On behalf of our 40,463 students, we thank you

For passing Measure G, benefitting community college students

Measure G dollars were used to:

• Save or add 660 course sections annually
• Provide an additional class for 17,160 students
• Add 4,000 hours of counseling
• Fund innovations like Math Academy, Accelerated College and online programs

Community colleges have been hit hard by state budget cuts. The San Mateo County Community College District lost $11.3 million in state funding in the past three years and faces an additional $9 million cut next year. This loss comes at a time when our county is experiencing record unemployment, more high school graduates seeking college, and fewer spaces at the University of California and the California State University. County voters recognized this and voted overwhelmingly in June 2010 to support our college students. We thank you for your investment in public higher education in San Mateo County.

Thank You, San Mateo County Voters

Board of Trustees: Richard Holober, President • Dave Mandelkern, Vice-President, Clerk • Helen Hausman, Trustee
Patricia Miljanich, Trustee • Karen Schwarz, Trustee • Barry Jointer, Student Trustee

Short courses are available beginning each month from January to May
Comprehensive Counseling and Career Planning Services provide students with:

• Counseling support for Degrees and Certificates
• Student Educational and Career Plans
• Transfer Planning Workshops
• Career Interest/Exploration Workshops and Classes
• A complete Workplace Skills Assessment
• Assistance in developing résumé and job interview skills
• Access to college-wide services including EOPS, DSPS, TRiO and Learning Communities

Students and the community use SparkPoint to improve finances by increasing income, growing assets and building credit. Services and resources include:

• Orientation Workshops
• One-on-one financial coaching sessions
• Financial Education Workshops
• Public Benefits Screening (find out what you might qualify for)
• California Employment Development Department Services
• Savings and Checking Accounts (including 2nd Chance Accounts)
• Free Tax Preparation Assistance
• Counseling and Enrollement Assistance for English Language Learners
• Food Pantry
• Grove Scholarships ($2000)

It is the goal of Skyline College to keep the doors open to all students no matter what their economic background. Applying for financial aid is not as difficult as it seems and the office is here to assist you. You can afford college and we can show you how:

• Free weekly workshops to help complete the Free Application for Federal Student Aid (FAFSA)
• Financial Literacy Workshops
• Information about various grants, scholarships, fee waivers and loans
• Participate (if eligible) in the work study program and earn money

Your education is our top priority—because at Skyline College, your success is our success.
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# Spring Semester Calendar

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<th>Event</th>
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</thead>
<tbody>
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<td>Day and Evening Classes Begin</td>
</tr>
<tr>
<td><strong>JANUARY 30</strong></td>
<td>Last Day to ADD Semester Length Course*</td>
</tr>
<tr>
<td></td>
<td>Last Day to DROP Semester Length Course with Eligibility for Refund*</td>
</tr>
<tr>
<td></td>
<td>Last Day to Reverse Student Body Fee</td>
</tr>
<tr>
<td></td>
<td>*Please check your WebSMART Class Schedule Summary for exact dates for short courses</td>
</tr>
<tr>
<td><strong>FEBRUARY 6</strong></td>
<td>Census Day (Semester Length Classes)</td>
</tr>
<tr>
<td><strong>FEBRUARY 10</strong></td>
<td>Last Day to DROP Semester Length Course without Appearing on Record</td>
</tr>
<tr>
<td></td>
<td>Last Day to Change Grade Option (P/NP)</td>
</tr>
<tr>
<td><strong>FEBRUARY 17</strong></td>
<td>Holiday – Lincoln’s Birthday (Observed)</td>
</tr>
<tr>
<td><strong>FEBRUARY 18-19</strong></td>
<td>Declared Recess</td>
</tr>
<tr>
<td><strong>FEBRUARY 20</strong></td>
<td>Holiday – President’s Day</td>
</tr>
<tr>
<td><strong>MARCH 2</strong></td>
<td>Last Day to Apply for a Degree or Certificate</td>
</tr>
<tr>
<td><strong>MARCH 9</strong></td>
<td>Faculty Flex Day – No Classes</td>
</tr>
<tr>
<td><strong>MARCH 17</strong></td>
<td>Expanding Your Horizons Conference</td>
</tr>
<tr>
<td><strong>APRIL 2-8</strong></td>
<td>Spring Recess</td>
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<tr>
<td><strong>APRIL 26</strong></td>
<td>Last Day to WITHDRAW from Semester Length Course</td>
</tr>
<tr>
<td><strong>MAY 19-25</strong></td>
<td>Final Examinations – Day, Evening &amp; Weekend Classes</td>
</tr>
<tr>
<td><strong>MAY 25</strong></td>
<td>Day, Evening &amp; Weekend Classes End</td>
</tr>
<tr>
<td><strong>MAY 25</strong></td>
<td>Commencement</td>
</tr>
<tr>
<td><strong>MAY 26-27</strong></td>
<td>Declared Recess</td>
</tr>
<tr>
<td><strong>MAY 28</strong></td>
<td>Holiday – Memorial Day</td>
</tr>
<tr>
<td><strong>MAY 29</strong></td>
<td>Final Grades Available on WebSMART</td>
</tr>
</tbody>
</table>

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**Final Grades**

for the Spring 2012 Semester will be available on WebSMART at SkylineCollege.edu beginning May 29, 2012

---

**Important: Refund Policy**

*Please see Page 15 for detailed information regarding Refund Policy*
Final Examinations – Spring Semester

DAY CLASSES

<table>
<thead>
<tr>
<th>Regular Class Meeting</th>
<th>Final Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10 am MWF, MW, Daily</td>
<td>8:10-10:40 am Friday May 25</td>
</tr>
<tr>
<td>8:10 am TTh, T, Th</td>
<td>8:10-10:40 am Thursday May 24</td>
</tr>
<tr>
<td>9:10 am MWF, MW, Daily</td>
<td>8:10-10:40 am Wednesday May 23</td>
</tr>
<tr>
<td>9:35 am TTh, T, Th</td>
<td>8:10-10:40 am Tuesday May 22</td>
</tr>
<tr>
<td>10:10 am MWF, MW, Daily</td>
<td>8:10-10:40 am Monday May 21</td>
</tr>
<tr>
<td>11:10 am TTh, T, Th</td>
<td>11:10- 1:40 pm Thursday May 24</td>
</tr>
<tr>
<td>11:10 am MWF, MW, Daily</td>
<td>11:10- 1:40 pm Wednesday May 23</td>
</tr>
<tr>
<td>12:10 pm MWF, MW, Daily</td>
<td>11:10- 1:40 pm Monday May 21</td>
</tr>
<tr>
<td>12:35 pm TTh, T, Th</td>
<td>11:10- 1:40 pm Tuesday May 22</td>
</tr>
<tr>
<td>1:10/1:35 pm MWF, MW, Daily</td>
<td>2:10- 4:40 pm Wednesday May 23</td>
</tr>
<tr>
<td>1:10 pm TTh, T, Th</td>
<td>2:10- 4:40 pm Thursday May 24</td>
</tr>
<tr>
<td>2:10 pm MWF, MW, Daily</td>
<td>2:10- 4:40 pm Monday May 21</td>
</tr>
<tr>
<td>2:10 pm TTh, T, Th</td>
<td>2:10- 4:40 pm Tuesday May 22</td>
</tr>
<tr>
<td>All Others</td>
<td>11:10- 1:40 pm Friday May 25</td>
</tr>
</tbody>
</table>

Notes

• When a course consists of lecture and laboratory, the final examination is scheduled according to the time of the lecture.

• If your class meets at a time other than those listed, please check with your instructor for further information regarding your final examination.

• If there is an unavoidable conflict in your final examination schedule, see your instructor in one of the classes and request to take the examination with another class.

• Examinations start promptly at hours indicated and are held in the same room in which the class regularly meets.

EVENING/WEEKEND CLASSES

Final examinations for all evening, Saturday and Sunday classes will be given during the last class meeting for short courses and as follows for full-term courses:

Monday classes ................................................................. Monday, May 21
Tuesday classes ................................................................. Tuesday, May 22
Wednesday classes ............................................................. Wednesday, May 23
Thursday classes ............................................................... Thursday, May 24
Friday classes ................................................................. Friday, May 25
Saturday classes ............................................................... Saturday, May 19
Sunday classes ................................................................. Sunday, May 20
CONTINUING STUDENTS
PRIORITY REGISTRATION
If you attended any term since Spring 2011, you are considered a CONTINUING STUDENT. Please do not submit a new Application for Admission. Update your personal information (phone, address) when you log in to WebSMART.

In order to qualify for Priority Registration, you must have a current Student Educational Plan (SEP) on file that includes Spring 2012 course recommendations. For further information, please contact the Counseling Division at (650) 738-4318.

WebSMART – Log in to register
November 7 – 14, 2011

On your appointment date
WebSMART opens at 7:00 am

After your appointment date
WebSMART is available 24 hours a day

ALL STUDENTS
All NEW / FORMER (have not attended any of the last 3 terms) must submit an Application for Admission for Spring 2012. After admission, new and former students may register.

WebSMART – Log in to register
November 15, 2011 – January 16, 2012

On your appointment date
WebSMART opens at 7:00 am

After your appointment date
WebSMART is available 24 hours a day

LATE REGISTRATION: JANUARY 17-30, 2012
for Semester-Length Classes
To ADD a class: • Obtain an authorization code from the instructor
• Register on WebSMART: Follow the steps to enter/validate the Authorization Code

Admissions & Records, Cashiers and Counseling
Late Registration Office Hours
January 17 – 30, 2012
Monday through Thursday – 8:00 am to 7:00 pm
Friday – 8:00 am to 12:00 pm

Regular Office Hours
Admissions & Records, Cashiers
Monday & Thursday 8:00 am to 4:30 pm
Tuesday & Wednesday 8:00 am to 7:00 pm
Friday 8:00 am to 12:00 pm
Five Steps to Successful Enrollment (New and Former Students)

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

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

Step 1  APPLY FOR ADMISSION/FINANCIAL AID
Admissions & Records, Building 2, (650) 738-4251 or 4252
• Complete the Application for Admission online at www.skylinecollege.edu – Apply.
• Once your application has been received, you will receive an email confirmation and Enrollment Ticket, which you will have stamped as you complete the remaining steps.
• All New students are required to complete Steps 2-5. Former students may not have to complete steps 2 and 3.

Financial Aid, Building 2, (650) 738-4236
• Apply for all types of financial aid at www.fafsa.gov.

Step 2  TAKE PLACEMENT TESTS
Assessment Center, Building 2, (650) 738-4150
Placement tests assess your current skill in reading, English/ESOL and mathematics. The results of the tests are used to determine appropriate English and math courses that you may take. Refer to page 7 for information on scheduling your assessment.

Step 3  COMPLETE ORIENTATION
Counseling Counter, Building 2, (650) 738-4318
Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals. Refer to page 7 for further information on orientation. (Online orientation is available on a limited basis.)

Step 4  MEET WITH A COUNSELOR
Counseling Counter, Building 2, (650) 738-4318
During Orientation a counselor will discuss your placement results and help you select appropriate courses for the coming semester based on your educational and career goals.

Step 5  REGISTER FOR CLASSES/PAY FEES
• Submit your completed Enrollment Ticket to Admissions & Records to receive your registration date.
• Access your WebSMART student account for the following services:
  – register for classes and pay fees
  – access your student email – my.smccd.edu
  – purchase parking permit
New Student Orientation / Placement Tests

ORIENTATION

The New Student Orientation provides you with a comprehensive overview of information, resources, and tools needed to be successful at Skyline College and is **required** for new students.

**To register for a New Student Orientation,** log onto WebSMART and click on “Schedule Appointments,” or contact the Counseling Center, Bldg. 2, (650) 738-4318.

- The orientation program is one day unless noted otherwise. Students are advised to bring a lunch.
- The orientation provides you with an opportunity to complete both Steps 3 and 4 of enrollment (Orientation and Meeting with a Counselor). This saves you time and will allow you to receive a registration date shortly after completion of your orientation workshop!

**NOTE:** Contact Counseling at (650) 738-4318 for dates/times of ESOL New Student Orientations.

ONLINE ORIENTATION OPTION

This option is available to those who cannot attend a scheduled session. Contact Counseling for more information, (650) 738-4318.

The online orientation option is **not recommended** for students:

- who are recent high school graduates,
- new college students, or
- who have limited English proficiency

HOW TO SCHEDULE A PLACEMENT TEST

Computerized placement tests for English, English for Speakers of Other Languages (ESOL) and math are available in the Assessment Center, Building 2, Room 2232.

See the website for hours of operation, as they are subject to change during the semester. You must allow enough time to complete the appropriate assessment(s):

- English or ESOL and Math test together: 2.5 hrs
- English or ESOL only: allow for 2 hrs
- Math only: allow for 1.5 hrs

To schedule an assessment:

1. Go to [https://WebSMART.smccd.edu](https://WebSMART.smccd.edu) and use your G# and PIN# to access
2. Click on “Schedule Appointments”
3. Click on “Placement Test Appointment”
4. Click on “Make appointments”
5. Select “Make appointment”
6. Select the appropriate placement test you want to take.
7. Click “Continue”
8. Select day/time that is best for you and then click “Find Appointments”
9. Select the appointment
10. Confirm your appointment by entering your phone number and email address, then click “Continue”
11. You will see your scheduled Placement Test information.

If you have any questions or would like to check if there are any “drop-in” times available, stop by the Assessment Center or call (650) 738-4150.

Retest Policy

1. Math Placement results are valid for two years from the date the test was taken.
2. If a student does not accept the recommended placement, he/she may retake the same placement test one additional time within a two-year period. In order to retake the same test, the student must wait a minimum of 14 calendar days from the initial test date.
3. A student who has completed a course in the English, ESOL or math sequence may take the placement test to determine his/her current competency level in English, ESOL and math courses, provided that two years have elapsed since the course was completed.
4. For any other special circumstance, or with an instructor or counselor recommendation, a student may petition to retest through the Dean of Counseling.

Exemption

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

1. You have taken the Math Placement Test at Skyline College, CSM or Cañada College within the last two years.
2. You have taken a placement test at another California Community College and a Skyline counselor has reviewed your results for equivalency.
3. You are a former student or transfer student and have completed course work in mathematics and/or English with a grade of “C” or better from another accredited college in the United States. (Provide unofficial transcripts or other evidence of grades to your counselor.)
4. Submit test scores from a College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4 or 5.
5. Submit College Board Advanced Placement Test (AP) in mathematics with a score of 3, 4 or 5.
Retrieving Placement Test Results
You will be provided with a copy of your placement results once you complete the assessment. If you have misplaced your results or need a copy go to http://websmart.smccd.edu.

NEW STUDENTS EXEMPT FROM THE ENROLLMENT STEPS
Students who are:
1. Primarily a student at another educational institution taking courses to meet the requirements of that institution, or
2. Taking courses for personal interest, to upgrade/enhance job skills, to maintain a certificate or license, or to complete credits for high school; or
3. Who have completed an Associate Degree or higher.

Apply for Admission
All students are required to complete the Application for Admission.
Fill out the Application online at www.skylinecollege.edu.
After your application has been processed, you will receive an email confirmation and information about registering for classes using WebSMART, our online registration system.

Register for Classes
Access WebSMART from Skyline’s homepage to register for classes.

Sign In and Use Your Campus Email
All college electronic communications will be sent to your my.smccd.edu email.
Log into WebSMART to find your email address and password.

ENROLLMENT WAIVERS/EXEMPTIONS: If you wish to request a waiver or exemption of any matriculation requirement, petitions are available at the Student Services Information Center. The Dean of Counseling, Advising and Matriculation reviews petitions and applicants are notified by phone of the status of the petition.

Complete Enrollment Today!
Students are advised to complete the enrollment steps as soon as possible. Enrollment services are in high demand. Earlier registration allows for a better selection of courses and scheduling preferences.

Any student who needs assistance with the enrollment process because of a verified physical, hearing, visual or learning disability should call the Disabled Students Program and Services office at (650) 738-4280.

Si necesita ayuda en Español. Para facilitarle el proceso de matriculación, presentese en la oficina de admission en el edificio #2, y pregunte por alguien que hable español. Sera nuestro placer servirle.

Plan Ahead – Pay Ahead!
To provide you with access to the most popular classes, the San Mateo County Community College District is making an important change in the enrollment fee payment policy beginning Spring 2012. You will not be able to register for classes if you have an account balance for prior terms. You will be dropped from your classes if you have not paid your fees by Jan. 4, 2012. If you cannot afford the fees, the District will offer a payment plan. The Financial Aid Office at each college can help you determine if you are eligible for state and federal student aid programs. Be sure to check WebSMART and your MY.SMCCD email account for more information and a list of upcoming financial aid seminars.
College Connection Concurrent Enrollment Program

High School Students: Your Future Is Happening Now!

Earn Both High School and College Credit at Skyline College for Free.

College Connection

What is it?: The Concurrent Enrollment program provides 9th through 12th graders the opportunity to get an “early start” on their college experience.

Fact: You can earn both high school and college credit, and even an associate degree or certificate, while completing high school.

Fact: Skyline College, part of the San Mateo County Community College District, ranks highly among the state’s community colleges in university transfer and program completion rates.

Fact: Skyline College offers Guaranteed Transfer Programs to UC, CSU and private colleges and universities.

Fact: You can save $20,000 or more when you attend a community college during your first two years. Skyline’s enrollment fees are currently $36 per unit (FREE for high school students enrolling in less than 11 units).

Concurrent Enrollment

Steps to Concurrent Enrollment Registration for High School Students

College Connection, the High School Concurrent Enrollment Program, provides current 9th–12th graders the opportunity to get an “early start” on their college experience and earn college credit. 

Enrollment fees are free to high school-aged California residents who are enrolled in less than 11.5 units.

Students should complete the following steps at least one month before classes begin:

1. **Apply**
   - Apply online at www.SkylineCollege.edu/highschool

2. **Take Placement Tests**
   - Take placement tests at Skyline College if you plan to register for English or math courses or courses with English or math prerequisites. See www.SkylineCollege.edu/testing or call (650) 738-4150.

3. **See Counselor**
   - See your high school counselor to select your college courses.

4. **Obtain Signatures**
   - Complete and obtain the required signatures on the Concurrent Enrollment Request Form available on www.SkylineCollege.edu/highschool or in your high school counselor’s office.

5. **Submit Approval Forms**
   - Submit completed approval forms to the Admissions & Records Office at Skyline College, Building 2, by mail, fax to (650) 738-4200, email, or in person.

6. **Register For Classes**
   - Register for classes at https://websmart.smccd.edu

Questions? Call the Skyline College Admissions Office at (650) 738-4251, or visit www.SkylineCollege.edu/ce/.
**Major Codes**

**SPRING 2012 APPLICATION MAJOR CODE SHEET**

**MAJOR CODES** Check the majors listed below and fill in the appropriate code number on the online Application for Admission.

Specific courses for some majors are limited or not available at Skyline College.

<table>
<thead>
<tr>
<th>Code</th>
<th>Major Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0502</td>
<td>ACCOUNTING</td>
<td>0616</td>
</tr>
<tr>
<td>2105</td>
<td>ADMINISTRATION OF JUSTICE</td>
<td>1004</td>
</tr>
<tr>
<td>0950</td>
<td>AERONAUTICS/AVIATION TECH.</td>
<td>0115</td>
</tr>
<tr>
<td>2140</td>
<td>ALCOHOL &amp; OTHER DRUG STUDIES</td>
<td>4902</td>
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<tr>
<td>1260</td>
<td>ALLIED HEALTH</td>
<td>1203</td>
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<td>2202</td>
<td>ANTHROPOLOGY</td>
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<td>112</td>
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<td>0952</td>
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<td>1911</td>
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<td>0835</td>
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<td>BUSINESS, BANKING &amp; FINANCE</td>
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<td>BUSINESS MANAGEMENT &amp; ADMINISTRATION</td>
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<td>BUSINESS INFORMATION SPECIALIST</td>
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<td>CENTRAL SERVICE TECHNOLOGY</td>
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<td>1905</td>
<td>CHEMISTRY</td>
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<td>CINEMATOGRAPHY</td>
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<td>COMPUTER SCIENCES, GENERAL</td>
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<td>0703</td>
<td>DATA PROCESSING</td>
<td>1217</td>
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<tr>
<td>1230</td>
<td>DENTAL ASSISTING</td>
<td>0935</td>
</tr>
<tr>
<td>0953</td>
<td>DRAFTING TECHNOLOGY</td>
<td>3009</td>
</tr>
<tr>
<td>1007</td>
<td>DRAMATIC ARTS</td>
<td>0972</td>
</tr>
<tr>
<td>0801</td>
<td>EARLY CHILDHOOD EDUCATION</td>
<td>6000</td>
</tr>
<tr>
<td>2204</td>
<td>ECONOMICS</td>
<td></td>
</tr>
</tbody>
</table>
DEFINITIONS OF STUDENT CLASSIFICATIONS

CONTINUING STUDENTS
If you were enrolled at Skyline College, College of San Mateo or Cañada College any semester since Spring 2011, you are considered a CONTINUING STUDENT. As a Continuing Student, you are entitled to participate in Priority Registration.

You may take advantage of your registration priority as a Continuing Student between November 7-14, 2011 as long as you have a current Student Educational Plan (SEP) on file that includes Spring 2012 course recommendations. You are strongly encouraged to meet with a counselor for assistance in selecting appropriate courses to meet your individual goals.

Note: CalWORKS, DSPS, EOPS, foster youth, and veteran students receive the earliest priority registration dates.

NEW STUDENTS
You are a new student if you have never registered at Skyline College, College of San Mateo or Cañada College.

• If you were a High School Concurrent Enrollment student and graduated, you are considered a "new" college student. You must reapply for admission.

FORMER STUDENTS
If you were in attendance at Skyline College, College of San Mateo or Cañada College prior to Spring 2011 and have not been in attendance since, you are considered a former student and must reapply for admission. If you previously applied for admission online, update your prior application online and resubmit.

TRANSFER STUDENTS
If you attended a college or university other than Skyline College, College of San Mateo or Cañada College, you are a transfer student at Skyline College and must apply for admission. You may be eligible for exemptions from some of the matriculation requirements listed on page 7. Present your unofficial transcript(s) to a counselor for review.

HIGH SCHOOL STUDENTS
High School students may be eligible to enroll in college through the College Connections/Concurrent Enrollment Program. This program allows you to get an “early start” on your college experience while still enrolled in high school. California residents do not pay enrollment fees for courses. Please visit www.SkylineCollege.edu/ce/ for registration information and contact your high school counselor. Enrollment is subject to the availability of courses. Please see page 9 for more information.

OPEN ENROLLMENT
Every course offered at Skyline College (unless specifically exempted by legal statute) is open for enrollment by any person who has been admitted to the college and meets the prerequisites of the course or program, provided space is available. Enrollment in any course or program, will be subject to all applicable deadlines.

REGISTRATION APPOINTMENT NOTICE
Notification of your registration date will be sent to you via email to your my.smccd.edu account. The Registration Appointment notice contains your appointment date and information regarding your PIN (Personal Identification Number). You will be required to enter your PIN when you register using WebSMART. The registration appointment date will entitle you to register for Spring 2012 classes. It is important to retain your PIN; it is required for future WebSMART transactions such as accessing final grades.

BEFORE REGISTERING
• Check for prerequisites, corequisites, and recommended preparation for the courses in which you intend to enroll.
• Meet with a counselor/advisor for assistance in selecting your courses, if needed.
• Obtain permission from your counselor or the Admissions Office if you plan to enroll in more than 19 units.
• Clear any fee balances or holds on your record.

For assistance with paying your enrollment fees, go to: SkylineCollege.edu and click on “Financial Aid” or visit the Financial Aid Office in Building 2, second floor.

HOW TO REGISTER
Check your registration appointment date on WebSMART at https://websmart.smccd.edu beginning November 4, 2011.

Register Online on the web at WebSMART:
https://websmart.smccd.edu

Login with your User ID: District “G” number (example: G09876543) or social security number and Pin Number: six-digit birthdate (MMDDYY)

IMPORTANT: CLASS ATTENDANCE
If you do not attend the first class meeting, the professor MAY replace you with students waiting to add the class. Although the professor has the option to withdraw you from the class, YOU are responsible for officially withdrawing within deadlines to avoid penalty grades and fee obligations.
REGISTRATION

Log on to WebSMART to register on the day of your appointment or any day thereafter, but not before.

When registering through WebSMART, you will be able to enroll in classes at Skyline College, College of San Mateo and/or Cañada College. You must pay your fees at the time of enrollment to remain registered. You may pay your fees online by credit card or in person by credit card, cash, personal check or money order. You also have the option to apply for a payment plan and/or apply for Financial Aid.

If you decide not to attend the classes in which you enrolled, it is your responsibility to officially withdraw within deadlines to avoid penalty grades and fee obligations.

WAITLISTS are available for many classes. Please read the information on WebSMART to determine your eligibility for waitlisting.

VARIABLE UNITS

Some courses are offered for variable units which are earned according to the amount of subject matter the student completes during the length of the course. When registering on WebSMART for a variable unit course, students may select the number of units they plan to complete (click on the Unit field). There will be no refunds for units not earned. Students earning additional units will be charged accordingly.

PASS/NO PASS GRADE OPTION

Some courses allow students to choose whether they wish to receive a letter grade or a Pass/No Pass (P/NP) for the course. The choice must be made by the student via WebSMART registration within the first 30% time period of the course. A grade of “P” equals a satisfactory grade. An “NP” equals an unsatisfactory grade. Please be aware of degree, certificate and transfer requirements when selecting this option.

LATE REGISTRATION – ALL STUDENTS

If you were unable to register before the first day of class, you may register during the Late Registration period beginning January 17, 2012. See page 5 for a detailed schedule of late registration dates/hours. If the class has started, obtain permission from the professor to enroll in any course. If allowed to enroll, you will be issued a 4-digit AUTHORIZATION CODE by your instructor that will be required to register along with the CRN (Course Reference Number) by the “Last Day to Add.” All Late Registration processes, including adds and drops, should be completed using WebSMART. Refund deadlines do not change as a result of late registration.

