Emphasis placed on song interpretation and vocal styles. *May be repeated once for credit.*

**MUS. 430 CONCERT BAND (.5 or 1 or 1.5 or 2 or 2.5 or 3)  
(Credit/No Credit or letter grade.)**

Three or five class hours per week.

Study and performance of music for concert band. Performance is required. *May be repeated for credit a maximum of three times. Open to all students of the College. Transfer credit: UC; CSU.*

**MUS. 450 JAZZ BAND (1 or 2 or 3)**

Three or five class hours per week.

Career course that includes organization, training, procedures, arranging, vocals and other phases of dance band work. Performance is required. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**MUS. 470 COLLEGE CHOIR (2 or 3)**

Three or six class hours per week.

Performance of choral music for accompanied and unaccompanied choir. The choir will perform alone and in conjunction with other musical organizations on and off campus. Performance is required. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1).*

**MUS. 475 JAZZ CHOIR (2)**

**(Credit/No Credit or letter grade.)**

Three class hours per week. Prerequisite: Vocal audition given by the instructor which includes vocalizing, sight-reading, and tonal memory.

Study and performance of contemporary vocal/choral music within the popular and jazz idioms. Students who play bass guitar, string bass, or drums are also welcome to enroll in this course. Performance is required. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1).*

**MUS. 665 SPECIAL TOPICS IN MUSIC PERFORMANCE  
(.5-2 or 1 or 2)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week plus three lab hours by arrangement; no lab hours are required for the 1 unit class. Prerequisite: Successful completion of a beginning applied music course or demonstration of equivalent skill in the performance area.

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. *(Open entry.) May be repeated for credit as topics vary. Transfer credit: UC; CSU.*

## NUTRITION

See listings under Family and Consumer Sciences.

## OCEANOGRAPHY

**OCEN 100 SURVEY OF OCEANOGRAPHY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Discussion of selected topics in oceanography designed to illustrate the scientific method and provide the student with a basic understanding of the nature of the world's oceans. An introduction to the physical, chemical, biological, and geological aspects of the sea. *Transfer credit: UC; CSU (B1).*

**OCCN 101 OCEANOGRAPHY LABORATORY/  
FIELD STUDY (1)**

Three laboratory/field hours per week. Prerequisite: Completion of or concurrent enrollment in OCCN 100.

Introductory exercises in sediments, waves and sediment transport, bathymetry of ocean basins, materials of ocean crust and sea floor, ocean currents, tides, estuaries, physical and chemical properties of seawater, and forms and diversity of marine life. Field trips included. *Transfer credit: UC; CSU (B3).*

**OFFICE ADMINISTRATION**

See listings under Computer Applications & Office Technology.

**PARALEGAL STUDIES****LEGL 240 INTRODUCTION TO LAW (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The study of law, the legal profession and the court system. Emphasis is on the roles and relationships of workers in the American legal system. Some attention to administrative agency justice and to recent developments in legal services, law-related management, and new technology. Recommended for students considering work in law-related occupations. *Transfer credit: CSU.*

**LEGL 245 LEGAL OPERATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course is designed to expose students to the variety of law-related job opportunities and many of the skills necessary to perform those jobs, such as legal analysis, terminology, interviewing, investigation, litigation, law office management, and informal and formal advocacy before administrative agencies. *Transfer credit: CSU.*

**LEGL 250 LEGAL RESEARCH (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The course is designed to provide students with a working knowledge of major resources in the law library. Includes practice in finding and interpreting case law, statutes and administrative regulations. Student is given experience in using digests, looseleaf services, citators, encyclopedias, treatises and legal periodicals. *Transfer credit: CSU.*

**LEGL 252 PRINCIPLES OF CIVIL AND ADMINISTRATIVE  
PROCESS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An in-depth study of case processing in civil and administrative matters. An emphasis on the systems approach and origin-to-disposition studies of typical civil and administrative matters. Especially helpful for students enrolled in the courts option, the legal secretary, or legal assistant programs. *Transfer credit: CSU.*

**LEGL 260 ADVANCED LEGAL RESEARCH  
AND WRITING (3)**

Three lecture hours per week. Prerequisite: LEGL 250.

Build legal research and writing skills by preparing a series of projects, including documents for real cases. Students will polish writing skills so that they can prepare professional high quality documents and effectively communicate legal ideas. *Transfer credit: CSU.*

**LEGL 265 LABOR LAW AND COLLECTIVE  
BARGAINING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A survey course examining the role of labor in the American community. Specific course content will include the history of the labor movement, administration of labor unions, contemporary labor law, and an analysis of the collective bargaining process. Scope is expanded to include public sector labor relations as well as its traditional private sector counterpart. *Transfer credit: CSU.*

**LEGL 266 PROBATES, ESTATES, AND TRUSTS (1 or 3)**

Three lecture hours per week. Recommended: One or more law related courses completed or taken concurrently and eligibility for ENGL 836.

A study of the fundamental principles of the law of wills and trusts, the administration of estates, and gift, inheritance and estate taxes. *Transfer credit: CSU.*

**LEGL 304 CONCEPTS OF CRIMINAL LAW (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. *Transfer credit: CSU.*

**LEGL 305 JUDICIAL PROCESS IN CALIFORNIA (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An overview of the federal court system, the California courts, and administrative agency tribunals. Careful examination of roles and relationships of the courthouse work group. Also listed as ADMJ 205. *Transfer credit: CSU.*



**LEGL 306 LEGAL ASPECTS OF EVIDENCE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: CSU.

**LEGL 320 CRIMINAL INVESTIGATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A course designed for introductory and in-service Administration of Justice students to provide orientation to general and specific aspects of crimes and detection. The course will also cover crime scene searches and suspect apprehension. Also listed as ADMJ 120. Transfer credit: CSU.

**LEGL 443 LAW OFFICE PROCEDURES (1-3)**

A total of sixteen lecture hours plus twenty-four lab hours by arrangement per unit. Prerequisites: CAOT 212 or 214 and BUS. 400 or equivalent skills. Recommended: Eligibility for ENGL 836.

Intensive training in procedures applicable to secretarial duties in law offices. Emphasis on legal terminology, legal documents and correspondence, dictation, and transcription. Also listed as BUS. 443. May be repeated for credit up to a maximum of 4 units. Transfer credit: CSU.

## PHILOSOPHY

**PHIL 100 INTRODUCTION TO PHILOSOPHY (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105.

A survey of philosophical views on fundamental questions concerning consciousness, reality, God, knowledge, free will, moral values, and political ideals. Incorporates an introduction to the methods of logic and critical thinking. Transfer credit: UC; CSU (C2). (CAN PHIL 2.)

**PHIL 103 CRITICAL THINKING (3)**

(Credit/No Credit or letter grade.)

Three lecture hours and one lab hour by arrangement per week. Recommended: Eligibility for ENGL 836.

An informal logic and language course that develops general learning skills, aids to understanding, creative problem-solving, effective communication, and processes of evaluation that are helpful to other areas of study. Transfer credit: UC; CSU (A3).

**PHIL 109 CRITICAL THINKING AND WRITING (3)**

Three lecture hours and one lab hour by arrangement per week. Prerequisite: ENGL 100 or ENGL 105 with a grade of C or better.

Designed to develop critical thinking and writing skills. Presents techniques for analyzing, constructing and reconstructing deductive and inductive arguments as used in the social and natural sciences. Develops the ability to create and refine logically rigorous arguments in essay form, with particular emphasis on advanced techniques of writing. Transfer credit: UC; CSU (A3).

**PHIL 160 HISTORY OF WESTERN PHILOSOPHY:  
ANCIENT AND MEDIEVAL (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The history of ancient philosophy, the early Greek philosopher through the Medieval Period. Special emphasis on the Pre-Socratics, Plato, Aristotle, Augustine, and Aquinas. Topics include philosophy and religion, myth, science, and society. Transfer: UC; CSU (C2).

**PHIL 175 HISTORY OF WESTERN PHILOSOPHY: 16TH-  
18TH CENTURY (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

The history of Western Philosophy from Descartes through Kant, set in the context of the scientific revolution, the Protestant Reformation, and the emergence of modern political institutions. Specifics include Erasmus, Bacon, Pascal, Hobbes, Spinoza, Locke, Leibniz, Berkeley, Hume and Rousseau. Transfer credit: UC; CSU (C2).

**PHIL 200 INTRODUCTION TO LOGIC (3)**

Three lecture hours and one lab hour per week by arrangement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent; and eligibility for MATH 120 or equivalent.

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. Transfer credit: UC; CSU (A3). (CAN PHIL 6.)

**PHIL 240 INTRODUCTION TO ETHICS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105.

A critical examination of philosophical views about ethics including accounts of human nature and human potential; theories of value, rightness and justice; ideals of character, personal aims, action, ways of living, and other topics. Contemporary moral issues will be explored in depth. Transfer credit: UC; CSU (C2). (CAN PHIL 4.)

**PHIL 300 INTRODUCTION TO WORLD RELIGIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105.

An exploration of the religions of the world, their origin, history, beliefs, practices, art, and rituals. Includes varieties of Hinduism, Buddhism, Judaism, Christianity, Islam, and other selected traditions. Transfer credit: UC; CSU (C2).

**PHIL 320 ASIAN PHILOSOPHY (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

A general survey of the philosophical developments in India, China and Japan. Major philosophical theories of these countries will be compared and evaluated. The philosophical impact on Asian existence, human destiny, ethical and meta-physical views will be examined. Course includes an introduction to the challenges of comparative study. Transfer credit: UC; CSU (C2).

**PHYSICAL EDUCATION  
(MEN, WOMEN, CO-ED)**

The Physical Education courses listed below are for men or women or are coeducational as shown in parentheses following the number of the course (M, W, C).

In order to raise skill levels, and on the advice of the instructor, some physical education classes may be taken up to four times for credit. Repeated course units might not be accepted for transfer at some four-year institutions.

**COMB 301, 302 (C) WRESTLING, BEGINNING AND INTERMEDIATE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week. Prerequisites: Intermediate – Beginning Wrestling or equivalent.

**Beginning** – Instruction in rules and scoring systems. Instruction in take-downs, escapes, reversals, break-downs, rides, and pinning combinations. Transfer credit: UC; CSU (E2).

**Intermediate** – Competition in dual competition and a class tournament. May be repeated twice for credit. Transfer credit: UC; CSU (E2).

**COMB 401 (C) SELF DEFENSE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week.

A course designed to gain knowledge about basic self defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. Both non-violent and violent defenses will be dealt with. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**COMB 404 (C) BEGINNING SHOTOKAN KARATE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours and one hour by arrangement per week.

This course will introduce the student to the skills and techniques of the Japanese art of Shotokan Karate. Emphasis will be placed on physical conditioning, basic strikes and blocks, forms (kata), sparring techniques, self-discipline and self-development. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**COMB 405 (C) INTERMEDIATE AND ADVANCED SHOTOKAN KARATE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours and one hour by arrangement per week. Prerequisite: COMB 404.

This course will reinforce the basic skills and techniques of the Japanese art of Shotokan Karate. Intermediate and advanced techniques will be introduced as appropriate. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**DANC 105 (C) DANCE AND WELLNESS (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week.

This course is designed to introduce students with physical limitations due to injury, illness or physical disability to the fundamentals of dance. Course emphasis is tailored to the development of individuals' creative potential. Students will compose final group projects. Opportunities may include participation in dances choreographed by the instructor. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**DANC 110 (C) MODERN DANCE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours and one hour by arrangement per week.

Warm-up and floor movement with 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. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2, C1).

**DANC 130 (C) JAZZ DANCE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week.

Jazz dance warm-up and introduction to various movement forms with 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 end of the semester. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2, C1).

**DANC 140 (C) BALLET (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Basic 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. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2, C1).*

**DANC 161 (C) TANGO ARGENTINO (.5 or 1)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 or 48 class hours.*

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. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**DANC 162 (C) TANGO MILONGA (.5 or 1)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 or 48 class hours. Prerequisite: DANC 161 or equivalent.*

Students will learn more advanced 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. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**DANC 330 (C) CREATIVE DANCE (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours per week.*

Introduction to principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2, C1).*

**DANC 350 (C) AEROBIC DANCE (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Vigorous steps, stretches and toning movements that come from many sources, folk dance, jazz dance, ballet, modern dance, rock, etc., are choreographed to various rhythms to compose the Aerobic Dance class. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1, E2).*

**DANC 390 (C) DANCE COMPOSITION/THEORY/  
CHOREOGRAPHY (3)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours per week.*

This course is designed to introduce the student to aesthetic, philosophical and theoretical concepts regarding composition. Designed for both the serious dance student as well as students interested in exploring a new art form. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**DANC 400 (C) DANCE PRODUCTION (.5-2)  
(Credit/No Credit or letter grade.)**

*One and one half to six class hours and two to five hours by arrangement per week.*

Theory and practice in dance composition, evaluation and program production. The participant 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. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1, E2).*

**DANC 440 (C) PRINCIPLES OF DANCE COMPANY/ARTS  
PROGRAM MANAGEMENT (.5-2)**

**(Credit/No Credit or letter grade.)**

*One and one half to six class hours and two to five hours by arrangement per week.*

This course includes all phases of arts event planning: creating an event calendar; performance themes and standards; funding and budgeting; and promotion and publicity. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**DANC 450 (C) INTERMEDIATE/ADVANCED DANCE  
PRODUCTION (.5 or 1)**

**(Credit/No Credit or letter grade.)**

*One and one half or three class hours and two hours by arrangement per week. Prerequisite: DANC 400 or equivalent.*

This course is designed for the intermediate/advanced student to improve technical dance training and performance skills. Aesthetic, philosophical and theoretical concepts regarding performing will be covered. Students will be required to perform in a dance choreographed by advanced student or faculty. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

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**DANC 665 (C) SELECTED TOPICS: DANCE IN CULTURAL CONTEXT (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours per week.*

This course is designed to introduce students to the fundamentals of different styles of dance from selected cultures. It is designed for the serious dancer interested in learning ethnic dance forms as well as the general student. In-depth study of selected dance forms such as Flamenco, Congolese, and Capoeira. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 106 (C) VARSITY CONDITIONING (.5 or 1)***A minimum of 24 or 48 class hours.*

This course is 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. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**FITN 110 (C) ADULT CONDITIONING (.5-1)****(Credit/No Credit or letter grade.)***One and one half or three class hours and one hour by arrangement per week.*

*Designed to introduce students to various modes of physical activities such as stretching, walking and jogging, weight training and informal games for the development of their personal fitness programs. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 116 (C) BODY CONDITIONING (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours per week.*

Instruction and personal fitness program development. 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. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 160 (W) WOMEN'S CONDITIONING (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours and one hour by arrangement per week.*

Study and practice of movements to develop or improve individual physical fitness. Exercises range from mild to vigorous. Individual fitness programs will be developed. Endurance activities are stressed. Emphasis on understanding the needs and benefits of regular and continuing exercise. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 201, 202 (M) MEN'S WEIGHT CONDITIONING BEGINNING AND INTERMEDIATE (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours and one hour by arrangement per week. Prerequisite: Intermediate – Beginning Weight Conditioning or equivalent.*

**Beginning** – Instruction and practice in the elementary lifts and procedures of weight training. Emphasis on form and techniques, safety-procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Transfer credit: UC; CSU (E2).*

**Intermediate** – Specialization and development of individual programs. *May be repeated twice for credit. Transfer credit: UC; CSU (E2).*

**FITN 205 (C) WEIGHT CONDITIONING (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours and one hour by arrangement per week.*

Individual weight training program instruction and practice to include elementary to advanced exercises and procedures. Physiology of exercise, nutrition, safety, basic to advanced program development for individual workout sequences and goal setting will be emphasized. Progressive skills in various weight conditioning exercises and opportunities to specialize in specific individual physiological concerns. Use of various equipment and techniques for the development of overall strength, endurance, flexibility and improvement of body composition. Coeducational format. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 210 (W) WOMEN'S INDIVIDUAL WEIGHT CONDITIONING (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours and one hour by arrangement per week.*

Vigorous weight training in an individual program of exercises designed to build specific strength with regard to each student's goal. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 301 (C) SPINNING®****(Credit/No Credit or letter grade.)***One and one half or three class hours per week.*

Spinning is an aerobic exercise performed on a stationary racing bicycle and done to high cadence music. An exciting and fast paced workout, open to anyone who is interested in losing body weight or improving their aerobic conditioning. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 303 (C) TRAIL HIKING (.5 or 1)****(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Designed to educate students in the development of cardiovascular fitness and healthy lifestyle through the media of hiking. An indepth experience on styles, various hiking trails, equipment and techniques, as well as the development and evaluation of fitness through hiking. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 304 (C) WALKING FITNESS (.5 or 1)****(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Completion of the first (pre) tests of the Physical Education Evaluation Program.*

This course will help students gain an understanding of cardiovascular fitness through walking. Students will understand and evaluate their individual levels of cardiovascular fitness and develop a personal walking program. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 305 (C) CARDIOVASCULAR DEVELOPMENT –  
RUNNING EMPHASIS, BEGINNING TO  
ADVANCED (.5 or 1)****(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Instruction in methods to achieve total fitness through cardiovascular activities with emphasis on running. The advanced student (any student repeating the course) must submit an objective for the semester related to his/her running. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 332 (C) STRETCHING AND FLEXIBILITY (.5 or 1)****(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

This course is designed to help condition and tone the body, to increase circulation and flexibility, and to improve total body functions through the use of proper breathing techniques, stretching and selected postures. This course will also help decrease the level of stress through meditation and relaxation exercises. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 334 (C) YOGA (.5 or 1)****(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

A course designed to educate the student in Hatha Yoga. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and

breathing; and teach relaxation techniques. This course is appropriate for all ages and abilities. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 335 (C) PILATES (.5 or 1)****(Credit/No Credit or letter grade.)**

*One and one half or three class hours per week.*

Pilates method exercise is a form of isometric exercise that simultaneously stretches, strengthens, tones and aligns the body while eliminating excess tension and strain on the joints. Pilates is designed to improve posture, coordination and balance; build strength; increase flexibility and agility; and provide a refreshing mind-body workout. *May be repeated for credit a maximum of three times. Transfer credit: UC, CSU (E2).*

**FITN 349 (C) FUNCTIONAL ADAPTED FITNESS****ASSESSMENT (1 or .5-1)****(Credit/No Credit or letter grade.)**

*One and one half to three class hours per week. Corequisite: Concurrent enrollment in FITN 350 and physician's approval.*

Individual and small group assessment and participation in functional fitness emphasizing flexibility, strength, balance, coordination and general mobility. *(Variable unit sections are open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 350 (C) ADAPTIVE PHYSICAL EDUCATION****(1 or .5-1)****(Credit/No Credit or letter grade.)**

*One and one half to three class hours and one hour by arrangement per week. Prerequisite: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor).*

Designed to meet the individual needs of each student. Recreational sports of limited activity, isometric and isotonic programs, and remedial rehabilitative activities. Corrective programs are available. Individual student programs are developed after consultation with physician. *(Variable unit sections are open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 400 (C) FITNESS ACADEMY (.5-3)****(Credit/No Credit or letter grade.)**

*One and one half to nine class hours and one to three hours by arrangement per week.*

Various fitness activities will be employed by the students to raise their individual fitness levels. Assessments of the students' fitness levels will be made once they have completed a series of fitness tests. From the results of these tests, personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 101, 105 (C) ARCHERY, BEGINNING AND INTERMEDIATE (1)****(Credit/No Credit or letter grade.)***Three class hours per week. Prerequisite: Intermediate – Beginning Archery or equivalent.*

**Beginning** – Fundamentals of target archery; individual and team competition in Junior Columbia Round, Columbia Round and clout shooting. Study of rules, scoring terminology and care and selection of archery equipment. *Transfer credit: UC; CSU (E2).*

**Intermediate** – Continued instruction in techniques (with increasing distances), games and competition (clout shooting, roving archery, modified hunters and field rounds, Flint Round, Columbia Round). Team and individual competition. *May be repeated twice for credit. Transfer credit: UC; CSU (E2).*

**INDV 121, 125 (C) BADMINTON, BEGINNING AND ADVANCED (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours per week. Prerequisite: Advanced – Beginning Badminton or equivalent.*

**Beginning** – Rules and strategies of badminton; fundamentals of grip, strokes, footwork and court coverage, drills and competition, testing program, tournaments in singles and doubles. *Transfer credit: UC; CSU (E2).*

**Advanced** – Emphasis on strategy, tactics, footwork, doubles team work, and singles game. *May be repeated twice for credit. Transfer credit: UC; CSU (E2).*

**INDV 126 (C) COED CLUB BADMINTON (.5 or 1)****(Credit/No Credit or letter grade.)***A minimum of 24 or 48 class hours. Prerequisite: INDV 121 or equivalent.*

Coed class which prepares students for badminton competition through drills and physical training; in class competition. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**INDV 160 (C) GOLF (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours and one hour by arrangement per week.*

Lectures on techniques, rules, etiquette, and philosophy for beginning, intermediate and advanced golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 165 (C) GOLF: SHORT GAME (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours per week.*

Designed to improve the skills of pitching, chipping, putting and greenside sand play. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 167 (C) GOLF COURSE STRATEGIES (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours per week. Recommended: INDV 160 or equivalent.*

Designed for students who have established skills in golf who want to play competitively and develop a handicap with the Northern California Golf Association. Students will participate in structured play and learn numerous aspects of golf strategy, scoring and golf course management. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 168 TOURNAMENT GOLF (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours per week. Prerequisite: INDV 160, INDV 165 or INDV 167, or equivalent.*

Emphasis on preparation for tournament golf. Includes an overview of rules pertaining to stroke play and match play tournaments, etiquette, and strategies of tournament play. Includes drills and instruction for skill improvement and an emphasis on tournament play at local nine hole courses. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 182 (C) INTRODUCTION TO TAI CHI (.5 or 1)****(Credit/No Credit or letter grade.)***A minimum of 24 or 48 class hours.*

An introduction to Tai Chi as an internal martial art using flowing, circular movements to generate power and energy, such that “soft” is able to overcome “hard.” Students will learn the 37-posture Yang style short form to enhance balance, posture, concentration, circulation, and relaxation. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**INDV 251 (C) BEGINNING TENNIS (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours and one hour by arrangement per week.*

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. *Transfer credit: UC; CSU (E2).*

**INDV 253, 255 (C) TENNIS, INTERMEDIATE AND ADVANCED (.5 or 1)****(Credit/No Credit or letter grade.)***One and one half or three class hours and one hour by arrangement per week. Prerequisite: Intermediate – INDV 251 or demonstration of equivalent skills. Advanced – INDV 253 or demonstration of equivalent skills.*

Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy, including the essence of net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *INDV 255 may be repeated once for credit. Transfer credit: INDV 253 – UC; CSU (E2); INDV 255 – UC; CSU (E2).*

**P.E. 203 (C) SPORTS MEDICINE CLINICAL INTERNSHIP (.5-4)****(Credit/No Credit or letter grade.)**

Thirty two hours per .5 unit. Prerequisite: Completion of, or concurrent enrollment in, either P.E. 201 or P.E. 202, or equivalent.

An in-depth practical learning experience within the sports medicine program. Students assist in injury prevention, emergency care, rehabilitation, and taping and bracing for varsity athletes under the supervision of the certified athletic trainer. Clinical hours are designed to assist in developing the skills required for NATA competencies. *May be repeated for credit a maximum of three times. (Open entry.) Transfer credit: CSU.*

**P.E. 211(C) PREVENTION AND CARE OF ATHLETIC INJURIES (2)****(Credit/No Credit or letter grade.)**

Two lecture hours per week. Corequisite: P.E. 212.

Introduction to basic principles of prevention, assessment, treatment and rehabilitation of athletic injuries. Application of basic principles of anatomy, physiology, pathology and biomechanics to athletic injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *Transfer credit: UC; CSU.*

**P.E. 212 (C) PREVENTION AND CARE OF ATHLETIC INJURIES LAB (1)****(Credit/No Credit or letter grade.)**

Three laboratory hours per week. Prerequisite: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, P.E. 211, or equivalent.