SHORT COURSE REGISTRATION

You may register for any short course prior to the first day of the class, or until the class fills, whichever occurs first. Short course registration can be completed using WebSMART (available throughout the semester). If you wait to register until the first day of the course, you must obtain the instructor’s authorization at the first class meeting. Promptly register using WebSMART entering the CRN (Course Reference Number) and Authorization Code. Note: Refund deadlines for short courses differ from term-length courses and are often the date of the first class meeting. For details, check your WebSMART Class Schedule Summary, see the “Refund Policy” on page 15, or contact the Cashier’s Office, the Student Services Information Center, or Admissions and Records.

SPECIAL APPLICATION PROGRAMS

The following programs require special applications and/or have unique admissions procedures. For information on these programs call:

<table>
<thead>
<tr>
<th>Program</th>
<th>Area Code (650)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technology</td>
<td>738-4126</td>
</tr>
<tr>
<td>CalWORKs</td>
<td>738-4480</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>738-4168/4165</td>
</tr>
<tr>
<td>Concurrent Enrollment</td>
<td>738-4254</td>
</tr>
<tr>
<td>(Students currently attending high school)</td>
<td></td>
</tr>
<tr>
<td>EOPS – Extended Opportunity</td>
<td></td>
</tr>
<tr>
<td>Programs and Services</td>
<td>738-4139</td>
</tr>
<tr>
<td>International Students</td>
<td>738-4430</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>738-4457</td>
</tr>
<tr>
<td>SparkPoint Programs</td>
<td>738-7035</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>738-4470</td>
</tr>
<tr>
<td>TRIO</td>
<td>738-4144</td>
</tr>
</tbody>
</table>

☑ Print a final copy of all WebSMART transactions (Registration, Drops, Payments) for your records.

☑ Print your Summary Class Schedule after completing your registration. Important deadline dates appear on this schedule.
ATTENTION ALL STUDENTS – IMPORTANT CHANGES in PREREQUISITES/COREQUISITES

The San Mateo County Community College District (SMCCCD) is using a computerized prerequisite checking system. A student who has NOT met the stated prerequisite for the course will not be allowed to enroll. In addition, all stated Corequisite courses must be taken concurrently. Students are strongly encouraged to accept the recommendations stated for courses but will not be prevented from enrolling in the classes where the advisory is stated as “recommended” in the class schedule.

Students should meet with a counselor if they have questions about whether they have met the stated prerequisite.

What are Prerequisites, Corequisites and Recommendations?

Prerequisite: A course or body of knowledge that must be successfully completed (grade of C or Credit or better) before a student can enroll in a specific course.

Corequisite: A course that must be taken concurrently (at the same time) with another course.

Recommendation: A course that faculty recommend be completed in advance to enhance or improve a student’s ability to succeed in a specific course.

Why Prerequisites and Corequisites?

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

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

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

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

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

How can I challenge a prerequisite?

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

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

How do I file a prerequisite challenge?

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

• The Prerequisite Challenge Form is available at the Student Services Information Center in Building 2 or from a counselor. A counselor can help you determine whether you would benefit from the challenge process.
• Next you should contact the appropriate division dean to obtain specific information about filing and documenting your challenge request.
• If you elect to challenge, submit the completed challenge form with documentation to the appropriate Division Office for review.
• You will be notified in 5 business days if your challenge is subsequently approved, and you will be allowed to enroll in the course. If your challenge is not approved, you will be administratively withdrawn from the course.

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

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

<table>
<thead>
<tr>
<th>FEE TYPE AND AMOUNT**</th>
<th>REQUIRED OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment (Fees are subject to change.)</td>
<td>All Students, except high school students enrolling for less than 11.5 units through the Concurrent Enrollment and College Consortium Programs. These fees are waived for recipients of the Board of Governor's Fee Waiver. See page 18 for more information and the application for a fee waiver. (See disclaimer regarding fees on page 16.)</td>
</tr>
<tr>
<td>$36 per unit</td>
<td></td>
</tr>
<tr>
<td>Health Services*</td>
<td>All Students, except those enrolled ONLY in off-campus or weekend classes, Distance Learning courses, or the Concurrent Enrollment Program. (See disclaimer regarding fees on page 16.)</td>
</tr>
<tr>
<td>$15 Summer / $18 Fall / $18 Spring</td>
<td></td>
</tr>
<tr>
<td>Student Representation</td>
<td>All Students, except those enrolled in the Concurrent Enrollment Program. See Explanation of Fees on page 16.</td>
</tr>
<tr>
<td>$1</td>
<td></td>
</tr>
<tr>
<td>Nonresident Tuition</td>
<td>Nonresidents of California who are residents of other states</td>
</tr>
<tr>
<td>$203 per unit + $9 per unit capital outlay fee (plus $36 per unit Enrollment Fee)</td>
<td></td>
</tr>
<tr>
<td>Foreign Student Tuition</td>
<td>International Students</td>
</tr>
<tr>
<td>$203 per unit + $9 per unit capital outlay fee (plus $36 per unit Enrollment Fee)</td>
<td></td>
</tr>
<tr>
<td>International Student (F-1 Visa) Health Insurance</td>
<td>All F-1 Visa International Students who do not present proof that they have the required level of private health insurance.</td>
</tr>
<tr>
<td>$181 Summer / $453 Fall or Spring</td>
<td></td>
</tr>
<tr>
<td>$1,088 Full Year</td>
<td></td>
</tr>
<tr>
<td>Student Body</td>
<td>Fall and Spring semesters only. See Explanation of Fees on page 16.</td>
</tr>
<tr>
<td>$8 Fall</td>
<td></td>
</tr>
<tr>
<td>$8 Spring</td>
<td></td>
</tr>
<tr>
<td>Student Union</td>
<td>All Students, except those enrolled in the Concurrent Enrollment Program. Fall and Spring semesters only. See Explanation of Fees on page 16.</td>
</tr>
<tr>
<td>$1 per unit / $5 max per semester</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>All persons who park motor vehicles on campus. Daily permits may be purchased from ticket dispensers. See Parking &amp; Transportation on page 141. Permits are not required on weekends. Replacement permits are available at full price. Permits are nonrefundable.</td>
</tr>
<tr>
<td>$20 Summer / $40 Fall / $40 Spring</td>
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<tr>
<td>$70 Two Term Permit (Fall &amp; Spring)</td>
<td></td>
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<tr>
<td>$2 per day</td>
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</tr>
<tr>
<td>Audit</td>
<td>Students approved to audit a course that is on the list of designated courses. (Students enrolling in a variable unit course must register and pay for maximum units.) See Auditing Policy on page 134.</td>
</tr>
<tr>
<td>$15 per unit</td>
<td></td>
</tr>
<tr>
<td>Returned Check</td>
<td>Students whose personal checks are returned by the bank. (Only cash, credit card, Cashier’s Check or money order will be honored to clear a returned check). The Bookstore fee for a returned check may differ.</td>
</tr>
<tr>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>Official Transcript</td>
<td>Students may request a transcript of their academic record from Cañada College, College of San Mateo and/or Skyline College on WebSMART (<a href="https://websmart.smccd.edu">https://websmart.smccd.edu</a>). The first two transcripts requested are free of charge. If a rush request is made, an additional $10 Rush Transcript Request Fee is charged for each transcript. Allow 24 hours for rush transcript processing.</td>
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<tr>
<td>(All SMCCCD records will appear on one transcript)</td>
<td></td>
</tr>
<tr>
<td>$5</td>
<td></td>
</tr>
<tr>
<td>Rush Transcr Request</td>
<td></td>
</tr>
<tr>
<td>$10 additional</td>
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</tbody>
</table>

*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. Contact Admissions and Records for an Academic Standards Petition.

**Subject to change
SPRING FEES POLICY

Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees. While it is the intention of the local governing board that any proposed fee increases be moderate and predictable, due to the ongoing State budget shortfall, fee increases could be adopted at any time. In the event of a fee increase, students will be notified of the increase through emails to their my.smccd.edu email address, and any subsequent amount owed will be posted on their WebSMART account.

New!

To provide you with access to the most popular classes, the San Mateo County Community College District is making an important change in its fee payment policy. Beginning Spring 2012, fees are due and payable at the time of registration. Students who fail to pay their fees by published deadlines will be dropped from class(es). If you need assistance with payment options, the Financial Aid Office can help you determine if you are eligible for state and federal student aid programs. Contact the Financial Aid Office, Building 2, Student Services Center, (650) 738-4236 for more information and a list of upcoming Financial Aid seminars. If you cannot afford to pay fees when you register and do not qualify for Financial Aid, a payment plan is available. Please watch for announcements regarding enrollment in the payment plan. The latest information and instructions will be available on WebSMART (Registration page).

All student records are automatically held until all outstanding debts to the District Colleges have been cleared.

Review your account on WebSMART regularly for current balances.

VARIABLE UNIT CLASSES

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.

SPRING CREDIT AND REFUND POLICY

To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline as displayed on the WebSMART Class Schedule Summary. If registration occurs after the refund date for a class, no refund will be available.

THE REFUND DEADLINE FOR SEMESTER-LENGTH CLASSES IS JANUARY 30, 2012.

In order to be eligible for a refund for short courses:

• Withdrawal must occur within the first 10% of the course (often this is the first day). Check your WebSMART (https://websmart.smccd.edu) Class Schedule Summary for specific refund dates, or contact the Cashier's Office.

1. If you decide not to attend classes, it is your 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.

2. A student may either maintain a credit balance on account or request a refund.

3. Refunds are not issued automatically. You must contact the Cashier's Office to request a refund.

4. Credit balances remain on student accounts for a maximum of five (5) years.

5. Fees paid by personal check(s) require 10 days for bank clearance before refunds can be processed.

6. 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.

7. Students who receive financial aid and withdraw from classes are advised to contact the Financial Aid Office at (650) 738-4236 regarding possible repayment of federal funds if received prior to withdrawal.

8. Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.

Contact the Cashier's office regarding fee or refund questions: (650) 738-4101
Building 2, Student Services Center

PAY FEES BY:

• WebSMART: MasterCard, Visa, Discover, Diners Club, or American Express

• Mail: Check or Money Order no later than December 15, 2011

• In Person at Cashier’s Office (Student Services Center, Bldg. 2, 2nd Floor): Cash, Check, Money Order or Credit Card
EXPLANATION OF FEES

Student Body Fee: Offers a photo ID card and discounts as well as support for many activities and programs. This fee is automatically assessed as part of your total fees. If you choose to reverse this fee, please visit the Student Activities Office in Building 6, Room 6212, (650) 738-4275, by January 30, 2012. Student ID cards are not available during the Summer Session.

Student Representation Fee: Established by a student election to support student advocacy to local, state and federal offices and agencies. A student has the right to reverse the $1 Student Representation Fee for religious, political, moral or financial reasons by completing a form available at the Student Activities Office.

Student Union Fee: (Fall and Spring Semesters only). Assessed at $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 will be used to support the financing, construction and operation of the Student Union. This fee may not be reversed.

Health Service Fee: Provides basic 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 service fee. Contact Admissions & Records for an Academic Standards Petition.

Additional Fees: Students are required to purchase textbooks, tools, technical and miscellaneous supplies for certain programs. In some courses, students will also be required to pay an instructional materials charge.

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

Plan Ahead – Pay Ahead!
To provide you with access to the most popular classes, the San Mateo County Community College District is making an important change in the enrollment fee payment policy beginning Spring 2012. You will not be able to register for classes if you have an account balance for prior terms. You will be dropped from your classes if you have not paid your fees by Jan. 4, 2012. If you cannot afford the fees, the District will offer a payment plan. The Financial Aid Office at each college can help you determine if you are eligible for state and federal student aid programs. Be sure to check WebSMART and your MY.SMCCD email account for more information and a list of upcoming financial aid seminars.
Six Steps to Financial Aid at Skyline

Step 1: Apply
For 2011-2012 file an 11-12 FAFSA at www.fafsa.gov. Skyline’s college code is 007713. FILE EARLY for the upcoming year (anytime after January 1)!

Step 2: Student Aid Report Received
After you apply, you’ll receive a Student Aid Report (SAR). Your SAR contains the information reported on your FAFSA and usually includes your Expected Family Contribution (EFC). The EFC, a measure of your family’s financial strength, is used to determine your eligibility for federal student aid.

Step 3: Check SAR for Accuracy
Your Student Aid Report (SAR) must be checked for accuracy and then brought to the Financial Aid Office for review. Please check WebSMART for any additional information required to complete your file before submitting your SAR to the office.

Step 4: Submit Documents
Student submits all required documents to Skyline College Financial Aid Office. File is complete!

Step 5: Notification of Result
Check WebSMART to learn the status of your financial aid. Skyline College will notify eligible students in WebSMART by an award letter outlining the types and amount of Financial Aid they qualify for at Skyline.

Step 6: Aid Funds are Paid!
You will receive an email from Sallie Mae to your my.smccd.edu email account. Follow the steps to choose direct deposit or Sallie Mae Debit MasterCard.
For further information, visit our website at: http://www.SkylineCollege.edu/general/finaid/disbursement.html.

The entire process may take 1-2 months, so apply early!

Financial Aid Office Information
(650) 738-4236 or skyfaoffice@smccd.edu
and www.icanaffordcollege.com
What Kinds of Financial Aid Can I Receive?

Complete a Free Application for Federal Student Aid (FAFSA) to automatically be considered for all of the following programs!

BOARD OF GOVERNOR’S FEE WAIVER (BOGFW)

The State of California offers a BOGFW for students who are residents of the State of California, attend a Community College, and who are eligible for need-based financial aid. The BOGFW pays the enrollment fee for the student for the academic year when eligibility has been determined. Other fees, such as parking (at a reduced rate of $20 per semester for BOGFW students), health and student activities, must be paid by the student.

FEDERAL PELL GRANT

You are automatically considered for a Federal Pell Grant when you file the FAFSA. If you receive an Expected Family Contribution (EFC) of 5273 or less on the Student Aid Report (SAR), you are eligible for a Federal Pell award. Awards for students are prorated based on enrollment status:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more units</td>
</tr>
<tr>
<td>Half-time</td>
<td>6-8.5 units</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>9-11.5 units</td>
</tr>
<tr>
<td>Less than half</td>
<td>.5-.5 units</td>
</tr>
<tr>
<td>Awards range from:</td>
<td>$555 to $5,550</td>
</tr>
</tbody>
</table>

CAL GRANT A, B and C DEADLINE TO APPLY IS SEPTEMBER 2

Cal Grants are for California residents only. They are awarded by the California Student Aid Commission for attendance in schools in California only.

Maximum awards are:

- Cal Grant B: $1,551
- Cal Grant C: $576

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is a grant awarded to students with exceptional need (EFC of 0).

Awards range from: $100 to $800

Priority application date: May 1, 2011

CALIFORNIA CHAFEE GRANT (CHAFEE)

The California Chafee Grant Program awards funds to eligible current or former foster youth for career and technical training or college courses. Eligible Chafee applicants are required to be, or to have been, in foster care between their 16th and 18th birthdays, and must not have reached the age of 22 by July 1 of the award year. Annual award: up to $5,000.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EOPS is a State-funded program that provides support services to economically and educationally disadvantaged students who are California residents. Services include counseling, a book service, vocational grants, and fee waivers for transferring students. Students must complete a BOGFW application to apply. Students must be enrolled full-time at the time of application. Final eligibility for EOPS is determined and coordinated through the EOPS Office.

STUDENT EMPLOYMENT

FEDERAL WORK STUDY (FWS)

Students who apply for financial aid and complete the Student Information Sheet and the FAFSA by May 1 are given priority.

- Maximum Annual Award: $6,000
- Priority application date: May 1, 2011

LOANS

Loans are financial aid funds that the student borrows now and repays after s/he completes a program of study or stops going to school. Loan amounts vary from $500-$6,000.

APPLY FOR A SCHOLARSHIP

- Scholarship awards range from $100 – $20,000
- Scholarships are available from many resources
- Applications are available at http://www.skylinecollege.edu
- Contact the Financial Aid Office for more information
Board of Governors Fee Waiver (BOGFW) Information

An Education Lasts a Lifetime…

Don’t turn away from education or job training because you think you can’t afford the enrollment fee. The Board of Governors Fee Waiver (BOGFW) may pay all enrollment fees for credit courses for eligible applicants who want to attend California Community Colleges.

The BOGFW is just one of the financial aid opportunities available. You should also apply for a Pell Grant, Federal Work Study, and other grants and/or loans to meet educational costs such as books, transportation, and living expenses by completing a FAFSA at www.fafsa.gov.

BOGFW is Simple and Fast! Apply Today!

- BOGFW applicants should complete the application on WebSMART (https://websmart.smccd.edu) and submit any required documents to the Financial Aid Office.
- BOGFW does not require repayment.
- BOGFW is not tied to federal financial aid programs; it can be processed quickly and you will know your eligibility for funding immediately.
- BOGFW pays enrollment fees for any number of credit units in the fall, spring and summer sessions. Only one application a year is required.
- If Spring 2012 is your first term and you have NOT completed a FAFSA, please complete the 2011-12 FAFSA at www.fafsa.gov.
- This application will only waive your enrollment fees. You may still owe additional fees that you must pay to avoid being dropped from your classes.

You Will Be Eligible if you are a California resident and…

ANY ONE of the following statements applies to your current status:

- You have already qualified for financial aid, such as a Pell Grant or a Cal Grant, by filing the FAFSA.
- You or your family are receiving TANF (Temporary Assistance for Needy Families), SSI (Federal Supplemental Security Income), or General Assistance/General Relief.
- You meet the following income standards:

<table>
<thead>
<tr>
<th>Number in household (including yourself)</th>
<th>Total Family Income Last Year – 2010 (Adjusted Gross Income and/or untaxed income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$16,245</td>
</tr>
<tr>
<td>2</td>
<td>21,855</td>
</tr>
<tr>
<td>3</td>
<td>27,465</td>
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<td>4</td>
<td>33,075</td>
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<tr>
<td>5</td>
<td>38,685</td>
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<tr>
<td>6</td>
<td>44,295</td>
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<tr>
<td>7</td>
<td>49,905</td>
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<tr>
<td>8</td>
<td>55,515</td>
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<tr>
<td>Each additional family member</td>
<td>5,610</td>
</tr>
</tbody>
</table>
## Class Offerings

### How to Read Class Listings

- **Department, Course Number and Title**
- **Course Reference Number (CRN)**
- **Section**
  - Note: An “X” in the Section designator, such as AX or JX, indicates a class that is cross-listed. Cross-listed classes are those which are offered under more than one department, or which involve instruction at more than one skill level during the same class period.
- **Additional Section Information, where applicable**

### ACTG 100 ACCOUNTING PROCEDURES

- **Prereq:** 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 proprietorships in service and merchandising operations. Plus 2 lab hrs/wk by arrangement. **May be repeated for credit up to a maximum of 3 units. Transfer: CSU.**

#### WEEKDAY

- **38018** ACTG 100 AS Th 8:10-10:50 8-8217 Whitten, L. 1.5-3.0
- **Dates for the AS section:** 01/16-03/13

#### EVENING

- **30006** ACTG 100 JV W 6:30-9:30 8-8217 Steinberg, M. 1.5-3.0

#### ONLINE

- **30007** ACTG 100 OL By Arr 3.5 Hrs/Wk Zhang, H. 1.5-3.0
- **Sat 8:30-11:50 8-8217**

ACTG 100 OL will be held online and on campus. Classes will meet on campus on Saturdays 1/20, 1/27, 2/24, 3/10, 3/24, 4/7, 4/28 and 5/19 from 8:30 to 11:50 am in Room 8217. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Saturday, January 20, from 8:30 to 11:50 am in Room 8217 – attendance required. Instructor email: zhangh@smccd.edu.

### Weekly Schedule Worksheet

Once you have selected your classes and are officially registered, use the form below to chart your weekly schedule. Use this to include your work schedule, study times and other outside commitments.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
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</table>
**ACCOUNTING (ACTG)**

Train for accounting assistant positions in just one semester. Enroll in ACTG 100, ACTG 103, ACTG 194, CAOT 104, CAOT 225, CAOT 226 and CAOT 301. For more information about this fast-paced training program, call the Accounting Coordinator at (650) 738-4372.

**ACTG 100 ACCOUNTING PROCEDURES**
Recommended: MATH 811 or equivalent, BUS. 115 or equivalent, either CAOT 104 or CAOT 225 or equivalent, and eligibility for ENGL 836. Introduction to financial accounting procedures for proprietorships in service and merchandising operations. Instruction in manual and computerized accounting systems with hands-on computer experience. Plus 32 lab hours by arrangement. Transfer: CSU.

**WEEKDAY**
- 30002 ACTG 100 AA MWF 11:10-12:00 8-8306 Ortiz 3.0
  - TBA Hours: By Arr 2 Hrs/Wk 8-8209

**EVENING**
- 30006 ACTG 100 JA W 6:30-9:30 8-8211 Steinberg 3.0
  - TBA Hours: By Arr 2 Hrs/Wk 8-8209

**ONLINE**
- 30007 ACTG 100 OL By Arr 48 Hours ONLINE Zhang 3.0
  - ACTG 100 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: zhangh@smccd.edu.

**ACTG 103 TEN-KEY SKILLS**
Short course on how to operate a 10-key electronic calculator by the touch method. May be repeated once for credit. Transfer: CSU.

**ONLINE**
- 37617 ACTG 103 OL By Arr 8 Hours ONLINE Motipara 0.5
  - Dates for ACTG 103 OL: 1/24-2/21
  - ACTG 103 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: motipara@smccd.edu.

**ACTG 121 FINANCIAL ACCOUNTING**
Recommended: ACTG 100 (3 units) with a grade of C or better, or equivalent; MATH 120 with a grade of C or better, or equivalent; CAOT 225 or equivalent, and eligibility for ENGL 836. Exploration of what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Plus 16 lab hours by arrangement. NOTE: Students are encouraged to take ACTG 100 before enrolling in ACTG 121. Transfer: UC; CSU.

**WEEKDAY**
- 30008 ACTG 121 AA MW 12:10-1:50 8-8211 Whitten 4.0
  - TBA Hours: By Arr 1 Hr/Wk 8-8209

- 30009 ACTG 121 AB MW 10:10-12:00 8-8211 Whitten 4.0
  - TBA Hours: By Arr 1 Hr/Wk 8-8211

**EVENING**
- 3010 ACTG 121 JA T 6:30-10:00 8-8226 Zhang 4.0
  - TBA Hours: By Arr 1 Hr/Wk 8-8209

- 3011 ACTG 121 JB Th 6:30-10:00 8-8211 Bruening 4.0
  - TBA Hours: By Arr 1 Hr/Wk 8-8211

**ONLINE**
- 40629 ACTG 121 OL By Arr 64 Hours ONLINE Ortiz 4.0
  - ACTG 121 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: ortiz@smccd.edu.

**ACTG 131 MANAGERIAL ACCOUNTING**
Prereq: 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. Examination of accounting techniques for managers. Includes forecasting, budgeting, cost accounting, break-even analysis, responsibility accounting, and other practices which facilitate decision making in an ethical business environment. Plus 16 lab hours by arrangement. Transfer: UC; CSU.

**WEEKDAY**
- 30012 ACTG 131 AA MW 8:10-10:00 8-8211 Whitten 4.0
  - TBA Hours: By Arr 1 Hr/Wk 8-8209

**EVENING**
- 30013 ACTG 131 JA T 6:30-10:00 8-8211 Bruening 4.0
  - TBA Hours: By Arr 1 Hr/Wk 8-8209

- 41827 ACTG 131 JB W 6:30-10:00 8-8222 Claire 4.0
  - TBA Hours: By Arr 1 Hr/Wk 8-8209

**ONLINE**
- 43223 ACTG 131 OL By Arr 64 Hours ONLINE Whitten 4.0
  - ACTG 131 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: whitten@smccd.edu.

**ACTG 171 FEDERAL INCOME TAX**
Preparation of Federal and California income tax returns for individuals; basic income tax law, theory and practice. Upon successful completion of the course, students may apply to the CTEC, California Tax Education Council, to become a Registered Tax Preparer in California. Plus 32 lab hours by arrangement. May be repeated twice for credit. NOTE: This course has a non-refundable materials charge of $3. Transfer: CSU.

**EVENING**
- 41143 ACTG 171 JA W 6:00-9:00 8-8226 Miller 3.0
  - LAB W 9:00-10:00 8-8226
  - TBA Hours: By Arr 2 Hrs/Wk 8-8226

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**Plan Ahead – Pay Ahead!**
To provide you with access to the most popular classes, the San Mateo County Community College District is making an important change in the enrollment fee payment policy beginning Spring 2012. You will not be able to register for classes if you have an account balance for prior terms. You will be dropped from your classes if you have not paid your fees by Jan. 4, 2012. If you cannot afford the fees, the District will offer a payment plan. The Financial Aid Office at each college can help you determine if you are eligible for state and federal student aid programs. Be sure to check WebSMART and your MY.SMCCD email account for more information and a list of upcoming financial aid seminars.
**ACCOUNTING**

**Administration of Justice**

**Make $60,000 to $90,000 in the exciting field of Administration of Justice!**

Criminal justice professionals enjoy some of the highest salary earnings in government. Skyline College’s program, one of the best, offers opportunities to work in various levels of government, such as federal, state, county and local.

**Careers include:**
- Law Enforcement
- Courts
- Parole
- Criminalistics
- Corrections
- Probation
- Investigations
- Legal

**Designed for:**
- Students aspiring to work in the criminal justice field
- Professionals who want to enhance their knowledge and skills, including report writing

**Program:**
Skyline College’s varied courses focus on criminal justice, including Criminal Investigation, Juvenile Procedures, and Narcotics and Special Investigations. Students may earn an Associate in Arts Degree and/or Certificate.