Introduction to basic clinical skills for the prevention, assessment, treatment and rehabilitation of athletic injuries. Instruction applies basic principles of anatomy, physiology, pathology and biomechanics to the prevention and care of athletic injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**P.E. 213 (C) SPORTS MEDICINE (2)****(Credit/No Credit or letter grade.)**

Two lecture hours per week. Prerequisite: Satisfactory completion (grade of C or better) of P.E. 211 and P.E. 212, or equivalent. Corequisite: P.E. 214.

Intermediate to advanced level concepts of prevention, assessment and treatment of athletic injuries. Application of basic principles of anatomy, physiology, pathology and biomechanics to the prevention and care of athletic injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *May be repeated once for credit. Transfer credit: UC; CSU.*

**P.E. 214 (C) SPORTS MEDICINE LAB (1)****(Credit/No Credit or letter grade.)**

Three laboratory hours per week. Prerequisite: Satisfactory completion (grade of C or better) of P.E. 211 and P.E. 212, or equivalent; and satisfactory completion (grade of C or better) of, or concurrent enrollment in, P.E. 213.

Intermediate to advanced level concepts of prevention, assessment and treatment of athletic injuries. Application of basic principles of anatomy, physiology, pathology and biomechanics to the prevention and care of athletic injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**P.E. 270 (C) INTRODUCTION TO HUMAN PERFORMANCE (2)****(Credit/No Credit or letter grade.)**

Two lecture hours per week.

Exploration of the broad spectrum of kinesiology and human performance as an academic discipline. Explores fundamental concepts and meaning of movement/physical activity, diversity of humans as moving things, professional/career options, current issues, personal characteristics/professional responsibilities, and human performance careers, and initiates professional portfolio development. *Transfer credit: CSU (E1).*

**P.E. 301 (C) INTRODUCTION TO PERSONAL TRAINING (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Prepares students to take the National Council of Strength and Fitness Certified Personal Trainer Exam. Study of basic human anatomy, exercise physiology, health screening and assessment, nutrition, aerobic and anaerobic conditioning. *Transfer credit: CSU.*

**PE 801 (C) SPORTS INJURY REHABILITATION (0)**

One to six hours per week.

Designed to assist student athletes who have sustained an athletic injury in the rehabilitation of that injury toward the goal of return to play. *(Open entry/open exit.) May be repeated a maximum of three times.*

**TEAM 100 (M) MEN'S BASEBALL (2)****(Credit/No Credit or letter grade.)**

Ten class hours and two hours by arrangement per week.

This class will allow the student to develop high skill in the game of baseball. Through extended drills, game situations and plays, strategy will be learned. Physical conditioning for baseball will be emphasized. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 111, 115 (C) BASKETBALL, BEGINNING AND  
ADVANCED (.5 or 1)****(Credit/No Credit or letter grade.)**

One and one half or three class hours and one hour by arrangement per week. Prerequisite: Advanced – Beginning Basketball or equivalent.

**Beginning** – Instruction in the rules, strategies and fundamental skills of basketball. Includes round-robin play during the last half of the semester. Transfer credit: UC; CSU (E2).

**Advanced** – Advanced instruction in the fundamentals of basketball. Specifically the details of the game will be investigated. Team play will be accented with special emphasis given to developing offenses and attacking defenses. May be repeated twice for credit. Transfer credit: UC; CSU (E2).

**TEAM 112 (C) BASKETBALL: ADVANCED COMPETITION  
STRATEGIES (.5 or 1)****(Credit/No Credit or letter grade.)**

A minimum of 24 or 48 class hours. Prerequisite: TEAM 111 or competitive experience, or equivalent.

Designed for potential student-athletes to pursue advanced knowledge and application of the philosophy, strategies, techniques and instruction in the competitive game of basketball. May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).

**TEAM 116 (C) BASKETBALL: INDIVIDUAL SKILL  
DEVELOPMENT (.5 or 1)****(Credit/No Credit or letter grade.)**

A minimum of 24 or 48 class hours. Prerequisite: TEAM 115 or equivalent.

Designed to improve the individual skills of students wishing to play competitive basketball. Students will spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students will take part in numerous basketball and conditioning drills. May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).

**TEAM 117 (C) BASKETBALL: TOURNAMENT  
BASKETBALL (.5 or 1)****(Credit/No Credit or letter grade.)**

A minimum of 24 or 48 class hours. Prerequisite: TEAM 111, 112 or 115, or competitive experience, or equivalent.

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. May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).

**TEAM 125 (C) NON-TRADITIONAL OUTDOOR GAMES  
(.5 or 1)****(Credit/No Credit or letter grade.)**

One and one half or three class hours per week.

Introduces students to rules, strategies and skills of high-energy outdoor games. Games will include Ultimate Frisbee, Speedball, Capture the Flag, and other non-traditional team activities. Recommended for education and recreation/physical education majors, and for students interested in a high-energy activity course. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**TEAM 132 (C) FLAG FOOTBALL (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week.

This course will provide instruction in basic skills of flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competition will be used. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.

**TEAM 141, 145 (C) SOCCER, BEGINNING AND  
ADVANCED (.5 or 1)****(Credit/No Credit or letter grade.)**

One and one half or three class hours per week. Prerequisite: Advanced – Beginning Soccer or equivalent.

**Beginning** – Instruction and practice in fundamentals of individual play. Games and round-robin play; testing program. Transfer credit: UC; CSU (E2).

**Advanced** – Instruction in offensive and defensive play; specific positions. May be repeated twice for credit. Transfer credit: UC; CSU (E2).

**TEAM 146 (M) MEN'S SOCCER THEORY (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week. Prerequisite: TEAM 141, 145 or 148, or competitive experience, or equivalent.

Designed for student athletes to pursue knowledge about the history, philosophy, strategies, techniques, and instruction in soccer. May be repeated three times for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**TEAM 148 (C) INDOOR SOCCER (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week. Prerequisite: TEAM 141 or demonstrated proficiency in soccer.

Indoor soccer at an intermediate level of play. Includes individual and group drills, skill development, rules of the game, and team play through round robin competition. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**TEAM 149 (W) WOMEN'S SOCCER THEORY (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week. Prerequisite: TEAM 141 or 145, or competitive experience, or equivalent.

Designed for student athletes to pursue knowledge about the history, philosophy, strategies, techniques, and instruction in soccer. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).



**TEAM 171, 173, 175 (C) VOLLEYBALL, BEGINNING, INTERMEDIATE AND ADVANCED (.5 or 1)**

**(Credit/No Credit or letter grade.)**

*One and one half or three class hours per week. Prerequisite: Intermediate – Beginning Volleyball or equivalent; Advanced – Intermediate Volleyball or equivalent.*

**Beginning** – Instruction and practice in the fundamentals of volleyball; team competition; testing program in skills and rules. *Transfer credit: UC; CSU (E2).*

**Intermediate** – Skill development with an emphasis on fundamentals, rules, and strategies of team and tournament play. Instruction and practice in intermediate skills for team competition. *Transfer credit: UC; CSU (E2).*

**Advanced** – Emphasis on team play and strategy; tournament play. *May be repeated once for credit. Transfer credit: UC; CSU (E2).*

**TEAM 176 (W) VOLLEYBALL THEORY (.5 or 1)**  
**(Credit/No Credit or letter grade.)**

*One and one half or three class hours per week. Prerequisite: TEAM 171, or competitive experience, or equivalent.*

Designed for potential student athletes to pursue advanced knowledge in the philosophy, strategies, techniques, and instruction in the competitive game of volleyball. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 179 (C) TOURNAMENT VOLLEYBALL (.5 or 1)**  
**(Credit/No Credit.)**

*One and one half or three class hours per week. Prerequisite: TEAM 171 or equivalent.*

Geared toward intermediate and advanced level volleyball players, this course emphasizes team play in a tournament setting. Course will include 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. *May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).*

## 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 (M) MEN'S VARSITY BASEBALL (2)**

*Ten hours per week.*

Intercollegiate varsity baseball competition in the Coast Conference tournaments and with other community colleges in the area. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 110 (M) MEN'S VARSITY BASKETBALL (2)**

*Ten hours per week.*

Intercollegiate varsity basketball competition in the Coast Conference and participation in regional tournaments. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 150 (M) MEN'S VARSITY SOCCER (2)**

*Ten hours per week.*

Intercollegiate soccer competition with Northern California community colleges and State Universities. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 200 (C) VARSITY WRESTLING (2)**

*Ten hours per week.*

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. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 300 (W) WOMEN'S VARSITY BASKETBALL (2)**

*Ten hours per week. Prerequisite: TEAM 111 or competitive experience, or equivalent.*

Intercollegiate women's Varsity Basketball competition in the Coast Conference and participation in regional and State tournaments. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**VARS 340 (W) WOMEN'S VARSITY VOLLEYBALL (2)**

*Ten hours per week.*

Intercollegiate Varsity Volleyball for women includes competition with the other community colleges from the Northern California area. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 350 (W) WOMEN'S VARSITY BADMINTON (2)**

*Ten hours per week.*

Intercollegiate Varsity Badminton competition with Northern California community colleges. Participation in the Coast Conference and regional tournaments. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**VARS 360 (W) WOMEN'S VARSITY SOCCER (2)**

Ten hours per week.

Intercollegiate Varsity Soccer competition with Northern California community colleges. Participation in the Coast Conference and regional tournaments. (Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**PHYSICS****PHYS 210, 220 GENERAL PHYSICS I AND II (4, 4)**

Three lecture hours and three lab hours per week. Prerequisites: PHYS 210 – Intermediate algebra and plane geometry. Recommended: Completion of MATH 130, Trigonometry. PHYS 220 – Satisfactory completion of 210.

Lectures, with experimental demonstrations and lab, covering mechanics, heat and sound in the first semester; magnetism, electricity, light and modern developments in the second semester. Designed for students majoring in some field of letters and science; required of those planning to enter medicine, dentistry, pharmacy, optometry, agriculture or forestry. Transfer credit: UC; CSU (B1, B3). (PHYS 210 = CAN PHYS 2; PHYS 220 = CAN PHYS 4; PHYS 210 + 220 = CAN PHYS SEQ A).

**PHYS 211 GENERAL PHYSICS I – CALCULUS SUPPLEMENT (1)**

One lecture hour per week. Prerequisite: Completion of MATH 241 or MATH 251, completion of, or concurrent enrollment in, MATH 242 or MATH 252, and completion of, or concurrent enrollment in, PHYS 210.

Application of calculus to topics in PHYS 210 such as work done by a variable force, hydrostatic pressure of compressible fluids and heat conduction. Required of some premedical, biology, and architecture students. Transfer credit: UC; CSU.

**PHYS 221 GENERAL PHYSICS II – CALCULUS SUPPLEMENT (1)**

One class hour per week. Prerequisite: Completion of, or concurrent enrollment in, MATH 242 or MATH 252 and completion of, or concurrent enrollment in, PHYS 220.

Application of calculus to topics in PHYS 220 such as electric fields of uniform charge distributions, Ampere's Law and Fermat's Principle. Required of some premedical, biology, and architecture students. Transfer credit: UC; CSU.

**PHYS 250, 260, 270 PHYSICS WITH CALCULUS I, II, III (4, 4, 4)**

Three lecture hours, one recitation hour, and two lab hours per week. Prerequisite: PHYS 250 – MATH 251 and concurrent enrollment in MATH 252; PHYS 260 or 270 – PHYS 250.

This three-semester physics sequence is designed to give the student majoring in engineering, physics, or chemistry a thorough foundation in the fundamentals of physics.

**PHYS 250 PHYSICS WITH CALCULUS I** – Mechanics, wave motion and special relativity. Transfer credit: UC; CSU (B1, B3). (CAN PHYS 8; PHYS 250 + 260 + 270 = CAN PHYS SEQ B).

**PHYS 260 PHYSICS WITH CALCULUS II** – Electricity and magnetism. Transfer credit: UC; CSU (B1, B3). (CAN PHYS 12; PHYS 250 + 260 + 270 = CAN PHYS SEQ B).

**PHYS 270 PHYSICS WITH CALCULUS III** – Heat, light and modern physics. Transfer credit: UC; CSU (B1, B3). (CAN PHYS 14; PHYS 250 + 260 + 270 = CAN PHYS SEQ B).

**POLITICAL SCIENCE****PLSC 115 COMPARATIVE GOVERNMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Comparative treatment of the government and politics of countries of Western Europe, Eastern Europe, and developing nations. Transfer credit: UC; CSU (D3).

**PLSC 130 INTERNATIONAL RELATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of the basic elements of international relations, including the factors of sovereignty, nationalism, and national policies; the international struggle for power and order; the role of the United Nations and other supranational organizations. Transfer credit: UC; CSU (D3).

**PLSC 150 INTRODUCTION TO POLITICAL THEORY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: UC; CSU (D3).

**PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

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. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200. Transfer credit: UC; CSU (D2b). (CAN GOVT 2).

**PLSC 210 AMERICAN POLITICS (3)**

Three lecture hours per week. Partially satisfies the American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

The study of the historical and constitutional development of the foundations of United States political institutions and the dynamics of the governmental decision-making process 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. *Students who have received credit for PLSC 200 may not receive credit for PLSC 210. Transfer credit: UC; CSU (D1).*

**PLSC 301 CALIFORNIA STATE AND LOCAL GOVERNMENT (3)**

Three lecture hours per week. Partially satisfies the American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

Examination of state and local 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 issues. *Students who have received credit for PLSC 200 may not receive credit for PLSC 301. Transfer credit: CSU (D2a).*

**PLSC 315 INTRODUCTION TO REVOLUTIONARY THOUGHT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or equivalent.

Examination of the major revolutions in history – religious, political, technological, economic and gender based. The goals behind revolution will be identified and the reasons for success or failure will be discussed. *Transfer credit: CSU (D3).*

**PLSC 320 LATIN AMERICA IN THE INTERNATIONAL POLITICAL ECONOMY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

This course explores Latin America's role in the international political economy. The role of colonialism; different political ideologies such as communism, socialism and Peronism; the availability of natural resources; trade policies of individual states; and relations to markets will be explored. Forecasts of the economic future of the area will be considered. *Transfer credit: UC; CSU (D3).*

**PLSC 330 MIDDLE EAST POLITICS: U.S. AND ISRAELI-PALESTINIAN CONFLICT (3)**

**(Credit/No Credit or letter grade.)**

Three hours per week. Recommended: Eligibility for ENGL 100 or equivalent.

A survey of political, religious, cultural and economic motivations that have resulted in the formation of the modern state of Israel. The role of the U.S. in the formation and the protection of the state of Israel. The Arab-Muslim nations' opposition to U.S. policies regarding the Israeli-Palestinian conflict. *Transfer credit: UC; CSU (D3).*

**PSYCHOLOGY****PSYC 100 GENERAL PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 or equivalent.

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. *Transfer credit: UC; CSU (D3). (CAN PSY 2).*

**PSYC 105 EXPERIMENTAL PSYCHOLOGY (3)**

Three lecture hours per week. Prerequisite: PSYC 100.

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. Not recommended as a General Education elective. *Transfer credit: UC; CSU.*

**PSYC 110 COURTSHIP, MARRIAGE AND FAMILY (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

An introduction to the history and development of courtship, mate selection, marriage, personality adjustments in marriage, parenthood, family life, and divorce. Sociological, psychological, biological and anthropological perspectives are used to explain the complexities of the institution of marriage, communication patterns, and family traditions. *Also listed as SOCI 110. Transfer credit: CSU (D3).*

**PSYC 171 QUANTITATIVE REASONING IN PSYCHOLOGY (3)**

Three lecture hours per week plus one lab hour by arrangement. Prerequisite: MATH 120 or equivalent. Recommended: Eligibility for ENGL 836.

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. *Transfer credit: CSU (B4).*

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*skylinecollege.edu*

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

This survey course is designed to study the life span. It will examine how the individual changes physically, cognitively and psychologically from conception to death. Theoretical models, influences affecting development, and research relevant to development throughout life will be presented and discussed. *Transfer credit: UC; CSU (D3, E1).*

**PSYC 201 CHILD DEVELOPMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Consideration of physical, social, emotional, and intellectual development extending from the prenatal period through adolescence. Emphasis on factors influencing the developing personality. Also listed as ECE. 201. *Transfer credit: UC; CSU (D3, E1).*

**PSYC 268 BLACK PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to and exploration of basic and alternative psychological theories and concepts that provide an understanding and appreciation of the psychodynamics of Black America. *Transfer credit: UC; CSU (D3).*

**PSYC 300 SOCIAL PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

An overview of how the individual thinks about, influences and relates to others. Topics include attitude formation and change, self-concept, prejudice and discrimination, interpersonal attraction, conformity and group processes. Other related concepts are included. *Transfer credit: UC; CSU (D3).*

**PSYC 301 PSYCHOLOGY OF PERSONAL DEVELOPMENT (3)**

Three lecture hours per week. Prerequisite: PSYC 100, or 108, or equivalent. Recommended: Eligibility for ENGL 836.

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. *Transfer credit: CSU (D3).*

**PSYC 390 PSYCHOLOGY OF CONSCIOUSNESS (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 or equivalent.

A survey of models of human consciousness metaphysical and psychological. Application of these models towards defining discrete states of consciousness, i.e., sleep, dreams, reverie, etc. Practical implications and applications of the rules and tools for expanding awareness and decreasing stress (e.g., meditation, autogenic training, etc.). *Transfer credit: UC; CSU (D3).*

**PSYC 410 ABNORMAL PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The study of abnormal behavior and personality disorders. Topics include the causes of neuroses, psychoses, and other psychological problems, along with their etiology, dynamics, principal symptoms and treatments. The conceptual relationship between theory of personality and psychotherapy is examined. *Transfer credit: UC; CSU (D3).*

**PSYC 665 SPECIAL TOPICS IN PSYCHOLOGY (.5-2)  
(Credit/No Credit or letter grade.)**

Eight hours per week per each .5 unit. Recommended: Eligibility for ENGL 836.

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 student. *May be repeated for credit as topics vary. Transfer credit: UC; CSU.*

## READING

**READ 420 CRITICAL AND EFFECTIVE READING (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Reading Prerequisite: READ 836 with Credit or a grade of C or higher, or eligibility for 400-level Reading courses on approved college Reading placement test, or other measures as necessary.

A college level reading course designed to advance reading effectiveness academically, professionally and personally. The course empowers college level students to critically read and analyze difficult texts of diverse cultural sources from across the curriculum. Students will learn to comprehend at a high level by summarizing, critiquing, evaluating, interpreting, reasoning, and understanding author intent, bias, tone, analogy, and figurative language. *Transfer credit: CSU.*

**READ 425 SPEED READING (1.5)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week for eight weeks. Prerequisite: READ 836 with Credit or a grade of C or higher, or eligibility for 400-level Reading courses on approved college Reading placement test, or other measures as necessary.

Designed to increase reading speed and comprehension of college-level material through instruction, practice and application. Emphasis on learning rapid reading techniques, improving comprehension, and gaining flexibility of reading speed to suit purpose of reading across all content areas. Students will apply speed reading technique to a variety of genres and styles of writing. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**READ 812 READING ASSISTANCE (.5-2)****(Credit/No Credit)**

*One and one half to six hours per week by arrangement.*

Each student's personal needs determine an instructional program that may include tutoring, computer-assisted instruction, and small group practice. Students will receive assistance on supplementary assignments to improve word analysis, vocabulary, comprehension, and study skills, as well as assistance on the reading assigned in their other courses. (Open entry.) *May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)*

**READ 813 READING ENRICHMENT (1-3)****(Credit/No Credit or letter grade.)**

*Sixteen lecture hours per unit.*

This course is designed to increase student enjoyment, fluency and understanding of reading materials such as short stories, biographies, autobiographies, poetry and plays. As students read, they will improve their vocabulary, learn about different forms of writing, and come to see reading as a source of pleasure in their lives. (Open entry.) *May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)*

**READ 826 READING IMPROVEMENT (3)****(Credit/No Credit or letter grade.)**

*Three lecture hours and one lab hour by arrangement per week. Recommended: Completion of ESOL 830 or 831/832, or appropriate score on the college Reading Placement test and other measures as necessary.*

Efficient reading strategies and study techniques to improve word analysis, vocabulary, reading comprehension, and study strategies related to text. Each student's personal needs determine individual and small group practice. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**READ 836 ACADEMIC READING STRATEGIES (3)****(Credit/No Credit or letter grade.)**

*Three lecture hours and one hour by arrangement per week. Prerequisite: READ 826 or ESOL 840 or ESOL 841 and 842 with Credit or a grade of C or higher, or eligibility for READ 836 on approved College Reading placement test and other measures as necessary. Students placing in READ 836 and ENGL 836 should enroll in both courses concurrently.*

An introduction to college reading course to improve vocabulary, comprehension, critical reading strategies, study-reading, and reading efficiency techniques to prepare students for college English and other courses across the disciplines. *May be repeated once for credit.*

**READ 862 READING FOR NON-NATIVE SPEAKERS II (3)****(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: ESL background and completion of ESOL 810, or 811 and 812, or placement in ESOL 820 as indicated by ESL placement test and other measures as necessary.*

Designed for non-native speakers of English to improve English pronunciation, vocabulary and reading comprehension. Assignments are tailored to students' individual needs. *May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)*

**READ 863 READING FOR NON-NATIVE SPEAKERS III (3)****(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: ESL background and completion of READ 862 or ESOL 820 or 821 and 822, or placement in ESOL 830 as indicated by ESL placement test and other measures as necessary.*

An intermediate level reading course designed for non-native speakers of English to improve English pronunciation, vocabulary, and reading comprehension. Assignments are tailored to students' individual needs. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

**READ 864 READING FOR NON-NATIVE SPEAKERS IV (3)****(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: ESL background and completion of READ 863 or ESOL 830 or 831 and 832, or placement in ESOL 840 as indicated by ESL placement test and other measures as necessary.*

An advanced level reading course designed for non-native speakers of English to improve English pronunciation, vocabulary, reading comprehension, and critical thinking. Assignments are tailored to students' individual needs. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

## REAL ESTATE

**R.E. 100 REAL ESTATE PRINCIPLES (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and MATH 110.*

Study of 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. *Transfer credit: CSU.*

**R.E. 110 REAL ESTATE PRACTICE (3)**

*Three lecture hours per week.*

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. *Transfer credit: CSU.*

**R.E. 130 CALIFORNIA MORTGAGE LOAN BROKERING AND LENDING (3)**

Three lecture hours per week.

Study of 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. *Transfer credit: CSU.*

**R.E. 665 SELECTED REAL ESTATE TOPICS (.5 or 1 or 1.5) (Credit/No Credit or letter grade.)**

A minimum of 8 lecture hours for each .5 unit.

Course 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. By arrangement lab hours may be required for some topics. *May be repeated for credit as topics vary. Transfer credit: CSU.*

**RESPIRATORY THERAPY**

Admission to this program is by special application only.

**RPTH 400 PATIENT AND HEALTH CARE CONCERNS (2)**

Two lecture hours per week. *Prerequisite: Admission to the Respiratory Therapy program.*

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. *Transfer credit: CSU.*

**RPTH 410 INTRODUCTION TO PATIENT CARE AND RESPIRATORY ASSESSMENT TECHNIQUES (3)**

Two lecture hours plus three lab hours per week. *Prerequisite: Admission to the Respiratory Therapy program.*

The study and practice of basic nursing arts. 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. *Transfer credit: CSU.*

**RPTH 420 APPLICATION OF CARDIOPULMONARY ANATOMY AND PHYSIOLOGY (3)**

Three lecture hours per week. *Prerequisite: Admission to the Respiratory Therapy program.*

Study of the healthy cardiopulmonary system with application to the types of alterations that occur with disease. Emphasis will be applied to areas of particular concern to Respiratory Care Practitioners. When applicable, case histories will be utilized. Computer programs will be used for computations requiring practice. *Transfer credit: CSU.*

**RPTH 430 INTRODUCTION TO RESPIRATORY THERAPEUTICS (6)**

Four lecture hours and six laboratory hours per week. *Prerequisite: Admission to the Respiratory Therapy program.*

The study and laboratory practice of respiratory care procedures basic to medical/surgical respiratory care. Included will be respiratory pharmacology, oxygen and aerosol therapy, hyperinflation therapy, secretion removal procedures, adjuncts to cardiopulmonary resuscitation and the care and cleaning of respiratory therapy equipment. *Transfer credit: CSU.*

**RPTH 438 CLINICAL CLERKSHIP I – SPRING (1) (Credit/No Credit.)**

Supervised clinical experience in local hospital. *Prerequisite: Admission to the Respiratory Therapy program.*

Supervised experience in the medical/surgical areas of a local hospital, observing and performing respiratory care procedures to non-critical care patients. *Transfer credit: CSU.*

**RPTH 445 RESPIRATORY DISEASES I (2)**

Two class hours per week. *Prerequisite: Admission to the Respiratory Therapy program.*

Using the obstructive pulmonary diseases (asthma, chronic bronchitis and emphysema) as a model, the student will learn disease terminology, disease classification, history taking and physical examination. Also included will be basic radiologic, clinical and pulmonary diagnostics. *Transfer credit: CSU.*

**RPTH 448 CLINICAL CLERKSHIP II – SUMMER (2) (Credit/No Credit.)**

A total of 120 hours of supervised clinical experience in local hospitals. *Prerequisite: Admission to the Respiratory Therapy program.*

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. *Transfer credit: CSU.*

**RPTH 450 RESPIRATORY DISEASES II (3)**

Three lecture hours per week. *Prerequisite: Completion of the first year Respiratory Therapy program.*

Continuation of the study of cardiopulmonary diseases utilizing the model developed in RPTH 445. To include the treatment and pharmacotherapy of selected disorders. *Transfer credit: CSU.*

**RPTH 458 CLINICAL CLERKSHIP III (6) (Credit/No Credit.)**

Two lecture hours per week for eight weeks and 320 total hours of supervised clinical experience in local hospitals. *Prerequisite: Completion of the first year Respiratory Therapy program.*

Supervised experience in the Adult Intensive Care Unit and/or Coronary Care Unit of a local hospital. Emphasis is on attaining proficiency in skills performed by a respiratory care practitioner in these areas. *Transfer credit: CSU.*

**RPTH 460 RESPIRATORY CRITICAL CARE (4)**

Six lecture hours and six lab hours per week plus two hours per week by arrangement for eight weeks. Prerequisite: Completion of the first year Respiratory Therapy program.

The study and practice of techniques necessary to provide respiratory care to patients in adult critical care areas. Emphasis on team management, assessment and communication, airway management, ventilator care and monitoring. Transfer credit: CSU.

**RPTH 475 HEMODYNAMIC MONITORING AND SELECTED TOPICS IN RESPIRATORY CARE (2)**

Two class hours per week. Prerequisite: Admission to the Respiratory Therapy program.

The application of advanced principles of cardiopulmonary diagnostics and physiology to the care of critically ill patients. The application of the above principles to other body systems. Transfer credit: CSU.

**RPTH 480 DIAGNOSTIC TESTING AND OUTPATIENT RESPIRATORY CARE (2)**

Two lecture hours per week. Prerequisite: Completion of the first year Respiratory Therapy program.

By learning concepts in various diagnostic testing studies, the student will be able to identify changes in a patient's pulmonary status and assist the healthcare team in the outpatient setting to improve the patient's quality of life. Fundamental aspects of pulmonary function testing, exercise testing, and metabolic studies will be explored. Transfer credit: CSU.

**RPTH 484 MEDICAL TERMINOLOGY FOR RESPIRATORY THERAPY (2)**

Two lecture hours per week. Prerequisite: Admission to the Respiratory Therapy program.

A course designed for respiratory therapy students to study and practice the language of medicine. Special attention will be given to body systems and words most encountered in this profession. Offered in an online format. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**RPTH 485 CLINICAL MEDICINE SEMINAR (2)**

Two class hours per week. Prerequisite: Completion of the first year Respiratory Therapy program.

Integration of pathology, pathophysiology, diagnostic techniques and therapeutic modalities through the utilization of patient case studies. Preparation for job placement. Transfer credit: CSU.

**RPTH 488 CLINICAL CLERKSHIP IV (6)  
(Credit/No Credit.)**

Supervised clinical experience in local hospitals. Prerequisite: Completion of the first year Respiratory Therapy program.

Supervised experience in the Adult Intensive Care Unit, Coronary Care Unit, Pulmonary Function Lab, Neonatal/Pediatric Care Units of a local hospital. Also the option of a home

care rotation. Emphasis is on attaining proficiency in skills performed by a Respiratory Care Practitioner in these areas. Transfer credit: CSU.

**RPTH 490 NEONATAL AND PEDIATRIC RESPIRATORY CARE (1.5)**

Two lecture hours and three lab hours per week for eight weeks. Prerequisite: Admission to the Respiratory Therapy program.

By applying the normal and abnormal cardiorespiratory anatomy and physiology of the newborn and pediatric patient, the student will master the basic foundation and competent delivery of respiratory care with this age specific population. This course will give the student the necessary background to pursue further studies in this specialized area. Transfer credit: CSU.

**RPTH 495 RESPIRATORY CARE BOARD EXAMINATION PREPARATION & REVIEW (2)**

(Credit/No Credit or letter grade.)

Two lecture hours per week. Prerequisite: Completion of the first year of a respiratory therapy program or an applicant to the Respiratory Care Board for Respiratory Care.

Preparation and review for the Certification Examination of the California Respiratory Care Board and the Registration Examination offered by the National Board for Respiratory Care. May be repeated twice for credit. Transfer credit: CSU.

**RPTH 665 SELECTED TOPICS IN RESPIRATORY THERAPY (.5 or 1 or 1.5 or 2)**

(Credit/No Credit or letter grade.)

Eight hours for each .5 unit.

This course is designed to develop specific skills that are utilized in the practice of respiratory therapy. The course may focus on new areas of practice or specialized skills. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**SOCIAL SCIENCE****SOSC 140 MEDIA AND SOCIETY (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An interdisciplinary study of the relationship between media and society including media's role in economic, social, political, and cultural practices. Emphasis is placed on students developing the ability to analyze and evaluate the impact of mass media on all societies. Transfer credit: CSU (D3).

**SOSC 150 GENDER, SOCIETY AND CULTURE (3)**

Three lecture hours per week. Open to women and men.

Interdisciplinary study of female experience in contemporary and traditional American society. Explores the status of women with emphasis on issues of age, class, race and political opinion. Transfer credit: UC; CSU (D3).

**SOSC 160 WOMEN IN TRANSITION SEMINAR (1)  
(Credit/No Credit.)**

*Concurrent enrollment required in designated Women in Transition Program class(es). Students must be in their first semester in the WIT Program. Open to women and men.*

Assists re-entering students in understanding and evaluating their own process of transition and their changing aspirations. Familiarizes students with college resources and methods of identifying individual needs and goals. Focuses on students' redefinition of identity within the academic system. Explores the higher education system. Specific content is integrated with other WIT Program material. *Transfer credit: CSU.*

**SOSC 665 SELECTED TOPICS IN WOMEN'S STUDIES  
(.5 or 1 or 1.5)****(Credit/No Credit.)**

Topics will be presented that explore women's past and present contributions to society through history, politics and literature. The course will also focus on issues that challenge women in today's world ranging from how to balance academic and personal life to what is – and what isn't – sexual harassment. Topics vary every semester. *May be repeated for credit as topics vary. Transfer credit: CSU.*

**SOCIOLOGY****SOCI 100 INTRODUCTION TO SOCIOLOGY (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An introduction to the scientific study of how people organize themselves and interact in social settings. The course encourages students' curiosity about society and sociological analyses of current social issues. It fosters an appreciation of cross-cultural perspectives and allows students to distinguish between personal troubles and public issues. *Transfer credit: UC; CSU (D3). (CAN SOC 2).*

**SOCI 105 CONTEMPORARY SOCIAL ISSUES (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

Examination of selected social issues viewed in relation to changes going on in society, including poverty, aging, health care, corporate power and work. Emphasis on social science research and theory. *Transfer credit: UC; CSU (D3). (CAN SOC 4).*

**SOCI 108 COMMUNITY RELATIONS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

An analysis of administration of justice practitioners in the context of the community. Emphasis on problems inherent in policing a heterogeneous society, police roles and subculture, community expectations of police, media images of police, and problem areas. *Also listed as ADMJ 108. Transfer credit: UC; CSU.*

**SOCI 110 COURTSHIP, MARRIAGE AND FAMILY (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An introduction to the history and development of courtship, mate selection, marriage, personality adjustments in marriage, parenthood, family life, and divorce. Sociological, psychological, biological and anthropological perspectives are used to explain the complexities of the institution of marriage, communication patterns, and family traditions. *Also listed as PSYC 110. Transfer credit: CSU (D3).*

**SOCI 141 RACE AND ETHNICITY (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

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. *Transfer credit: UC; CSU (D3).*

**SOCI 201 SOCIOLOGY OF HEALTH AND MEDICINE (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

Sociological perspectives and methods for the study of health and medical practice. Major areas of investigation include 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. *Transfer credit: CSU (D3).*

**SOCI 665 SELECTED TOPICS IN SOCIOLOGY (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

This course explores selected topics or themes from the perspectives and insights generated by sociology. Topics of study will be developed by student survey and will be listed in the class schedule. Field trips and off-campus investigations may require special planning by the student. *May be repeated for credit as topics vary. Transfer credit: UC; CSU (D3).*



## 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 101 SPANISH FOR PUBLIC SERVICE I (3)** (Credit/No Credit or letter grade.)

*Three lecture hours and one lab hour by arrangement per week.*

A course to help public service professionals learn basic Spanish grammar and vocabulary, phrases and expressions to serve Spanish-speaking clientele. Students will improve oral proficiency and listening comprehension and become familiar with questions and responses in Spanish commonly heard in public service settings. The course may be tailored to a particular public service sector, such as health care, public safety, social work, or education. *May be repeated once for credit. Transfer credit: CSU.*

### **SPAN 103 SPANISH FOR TRAVELERS (3)** (Credit/No Credit or letter grade.)

*Three lecture hours and one lab hour by arrangement per week.*

An introductory Spanish course for students to acquire the ability to comprehend, speak, read and write Spanish and use Spanish conversation skills to make simple arrangements related to travel to a Spanish-speaking locale. Students will learn basic grammar and vocabulary, phrases, and expressions used in traveling. *Transfer credit: CSU.*

### **SPAN 110 ELEMENTARY SPANISH (5)**

*Five lecture hours and one lab hour per week. Recommended: Eligibility for ENGL 836 or ESOL 400.*

Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short dialogues containing only structures already practiced. *Transfer credit: UC; CSU (C2).*

### **SPAN 111, 112 ELEMENTARY SPANISH I and II (3, 3)** (Credit/No Credit or letter grade.)

*Three lecture hours and one lab hour per week. SPAN 111 – Recommended: Eligibility for ENGL 836 or ESOL 400. SPAN 112 – Prerequisite: SPAN 111 or equivalent.*

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. *Transfer credit: UC; CSU (C2).*

### **SPAN 120 ADVANCED ELEMENTARY SPANISH (5)**

*Five lecture hours and one lab hour per week. Prerequisite: SPAN 110, 112, or equivalent college-level course.*

Continuation of SPAN 110 or SPAN 112, 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. *Transfer credit: UC; CSU (C2).*

### **SPAN 121 ADVANCED ELEMENTARY SPANISH I (3)**

*Three lecture hours and one lab hour per week. Prerequisite: SPAN 110 or 112, or equivalent.*

A course covering approximately the same material as the first half of SPAN 120. 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. *Transfer credit: UC; CSU (C2).*

### **SPAN 122 ADVANCED ELEMENTARY SPANISH II (3)**

*Three lecture hours and one lab hour per week. Prerequisite: SPAN 121 or equivalent.*

A course covering approximately the same material as the second half of SPAN 120. 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. *Transfer credit: UC; CSU (C2).*

### **SPAN 130 INTERMEDIATE SPANISH (3)**

*Three lecture hours and one lab hour per week. Prerequisite: SPAN 120 or 122 with a passing grade.*

Practice of conversation and composition; review of grammar; class and collateral reading of Spanish and Latin-American literature. *Transfer credit: UC; CSU (C2).*

### **SPAN 140 ADVANCED INTERMEDIATE SPANISH (3)**

*Three lecture hours and one lab hour by arrangement. Prerequisite: SPAN 130 with a passing grade.*

Further practice of conversation and composition based on class reading of works of modern Spanish and Latin-American authors; review of grammar; collateral reading of Latin-American literature. *Transfer credit: UC; CSU (C2).*

**SPAN 161 READINGS IN SPANISH AMERICAN LITERATURE I (3)**

Three lecture hours per week. Prerequisite: SPAN 140 or equivalent.

Study of some of the trends and some of the best literary works of Spanish American Literature of the 19th century. Further development of communication skills and vocabulary in the Spanish language. Study of the fantastic and often misunderstood culture, politics, and social mores of Spanish America through the analysis of its poetry, short stories, and novels. Transfer credit: UC; CSU (C2).

**SPAN 162 READINGS IN SPANISH AMERICAN LITERATURE II (3)**

Three lecture hours per week. Prerequisite: SPAN 161 or equivalent.

Exploration of the literary trends and some of the best novels, poetry, and short stories that exemplify Spanish American literature of the 20th century; familiarize the student with the cultural, sociological, and political framework and the concerns that these writings represent. Show how this literature reflects the fantastic reality of the Spanish American world. Transfer credit: UC; CSU (C2).

**SPAN 220 SPANISH FOR SPANISH SPEAKERS I (5) (Credit/No Credit or letter grade.)**

Five lecture hours and one lab hour by arrangement per week. Recommended: Completion of SPAN 110 or 112 with a grade of C or better, or equivalent college-level course, or equivalent.

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. Transfer credit: UC; CSU (C2).

**SPAN 801 CONVERSATIONAL SPANISH I (2) (Credit/No Credit.)**

Three lecture hours per week.

This is the most elementary course in conversational Spanish. Emphasis is placed on learning basic conversational patterns that may be applied to everyday situations. (This course will not fulfill the language requirements at CSU or UC.)

**SPEECH COMMUNICATION****SPCH 100 PUBLIC SPEAKING (3) (Credit/No Credit or letter grade.)**

Three lecture hours and one hour by arrangement per week. Recommended: Eligibility for ENGL 836.

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. Transfer credit: UC; CSU (A1). (CAN SPCH 4).

**SPCH 111 ORAL INTERPRETATION OF LITERATURE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study and interpretation of the logical and emotional content of poems, short stories, and plays. Emphasis on critical reading and oral performance. Transfer credit: UC; CSU (C2).

**SPCH 120 INTERPERSONAL COMMUNICATION (3) (Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent.

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. Transfer credit: UC; CSU (A1). (CAN SPCH 8).

**SPCH 127 ARGUMENTATION AND DEBATE (3) (Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 or ENGL 846, or equivalent.

Lecture-laboratory course in the principles and techniques of argumentation and debate. Research in significant social problems. Analysis of propositions, issues, evidence and reasoning. Training and experience in the forms of debate. Transfer credit: UC; CSU (A1). (CAN SPCH 6).

**SPCH 128 FORENSICS (-5-1) (Credit/No Credit or letter grade.)**

Recommended: Eligibility for ENGL 836 or ESOL 400.

Participation in approved intercollegiate forensic contests. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**SPCH 130 VOICE AND ARTICULATION (3) (Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 or ESOL 400.

Exploration of various modes of communicating ideas, emotions and values through lessons in projection, resonance, articulation and expressiveness. Recommended for majors in Speech Communication, TV/Radio, broadcasting, theater performance, business management and law. Transfer credit: CSU.

**SPCH 140 SMALL GROUP COMMUNICATION (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

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, solve problems and reach consensus. *Transfer credit: UC; CSU (A1).*

**SPCH 150 INTERCULTURAL COMMUNICATION (3)**

Three lecture hours per week. Recommended: Completion of or concurrent enrollment in ENGL 836 or ESOL 400.

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. *Transfer credit: UC; CSU (A1).*

**SPCH 160 BASIC SKILLS IN PUBLIC SPEAKING (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week.

Designed to help the intermediate-advanced non-native and native speaker in basic oral communication skills. Practice in pronunciation, conversation, small group communication and basic public speaking skills. *Transfer credit: CSU.*

**SPCH 811 SPEECH FOR NON-NATIVE SPEAKERS I (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one hour by arrangement per week.

Designed for students who are novice speakers of English to develop fluency with speaking English. Practice in pronunciation, stress rhythm, intonation and usage. Recommended for ESOL 810 or ESOL 811/812 level students. *(Units do not count toward the Associate Degree.)*

**SPCH 812 SPEECH FOR NON-NATIVE SPEAKERS II (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one hour by arrangement per week.

Designed to help students who have an intermediate level of spoken English skills increase fluency in spoken English. Intermediate level practice in pronunciation, stress, rhythm, intonation and usage. Recommended for ESOL 820 or ESOL 821/822 level students. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

**SPCH 813 SPEECH FOR NON-NATIVE SPEAKERS III (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one hour by arrangement per week.

Designed to develop fluency in basic conversational skills in spoken English. Practice speaking with others and conversing in varying communication experiences. Recommended for ESOL 830 or ESOL 831/832 level students. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

**STUDENT GOVERNMENT****SGOV 111 STUDENT GOVERNMENT I – FALL (1-2)**

One lecture hour per week for one unit. In addition, attendance at weekly Student Council meeting is required to earn two units.

Designed to assist Student Council members, club officers, and other interested students in acquiring background and skills for effective participation in the college community. Includes parliamentary procedure, group dynamics and analysis of the nature and techniques of effective leadership. *(Open entry.) May be repeated once for credit. Transfer credit: CSU.*

**SGOV 112 STUDENT GOVERNMENT II – SPRING (1-2)**

One lecture hour per week for one unit. In addition, attendance at weekly Student Council meeting is required to earn two units.

Continuation of SGOV 111. *(Open entry.) May be repeated once for credit. Transfer credit: CSU.*

**SGOV 115 COMMUNITY SERVICE & LEADERSHIP  
PRACTICUM (1)**

**(Credit/No Credit)**

Eight lecture hours plus 24 hours of structured and verified community service in an established and approved service organization.

A practicum course in community service bringing together students and approved service agencies or organizations. The course prepares students for community service and helps them find an approved community opportunity that matches their service criteria. In addition to service in the community, the course meets four times in the classroom. *May be repeated twice for credit. Transfer credit: CSU.*

**SURGICAL TECHNOLOGY****SURG 440 BASIC SCIENCES FOR SURGICAL  
TECHNOLOGY (6)**

Six lecture hours and three lab hours by arrangement per week. Prerequisite: Admission to the Surgical Technology program. Recommended: Completion of MATH 110 or equivalent; eligibility for ENGL 836 or equivalent.

This course reviews anatomy for surgical procedures and common disease states requiring surgical intervention. The course also covers common medical terminology and operating room medications pertinent to the surgical technologist.

**SURG 441 SURGICAL PATIENT CARE CONCEPTS (10)**

Five lecture hours and fifteen lab hours and three lab hours by arrangement per week. Prerequisite: Admission to the Surgical Technology program. Recommended: Completion of MATH 110 or equivalent; eligibility for ENGL 836 or equivalent.

This course provides the student with the theoretical and technical fundamentals of caring for a patient in surgery and procedures common to the surgical technologist, including sterile technique and instrument preparation. *Prepares the student for in-hospital training in the second semester.*

**SURG 442 SURGICAL SPECIALTIES (6)**

*Six lecture hours per week. Prerequisites: Completion of SURG 440 and SURG 441 with grades of C or better.*

Covers the most common procedures and equipment utilized by the surgical technologist during specialty surgery. These surgeries include neurological, cardiac and pediatric procedures. Prepares the student for the national certification examination.

**SURG 443 CLINICAL PRACTICE FOR SURGICAL TECHNOLOGY (8)**

**(Credit/No Credit.)**

*Thirty-two hours of clinical practice per week. Prerequisites: SURG 440 and SURG 441 with grades of C or better, and a current healthcare provider CPR card.*

Hands-on experience in the surgical suite caring for patients under the supervision of a surgical technologist. The student will also gain experience in patient and staff interaction and communication. Prepares the student for the national certification examination.

**SURG 445 INTRODUCTION TO CENTRAL SERVICE TECHNOLOGY (4)**

*Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836 or ESOL 400, or equivalent.*

The first of two 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. Prepares student to take the National Central Service Processing Examination. *May be repeated for credit a maximum of three times.*

**SURG 446 CLINICAL PRACTICE FOR CENTRAL SERVICE TECHNOLOGY (3)**

**(Credit/No Credit.)**

*A total of 192 hours of in-hospital training by arrangement. Prerequisite: Completion of SURG 445 with a grade of C or better.*

The second of two courses in Central Service Technology provides the student with supervised experience in sterile processing, supply distribution and inventory control. Prepares the student to take the national Central Service Processing Examination. *May be repeated for credit a maximum of three times.*

**SURG 665 SELECTED TOPICS IN SURGICAL TECHNOLOGY AND CENTRAL SERVICE/STERILE PROCESSING (.5 or 1 or 1.5 or 2)**

**(Credit/No Credit or letter grade.)**

*Eight lecture hours per .5 unit.*

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. *May be repeated for credit as topics vary.*

**TAGALOG**

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.

**TAGA 111, 112 ELEMENTARY TAGALOG I and II (3, 3)**  
**(Credit/No Credit or letter grade.)**

*Three lecture hours plus one lab hour per week. TAGA 111 – Recommended: Eligibility for ENGL 836 or ESOL 400, or equivalent. TAGA 112 – Prerequisite: TAGA 111 or equivalent.*

A basic course sequence for native and non-native students. The student will acquire a basic ability to speak, read and write in Tagalog (Filipino) at the elementary level and will learn about the customs, culture and history of the Filipino world. *Transfer credit: UC; CSU (C2).*

**TAGA 121, 122 ADVANCED ELEMENTARY TAGALOG I and II (3, 3)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours plus one lab hour per week. Prerequisites: TAGA 121 – TAGA 112 or equivalent. TAGA 122 – Successful completion of TAGA 121 or equivalent.*

A two-semester sequence covering the second year of Tagalog. Continues the oral and written skills studied and practiced in TAGA 111/112 and continues to develop the foundation in structure and vocabulary needed for basic communication. Emphasis is on the active use of language. *Transfer credit: UC; CSU.*

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY****TCOM 100 TELECOMMUNICATIONS, NETWORKING AND WIRELESS TECHNOLOGIES (3)**

*Three lecture hours per week.*

An introductory course designed to acquaint students with 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 is the first course in a program of study for Telecommunications, Wireless and Network Information Technology majors but has been designed to provide anyone interested with insight into the workings and opportunities of this dynamic and exciting field. *Transfer credit: CSU.*

**TCOM 405 ELECTRICAL FUNDAMENTALS FOR TELECOMMUNICATIONS (6)**

Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisite: Elementary algebra or equivalent.

A foundation course in the study of electricity and electronics fundamentals. This course is the first course in majors that require and in depth understanding and developed skill in direct and alternating current. Coverage includes the vocabulary, components, laws and test equipment used to apply electrical theory to working circuits and systems. Directed laboratory experience with test equipment as applied to telecommunications. Transfer credit: CSU.

**TCOM 410 WIRING AND INSTALLATION FOR TELECOMMUNICATIONS AND NETWORKING (6)**

Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisites: Satisfactory completion (grade of C or better) of or concurrent enrollment in TCOM 405 or ELEC 110, or equivalent training or experience.