- Faculty include active and retired professionals with extensive experience in criminal justice
- Local law enforcement agencies provide resources
- Co-op and internship experience available
- Connection with employment opportunities in criminal justice

**Contact:** Steven Aurilio, (650) 738-4143 or aurilios@smccd.edu

**ACTG 172 BUSINESS INCOME TAXES**
Recommended: ACTG 100 or 121, or equivalent; and ACTG 171 or equivalent. Preparation of Federal and California income tax returns for corporations, partnerships, and sole proprietorships. Completion of ACTG 172 will enable students to complete most tax returns required of professional tax preparers. The course will meet continuing education requirements for the California Tax Education Council (CTEC). Plus 32 lab hours by arrangement. Transfer: CSU.

**EVENING**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Code</th>
<th>Instructor</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ACTG 172</td>
<td>TBA</td>
<td>6:30-9:45</td>
<td>8-2226 Miller</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

**ACTG 194 INTRODUCTION TO QUICKBOOKS PRO 2007**
Recommended: Eligibility for ENGL 836 and READ 836.
Introduction to the financial accounting features of QuickBooks Pro. Transfer: CSU.

**ONLINE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Code</th>
<th>Instructor</th>
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<tr>
<td>ACTG 194</td>
<td>TBA</td>
<td>16 Hours</td>
<td>ONLINE Richardson</td>
<td>1.0</td>
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</tbody>
</table>

**ACTG 195 INTERMEDIATE QUICKBOOKS PRO 2007**
Prereq: ACTG 194 or equivalent. Financial accounting features of setting up and maintaining a computerized accounting system using the advanced features; covers complex issues encountered with QuickBooks Pro. Transfer: CSU.

**ACTG 196 INTERMEDIATE QUICKBOOKS PRO 2007**
Prereq: ACTG 194 or equivalent. Financial accounting features of setting up and maintaining a computerized accounting system using the advanced features; covers complex issues encountered with QuickBooks Pro. Transfer: CSU.

**ACTG 665SE VOLUNTEER INCOME TAX PREPARATION**
Students serving in the Volunteer Income Tax Assistance (VITA) program prepare income tax returns for qualifying individuals at no cost. Skyline VITA volunteers receive 24 hours of training and then volunteer to prepare income tax returns for 24 hours at the VITA site on the Skyline campus. Training includes preparation of Federal and California income tax returns and use of TaxWise software. Topics include the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions and adjustments. Transfer: CSU.

**SATURDAY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Code</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 665SE SS</td>
<td>Sat</td>
<td>9:00-5:00</td>
<td>8-2209 Miller</td>
<td>2.0</td>
<td></td>
</tr>
</tbody>
</table>

**ACTG 690 SPECIAL PROJECTS IN ACCOUNTING**
Recommended: Eligibility for ENGL 836. One hour of supervised work per week per unit. Transfer: CSU.

**WEEKDAY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Code</th>
<th>Instructor</th>
<th>Units</th>
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<td>ACTG 690</td>
<td>TBA</td>
<td>1-3 Hrs/Wk</td>
<td>8-209A Whitten</td>
<td>1.0-3.0</td>
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</tbody>
</table>
ADMINISTRATION OF JUSTICE (ADMJ)

ADMJ 100 INTRO TO ADMINISTRATION OF JUSTICE
Recommended: Eligibility for ENGL 836 or equivalent. History and philosophy of justice in America; theories of crime, punishment and rehabilitation. Transfer: UC; CSU (D3).

**WEEKDAY**
30014 ADMJ 100 AA MW 12:10-1:25 1-1304 Staff 3.0

**EVENING**
40652 ADMJ 100 JA T 6:00-9:00 1-1304 MacLaren 3.0

ADMJ 102 PRINCIPLES & PROCEDURES OF JUSTICE
Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or equivalent; and eligibility for ENGL 836. The role and responsibility of each segment within the justice system: enforcement, courts, and corrections. Transfer: CSU.

**WEEKDAY**
41336 ADMJ 102 AA TTh 11:10-12:25 8-8306 Aurilio 3.0

ADMJ 104 CONCEPTS OF CRIMINAL LAW
Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or LEGL 240, or equivalent; and eligibility for ENGL 836. Historical development and philosophy of criminal law and constitutional provisions. Also listed as LEGL 304. Transfer: CSU.

**WEEKDAY**
36558 ADMJ 104 AX MWF 11:10-12:00 1-1304 Aurilio 3.0

ADMJ 106 LEGAL ASPECTS OF EVIDENCE
Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or LEGL 240, or equivalent; and eligibility for ENGL 836. Types and degrees of criminal evidence; rules of evidence and admissibility in court; laws of arrest, search and seizure. Also listed as LEGL 306. Transfer: CSU.

**WEEKDAY**
38770 ADMJ 106 AX TTh 8:10-9:25 8-8306 Aurilio 3.0

ADMJ 110 POLICE REPORT WRITING
Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or equivalent; and eligibility for ENGL 836. Exploration of effective police report writing and courtroom testimony. Essential principles of written and oral law enforcement communication and documentation, from crime scene to courtroom. Transfer: CSU.

**EVENING**
42042 ADMJ 110 JA Th 7:00-10:00 1-1304 MacLaren 3.0

ADMJ 120 CRIMINAL INVESTIGATION
Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or LEGL 240, or equivalent; and eligibility for ENGL 836. A study of the general and specific aspects of crime and detection, including crime scene searches and suspect apprehension. Also listed as LEGL 320. Transfer: CSU.

**WEEKDAY**
38179 ADMJ 120 AX MWF 10:10-11:00 1-1304 Aurilio 3.0

ADMJ 125 JUVENILE PROCEDURES
Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or equivalent; and eligibility for ENGL 836. Juvenile delinquency, courts, probation, institutions, parole and prevention programs; relationship to criminal justice system. Transfer: CSU.

**WEEKDAY**
38769 ADMJ 125 AA MWF 8:10-9:00 1-1304 Aurilio 3.0

ADMJ 670 CRIMINAL JUSTICE INTERNSHIP
On-site experiential learning opportunity for qualified Administration of Justice students to apply skills and knowledge through supervised work experience at a justice agency. Transfer: CSU.

**WEEKDAY**
42567 ADMJ 670 AA By Arr 1-4 Hrs/Wk 1-1317 Aurilio 1.0-4.0

AMERICAN SIGN LANGUAGE (ASL)

ASL 111 AMERICAN SIGN LANGUAGE I
A basic course in American Sign Language with focus on everyday communication. Plus 16 lab hours by arrangement. Transfer: UC; CSU (C2).

**WEEKDAY**
38602 ASL 111 AA TTh 11:10-12:25 8-8308 Yuen 3.0

**EVENING**
30083 ASL 111 JA M 7:00-10:15 4-272 Wong 3.0

ASL 112 AMERICAN SIGN LANGUAGE II
Prereq: ASL 111 or equivalent. Review and expansion of functions and grammar introduced in ASL 111. Plus 16 lab hours by arrangement. Transfer: UC; CSU (C2).

**EVENING**
30084 ASL 112 JA W 7:00-10:00 4-272 Wong 3.0

ANTHROPOLOGY (ANTH)

ANTH 110 CULTURAL ANTHROPOLOGY
A comparative analysis of human cultures with an emphasis on core concepts such as kinship, religion, politics, technology, and an appreciation of our societal variability. Transfer: UC; CSU (D3).

**WEEKDAY**
30023 ANTH 110 AA MWF 9:10-10:00 1-1105 Slicton 3.0

**EVENING**
41816 ANTH 110 AB TTh 9:35-10:50 1-1105 Slicton 3.0

39512 ANTH 110 JA Th 6:30-9:30 7-7110 Ulloa 3.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
ANTH 125 PHYSICAL ANTHROPOLOGY
Recommended: Eligibility for ENGL 100, 105 or equivalent. Biological consideration of the origin, development, and potential survival of humans and other primates, including concepts of evolution. Transfer: UC; CSU (B2).

**WEEKDAY**

38065 ANTH 125 AA TTh 11:10-12:25 1-1105 Slicton 3.0

**EVENING**

41414 ANTH 125 JA W 7:00-10:00 7-7110 Poppek 3.0

ANTH 170 ANTHROPOLOGY OF DEATH
Recommended: Eligibility for ENGL 100, 105 or equivalent. Examination of cross-cultural perspectives on beliefs and practices around death and dying. Selected topics may include funerary practices, cannibalism, bereavement, and concepts of the afterlife. Transfer: UC; CSU (D3).

**WEEKDAY**

42573 ANTH 170 AA MW 12:10-1:25 1-1105 Slicton 3.0

ANTH 360 NATIVE PEOPLES OF NORTH AMERICA
Recommended: Eligibility for ENGL 100, 105 or equivalent. Introduction to the life ways of representative Native American culture groups found in different geographical areas of North America. Transfer: UC; CSU (D3).

**WEEKDAY**

40075 ANTH 360 AA MWF 10:10-11:00 1-1105 Slicton 3.0

ARABIC (ARBC)

ARBC 111 ELEMENTARY ARABIC I
The first course of a two-semester sequence in basic spoken Arabic. Recognition of common writing expressions and signs in Arabic; understanding and appreciation of Arabic culture and language. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

**EVENING**

38841 ARBC 111 WJ M 7:00-10:15 7-7303 Khoury 3.0

TBA Hours: By Arr 1 Hr/Wk 5-5100

ARBC 112 ELEMENTARY ARABIC II
Prereq: Completion of ARBC 111 with a grade of C or better, or equivalent. The second course of a two-semester sequence in basic spoken Arabic. Recognition of common writing expressions and signs in Arabic; understanding and appreciation of Arabic culture and language. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

**EVENING**

39079 ARBC 112 WL W 7:00-10:00 7-7303 Khoury 3.0

TBA Hours: By Arr 1 Hr/Wk 5-5100

ART (ART)

(See also: FILM.)

ART 101 HISTORY OF WESTERN ART I
Recommended: Eligibility for ENGL 100. A survey of Ancient and Medieval art from Prehistoric to Early Renaissance. Transfer: UC; CSU (C1).

**WEEKDAY**

36803 ART 101 AA MWF 8:10-9:00 1-1111 Ryan 3.0

**EVENING**

40718 ART 101 JA Th 7:00-10:00 1-1111 Pauker 3.0

**ONLINE**

41432 ART 101 OL By Arr 48 Hours ONLINE Fischer 3.0

ART 102 HISTORY OF WESTERN ART II
Recommended: Eligibility for ENGL 100. Survey of art from the Renaissance to modern times. Transfer: UC; CSU (C1).

**WEEKDAY**

30025 ART 102 AA MWF 11:10-12:00 1-1111 Takayama 3.0

**ONLINE**

41770 ART 102 OL By Arr 48 Hours ONLINE Fischer 3.0

ART 115 ART, MUSIC AND IDEAS
Recommended: Eligibility for ENGL 100, 105 or equivalent. Examination and analysis of art and music as reflections of cultural ideas and traditions. The student will develop an informed appreciation of the visual arts, performance arts, and musical works. Also listed as MUS. 115. Transfer: UC; CSU (C1).

**WEEKDAY**

30026 ART 115 AX TTh 11:10-12:25 1-1107 Takayama 3.0

43250 ART 115 JX M 6:30-9:45 1-1111 Fischer 3.0

ART 120 ART OF THE AMERICAS
Recommended: Eligibility for ENGL 836. Survey of the diverse native arts and cultures of the Americas and development of ethnic arts in the 19th and 20th centuries. Transfer: UC; CSU (C1).

**WEEKDAY**

40583 ART 120 AA MWF 12:10-1:25 1-1111 Crispi 3.0

ART 130 ART APPRECIATION
Recommended: Eligibility for ENGL 100, 105 or equivalent. A recognition and evaluation of arts’ ability to communicate the influences of history, culture and technology upon the artist and as reflected in their works. Transfer: UC; CSU (C1).

**WEEKDAY**

40585 ART 130 AA MWF 10:10-11:00 1-1111 Nevers 3.0

ART 204 DRAWING I
Basic introduction to drawing, using both simple and complex forms derived from nature, life and still sources. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. Transfer: UC; CSU (C1).

**WEEKDAY**

30033 ART 204 AX MW 1:10-4:00 1-1320 Keane 3.0

**EVENING**

30034 ART 204 KX M 6:00-10:10 1-1320 David 2.0
ART 205  DRAWING II
Prereq: ART 204 or ART 201. Materials and techniques in common use; traditional and contemporary pen, pencil, and conte crayon expression. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated twice for credit. Transfer: UC; CSU.

WEEKDAY
34674 ART 205  AX  MW  1:10-4:00  1-1320  Keane  3.0
TBA Hours:  By Arr  3 Hrs/Wk  1-1320

EVENING
30037 ART 205  KX  M  6:00-10:10  1-1320  David  2.0
TBA Hours:  By Arr  1 Hr/Wk  1-1320

ART 207  LIFE DRAWING
Study of the human form in art. Fundamentals of anatomy and representation of the human figure. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

WEEKDAY
37361 ART 207  AX  TTh  12:45-3:25  1-1320  Buchanan  3.0
TBA Hours:  By Arr  3 Hrs/Wk  1-1320

ART 208  PORTRAIT DRAWING I
Portrait characterization class allowing students to work at their own level with individual instruction. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. Transfer: UC; CSU.

EVENING
39212 ART 208  KX  T  6:30-10:00  1-1320  Tumer  2.0
TBA Hours:  By Arr  1 Hr/Wk  1-1320

ART 209  PORTRAIT DRAWING II
Prereq: ART 208. Continuation of ART 208. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated twice for credit. Transfer: UC; CSU.

EVENING
39214 ART 209  KX  T  6:30-10:00  1-1320  Tumer  2.0
TBA Hours:  By Arr  1 Hr/Wk  1-1320

ART 214  COLOR
Introduction to the physical and psychological properties of color. This course stresses the knowledge and skills needed to use color aesthetically. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. Transfer: UC; CSU.

WEEKDAY
35401 ART 214  AA  TTh  12:35-3:15  1-1303  Venning  3.0
TBA Hours:  By Arr  3 Hrs/Wk  1-1303

ART 221  PAINTING I
Basic introduction to form and color through painting. Studio practice and projects. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. Transfer: UC; CSU (C1).

WEEKDAY
35321 ART 221  AX  MW  9:10-11:50  1-1303  Keane  3.0
TBA Hours:  By Arr  3 Hrs/Wk  1-1303

EVENING
30044 ART 221  KX  W  6:00-9:30  1-1303  Bridenbaugh  2.0
TBA Hours:  By Arr  1 Hr/Wk  1-1303

ART 222  PAINTING II
Prereq: ART 221. Additional study of form and color through painting. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated twice for credit. Transfer: UC; CSU.

WEEKDAY
35322 ART 222  AX  MW  9:10-11:50  1-1303  Keane  3.0
TBA Hours:  By Arr  3 Hrs/Wk  1-1303

EVENING
30046 ART 222  KX  W  6:00-9:30  1-1303  Bridenbaugh  2.0
TBA Hours:  By Arr  1 Hr/Wk  1-1303

ART 231  WATERCOLOR I
Introduction to transparent and opaque watercolor. Satisfactory completion of one or more college-level studio art courses recommended. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. Transfer: UC; CSU.

WEEKDAY
42795 ART 231  AX  TTh  9:35-12:05  1-1303  Fischer  3.0
TBA Hours:  By Arr  3 Hrs/Wk  1-1303

ART 232  WATERCOLOR II
Prereq: ART 231 or equivalent. Additional exploration of watercolor painting as a vehicle for creative art expression. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

WEEKDAY
43252 ART 232  AX  TTh  9:35-12:05  1-1303  Fischer  3.0
TBA Hours:  By Arr  3 Hrs/Wk  1-1303

ART 301  DESIGN
Introduction to basic design elements and principles. Exploration of drawing and painting materials and techniques and three-dimensional elements. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. Transfer: UC; CSU (C1).

WEEKDAY
38165 ART 301  AX  MW  1:10-3:45  1-1303  David  3.0
TBA Hours:  By Arr  3 Hrs/Wk  1-1303

ART 302  ADVANCED DESIGN
Prereq: ART 301. Additional study of design elements and principles. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated twice for credit. Transfer: UC; CSU.

WEEKDAY
38166 ART 302  AX  MW  1:10-3:45  1-1303  David  3.0
TBA Hours:  By Arr  3 Hrs/Wk  1-1303

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
ART 351  BLACK AND WHITE PHOTOGRAPHY I
An introductory course in film-based 35mm black and white photography. Students will understand photography as a communication medium, applying the tools and techniques necessary to produce personally meaningful images. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. **NOTE: This course has a non-refundable materials charge of $12. Students supply their own cameras. Transfer: UC; CSU (C1).**

**WEEKDAY**
42104 ART 351  AA  MW  8:10-10:50  2-2112  Takayama  3.0
TBA Hours: By Arr  3 Hrs/Wk  2-2112
30053 ART 351  BX  TTh  8:10-10:50  2-2112  Takayama  3.0
TBA Hours: By Arr  3 Hrs/Wk  2-2112

**EVENING**
30054 ART 351  KA  T  6:30-10:00  2-2112  Kerr  2.0
TBA Hours: By Arr  1 Hr/Wk  2-2112

ART 352  BLACK AND WHITE PHOTOGRAPHY II
Prereq: ART 351 or equivalent. An intermediate course expanding upon concepts and techniques developed in ART 351. Students will enhance skills to produce photographs to better share personal observations and perceptions. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. **NOTE: This course has a non-refundable materials charge of $12. Students supply their own cameras. Transfer: UC; CSU (C1).**

**WEEKDAY**
30055 ART 352  BX  TTh  8:10-10:50  2-2112  Takayama  3.0
TBA Hours: By Arr  3 Hrs/Wk  2-2112

**EVENING**
30056 ART 352  KX  W  6:30-10:00  2-2112  Kerr  2.0
TBA Hours: By Arr  1 Hr/Wk  2-2112

ART 353  BLACK AND WHITE PHOTOGRAPHY III
Prereq: ART 352 or equivalent. An advanced course expanding upon concepts and techniques developed in ART 351 and 352. Course emphasis is photography as a medium for personal expression. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated once for credit. **NOTE: This course has a non-refundable materials charge of $10. Students supply their own cameras. Transfer: UC; CSU.**

**WEEKDAY**
30057 ART 353  BX  TTh  8:10-10:50  2-2112  Takayama  3.0
TBA Hours: By Arr  3 Hrs/Wk  2-2112

**EVENING**
30058 ART 353  KX  W  6:30-10:00  2-2112  Kerr  2.0
TBA Hours: By Arr  1 Hr/Wk  2-2112

ART 354  COLOR PHOTOGRAPHY I
An introductory course in film-based 35mm color photography. Students will understand photography as a communication medium, learning methods necessary to produce personally meaningful images. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. **NOTE: This course has a non-refundable materials charge of $18. Students supply their own cameras. Transfer: CSU (C1).**

**EVENING**
30060 ART 354  KX  M  6:00-9:40  2-2112  Jones  2.0
TBA Hours: By Arr  1 Hr/Wk  2-2112

ART 355  COLOR PHOTOGRAPHY II
Prereq: ART 354 or demonstration of equivalent skills. An advanced course expanding upon concepts and techniques developed in ART 354. Course emphasis is photography as a medium for personal expression. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated twice for credit. **NOTE: This course has a non-refundable materials charge of $18. Students supply their own cameras. Transfer: CSU (C1).**

**EVENING**
30062 ART 355  KX  M  6:00-9:40  2-2112  Jones  2.0
TBA Hours: By Arr  1 Hr/Wk  2-2112

ART 405  SCULPTURE I
An introduction to the sculpture processes. Studio practice using a variety of materials. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. **NOTE: This course has a non-refundable materials charge of $10. Transfer UC; CSU (C1).**

**WEEKDAY**
40044 ART 405  CX  MW  1:00-3:40  1-1123  Lowenstein  3.0
TBA Hours: By Arr  3 Hrs/Wk  1-1123

**EVENING**
30065 ART 405  LX  W  6:00-9:35  1-1123  Lowenstein  2.0
TBA Hours: By Arr  1 Hr/Wk  1-1123

ART 406  SCULPTURE II
Prereq: ART 405. Advanced study and practice in three-dimensional form. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated twice for credit. **NOTE: This course has a non-refundable materials charge of $10. Transfer: UC; CSU.**

**WEEKDAY**
40112 ART 406  CX  MW  1:00-3:40  1-1123  Lowenstein  3.0
TBA Hours: MW  3 Hrs/Wk  1-1123

**EVENING**
30067 ART 406  LX  W  6:00-9:35  1-1123  Lowenstein  2.0
TBA Hours: By Arr  1 Hr/Wk  1-1123

ART 407  SCULPTURE III: DIRECT METAL
Prereq: ART 405. Creation of sculptural form in metal, using welding, brazing, and soldering techniques. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated for credit a maximum of three times. **NOTE: This course has a non-refundable materials charge of $10. Transfer: CSU.**

**WEEKDAY**
40113 ART 407  CX  MW  1:00-3:40  1-1123  Lowenstein  3.0
TBA Hours: By Arr  3 Hrs/Wk  1-1123

**EVENING**
30069 ART 407  LX  W  6:00-9:35  1-1123  Lowenstein  2.0
TBA Hours: By Arr  1 Hr/Wk  1-1123
ART 411 CERAMICS I
Survey of ceramic materials. Studio practice in handbuilding processes and glazing. Decorating techniques and firing of kilns. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. NOTE: This course has a non-refundable materials charge of $12. Transfer: UC; CSU (C1).

ART 412 CERAMICS II
Prereq: ART 411. Recommended: Completion of or concurrent enrollment in ART 301. Additional study of ceramic processes and their application. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated twice for credit. NOTE: This course has a non-refundable materials charge of $12. Transfer: UC; CSU.

ART 417 CERAMIC GLAZING TECHNIQUES
Prereq: ART 412. Advanced glazing techniques; special glazes, glaze composition and multi-firing techniques. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. May be repeated for credit a maximum of three times. NOTE: This course has a non-refundable materials charge of $12. Transfer: UC; CSU.

ART 665SG ADVANCED LIFE DRAWING
A studio course focusing on development of figure drawing skills. Discussion topics will include anatomy for artists, expressive figure drawing, and how figure drawing is used by contemporary artists. Plus 48 studio hours by arrangement. Transfer: UC; CSU.

ART 665SF POINT AND SHOOT DIGITAL PHOTOGRAPHY
New! Overall functions of your point and shoot digital camera and the creative abilities you can achieve once you have mastered the various features included in your camera's manual menu. Transfer: UC; CSU.

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
ASTR 100 INTRODUCTION TO ASTRONOMY – HONORS
Survey of modern astronomy; study of what mankind knows about the universe and our place in it, including planets, stars, galaxies, Quasars, pulsars, black holes, and the beginning and end of the universe. Plus 16 lab hours by arrangement. Transfer: UC; CSU (B1).

ASTR 101 ASTRONOMY LABORATORY
Constellation identification, understanding of right ascension and declination, and basic astronomical measurements of our moon, planets, stars and universe. Telescopic and naked eye observations will be assigned. This course will develop the student’s awareness of the scientific method and how to apply it to specific problems and their solutions. Transfer: UC; CSU.

AUTOMOTIVE TECHNOLOGY (AUTO)
AUTO 665SG EVAPORATIVE EMISSION SYSTEMS
The course covers evaporative emission systems used on OBD II vehicles. Topics include the theory, operation and diagnosis of evaporative emission systems using vacuum decay, leak detection pumps, and natural vacuum leak detection. Running evaporative emission system readiness monitors is also included. This topic may be repeated once for credit. NOTE: This course has a non-refundable materials charge of $90. Transfer: CSU.

AUTO 665SH BAR A8 ALTERNATIVE/ENGINE PERFORMANCE
This course is approved by the Bureau of Automotive Repair as an alternative to meet the ASE A8 certification requirement for obtaining and maintaining a smog check license. BAR regulations require each student to attend 100% of each course to qualify to take the final examination. Course content will focus on engine performance diagnosis. This topic may be repeated once for credit. NOTE: This course has a non-refundable materials charge of $55. Transfer: CSU.

AUTO 665SJ BAR L1 ALTERNATIVE TRAINING
This course is approved by the Bureau of Automotive Repair as an alternative to meet the ASE L1 certification requirement for obtaining and maintaining a smog check license. BAR regulations require each student to attend 100% of each course to qualify to take the final examination. Course content will focus on diagnosis and drivability. This topic may be repeated once for credit. NOTE: This course has a non-refundable materials charge of $55. Transfer: CSU.

AUTO 665SJ ADVANCED LAB SCOPE (DSO)
The course covers Lab Scope voltage and current ramping signals and how to quickly and accurately diagnose malfunctions in automotive systems such as engine relative compression, fuel pump and fuel system, DIS and COP coil and ignition modules, and other computer actuators. This topic may be repeated once for credit. Transfer: CSU.
AUTO 665SL  INTRODUCTION TO LAB SCOPES (DSO)
An introduction to lab scopes. Emphasis will be placed on the setup, hookup, and fundamentals of testing electrical circuits using a lab scope. Course will also cover the various lab scopes used in the industry today. Hands-on time in the lab is also included. Transfer: CSU.

SATURDAY
41554  AUTO 665SL SS Sat/Sun  9:00-5:00  8-8203  Mueller 1.0
Dates for AUTO 665SL SS: 5/5-5/6

AUTO 665SX  CAR CARE BASICS FOR WOMEN II
Go beyond the basics in this automotive class designed specifically for women. Learn what to do in an emergency, how to put on your own spare tire, how to jump a dead battery, and minor maintenance that you can do yourself. Tools you should have and how to use them will also be covered. Transfer: CSU.

SATURDAY
42599  AUTO 665SX SS Sat  9:00-1:00  11-107  Johnson 0.5
Dates for AUTO 665SX SS: 3/10 and 3/24

AUTO 665SY  2011 SMOG CHECK UPDATE
The 2011 Smog Check Update training course includes lecture, homework, laboratory assignments, and a BAR approved final exam. BAR course syllabus and materials will be distributed to students. NOTE: This course has a non-refundable materials charge of $45. Transfer: CSU.

SATURDAY
41761  AUTO 665SY SS Sat  9:00-1:00  11-107  Johnson 0.5
Dates for AUTO 665SY SS: 3/10 and 3/24

AUTO 690  SPECIAL PROJECTS IN AUTOMOTIVE
One hour of supervised work per week per unit. Transfer: CSU.