Technical introduction to the structure and practices of basic telephony, with direct hands-on experience with the tools and skills required for entry-level employment. Course coverage includes equipment, techniques, terminology, and specifications used in the telecommunications and networking industries. Students will install, test and troubleshoot basic telecommunications and networking infrastructure from wired lines and cabling to network patch panels and distribution systems. Course is based upon EIA TIA 568 and 570 Standards. May include field trips. Transfer credit: CSU.

**TCOM 415 WIRELESS AND MOBILE COMMUNICATIONS FUNDAMENTALS (3)**

Three lecture hours per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 410, or concurrent enrollment in TCOM 410, or equivalent training or experience.

This course presents a study of the fundamental concept of wireless communications as it applies to mobile communications, wireless networking, and applications. The course will examine all aspects of wireless technology including: history and structure of wireless communications networks, access technologies, fundamentals of radio frequency transmission, modulation and digital voice coding, cellular packet radio systems, and wireless local area networks. Transfer credit: CSU.

**TCOM 420 SIGNAL TRANSMISSION AND RADIO FREQUENCY (R.F.) FUNDAMENTALS (6)**

Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisites: Satisfactory completion (grade of C or better) of TCOM 405 and 410, or equivalent training or experience.

Analysis of the transmission of signals as applied to wire-line and wireless communications. Covers concepts of frequency, wavelength, power, phase, gain and loss, R.F. and their applications to the transmission of information. Lab

and skill activities emphasize installation and measurement techniques with electronic test equipment and specialized telecommunications test gear. Students will work with live telecommunications circuits and equipment. Transfer credit: CSU.

**TCOM 440 TRANSPORT NETWORKS AND THE FUNDAMENTALS OF DIGITAL COMMUNICATIONS (6)**

Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of or concurrent enrollment in TCOM 420, or equivalent training or experience.

Instruction covers the primary transport networks and basic digital communications fundamentals that make it possible for end users to access and utilize the world's telecommunication from both wire line and wireless access points. Focused hands-on lab activities in the installation and testing of digital signal processing at the DS1 (T-Carrier) level. Transfer credit: CSU.

**TCOM 445 WIRELESS AND MOBILE COMMUNICATIONS SYSTEMS AND APPLICATIONS (3)**

Three lecture hours per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 440, or equivalent training or experience.

An in-depth study of wireless and mobile communications systems and applications. The course will examine the technical aspects of wireless and mobile communications systems including cell sites, mobile switching centers, signaling systems, wireless network interworking, wireless intelligent network capabilities, and wireless applications and protocols. Transfer credit: CSU.

**TCOM 451 PC CONFIGURATION AND REPAIR (6)**

Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisites: Satisfactory completion (grade of C or better) of CAOT 105 or equivalent, and satisfactory completion (grade of C or better) of or concurrent enrollment in ELEC 110 or TCOM 405, or equivalent training or experience.

This course provides preparation for A+ certification. A hands-on technical course designed to provide in-depth understanding of PC hardware and software from an 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. Also listed as COMP 451. Transfer credit: CSU.

**TCOM 452 A+ CERTIFICATION EXAM PREPARATION (1)  
(Credit/No Credit)**

One lecture hour and three lab hours by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of or concurrent enrollment in TCOM 451, or equivalent training or experience.

Designed to assist students in preparing to take the A+ certification examination for Computer Repair. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**TCOM 460 FIBER OPTICS TECHNOLOGY (3)**

Three class hours per week and one lab hour by arrangement per week.

An introductory course in fiber optics technology that will include the theory of fiber optic communications, fiber system design, network construction, and fiber optic test equipment. Instructor-directed hands-on splicing and working with test equipment is a major component of this course. Transfer credit: CSU.

**TCOM 462 SWITCHING TECHNOLOGY (3)**

Three lecture hours per week and one lab hour by arrangement per week. Prerequisites: Satisfactory completion (grade of C or better) of TCOM 100 and TCOM 410, or equivalent training or experience.

Introduction to the fundamentals of switching technologies as they apply to voice and data telecommunications circuits and systems. Explores the basic components of switching systems access methods, trunking and signaling. Both PBX and central office applications of switching will be discussed. Transfer credit: CSU.

**TCOM 465 WIRELESS LOCAL AREA NETWORKS (3)**

Three class hours and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 480, or equivalent training or experience.

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. Transfer credit: CSU.

**TCOM 480 NETWORK FUNDAMENTALS (LAN) (3)**

Three class hours per week and one lab hour by arrangement per week.

Cisco Academy Course – CCNA 1

An introductory course in networking specific to local area networks (LAN). Topics will include LAN hardware, software, topology, transmission medium, wide area network connectivity, diagnostic tools, system administration, and vendor specific LAN products. Class is complemented with hands-on experience in constructing a local area network. Course is patterned after Cisco training guidelines. Also listed as CAOT 480. Transfer credit: CSU.

**TCOM 481 NETWORK SYSTEMS ADMINISTRATION (3)**

Three class hours per week and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 480, or equivalent training or experience.

An application-based course in Network Administration specific to LAN's. Coverage includes the functions and concepts of a wide area network, Microsoft server, designing LAN user accounts and their network administration. Hands-on experience provided in setting up and troubleshooting servers, workstations, network and peripheral devices. Course is patterned after Microsoft networking guidelines. Also listed as COMP 481. Transfer credit: CSU.

**TCOM 482 INTRODUCTION TO ROUTERS (3)**

Three class hours per week and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 481, or equivalent training or experience. Cisco Academy Course – CCNA 1 & 2

Introductory course on router configuration in wide area networks. Students will perform basic router configurations. Course examines common protocols, IP networking concepts, and subnetting techniques. Includes instructor-directed hands-on activities. This course is patterned after Cisco training guidelines. Transfer credit: CSU.

**TCOM 483 NETWORK SWITCHES – CONCEPTS AND APPLICATIONS (3)**

Three lecture hours per week and one lab hour by arrangement per week. Pre requisite: Satisfactory completion (grade of C or better) of TCOM 481, or equivalent training or experience. Recommended: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience. Cisco Academy Course – CCNA 3

Introductory course in network switching concepts and configurations as applied to computer networks. Course 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. This course is patterned after Cisco training guidelines. Transfer credit: CSU.

**TCOM 484 ADVANCED ROUTING CONCEPTS AND APPLICATIONS (3)**

Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience. Recommended: Satisfactory completion (grade of C or better) of TCOM 483, or equivalent training or experience.

Cisco Academy Course – CCNA 3 & 4

An advanced course in routing concepts and configurations on large internetworks. Students will configure and manage routers by implementing advanced features and common routing protocols such as EIGRP and OSPF. Includes instructor-directed hands-on activities. This course is patterned after Cisco Router training guidelines. Also listed as COMP 484. Transfer credit: CSU.

**TCOM 485 TROUBLESHOOTING THE INTERNETWORK (3)**

Three lecture hours and one lab hour by arrangement per week. Prerequisites: Satisfactory completion (grade of C or better) of TCOM 483 and TCOM 484, or equivalent training or experience.

This course outlines the troubleshooting methodology and techniques for routers and switches in a network infrastructure. Students will learn to use existing software and the diagnostic features of a protocol analyzer to troubleshoot and analyze internetworks. This course is patterned after Cisco training guidelines. Transfer credit: CSU.

**TCOM 486 NETWORK SECURITY (3)**

Three lecture hours and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience.

This course introduces students 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 Checkpoint software. Also listed as COMP 486. Transfer credit CSU.

**TCOM 490 TECHNICAL OVERVIEW OF THE INTERNET (3)**

Three class hours per week and one lab hour by arrangement per week.

A technical overview of the Internet. This course is intended for students who want to learn about the Internet system architecture, language and vocabulary. Some lectures will be demonstrated on the Internet. Homework assignments may require students having access on the Internet. Also listed as CAOT 490. Transfer credit: CSU.

**TCOM 665 SELECTED TOPICS IN TELECOMMUNICATIONS (.5 or 1 or 1.5 or 2) (Credit/No Credit or letter grade)**

Eight lecture hours for each .5 unit.

Designed to develop specific skills that are utilized in the telecommunications or the Network Information industry. May be repeated for credit as topics vary. Transfer credit: CSU.

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# TRANSFER COURSES - 197

## 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 May 31, 2006. Please check with the Counseling Office or the Transfer Opportunity and Career Center for more up-to-date information.

#### ACCOUNTING

- 121 Financial Accounting
- 131 Managerial Accounting

#### ADMINISTRATION OF JUSTICE

- 100 Intro to Administration of Justice
- 108 Community Relations

#### AMERICAN SIGN LANGUAGE

- 111/112 American Sign Language I & II
- 121/122 Adv. Elementary Sign Language I and II

#### ANTHROPOLOGY

- 110 Cultural Anthropology
- 125 Physical Anthropology
- 150 Intro to Archaeology
- 155 Human Prehistory & the Rise of Civilization
- 165 Sex and Gender: Cross-Cultural Perspectives
- 180 Magic, Witchcraft & Religion
- 360 Native Peoples of North America
- 690 Individual Study in Anthropology

#### ARABIC

- 111 Elementary Arabic I
- 112 Elementary Arabic II
- 121 Adv. Elementary Arabic I
- 122 Adv. 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
- 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
- 221 Painting I
- 222 Painting II
- 231 Water Color I
- 232 Water Color II
- 234 Printmaking I
- 235 Printmaking II
- 248 Portraits in Pastel
- 301 Design
- 302 Advanced Design
- 351 Photography I
- 352 Photography II

- 376 Digital Imaging I
- 405 Sculpture I
- 406 Sculpture II
- 411 Ceramics I
- 412 Ceramics II
- 417 Ceramic Glazing Techniques
- 665 Special Topics in Art
- 690 Individual Study in Art

#### BIOLOGY

- †101 Man in a 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
- 215 Organismal Biology
- 230 Intro to Cell Biology
- 240 General Microbiology
- 250 Human Anatomy
- 260 Intro to Physiology
- 675 Honors Colloquium in Biology
- 690 Individual Study in Biology

#### BUSINESS

- 100 Introduction to Business
- 103 Intro to Business Information Systems (formerly D.P. 110)
- †120 Mathematical Analysis for Business
- †123 Statistics
- 201 Business Law

#### CHEMISTRY

- †112 Chemistry in Action
- †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 Individual Study in Chemistry

#### CHINESE

- †111/112 Elementary Chinese I & II

#### COMBATIVES

- †301 Beginning Wrestling
- †302 Intermediate Wrestling
- †401 Self Defense
- †404 Beginning Shotokan Karate
- †405 Intermediate & Adv. Shotokan Karate

#### COMPUTER SCIENCE

- 118 Intro to Object-Oriented Program Design
- 155 Computer Programming-VISUAL BASIC

- 156 Intermediate Programming in VISUAL BASIC
- 190 Intro to C Programming
- 250 Adv. C Programming with an Intro to C++
- 252 Programming Methods II: C++
- 284 Programming Methods I: JAVA
- 286 Programming Methods II: JAVA
- 665 Selected Topics In Computer Science

#### COUNSELING

- 100 College Success

#### DANCE

- 105 Dance & Wellness
- 110 Modern Dance
- 130 Jazz Dance
- 140 Ballet
- 330 Creative Dance
- †350 Aerobic Dance
- 390 Dance Composition/Theory/Choreography
- 400 Dance Production
- 450 Int./Adv. Dance Production
- 665 Selected Topics in Dance
- 690 Individual Study in Dance

#### EARLY CHILDHOOD EDUCATION

- 201 Child Development
- 212 Child, Family & Community

#### ECONOMICS

- 100 Principles of Macroeconomics
- 102 Principles of Microeconomics
- 690 Individual Study in Economics

#### 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
- 690 Individual Study in English

#### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

- 400 English Composition for Nonnative Speakers

#### FAMILY & CONSUMER SCIENCES

- 113 Textiles
- 212 Child, Family & Community
- 310 Nutrition

#### FASHION MERCHANDISING

- 113 Textiles

#### FILM

- 370 Film Production (formerly ART 371)
- 440 Film Study/Appreciation (formerly LIT. 441)
- 450 Great Film Directors

#### FITNESS

- †110 Adult Conditioning
- †116 Body Conditioning
- †160 Women's Conditioning

- †201 Men's Beginning Weight Conditioning
- †202 Men's Intermediate Weight Conditioning
- †205 Weight Conditioning
- †210 Women's Individual Weight Conditioning
- †301 Spinning
- †303 Trail Hiking
- †304 Walking Fitness
- †305 Cardiovascular Development - Running Emphasis
- †332 Stretching & Flexibility
- †334 Yoga
- †335 Pilates
- †349 Functional Adapted Fitness Assessment
- †350 Adaptive Physical Education
- †400 Fitness Academy

#### GEOGRAPHY

- 110 Cultural Geography
- 150 World Regional Geography
- 690 Individual Study in Geography

#### GEOLOGY

- †100 Survey of Geology
- 105 Environmental Earth Science
- 180 Geology of California
- †210 General Geology
- 220 Historical Geology
- †611 Field Geology I
- 690 Individual Study in Geology

#### HEALTH SCIENCE

- 100 General Health
- 130 Human Sexuality

#### 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
- †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
- 310 California History
- 420 Survey of Latin American History
- 430 Early Asian Civilizations
- 435 History of the Philippines
- 690 Individual Study in History

#### HUMANITIES

- 115 Intro to the Arts - Live!
- 690 Individual Study in Humanities

#### INDIVIDUAL SPORTS

- †101 Beginning Archery
- †105 Intermediate Archery
- †121 Beginning Badminton
- †125 Advanced Badminton
- †160 Golf

- †165 Golf: Short Game
- †167 Golf Course Strategies
- †168 Tournament Golf
- †251 Beginning Tennis
- †253 Intermediate Tennis
- †255 Advanced 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 Newswriting

**LIBRARY SCIENCE**

- †100 Intro to Information Research
- †105 Online Research

**LITERATURE**

- 101 Contemporary Literature
- 111 Short Story
- 113 Intro to the Novel
- 116 Intro to World Literature
- 166 Women on Writing
- 225 Mirrors of Today: Contemporary Poetry
- 251 Women in Literature
- 265 Asian American Literature
- 266 Black Literature
- 267 Filipino American Literature
- 370 Literature of the Latino in the U.S.
- 373 Latin American Literature in Translation
- 416 Modern European Literature in Translation
- 432 Folklore
- 690 Individual Study in Literature

**MATHEMATICS**

- †150 Mathematics for Elementary School Teachers I
- †153 Mathematics for Elementary School Teachers II
- †200 Probability & Statistics
- 201 Quantitative Reasoning
- †222 Precalculus
- †241 Applied Calculus I
- †242 Applied Calculus II
- †251 Calculus/Analytical Geometry I
- †252 Calculus/Analytical Geometry II
- †253 Calculus/Analytical Geometry III
- 270 Linear Algebra
- 275 Ordinary Differential Equations
- 690 Individual Study in Mathematics

**MUSIC**

- 100 Fundamentals of Music
- 110 Theory Seminar
- 111 Theory Workshop
- 115 Music, Art & Ideas
- 202 Music Appreciation
- 204 Music History
- 240 Music of the Americas
- 250 World Music
- 275 History of Jazz
- 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
- 377 Guitar I
- 378 Guitar II
- 379 Guitar III
- 380 Guitar IV
- 383 Guitar Ensemble I
- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV
- 430 Concert Band
- 450 Jazz Band
- 470 Choir
- 475 Jazz Choir
- 665 Special Topics in Musical Performance
- 690 Individual Study in Music

**OCEANOGRAPHY**

- 100 Survey of Oceanography
- †101 Oceanography Lab/Field Study

**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
- 300 Intro to World Religions
- 320 Asian Philosophy
- 690 Individual Study in Philosophy

**PHYSICAL EDUCATION**

- †211 Prevention and Care of Athletic Injuries
- †212 Prevention and Care of Athletic Injuries Lab
- †213 Sports Medicine
- †214 Sports Medicine Lab
- 690 Individual Study in Physical Education

**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 Individual Study in Physics

**POLITICAL SCIENCE**

- 115 Comparative Government
- 130 International Relations
- 150 Intro to Political Theory
- †200 National, State & Local Government
- †210 American Politics

- 320 Latin America in the International Political Economy
- 330 Middle East Politics: US & Israeli-Palestinian Conflict
- 690 Individual Study in Political Science

**PSYCHOLOGY**

- 100 General Psychology
- 105 Experimental Psychology
- 200 Developmental Psychology
- 201 Child Development
- 268 Black Psychology
- 300 Social Psychology
- 390 Psychology of Consciousness
- 410 Abnormal Psychology
- 665 Special Topics in Psychology
- 690 Individual Study in Psychology

**SOCIAL SCIENCE**

- 150 Intro to Women's Studies
- 690 Individual Study in Social Science

**SOCIOLOGY**

- 100 Intro to Sociology
- 105 Contemporary Social Issues
- 108 Community Relations
- 141 Race & Ethnicity
- 665 Selected Topics in Sociology
- 690 Individual Study in Sociology

**SPANISH**

- 110 Elementary Spanish
- †111, 112 Elementary Spanish I & II
- 120 Adv. Elementary Spanish
- †121, 122 Adv. Elementary Spanish I & II
- 130 Intermediate Spanish
- 140 Adv. Intermediate Spanish
- 161 Readings in Spanish American Lit. I
- 162 Readings in Spanish American Lit. II
- 220 Spanish for Spanish Speakers I
- 690 Individual Study in Spanish

**NOTES:** † Courses listed with a dagger: Credit limitation – See your counselor.

Credit for courses numbered 665 and 690 is contingent upon a review of the course outline by a UC campus.

**TRANSFERS TO UNIVERSITY OF CALIFORNIA CAMPUSES**

In order to qualify for transfer to the eight undergraduate University of California campuses, students should complete 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 intended major as required. Since each campus is unique, contact your counselor or the Transfer Opportunity and Career Center, or call the campus of your choice for further information.

- UC, Berkeley** ..... (510) 642-6000
- UC, Davis** ..... (530) 752-1011
- UC, Irvine** ..... (949) 824-5011
- UC, Los Angeles** ..... (310) 825-4321
- UC, Merced** ..... (559) 241-7474
- UC, Riverside** ..... (951) 827-1012
- UC, San Diego** ..... (858) 534-2230
- UC, Santa Barbara** ..... (805) 893-8000
- UC, Santa Cruz** ..... (831) 459-0111

**SPEECH**

- 100 Public Speaking
- 111 Oral Interpretation of Literature
- †120 Interpersonal Communication
- 127 Argumentation
- 140 Small Group Communication
- †150 Intercultural Communication
- 690 Individual Study in Speech

**TAGALOG**

- †111 Elementary Tagalog I
- †112 Elementary Tagalog II
- †121 Adv. Elementary Tagalog I
- †122 Adv. Elementary Tagalog II

**TEAM SPORTS**

- †100 Baseball
- †111 Beginning Basketball
- †115 Advanced Basketball
- †125 Non-Traditional Outdoor Games
- †132 Flag Football
- †141 Beginning Soccer
- †145 Advanced Soccer
- †146 Men's Soccer Theory
- †148 Indoor Soccer
- †149 Women's Soccer Theory
- †171 Beginning Volleyball
- †173 Intermediate Volleyball
- †175 Advanced Volleyball
- †176 Volleyball Theory
- †179 Tournament Volleyball

**VARSITY**

- †100 Men's Varsity Baseball
- †110 Men's Varsity Basketball
- †120 Men's Varsity Cross Country
- †150 Men's Varsity Soccer
- †200 Varsity Wrestling
- †310 Women's Varsity Cross Country
- †320 Women's Varsity Softball
- †340 Women's Varsity Volleyball
- †350 Women's Varsity Badminton
- †360 Women's Varsity Soccer

# TRANSFER COURSES – CALIFORNIA STATE UNIVERSITIES & COLLEGES 199

## 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 May 31, 2006. Please check with the Counseling Office or the Transfer Opportunity and Career Center for more up-to-date information.

### ACCOUNTING

- 100 Accounting Procedures
- 103 Ten Key Skills
- 121 Financial Accounting
- 131 Managerial Accounting
- 171 Federal Income Tax
- 172 Business Income Taxes
- 194 Intro to QuickBooks Pro
- 196 Int. QuickBooks Pro
- 197 Computerized Accounting
- 198 Adv. Computerized Accounting w/Peachtree

### ADMINISTRATION OF JUSTICE

- 100 Intro to Administration of Justice ..... **D3**
- 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 Concept of Enforcement
- 125 Juvenile Procedures
- 135 Narcotics Investigation
- 180 Criminal Identification
- 205 Judicial Process in California
- 665 Special Topics in Administration of Justice

### AMERICAN SIGN LANGUAGE

- 111 American Sign Language I ..... **C2**
- 112 American Sign Language II ..... **C2**
- 121 Adv. Elementary Sign Language I
- 122 Adv. Elementary Sign Language II

### ANTHROPOLOGY

- 110 Cultural Anthropology ..... **D3**
- 125 Physical Anthropology ..... **B2**
- 150 Intro to Archaeology ..... **D3**
- 155 Human Prehistory & The Rise of Civilization ..... **D3**
- 165 Sex and Gender: Cross-Cultural Perspectives ..... **D3**
- 180 Magic, Witchcraft & Religion ..... **D3**
- 360 Native Peoples of North America .... **D3**

### ARABIC

- 111 Elementary Arabic I ..... **C2**
- 112 Elementary Arabic II ..... **C2**
- 121 Advanced Elementary Arabic I ..... **C2**
- 122 Advanced Elementary Arabic II ..... **C2**

### ART

- 101 History of Art I ..... **C1**
- 102 History of Art II ..... **C1**
- 105 Art of Asia & Near East ..... **C1**
- 107 Art of Our Times ..... **C1**
- 115 Art, Music & Ideas ..... **C1**
- 120 Art of the Americas ..... **C1**
- 130 Art Appreciation ..... **C1**
- 201 Form & Composition I ..... **C1**
- 202 Form & Composition II
- 204 Drawing I ..... **C1**
- 205 Drawing II
- 207 Life Drawing
- 208 Portrait Drawing I
- 209 Portrait Drawing II
- 214 Color
- 221 Painting I ..... **C1**
- 222 Painting II
- 231 Water Color I
- 232 Water Color II
- 234 Printmaking I
- 235 Printmaking II
- 248 Portraits in Pastel ..... **C1**
- 301 Design ..... **C1**
- 302 Advanced Design
- 311 Lettering & Layout I
- 312 Lettering & Layout II
- 322 Illustration
- 338 Advertising Art
- 350 Visual Perception through Photography ..... **C1**
- 351 Photography I ..... **C1**
- 352 Photography II ..... **C1**
- 353 Photography III
- 354 Color Photography I ..... **C1**
- 355 Color Photography II ..... **C1**
- 363 Alternative Processes in Photography I

- 364 Alternative Processes in Photography II
- 371 Film Production (see FILM 370)..... **C1**
- 376 Digital Imaging I
- 377 Digital Imaging II
- 405 Sculpture I ..... **C1**
- 406 Sculpture II
- 407 Sculpture III: Direct Metal
- 408 Bronze Casting
- 411 Ceramics I ..... **C1**
- 412 Ceramics II
- 417 Ceramic Glazing Techniques
- 665 Special Topics in Art

### AUTOMOTIVE TECHNOLOGY

- 665 Selected Topics in Automotive
- 706 Toyota Engines
- 707 Toyota Transmissions
- 708 Auto Principles Lab
- 709 Auto Service Orientation
- 710 Fundamentals Auto Mechanics
- 713 Auto Electricity & Electronics
- 716 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
- 730 Japanese Basic Electrical
- 734 Auto Engine Diagnosis/Repair
- 735 Auto Transmission & Drive Trains
- 743 Pre-Delivery Service
- 745 Japanese Brakes & Chassis
- 747 Japanese Air Conditioning
- 748 Japanese Adv. Electrical
- 749 Japanese 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
- 757 Ford 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
- 769 Head & Valve Services
- 771 Automotive Electrical II
- 772 Clean Air Car I
- 773 Automotive Electrical I
- 774 European Electronic Engine Controls
- 775 Oscilloscopes & Exhaust Gas Analyzers