WEEKDAY
30086  AUTO 690  AV  By Arr  1-3 Hrs/Wk  8-8111  Spakowski 1.0-3.0
30087  AUTO 690  BV  By Arr  1-3 Hrs/Wk  8-8208  Escalambre 1.0-3.0
30090  AUTO 690  EV  By Arr  1-3 Hrs/Wk  8-8113  Sullivan 1.0-3.0
34029  AUTO 690  FV  By Arr  1-3 Hrs/Wk  8-8111  Broxholm 1.0-3.0
36362  AUTO 690  GV  By Arr  1-3 Hrs/Wk  8-8206  Ming 1.0-3.0
43368  AUTO 690  HV  By Arr  1-3 Hrs/Wk  8-8113  Yee 1.0-3.0

NOTE: AUTO 610 is admission by special application only. Applications can be obtained by emailing skylinehybrid@smccd.edu. Applications are due December 9, 2011 for the Spring semester. Fees may be waived for qualified applicants. If you have any questions, contact the Hybrid Automotive counselor at (650) 738-4185.

AUTO 709  AUTOMOTIVE SERVICE ORIENTATION – CAA
A general elective for those desiring a basic knowledge of the automobile. Students perform minor maintenance procedures for own vehicle. May be repeated for credit on a space available basis a maximum of three times. Transfer: CSU.

SATURDAY
30093  AUTO 708  SA Sat  8:30-11:30  8-8103  Dair 1.0-2.0

AUTO 709  AUTOMOTIVE SERVICE ORIENTATION – CAA
Teaches entry-level job skills necessary to gain employment in the automotive service industry. Students will learn tire services, oil and filter changes, vehicle lubrication, battery testing, and pre-delivery inspection procedures. NOTE: AUTO 709 CAA is a part of the Automotive Career Advancement Certificate Program; reference the Learning Communities section for more information. Fees may be waived for qualified applicants. Applications can be obtained by emailing SkylineAutoEntryLevel@smccd.edu. Applications are due December 9, 2011. If you have any questions, contact the Automotive CAA counselor at (650) 738-4185. Students enrolling in AUTO 709 CAA (CRN 43159) must also enroll in AUTO 710 CAA (CRN 43122) and CRER 650 CAA (CRN 40403). May be repeated once for credit. Transfer: CSU.

WEEKDAY
43159  AUTO 709  CA MW  1:45-4:45  8-8103  Johnson 2.5
Dates for AUTO 709 CAA: 1/18-4/18

AUTO 710  FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY
An introduction to the automotive technology program and profession; recommended for students desiring entrance into the Automotive Technology Program. Transfer: CSU.

WEEKDAY
41735  AUTO 710  AA MW  3:30-6:20  8-8203  Childress 4.0

EVENING
41538  AUTO 710  JA MW  6:30-9:20  8-8203  Hill 4.0
Dates for the JA section: 1/18-5/16

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
Put your future in overdrive!

Study in a new, well-equipped, modern facility

Receive extensive hands-on training on a large fleet of late-model vehicles

Work with caring instructors who are experts in the field

Skyline College offers a prestigious generic automotive technology training program and an Asian program.

The Automotive Technology program has industry partnerships with American Honda and KIA Motors.

Practicing service technicians can take classes to update their knowledge and training.

Earn an Associate in Science (A.S.) Degree or a Certificate upgrading job skills, such as specialized Smog Check Licensing training.

Work in a field with an outstanding future!

Contact: Rick Escalambre, (650) 738-4410 or escalambre@smccd.edu

AUTO 710 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY – CAA
An introduction to the automotive technology program and profession; recommended for students desiring entrance into the Automotive Technology Program. NOTE: AUTO 710 CAA is a part of the Automotive Career Advancement Certificate Program; reference the Learning Communities section for more information. Fees may be waived for qualified applicants. Applications can be obtained by emailing SkylineAutoEntry Level@smccd.edu. Applications are due December 9, 2011. If you have any questions, contact the Automotive CAA counselor at (650) 738-4185. Students enrolling in AUTO 710 CAA (CRN 43122) must also enroll in AUTO 709 CAA (CRN 43159) and CRER 650 CAA (CRN 40403). Transfer: CSU.

WEEKDAY

43122 AUTO 710 CAA TTTh 1:45-4:35 8-8103 Johnson 4.0

Dates for AUTO 710 CAA: 1/17-5/10

NOTE: AUTO 713 through AUTO 752 are admission by special application only. Applications can be obtained by contacting the Automotive Department at (650) 738-4438. Applications are due November 15, 2011 for the Spring Semester. If you have any questions, contact the Automotive counselor at (650) 738-4317.

AUTO 713 AUTOMOTIVE ELECTRICITY/ELECTRONICS
Prereq: This course requires admission by special application. 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: CSU.

WEEKDAY

38062 AUTO 713 AA MTWTh 8:00-1:20 10-0004 Sullivan 15.0

AUTO 721 STEERING, SUSPENSION & BRAKES
Prereq: This course requires admission by special application. Study of automotive steering, suspensions, and brakes. Emphasis on the theory of operation, diagnosis, and repair of modern braking, steering, and suspension systems. May be repeated once for credit. Transfer: CSU.

WEEKDAY

30099 AUTO 721 AA MTWTh 8:00-1:20 8-8103 Ming 15.0

AUTO 734 AUTO ENGINE DIAGNOSIS & REPAIR
Prereq: This course requires admission by special application. Detailed study of various engine designs and materials. Lab will include diagnosis, inspection, repair methods and parts necessary for complete repair. Various machine and machining operations will also be covered. May be repeated once for credit. Transfer: CSU.

WEEKDAY

36550 AUTO 734 AA MTWTh 8:00-1:20 10-0003 Spakowski 15.0

AUTO 735 TRANSMISSION & DRIVE TRAINS DIAGNOSIS & REPAIR
Prereq: This course requires admission by special application. 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 gear sets, as well as gear ratios, speeds, drive line angles and tooth patterns. Both electronically and hydraulically controlled automatic transmissions are studied. May be repeated once for credit. Transfer: CSU.

WEEKDAY

36370 AUTO 735 AA TWThF 8:00-1:20 11-107 Broxholm 15.0
AUTO 749 ASIAN ENGINE PERFORMANCE
Prereq: This course requires admission by special application. 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: CSU.

**WEEKDAY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
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<td>ASIAN ENGINE PERFORMANCE</td>
<td></td>
<td>1:10-6:30</td>
<td>42466</td>
<td>AUTO 749 AA MTWTh</td>
<td>8-8202 Yee</td>
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</table>

NOTE: AUTO 718 and AUTO 755 through AUTO 792 do not require a special application – only the Skyline application and standard registration procedures. Enrolled students must attend the first class meeting on time. Any student who is more than 30 minutes late may be dropped from the class roster due to limited space.

AUTO 718 CLEAN AIR CAR II
Required by the Bureau of Automotive Repair for obtaining a Smog Check License. Topics covered include operating an emissions analyzer and dynamometer, performing loaded mode emissions testing, and advanced emission diagnostic strategies. May be repeated for credit a maximum of three times. NOTE: This course has a non-refundable materials charge of $75. Transfer: CSU.

**EVENING**

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<td>CLEAN AIR CAR II</td>
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<td>6:30-9:55</td>
<td>42468</td>
<td>AUTO 718 PS</td>
<td>8-0004 Naderpour</td>
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Dates for AUTO 718 PS: 3/19-5/16

AUTO 755 HIGH PERFORMANCE ENGINES II
Recommended: AUTO 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: CSU.

**EVENING**

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<td>41126</td>
<td>AUTO 755 PS</td>
<td>10-0003 Spakowski</td>
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Dates for AUTO 755 PS: 1/18-3/14

AUTO 758 AUTOMOTIVE COMPUTER CONTROLS
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. May be repeated for credit a maximum of three times. NOTE: This course has a non-refundable materials charge of $125. Transfer: CSU.

**EVENING**

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<td>34549</td>
<td>AUTO 758 PS</td>
<td>8-8203 Escalambre</td>
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</table>

Dates for AUTO 758 PS: 1/17-3/8

AUTO 768 ON-BOARD DIAGNOSTICS II (OBD-II)
An in-depth study of generic On-Board Diagnostics II. Includes the history of OBD II, a comparison of OBD I and OBD II, J1930 Common Terminology, Enhanced Monitors, Fuel Trim Strategies, MIL strategies and enabling criteria, and Diagnostic Trouble Codes. This course meets the BAR Training requirement for obtaining initial or renewal license. It will also assist Technicians preparing for the State of California Smog License and ASE L1 exams. May be repeated for credit a maximum of three times. NOTE: This course has a non-refundable materials charge of $95. Transfer: CSU.

**EVENING**

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<td>41740</td>
<td>AUTO 768 PS</td>
<td>8-8203 Escalambre</td>
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Dates for AUTO 768 PS: 3/20-5/17

AUTO 772 CLEAN AIR CAR I
Required by the Bureau of Automotive Repair for obtaining a Smog Check License. Emphasis is placed on Smog Check rules and regulations, test procedures, and test analyzer systems (TAS) machine operations. May be repeated for credit a maximum of three times. NOTE: This course has a non-refundable materials charge of $40. Transfer: CSU.

**EVENING**

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<td>AUTO 772 PS</td>
<td>10-0004 Naderpour</td>
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Dates for AUTO 772 PS: 1/18-3/14

AUTO 776 DRIVELINES AND DIFFERENTIALS
Prereq: Professional experience. Study of the principles and operation of drivelines and differentials. Emphasis on measuring and correcting drive line angles, diagnosis and repair of differentials, and preventive maintenance of these components. Transfer: CSU.

**EVENING**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>CRN</th>
<th>Instructor</th>
<th>Unit(s)</th>
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<tr>
<td>AUTO 776</td>
<td>DRIVELINES AND DIFFERENTIALS</td>
<td></td>
<td>6:30-9:30</td>
<td>43374</td>
<td>AUTO 776 PS</td>
<td>11-107 Broxholm</td>
</tr>
</tbody>
</table>

Dates for AUTO 776 PS: 1/17-3/8

AUTO 777 AUTOMATIC TRANSMISSIONS I
Principles of hydraulic power and flow of power through planetary gear trains; repair, troubleshooting and diagnosing; study of torque converters and hydraulic electric controls. May be repeated once for credit. Transfer: CSU.

**EVENING**

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<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
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<th>CRN</th>
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<td>39213</td>
<td>AUTO 777 PS</td>
<td>11-107 Broxholm</td>
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</table>

Dates for AUTO 777 PS: 3/20-5/17

AUTO 779 BLOCK SERVICE
Proper methods of disassembly, cleaning, machining, and reassembly of engine blocks. Both traditional cast iron and contemporary aluminum engine assemblies will be included. Failure analysis of failed components is taught. May be repeated once for credit. Transfer: CSU.

**EVENING**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>CRN</th>
<th>Instructor</th>
<th>Unit(s)</th>
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<tr>
<td>AUTO 779</td>
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<td>41742</td>
<td>AUTO 779 PS</td>
<td>10-0003 Spakowski</td>
</tr>
</tbody>
</table>

Dates for AUTO 779 PS: 3/19-5/16

AUTO 791 AUTOMOTIVE CHASSIS II
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. May be repeated for credit a maximum of three times. Transfer: CSU.

**EVENING**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>CRN</th>
<th>Instructor</th>
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<tr>
<td>AUTO 791</td>
<td>AUTOMOTIVE CHASSIS II</td>
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<td>35149</td>
<td>AUTO 791 PS</td>
<td>8-8103 Ming</td>
</tr>
</tbody>
</table>

Dates for AUTO 791 PS: 3/19-5/16
**AUTOMOTIVE TECHNOLOGY > BIOLOGY**

**AUTO 792  AUTOMOTIVE CHASSIS I**
Recommended: Professional experience. 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: CSU.

**EVENING**
35150 AUTO 792 PS MW 6:30-9:30 8-8103 Ming 3.0
Dates for AUTO 792 PS: 1/18-3/14

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**BIOLOGY (BIOL)**

**BIOL 101  OUR BIOLOGICAL WORLD**
Recommended: Eligibility for ENGL 836. Biology as it relates to humans and our environment; ecological interrelationships, biodiversity, current topics. Recommended for lab science transfer requirement. Transfer: UC; CSU (B2, B3).

**WEEKDAY**
30140 BIOL 101 AA MWF 10:10-11:00 7-7106 Case 4.0
LAB By Arr 3 Hrs/Wk 7-7238 Bookstaff

**BIOL 110 PRINCIPLES OF BIOLOGY**
Recommended: Eligibility for ENGL 836. Nature and function of living systems using natural selection and physiological survival as unifying theme. Recommended for lab science transfer requirement. Lecture must be accompanied by a lab session. Transfer: UC; CSU (B2, B3).

**WEEKDAY**
30141 BIOL 110 AA TTh 9:35-10:50 7-7310 Del Mundo 4.0
LAB T 11:10-1:50 7-7238 Del Mundo
30142 BIOL 110 AB TTh 9:35-10:50 7-7310 Del Mundo 4.0
LAB Th 1:10-3:50 7-7238 Del Mundo
30143 BIOL 110 AC MWF 11:10-12:00 8-8302 Gearhart 4.0
LAB M 1:10-3:50 7-7238 Gearhart
30144 BIOL 110 AD MWF 11:10-12:00 8-8302 Gearhart 4.0
LAB W 1:10-3:50 7-7238 Staff

**EVENING**
33956 BIOL 110 JA T 7:00-10:00 7-7106 Davis 4.0
LAB Th 7:00-10:00 7-7238 Davis

**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

**BIOL 130 HUMAN BIOLOGY**
Recommended: Eligibility for ENGL 836. Survey course that covers the structure and function of the systems that form our human body. Course also explains some common diseases that affect the systems of the body. Transfer: UC; CSU (B2).

**WEEKDAY**
30146 BIOL 130 AA MWF 9:40-10:30 7-7104 Kapp 3.0
30147 BIOL 130 AB TTh 11:10-12:25 4-148 Hsu 3.0
40022 BIOL 130 AC MWF 12:10-1:00 7-7304 Kapp 3.0
42757 BIOL 130 AD TTh 9:35-10:50 4-148 Davis 3.0

**EVENING**
30148 BIOL 130 JA T 6:30-9:30 7-7104 Kanaaneh 3.0

**BIOL 140 ANIMALS, PEOPLE & ENVIRONMENT**
Recommended: Eligibility for ENGL 836. Animal behavior with emphasis on human-animal relationships, animal populations, and wildlife protection. Transfer: UC; CSU (B2).

**WEEKDAY**
30149 BIOL 140 AA MWF 11:35-12:50 4-148 Del Mundo 3.0
ONLINE
42541 BIOL 140 OL By Arr 48 Hours ONLINE Bookstaff 3.0

**BIOL 145 PLANTS, PEOPLE & ENVIRONMENT**
Recommended: Eligibility for ENGL 836 or equivalent. Survey of plants emphasizing those aspects of plant biology that have affected the lives of people. Transfer: UC; CSU (B2).

**WEEKDAY**
40875 BIOL 145 AA MWF 10:10-11:00 8-8302 Gearhart 3.0

**BIOL 150 INTRODUCTION TO MARINE BIOLOGY**
Recommended: Eligibility for ENGL 836. Natural history of marine animals and plants and their relationships with the oceanic environment. Transfer: UC; CSU (B2).

**ONLINE**
30150 BIOL 150 OL By Arr 48 Hours ONLINE Bookstaff 3.0

**BIOL 170 PRINCIPLES OF APPLIED BIOSCIENCE**
A survey of the principles that govern the living world, from molecules to cells and tissues, to organs and whole organisms, to populations and ecosystems, to the entire biosphere. Current news and developments in relevant areas of biological sciences and biotechnology will be reviewed and discussed. Transfer: UC; CSU (B2).

**WEEKDAY**
43273 BIOL 170 AA TTh 9:35-10:50 7-7204 Kapp 3.0
**BIOL 171 LABORATORY PRINCIPLES OF APPLIED BIOSCIENCE**

Prereq: Completion of or concurrent enrollment in BIOL 170. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. Laboratory course introducing students to practical methods in preparing materials, reagents and media for conducting biological investigations and products of genetic engineering. Plus 16 hours by arrangement. Transfer: UC; CSU (B3).

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<tr>
<td>43274</td>
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<tr>
<td>BIOL 171 AA Th 11:10-1:50 7-7204 Kapp 1.0</td>
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<tr>
<td>TBA Hours: By Arr 1 Hr/Wk 7-7241 Kapp</td>
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**BIOL 215 ORGANISMAL BIOLOGY: CORE I**

Prereq: MATH 120 or 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. The first course for biology majors. Introductory survey of anatomy, physiology and evolution of living organisms. Lecture must be accompanied by a lab session. Plus 16 hours by arrangement. Transfer: UC; CSU (B2, B3).

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<tr>
<td>30151</td>
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<tr>
<td>BIOL 215 AA MW 12:10-1:25 7-7106 Digennaro 5.0</td>
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<tr>
<td>LAB MW 2:10-4:50 7-7241 Digennaro</td>
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<tr>
<td>TBA Hours: By Arr 1 Hr/Wk 7-7241 Digennaro</td>
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<td>41373</td>
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<tr>
<td>BIOL 215 AB MW 12:10-1:25 7-7106 Digennaro 5.0</td>
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<td>LAB TTh 10:10-12:50 7-7241 McCarthy</td>
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<tr>
<td>TBA Hours: By Arr 1 Hr/Wk 7-7241 Digennaro</td>
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**BIOL 230 INTRODUCTION TO CELL BIOLOGY: CORE II**

Prereq: Completion of BIOL 215 and CHEM 210, or equivalent. Recommended: Eligibility for ENGL 836. Life functions as seen at the cellular level, structure, macromolecular architecture and function. Lecture must be accompanied by a lab session. Plus 16 hours by arrangement. Transfer: UC; CSU (B2, B3).

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<td>BIOL 230 AA T 1:10-6:15 7-7241 Case 5.0</td>
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<tr>
<td>LAB MWF 12:10-1:00 7-7104 Case</td>
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<td>LAB Th 1:10-6:15 7-7241 Case</td>
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<tr>
<td>TBA Hours: By Arr 1 Hr/Wk 7-7238 Case</td>
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**BIOL 240 GENERAL MICROBIOLOGY**

Prereq: 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 and viruses. Lecture must be accompanied by a lab session. Plus 16 hours by arrangement. Transfer: UC; CSU (B2, B3).

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<td>LAB TTh 11:10-12:25 7-7237 Okonek</td>
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<td>LAB MW 2:35-4:00 7-7237 Michelitsch</td>
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<td>TBA Hours: By Arr 1 Hr/Wk 7-7237 Michelitsch</td>
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**BIOL 250 HUMAN ANATOMY**

Recommended: BIOL 130 with a grade of C or better, or equivalent; and eligibility for ENGL 836 or equivalent. Study of the structure of the major organ systems of the human body; lab consists of dissections, studying histology slides, human gross anatomy models, and prosected cadavers. Recommended for allied health majors. Plus 16 hours by arrangement. Transfer: UC; CSU (B2, B3).

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<td>TBA Hours: By Arr 1 Hr/Wk 7-7210 Malachowski</td>
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**BIOL 260 INTRODUCTION TO PHYSIOLOGY**

Prerequisite: BIOL 250 with a grade of C or better, or equivalent; and CHEM 410 with a grade of C or better, or equivalent. Recommended: Eligibility for ENGL 836 or equivalent. Study of how the organ systems function in maintaining homeostasis—regulating change and growth processes in humans. Recommended for students in allied health areas such as nursing, physical therapy, respiratory therapy, radiology, and related fields. Plus 16 hours by arrangement. Transfer: UC; CSU (B2, B3).

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<td>TBA Hours: By Arr 1 Hr/Wk 7-7210 Hsu</td>
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**EVENING**

| 30158   |
| BIOL 260 JA MW 6:00-7:25 7-7304 Timpe 5.0 |
| LAB M 7:35-10:15 7-7210 Timpe |
| LAB W 7:35-10:15 7-7241 Timpe |
| TBA Hours: By Arr 1 Hr/Wk 7-7241 Timpe |
| 42005   |
| BIOL 260 JB TTh 6:00-7:25 7-7304 Dela Cruz 5.0 |
| LAB T 7:35-10:15 7-7210 Dela Cruz |
| LAB Th 7:35-10:15 7-7241 Dela Cruz |
| TBA Hours: By Arr 1 Hr/Wk 7-7241 Dela Cruz |
**SPRING 2012**

**BIOLOGY > BUSINESS**

**BIOL 422 FOUNDATIONS OF BIOTECHNOLOGY**
Recommended: Eligibility for ENGL 836. Discussion and lab covering creating products using biotechnology and career opportunities in biotechnology. Transfer: CSU.

**WEEKDAY**

43382 BIOL 422 AS T 1:10-5:00 7-7204 Micheltisch 1.0
Dates for BIOL 422 AS: 3/6-3/27

**BIOL 430 INTRODUCTION TO IMMUNOLOGY**
Recommended: Eligibility for ENGL 836. Discussion of the immune system and how it protects us from disease; includes laboratory experience with diagnostic techniques. Transfer: CSU.

**WEEKDAY**

40646 BIOL 430 AS T 1:10-5:00 7-7204 Micheltisch 1.0
Dates for BIOL 430 AS: 2/7-2/28

**BIOL 665SC INTRODUCTION TO STEM CELL TECHNOLOGY**
Introduction to the unique properties of embryonic and adult stem cells, including their potential and limitations in research and medicine. Sources of stem cells and culturing techniques. Ethical considerations of stem cell use. Transfer: CSU.

**WEEKDAY**

41533 BIOL 665SC AS T 1:10-5:00 7-7204 Kapp 1.0
Dates for BIOL 665SC AS: 4/10-5/1

**BIOL 675 HONORS COLLOQUIUM IN BIOLOGY – THE HUMAN BRAIN: IN SICKNESS AND IN HEALTH**
Prereq: Completion of or concurrent enrollment in any non-Honors Biology level 100 or 200 course. The human brain has a remarkable capacity to regain function following injury or disease. This course will examine the form and function of a healthy brain and how certain diseases, conditions, and injuries interfere with that function. Case studies, research projects, and the opportunity to work with brain-injured people will offer practical applications. May be repeated for credit a maximum of three times, but topics successfully completed may not be repeated. NOTE: This course is designed primarily for students in the Honors Transfer Program, but is open to all eligible students. All students enrolling in this course will be required to do Honors-level work. Honors credit will also be awarded for any 100- or 200-level Biology course taken concurrently. Transfer: UC; CSU.

**WEEKDAY**

38736 BIOL 675 AH F 1:10-2:00 7-7104 Bookstaff 1.0

**BIOL 690 SPECIAL PROJECTS IN BIOLOGY**
Recommended: Eligibility for ENGL 836. One hour of supervised work per week per unit. Transfer: UC; CSU.

**WEEKDAY**

30159 BIOL 690 AV By Arr 1-3 Hrs/Wk 7-7214 Case 1.0-3.0
40406 BIOL 690 BV By Arr 1-3 Hrs/Wk 7-7224 Kapp 1.0-3.0
42359 BIOL 690 CV By Arr 1-3 Hrs/Wk 7-7217 Bookstaff 1.0-3.0

**BUSINESS (BUS.)**

(See also: ACCOUNTING, COMPUTER APPLICATIONS & OFFICE TECHNOLOGY, and COMPUTER SCIENCE.)

**BUS. 100 INTRODUCTION TO BUSINESS**
Recommended: Eligibility for ENGL 836. Survey of business functions and terminology; introduces career opportunities. Transfer: UC; CSU (D3).

**WEEKDAY**

30160 BUS. 100 AA TTh 9:35-10:50 4-273 Pate 3.0

**ONLINE**

41147 BUS. 100 OL By Arr 48 Hours ONLINE Pate 3.0
Dates for the OL section: 1/17-3/13

BUS. 100 OL is offered in an online format. Students must have internet access and an email address. Instructor email: pate@smccd.edu.

**BUS. 101 HUMAN RELATIONS AT WORK**
Recommended: Eligibility for ENGL 836. Application of behavioral science principles to practical problems of interpersonal relationships in the work environment. Transfer: CSU (D3).

**WEEKDAY**

30163 BUS. 101 AA TTh 11:10-12:25 8-8226 Robinson 3.0

**BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS**
Recommended: CAOT 104 or equivalent; and eligibility for ENGL 836 or equivalent. An introduction to computer systems and their role in building modern business information systems. Topics include computer terminology, architecture, operating systems, applications, hardware, data communications, HTML, computer ethics, intellectual property, copyright infringement, and office software applications. Plus 16 lab hours by arrangement. NOTE: With the exception of the online sections, this course has a non-refundable materials charge of $3. Transfer: UC; CSU.

**WEEKDAY**

30255 BUS. 103 AB MWF 10:10-11:00 8-8121 Motipara 3.0
TBA Hours: By Arr 1 Hr/Wk 8-8121

**ONLINE**

30256 BUS. 103 OL By Arr 48 Hours ONLINE Motipara 3.0
BUS. 103 OL is offered in an online format. Students must have internet access and an email address. Instructor email: motipara@smccd.edu.

30253 BUS. 103 OM By Arr 48 Hours ONLINE Motipara 3.0
BUS. 103 OM is offered in an online format. Students must have internet access and an email address. Instructor email: motipara@smccd.edu.

**BUS. 120 MATHEMATICAL ANALYSIS FOR BUSINESS**
Prereq: MATH 120 or equivalent. Recommended: Eligibility for ENGL 836. Fundamental math analysis for business; variety of decision-making tools including probability, financial mathematics, and applications of calculus. Transfer: UC; CSU (B4).

**WEEKDAY**

30167 BUS. 120 AA MWF 10:10-11:00 8-8306 Ortiz 3.0
30166 BUS. 120 AB TTh 12:35-1:50 8-8226 Robinson 3.0

**EVENING**

30168 BUS. 120 JA M 6:30-9:45 8-8306 Broxholm 3.0

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**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
BUS. 123 STATISTICS
Prereq: MATH 120 or equivalent. Recommended: BUS. 120 and eligibility for ENGL 836. Introduction to descriptive techniques and methods of inference, probability and probability distributions. Transfer: UC; CSU (B4).

WEEKDAY
30170 BUS. 123 AA MWF 9:10-10:00 8-8306 Ortiz 3.0

EVENING
30173 BUS. 123 JA W 6:30-9:30 8-8224 Maouioudi 3.0

ONLINE
30172 BUS. 123 OL By Arr 48 Hours ONLINE Ortiz 3.0

BUS. 123 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: ortiz@smccd.edu.

BUS. 150 SMALL BUSINESS MANAGEMENT
Recommended: Completion of MATH 811; eligibility for ENGL 836. Study of business opportunities and techniques for evaluating the possibility of starting and/or operating a small business; development of a business plan. Transfer: CSU.

EVENING
30175 BUS. 150 JA M 6:30-9:30 8-8211 Ortiz 3.0

BUS. 200 INTRODUCTION TO INTERNATIONAL BUSINESS
Recommended: Eligibility for ENGL 836 or equivalent. Introduction to strategy and management of international business. Topics 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: CSU.

WEEKDAY
36077 BUS. 200 AA TTh 11:10-12:25 4-273 Pate 3.0

BUS. 201 BUSINESS LAW
Recommended: Eligibility for ENGL 836 or equivalent. Origin, development and functions of the law and legal environment as it relates to business operations; includes contracts, agency and sales. Transfer: UC; CSU.

WEEKDAY
30178 BUS. 201 AA TTh 9:35-10:50 8-8226 Robinson 3.0

EVENING
30180 BUS. 201 JA Th 7:00-10:00 8-8226 Robinson 3.0
43349 BUS. 201 JB T 7:00-10:00 8-8223 Robinson 3.0

BUS. 210 INTERNATIONAL FINANCE
Recommended: Eligibility for ENGL 836 or equivalent. Course introduces practical aspects of international trade finance by focusing on lenders, domestic and foreign government assistance programs, payment methods, trade financing, and managing risks. Transfer: CSU (D3).

ONLINE
38260 BUS. 210 OL By Arr 24 Hours ONLINE Pate 1.5

Dates for BUS. 210 OL: 1/17-3/13

BUS. 210 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

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Earn $25,000-$45,000 a year in the following jobs:
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- Export Sales Representative
- International Sales Specialist
- Logistics/Transportation Supervisor
- International Shipping Specialist
- Import/Export Specialist
- Customs Specialist
- Import/Export Compliance
- Trade Finance Specialist

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Students say: “We all enjoy the classes very much. They are very interesting, informative, and fun...very relevant and useful at work.”

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Certificates:
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- International Business
- International Trade
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- Legal Aspects of International Business

Contact: Dr. Hui Pate, (650) 738-4479 or pate@smccd.edu
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Ocean Freight Forwarding

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- Internship Program
- Job Bank

You’ll learn operational and technical knowledge that employers in the international logistics industry seek in trainees and junior employees. These skills will enhance your career development.

Update your skills. Practicing junior customs brokers and freight forwarders can take classes to update their knowledge and training.

Learn from logistics experts. Classes are developed by the Skyline College Center for International Trade Development (CTID) in cooperation with the Customs Brokers & Forwarders Association of Northern California (CBFANC).

Contact: Allison Mello, (650) 738-7098 or melloa@smccd.edu

BUS. 221 INTERCULTURAL BUSINESS COMMUNICATION
Recommended: Eligibility for ENGL 836. This course introduces the practical aspects of intercultural business communication by focusing on comparisons, customs and strategies of intercultural business communication in domestic and international contexts. Transfer: CSU.

ONLINE
43087 BUS. 221 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 221 OL: 1/17-3/13
BUS. 221 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS. 241 DOING BUSINESS IN ASIA
Recommended: Eligibility for ENGL 836 or equivalent. This course explores business strategies in conducting business in Asia. Students will gain better insight into the business environment and business protocol in Asia. Transfer: CSU.

ONLINE
39685 BUS. 241 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 241 OL: 3/20-5/22
BUS. 241 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS. 243 LEGAL ENVIRONMENT OF INTERNATIONAL BUSINESS
Recommended: Eligibility for ENGL 836 or equivalent. Study of various topics in International Business Law. Introduction to the legal implications of financial, economic and cultural challenges faced by multinational businesses in a global environment. Transfer: CSU.

ONLINE
41834 BUS. 243 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 243 OL: 3/20-5/22
BUS. 243 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS. 248 ASIAN MANAGEMENT SYSTEMS
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. A comparative study of Asian management systems. Students will learn practical guidelines to work with Asian counterparts for successful business ventures. Plus one hr/wk by arrangement. Transfer: CSU.

ONLINE
41157 BUS. 248 OL By Arr 48 Hours ONLINE Pate 3.0
Dates for BUS. 248 OL: 3/20-5/22
BUS. 248 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS. 249 INTRODUCTION TO INTERNATIONAL LOGISTICS FOR CUSTOMS BROKERS AND FREIGHT FORWARDERS
Students will be introduced to international purchase-sale agreement negotiations using Incoterms, foreign exchange and collections, introduction to international supply chains and cargo transportation, cargo security and risk management. Transfer: CSU.

EVENING
41527 BUS. 249 JA Th 7:00-10:00 8-8119 Guadalupe-Cabrillo 3.0
BUS 258 CUSTOMS BROKER SERVICES AND REGULATIONS
Learn U.S. import requirements and restrictions, broker workflow, types of customs “entries” and how brokers work with importers, government agencies and transportation carriers. Transfer: CSU.

ONLINE
41890 BUS. 258 OL By Arr 48 Hours ONLINE Guadamuz-Cabralf 3.0
Dates for BUS. 258 OL: 1/17-3/13
BUS. 258 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of $100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: guadamuz.cabralf@smccd.edu.

BUS 261 CUSTOMS ADMISSIBILITY, CLASSIFICATION, VALUE AND ENTRY
Learn about U.S. import admissibility, tariff classification and value, how to prepare a customs entry, and additional processing required for certain products. Transfer: CSU.

ONLINE
42601 BUS. 261 OL By Arr 48 Hours ONLINE Guadamuz-Cabralf 3.0
Dates for BUS. 261 OL: 3/22-5/24
BUS. 261 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of $100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: guadamuz.cabralf@smccd.edu.

BUS 262 INTRODUCTION TO INTERNATIONAL FORWARDING AND CARGO TRANSPORTATION
Learn about international freight forwarding, shipper-carrier relationships, government regulation, and multi-model cargo transportation. Transfer: CSU.

ONLINE
42615 BUS. 262 OL By Arr 48 Hours ONLINE Phelps 3.0
Dates for BUS. 262 OL: 1/17-3/13
BUS. 262 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of $100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: phelpsg@smccd.edu.

BUS 263 U.S. EXPORT AND DESTINATION COUNTRY IMPORT REQUIREMENTS; FOREIGN COLLECTIONS
Learn U.S. export and foreign country import requirements, bank collections and letters of credit. Transfer: CSU.

ONLINE
41836 BUS. 263 OL By Arr 48 Hours ONLINE Phelps 3.0
Dates for BUS. 263 OL: 3/22-5/24
BUS. 263 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of $100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: phelpsg@smccd.edu.

BUS 279 IMPORT/EXPORT MANAGEMENT
Recommended: Eligibility for ENGL 836 or equivalent. Review practical aspects of Import/Export procedures for small/medium sized companies. Focus is on international trading transactions including sourcing, financing, payment methods, shipping, incoterms and documentation. Transfer: CSU.

ONLINE
36078 BUS. 279 OL By Arr 24 Hours ONLINE Kilmartin 1.5
Dates for BUS. 279 OL: 1/17-3/13
BUS. 279 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: kilmartin@smccd.edu.

BUS 400 BUSINESS ENGLISH
Recommended: Eligibility for ENGL 836. A comprehensive review of English as used by employers. Areas covered include grammar, punctuation, capitalization, spelling and vocabulary. Transfer: CSU.

EVENING
35301 BUS. 400 EE 6:30-9:30 8-8117 Alcalde 3.0

BUS 401 BUSINESS COMMUNICATIONS
Prereq: Completion of or concurrent enrollment in BUS. 400 or one college-level English course. Students develop skill in writing business documents. Recommended for business majors and anyone whose job includes writing letters, etc. Transfer: CSU.

WEEKDAY
30671 BUS. 401 AA TTh 9:35-10:50 8-8121 Cervantes 3.0

BUS 445 LAW OFFICE MANAGEMENT
Prereq: CAOT 212 or 214 or equivalent. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. Introduces the fundamentals of law office administration, personnel management, and accounting operations. Students develop skills managing law office systems and operational functions. Students learn personnel management, timekeeping and billing, legal fees, trust accounts, docketing and calendaring, filing and records management, and utilizing computer technology in a law firm. Also listed as LEGL 445. May be repeated once for credit. Transfer: CSU.

EVENING
41528 BUS. 445 JK W 7:00-10:00 2-2117B Prater-Slack 3.0

BUS 476 INTRODUCTION TO MEDICAL OFFICE MANAGEMENT
Designed to prepare students to become administrative medical office professionals. Students will learn office procedures, patient scheduling, human relations, and legal and ethical issues that pertain to the job site. Transfer: CSU.

HYBRID
41159 BUS. 476 HJ By Arr 48 Hours HYBRID Holland 3.0
BUS. 476 HJ will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 17, from 7:00 to 8:00 pm in Room 8306 – attendance required. Instructor email: hollandc@smccd.edu.

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
BUSINESS > CAREER AND PERSONAL DEVELOPMENT

BUS. 485  MEDICAL TERMINOLOGY
Recommended: Eligibility for ENGL 836 or equivalent. Students develop a basic background in medical terminology as used by medical transcriptionists, court reporters, law-related occupations, and allied health occupations. Also listed as HSCI 484. Transfer: CSU.

**EVENING**
- 40674  BUS. 485  JX  W  6:30-9:30  8-8302  Holland  3.0

**HYBRID**
- 41839  BUS. 485  HX  By Arr  48 Hours  HYBRID  Holland  3.0

BUS. 485 HX will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 17, from 6:00 to 6:50 pm in Room 8306 – attendance required. Instructor email: hollandc@smccd.edu.

BUS. 486  MEDICAL TRANSCRIPTION
Prereq: Concurrent enrollment in BUS. 485; ability to type 50 net wpm. Recommended: ENGL 836 or equivalent. Intensive training in transcription of medical reports. Plus 32 lab hours by arrangement. May be repeated twice for credit. Transfer: CSU.

**EVENING**
- 40675  BUS. 486  JA  TTh  7:00-9:30  8-8119  Newland  1.0-4.0
- TBA Hours:  TTh  2 Hrs/Wk  Newland

BUS. 487  MEDICAL TRANSCRIBER INTERNSHIP
Prereq: BUS. 485 and BUS. 486 or equivalent. On-the-job training in a hospital or medical office transcribing actual doctor dictation from cassettes. Individual conferences with instructor. May be repeated twice for credit. Transfer: CSU.

**EVENING**
- 40676  BUS. 487  JV  By Arr  1-4 Hrs/Wk  8-8119  Newland  1.0-4.0

BUS. 489  MEDICAL CODING ICD-9
Examination, analysis and application of proper medical ICD-9 coding. Students will learn the appropriate procedures and policies to achieve maximum reimbursement through diagnosis coding. Plus 24 hours by arrangement. Transfer: CSU.

**EVENING**
- 41211  BUS. 489  JA  M  6:30-9:50  8-8119  Newland  3.0
- TBA Hours:  M  1.5 Hrs/Wk  Newland

BUS. 670  BUSINESS WORK EXPERIENCE
Prereq: Employment in a college-approved job directly related to student’s Business major. On-the-job training in an office environment under the primary supervision of an industry employer. May be repeated for credit a maximum of three times. Transfer: CSU.

**WEEKDAY**
- 43340  BUS. 670  AV  By Arr  1-4 Hrs/Wk  8-8214  Cervantes  1.0-4.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

BUSINESS OFFICE TECHNOLOGIES
(Refer to course listings under COMPUTER APPLICATIONS & OFFICE TECHNOLOGY)

CAREER ADVANCEMENT ACADEMY – ALLIED HEALTH
(Refer to course listings under LEARNING COMMUNITIES, beginning on page 101)

CAREER ADVANCEMENT ACADEMY – AUTOMOTIVE TECHNOLOGY
(Refer to course listings under LEARNING COMMUNITIES, beginning on page 101)

CAREER AND PERSONAL DEVELOPMENT (CRER)
(See also: COUNSELING.)

CRER 136  CAREER PLANNING
Designed to assist students in the on-going process of career planning. Class activities include assessing individual preferences in work environment, people environment, lifestyle, geography and interests. Provides students with opportunities to use information regarding personal values and functional skills in career planning strategies. NOTE: This course is offered primarily for students who are undecided about their major. Transfer: CSU (E1).

**WEEKDAY**
- 37504  CRER 136  AS  TTh  12:10-1:10  TBA  Padron  1.0
  Dates for CRER 136 AS: 2/7-5/17

CRER 137  LIFE AND CAREER PLANNING
Recommended: Eligibility for ENGL 836. A comprehensive approach to life and career planning that includes self-assessment, career exploration, and job seeking strategies. Transfer: CSU (E1).

**WEEKDAY**
- 30223  CRER 137  AA  TTh  9:35-10:50  1-1306  Larson  3.0
- 33312  CRER 137  AB  MWF  9:10-10:00  1-1306  Zanassi  3.0
- 30224  CRER 137  AC  MWF  10:10-11:00  1-1306  Zanassi  3.0

CRER 137  LIFE AND CAREER PLANNING – WIT
Recommended: Eligibility for ENGL 836. A comprehensive approach to life and career planning that includes self-assessment, career exploration, and job seeking strategies. **NOTE:** This section is open to all students; however, it is designed primarily for students in the Women in Transition learning community. Transfer: CSU (E1).

**EVENING**
- 37080  CRER 137  JR  T  6:30-9:30  1-1306  DeMello  3.0
CRER 650 FYE LEAP SEMINAR
Resiliency and Student Success. Designed to help students identify negative thinking patterns that affect issues of confidence and self-esteem in college. Students will gain new insight into their own thought processes and learn about healthier ways of dealing with anxiety and adversity so that they can achieve success in their educational endeavors. NOTE: CRER 650 AY is part of the First Year Experience – LEAP Learning Community. All students enrolling in CRER 650 AY (CRN 42356) must also enroll in LSKL 109 AY (CRN 43422) and MATH 110 AY (CRN 30533). Transfer: CSU.

WEEKDAY
42356 CRER 650 AY Th 11:10-12:00 TBA Gutierrez 1.0

CRER 650 KABABAYAN SEMINAR
Seminar designed for Filipino students who wish to transfer. NOTE: This section is designed primarily for students in the Kababayan learning community, but is open to all students. Transfer: CSU.

WEEKDAY
30230 CRER 650 AK MW 9:10-10:00 2-2351 Espinueva 2.0

CRER 650 MESA SEMINAR
Preparation for transfer to a university as a math or science based major. Topics include time management, selecting a major, professional organizations, transfer research, campus visits, applying for scholarships, applying for internships, writing a personal statement, creating a resume, exploring graduate school, and guest speakers. NOTE: This section is designed primarily for students in the MESA Program, but is open to all students. Transfer: CSU.

WEEKDAY
38784 CRER 650 AT By Arr 1 Hr/Wk 7-7309 Fredricks 1.0
Dates for CRER 650 AT: 1/17-5/25

CRER 650 PUENTE SEMINAR
University transfer preparation and opportunities with a focus on the experiences and services available to assist Latino students. Open to all students. CRER 650 may be repeated for credit a maximum of three times. NOTE: This section is designed primarily for students in the Puente learning community, but is open to all students. All students enrolling in CRER 650 AP (CRN 41030) must also enroll in ENGL 100 AP (CRN 37022). Transfer: CSU.

WEEKDAY
41030 CRER 650 AP MW 9:10-10:00 TBA Manzo 2.0

CRER 665SA DECIDING ON A MAJOR
For students who are undecided about their career goals and direction. The course will explore the connection between majors and careers and explain which majors lead to which careers. The course covers the most common majors and their coursework requirements. Provides students with personal success tools for identifying their interests, skills and abilities and applying them toward a successful major choice. May be repeated for credit a maximum of three times. Transfer: CSU (E1).

SATURDAY
40695 CRER 665SA SS Sat 8:30-4:30 1-1306 Padron 0.5
Date for CRER 665SA SS: 2/25

COUN 100 COLLEGE SUCCESS
This course provides information about college/university systems, goal setting, educational planning, study skills, health maintenance, stress management, learning styles, college resources, relationships, and cultural diversity. Transfer: UC; CSU (E1).

WEEKDAY
40121 COUN 100 AB TTh 8:10-9:25 TBA Nevada 3.0
40694 COUN 100 AS TTh 11:10-12:30 1-1306 Hermosillo 3.0
Dates for the AS section: 1/31-5/17

COUN 100 COLLEGE SUCCESS – ASTEP
This course provides information about college/university systems, goal setting, educational planning, study skills, health maintenance, stress management, learning styles, college resources, relationships, and cultural diversity. NOTE: These sections are designed primarily for students in the ASTEP learning community, but are open to all students. Transfer: UC; CSU (E1).

WEEKDAY
41584 COUN 100 AD MW 11:10-12:30 TBA Dupre 3.0
40122 COUN 100 BE TTh 12:10-1:25 TBA Dupre 3.0

COUN 100 COLLEGE SUCCESS – EOPS
This course provides information about college/university systems, goal setting, educational planning, study skills, health maintenance, stress management, learning styles, college resources, relationships, and cultural diversity. NOTE: This section is designed primarily for EOPS students, but is open to all students. Transfer: UC; CSU (E1).

EVENING
42269 COUN 100 JA W 6:00-9:00 1-1306 Acidera 3.0

COUN 100 COLLEGE SUCCESS – ESOL LEARNING COMMUNITY
This course provides information about college/university systems, goal setting, educational planning, study skills, health maintenance, stress management, learning styles, college resources, relationships, and cultural diversity. NOTE: COUN 100 AE is part of the ESOL Learning Community with ESOL 400 AE. Students enrolling in COUN 100 AE (CRN 42705) are encouraged to enroll in ESOL 400 AE (CRN 39906). Transfer: UC; CSU (E1).

WEEKDAY
42705 COUN 100 AE MW 11:10-12:35 TBA Gonzalez 3.0
Dates for the AE section: 1/30-5/16

COUN 100 COLLEGE SUCCESS – FIRST YEAR EXPERIENCE
This course provides information about college/university systems, goal setting, educational planning, study skills, health maintenance, stress management, learning styles, college resources, relationships, and cultural diversity. NOTE: COUN 100 AY is part of the First Year Experience Learning Community. Students enrolling in COUN 100 AY (CRN 42271) must also enroll in ENGL 846 AY (CRN 43384) and MATH 120 AY (CRN 42977). Transfer: UC; CSU (E1).

WEEKDAY
42271 COUN 100 AY TTh 9:35-10:50 TBA Gutierrez 3.0
### CHEMISTRY (CHEM)

**CHEM 112 CHEMISTRY IN ACTION**
General education course emphasizing chemistry in everyday life, medicine, industry, the body, and laboratory investigation. Designed for non-science majors; fulfills a lab science requirement. Transfer: UC; CSU (B1, B3).

**CHEM 192 INTRODUCTORY CHEMISTRY**
Prereq: 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. Designed to prepare students for CHEM 210. Fundamental concepts of chemistry, emphasizing laboratory investigation and applications of mathematical problem-solving in chemistry. Lab session required. Transfer: UC; CSU.

**CHEM 210 GENERAL CHEMISTRY I**
Prereq: 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. Recommended: Completion of CHEM 192 with a grade of C or better, or equivalent. Chemistry for science majors. Includes study of atoms, molecules, chemical reactions, stoichiometry, solutions, gases, thermodynamics, orbital theory, bonding, and laboratory investigation. Lab session required. Transfer: UC; CSU (B1, B3).

**CHEM 220 GENERAL CHEMISTRY II**
Prereq: Satisfactory completion (grade of C or better) of CHEM 210 or equivalent. Chemistry for science majors. Includes study of acid-base chemistry, equilibrium, kinetics, thermodynamics, electrochemistry, descriptive chemistry, nuclear chemistry, and laboratory investigation. Lab session required. Transfer: UC; CSU (B1, B3).

**CHEM 234 ORGANIC CHEMISTRY I**
Prereq: CHEM 220 with grade C or better. Nomenclature, structure, identification, synthesis, and reaction mechanisms of organic compounds. Requires concurrent enrollment in CHEM 237. Transfer: UC; CSU (B1).

### PLAN AHEAD – PAY AHEAD!

To provide you with access to the most popular classes, the San Mateo County Community College District is making an important change in the enrollment fee payment policy beginning Spring 2012. You will not be able to register for classes if you have an account balance for prior terms. You will be dropped from your classes if you have not paid your fees by Jan. 4, 2012. If you cannot afford the fees, the District will offer a payment plan. The Financial Aid Office at each college can help you determine if you are eligible for state and federal student aid programs. Be sure to check WebSMART and your MY.SMCCD email account for more information and a list of upcoming financial aid seminars.
CHEM 235 ORGANIC CHEMISTRY II
Prereq: CHEM 234 and CHEM 237 with grades of C or better; concurrent enrollment in CHEM 238. Advanced topics selected from modern trends in organic chemistry. Transfer: UC; CSU (B1).

**WEEKDAY**
30187 CHEM 235 AA MWF 11:10-12:00 8-8304 Rivera Contreras 3.0

CHEM 237 ORGANIC CHEMISTRY LAB I
Prereq: Completion of, or concurrent enrollment in, CHEM 234. Laboratory designed to accompany CHEM 234. Transfer: UC; CSU (B3).

**WEEKDAY**
41378 CHEM 237 AA W 1:10-6:15 7-7341 Ruis 2.0

CHEM 238 ORGANIC CHEMISTRY LAB II
Prereq: Completion of or concurrent enrollment in CHEM 235. Laboratory designed to accompany CHEM 235. Transfer: UC; CSU (B3).

**WEEKDAY**
30188 CHEM 238 AA M 1:10-6:15 7-7341 Rivera Contreras 2.0

CHEM 410 CHEMISTRY FOR HEALTH SCIENCES
Prereq: 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 general, organic and biochemistry. Emphasis on chemicals and processes relating to the human body. Laboratory investigation of related chemical reactions. Lab session required. Transfer: CSU (B1, B3).

**WEEKDAY**
41381 CHEM 410 AA TTh 12:35-1:50 5-5132B Parast 4.0
LAB T 9:10-11:50 7-7338 Parast

41604 CHEM 410 AB TTh 12:35-1:50 7-7304 Martinovic 4.0
LAB Th 2:10-4:50 7-7338 Martinovic

**EVENING**
30191 CHEM 410 JA T 7:00-10:00 4-148 Mckay 4.0
LAB W 7:00-10:00 7-7338 Mckay

39198 CHEM 410 JB T 7:00-10:00 4-148 Mckay 4.0
LAB Th 7:00-10:00 7-7333 Mckay

39743 CHEM 410 JC T 7:00-10:00 4-148 Mckay 4.0
LAB Th 7:00-10:00 7-7338 Martinovic

CHINESE (CHIN)

CHIN 112 ELEMENTARY CHINESE II
Prereq: CHIN 111 or equivalent. A continuation of CHIN 111 with further development of the skills of understanding, speaking, reading and writing. Plus 16 hours by arrangement. NOTE: CHIN 112 WZ (CRN 40824) will be held at Westmoor High School, 131 Westmoor Avenue, Daly City. Transfer: UC; CSU.

**WEEKDAY**
40824 CHIN 112 WZ MW 3:00-4:15 WSTM Staff 3.0
TBA Hours: By Arr 1 Hr/Wk 5-5100 Staff

**EVENING**
39974 CHIN 112 WJ T 7:00-10:00 8-8118 Staff 3.0
TBA Hours: By Arr 1 Hr/Wk 5-5100 Staff

Asian Studies

Career opportunities and educational advancement available in this exciting and growing market!

**Program Overview:**
This interdisciplinary program offers Asian-related courses in Asian languages, culture and business. A pragmatic program, Asian Studies is designed to prepare students for transfer, employment, entrepreneurship, or advancement in Asian Studies in the areas of language, culture and commerce.

**Program Benefits:**
- Earn a degree or certificate in Asian Studies or a certificate in Chinese Studies
- Transferability to 4-year colleges
- Increase your job opportunities and career options
- Enhance personal development in Asian language, culture and commerce

**Job Opportunities:**
A specialization in Asian Studies or Chinese Studies will prepare students to transfer to 4-year colleges and to obtain careers in education, business and government sectors with an emphasis in Asia.

**Degree:**
A.A. Degree in Asian Studies

**Certificates:**
Asian Studies
Chinese Studies

Contact: Dr. Hui Pate, (650) 738-4479 or pate@smccd.edu
## COMMUNICATION STUDIES (COMM)

### COMM 110 PUBLIC SPEAKING
Recommends: Eligibility for ENGL 836 or ESOL 400. Study and practice of basic principles of effective oral communication. Research, preparation, and extemporaneous delivery of various types of speeches. Transfer: UC; CSU (A1).

**WEEKDAY**
- 30770 COMM 110 AA MWF 9:10-10:00 5-5132A Koppell 3.0
- 30771 COMM 110 AB TTh 9:35-10:50 4-274 Al-Shamma 3.0
- 39763 COMM 110 AC MWF 11:10-12:00 4-274 Staff 3.0
- 30772 COMM 110 AD TTh 8:10-9:25 4-274 Mair 3.0
- 30769 COMM 110 AF TTh 9:35-10:50 7-7307 Irigoyen II 3.0
- 30768 COMM 110 AG TTh 11:10-12:25 7-7307 Irigoyen II 3.0

**EVENING**
- 39977 COMM 110 JA M 7:00-10:15 8-8319 Irigoyen II 3.0
- 30773 COMM 110 JB Th 7:00-10:00 8-8319 Kirby 3.0
- 42267 COMM 110 JC T 7:00-10:00 4-274 Bishow 3.0

### COMM 130 INTERPERSONAL COMMUNICATION
Recommends: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Study and practice of interactive communication transactions, the perception process, verbal and nonverbal communication modes, listening, and conflict resolution. Transfer: UC; CSU (A1).