- 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
- 794 Carbureted Fuel Systems
- 795 Diesel Fuel Systems
- 796 Japanese Engines
- 797 Japanese Transmissions
- 798 Alternative Fuels I
- 799 Alternative Fuels II

**BIOLOGY**

- 101 Man in a 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**
- 215 Organismal Biology ..... **B2, B3**
- 230 Intro to Cell Biology ..... **B2, B3**
- 240 General Microbiology..... **B2, B3**
- 250 Human Anatomy ..... **B2, B3**
- 260 Intro to Physiology ..... **B2, B3**
- 365 Intertidal Interpretation
- 415 Intro to Biotechnology Manufacturing
- 422 Foundations of Biotechnology
- 426 Genetic Engineering
- 430 Intro to Immunology
- 665 Selected Topics in Biology
- 675 Honors Colloquium in Biology

**BUSINESS**

- 100 Intro to Business..... **D3**
- 101 Human Relations at Work..... **D3**
- 103 Intro to Business Information Systems
- 107 Dealing with Difficult People
- 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 Small Business Management
- 153 Planning a Business Startup
- 170 Selling Fundamentals
- 180 Fundamentals of Marketing
- 181 Personal Power & Leadership
- 182 Techniques of Promotion
- 183 Building High Performing Teams
- 187 Marketing Communications
- 190 Retailing, E-Commerce & Buying
- 200 Intro to International Business ..... **D3**
- 201 Business Law
- 210 International Finance ..... **D3**
- 212 International Business Practice Firm
- 221 Intercultural Business Communication
- 225 Foundations of Global E-Commerce
- 226 Global Business Negotiations
- 227 Global Business Contracts
- 230 Intro to International Marketing
- 231 Put Your Business on the Web
- 240 International Logistics and Transportation
- 241 Doing Business in Asia
- 242 Doing Business in Europe
- 243 Legal Environment of International Business
- 244 Doing Business in Latin America
- 245 Intro to Customs Brokerage
- 264 Labor Law/Collective Bargaining
- 278 Distribution Management
- 279 Import/Export Management
- 290 Introduction to Marketing Strategy
- 291 Marketing Tactics
- 292 Introduction to Marketing Promotions
- 293 Internet Marketing Strategies
- 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
- 443 Law Office Procedures
- 485 Medical Terminology
- 486 Medical Transcription
- 487 Medical Transcriber Internship
- 665 Selected Topics in Business

**CAREER AND PERSONAL DEVELOPMENT**

- 100 How to Succeed in College
- 111 Decision Making ..... **E1**
- 132 Job Search ..... **E1**
- 135 Skills/Self Assessment..... **E1**
- 136 Career Planning..... **E1**
- 137 Life & Career Planning ..... **E1**
- 140 Peer Counseling
- 410 College/Career Orientation
- 650 Seminar Groups
- 665 Life Styles Health Issues ..... **E1**

**CHEMISTRY**

- 112 Chemistry in Action..... **B1, B3**
- 192 Introductory Chemistry
- 210 General Chemistry I ..... **B1, B3**
- 220 General Chemistry II..... **B1, B3**
- 234 Organic Chemistry I..... **B1**
- 235 Organic Chemistry II..... **B1**
- 237 Organic Chemistry Lab I..... **B3**
- 238 Organic Chemistry Lab II..... **B3**
- 410 Chemistry for Health Sciences ... **B1, B3**

**CHINESE**

- 111 Elementary Chinese I
- 112 Elementary Chinese II

**COMBATIVES**

- 301 Beginning Wrestling ..... **E2**
- 302 Intermediate Wrestling ..... **E2**
- 401 Self Defense ..... **E2**
- 404 Beginning Shotokan Karate..... **E2**
- 405 Intermediate & Adv. Shotokan Karate ..... **E2**

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGY**

- 100 Beginning Computer Keyboarding
- 101 Computer Keyboarding Skill Building
- 104 Intro to Computers w/Windows I
- 105 Intro to Computers w/Windows II
- 110 Survey of PC Applications
- 200 Intro to MS Office Suite
- 201 Integration of MS Office Applications
- 212 Word Processing I: WordPerfect
- 213 Word Processing II: WordPerfect
- 214 Word Processing I: Word
- 215 Word Processing II: Word
- 217 Word Processing III
- 220 Desktop Publishing: PageMaker
- 221 Desktop Publishing: Microsoft Publisher
- 222 Business Presentations I: PowerPoint
- 223 Business Presentations II: PowerPoint
- 225 Spreadsheets I
- 226 Spreadsheets II
- 230 Database Applications I
- 231 Database Applications II
- 235 Computer Illustration
- 300 Business Procedures & Practices
- 301 Maximizing Your Employment Potential
- 320 Graphic Design for Computer Users
- 400 Internet I
- 403 HTML & Web Authoring Applications I
- 404 HTML & Web Authoring Applications II
- 405 HTML & Web Authoring Applications III
- 406 Multimedia for the Web I - Audio
- 407 Multimedia for the Web II - Video
- 408 Digital Audio and Video
- 410 Photoshop Basics
- 411 Photoshop for the Web
- 412 Flash I
- 413 Flash II

415 Website Design & Management  
 420 JavaScript  
 421 XML  
 422 CGI/Perl  
 425 Web Design Principles  
 427 Collaboration & Web Production I  
 430 PHP/MySQL I  
 431 PHP/MySQL II  
 432 PHP/MySQL III  
 480 Intro to Local Area Networks (LAN)  
 490 Technical Overview of the Internet  
 665 Selected Computer Topics

**COMPUTER SCIENCE**

118 Intro to Object-Oriented Program Design  
 155 Computer Programming VISUAL BASIC  
 156 Intermediate Programming in VISUAL BASIC  
 190 Intro to C Programming  
 250 Adv. C Programming with Intro to C++  
 252 Programming Methods II: C++  
 284 Programming Methods I: JAVA  
 286 Programming Methods II: JAVA  
 355 Introduction to Oracle - SQL  
 356 Fundamentals of Database Administration I  
 357 Fundamentals of Database Administration II  
 378 Programming in PERL  
 412 Flash I  
 413 Flash II  
 423 JavaScript  
 424 XML  
 451 PC Configuration & Repair  
 481 Network Systems Administration  
 484 Adv. Routing Concepts & Applications  
 486 Network Security  
 665 Selected Topics in Computer Science

**COOPERATIVE EDUCATION**

670 Vocational Cooperative Education  
 671 General Cooperative Education

**COUNSELING**

100 College Success ..... E1

**DANCE**

105 Dance & Wellness ..... E2  
 110 Modern Dance ..... C1, E2  
 130 Jazz Dance ..... C1, E2  
 140 Ballet ..... C1, E2  
 161 Tango Argentino ..... E2  
 162 Tango Milonga ..... E2  
 330 Creative Dance ..... C1, E2  
 350 Aerobic Dance ..... C1, E2  
 390 Dance Composition/Theory/Choreography  
 400 Dance Production ..... C1, E2  
 440 Principles of Dance Co./Arts Program Management

450 Intermediate/  
 Adv. Dance Production ..... E2  
 665 Selected Topics in Dance ..... E2

**EARLY CHILDHOOD EDUCATION**

201 Child Development ..... D3, E1  
 210 Early Childhood Education Principles  
 211 Early Childhood Education Curriculum  
 212 Child, Family, & Community  
 214 Child-Parent Relations ..... E1  
 223 Infant/Toddler Development  
 225 Infant/Toddler Environments  
 240 Early Childhood Education Administration: Business & Legal  
 241 Early Childhood Education Administration: Human Relations  
 242 Adult Supervision in ECE/CD Classrooms  
 260 Children with Special Needs  
 262 Introduction to Family Support: Building Respectful Partnerships  
 264 The Life Cycle of the Family  
 270 Intro to Infant/Toddler Child Care  
 272 Cultural Diversity in ECE  
 275 Children's Language & Literacy Development  
 311 Children's Nutrition  
 333 Observational Skills  
 335 Handling Behavior  
 366 Practicum in Early Childhood Education  
 665 Selected Topics in ECE

**ECONOMICS**

100 Principles of Macroeconomics ..... D3  
 102 Principles of Microeconomics ..... D3

**EDUCATION**

100 Introduction to Education ..... D3

**ELECTRONICS TECHNOLOGY**

110 Intro to Fundamentals of Electronics

**EMERGENCY MEDICAL CARE**

425 CPR: Health Care Provider

**ENGLISH**

100 Composition ..... A2, A3  
 104 Applied English Skills for Cultural Production  
 105 Intensive Composition ..... A2, A3  
 110 Composition, Literature, & Critical Thinking ..... A3, C2  
 161 Creative Writing I ..... C2  
 162 Creative Writing II  
 165 Critical Thinking & Adv. Composition A3  
 166 Women on Writing  
 195 Term Paper  
 440 Screenwriting

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

400 English Composition for Nonnative Speakers ..... A2

**FAMILY & CONSUMER SCIENCES**

113 Textiles ..... C1  
 117 Creating a Personal Image  
 119 Clothing, Culture & Society ..... C1  
 150 History of Costume  
 212 Child, Family & Community ..... D3  
 213 Child-Parent Relations ..... E1  
 310 Nutrition ..... E1  
 311 Children's Nutrition  
 313 Holistic Perspectives in Nutrition ..... E1  
 320 Food & Fitness ..... E1  
 392 Life Cycle ..... E1  
 665 Selected Topics in Family & Consumer Sciences

**FASHION MERCHANDISING**

113 Textiles ..... C1  
 117 Creating a Personal Image  
 119 Clothing, Culture & Society ..... C1  
 150 History of Costume  
 151 Fashion Merchandising  
 152 Visual Merchandising  
 153 Apparel & Home Fashion Analysis  
 156 Fashion Shows & Special Events  
 160 Business of Image Consulting  
 665 Selected Topics in Fashion

**FILM**

370 Film Production ..... C1  
 375 Scriptwriting for Film & TV  
 380 Basic Video Production  
 385 Intermediate Film/Video Workshop  
 440 Film Study & Appreciation ..... C2  
 450 Great Film Directors

**FITNESS**

106 Varsity Conditioning  
 110 Adult Conditioning ..... E2  
 116 Body Conditioning ..... E2  
 160 Women's Conditioning ..... E2  
 201 Men's Beginning Weight Conditioning ..... E2  
 202 Men's Intermediate Weight Conditioning ..... E2  
 205 Weight Conditioning ..... E2  
 210 Women's Individual Weight Conditioning ..... E2  
 301 Spinning ..... E2  
 303 Trail Hiking ..... E2  
 304 Walking Fitness ..... E2  
 305 Cardiovascular Development - Running Emphasis ..... E2  
 332 Stretching & Flexibility ..... E2  
 334 Yoga ..... E2  
 335 Pilates ..... E2

349 Functional Adapted Fitness  
 Assessment ..... E2  
 350 Adaptive Physical Education ..... E2  
 400 Fitness Academy ..... E2

**GEOGRAPHY**

110 Cultural Geography ..... D3  
 150 World Regional Geography ..... D3  
 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  
 180 Geology of California ..... B1  
 210 General Geology ..... B1, B3  
 220 Historical Geology ..... B1, B3  
 611 Field Geology I

**GERONTOLOGY**

101 Intro to Gerontology ..... E1  
 102 Essentials of Care of the Older Adult

**HEALTH SCIENCE**

100 General Health ..... E1  
 130 Human Sexuality ..... E1  
 150 Death & Dying ..... E1  
 435 Pharmacy Technician Training  
 436 Pharmacy Technician Training –  
 Clinical Externship  
 484 Medical Terminology  
 665 Life Styles - Health Issues ..... E1

**HISTORY**

100 History of Western Civilization I ..... C2  
 101 History of Western Civilization II ..... C2  
 104 World Civilizations I ..... C2, D3  
 106 World Civilizations II ..... C2, D3  
 108 Survey of American History ..... D1  
 201 U.S. History I ..... D1  
 202 U.S. History II ..... D1  
 203 The United States Since 1945 .... C2, D3  
 235 History of Ethnic Groups  
 in the U.S. .... D1  
 240 History of Ethnic Groups  
 in California ..... D2a  
 244 African American History ..... D1  
 248 Women and the American  
 Experience ..... C2, D3  
 310 California History ..... D2a  
 420 Survey of Latin American History ..... C2  
 430 Early Asian Civilizations ..... C2, D3  
 435 History of the Philippines ..... C2, D3

**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 SPORTS**

101 Beginning Archery ..... E2  
 105 Intermediate Archery ..... E2  
 121 Beginning Badminton ..... E2  
 125 Intermediate/Adv. Badminton ..... E2  
 126 Coed Club Badminton ..... E2  
 160 Golf ..... E2  
 165 Golf: Short Game ..... E2  
 167 Golf Course Strategies ..... E2  
 168 Tournament Golf ..... E2  
 182 Introduction to Tai Chi ..... E2  
 251 Beginning Tennis ..... E2  
 253 Intermediate Tennis ..... E2  
 255 Advanced Tennis ..... E2

**INTERIOR DESIGN**

110 Environmental Design ..... C1  
 120 Designing Interiors for Multicultural  
 Populations ..... C1  
 310 Housing

**ITALIAN**

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  
 115 Basic Business Japanese

**JOURNALISM**

110 Mass Media & Society ..... D3  
 120 Newswriting  
 300 Newspaper Staff  
 301 Online Newspaper Staff

**LEARNING SKILLS**

100 Strategies for Academic Success  
 110 Directed Experience in Tutoring

**LIBRARY SCIENCE**

100 Intro to Information Research ..... E1  
 105 Online Research  
 106 Online Research I: Intro to Online  
 Research  
 107 Online Research II: Specific Topics,  
 Tools & Strategies  
 108 Online Research III: Developing  
 Web-Based Annotated Bibliographies  
 110 Digital Oral Research Project  
 665 Selected Topics in Library  
 & Information Science

**LITERATURE**

101 Contemporary Literature ..... C2  
 111 Short Story ..... C2  
 113 Intro to the Novel ..... C2  
 116 Intro to World Literature ..... C2  
 151 Shakespeare ..... C2  
 166 Women on Writing

191 Children’s Literature ..... C2  
 225 Mirrors of Today:  
 Contemporary Poetry ..... C2  
 251 Women in Literature ..... C2  
 265 Asian American Literature ..... C2  
 266 Black Literature ..... C2  
 267 Filipino American Literature ..... C2  
 370 Literature of the Latino in U.S. .... C2  
 373 Latin American Literature in  
 Translation ..... C2  
 416 Modern European Literature in  
 Translation ..... C2  
 432 Folklore ..... C2  
 441 Film Study & Appreciation  
 (see FILM 440) ..... C2

**MANAGEMENT**

100 Intro to Business  
 120 Management Communications  
 235 Techniques of Supervision  
 255 Intro to Quality Control  
 270 Public Transit Management

**MATHEMATICS**

130 Trigonometry ..... B4  
 150 Mathematics for Elementary School  
 Teachers I ..... B4  
 153 Mathematics for Elementary School  
 Teachers II ..... B4  
 200 Probability & Statistics ..... B4  
 201 Quantitative Reasoning ..... B4  
 222 Precalculus ..... 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  
 270 Linear Algebra ..... B4  
 275 Ordinary Differential Equations ..... B4

**MUSIC**

100 Fundamentals of Music ..... C1  
 110 Theory Seminar ..... C1  
 111 Theory Workshop ..... C1  
 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  
 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  
 377 Guitar I  
 378 Guitar II



379 Guitar III			
380 Guitar IV			
383 Guitar Ensemble I			
401 Voice I			
402 Voice II			
403 Voice III			
404 Voice IV			
430 Concert Band			
450 Jazz Band			
470 College Choir.....	<b>C1</b>		
475 Jazz Choir			
665 Special Topics in Music Performance			
<b>OCEANOGRAPHY</b>			
100 Survey of Oceanography .....	<b>B1</b>		
101 Oceanography Lab/Field Study .....	<b>B3</b>		
<b>PARALEGAL STUDIES</b>			
240 Intro to Law			
245 Legal Operations			
250 Legal Research			
252 Principles of Civil & Administrative Process			
260 Adv. Legal Research & Writing			
265 Labor Law & Collective Bargaining			
266 Probates, Estates & Trusts			
304 Concepts of Criminal Law			
305 Judicial Process in California			
306 Legal Aspects of Evidence			
320 Criminal Investigation			
443 Law Office Procedures			
<b>PHILOSOPHY</b>			
100 Intro to Philosophy.....	<b>C2</b>		
103 Critical Thinking .....	<b>A3</b>		
109 Critical Thinking & Writing .....	<b>A3</b>		
160 History of Western Philosophy: Ancient & Medieval.....	<b>C2</b>		
175 History of Western Philosophy: 16th-18th Century .....	<b>C2</b>		
200 Intro to Logic .....	<b>A3</b>		
240 Intro to Ethics .....	<b>C2</b>		
300 Intro to World Religions.....	<b>C2</b>		
320 Asian Philosophy .....	<b>C2</b>		
<b>PHYSICAL EDUCATION</b>			
203 Sports Medicine: Clinical Internship			
211 Prevention and Care of Athletic Injuries			
212 Prevention and Care of Athletic Injuries Lab			
213 Sports Medicine			
214 Sports Medicine Lab			
270 Introduction to Human Performance .....	<b>E1</b>		
301 Introduction to Personal Training			
<b>PHYSICS</b>			
210 General Physics I.....	<b>B1, B3</b>		
211 General Physics I – Calculus Supplement			
220 General Physics II.....	<b>B1, B3</b>		
221 General Physics II – Calculus Supplement			
250 Physics with Calculus I .....	<b>B1, B3</b>		
260 Physics with Calculus II .....	<b>B1, B3</b>		
270 Physics with Calculus III .....	<b>B1, B3</b>		
<b>POLITICAL SCIENCE</b>			
115 Comparative Government .....	<b>D3</b>		
130 International Relations .....	<b>D3</b>		
150 Intro to Political Theory.....	<b>D3</b>		
200 National, State & Local Government .....	<b>D2b</b>		
210 American Politics			
301 California State & Local Government.....	<b>D2a</b>		
315 Introduction to Revolutionary Thought .....	<b>D3</b>		
320 Latin America in the International Political Economy.....	<b>D3</b>		
330 Middle East Politics: US and Israeli-Palestinian Conflict.....	<b>D3</b>		
<b>PSYCHOLOGY</b>			
100 General Psychology.....	<b>D3</b>		
105 Experimental Psychology			
110 Courtship/Marriage/Family.....	<b>D3</b>		
171 Quantitative Reasoning in Psychology .....	<b>B4</b>		
200 Developmental Psychology .....	<b>D3, E1</b>		
201 Child Development.....	<b>D3, E1</b>		
268 Black Psychology .....	<b>D3</b>		
300 Social Psychology .....	<b>D3</b>		
301 Psychology of Personal Development .....	<b>D3</b>		
390 Psychology of Consciousness .....	<b>D3</b>		
410 Abnormal Psychology .....	<b>D3</b>		
665 Special Topics in Psychology			
<b>READING</b>			
420 Critical & Effective Reading			
425 Speed Reading			
<b>REAL ESTATE</b>			
100 Real Estate Principles			
110 Real Estate Practice			
130 California Mortgage Loan Brokering & Lending			
665 Selected Real Estate Topics			
<b>RESPIRATORY THERAPY</b>			
400 Patient & Health Care Concerns			
410 Intro to Patient Care & Respiratory Assessment Techniques			
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 Therapy			
<b>SOCIAL SCIENCE</b>			
140 Media & Society.....	<b>D3</b>		
150 Gender, Society and Culture .....	<b>D3</b>		
160 Women in Transition Seminar			
665 Selected Topics in Women's Studies			
<b>SOCIOLOGY</b>			
100 Intro to Sociology .....	<b>D3</b>		
105 Contemporary Social Issues.....	<b>D3</b>		
108 Community Relations			
110 Courtship, Marriage & Family.....	<b>D3</b>		
141 Race & Ethnicity.....	<b>D3</b>		
201 Sociology of Health & Medicine .....	<b>D3</b>		
665 Selected Topics in Sociology .....	<b>D3</b>		
<b>SPANISH</b>			
101 Spanish for Public Service I			
103 Spanish for Travelers			
110 Elementary Spanish .....	<b>C2</b>		
111 Elementary Spanish I.....	<b>C2</b>		
112 Elementary Spanish II .....	<b>C2</b>		
120 Adv. Elementary Spanish.....	<b>C2</b>		
121 Adv. Elementary Spanish I.....	<b>C2</b>		
122 Adv. Elementary Spanish II.....	<b>C2</b>		
130 Intermediate Spanish.....	<b>C2</b>		
140 Adv. Intermediate Spanish.....	<b>C2</b>		
161 Readings in Spanish American Literature I.....	<b>C2</b>		
162 Readings in Spanish American Literature II .....	<b>C2</b>		
220 Spanish for Spanish Speakers I.....	<b>C2</b>		
<b>SPEECH COMMUNICATION</b>			
100 Public Speaking .....	<b>A1</b>		
111 Oral Interpretation of Literature.....	<b>C2</b>		
120 Interpersonal Communication.....	<b>A1</b>		
127 Argumentation & Debate.....	<b>A1</b>		
128 Forensics			
130 Voice & Articulation			
140 Small Group Communication.....	<b>A1</b>		
150 Intercultural Communication.....	<b>A1</b>		
160 Basic Skills in Public Speaking			

**STUDENT GOVERNMENT**

- 111 Student Government I
- 112 Student Government II
- 115 Community Service & Leadership Practicum

**TAGALOG**

- 111 Elementary Tagalog I ..... C2
- 112 Elementary Tagalog II ..... C2
- 121 Adv. Elementary Tagalog I
- 122 Adv. Elementary Tagalog II

**TEAM SPORTS**

- 100 Baseball..... E2
- 111 Beginning Basketball ..... E2
- 112 Basketball: Adv. Competition Strategies..... E2
- 115 Advanced Basketball..... E2
- 116 Basketball: Individual Skill Development..... E2
- 117 Basketball: Tournament Basketball ... E2
- 125 Non-Traditional Outdoor Games..... E2
- 132 Flag Football
- 141 Beginning Soccer ..... E2
- 145 Advanced Soccer..... E2
- 146 Men’s Soccer Theory ..... E2
- 148 Indoor Soccer ..... E2
- 149 Women’s Soccer Theory ..... E2
- 171 Beginning Volleyball ..... E2
- 173 Intermediate Volleyball ..... E2
- 175 Advanced Volleyball ..... E2
- 176 Volleyball Theory ..... E2
- 179 Tournament Volleyball ..... E2

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY**

- 100 Telecommunications, Networking & Wireless Technologies
- 405 Electrical Fundamentals for TCOM
- 410 Wiring & Installation for Telecommunications & Networking
- 415 Wireless & Mobile Communications Fundamentals
- 420 Signal Transmission & Radio Frequency Fundamentals
- 440 Transport Networks & the Fundamentals of Digital Communications
- 445 Wireless & Mobile Communications Systems & Applications
- 451 PC Configuration & Repair
- 452 A+ Certification Exam Preparation
- 460 Fiber Optics Technology
- 462 Switching Technology

- 465 Wireless Local Area Networks
- 480 Network Fundamentals (LAN)
- 481 Network Systems Administration
- 482 Introduction to Routers
- 483 Network Switches – Concepts & Applications
- 484 Adv. Routing Concepts & Applications
- 485 Troubleshooting the Internetwork
- 486 Network Security
- 490 Technical Overview of the Internet
- 665 Selected Topics in TCOM

**VARSITY SPORTS**

- 100 Men’s 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
- 310 Women’s Varsity Cross Country..... E2
- 320 Women’s Varsity Softball ..... E2
- 340 Women’s Varsity Volleyball ..... E2
- 350 Women’s Varsity Badminton
- 360 Women’s Varsity Soccer ..... E2

**Special Note:** The following courses, usually offered by all programs, are also transferable – 680 Experimental Courses in (Department) and 690 Individual Study in (Department). In addition to COOP 670, courses numbered 670 (work experience) are offered in a variety of vocational disciplines and are transferable.