**WEEKDAY**
- 30774 COMM 130 AA MWF 12:10-1:00 1-1124 Taylor-Gulbransen 3.0
- 30777 COMM 130 AB TTh 9:35-10:50 5-5132A Cunningham 3.0
- 33318 COMM 130 AC TTh 11:10-12:25 5-5132A Cunningham 3.0

**EVENING**
- 30779 COMM 130 JA M 7:00-10:15 4-274 Bishow 3.0
- 38611 COMM 130 JB W 7:00-10:00 8-8319 McDonnell 3.0
- 39964 COMM 130 JC T 7:00-10:00 8-8308 Cunningham 3.0

### COMM 150 INTERCULTURAL COMMUNICATION
Recommends: Completion of or concurrent enrollment in ESOL 400 or 836. Designed for students from all cultural backgrounds. Study of basic theory and skills of intercultural communication. Emphasis is given to empathy building for communicating effectively in a diverse social and professional environment. Transfer: UC; CSU (A1).

**WEEKDAY**
- 39966 COMM 150 AA MWF 8:10-9:00 5-5132A Koppell 3.0

**EVENING**
- 33350 COMM 150 JA M 6:00-9:15 4-272 Mair 3.0

### COMM 150 INTERCULTURAL COMMUNICATION – ASTEP
Recommends: Completion of or concurrent enrollment in ESOL 400 or 836. Designed for students from all cultural backgrounds. Study of basic theory and skills of intercultural communication. Emphasis is given to empathy building for communicating effectively in a diverse social and professional environment. NOTE: This section is designed primarily for students in the ASTEP learning community, but is open to all students. Transfer: UC; CSU (A1).

**WEEKDAY**
- 40613 COMM 150 AQ MWF 11:10-12:00 1-1124 Taylor-Gulbransen 3.0

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGY (CAOT)

### CAOT 100 BEGINNING COMPUTER KEYBOARDING
Short course for students who want to learn how to type and develop skill using the computer keyboard. Typing drills only. Plus 8 lab hours by arrangement. May be repeated once for credit. NOTE: With the exception of the online sections, this course has a non-refundable materials charge of $3. Transfer: CSU.

**WEEKDAY**
- 37620 CAOT 100 AX TTh 9:35-10:50 8-8119 Alcalde 1.5
  - TBA Hours: 1 Hour/Wk 8-8119
  - Dates for the AX section: 1/17-3/15
- 37621 CAOT 100 BX TTh 9:35-10:50 8-8119 Alcalde 1.5
  - TBA Hours: 1 Hour/Wk 8-8119
  - Dates for the BX section: 3/20-5/17

**ONLINE**
- 37624 CAOT 100 OL By Arr 24 Hours ONLINE Gianoli 1.5
  - Dates for the OL section: 1/17-3/13
- 37619 CAOT 100 OM By Arr 24 Hours ONLINE Gianoli 1.5
  - Dates for the OM section: 3/20-5/22

### CAOT 101 COMPUTER KEYBOARDING SKILL BUILDING
Recommended: CAOT 100 or equivalent; ability to type without looking at the keyboard. Students improve keyboarding speed and accuracy on computers. Typing drills only. Plus 8 lab hours by arrangement. May be repeated for credit up to a maximum of 6 units. NOTE: With the exception of the online sections, this course has a non-refundable materials charge of $3. Transfer: CSU.

**WEEKDAY**
- 30654 CAOT 101 AX TTh 9:35-10:50 8-8119 Staff 1.5
  - TBA Hours: 1 Hour/Wk 8-8119
  - Dates for the AX section: 1/17-3/15
- 40430 CAOT 101 BX TTh 9:35-10:50 8-8119 Alcalde 1.5
  - TBA Hours: 1 Hour/Wk 8-8119
  - Dates for the BX section: 3/20-5/17

**ONLINE**
- 30655 CAOT 101 OL By Arr 24 Hours ONLINE Gianoli 1.5
  - Dates for the OL section: 1/17-3/13
- 41873 CAOT 101 OM By Arr 24 Hours ONLINE Gianoli 1.5
  - Dates for the OM section: 3/20-5/22
- 30656 CAOT 101 OM By Arr 24 Hours ONLINE Gianoli 1.5
  - Dates for the OM section: 3/20-5/22
CAOT 104 INTRO TO COMPUTERS WITH WINDOWS I
Recommended: Eligibility for ENGL 836. Introduction to computers with Windows. Exposure to word processing, spreadsheets, and other business application software. Plus 8 lab hours by arrangement. May be repeated once for credit. **NOTE:** This course has a non-refundable materials charge of $3. Transfer: CSU.

**WEEKDAY**

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<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>CR</th>
<th>Instructor</th>
</tr>
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<tr>
<td>CAOT 104</td>
<td>MWF</td>
<td>9:10-10:00</td>
<td>8-8121</td>
<td>Motipara</td>
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**EVENING**

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<tr>
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<td>Corzonkoff</td>
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<tr>
<td>Dates for the KS section:</td>
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CAOT 105 INTRO TO COMPUTERS WITH WINDOWS II
Recommended: CAOT 104 or equivalent. Students will acquire skills to become independent computer users. Information provided on configuring and purchasing Windows computers. Topics include operating systems and hardware. May be repeated once for credit. **NOTE:** This course has a non-refundable materials charge of $3. Transfer: CSU.

**WEEKDAY**

<table>
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<tr>
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**EVENING**

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</table>

CAOT 200 INTRODUCTION TO MS OFFICE SUITE
Recommended: CAOT 104 or equivalent. Students learn the essentials of Microsoft Office Suite applications: Word, Excel, PowerPoint and Access. This course provides a basic introduction to MS Office Suite and prepares the student for in-depth learning for the more advanced elements of Word, Excel, PowerPoint and Access. Plus 16 lab hours by arrangement. May be repeated once for credit. **NOTE:** With the exception of the online section, this course has a non-refundable materials charge of $3. Transfer: CSU.

**EVENING**

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<tr>
<td>Dates for the JS section:</td>
<td>1/23-4/16</td>
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</table>

CAOT 201 INTEGRATION OF MS OFFICE APPLICATIONS
Recommended: CAOT 200 or equivalent. Integrate the four Microsoft Office applications (Word, Excel, Access and PowerPoint) by inserting documents, linking information, and embedding objects using exercises and case studies. Students will learn how to convert documents to HTML and create Web presentations. May be repeated once for credit. Transfer: CSU.

**ONLINE**

<table>
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<th>Course</th>
<th>Days</th>
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<th>Instructor</th>
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<tbody>
<tr>
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<td>OL</td>
<td>By Arr</td>
<td>16 Hours</td>
<td>Motipara</td>
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<tr>
<td>Dates for the OL section:</td>
<td>4/17-5/22</td>
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</table>

CAOT 201 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.
CAOT 214 WORD PROCESSING I: WORD
Recommendation: Knowledge of the computer keyboard or completion of a typing class. Hands-on approach using a PC to learn concepts and practical applications of Microsoft Word to create, edit, format, manage and enhance documents. Plus 12 lab hours by arrangement. May be repeated once for credit. NOTE: With the exception of the online section, this course has a non-refundable materials charge of $3. Transfer: CSU.

WEEKDAY
37630 CAOT 214 AS TTh 11:10-12:15 8-8121 Cervantes 1.0
TBA Hours: TTh 2 Hrs/Wk
Dates for the AS section: 1/17-2/23

ONLINE - PC/MAC FRIENDLY!
38188 CAOT 214 OL By Arr 16 Hours ONLINE Cervantes 1.0
Dates for the OL section: 1/17-2/21
CAOT 214 OL is offered in an online format. Requires Internet access and email. Email instructor at cervantes@smccd.edu before first scheduled class.

CAOT 215 WORD PROCESSING II: WORD
Prereq: CAOT 214 or equivalent. Students increase word processing skills using a PC and Word in a hands-on environment to complete practical applications involving merges, tables, graphics, macros and styles. Plus 16 lab hours by arrangement. May be repeated once for credit. NOTE: With the exception of the online section, this course has a non-refundable materials charge of $3. Transfer: CSU.

WEEKDAY
37634 CAOT 215 AS TTh 11:10-12:30 8-8121 Cervantes 2.0
TBA Hours: TTh 1.5 Hrs/Wk
Dates for the AS section: 2/25-5/17

ONLINE - PC/MAC FRIENDLY!
38189 CAOT 215 OL By Arr 32 Hours ONLINE Cervantes 2.0
Dates for the OL section: 2/25-5/17
CAOT 215 OL is offered in an online format. Requires Internet access and email. Email instructor at cervantes@smccd.edu before first scheduled class.

CAOT 222 BUSINESS PRESENTATIONS I: POWERPOINT
Recommended: CAOT 104 or equivalent. Learn Microsoft PowerPoint software to create effective business slide presentations. Course incorporates animation, sound and video clips, clip art and smart art. May be repeated once for credit. Transfer: CSU.

ONLINE
37833 CAOT 222 OL By Arr 16 Hours ONLINE Motipara 1.0
Dates for CAOT 222 OL: 1/17-2/21
CAOT 222 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.

CAOT 223 BUSINESS PRESENTATIONS II: POWERPOINT
Recommended: CAOT 222 or equivalent. Students will learn advanced features of PowerPoint, create professional presentations containing embedded objects, sound and video clips, and convert presentations to HTML for viewing on the Web. May be repeated once for credit. Transfer: CSU.

ONLINE
37638 CAOT 223 OL By Arr 16 Hours ONLINE Motipara 1.0
Dates for CAOT 223 OL: 2/28-4/10
CAOT 223 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.

CAOT 225 SPREADSHEETS I: EXCEL
Recommended: CAOT 104 or equivalent. Discover the power and speed that the MS Office Excel spreadsheet software program brings to creating worksheets, building formulas and built-in functions, and presenting data in graphic form with charts. Plus 8 lab hours by arrangement. May be repeated once for credit. NOTE: With the exception of the online section, this course has a non-refundable materials charge of $3. Transfer: CSU.

WEEKDAY
35212 CAOT 225 AS MWF 10:10-11:00 8-8119 Roumbanis 1.0
TBA Hours: MWF 1.5 Hrs/Wk
Dates for the AS section: 1/18-2/27

EVENING
38221 CAOT 225 JS W 6:30-9:30 8-8121 Roumbanis 1.0
TBA Hours: W 1.4 Hrs/Wk
Dates for the JS section: 1/18-2/22

ONLINE
34743 CAOT 225 OL By Arr 16 Hours ONLINE Roumbanis 1.0
Dates for the OL section: 1/17-2/21
CAOT 225 OL is offered in an online format. Requires Internet access and email. Email instructor at roumbanis@smccd.edu before first scheduled class.

CAOT 226 SPREADSHEETS II: EXCEL
Recommended: CAOT 225 or equivalent. Students expand Excel knowledge by learning to design, enhance, link and consolidate worksheets. Topics include statistical and financial functions, database management, templates, lookup functions, macros, Pivot Charts and Pivot Tables. Plus 16 lab hours by arrangement. May be repeated once for credit. NOTE: With the exception of the online section, this course has a non-refundable materials charge of $3. Transfer: CSU.

WEEKDAY
43124 CAOT 226 AS MWF 10:10-11:00 8-8119 Roumbanis 2.0
TBA Hours: MWF 1.8 Hrs/Wk
Dates for the AS section: 2/29-5/18

EVENING
37801 CAOT 226 JS W 6:30-9:30 8-8121 Roumbanis 2.0
TBA Hours: W 1.4 Hrs/Wk
Dates for the JS section: 2/29-5/23

ONLINE
38222 CAOT 226 OL By Arr 32 Hours ONLINE Roumbanis 2.0
Dates for the OL section: 2/28-5/22
CAOT 226 OL is offered in an online format. Requires Internet access and email. Email instructor at roumbanis@smccd.edu before first scheduled class.

CAOT 230 DATABASE APPLICATIONS I: ACCESS
Recommended: CAOT 104 or equivalent and eligibility for ENGL 836. A hands-on introduction to Access, a Windows database software package for business data handling tasks. Includes database design, business data input, storage, retrieval, editing and reporting. May be repeated once for credit. Transfer: CSU.

ONLINE
38223 CAOT 230 OL By Arr 16 Hours ONLINE Fraser 1.0
Dates for CAOT 230 OL: 1/17-2/21
CAOT 230 OL is offered in an online format. Requires Internet access and email. Email instructor at fraserl@smccd.edu before first scheduled class.
CAOT 231 DATABASE APPLICATIONS II: ACCESS
Prereq: CAOT 230 or equivalent. For students who want to use Access to become professionally competent in database management software. Emphasis on advanced topics: storage, retrieval, queries, SQL, reporting, and Visual Basic. May be repeated once for credit. Transfer: CSU.

ONLINE
38224 CAOT 231 OL By Arr 32 Hours ONLINE Fraser 2.0
Dates for CAOT 231 OL: 2/28-5/22
CAOT 231 OL is offered in an online format. Requires Internet access and email. Email instructor at fraserl@smccd.edu before first scheduled class.

CAOT 301 MAXIMIZING YOUR EMPLOYMENT POTENTIAL
In this culminating course, students prepare resumes, employment correspondence, use the Internet to explore employment resources, networking, interview techniques, and hiring strategies to obtain employment or qualify for promotions. May be repeated once for credit. Transfer: CSU.

ONLINE
37650 CAOT 301 OL By Arr 16 Hours ONLINE Cervantes 1.0
Dates for CAOT 301 OL: 2/28-4/10
CAOT 301 OL is offered in an online format. Requires Internet access and email. Email instructor at cervantes@smccd.edu before first scheduled class.

CAOT 400 INTERNET I
Prereq: CAOT 104 or equivalent. Learn to search the Internet efficiently, send email attachments, compress files, use FTP and discussion groups, and scan for viruses. An excellent management software. Emphasis on advanced topics: storage, retrieval, queries, SQL, reporting, and Visual Basic. May be repeated once for credit. Transfer: CSU.

SATURDAY
37653 CAOT 400 SS Sat 8:30-11:40 8-8121 Corzonkoff 1.5
TBA Hours: Sat 2 Hrs/Wk
Dates for CAOT 400 SS: 3/24-5/19

CAOT 403 HTML & WEB AUTHORING APPLICATIONS I
Recommended: Completion of, or concurrent enrollment in, either CAOT 104, CAOT 212, CAOT 214, or equivalent. Students will learn how to create, edit, upload and link web pages for use on the Internet using HTML and DreamWeaver. Plus 16 lab hours by arrangement. May be repeated for credit a maximum of three times. NOTE: This course has a non-refundable materials charge of $3. Transfer: CSU.

WEEKDAY
37148 CAOT 403 AS MWF 11:10-12:20 8-8121 Motipara 1.5
TBA Hours: MWF 2.7 Hrs/Wk
Dates for the AS section: 1/18-3/2

ONLINE
35738 CAOT 403 OL By Arr 24 Hours ONLINE Motipara 1.5
Dates for the OL section: 1/17-3/13
CAOT 403 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
**SPRING 2012**

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGY**

**CAOT 412 FLASH I**  
*Prereq: CAOT 403 or equivalent.* Create interactive web animation using Flash MX 2004. Learn drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, action buttons, and publishing Flash movies. Also listed as COMP 412. May be repeated for credit a maximum of three times. Transfer: CSU.

**ONLINE**
37670 CAOT 412 OL By Arr 24 Hours ONLINE Weeks 1.5  
Dates for CAOT 412 OL: 1/17-3/13

CAOT 412 OL is offered in an online format. Requires Internet access and email. Contact instructor at weeksj@smccd.edu before first scheduled class.

**CAOT 413 FLASH II**  
*Prereq: CAOT 412 or equivalent.* Students expand their knowledge using advanced features of Flash. Features include masking, movie clips, multiple timelines, sound control, pull down menus, preloaders, and ActionScript. Also listed as COMP 413. May be repeated twice for credit. Transfer: CSU.

**ONLINE**
38259 CAOT 413 OL By Arr 24 Hours ONLINE Weeks 1.5  
Dates for CAOT 413 OL: 3/20-5/22

CAOT 413 OL is offered in an online format. Requires Internet access and email. Contact instructor at weeksj@smccd.edu before first scheduled class.

**CAOT 480 NETWORK FUNDAMENTALS (LAN)**  
(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. Plus 16 hours by arrangement. Also listed as TCOM 480. Transfer: CSU.

**EVENING**
36105 CAOT 480 JX M 7:00-10:15 2:2120 Del Prado 3.0  
TBA Hours: By Arr 1 Hr/Wk

**CAOT 6653 ADOBE ILLUSTRATOR CSS: CREATIVE PRINT AND WEB DESIGN FOR NON-DESIGNERS**

An introduction to Illustrator basics beginning with the work interface. Beginners will develop hands-on experience using paths, points, curves, strokes and fills to create and manipulate shapes. Explore the new CSS5 brush and graphic libraries while you design print and web images projects. A final portfolio will allow students to demonstrate creative design of print and web images including: business logos, brochures, a unique business card, birthday or special holiday gift cards, poster, scrapbook layouts and more. Transfer: CSU.

**SATURDAY**
43341 CAOT 6653 SS Sat 9:00-12:10 8-8119 Cervantes 1.5  
Dates for CAOT 6653 SS: 3/24-5/19

**CAOT 690 SPECIAL PROJECTS IN COMPUTER APPLICATIONS & OFFICE TECHNOLOGY**

One hour of supervised work per week per unit. Transfer: CSU.

**WEEKDAY**
37756 CAOT 690 AV By Arr 1-3 Hrs/Wk 8-8214 Cervantes 1.0-3.0
30682 CAOT 690 BV By Arr 1-3 Hrs/Wk 8-8207 Motipara 1.0-3.0
30683 CAOT 690 CV By Arr 1-3 Hrs/Wk 8-8303 Roumanis 1.0-3.0

**COMPUTER SCIENCE (COMP)**

(See also: COMPUTER APPLICATIONS & OFFICE TECHNOLOGY and TELECOMMUNICATIONS & NETWORK INFORMATION TECHNOLOGY)

**COMP 155 COMPUTER PROGRAMMING VISUAL BASIC**  
*Prereq: MATH 110 or equivalent. Recommended: Eligibility for ENGL 836. Introduction to computer programming using the high level language VISUAL BASIC. Plus 1.5 hrs/wk by arrangement. May be repeated once for credit. NOTE: This course has a non-refundable materials charge of $2. Transfer: UC; CSU.

**EVENING**
30202 COMP 155 JA Th 6:30-9:30 2-2117B O’Brien 3.0

**COMP 412 FLASH I**  
*Prereq: CAOT 403 or equivalent.* Create interactive web animation using Adobe Flash CS3. Learn drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, action buttons, and publishing Flash movies. Plus lab hours by arrangement. Also listed as CAOT 412. May be repeated once for credit. Transfer: CSU.

**ONLINE**
40281 COMP 412 OL By Arr 24 Hours ONLINE Weeks 1.5  
Dates for COMP 412 OL: 1/17-3/13

COMP 412 OL is offered in an online format. Requires Internet access and email. Contact instructor at weeksj@smccd.edu before first scheduled class.

**COMP 413 FLASH II**  
*Prereq: CAOT/COMP 412 or equivalent.* Students expand their knowledge using advanced features of Flash. Features include masking, movie clips, multiple time lines, sound control, pull down menus, preloaders, and Actionscript. Plus lab hours by arrangement. Also listed as CAOT 413. May be repeated once for credit. Transfer: CSU.

**ONLINE**
40282 COMP 413 OL By Arr 24 Hours ONLINE Weeks 1.5  
Dates for COMP 413 OL: 3/20-5/25

COMP 413 OL is offered in an online format. Requires Internet access and email. Contact instructor at weeksj@smccd.edu before first scheduled class.

**COMP 451 PC CONFIGURATION AND REPAIR**  
*Prereq: 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. Plus 16 hours by arrangement. Also listed as TCOM 451. Transfer: CSU.

**EVENING**
40270 COMP 451 JX Th 6:30-8:45 2-2120 Lohmann 6.0  
LAB Th 8:50-10:05 2-2120  
TBA Hours: By Arr 1 Hr/Wk
COMP 481  NETWORK SYSTEMS ADMINISTRATION
Prereq: 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. Plus 16 hours by arrangement. Also listed as TCOM 481. Transfer: CSU.

EVENING
40271  COMP 481  JX  W  7:00-10:00  2-2120 Cortes 3.0
TBA Hours:  By Arr  1 Hr/Wk

COMP 482  INTRODUCTION TO ROUTERS
(Cisco Academy Course – CCNA 1 & 2) Prereq: Satisfactory completion (grade of C or better) of TCOM/CAOT 480, or equivalent training or experience. 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 Academy Course (CCNA 1 & 2). Plus 16 hours by arrangement. Also listed as TCOM 482. Transfer: CSU.

EVENING
42581  COMP 482  JX  Th  7:00-10:00  1-1227 Del Prado 3.0
TBA Hours:  By Arr  1 Hr/Wk

COMP 483  NETWORK SWITCHES – CONCEPTS AND APPLICATIONS
(Cisco Academy Course – CCNA 3) Prereq: Satisfactory completion (grade of C or better) of TCOM/CAOT 480, or equivalent training or experience. Recommended: Satisfactory completion (grade of C or better) of TCOM/COMP 482, or equivalent training or experience. 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. Plus 16 hours by arrangement. Also listed as TCOM 483. Transfer: CSU.

EVENING
42582  COMP 483  JX  W  7:00-10:00  1-1227 Del Prado 3.0
TBA Hours:  By Arr  1 Hr/Wk

COMP 484  ADVANCED ROUTING CONCEPTS AND APPLICATIONS
(Cisco Academy Course – CCNA 3 & 4) Prereq: 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. 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. Plus 16 hours by arrangement. Also listed as TCOM 484. Transfer: CSU.

EVENING
40272  COMP 484  JX  T  7:00-10:00  1-1227 Del Prado 3.0
TBA Hours:  By Arr  1 Hr/Wk

COOPERATIVE EDUCATION (COOP)
Students may register for Cooperative Education online through WebSMART. Any student who registers through WebSMART is required to contact the Cooperative Education Office within the first two weeks of the semester for specific instructions. For additional information, call (650) 738-4261.

COOP 670  VOCATIONAL COOPERATIVE EDUCATION
Prereq: Enrollment in a planned vocational program and employment in a college approved job directly related to student's academic major. May be repeated for credit up to a maximum of 16 units. Transfer: CSU.

WEEKDAY
30206  COOP 670  AV  By Arr  1-4 Hrs/Wk  1-1209 Jones, C. 1.0-4.0
30207  COOP 670  BV  By Arr  1-4 Hrs/Wk  3-3202 Fitzgerald 1.0-4.0
33315  COOP 670  CV  By Arr  1-4 Hrs/Wk  1-1208 Zanassi 1.0-4.0
33886  COOP 670  DV  By Arr  1-4 Hrs/Wk  1-1216 Cooney 1.0-4.0
36215  COOP 670  EV  By Arr  1-4 Hrs/Wk  1-1208 Jones, A. 1.0-4.0
40872  COOP 670  FV  By Arr  1-4 Hrs/Wk  1-1208 McDaniel 1.0-4.0
43350  COOP 670  GV  By Arr  1-4 Hrs/Wk  1-1208 Deamer 1.0-4.0
38434  COOP 670  HV  By Arr  1-4 Hrs/Wk  1-1208 Staff 1.0-4.0

EVENING
36106  COOP 670  JV  By Arr  1-4 Hrs/Wk  1-1208 Prater-Stack 1.0-4.0
37440  COOP 670  KV  By Arr  1-4 Hrs/Wk  1-1208 Perino 1.0-4.0
38476  COOP 670  LV  By Arr  1-4 Hrs/Wk  1-1208 Heldberg 1.0-4.0
34180  COOP 670  MV  By Arr  1-4 Hrs/Wk  1-1208 Semenza 1.0-4.0
36216  COOP 670  NV  By Arr  1-4 Hrs/Wk  1-1208 Jones, G. 1.0-4.0
42077  COOP 670  PV  By Arr  1-4 Hrs/Wk  1-1208 Wethington 1.0-4.0

COOP 671  GENERAL COOPERATIVE EDUCATION
Students earn up to 3 units of credit for work experience in any job where learning can be identified. Work may be paid or volunteer. Students must report to the Cooperative Education office at Skyline College to complete enrollment. May be repeated for credit up to a maximum of 6 units. Transfer: CSU.

WEEKDAY
37163  COOP 671  AV  By Arr  1-3 Hrs/Wk  3-3202 Fitzgerald 1.0-3.0
41241  COOP 671  BV  By Arr  1-3 Hrs/Wk  1-1208 Jones, C. 1.0-3.0

ADMJ 670  CRIMINAL JUSTICE INTERNSHIP
On-site experiential learning opportunity for qualified Administration of Justice students to apply skills and knowledge through supervised work experience at a justice agency. Transfer: CSU.

WEEKDAY
42567  ADMJ 670  AA  By Arr  1-4 Hrs/Wk  1-1317 Aurillo 1.0-4.0

BUS. 670  BUSINESS WORK EXPERIENCE
Prereq: Employment in a college-approved job directly related to student's Business major. On-the-job training in an office environment under the primary supervision of an industry employer. May be repeated for credit a maximum of three times. Transfer: CSU.

WEEKDAY
43340  BUS. 670  AV  By Arr  1-4 Hrs/Wk  8-8214 Cervantes 1.0-4.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
Cosmetology, Esthetics & Massage Therapy

Prepare for licensing in the exciting fields of Cosmetology, Esthetics & Massage Therapy!

Job Opportunities
Cosmetology: Hair and Nails
Esthetics: Skin and Make-Up
Massage Therapy: Spa and Massage

NEW!
Earn a Massage Therapy Certificate

Qualify to receive California State Certification as a Massage Therapist and take National Board Exams

Contact: Nancy Lam, (650) 738-4168 or lamn@smccd.edu

ECE. 670 EARLY CHILDHOOD EDUCATION WORK EXPERIENCE
On-the-job training under the primary supervision of an industry employer. Transfer: CSU.

WEEKDAY
36942 ECE. 670 AV By Arr 1-4 Hrs/Wk 14-CDC Watts 1.0-4.0
EVENING
36854 ECE. 670 JV By Arr 1-4 Hrs/Wk 8-83311 Genevra 1.0-4.0

TCOM 670 TCOM OR NETWORK INFORMATION TECHNOLOGY WORK EXPERIENCE
Prereq: Must be enrolled in a TCOM course. College credit awarded for on-the-job training. Must be employed in a related industry. Transfer: CSU.

EVENING
30792 TCOM 670 JV By Arr 1-4 Hrs/Wk TBA Perino 1.0-4.0

COSMETOLOGY (COSM)
(Admission to Cosmetology 700-740 and 775 courses is by special application only. Wellness courses are also listed under WELLNESS.)

COSM 690 SPECIAL PROJECTS IN COSMETOLOGY
One hour of supervised work per week per unit.

WEEKDAY
33296 COSM 690 AV By Arr 1-8 Hrs/Wk 4-214 Pelayo 1.0-8.0
33297 COSM 690 BV By Arr 1-8 Hrs/Wk 4-210 Biagi 1.0-8.0
43353 COSM 690 DV By Arr 1-8 Hrs/Wk 4-214 Lee 1.0-8.0
EVENING
41199 COSM 690 JV By Arr 1-8 Hrs/Wk 4-212 Smith 1.0-8.0

COSM 700 COSMETOLOGY CONCEPTS/PRACTICE I
Basic and advanced manipulative skills in hair design, analysis, coloring, cutting, scalp and hair conditioning treatments, chemical straightening, permanent waving, manicuring, pedicures, Material Safety Data Sheets, and State Board Rules and Regulations. May be repeated for credit a maximum of three times.

WEEKDAY
30208 COSM 700 AA Daily 8:00-4:30 4-201B Biagi 16.0
EVENING/SATURDAY
40730 COSM 700 JA MTWTh 6:00-10:00 4-201B Staff 11.0
Sat 8:00-4:30 4-201B Staff

COSM 740 COSMETOLOGY CONCEPTS/PRACTICE II
Prereq: Completion of COSM 700 with grade C or better. Basic and advanced manipulative skills in chemical techniques, styling, coloring, State Board requirements on speed and accuracy, and anatomy. May be repeated for credit a maximum of three times.

WEEKDAY
30213 COSM 740 AV Daily 8:00-4:30 4-201B Lee 0.5-16.0
EVENING/SATURDAY
40351 COSM 740 JA MTWTh 6:00-10:00 4-201B Biagi 10.0
Sat 8:00-4:30 4-201B Pelayo
### COSM 750 COSMETOLOGY BRUSH-UP
**Prereq:** State of California Barbering or Cosmetology license or valid out-of-state Cosmetology license, or upon recommendation of Cosmetology faculty. To satisfy supplemental or out-of-state training requirements; basic and advanced instruction on in-salon processes emphasizing performance and efficiency. Applicable to those needing assistance in passing the California State Board exam and to brush up on skills and techniques for job placement or advancement. May be repeated for credit up to three times or a maximum of 20 units or three times.

**WEEKDAY**

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<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>4/27</td>
<td>WELL 665SB</td>
<td>Av</td>
<td>8:00-10:00</td>
<td>4-218</td>
<td>Biagi</td>
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### COSM 760 COSMETOLOGY INSTRUCTOR PREPARATION
**Prereq:** Valid California Cosmetologist’s license and a minimum of one year’s full-time practical experience. Designed for experienced, licensed cosmetologists interested in teaching cosmetology courses with a focus on teaching methodologies and techniques that emphasize theoretical and practical subject matter using a four-step lesson plan. Plus 80 lab hours by arrangement. May be repeated for credit up to a maximum of 28 units.

**EVENING**

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<tr>
<td>3/11</td>
<td>COSM 760</td>
<td>M</td>
<td>6:00-10:00</td>
<td>4-201A</td>
<td>Biagi</td>
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### COSM 776 ESTHETICIAN II
**Prereq:** COSM 775 or equivalent. The second of two courses in which students continue to develop advanced skills and knowledge in skin care techniques, hair removal, and makeup application. Upon successful completion of COSM 775 and COSM 776, a student will be eligible for a Certificate of Achievement from Skyline College and will be able to apply for the Esthetician examination at the California State Board of Cosmetology for licensure. May be repeated once for credit.

**EVENING/SATURDAY**

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<tr>
<td>4/3</td>
<td>COSM 776</td>
<td>W</td>
<td>6:00-10:00</td>
<td>4-120</td>
<td>Pelayo</td>
<td>9.0</td>
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### WELL 665SA INTRODUCTION TO HERBAL MEDICINE
This short course will explore herbal medicine and ways to use it for health and well-being. Historical background of herbal medicine will be provided along with information for several herbs that can be incorporated into daily life in the form of massage oils, tinctures, poultices, teas, etc. Students will take home massage oils infused with herbs for their own use. May be repeated twice for credit. **NOTE:** This course has a non-refundable materials charge of $15.

**SUNDAY**

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<th>Instructor</th>
<th>Units</th>
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<tr>
<td>3/4</td>
<td>WELL 665SA</td>
<td>S</td>
<td>9:00-5:00</td>
<td>4-102</td>
<td>Leary</td>
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### WELL 665SB SELF-HELP STRESS REDUCTION TECHNIQUES
Students will explore self-help healing tools that will support the practitioner when working with clients. These tools are beneficial for anyone working with the public, particularly work that requires sensitive awareness and communication. Students will learn simple practices that help to center and ground ourselves as we open our hearts compassionately. Each participant will leave the class knowing straightforward processes they can follow to achieve balance and clarity as they work with people who are in need of thoughtful attention. May be repeated twice for credit. **NOTE:** This course has a non-refundable materials charge of $15. Students are required to bring a yoga mat or large towel to class.

**SUNDAY**

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<tr>
<td>3/11</td>
<td>WELL 665SB</td>
<td>S</td>
<td>9:00-5:00</td>
<td>4-102</td>
<td>Aldridge</td>
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**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
SPRING 2012

COSMETOLOGY > DEVELOPMENTAL SKILLS

WELL 665SG INTRODUCTION TO BACK MASSAGE
Introduction to beginning massage movements used to release stress and tension from the neck and back area. Emphasis on the therapeutic value of non-threatening touch, the neck and back anatomy, proper hygiene and sanitation, exploration of proper body mechanics, exposure to massage products and contraindications. May be repeated twice for credit. NOTE: This course has a non-refundable materials charge of $15. Students are required to bring 2 clean sheets and a pillowcase to class.

SUNDAY
42985 WELL 665SG US Sun 9:00-5:00 4-102 Brown 0.5
Date for WELL 665SG US: 2/5

WELL 665SH INTRODUCTION TO FLOWER ESSENCES
This course will explore the world of flower essences as a viable healing modality used to address emotional issues and body-mind health. Emphasis on the history of flower essences, methods of preparation, conditions and methods for selecting a particular essence, and flower essence usage. Students will prepare a personalized emergency formula. May be repeated twice for credit. NOTE: This course has a non-refundable materials charge of $15.

SUNDAY
42982 WELL 665SH US Sun 9:00-5:00 4-102 Leary 0.5
Date for WELL 665SH US: 1/29

WELL 665SI INTRODUCTION TO AROMATHERAPY
This course will explore aromatherapy’s healing gifts and the variety of application uses. Topics include the history of aromatherapy, preparation methods, and the conditions and methods for selecting a particular essential oil. Students will prepare an essential oil combination in a lotion carrier. May be repeated twice for credit. NOTE: This course has a non-refundable materials charge of $15.

SUNDAY
42983 WELL 665SI US Sun 9:00-5:00 6-6202A Leary 0.5
Date for WELL 665SI US: 2/12

WELL 665SJ INTRODUCTION TO GEM ELIXIRS
This course will explore the world of gem elixirs and how to use them as a viable healing modality to address emotional issues and body-mind health. Students will learn which gem elixirs are needed for certain conditions and how to choose them appropriately. There will be discussion about the variety of uses available for gem elixirs (oral preparations, environmental sprays, bath stones, or adding to lotions, creams or carrier oils). Students will prepare a gem and elixir formula for themselves that specifically addresses how they respond to stresses and life challenges. May be repeated twice for credit. NOTE: This course has a non-refundable materials charge of $15.

SUNDAY
42984 WELL 665SJ US Sun 9:00-5:00 4-102 Leary 0.5
Date for WELL 665SJ US: 2/26

WELL 702 MASSAGE THERAPY II
Prereq: WELL 701 or equivalent. Develop skills and knowledge in massage therapy techniques and spa/wellness modalities. Topics include massage theory, practical experience, anatomy, physiology, business practices, and ethics. Students will work in the massage clinic to gain mastery of the skills learned in the classroom. Upon successful completion of the 500-hour Massage Therapy program (WELL 701 and 702), students are eligible for a Certificate of Achievement from Skyline College and can apply for California certification and take their National Boards. May be repeated once for credit.

EVENING
43359 WELL 702 JA MTWTh 6:00-10:00 4-122 Leary 9.0

WELL 760 INTRODUCTION TO “WHOLISTIC” HEALTH
Recommended: Eligibility for ENGL 836 or equivalent. Introduction to a variety of “wholistic” health modalities, including massage therapy, yoga, breath work, herbology, aromatherapy, flower essences, gem elixirs, and Ayurvedic and Chinese Medicine. Transfer: CSU.

ONLINE
43480 WELL 760 OL By Arr 48 Hours ONLINE Leary 3.0
Sat 10:00-12:00 4-102

WELL 760 OL will be held online with optional meetings on campus. Optional meetings on campus on Saturdays 1/21, 3/10 and 5/19 from 10:00 am to 12:00 pm in Building 4, Room 102. Students must have Internet access and an email address. Orientation meeting on Saturday, January 21, from 10:00 am to 12:00 pm in Building 4, Room 102. Instructor email: learym@smccd.edu.

DANCE
(Refer to course listings under KINESIOLOGY – DANCE.)

DATA PROCESSING
(Refer to course listings under COMPUTER APPLICATIONS & OFFICE TECHNOLOGY and COMPUTER SCIENCE.)

DEVELOPMENTAL SKILLS (DSKL)

DSKL 825 ASSISTIVE COMPUTER TECHNOLOGY – DRAGON NATURALLYSPEAKING (VERSION 11.5)
Assistive computer technology instruction designed primarily for students with disabilities. Students will learn the use of assistive technology to support their learning styles and/or physical needs. The course includes sixteen hours of lecture at the scheduled times shown below and sixteen hours of lab by arrangement. NOTE: These sections utilize Dragon NaturallySpeaking software. Students only need to enroll in one of the sections listed below. This course has a non-refundable materials charge of $20. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

WEEKDAY
41544 DSKL 825 BS W 12:10-2:00 2-2309 Lariviere 1.0
TBA Hours: W 2 Hrs/Wk 2-2309
Dates for the BS section: 1/18-3/14

42190 DSKL 825 ES W 12:10-2:00 2-2309 Lariviere 1.0
TBA Hours: W 2 Hrs/Wk 2-2309
Dates for the ES section: 3/21-5/16

EVENING
41545 DSKL 825 JS T 6:00-8:00 2-2309 Lariviere 1.0
TBA Hours: T 2 Hrs/Wk 2-2309
Dates for the JS section: 3/20-5/15

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
DSKL 825 ASSISTIVE COMPUTER TECHNOLOGY – KURZEIHal 3000 (VERSION 12)
Assistive computer technology instruction designed primarily for students with disabilities. Students will learn the use of assistive technology to support their learning styles and/or physical needs. The course includes sixteen hours of lecture at the scheduled times shown below and sixteen hours of lab by arrangement. NOTE: These sections utilize Kurzweil 3000 software. Students only need to enroll in one of the sections listed below. This course has a non-refundable materials charge of $20. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

WEEKDAY
41546 DSKL 825 CS M 12:10-2:00 2-2309 Lariviere 1.0
TBA Hours: M 2 Hrs/Wk 2-2309
Dates for the CS section: 2/6-4/9
41547 DSKL 825 DS T 1:10-3:00 2-2309 Lariviere 1.0
TBA Hours: T 2 Hrs/Wk 2-2309
Dates for the DS section: 1/17-3/13
42191 DSKL 825 GS T 1:10-3:00 2-2309 Lariviere 1.0
TBA Hours: T 2 Hrs/Wk 2-2309
Dates for the GS section: 3/20-5/15

EVENING
41548 DSKL 825 KS T 6:00-8:00 2-2309 Lariviere 1.0
TBA Hours: T 2 Hrs/Wk 2-2309
Dates for the KS section: 1/17-3/13

DSKL 880SD LEARNING SKILLS ASSESSMENT AND ADVOCACY
A course offering opportunities in levels of learning assessment and related advocacy skills. Registration is through the DSPS Office with consent of instructor. Priority is given to students having no previous documentation, incomplete documentation, or documentation that is out of date. Students will work toward completing California Community College Eligibility Criteria for Learning Disabilities and learn best practices for requesting and utilizing accommodations. NOTE: This course has a non-refundable materials charge of $25.00. (Units do not count toward the Associate Degree.)

WEEKDAY
43135 DSKL 880SD AS W 11:10-1:30 2-2351 Douglas 0.5
Dates for the AS section: 1/25-3/7
43136 DSKL 880SD BS T 11:10-1:30 2-2351 Douglas 0.5
Dates for the BS section: 3/13-4/24

Plan Ahead – Pay Ahead!
To provide you with access to the most popular classes, the San Mateo County Community College District is making an important change in the enrollment fee payment policy beginning Spring 2012. You will not be able to register for classes if you have an account balance for prior terms. You will be dropped from your classes if you have not paid your fees by Jan. 4, 2012. If you cannot afford the fees, the District will offer a payment plan. The Financial Aid Office at each college can help you determine if you are eligible for state and federal student aid programs. Be sure to check WebSMART and your MY.SMCCD email account for more information and a list of upcoming financial aid seminars.

DEVELOPMENTAL SKILLS > EARLY CHILDHOOD EDUCATION

DRAMA (DRAM)

DRAM 680SA TECHNICAL PRODUCTION/STAGECRAFT
Basic principles, history and practice of technical production for the performing arts. Transfer: CSU.

WEEKDAY
43055 DRAM 680SA AA MWF 12:10-2:15 1-1250 Ceccarelli 3.0

EARLY CHILDHOOD EDUCATION (ECE.)

(See also: FAMILY & CONSUMER SCIENCES and PSYCHOLOGY.)
Funding from First 5 San Mateo County to the Early Childhood Education Program is providing a textbook loan program, administered through individual classes once instruction begins.

If you work with young children and are enrolled in Early Childhood Education classes leading to a California CD Teaching Permit, Skyline College tuition reimbursement is available to eligible students from the Child Care Training Consortium. Contact ECE Program Services Coordinator Cecelia Rebele at rebelec@smccd.edu or (650) 738-4304 or Kate Williams Browne, ECE Program Coordinator, at brownek@smccd.edu or (650) 738-7092 for more information or to apply.

ECE. 191 CHILDREN’S LITERATURE
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Study of representative works of Children's Literature with an emphasis on practical experience in presenting age-appropriate literature to children and youth. Reading, discussion, critical papers. Also listed as LIT. 191. Transfer: CSU (C2).

EVENING
41480 ECE. 191 JX M 3:40-6:55 8-8317 Heffernan 3.0

ECE. 201 CHILD DEVELOPMENT
Recommended: Eligibility for ENGL 836. Introduction to child development that includes physical, psychosocial, and cognitive/behavioral development milestones for children, both typical and atypical, from conception through adolescence. Also listed as PSYC 201. Transfer: UC; CSU (D3, E1).

WEEKDAY
36430 ECE. 201 AX MWF 11:10-12:00 4-170 Jackson 3.0
36431 ECE. 201 CX MWF 12:10-1:25 8-8306 Floor 3.0

EVENING
36429 ECE. 201 KX Th 7:00-10:00 8-8306 Floor 3.0

SATURDAY
38823 ECE. 201 SX Sat 9:00-5:00 8-8306 Magidoff 3.0
ECE. 201 SX will meet on the following dates: 3/3, 3/10, 3/31, 4/14, 4/28 & 5/12.

ONLINE
42669 ECE. 201 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0
ECE. 201 OL is taught in an online format. Requires Internet access and email. Instructor email: mclainrochak@smccd.edu.
EARLY CHILDHOOD EDUCATION

ECE. 210  ECE PRINCIPLES
Recommended: Eligibility for ENGL 836. Overview of the nature and goals of Early Childhood Education. Awareness of historical perspective. Exploration of various program models in ECE and potential future trends. Transfer: CSU.

**EVENING**
30279 ECE. 210  JA  W  7:00-10:00  3C Ford  3.0
38167 ECE. 210  JB  Th  4:00-6:50  8-8306 Francisco  3.0

ECE. 211  ECE CURRICULUM
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 486, or ESOL 400, or equivalent. An overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age eight. Students will examine the teacher’s role in supporting the development of young children. Transfer: CSU.

**EVENING**
30280 ECE. 211  JA  M  7:00-10:10  3C Ford  3.0
38166 ECE. 211  JB  W  3:50-6:50  14-0006 Magidoff  3.0

ECE. 212  CHILD, FAMILY & COMMUNITY
Recommended: Eligibility for ENGL 836. Patterns of family living, roles, interaction of family members, factors affecting family life, community resources; a cross-cultural approach. Also listed as FCS 212. Transfer: UC; CSU.

**WEEKDAY**
36427 ECE. 212  AA  TTh  12:35-1:50  14-0006 Geneva  3.0
**EVENING**
36436 ECE. 212  JA  Th  7:00-10:00  14-0006 Francisco  3.0

ECE 213  THE SCHOOL-AGE CHILD
Focus on program types, practical strategies, and developmental issues of program planning for school-age care. Transfer: CSU.

**SATURDAY**
43243 ECE. 213  SX  Sat  9:00-5:10  8-8222 Geneva  3.0
ECE. 213 SX will meet on the following dates: 3/3, 3/10, 3/31, 4/21, 5/5 and 5/12.

ECE. 214  CHILD-PARENT RELATIONS
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: CSU (E1).

**EVENING**
36936 ECE. 214  JA  T  3:50-6:50  3C Muller Moseley  3.0

ECE. 225  INFANT/TODDLER ENVIRONMENTS
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 486, or equivalent. An overview of appropriate environments for infants and toddlers, including Accreditation standards as established by the National Association for the Education of Young Children. Transfer: CSU.

**SATURDAY**
39714 ECE. 225  SS  Sat  9:00-5:10  8-8224 Blair  3.0
ECE. 225 SS will meet on the following dates: 1/28, 2/11, 2/25, 3/10, 3/24 and 4/14.

**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

ECE. 240  EARLY CHILDHOOD EDUCATION ADMINISTRATION: BUSINESS/LEGAL
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 486, 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. Transfer: CSU.

**SATURDAY**
38669 ECE. 240  SS  Sat  9:00-5:10  8-8226 Proett  3.0
ECE. 240 SS will meet on the following dates: 3/24, 3/31, 4/14, 4/28, 5/5 and 5/12.

ECE. 242  ADULT SUPERVISION IN ECE/CD CLASSROOMS
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 486, or equivalent. Emphasis on the methods and principles of supervising adults in ECE settings. This course is recommended for master teachers, site supervisors and program directors of ECE programs. Transfer: CSU.

**SATURDAY**
42492 ECE. 242  SS  Sat  9:00-5:10  8-8213 Proett  2.0
ECE. 242 SS will meet on the following dates: 1/21, 2/4, 2/25 and 3/10.

ECE. 261  EARLY INTERVENTION PRACTICES
Recommended: Successful completion (grade of C or better) of ECE. 260 or equivalent. Elements of Early Intervention programs for children birth to five years, with emphasis on intervention strategies, classroom modifications, activity-based interventions, and differentiated instruction. Transfer: CSU.

**SATURDAY**
42494 ECE. 261  SS  Sat  9:00-5:10  8-8306 Francisco  3.0
ECE. 261 SS will meet on the following dates: 3/10, 3/24, 4/14, 4/28, 5/5 and 5/12.

ECE. 272  TEACHING IN A DIVERSE SOCIETY
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 486, or ESOL 400, or equivalent. Examination of the development of social identities in diverse societies including theoretical and practical implications of culture, ethnicity, stereotyping and bias as they apply to young children, families, programs, classrooms and teaching. Transfer: CSU.

**WEEKDAY**
36925 ECE. 272  AA  TTh  9:35-10:50  14-0006 Floor  3.0
**EVENING**
43091 ECE. 272  JA  T  7:00-10:00  8-8224 Yung  3.0

ECE. 314  HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 486, or ESOL 400, or equivalent. An overview of health practices and safety regulations as they pertain to licensed childcare settings. Major topics include infectious disease prevention, establishing safe environments for young children, emergency and disaster preparedness, and community resources. Transfer: CSU.

**EVENING**
43244 ECE. 314  JA  M  7:00-10:10  14-0006 Whitney  3.0
**SATURDAY**
42701 ECE. 314  SS  Sat  9:00-3:00  14-0006 Whitney  3.0
This course will focus on developing effective communication skills for Early Childhood Education teachers when communicating with parents. Transfer: CSU.

**S A T U R D A Y**

40743 ECE. 665 SB SS Sat 9:00-5:00 14-0006 Whitney 1.0

Dates for ECE. 665 SB SS: 5/5-5/12

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*This class will be held in Skyline's Pacific Heights building, located across the perimeter road from Building 5.*
ECON 102 PRINCIPLES OF MICROECONOMICS
Prereq: ECON 100. Recommended: Eligibility for ENGL 100 and MATH 120. The economic system and its problems; the functioning of the market, pricing of products, the determination of wages, international trade. Transfer: UC; CSU (D3).

EVENING
36554 ECON 102 AA MW 12:10-1:25 PH-411* Sanford 3.0
30286 ECON 102 AB TTh 11:10-12:25 PH-411* Suzuki 3.0

ECON 102 PRINCIPLES OF MICROECONOMICS – HONORS
Prereq: ECON 100. Recommended: Eligibility for ENGL 100 and MATH 120. The economic system and its problems; the functioning of the market, pricing of products, the determination of wages, international trade. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all eligible students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (D3).

EVENING
42046 ECON 102 AH TTh 9:35-10:50 PH-411* Suzuki 3.0

EDUC 100 INTRODUCTION TO EDUCATION
Recommended: Eligibility for ENGL 836. History, philosophy and practices of the American system of public and private education from primary grades to the university. Designed for students considering a career in teaching. Transfer: CSU (D3).

EVENING
40033 EDUC 100 JA W 7:00-10:00 1-1206 Elia 3.0

ELECTRONICS TECHNOLOGY (ELEC)

ELEC 110 FUNDAMENTALS OF ELECTRONICS
Activity based introduction to the fundamentals of DC and AC electrical/electronic circuits. Course covers the basic mathematical laws, terminologies, testing and measuring of simple circuits. Laboratory exercises will emphasize the use of tools, electrical test instruments, and measuring devices. Plus 16 hours by arrangement. Transfer: CSU.

EVENING
30289 ELEC 110 JA MW 6:30-7:45 2-2108 Frank 4.0
LAB MW 8:00-9:20 2-2108 Frank
TBA Hours: By Arr 1 Hr/Wk

EMERGENCY MEDICAL CARE (EMC.)

EMC. 410 EMERGENCY MEDICAL TECHNICIAN B
Prereq: 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. Upon successful completion of the course, students will be eligible to receive EMT-B certification. Students will spend an additional 48 hours outside of the scheduled class hours to complete the ambulance and hospital rotations. Please obtain important Registration and Course information by visiting the college website at www.SkylineCollege.edu.

EVENING/FRIDAY OR SATURDAY
39200 EMC. 410 JA Th 5:00-10:00 7-7104 Crawford 7.0
LAB F 10:00-4:00 7-7115 Phillips
TBA Hours: By Arr 3 Hrs/Wk Crawford

EMC. 425 CPR: HEALTH CARE PROVIDER
This course will qualify students for CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. NOTE: A $10 (cash only) materials charge will be due at the first class meeting. Please purchase AHA Health Care Provider Manual in the College Bookstore prior to class. May be repeated for credit a maximum of three times. Transfer: CSU.

EVENING
40662 ELEC 425 JS MT 6:00-10:00 7-7115 Miller 0.5
Dates for the JS section: 2/6-2/7

40663 ELEC 425 KS MT 6:00-10:00 7-7115 Miller 0.5
Dates for the KS section: 3/26-3/27

40664 ELEC 425 LS MT 6:00-10:00 7-7115 Miller 0.5
Dates for the LS section: 4/30-5/1

*This class will be held in Skyline’s Pacific Heights building, located across the perimeter road from Building 5.
ENGLISH (ENGL)

(Literature courses are also listed under LITERATURE.)

English/Reading Course Sequence

Start

Placement Test
indicates appropriate level in this sequence of courses

NON-TRANSFERABLE COURSES

TRANSFERABLE COURSES

ENGLISH 100 COMPOSITION

Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

ENGLISH 100 COMPOSITION – ASTEP

Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. NOTE: This section is designed primarily for students in the ASTEP learning community, but is open to all eligible students. Transfer: UC; CSU (A2, A3).

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
### ENGLISH

#### ENGL 100 COMPOSITION – HONORS
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Writing Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. NOTE: These sections are designed primarily for students in the Honors Transfer Program, but are open to all eligible students. All students enrolling in these sections will be required to do Honors-level work. Transfer: UC; CSU (A2, A3).