**TRANSFER TO CALIFORNIA STATE UNIVERSITY CAMPUSES**

There are 23 California State University (CSU) campuses. The general education requirements for all lower division campuses are listed on page 205.

In addition to the general education requirements, there may be major requirements that need to be completed before transferring with junior status. Consult with your counselor or the specific campus for further information.

The Lower Division Transfer Patterns (LDTP) is a program sponsored by the California State University (CSU) and supported by the California Community Colleges that presents potential transfer students with the most direct path to a Bachelor’s degree in the CSU system. Community college students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus. Students will be asked to successfully complete a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to successfully complete an additional set of courses identified by the particular CSU campus named in the LDTP agreement. For more information on the CSU LDTP, contact the Skyline College Transfer Opportunity Center at (650) 738-4232.

- CSU, Bakersfield** ..... (661) 664-3036
- California**
- Maritime Academy** ..... (800) 561-1945
- CSU, Channel Islands** ..... (805) 437-8500
- CSU, Chico**..... (530) 898-6321
- CSU, Dominguez Hills** ..... (310) 243-3696
- CSU, Fresno** ..... (559) 278-2261
- CSU, Fullerton**..... (714) 278-2300
- CSU, East Bay**..... (510) 885-2784
- CSU, Humboldt**..... (707) 826-4402
- CSU, Long Beach**..... (562) 985-5471
- CSU, Los Angeles**..... (323) 343-3901
- CSU, Monterey Bay**..... (831) 582-3518
- CSU, Northridge**..... (818) 677-3700
- CSU, Pomona** ..... (909) 869-2000
- CSU, Sacramento** ..... (916) 278-3901
- CSU, San Bernardino**..... (909) 880-5200
- CSU, San Diego**..... (619) 594-6871
- CSU, San Francisco** ..... (415) 338-1113
- CSU, San Jose** ..... (408) 283-7500
- CSU, San Luis Obispo** ..... (805) 756-2311
- CSU, San Marcos** ..... (760) 750-4800
- CSU, Sonoma** ..... (707) 664-2778
- CSU, Stanislaus**..... (209) 667-3151

# CSU GENERAL EDUCATION REQUIREMENTS 205

Candidates for a Bachelor's degree from the CSU System who begin college in the Fall of 2006 shall complete the following pattern of general education courses encompassing a minimum of 48 semester units. A maximum of 39 of the total of 48 may be completed at Skyline College. The remaining nine units must be in the upper division of the degree granting institution. Of the 39 units that may be taken at Skyline College, no more than 30 units will be certified in Areas B, C and D combined. Courses used to satisfy the American Institutions requirement may also apply in Area D. Courses taken at other accredited institutions can be certified at Skyline College.

## AREA A COMMUNICATION SKILLS & CRITICAL THINKING

9 units required

One course required from each of A1, A2 and A3.

### A1 – Oral Communications

SPCH 100 120 127 140 150

### A2 – Written Communications

ENGL 100 105

ESOL 400

*\*\*ENGL 110 was redesigned and must be taken Fall 1997 or thereafter to meet this requirement.*

**NOTE: Areas A1, A2, A3 and B4 MUST be completed with grades of C or better BEFORE transfer.**

## AREA B NATURAL SCIENCE AND MATHEMATICS

9 units required

One course from Physical Science B1, Life Science B2, and Quantitative Reasoning B4. Must include one lab course from Area B1, B2 or B3 (indicated by asterisk\*).

### B1 – Physical Science

CHEM 112\* 210\* 220\* 234-237\* 235-238\* 410\*

GEOL 100 105 180 210\* 220\*

OCEN 100

PHYS 210\* 220\* 250\* 260\* 270\*

### B2 – Life Science

ANTH 125

BIOL 101\* 110\* 111\* 130 140 145

150 215\* 230\* 240\* 250\* 260\*

**Note: ACTG 121/131 meet B4 only if taken prior to Fall 2002.**

## AREA C ARTS, LITERATURE, PHILOSOPHY & LANGUAGES

9 units required

Three courses to include at least one course from Arts and one from Humanities.

### C1 – Arts

ART 101 102 105 107 115 120

130 201 204 221 248 301

350 351 352 354 355

405 411

DANC 110 130 140 330 350 400

FASH 113 119

FCS 113 119

FILM 370 (formerly ART 371)

HUM. 117

INTD 110 120

MUS. 100 110 111 115 144 202

204 240 250 275 301 470

**ART 115 & MUS. 115 are the same course.**

**FASH 113 & 119 are the same courses as FCS 113 & 119.**

### C2 – Humanities

ARBC 111 112 121 122

ASL 111 112

ENGL 110 161

FILM 440 (formerly Lit. 441)

HIST 100 101 104 106 203 248

420 430 435

HUM. 106 115 116

ITAL 111 112 121 122

JAPN 111 112

LIT. 101 111 113 116 151 191

225 251 265 266 267 370

373 416 432

PHIL 100 160 175 240 300 320

SPAN 110 111 112 120 121 122 130

140 161 162 220

SPCH 111

TAGA 111 112

## AREA D SOCIAL, POLITICAL & ECONOMIC INSTITUTIONS

9 units selected from at least two subject areas required\*

Must include one course from D1 and one course from either D2a or D2b to satisfy U.S. History, Constitution & American Ideals requirement.

*Note: Group D2b completes the U.S. History, Constitution & American Ideals requirement for students who have satisfied **only** the U.S. History part of the requirement at another institution.*

### D1 – U.S. History & U.S. Government

HIST 108 201 202 235 244

PLSC 210

### D2a – State & Local Government

HIST 240 310

PLSC 301

### D2b – U.S. Government/State & Local Government

PLSC 200

### D3 – Social Institutions

ADMJ 100

ANTH 110 150 155 165 180 360

BUS. 100 101 200 210

ECE. 201

ECON 100 102

EDUC 100

FCS 212

GEOG 110 150

HIST 104 106 203 248 430 435

JOUR 110

PLSC 115 130 150 315 320 330

PSYC 100 110 200 201 268 300

301 390 410

SOCI 100 105 110 141 201 665

SOSC 140 150

**PSYC 110 & SOCI 110 are the same course.**

**ECE. 201 & PSYC 201 are the same course.**

*Note: ECE. 201 meets D3 only if taken Fall 2000 or thereafter.*

## AREA E LIFELONG UNDERSTANDING & SELF DEVELOPMENT

3 units required

Maximum one unit applicable from Area E2.

Must complete minimum of two units in Area E1 for a total of three units.

**E1** COUN 100

CRER 111 132 135

136 137 665

ECE. 201 214

FCS 213 310 313

320 392

GERO 101

HSCI 100 130 150 665

LSCI 100

P.E. 270

PSYC 200 201

**E2** COMB 301 302 401 404 405

DANC 105 110 130 140 161 162 330

350 400 450 665

110 116 160 201 202 205 210

301 303 304 305 332 334

335 349 350 400

INDV 101 105 121 125 126 160 165

167 168 182 251 253 255

TEAM 100 111 112 115 116 117 120

125 141 145 146 148 149 150

171 173 175 176 179

VARS 100 110 120 150 200 310 320

340 360

**ECE. 214 & FCS 213 are the same course.**

**ECE. 201 & PSYC 201 are the same course.**

*Note: COMP 110 meets E1 only if taken prior to Fall 1999.*

**NOTE: For the most updated version of this list see the Counseling Office or the Transfer Opportunity and Career Center (TOCC).**

# 206 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Effective Fall 1991, the IGETC will permit a student to transfer from Skyline College to any campus of the California State University (CSU) or the University of California (UC) systems without having to take additional lower-division general education after transfer.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

- NOTE:**
1. The IGETC does not guarantee admission to any CSU or UC campus.
  2. The IGETC does not meet the American History and Institutions requirement at CSU and UC campuses.
  3. All courses for IGETC must be completed with C or better grades (a C- is not acceptable).

**AREA 1 – ENGLISH COMMUNICATION** (Required: 1 or more courses from each group for CSU; UC requires completion of courses from Groups A and B only.)

**GROUP A:** Choice of ENGL 100 or ENGL 105#

**GROUP B:** Choice of ENGL 110<sup>a</sup>, ENGL 165 or PHIL 109

**GROUP C:** Choice of SPCH 100, SPCH 120<sup>b</sup>, SPCH 127, SPCH 140 or SPCH 150

**AREA 2 – MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING** (Required: 1 course, 3 semester units minimum.)

BUS. 120#, 123#

MATH 200#, 201, 222#, 241#, 242#, 251#, 252#, 253#, 270, 275

**AREA 3 – ARTS and HUMANITIES** (Required: 3 courses, 9 semester units minimum. At least one course from Arts and one from Humanities.)

**GROUP A: ARTS**

ART 101 102 105 115 120 130

FILM 440 (formerly Lit. 441) 450

MUS. 100 115 202 204 240 250

**GROUP B: HUMANITIES**

HIST 100 101 104 106 108# 201# 202# 203 235 240 244 248 310 420 430 435

LIT. 101 111 113 116 225 251 265 266 267 370 373 416 432

PHIL 100 160 175 240 300 320

SPAN 130 140 161 162

**AREA 4 – SOCIAL and BEHAVIORAL SCIENCES** (Required: 3 courses, 9 semester units minimum. Courses from at least two disciplines or an interdisciplinary sequence.)

ANTH 110 150 155 165 180 360

ECE 201

ECON 100 102

GEOG 110 150

HIST 100 101 104 106 108# 201# 202# 203 235 240 244 248 310 420 430 435

JOUR 110

PLSC 115 130 150 200 210 315 320 330

PSYC 100 200 201 268 300 390 410<sup>c</sup>

SOCI 100 105 141

SOSC 150

**AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES**

(Required: 2 courses, 7 semester units minimum. One Physical Science course and one Biological Science course; at least one must include a laboratory.)

**GROUP A: PHYSICAL SCIENCE**

CHEM 112\* 210\* 220\* 234/237\* 235/238\*

GEOL 100 105 180 210\* 220\*

OCEN 100 101\*

PHYS 210\* 220\* 250\* 260\* 270\*

**GROUP B: BIOLOGICAL SCIENCE**

ANTH 125

BIOL 101#\* 110#\* 111\* 130# 145 150 215\*

230\* 240\* 250\* 260\*

**LANGUAGE OTHER THAN ENGLISH (UC Requirement Only)**

(Required: Two years of high school study of a language with a grade of "C" or better or 3-5 units of courses listed below.)

ARBC 122

ASL 122

ITAL 122

SPAN 120, 122, 130, 140 or 220<sup>d</sup>

TAGA 122

**U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS**

(**CSU Requirement**) (Required: one course of 3 units from Group A and either Group B1 or Group B2 for a total of six units.) Not part of IGETC, but may be completed prior to transfer. **Note:** Group B2 completes the U.S. History, Constitution & American Ideals 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

PLSC 210

**GROUP B1: STATE & LOCAL GOVERNMENT**

HIST 240 310

PLSC 301

**GROUP B2: U.S. GOVERNMENT/STATE & LOCAL GOVERNMENT**

PLSC 200

\* = Lab Course

# = UC transfer credit may be limited

a = ENGL 110 was redesigned and must be taken Fall 1997 or thereafter to meet this requirement.

b = SPCH 120 meets this requirement only if taken prior to Summer 1995 and Fall 1996 or thereafter. SPCH 120 was not UC transferable in 1996 (so may not be used for IGETC if taken Fall 1995, Spring 1996 or Summer 1996.)

c = PSYC 410 must be taken Fall 1998 or thereafter to meet this requirement.

d = A student whose native language is Spanish, who has completed at least 9 years of education conducted in Spanish, may not receive credit for SPAN 220.

**NOTE: For the most updated version of this list see the Counseling Office or the Transfer Opportunity and Career Center (TOCC).**

# CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN) 207

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught within each academic discipline on California college campuses. The system assures that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course for the major on another participating campus. Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. **Note:** CAN will be phased out in Fall 2008. See a counselor for further information.

CAN ID	SKYLINE COLLEGE COURSE	CAN ID	SKYLINE COLLEGE COURSE
CAN AJ 2	ADMJ 100	CAN GEOL 2	GEOL 210
CAN AJ 4	ADMJ 104	CAN GEOL 4	GEOL 220
CAN AJ 6	ADMJ 106	CAN GOVT 2	PLSC 200
CAN AJ 8	ADMJ 120	CAN HIST 2	HIST 100
CAN ANTH 2	ANTH 125	CAN HIST 4	HIST 101
CAN ANTH 4	ANTH 110	CAN HIST 8	HIST 201
CAN ART 2	ART 101	CAN HIST 10	HIST 202
CAN ART 4	ART 102	CAN HIST SEQ A	HIST 100 + HIST 101
CAN ART 6	ART 411	CAN HIST SEQ B	HIST 201 + HIST 202
CAN ART 8	ART 204	CAN ITAL 2	ITAL 111 + ITAL 112
CAN ART 10	ART 221	CAN ITAL 4	ITAL 121 + ITAL 122
CAN ART 12	ART 405	CAN JOUR 2	JOUR 120
CAN ART 14	ART 301	CAN JOUR 4	JOUR 110
CAN ART 18	ART 351	CAN MATH 8	MATH 130
CAN ART SEQ A	ART 101 + ART 102	CAN MATH 16	MATH 222
CAN BIOL 2	BIOL 110	CAN MATH 18	MATH 251
CAN BIOL 4	BIOL 215	CAN MATH 20	MATH 252
CAN BIOL 10	BIOL 250	CAN MATH 22	MATH 253
CAN BIOL 12	BIOL 260	CAN MATH 24	MATH 275
CAN BIOL 14	BIOL 240	CAN MATH 26	MATH 270
CAN BIOL SEQ A	BIOL 215 + BIOL 230	CAN MATH 30	MATH 241
CAN BIOL SEQ B	BIOL 250 + BIOL 260	CAN MATH 32	MATH 242
CAN BUS 2	ACTG 121	CAN MATH SEQ B	MATH 251 + MATH 252
CAN BUS 4	ACTG 131	CAN MATH SEQ C	MATH 251 + MATH 252 + MATH 253
CAN BUS 6	BUS. 103	CAN MATH SEQ D	MATH 241 + MATH 242
CAN BUS 8	BUS. 201	CAN MUS 8	MUS. 202
CAN BUS SEQ A	ACTG 121 + ACTG 131	CAN PHIL 2	PHIL 100
CAN CHEM 2	CHEM 210	CAN PHIL 4	PHIL 240
CAN CHEM 4	CHEM 220	CAN PHIL 6	PHIL 200
CAN CHEM 6	CHEM 192	CAN PHYS 2	PHYS 210
CAN CHEM 12	CHEM 250	CAN PHYS 4	PHYS 220
CAN CHEM SEQ A	CHEM 210 + CHEM 220	CAN PHYS 8	PHYS 250
CAN ECON 2	ECON 100	CAN PHYS 12	PHYS 260
CAN ECON 4	ECON 102	CAN PHYS 14	PHYS 270
CAN ENGL 2	ENGL 100 or ENGL 105	CAN PHYS SEQ A	PHYS 210 + PHYS 220
CAN ENGL 4	ENGL 110	CAN PHYS SEQ B	PHYS 250 + PHYS 260 + PHYS 270
CAN ENGL 6	ENGL 161	CAN PSY 2	PSYC 100
CAN ENGL SEQ A	ENGL 100 + 110 or ENGL 105 + 110	CAN REC 2	REC 100
CAN FCS 2	FCS 310	CAN REC 4	REC 121
CAN FCS 6	FASH 113 or FCS 113	CAN SOC 2	SOCI 100
CAN FCS 8	FCS 320	CAN SOC 4	SOCI 105
CAN FCS 12	FCS 392	CAN SPCH 4	SPCH 100
CAN FCS 14	FCS 212 or 213	CAN SPCH 6	SPCH 127
CAN FCS 18	INTD 110	CAN SPCH 8	SPCH 120
CAN FCS 20	FASH 117 or FCS 117	CAN STAT 2	MATH 200
CAN GEOG 4	GEOG 110		

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**Insert Divider #8**  
**Faculty & Administration**

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# SKYLINE COLLEGE ADMINISTRATION 211

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PRESIDENT

**Victoria P. Morrow**

VICE PRESIDENT, INSTRUCTION

**Regina Stanback-Stroud**

VICE PRESIDENT, STUDENT SERVICES

**Loretta P. Adrian**

**Susan Andrien**

*Director, Learning Center*

**Connie Beringer**

*Interim Dean, Language Arts Division*

**Donna Bestock**

*Dean, Social Science/Creative Arts Division*

**Eloisa Briones**

*College Business Officer*

**Maria Escobar**

*Director, Financial Aid, EOPS and CalWORKs*

**Sherri Hancock**

*Dean, Enrollment Services*

**Cathy Hasson**

*Director, Planning, Research and Institutional Effectiveness*

**Shelly Hausman**

*Public Information Officer*

**Thomas Hewitt**

*Director, Library Services*

**Jennifer Hughes**

*Dean, Counseling*

**Richard Inokuchi**

*Facilities Operations Manager*

**Sandy Irber**

*Director, Development, Marketing and Public Relations*

**Margery Meadows**

*Dean, Business Division*

**Tommie E. Phillips, Sr.**

*Interim Chief of Security*

**Richard Soyombo**

*Director, International Trade Development*

**William Watson**

*Director, Workforce Development*

**Michael Williamson**

*Dean, Science, Math and Technology Division*

**To Be Announced**

*Dean, Physical Education Division*

*Director of Athletics*

# 212 FACULTY AND OTHER ACADEMIC PERSONNEL

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## FACULTY AND OTHER ACADEMIC PERSONNEL

(Date of original appointment  
follows name.)

### **Acidera, Jeffrey R. (1995)**

*Professor, Counselor*  
B.S., University of Hawaii at Manoa  
M.S., San Francisco State University

### **Adrian, Loretta P. (2005)**

*Vice President, Student Services*  
B.A., University of the Philippines  
M.A., University of the Pacific  
Ph.D., Claremont Graduate University  
jointly with San Diego State University

### **Andrien, Susan (2004)**

*Director, Learning Center  
& TRIO/STAARS Program*  
B.A., M.A., University of  
Massachusetts, Boston

### **Araica, Daisy (1999)**

*Associate Professor, Mathematics*  
B.A., University of California,  
Santa Cruz  
M.A., San Francisco State University  
B.A., Adelphi University  
M.A., San Francisco State University

### **Aurilio, Steven L. (2006)**

*Assistant Professor, Administration  
of Justice*  
A.A., College of San Mateo  
B.A., University of San Francisco  
M.P.A., College of Notre Dame

### **Bates, Alec (2002)**

*Associate Professor, Chemistry*  
B.S., M.A., Indiana University

### **Bell, Rachel (1997)**

*Professor, English/Coordinator, WRL  
Writing and Reading Lab*  
B.A., University of California,  
Santa Barbara  
M.A., San Diego State University

### **Bell, Rosemary (1999)**

*Associate Professor, History*  
B.A., York College – CUNY  
M.A., New York University

### **Beringer, Connie J. (1990)**

*Interim Dean, Language Arts*  
B.A., Ohio University  
M.A., Kent State University

### **Bestock, Donna (1985)**

*Dean, Social Science/Creative Arts*  
B.A., Mills College  
M.A., Stanford University

### **Biagi, Laurie (1994)**

*Professor, Cosmetology*

### **Biederman, Donald D. (1969)**

*Professor, Counselor*  
B.A., Tufts University  
M.S., University of Washington

### **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, Librarian*  
B.A., M.L.S., University of California,  
Berkeley  
M.A., San Francisco State University

### **Browne, Kathryn W. (2005)**

*Associate Professor, Early Childhood  
Education*  
B.A., Stanford University  
M.A., University of Michigan

### **Broxholm, Tom (1994)**

*Professor, Automotive  
Technology/Coordinator, Evening  
Automotive Program*

### **Buckingham, George A. (1991)**

*Professor, History*  
A.A., College of Alameda  
B.A., University of California, Berkeley  
M.A., Hayward State University

### **Burns, Elizabeth A. (1990)**

*Professor, Business*  
B.A., University of California,  
Los Angeles  
M.B.A., University of California,  
Berkeley

### **Campillo, Carla (1988)**

*Professor, Counselor/Coordinator,  
International Students Program*  
A.A., Canada College  
B.A., M.A., San Jose State University

### **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)**

*Associate Professor, Spanish*  
B.A., University of Sao Paulo, Brazil  
M.A., Ph.D., University of California,  
Los Angeles

### **Cervantes, Alma E. (2000)**

*Associate Professor, Business  
Information/Office Technology*  
B.A., University of California,  
Los Angeles  
M.A., California State University,  
Hayward

### **Chandler, Chip (1976)**

*Professor, Physical Education*  
B.A., Western Carolina University  
M.Ed., Springfield College

### **Chavez, John E. (1979)**

*Professor, Mathematics/  
Learning Center Specialist*  
B.A., M.A., University of California,  
Santa Barbara

### **Chu, Shann (1999)**

*Professor, Internet Technology*  
B.A., California Polytechnic  
State University  
M.S., California State University,  
Hayward

**Ciraolo, Jerry M. (1986)**

*Professor, Automotive Technology*  
B.A., San Francisco State University

**Colombetti, Carlos (1998)**

*Associate Professor, Philosophy*  
B.A., University of California, Berkeley  
Ph.D., University of California, Irvine

**Corazon, Linda Rosa (1992)**

*Professor, Counselor*  
*Coordinator, Transfer Center*  
B.A., M.A., M.S., San Francisco State University

**Corsiglia, Kevin (2005)**

*Assistant Professor, Physical Education/ Head Coach, Women's Soccer*  
B.S., Cal Poly, San Luis Obispo  
M.A., San Jose State University

**Daniel, Brian M. (2004)**

*Assistant Professor, Clinical Education*  
*Coordinator, Respiratory Therapy*  
A.S., Skyline College

**Deamer, Patricia A. (1979)**

*Professor, Mathematics*  
B.S., Southern University  
M.S., C.A.S., University of Albany, New York

**Del Prado, Norman G. (2005)**

*Associate Professor,*  
*Telecommunications*  
B.S., M.B.A., M.S., Golden Gate University

**Douglas, C. Lynne (2002)**

*Associate Professor, Learning Disabilities Specialist*  
B.A., San Jose State University  
M.S., University of the Pacific

**Eadus, Dennis (2001)**

*Professor, English*  
B.S., M.S., University of Wisconsin, Milwaukee  
J.D., Wake Forest Law School  
M.A., East Carolina University  
Ph.D., University of South Carolina, Columbia

**Erpelo, Liza Marie S. (2005)**

*Assistant Professor,*  
*English/Coordinator,*  
*Kababayan Program*  
B.A., San Diego State University  
M.A., San Francisco State University

**Erskine, Alice (2001)**

*Associate Professor,*  
*Surgical Technology*  
A.S., City College of San Francisco  
B.S.N., M.S.N., San Francisco State University

**Escalambre, Richard (1985)**

*Professor, Automotive Technology/*  
*Coordinator, Automotive Program*  
B.A., San Francisco State University

**Escobar, Jacqueline (1998)**

*Professor, Puente*  
*Coordinator/Counselor,*  
*Career Counselor*  
A.A., City College of San Francisco  
B.A., M.S., San Francisco State University

**Escobar, Maria D. (1999)**

*Director, Financial Aid,*  
*EOPS and CalWORKs*  
B.A., University of San Francisco  
M.Ed., D.Ed., Pennsylvania State University

**Feinblum, Kathleen (2001)**

*Associate Professor, English*  
B.A., San Francisco State University  
M.F.A., University of Washington, Seattle

**Fischer, Bridget (1999)**

*Professor, Art History,*  
*Gallery Coordinator*  
A.A., West Valley College  
B.F.A., San Jose State University  
M.F.A., University of Arizona

**Fitzgerald, Michael (1989)**

*Professor, Physical Education*  
A.A., Skyline College  
B.A., M.A., San Francisco State University

**Floro, Nina L. (1991)**

*Professor, English*  
B.A., M.A.T., University of California, Berkeley

**Fosberg, Jan (1997)**

*Associate Professor, Physical Education*  
A.A., Skyline College  
B.S., M.S., California State University, Hayward

**Freedman, Jonathan (2002)**

*Associate Professor, Mathematics*  
B.A., University of California, Santa Cruz  
M.A., Stanford University  
M.A., San Francisco State University

**Goodman, Paul A. (1976)**

*Professor, Mathematics, Physics*  
B.S., Union College  
M.S., Yale University

**Harer, Katharine (1992)**

*Professor, English/Advisor, Talisman*  
*Coordinator, Honors Transfer Program*  
B.A., M.A., San Francisco State University

**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

**Heldberg, Judith (2002)**

*Coordinator, Child Development Center*  
B.M.E., Emporia State University  
M.A., San Francisco State University

**Hermosillo, Imelda (2001)**

*Associate Professor, Counselor*  
B.A., University of California, Irvine  
M.P.A., University of Southern California

**Hernandez, Raymond (1997)**

*Associate Professor/Program Director,*  
*Respiratory Therapy*  
A.S., Fresno City College  
B.A., St. Mary's College

**Hewitt, Thomas B. (1995)**

*Director, Library Services*  
B.A., Fordham University  
M.A., San Francisco State University  
M.L.I.S., University of California,  
Berkeley

**Hough, Richard (1997)**

*Associate Professor, Mathematics*  
B.S., University of California,  
Santa Barbara  
M.A., University of California, Berkeley

**Hsu, Sandra (2000)**

*Professor, Biology*  
B.A., University of California, Berkeley  
M.A., San Francisco State University

**Hughes, Jennifer (2000)**

*Dean, Counseling*  
A.A., Taft College  
B.A., State University of New York,  
Cortland  
M.A., California State University,  
Bakersfield

**Irigoyen, Fermin (2001)**

*Associate Professor, Speech  
Communication*  
A.S., Cañada College  
B.A., M.A., California State University,  
Hayward

**Jackson, Paul A. (1999)**

*Professor, Social Science*  
*Coordinator, ASTEP Program*  
B.A., California State University,  
Dominguez Hills  
Ph.D., California School of Professional  
Psychology

**Jones, Chester (1975)**

*Professor, Cooperative Education*  
A.A., Solano College  
B.A., Golden Gate University  
M.A., San Francisco 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)**

*Assistant Professor, Counselor*  
A.A., Sacramento City College  
B.A., M.A., Cal Poly, San Luis Obispo

**Lachmayr, Lucia K. (2006)**

*Assistant Professor, Reading*  
B.A., M.A., San Francisco State  
University

**Lambert, Richard J. (1976)**

*Professor, Geology*  
B.A., San Francisco State University  
M.S., Stanford University

**Lariviere, Judith (2001)**

*Associate Professor, Assistive  
Computer Technology Specialist*  
B.S., M.Ed., University of Western  
Ontario

**Larson, Eric (1988)**

*Professor, Counselor*  
B.S., University of California, Davis  
M.S., University of Southern California

**Leach, Evan (2002)**

*Associate Professor, Mathematics*  
B.S., M.S., California State University,  
Hayward

**Lee, Joyce W. (1995)**

*Professor, Counselor*  
B.A., University of California, Berkeley  
M.S., San Francisco State University

**Lee, May Tang (1998)**

*Associate Professor, Cosmetology*  
A.S., City College of San Francisco

**Lim, Poh Kim (2000)**

*Professor, Librarian*  
B.A., M.L.S., University of California,  
Los Angeles  
M.A., San Francisco State University

**Lindgren-Young, Elizabeth S. (1975)**

*Professor, English*  
A.A., Mesabi State Junior College  
B.A., University of Minnesota  
M.A., San Jose State University

**Lowell, Barbara Kassity (1970)**

*Professor, Health Education*  
B.A., San Jose State University  
M.S., M.A., San Francisco State  
University

**Masare, Johannes A. (1991)**

*Professor, Political Science*  
B.S., Licentiate, Lovanium  
University, Zaire  
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**McAfee, Steven (1999)**

*Associate Professor,  
Automotive Technology*  
B.A., Stanford University  
B.A., Ambassador College

**Meadows, Margery (1991)**

*Dean, Business Division*  
B.A., University of Wyoming  
M.B.A., San Francisco State University

**Merrill, Jennifer (1999)**

*Associate Professor, Psychology*  
B.A., California State University, Fresno  
M.A., San Francisco State University

**Millar, Robert R. (1969)**

*Professor, Music*  
B.M., M.A., San Francisco  
State University

**Ming, Daniel (1998)**

*Professor, Automotive Technology/  
Coordinator, T-TEN Program*  
A.S., College of Alameda

**Morita, Lynn S. (2004)**

*Assistant Professor, Cosmetology*  
A.A., Laney College

**Morrow, Victoria P. (2004)***President*

B.A., Pomona College  
 M.A., Teachers College,  
 Columbia University  
 M.S., Texas A&M University  
 Ph.D., University of Colorado

**Moss, Cindy (2000)***Associate Professor, Mathematics*

A.A., College of the Canyons  
 B.A., M.S., California State University,  
 Northridge

**Motipara, Sita (2000)***Associate Professor, Business Information/Office Technology*

M.A., Gujarat University,  
 Ahmedabad, India

**Moynihan, Michael (2005)***Associate Professor, Sociology*

B.A., M.A., Ph.D., University of  
 Colorado, Boulder

**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

**Nicol, Garrett L. (1990)***Professor, English, ESL*

B.A., University of California,  
 Santa Cruz  
 M.A., University of Washington

**Nomicos, Dino (2002)***Associate Professor, Physical Education/ Athletic Academic Advisor*

B.A., M.A., University of San Francisco

**Ortiz, Guillermo (1999)***Professor, Business*

M.S., Stanford University  
 M.B.A., Santa Clara University

**Padron, Virginia (1977)***Professor, Counselor/Coordinator, Career Center*

B.A., M.A., San Jose State University

**Pate, Hui (1997)***Professor, Business*

B.A., Liaoning University, China  
 M.S., M.B.A., Ph.D., Southern Illinois  
 University

**Pelayo, Regina (1998)***Associate Professor, Cosmetology***Piergrossi, Justin (2004)***Assistant Professor, Physical Education/Head Basketball Coach*

B.S., University of Pennsylvania  
 M.A., University of San Francisco

**Rivera Contreras, Joaquin (1990)***Professor, Chemistry*

B.S., University of Puerto Rico  
 M.S., University of California, Berkeley

**Robinson, Calvin S. (1998)***Professor, Business Administration, Paralegal Studies*

B.A., University of California, Davis  
 M.B.A., J.D., University of California,  
 Berkeley

**Roumbanis, Christine (1997)***Professor, Business/Coordinator, CAOT and Tech Prep*

B.A., M.A., San Francisco  
 State University

**Sippel, Leigh Anne (2005)***Associate Professor, ESL*

B.A., San Francisco State University  
 M.A., School for International Training

**Slicton, Lori (2000)***Associate Professor, Anthropology Coordinator, Women in Transition Program*

B.A., M.A., San Francisco  
 State University

**Spakowski, Paul (1993)***Associate Professor, Automotive Technology*

B.S., Wayne State University

**Stanback-Stroud, Regina (2001)***Vice President, Instruction*

B.S., Howard University  
 M.S., Golden Gate University

**Sullivan, Kevin R. (1990)***Professor, Automotive Technology*

A.S., Skyline College

**Suzuki, Masao F. (2000)***Professor, Economics*

B.A., University of California, Berkeley  
 Ph.D., Stanford University

**Takayama, Arthur (1997)***Professor, Art/Photography*

B.A., California State University,  
 Northridge  
 M.F.A., California State University,  
 Los Angeles

**Taylor, Phyllis L. (1998)***Professor, Speech Communication*

B.A., California State University,  
 Hayward  
 M.A., San Francisco State University

**Thompson, Omer (1985)***Professor, Program Coordinator, Telecommunications, Wireless & Network Information Technology*

A.S., College of San Mateo  
 B.V.E., San Francisco State University

**Tsuchida, Tadashi (2000)***Associate Professor, Mathematics/ Faculty Advisor, MESA Program*

B.A., M.A., San Francisco  
 State University

**Van Sciver, Linda K. (1981)***Professor, Counselor/Coordinator, Disabled Students Program*

B.A., Shippensburg State College  
 M.A., Trenton State University  
 M.S., San Francisco State University

**Vogel, Linda (1993)**

*Professor, English*

B.A., M.A., Ohio State University

**Watson, William (2002)**

*Director, Center for Workforce  
Development*

A.A., East Central Community College

B.S., M.S., University of Southern  
Mississippi

**Westfall, Jeffrey (1997)**

*Professor, English*

B.A., Hobart College, New York

M.A., University of Iowa

**Whitten, Linda K. (1999)**

*Professor, Accounting*

B.A., California State University, Chico

M.B.A., San Francisco State University

**Williamson, Michael (1977)**

*Dean, Science/Mathematics/  
Technology Division*

B.A., Texas Lutheran College

A.A.S., North Hennepin

Community College

M.S., San Francisco State University

**Wolbers, Dennis (1995)**

*Professor, Librarian*

B.A., University of Iowa

M.A., Loyola University

M.L.S., San Jose 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, Puente*

*Program/Coordinator,*

*Student Learning Outcomes*

B.A., University of California,

Santa Cruz

M.A., San Francisco State University

**Wright, George V. (2005)**

*Associate Professor, History*

B.A., M.A., California State University,

Chico

Ph.D., University of Leeds, England

**Zamani, Soodi (1997)**

*Professor, Mathematics*

B.A., Purdue University

M.A., California State University,

Hayward

**Zucker, Melvin B. (1975)**

*Professor, Geology, Oceanography,*

*Marine Biology*

B.A., Queens College

M.S., Stanford University

## EMERITI

(Date of retirement follows name.)

**Adams, Sarah (1993)**

*English*

**Allen, Lee (1996)**

*Physical Education*

**Ban, Ann (2005)**

*Computer Science,  
Mathematics*

**Barchas, Kathryn (2003)**

*Sociology*

**Bates, Herman D. (1993)**

*Counselor*

**Brandriff, Robert K. (1976)**

*English*

**Brown, Donald H. (2000)**

*History, Social Science*

**Bruington, Raymond (1999)**

*Automotive Technology*

**Campbell, Lester S. (1993)**

*Psychology, Counselor*

**Carr-Casanova, Rosario (2003)**

*Counselor*

**Chan, Stella (1994)**

*Librarian*

**Christman, Terry L. (2005)**

*Physical Education*

**Conrad, Robert (2001)**

*Music*

**Cooper, Dell (1993)**

*Automotive Technology*

**Cornejo, William R. (1992)**

*Administrator, Counselor*

**DeMartini, Edward (1997)**

*Photography*

**DeYoung, Frances C. (1990)**

*German, English*

**Ellis, Marilyn (1998)**

*History, Social Science*

**Erickson, Patricia J. (1998)**

*Home Economics*

**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*

**Goldman, Samuel N. (1987)**

*Journalism, English*

**Goth, George W. (2006)**

*Chemistry, Physics*

**Graham, Mary E. (2005)**

*Mathematics*

**Grant, Charles F. (1999)**

*Business*

**Grasso, Angelica (2003)**

*Emergency Medical  
Technology*

**Graubart, Stanley (1993)**

*Counselor*

**Gwathmey, Margaret (1996)**

*English*

**Hartzell, Harold (1985)**

*Administrator, Business*

**Henderson, Alan J. (1998)**

*Psychology*

**Herrero, Joaquin (1988)**

*Counselor*

**Herron, William C. (1981)**

*Physical Education*

**Herzstein, Leonard (1992)**

*Business*

**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, Raymond W. (2004)**

*Learning Specialist*

**Kartsounis, Mary (1988)**

*Counselor*

**Kress, Shirley E. (2000)**

*Economics*

**Lau, Genevieve M. H. (2004)**

*English, ESL*

**Lawry, Dr. Bernice K. (1990)**

*Business, Counselor*

**Leach, Rosemary E. (2001)**

*Family &  
Consumer Sciences,  
Fashion Merchandising*

**Lombardi, Mario (1995)**

*Counselor*

**Lualhati, Robert (1998)**

*Physical Education*

**Marcus, Marc A. (1992)**

*Psychology*

**Marin, David P. (1982)**

*Drama, Speech*

**Marshall, Cynthia (2000)**

*Psychology*

**Matthews, Nancy (1996)**

*College Nurse*

**McBain, John (1985)**

*Political Science*

**Meyer, Philip Y. (2000)**

*Mathematics*

**Miller, Margaret (2002)**

*Computer Science,  
Mathematics*

**Nielsen, Von R. (1982)**

*Spanish*

**Oliver, Douglas C. (1999)**

*Social Science, History*

**Peel, Gerald (2005)**

*Hospitality Administration*

**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, Thomas (2006)**

*English*

**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*

**Verhoogen, Sandra G. (2006)**

*English, ESL*

**Warren, Richard (1987)**

*Art History*

**Welch, Donald W. (1993)**

*Geography, Anthropology*

**Wilkinson, Judy A. (1999)**

*English*

**Wodehouse, Edmund B. (2006)**

*Botany, Biology*

**Young, Barbara (2004)**

*Business*

**Yurman, Richard H. (1993)**

*English, Mathematics*

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**Insert Divider #9**  
**Resources**

# 220 CAMPUS MAP

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## BUILDINGS

### **BUILDING 1 – Creative Arts/ Administration**

Cooperative Education  
Gallery Theatre  
Main Theatre  
Payroll  
President's Office  
Public Information and Outreach  
Vice Presidents' Offices  
(Instruction & Student Services)

#### ■ **Social Science/Creative Arts Division Office**

Administration of Justice  
Anthropology  
Art  
Economics  
Education  
Geography  
History  
Humanities  
Music  
Paralegal  
Philosophy  
Political Science  
Psychology  
Social Science  
Sociology  
Women-in-Transition Program

### **BUILDING 2 – Campus Center**

Cafeteria\*  
Center for Advanced Learning Technology (CALT)  
Security Office  
Student Activities Office\*

*\*Relocating to Building 6 in January 2007*

#### ■ **Student Services**

Admissions & Records  
CalWORKs  
Cashier  
Counseling  
Disabled Student Services  
EOPS  
Evening Office  
Financial Aid  
Health Center  
International Student Office  
One Stop Student Services Center  
Transfer/Career Center  
Workability

### **BUILDING 3 – Gymnasium/P.E.**

*Reopening in August 2006*

#### ■ **P.E. Division Office**

*Temporarily relocated to Pacific Heights (PH) through Summer 2006*

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

#### ■ **Portable Classrooms – 3A-E**

### **BUILDING 4 – Bookstore**

*Relocating to Building 6 in January 2007*

### **BUILDING 5 – Library**

Library  
The Learning Center (TLC)  
Media Services  
Graphic Arts & Production

### **BUILDING 6 – Student Support and Community Services Center**

*Opening in January 2007*

Bookstore  
Cafeteria  
Coffee Cart  
Cyber Café  
Faculty & Staff Lounge  
Information Desk  
Meeting Rooms  
Multicultural Resource Center  
Student Activities Office  
Student Government Office (ASSC)  
Student Lounge  
Study Lounge

### **BUILDING 7 – Science**

#### ■ **SMT Division Office**

*Relocating to Building 7A in January 2007*

Biology  
Chemistry  
Computer Science  
Emergency Medical Care  
Geology  
Health Science  
Mathematics  
Oceanography  
Physics  
Respiratory Therapy  
Surgical Technology Program  
Telecommunications

### **BUILDING 7A – Science Annex**

*Opening in January 2007*

### **BUILDING 8 – Business**

*Reopening in January 2007*

#### ■ **Business Division Office**

*Temporarily relocated to Building 1 through Fall 2006*

Accounting  
Computer Applications & Office Technology  
Cosmetology (Cosmetician & Manicuring)  
Early Childhood Education  
Family & Consumer Sciences  
Fashion Image Consulting  
Fashion Merchandising  
General Business  
Real Estate

### ■ **Language Arts Division Office**

*Temporarily relocated to Building 5 through Fall 2006*

American Sign Language  
Arabic  
Chinese  
English  
English for Speakers of Other Languages  
Italian  
Japanese  
Journalism  
Literature  
Reading  
Spanish  
Speech  
Tagalog

### **BUILDINGS 9 & 10 – Automotive Technology**

Automotive Technology Program  
Japanese Auto Tech  
Toyota T-TEN Program

### **PACIFIC HEIGHTS (PH)**

Cosmetology Program

## PARKING

Students with valid parking permits may park in lots 2, 4, 5, 8, 9 and 11, and the Pacific Heights student parking lot.

Visitor parking is for 40 minutes only. Daily permit dispensers are located in lots 4, 5 and 8 for extended visits. Visitors can obtain information at the Security Office, Building 2, third floor.

# 222 INDEX

<b>A</b>		
AA/AS Degree .....	68	
Academic Adjustments, Students with		
Disabilities .....	34	
Academic Freedom Statement.....	10	
Academic Integrity .....	38	
– Cheating .....	38	
– Consequences of Academic Dishonesty .....	38	
– Other Examples of Academic Dishonesty .....	38	
– Plagiarism .....	38	
– Student Appeals.....	38	
Academic Renewal Policy.....	32	
Academic Standards Policy .....	32	
Academic Standards & Policies Review Committee.....	34	
Accounting		
– Courses .....	110	
– Degree & Certificate.....	74	
Accreditation .....	9	
Additional Expenses.....	29	
Administration .....	211	
Administration of Justice		
– Courses .....	111	
– Degree & Certificate .....	75	
Administrative Assistant Degree & Certificate .....	79	
Admission Procedures .....	15	
Admission Requirement for New Students .....	24	
– Orientation.....	25	
– Placement Tests .....	24	
– Selecting Classes/Counseling.....	25	
Advanced Placement Test (APT).....	19, 20	
Allied Health Degree.....	76	
American History/Institutions Requirement.....	69	
American Sign Language Courses .....	112	
Anatomy Courses (Biology).....	126	
Announcement of Courses		
– Course Descriptions Information.....	109	
– Course Numbering & Transferable Credit.....	109	
– Course Repetition.....	33, 109	
Anthropology Courses .....	113	
Arabic Courses .....	114	
Art		
– Courses .....	114	
– Degree .....	76	
Assistive Technology Program .....	44	
Associate Degree Requirements.....	68	
Associate Degree & Certificate Programs.....	73	
ASTEP Program .....	49	
Athletics.....	18, 49	
Attendance at First Class Meeting.....	27	
Attendance Regulations .....	38	
Audit Fee .....	28	
Auditing of Courses .....	27	
Automotive Technology		
– Admission .....	15, 76	
– Courses .....	119	
– Degree & Certificate .....	76	
– Domestic Program.....	120	
– Toyota Technical Education Network.....	119	
– Japanese Automotive Technology Courses .....	120	
– Automotive Apprenticeship Program & Advanced Courses.....	121	
<b>B</b>		
Basic Competency Requirements for Associate Degrees .....	69	
Biology Courses .....	125	
Biotechnology Degree.....	79	
Bookstore.....	43	
Business Courses.....	128	
Business Degrees & Certificates.....	79	
– Administrative Assistant.....	79	
– Business Administration.....	80	
– Business Information Systems.....	81	
– Computer Information Specialist .....	82	
– General Supervision .....	83	
– International Trade.....	83	
– Legal Secretary .....	85	
– Marketing.....	86	
– Medical Office Assistant.....	87	
– Medical Transcriptionist.....	87	
– Office Assistant .....	88	
– Office Information Systems.....	88	
– Retail Management .....	89	
– Web Developer .....	90	
<b>C</b>		
Calendar .....	6	
California Articulation Number System (CAN) .....	110, 207	
California Residency.....	15	
CalWORKs .....	43	
Campus Map.....	220	
Campus Security Act .....	37	
Career Center.....	43	
Career & Personal Development Courses .....	132	
Career Programs .....	73	
Catalog Rights.....	68	
Center for Advanced Learning and Technology .....	11	
Center for International Trade Development .....	10	
Central Services Technology/Sterile Processing Certificate .....	103	
Certificate of Achievement .....	74	
Certificate of Completion.....	74	
Change of Final Grades .....	31	
Changes in State Regulations		
– Courses Non-applicable to Associate Degree .....	72	
Chemistry Courses .....	133	
Child Care .....	43	
Chinese Courses .....	134	
Choice of College .....	15	
Classes, Selecting.....	25	
College Level Examination Program (CLEP).....	19	
College, Choice of.....	15	
College, Description.....	8	
Combatives Courses .....	172	
Community Education Programs .....	10	
Computer Applications & Office Technology Courses.....	134	
Computer Information Specialist Degree & Certificate.....	82	
Computer Science Courses .....	139	
Concurrent Enrollment Program.....	16	
Conduct.....	39	
Continuing Education Hours for Health Professionals .....	46	
Cooperative Education Courses .....	142	
Corporate & Continuing Education Programs.....	10	
Cosmetology		
– Admission Procedures & Requirements .....	15, 91	
– Courses.....	142	
Cosmetology Degrees & Certificates		
– Cosmetology .....	91	
– Manicuring.....	92	
– Cosmetician/Esthetician.....	92	
Counseling Center.....	44	
Counseling Course.....	143	
Course Descriptions Information.....	109	
Course Numbering & Transferable Credit .....	109	
Course Repetition.....	33, 109	
– For Credit .....	33	
– Grade Alleviation .....	33	
– Special Circumstances.....	34	
Credit by Examination (CBE).....	19	
Credit by Test .....	19	
CSU General Education Requirements .....	205	
<b>D</b>		
Dance		
– Courses.....	172	
– Degree .....	92	
Data Processing .....	143	
Degree & Certificate Programs.....	74	
Degree Verification .....	31	
Determination of Residency.....	23	
– Nonresident Student .....	23	
– Incorrect Classification.....	23	
– Reclassification .....	23	
– Limitation of Residency Rules.....	23	
Developmental Skills Courses.....	124	
Disabled Students Program .....	44	
– Academic Adjustments .....	34	
– Assistive Technology Program .....	44	
– Differential Learning Skills Program .....	44	
– Parking .....	47	
– Workability III Program .....	44	
Dismissal .....	32	
District Board, San Mateo County Community College .....	3	
District Board Policy 6.26 .....	68	
Drug-Free Campus Policy.....	40	
<b>E</b>		
Early Childhood Education		
– Courses.....	144	
– Degree & Certificate .....	92	
Earth Sciences.....	146	
Economics Courses .....	146	
Education Course .....	147	
Educational Planning.....	25	
Electronics Technology Course.....	147	

Eligibility Requirements .....	15	– Credit/No Credit .....	30	Library Courses .....	161
Emergency Medical Care Courses.....	147	– Credit/No Credit Options .....	30	Life Science Major Section (Biology) .....	125
Emergency Medical Technology Certificate.....	93	– Non-evaluative Symbols .....	30	Limitations on Programs and Services .....	48
Emeriti.....	217	I – Incomplete .....	30	Limitations on Scheduling Courses .....	109
English		IP – In Progress.....	30	Literature Courses .....	162
– Courses.....	147	RD – Report Delayed .....	30	– Rotation .....	94
– Degree .....	93	W – Withdrawal .....	30	<b>M</b>	
English for Speakers of Other Languages Courses .....	150	Grades and Scholarship .....	30	Major Requirement for Associate Degrees .....	69
Enrollment Fee .....	27	Graduation Requirements, Student Catalog Rights .....	68	Map of Campus .....	220
Enrollment/Degree Verification .....	31	Grievances and Appeals, Student .....	40	Marketing Degree & Certificate.....	86
Extended Leave of Absence/ Withdrawal from College.....	39	<b>H</b>		Mathematics	
Extended Opportunity Program & Services (EOPS).....	44	Health Science Courses.....	156	– Courses.....	163
<b>F</b>		Health Services .....	46	– Degree .....	99
Faculty and Other Academic Personnel.....	212	Health Services Fee .....	27	Matriculation Policy .....	17
Family & Consumer Sciences		High School Concurrent Enrollment Program.....	16	Media Services .....	11
– Courses.....	153	High School Students .....	16	Medical Office Assistant Certificate .....	87
– Degree & Certificate .....	94	History Courses .....	157	Medical Transcriptionist Degree & Certificate.....	87
Fashion Merchandising Courses.....	154	Holds on Student Records.....	37	MESA Program.....	50
Fashion Merchandising Degrees & Certificates		Home Economics .....	159	Military Service Credit .....	17
– Fashion Merchandising .....	95	Honors Transfer Program .....	15, 49	Military Withdrawal.....	33
– General Merchandising .....	95	Honor Society – Phi Theta Kappa.....	50	Mission Statement, College .....	8
– Image Consulting .....	96	Housing .....	46	Mission Statement, SMCCCD .....	9
Fees.....	27	Humanities Courses .....	159	Music	
– Audit Fee .....	28	<b>I</b>		– Courses.....	166
– Enrollment Fee .....	27	Image Consulting Degree & Certificate.....	96	– Degree .....	99
– Health Services Fee .....	27	Individual Sports Courses .....	176	<b>N</b>	
– Nonresident Tuition Fee .....	28	Information, General.....	8	Natural Science Degree .....	99
– Parking Permit Fee.....	28	Información Para Personas de Habla Hispana.....	54	Network Engineering Degree & Certificate.....	104
– Payment of Fees .....	29	Interior Design Courses.....	159	Non-District Sponsored Transportation .....	40
– Processing Fee.....	29	International Students .....	16	Nonresident Student .....	23, 28
– Refund Policy .....	29	– Health Insurance .....	28	Nonresident Tuition Fee .....	28
– Returned Check Fee .....	29	International Studies Degree.....	97	– Exemption .....	24
– Student Body Fee .....	28	International Trade Degree & Certificates .....	83	– Refund Policy .....	29
– Student Representation Fee .....	27	Intersegmental General Education Transfer Curriculum (IGETC) .....	206	Nutrition .....	169
– Student Union Fee .....	28	Introduction .....	8	<b>O</b>	
– Transcript Fee.....	28	Italian Courses.....	159	Oceanography Courses.....	169
Field Trip/Excursion Guidelines.....	40	<b>J</b>		Office Administration .....	170
Film Courses.....	155	Japanese Automotive Technology		Office Assistant Degree & Certificate.....	88
Final Grade Reports .....	31	– Courses.....	120	Office Information Systems Degree & Certificate .....	88
Final Grades, Change of .....	31	– Degree & Certificate .....	78	Open Classes.....	27
Financial Aid.....	45	Japanese Courses.....	160	Orientation.....	25
Fines .....	40	Journalism		Other Educational Opportunities.....	106
Fitness Courses .....	174	– Courses.....	160	Other Fees.....	29
Foreign Study Program .....	16	– Degree & Certificate .....	98	<b>P</b>	
<b>G</b>		<b>K</b>		Paralegal, Legal Assistant	
General Education Requirements, Associate Degree.....	70	Kababayan Program .....	50	– Courses.....	170
General Education Requirements, CSU.....	205	<b>L</b>		– Degree & Certificate .....	100
General Information.....	8	Law Related Occupations Degree & Certificate.....	100	Parking .....	46
General Supervision Certificate .....	83	Leave of Absence		Parking Permit Fee.....	28
Geography Courses .....	155	– Extended, Withdrawal from College .....	39	Payment of Fees .....	29
Geology Courses.....	156	– Temporary.....	39	Philosophy Courses.....	171
Goals, College.....	9	Learning Center, The .....	11	Phi Theta Kappa.....	50
Grade Alleviation .....	33	Learning Skills Courses.....	160	Photography Courses .....	117
Grades and Grade Points .....	30	Legal Secretary Degree & Certificate.....	85	Physical Education	
Grade Point Average .....	30	Liberal Arts Degree .....	98	– Courses.....	172
Grade Reports.....	31	Library .....	11	– Degree .....	100
– Letter Grades .....	30			Physics Courses .....	180

- Policy of Nondiscrimination..... 41  
 Policy on Drug Free Campus..... 40  
 Policy on Sexual Harassment..... 40  
 Policy on Smoking..... 41  
 Political Science Courses..... 180  
 Prerequisites, Corequisites &  
   Recommended Preparation..... 34  
 President's Message..... 7  
 Privacy Rights of Students..... 37  
 Probation..... 32  
 Processing Fee..... 29  
 Procedures for Admission..... 32  
 Program Changes..... 26  
 Psychology  
   – Courses..... 181  
   – Degree..... 101  
 Puente Program..... 50
- R**  
 Reading Courses..... 182  
 Real Estate Courses..... 183  
 Refund Policy..... 29  
 Registration..... 24  
 Remedial Coursework Limit..... 26  
 Removal from Probation..... 32  
 Residence Requirements  
   – Admission..... 22  
   – Associate Degree..... 69  
 Residency Rules  
   – Adults over 19 years of age..... 22  
   – Married Minors..... 22  
   – Unmarried Minors..... 22  
   – Resident Classification..... 22  
   – Exceptions..... 23  
 Respiratory Therapy  
   – Admission..... 15, 101  
   – Courses..... 184  
   – Degree..... 101  
 Retail Management Degree  
   & Certificate..... 89  
 Returned Check Fee..... 29  
 Revisions of Regulations or Policies..... 41
- S**  
 Scholarship Requirement for Associate  
   Degree..... 69  
 Scholastic Honors..... 31  
 Science/Mathematics/Technology  
   AS Degrees  
   – Allied Health..... 76  
   – Biotechnology..... 79  
   – Mathematics..... 99  
   – Natural Science..... 99  
   – Respiratory Therapy..... 101  
   – Surgical Technology..... 102  
   – Telecommunications & Network  
     Information Technology..... 103  
 Sequential Courses..... 34  
 Services for Students with Disabilities..... 44  
 Sexual Harassment Policy..... 40  
 Skyline View, The..... 48  
 Smoking Policy..... 41  
 Social Science Courses..... 185  
 Sociology Courses..... 186  
 Spanish  
   – Courses..... 187  
   – Degree..... 102
- Spanish Section (for those who speak  
   Spanish)..... 54  
 Special Programs..... 49  
 Special Programs, Admissions..... 15  
 Specific Area Requirements for  
   Associate Degrees..... 69  
 Speech Communication  
   – Courses..... 188  
   – Degree..... 102  
 Statement on Academic Freedom..... 10  
 Student Activities..... 47  
 Student Body Fee..... 28  
 Student Clubs..... 47  
 Student Follow-Up..... 17  
 Student Government..... 47  
   – Courses..... 189  
 Student Grievances & Appeals..... 40  
 Student Publications..... 48  
   – Skyline View, The..... 48  
   – Student Handbook..... 48  
   – Talisman..... 48  
 Student Records, Holds On..... 37  
 Student Representation Fee..... 27  
 Student Records, Responsibilities  
   and Rights..... 37  
 Student Right-To-Know..... 37  
 Student Services..... 43  
 Student Services One Stop Center..... 48  
 Student Union Fee..... 28  
 Surgical Technology  
   – Admission..... 15, 102  
   – Courses..... 189  
   – Degree & Certificate..... 102
- T**  
 Tagalog Courses..... 190  
 Talisman..... 48  
 Team Sports Courses..... 177  
 Tech Prep..... 51  
 Telecommunications & Network  
   Information Technology  
   – Courses..... 190  
   – Degree & Certificates..... 103  
 Temporary Leave of Absence..... 39  
 Toyota Technical Education Network  
   – Courses..... 119  
   – Degree & Certificate Programs..... 78  
 Transcript Fee..... 28  
 Transfer Center..... 48  
 Transfer of Credit..... 26  
 Transfer Students..... 19  
 Transferable Courses  
   – California State Universities and  
     Colleges..... 199  
   – University of California..... 197  
 TRIO/STAARS..... 11, 51
- U**  
 Unit Load Limitations..... 25  
 Units of Credit..... 25  
 University Studies Degree..... 105  
 Unlawful Discrimination Complaints..... 41
- V**  
 Variable Unit Courses..... 27  
 Varsity..... 18  
 Varsity Sports Courses..... 179  
 Veterans and Veterans'  
   Dependents..... 17, 48
- W**  
 Web Address..... 3  
 Web Developer Degree & Certificate..... 90  
 Withdrawal from Classes..... 33  
 Women in Transition (WIT) Program..... 51  
 Workability III Program..... 44  
 Workforce Development, Center for..... 10
- Z**  
 Zoology Courses (Biology)..... 126

# 222 INDEX

<b>A</b>			
AA/AS Degree .....	68	- Japanese Automotive Technology Courses .....	120
Academic Adjustments, Students with Disabilities .....	34	- Automotive Apprenticeship Program & Advanced Courses .....	121
Academic Freedom Statement.....	10	<b>B</b>	
Academic Integrity .....	38	Basic Competency Requirements for Associate Degrees .....	69
- Cheating .....	38	Biology Courses .....	125
- Consequences of Academic Dishonesty .....	38	Biotechnology Degree.....	79
- Other Examples of Academic Dishonesty .....	38	Bookstore.....	43
- Plagiarism.....	38	Business Courses.....	128
- Student Appeals.....	38	Business Degrees & Certificates.....	79
Academic Renewal Policy.....	32	- Administrative Assistant.....	79
Academic Standards Policy.....	32	- Business Administration.....	80
Academic Standards & Policies Review Committee.....	34	- Business Information Systems.....	81
Accounting		- Computer Information Specialist .....	82
- Courses .....	110	- General Supervision .....	83
- Degree & Certificate.....	74	- International Trade.....	83
Accreditation .....	9	- Legal Secretary .....	85
Additional Expenses.....	29	- Marketing.....	86
Administration .....	211	- Medical Office Assistant.....	87
Administration of Justice		- Medical Transcriptionist.....	87
- Courses .....	111	- Office Assistant .....	88
- Degree & Certificate .....	75	- Office Information Systems.....	88
Administrative Assistant Degree & Certificate .....	79	- Retail Management .....	89
Admission Procedures .....	15	- Web Developer .....	90
Admission Requirement for New Students .....	24	<b>C</b>	
- Orientation.....	25	Calendar .....	6
- Placement Tests .....	24	California Articulation Number System (CAN) .....	110, 207
- Selecting Classes/Counseling.....	25	California Residency.....	15
Advanced Placement Test (APT).....	19, 20	CalWORKs .....	43
Allied Health Degree.....	76	Campus Map.....	220
American History/Institutions Requirement.....	69	Campus Security Act .....	37
American Sign Language Courses .....	112	Career Center.....	43
Anatomy Courses (Biology).....	126	Career & Personal Development Courses .....	132
Announcement of Courses		Career Programs .....	73
- Course Descriptions Information.....	109	Catalog Rights.....	68
- Course Numbering & Transferable Credit.....	109	Center for Advanced Learning and Technology .....	11
- Course Repetition.....	33, 109	Center for International Trade Development .....	10
Anthropology Courses .....	113	Central Services Technology/Sterile Processing Certificate .....	103
Arabic Courses .....	114	Certificate of Achievement .....	74
Art		Certificate of Completion.....	74
- Courses .....	114	Change of Final Grades .....	31
- Degree .....	76	Changes in State Regulations	
Assistive Technology Program .....	44	- Courses Non-applicable to Associate Degree .....	72
Associate Degree Requirements.....	68	Chemistry Courses .....	133
Associate Degree & Certificate Programs.....	73	Child Care .....	43
ASTEP Program .....	49	Chinese Courses .....	134
Athletics.....	18, 49	Choice of College.....	15
Attendance at First Class Meeting.....	27	Classes, Selecting.....	25
Attendance Regulations.....	38	College Level Examination Program (CLEP).....	19
Audit Fee.....	28	College, Choice of.....	15
Auditing of Courses .....	27	College, Description.....	8
Automotive Technology		Combatives Courses .....	172
- Admission .....	15, 76	Community Education Programs .....	10
- Courses .....	119	Computer Applications & Office Technology Courses.....	134
- Degree & Certificate .....	76		
- Domestic Program.....	120	Computer Information Specialist Degree & Certificate.....	82
- Toyota Technical Education Network.....	119	Computer Science Courses .....	139
		Concurrent Enrollment Program.....	16
		Conduct.....	39
		Continuing Education Hours for Health Professionals .....	46
		Cooperative Education Courses .....	142
		Corporate & Continuing Education Programs.....	10
		Cosmetology	
		- Admission Procedures & Requirements .....	15, 91
		- Courses.....	142
		Cosmetology Degrees & Certificates	
		- Cosmetology .....	91
		- Manicuring.....	92
		- Cosmetician/Esthetician.....	92
		Counseling Center.....	44
		Counseling Course.....	143
		Course Descriptions Information.....	109
		Course Numbering & Transferable Credit .....	109
		Course Repetition.....	33, 109
		- For Credit .....	33
		- Grade Alleviation .....	33
		- Special Circumstances.....	34
		Credit by Examination (CBE).....	19
		Credit by Test .....	19
		CSU General Education Requirements .....	205
		<b>D</b>	
		Dance	
		- Courses.....	172
		- Degree .....	92
		Data Processing .....	143
		Degree & Certificate Programs.....	74
		Degree Verification .....	31
		Determination of Residency.....	23
		- Nonresident Student .....	23
		- Incorrect Classification.....	23
		- Reclassification .....	23
		- Limitation of Residency Rules.....	23
		Developmental Skills Courses.....	124
		Disabled Students Program .....	44
		- Academic Adjustments .....	34
		- Assistive Technology Program .....	44
		- Differential Learning Skills Program .....	44
		- Parking .....	47
		- Workability III Program .....	44
		Dismissal .....	32
		District Board, San Mateo County Community College .....	3
		District Board Policy 6.26 .....	68
		Drug-Free Campus Policy.....	40
		<b>E</b>	
		Early Childhood Education	
		- Courses.....	144
		- Degree & Certificate .....	92
		Earth Sciences.....	146
		Economics Courses .....	146
		Education Course .....	147
		Educational Planning.....	25
		Electronics Technology Course.....	147

Eligibility Requirements .....	15	– Credit/No Credit .....	30	Library Courses .....	161
Emergency Medical Care Courses.....	147	– Credit/No Credit Options .....	30	Life Science Major Section (Biology) ....	125
Emergency Medical Technology Certificate.....	93	– Non-evaluative Symbols .....	30	Limitations on Programs and Services ....	48
Emeriti.....	217	I – Incomplete .....	30	Limitations on Scheduling Courses .....	109
English		IP – In Progress.....	30	Literature Courses .....	162
– Courses.....	147	RD – Report Delayed .....	30	– Rotation .....	94
– Degree .....	93	W – Withdrawal .....	30	<b>M</b>	
English for Speakers of Other Languages Courses .....	150	Grades and Scholarship .....	30	Major Requirement for Associate Degrees .....	69
Enrollment Fee .....	27	Graduation Requirements, Student Catalog Rights .....	68	Map of Campus .....	220
Enrollment/Degree Verification .....	31	Grievances and Appeals, Student .....	40	Marketing Degree & Certificate.....	86
Extended Leave of Absence/ Withdrawal from College.....	39	<b>H</b>		Mathematics	
Extended Opportunity Program & Services (EOPS).....	44	Health Science Courses.....	156	– Courses.....	163
<b>F</b>		Health Services .....	46	– Degree .....	99
Faculty and Other Academic Personnel.....	212	Health Services Fee .....	27	Matriculation Policy .....	17
Family & Consumer Sciences		High School Concurrent Enrollment Program.....	16	Media Services .....	11
– Courses.....	153	High School Students .....	16	Medical Office Assistant Certificate .....	87
– Degree & Certificate .....	94	History Courses .....	157	Medical Transcriptionist Degree & Certificate.....	87
Fashion Merchandising Courses.....	154	Holds on Student Records.....	37	MESA Program.....	50
Fashion Merchandising Degrees & Certificates		Home Economics .....	159	Military Service Credit .....	17
– Fashion Merchandising .....	95	Honors Transfer Program .....	15, 49	Military Withdrawal.....	33
– General Merchandising .....	95	Honor Society – Phi Theta Kappa.....	50	Mission Statement, College .....	8
– Image Consulting .....	96	Housing .....	46	Mission Statement, SMCCCD .....	9
Fees .....	27	Humanities Courses .....	159	Music	
– Audit Fee .....	28	<b>I</b>		– Courses.....	166
– Enrollment Fee .....	27	Image Consulting Degree & Certificate.....	96	– Degree .....	99
– Health Services Fee .....	27	Individual Sports Courses .....	176	<b>N</b>	
– Nonresident Tuition Fee .....	28	Information, General.....	8	Natural Science Degree .....	99
– Parking Permit Fee.....	28	Información Para Personas de Habla Hispana.....	54	Network Engineering Degree & Certificate.....	104
– Payment of Fees .....	29	Interior Design Courses.....	159	Non-District Sponsored Transportation .....	40
– Processing Fee.....	29	International Students .....	16	Nonresident Student .....	23, 28
– Refund Policy .....	29	– Health Insurance .....	28	Nonresident Tuition Fee .....	28
– Returned Check Fee .....	29	International Studies Degree.....	97	– Exemption .....	24
– Student Body Fee .....	28	International Trade Degree & Certificates .....	83	– Refund Policy .....	29
– Student Representation Fee .....	27	Intersegmental General Education Transfer Curriculum (IGETC) .....	206	Nutrition .....	169
– Student Union Fee .....	28	Introduction .....	8	<b>O</b>	
– Transcript Fee.....	28	Italian Courses.....	159	Oceanography Courses.....	169
Field Trip/Excursion Guidelines.....	40	<b>J</b>		Office Administration .....	170
Film Courses.....	155	Japanese Automotive Technology		Office Assistant Degree & Certificate.....	88
Final Grade Reports .....	31	– Courses.....	120	Office Information Systems Degree & Certificate .....	88
Final Grades, Change of .....	31	– Degree & Certificate .....	78	Open Classes.....	27
Financial Aid.....	45	Japanese Courses.....	160	Orientation.....	25
Fines .....	40	Journalism		Other Educational Opportunities.....	106
Fitness Courses .....	174	– Courses.....	160	Other Fees.....	29
Foreign Study Program .....	16	– Degree & Certificate .....	98	<b>P</b>	
<b>G</b>		<b>K</b>		Paralegal, Legal Assistant	
General Education Requirements, Associate Degree.....	70	Kababayan Program .....	50	– Courses.....	170
General Education Requirements, CSU.....	205	<b>L</b>		– Degree & Certificate .....	100
General Information.....	8	Law Related Occupations Degree & Certificate.....	100	Parking .....	46
General Supervision Certificate .....	83	Leave of Absence		Parking Permit Fee.....	28
Geography Courses .....	155	– Extended, Withdrawal from College ....	39	Payment of Fees .....	29
Geology Courses.....	156	– Temporary.....	39	Philosophy Courses.....	171
Goals, College.....	9	Learning Center, The .....	11	Phi Theta Kappa.....	50
Grade Alleviation .....	33	Learning Skills Courses.....	160	Photography Courses .....	117
Grades and Grade Points .....	30	Legal Secretary Degree & Certificate.....	85	Physical Education	
Grade Point Average .....	30	Liberal Arts Degree .....	98	– Courses.....	172
Grade Reports.....	31	Library .....	11	– Degree .....	100
– Letter Grades .....	30			Physics Courses .....	180



- Policy of Nondiscrimination..... 41  
 Policy on Drug Free Campus..... 40  
 Policy on Sexual Harassment..... 40  
 Policy on Smoking..... 41  
 Political Science Courses..... 180  
 Prerequisites, Corequisites &  
   Recommended Preparation..... 34  
 President's Message..... 7  
 Privacy Rights of Students..... 37  
 Probation..... 32  
 Processing Fee..... 29  
 Procedures for Admission..... 32  
 Program Changes..... 26  
 Psychology  
   – Courses..... 181  
   – Degree..... 101  
 Puente Program..... 50
- R**  
 Reading Courses..... 182  
 Real Estate Courses..... 183  
 Refund Policy..... 29  
 Registration..... 24  
 Remedial Coursework Limit..... 26  
 Removal from Probation..... 32  
 Residence Requirements  
   – Admission..... 22  
   – Associate Degree..... 69  
 Residency Rules  
   – Adults over 19 years of age..... 22  
   – Married Minors..... 22  
   – Unmarried Minors..... 22  
   – Resident Classification..... 22  
   – Exceptions..... 23  
 Respiratory Therapy  
   – Admission..... 15, 101  
   – Courses..... 184  
   – Degree..... 101  
 Retail Management Degree  
   & Certificate..... 89  
 Returned Check Fee..... 29  
 Revisions of Regulations or Policies..... 41
- S**  
 Scholarship Requirement for Associate  
   Degree..... 69  
 Scholastic Honors..... 31  
 Science/Mathematics/Technology  
   AS Degrees  
   – Allied Health..... 76  
   – Biotechnology..... 79  
   – Mathematics..... 99  
   – Natural Science..... 99  
   – Respiratory Therapy..... 101  
   – Surgical Technology..... 102  
   – Telecommunications & Network  
     Information Technology..... 103  
 Sequential Courses..... 34  
 Services for Students with Disabilities..... 44  
 Sexual Harassment Policy..... 40  
 Skyline View, The..... 48  
 Smoking Policy..... 41  
 Social Science Courses..... 185  
 Sociology Courses..... 186  
 Spanish  
   – Courses..... 187  
   – Degree..... 102
- Spanish Section (for those who speak  
 Spanish)..... 54  
 Special Programs..... 49  
 Special Programs, Admissions..... 15  
 Specific Area Requirements for  
   Associate Degrees..... 69  
 Speech Communication  
   – Courses..... 188  
   – Degree..... 102  
 Statement on Academic Freedom..... 10  
 Student Activities..... 47  
 Student Body Fee..... 28  
 Student Clubs..... 47  
 Student Follow-Up..... 17  
 Student Government..... 47  
   – Courses..... 189  
 Student Grievances & Appeals..... 40  
 Student Publications..... 48  
   – Skyline View, The..... 48  
   – Student Handbook..... 48  
   – Talisman..... 48  
 Student Records, Holds On..... 37  
 Student Representation Fee..... 27  
 Student Records, Responsibilities  
   and Rights..... 37  
 Student Right-To-Know..... 37  
 Student Services..... 43  
 Student Services One Stop Center..... 48  
 Student Union Fee..... 28  
 Surgical Technology  
   – Admission..... 15, 102  
   – Courses..... 189  
   – Degree & Certificate..... 102
- T**  
 Tagalog Courses..... 190  
 Talisman..... 48  
 Team Sports Courses..... 177  
 Tech Prep..... 51  
 Telecommunications & Network  
   Information Technology  
   – Courses..... 190  
   – Degree & Certificates..... 103  
 Temporary Leave of Absence..... 39  
 Toyota Technical Education Network  
   – Courses..... 119  
   – Degree & Certificate Programs..... 78  
 Transcript Fee..... 28  
 Transfer Center..... 48  
 Transfer of Credit..... 26  
 Transfer Students..... 19  
 Transferable Courses  
   – California State Universities and  
     Colleges..... 199  
   – University of California..... 197  
 TRIO/STAARS..... 11, 51
- U**  
 Unit Load Limitations..... 25  
 Units of Credit..... 25  
 University Studies Degree..... 105  
 Unlawful Discrimination Complaints..... 41
- V**  
 Variable Unit Courses..... 27  
 Varsity..... 18  
 Varsity Sports Courses..... 179  
 Veterans and Veterans'  
   Dependents..... 17, 48
- W**  
 Web Address..... 3  
 Web Developer Degree & Certificate..... 90  
 Withdrawal from Classes..... 33  
 Women in Transition (WIT) Program..... 51  
 Workability III Program..... 44  
 Workforce Development, Center for..... 10
- Z**  
 Zoology Courses (Biology)..... 126