**WEEKDAY**
- 30296 ENGL 100 AH MWF 11:10-12:00 5-5132A Smith 3.0
- 42994 ENGL 100 JH TTh 5:30-6:45 7-7307 McClung 3.0

#### ENGL 100 COMPOSITION – KABABAYAN
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Writing Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. NOTE: These sections are designed primarily for students in the Kababayan learning community, but are open to all eligible students. Transfer: UC; CSU (A2, A3).

**WEEKDAY**
- 30297 ENGL 100 AK MWF 10:10-11:00 4-272 Erpelo 3.0
- 30299 ENGL 100 BK TTh 11:10-12:25 4-272 Erpelo 3.0

#### ENGL 100 COMPOSITION – PUENTE
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Writing Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. NOTE: This section is designed primarily for students in the Puente learning community, but is open to all eligible students. May be repeated for credit up to a maximum of 9 units. Transfer: UC.

**WEEKDAY**
- 37022 ENGL 100 AP MWF 10:10-11:00 4-274 Lachmayr 3.0

#### ENGL 100 COMPOSITION – SCHOLAR-ATHLETE LEARNING COMMUNITY
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Writing Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. NOTE: These sections are designed primarily for students in the Scholar-Athlete learning community, but are open to all eligible students. Transfer: UC; CSU (A2, A3).

**WEEKDAY**
- 30292 ENGL 100 AE MWF 10:10-11:00 4-271 Gibson 3.0
- 39900 ENGL 100 BE MWF 11:10-12:00 4-271 Gibson 3.0

#### ENGL 100 COMPOSITION – WIT
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Writing Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. NOTE: This section is designed primarily for students in the Women in Transition learning community, but is open to all eligible students. Transfer: UC; CSU (A2, A3).

**EVENING**
- 30305 ENGL 100 JR W 7:00-10:00 8-8116 McClung 3.0

#### ENGL 104 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION – KABABAYAN
Recommended: Eligibility for ENGL 836 or equivalent. Designed for students who want to learn critical thinking, reading and writing skills in producing a Pilipino Cultural Night. NOTE: This section is designed primarily for students in the Kababayan learning community, but is open to all students. May be repeated for credit up to a maximum of 9 units. Transfer: CSU.

**WEEKDAY**
- 40116 ENGL 104 AK TTh 2:10-3:25 8-8308 Erpelo 1.0-3.0

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**Plan Ahead – Pay Ahead!** To provide you with access to the most popular classes, the San Mateo County Community College District is making an important change in the enrollment fee payment policy beginning Spring 2012. You will not be able to register for classes if you have an account balance for prior terms. You will be dropped from your classes if you have not paid your fees by Jan. 4, 2012. If you cannot afford the fees, the District will offer a payment plan. The Financial Aid Office at each college can help you determine if you are eligible for state and federal student aid programs. Be sure to check WebSMART and your MY.SMCCD email account for more information and a list of upcoming financial aid seminars.
ENGL 110 COMPOSITION, LITERATURE & CRITICAL THINKING
Prereq: ENGL 100 or 105 with grade C or better. Introduction 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: UC; CSU (A2, A3, C2).

WEEKDAY
30313 ENGL 110 AB MWF 11:10-12:00 8-8317 Zollo 3.0
38376 ENGL 110 AC MW 12:10-1:25 8-8224 Floro 3.0
40232 ENGL 110 AD TTh 8:10-9:25 8-8116 Christensen 3.0
38474 ENGL 110 AF TTh 9:35-10:50 8-8319 Gibson 3.0
38497 ENGL 110 AG TTh 9:35-10:50 7-7303 Westfall 3.0
41607 ENGL 110 AI TTh 9:35-10:50 8-8118 Sandel 3.0
30314 ENGL 110 AJ TTh 11:10-12:25 8-8116 Smith 3.0
39901 ENGL 110 AL TTh 11:10-12:25 8-8116 Sandel 3.0
33490 ENGL 110 AM MWF 12:10-1:00 8-8317 Zollo 3.0
42314 ENGL 110 AU TTh 9:35-10:50 8-8118 Christensen 3.0
41589 ENGL 110 BD TTh 11:10-12:25 7-7303 Westfall 3.0

EVENING
37219 ENGL 110 JA M 7:00-10:15 7-7307 Tindall 3.0
39968 ENGL 110 JB W 7:00-10:00 7-7307 Tindall 3.0
42995 ENGL 110 JD Th 6:30-9:30 7-7303 Bowsher 3.0
30318 ENGL 110 JK T 6:30-9:30 7-7303 Bowsher 3.0

ONLINE
41578 ENGL 110 OM By Arr 48 Hours ONLINE Bell 3.0

ENGL 161 CREATIVE WRITING I
Prereq: Eligibility for ENGL 100 or 105, or equivalent. The craft of writing short stories, sketches, poetry, short dramas and other literary forms. Transfer: UC; CSU (C2).

WEEKDAY
30319 ENGL 161 AX TTh 12:35-1:50 8-8319 Harer 3.0
30320 ENGL 161 JA W 7:00-10:00 1-1124 Tipton 3.0

ENGL 161 CREATIVE WRITING I – HONORS
Prereq: Completion of ENGL 161. The craft of writing short stories, sketches, poetry, short dramas and other literary forms. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all eligible students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU.

WEEKDAY
43216 ENGL 161 AH TTh 12:35-1:50 8-8319 Harer 3.0

ENGL 162 CREATIVE WRITING II
Prereq: Completion of ENGL 161. The craft of writing short stories, sketches, poetry, short dramas and other literary forms. Course will teach students to use critical thinking, reading, and writing skills through discussion of ideas and a progression of argumentative writing assignments. Transfer: UC; CSU (A3).

WEEKDAY
30321 ENGL 162 AX TTh 12:35-1:50 8-8319 Harer 3.0
30322 ENGL 162 JX W 7:00-10:00 1-1124 Tipton 3.0

ENGL 165 CRITICAL THINKING & ADVANCED COMPOSITION
Prereq: ENGL 100 or 105 with grade of C or better. Course will teach students to use critical thinking, reading, and writing skills through discussion of ideas and a progression of argumentative writing assignments. Transfer: UC; CSU (A3).

WEEKDAY
41303 ENGL 165 OL By Arr 48 Hours ONLINE Tindall 3.0

ENGL 650 ENGLISH SUPPLEMENT FOR TRIO STUDENTS
Individualized 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. Open entry. May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)

WEEKDAY
39399 ENGL 650 AV By Arr 1.5-9 Hrs/Wk 5-5100 Sippel 0.5-3.0

ENGL 690 SPECIAL PROJECTS IN ENGLISH
One hour of supervised work per week per unit. Transfer: CSU.

WEEKDAY
30334 ENGL 690 AV By Arr 1-3 Hrs/Wk 8-8210 Harer 1.0-3.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
ENGLISH

ENGL 828 BASIC COMPOSITION AND READING
Recommended: Eligibility for READ 826 and ENGL 826 by appropriate scores on college placement tests and other measures as necessary. Practice in composition and reading based on the study of essays and other reading material. Composition of short essays, with focused work on reading, paragraph development, and sentence structure. NOTE: Students enrolling in ENGL 828 AA (42394) must also enroll in LSKL 828 AA (43226); students enrolling in ENGL 828 AB (42616) must also enroll in LSKL 828 AB (43228); and students enrolling in ENGL 828 AC (42395) must also enroll in LSKL 828 AC (43227). (Units do not count toward the Associate Degree.)

WEEKDAY
42394 ENGL 828 AA MWF 8:10-9:40 4-271 Gibson 5.0
42616 ENGL 828 AB MWF 9:10-10:40 7-7307 Drisdell 5.0
42395 ENGL 828 AC MWF 10:10-11:40 8-8224 Urquidez 5.0

EVENING
42404 ENGL 828 JA TTh 4:30-6:35 8-8319 Gero Chen 5.0
43211 ENGL 828 JB MW 4:30-6:45 8-8319 Zoughbie 5.0

ENGL 846 READING AND WRITING CONNECTIONS
Writing Prereq: Completion of ENGL 826, ESOL 840 or 841/842 with a grade of C or better, or eligibility for ENGL 836, ESOL 400, or ENGL 846 on approved college placement test and multiple measures. Reading Prereq: Completion of READ 826, ESOL 840 or 841/842 with Credit or a grade of C or better, or eligibility for READ 836, ESOL 400, or ENGL 846 on approved Reading placement test and multiple measures. Integrates ENGL 836 and READ 836, satisfying requirements for both. Prepares students to write college-level essays and teaches effective reading strategies to improve comprehension, analysis and vocabulary.

WEEKDAY
41154 ENGL 846 AA MWF 8:10-9:40 PH-403* Hein 5.0
41437 ENGL 846 AB MWF 8:10-9:40 4-274 Lachmayr 5.0
39224 ENGL 846 AC MWF 9:10-10:40 8-8116 Wong 5.0
38590 ENGL 846 AD MWF 9:10-10:40 8-8118 Feinblum 5.0
38591 ENGL 846 AF MWF 10:10-11:40 7-7303 Zoughbie 5.0
41422 ENGL 846 AG MWF 10:10-11:40 8-8118 Feinblum 5.0
39219 ENGL 846 AI MWF 11:10-12:40 PH-403* Hein 5.0
39183 ENGL 846 AJ MWF 12:10-1:40 8-8116 Mahler 5.0
43173 ENGL 846 AL MWF 11:10-12:40 8-8319 Riedel 5.0
43204 ENGL 846 AM MWF 10:10-11:40 5-5102 Powers 5.0

EVENING
39981 ENGL 846 JA MW 4:30-6:45 7-7307 Bell 5.0
39184 ENGL 846 JB TH 4:30-6:35 8-8118 Vogel 5.0
41891 ENGL 846 JC TH 6:00-8:15 8-8116 Warden 5.0
42986 ENGL 846 JD MW 4:30-6:45 7-7303 Scharner 5.0

ENGL 846 READING AND WRITING CONNECTIONS – FIRST YEAR EXPERIENCE
Writing Prereq: Completion of ENGL 826, ESOL 840 or 841/842 with a grade of C or better, or eligibility for ENGL 836, ESOL 400, or ENGL 846 on approved college placement test and multiple measures. Reading Prereq: Completion of READ 826, ESOL 840 or 841/842 with Credit or a grade of C or better, or eligibility for READ 836, ESOL 400, or ENGL 846 on approved Reading placement test and multiple measures. Integrates ENGL 836 and READ 836, satisfying requirements for both. Prepares students to write college-level essays and teaches effective reading strategies to improve comprehension, analysis and vocabulary. NOTE: ENGL 846 AY is part of the First Year Experience Learning Community. Students enrolling in ENGL 846 AY (CRN 43384) must also enroll in COUN 100 AY (CRN 42271) and MATH 120 AY (CRN 42977).

WEEKDAY
43384 ENGL 846 AY MWF 9:10-10:40 1-1202 Feiner 5.0

ENGL 875 ENGLISH GRAMMAR
Review of English grammar with emphasis on practicing standard English skills and correctness for use in academic papers. Appropriate for all levels of English. (Units do not count toward the Associate Degree.)

HYBRID
39904 ENGL 875 HJ By Arr 48 Hours HYBRID Westfall 3.0
ENGL 875 HJ will be held online and on campus. Requires Internet access and email. Instructor email: westfall@smccd.edu. Orientation meeting on Thursday, January 19, 5:30 to 6:20 pm, in Room 2117B.

LIT. 101 CONTEMPORARY LITERATURE
Prereq: ENGL 100 or 105. Contemporary writers describe and analyze 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: UC; CSU (C2).

EVENING
40619 LIT. 101 JX TH 7:00-10:00 7-7307 McClung 3.0

LIT. 101 CONTEMPORARY LITERATURE – HONORS
Prereq: ENGL 100 or 105. Contemporary writers describe and analyze 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. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (C2).

EVENING
41808 LIT. 101 JH Th 7:00-10:00 7-7307 McClung 3.0

LIT. 113 INTRODUCTION TO THE NOVEL
Prereq: ENGL 100 or 105. 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. Transfer: UC; CSU (C2).

WEEKDAY
43210 LIT. 113 AA MWF 11:10-12:00 4-272 Erpelo 3.0

LIT. 151 SHAKESPEARE
Prereq: 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, and critical papers. Transfer: CSU (C2).

WEEKDAY
41217 LIT. 151 AX TH 9:35-10:50 8-8224 Floro 3.0

LIT. 151 SHAKESPEARE – HONORS
Prereq: 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, and critical papers. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: CSU (C2).

WEEKDAY
41219 LIT. 151 AH TH 9:35-10:50 8-8224 Floro 3.0
ESOL Program Sequence and Supplemental Courses

Start

Placement Test indicates appropriate level in this sequence of courses

1. High-Beginning
   - ESOL 851+861
   - +871

2. Pre-Intermediate
   - ESOL 852+862
   - +872

3. Intermediate
   - ESOL 830 or 863+873

4. High-Intermediate
   - ESOL 840 or 864+874

TRANSFERABLE COURSES

ESOL 400

ENGL 100

Level 1
- ESOL 801 Basic
- Conversational English

Level 2
- ESOL 802 Pre-Intermediate
- Conversational English

Level 3
- ESOL 655 ESL Supplement
  (self-paced lab course)
- ESOL 853 Intermediate
  Listening & Speaking

Level 4
- ESOL 655 ESL Supplement
  (self-paced lab course)
- ESOL 854 High-Intermediate
  Listening & Speaking

Level 5 and beyond
- ESOL 875 Advanced ESL
  Grammar & Editing

Recommended
Supplemental Courses
(for each level)
non-transferable, not part of sequence

LIT. 191  CHILDREN’S LITERATURE
Recommended: Eligibility for either ESOL 400, ENGL 836 and READ 836, ENGL 846, or equivalent. Study of representative works of Children’s Literature with an emphasis on practical experience in presenting age-appropriate literature to children and youth. Reading, discussion, critical papers. Also listed as ECE. 191. Transfer: CSU (C2).

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL 400  ENGLISH COMPOSITION FOR NONNATIVE SPEAKERS
Prereq: Satisfactory completion (grade of C or better) of ESOL 840, or 841 and 842, or 864 and 874, or equivalent; or appropriate skill level as indicated by ESL placement test and other measures as necessary. Advanced practice in writing English for nonnative speakers. Emphasis on composing clear, coherent, logical essays. Transfer: UC; CSU.

WEEKDAY
- 39905 ESOL 400 AA MWF 11:10-12:40 PH-402* Frasca 5.0

EVENING
- 39972 ESOL 400 JA TTh 4:30-6:45 8-8308 Kurland 5.0
- 41631 ESOL 400 JB MW 6:00-8:05 8-8118 Warden 5.0

ESOL 400  ENGLISH COMPOSITION FOR NONNATIVE SPEAKERS – ESOL LEARNING COMMUNITY
Prereq: Satisfactory completion (grade of C or better) of ESOL 840, or 841 and 842, or 864 and 874, or equivalent; or appropriate skill level as indicated by ESL placement test and other measures as necessary. Advanced practice in writing English for nonnative speakers. Emphasis on composing clear, coherent, logical essays. NOTE: ESOL 400 AE is part of the ESOL Learning Community with COU N 100 AE. Students enrolling in ESOL 400 AE (CRN 39906) are encouraged to enroll in COU N 100 AE (CRN 42705). Transfer: UC; CSU.

WEEKDAY
- 39906 ESOL 400 AE Daily 10:10-11:00 PH-402* Frasca 5.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

* This class will be held in Skyline’s Pacific Heights building, located across the perimeter road from Building 5.
ESOL 655  ENGLISH AS A SECOND LANGUAGE SUPPLEMENT
Recommended: Concurrent enrollment in another ESOL course. Provides assistance for ESL students in communication skills, including reading, writing, listening and speaking. Students may drop in when The Learning Center is open for one-on-one tutoring, software, English practice groups, and faculty-taught workshops. Phone-in/online tutoring may be available. May be repeated for credit up to a maximum of 6 units. Open entry. (Units do not count toward the Associate Degree.)

**WEEKDAY**

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<th>End Time</th>
<th>Location</th>
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<td>39902</td>
<td>BV</td>
<td>1.5-9 Hrs/Wk</td>
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ESOL 804  ENGLISH FOR CHILDCARE PROVIDERS
Recommended: Completion of or concurrent enrollment in ESOL 830, or ESOL 863 and ESOL 873, or eligibility for ESOL 840, or equivalent. Basic listening, speaking, reading and writing skills in standard English within the context of childcare. Intended for parents, grandparents, child care providers, and preschool teachers who are learning English as a second language. Also listed as ECE. 804. (Units do not count toward the Associate Degree.)

**WEEKDAY**

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<td>43219</td>
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<td>5-5102</td>
<td>Carey</td>
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ESOL 830  ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III
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.)

**WEEKDAY**

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<th>Course</th>
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<td>8-8308</td>
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ESOL 840  ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV
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 learners 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.)

**WEEKDAY**

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<th>Section</th>
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<tr>
<td>ESOL 840</td>
<td>35152</td>
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<td>8:10-9:50</td>
<td>4-272</td>
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Contact: Connie Beringer, (650) 738-4202 or beringer@smccd.edu
ESOL 852 PRE-INTERMEDIATE ESL LISTENING & SPEAKING
Recommended: Satisfactory completion of ESOL 810, or both 811 and 812, or ESOL 851, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 862 and ESOL 872. Development of listening comprehension and oral proficiency at the pre-intermediate level of English. Focus on comprehension of modified English and vocabulary in context, clear production of words and phrases, and continued development in oral fluency in English. (Units do not count toward the Associate Degree.)

WEEKDAY
41713 ESOL 852 AA MWF 9:10-10:00 8-8220 Sippel 3.0

ESOL 853 INTERMEDIATE ESL LISTENING & SPEAKING
Recommended: Satisfactory completion of ESOL 820, or both 821 and 822, or ESOL 852, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 863 and ESOL 873. Development of listening comprehension and oral proficiency at the intermediate level of English. Focus on note-taking, aural comprehension, and development of oral proficiency in English. (Units do not count toward the Associate Degree.)

WEEKDAY
42981 ESOL 853 AA TTh 9:35-10:50 8-8220 Sippel 3.0

ESOL 854 HIGH-INTERMEDIATE ESL LISTENING & SPEAKING
Recommended: Satisfactory completion of ESOL 830, or both ESOL 831 and 832, or ESOL 853, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 864 and ESOL 874. Development of listening comprehension and oral proficiency at the high-intermediate level of English. Focus on note-taking, comprehension of unmodified standard English, and oral fluency development. (Units do not count toward the Associate Degree.)

SATURDAY
42456 ESOL 854 SA Sat 9:00-12:15 8-8317 Craigie 3.0

ESOL 862 PRE-INTERMEDIATE ESL READING & WRITING
Recommended: Satisfactory completion of ESOL 810, or both 811 and 812, or ESOL 861, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 852 and ESOL 872. Development of reading and writing skills at the pre-intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, sentence skills, and short paragraph writing. (Units do not count toward the Associate Degree.)

EVENING
41728 ESOL 862 JA TTh 6:00-7:50 8-8220 Lamarre 4.0

ESOL 863 INTERMEDIATE ESL READING & WRITING
Recommended: Satisfactory completion of ESOL 820, or both 821 and 822, or ESOL 862, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to enroll concurrently in ESOL 853 and ESOL 873. Development of reading and writing skills at the intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, and paragraph writing. (Units do not count toward the Associate Degree.)

WEEKDAY
43206 ESOL 863 AA MW 11:10-12:50 1-1202 Carey 4.0
ESOL 864 HIGH-INTERMEDIATE ESL READING & WRITING
Recommended: Satisfactory completion of ESOL 830, or ESOL 831 and 832, or ESOL 863, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to enroll concurrently in ESOL 854 and ESOL 874. Development of reading and writing skills at the high-intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, paragraph and essay writing. (Units do not count toward the Associate Degree.)

**EVENING**
41927 ESOL 864 JA MW 6:00-7:50 8-8220 Lerman 4.0

ESOL 871 HIGH-BEGINNING ESL GRAMMAR
Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary. Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the high-beginning level. NOTE: This course will be held at the Community Learning Center, 520 Tamarack Lane, South San Francisco. (Units do not count toward the Associate Degree.)

**SATURDAY**
41200 ESOL 871 SZ Sat 9:30-12:30 CLC Carey 3.0

ESOL 872 PRE-INTERMEDIATE ESL GRAMMAR
Recommended: Satisfactory completion of ESOL 810, or both ESOL 811 and 812, or ESOL 871, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the pre-intermediate level. (Units do not count toward the Associate Degree.)

**EVENING**
41729 ESOL 872 JA TTh 8:00-9:15 8-8220 Lamer 3.0

ESOL 873 INTERMEDIATE ESL GRAMMAR
Recommended: Satisfactory completion of ESOL 820, or both ESOL 821 and 822, or ESOL 872, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the intermediate level. (Units do not count toward the Associate Degree.)

**WEEKDAY**
43229 ESOL 873 AA MWF 10:10-11:00 8-8220 Craigie 3.0

**EVENING**
42407 ESOL 873 JA MW 8:00-9:15 8-8220 Lerman 3.0

ESOL 875 ADVANCED ESL GRAMMAR AND EDITING
Recommended: Eligibility for ESOL 400, or completion of ESOL 840, or both ESOL 841 and ESOL 842, or ESOL 874, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. ESL students learn grammar and editing strategies for academic writing. This course assumes advanced study of ESL up to the reading and writing level of ESOL 400. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**WEEKDAY**
39912 ESOL 875 AA TTh 11:10-12:25 8-8220 Sippel 3.0

### ENVIRONMENTAL SCIENCE AND TECHNOLOGY (ENVS)

#### ENVS 100 INTRODUCTION TO ENVIRONMENTAL SCIENCE
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. An interdisciplinary introduction to aspects of environmental and natural resource issues and their impact on human welfare. Exploration of causes of environmental issues in a natural sciences, social sciences, business and engineering context. Study of sustainability and potential solutions to environmental problems. Transfer credit: UC; CSU.

**WEEKDAY**
42938 ENVS 100 AX TTh 8:10-9:25 8-8302 McCarthy 3.0

#### ENVS 100 INTRODUCTION TO ENVIRONMENTAL SCIENCE – HONORS
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. An interdisciplinary introduction to aspects of environmental and natural resource issues and their impact on human welfare. Exploration of causes of environmental issues in a natural sciences, social sciences, business and engineering context. Study of sustainability and potential solutions to environmental problems. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer credit: UC; CSU.

**WEEKDAY**
43123 ENVS 100 AH TTh 8:10-9:25 8-8302 McCarthy 3.0

#### ENVS 410 INTRODUCTION TO SOLAR INSTALLATION AND INTEGRATION
Recommended: Completion of ELEC 110 with a grade of C or better, or concurrent enrollment in ELEC 110, or equivalent. An introductory course targeted to junior-level photovoltaic installers to provide a foundation of skills necessary in solar installation. Topics include electrical theory and practice, photovoltaic theory and integration, and solar installation skills. The course is a balance of theory, hands-on practice, and real world examples. Plus 16 hours by arrangement. Also listed as ELEC 410. Transfer: CSU.

**WEEKDAY**
42583 ENVS 410 AX TTh 9:40-12:20 2-2108 Thompson 3.5

TTh 1:00-4:00 2-2108 Thompson

TBA Hours: By Arr 2.8 Hrs/Wk

Dates for ENVS 410 AX: 3/20-5/3

#### ENVS 411 SOLAR DESIGN, ESTIMATION AND SALES
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent; and eligibility for MATH 120, or equivalent. Provides a foundation of knowledge and skills to understand and sell basic solar energy systems. Focus will also be given to increase student's marketability in the renewable energy job marketplace. Plus 16 hours by arrangement. Transfer: CSU.

**EVENING**
42939 ENVS 411 JA TTh 6:30-9:30 7-1111 Faust 6.0

TBA Hours: By Arr 1 Hr/Wk

**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
ENVS 680SD  ENVIRONMENTAL SCIENCE SERVICE LEARNING
A community-based approach to Environmental Science. Core concepts of sustainability and civic responsibility are emphasized through independent volunteer projects coupled with in-class lecture, weekly peer learning, discussions, reflections, and presentations. Transfer: CSU.

WEEKDAY
43476 ENVS 680SD AA T 1:40-3:30 7-7104 McCarthy 2.0

ETHNIC AND CULTURAL DIVERSITY

(Courses in this section meet the Ethnic and Cultural Diversity requirement for the Associate Degree.)

ANTH 110  CULTURAL ANTHROPOLOGY
Recommended: Eligibility for ENGL 100, 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 our societal variability. Transfer: UC; CSU (D3).

WEEKDAY
30023 ANTH 110 AA MWF 9:10-10:00 1-1105 Silicton 3.0
41816 ANTH 110 AB TTh 9:35-10:50 1-1105 Silicton 3.0

EVENING
39512 ANTH 110 JA Th 6:30-9:30 7-7110 Ulloa 3.0

ANTH 125  PHYSICAL ANTHROPOLOGY
Recommended: Eligibility for ENGL 100, 105 or equivalent. Biological consideration of the origin, development, and potential survival of humans and other primates, including concepts of evolution. Transfer: UC; CSU (B2).

WEEKDAY
38065 ANTH 125 AA TTh 11:10-12:25 1-1105 Silicton 3.0

EVENING
41414 ANTH 125 JA W 7:00-10:00 7-7110 Popek 3.0

ANTH 150  INTRODUCTION TO ARCHAEOLOGY: BONES, BEADS AND THE BASICS OF MATERIAL CULTURE
Recommended: Eligibility for ENGL 100, 105 or equivalent. Explore diverse cultures using theories and methods of anthropological archaeology. This course typically includes discussions of the development of archaeological research, excavation methods, data analysis, and selected cultural sequences. Field trips may be required. Transfer: UC; CSU (D3).

WEEKDAY
38707 ANTH 150 AA MWF 11:10-12:00 1-1105 Cecil 3.0

ANTH 170  ANTHROPOLOGY OF DEATH
Recommended: Eligibility for ENGL 100, 105 or equivalent. Examination of cross-cultural perspectives on beliefs and practices around death and dying. Selected topics may include funerary practices, cannibalism, bereavement, and concepts of the afterlife. Transfer: UC; CSU (D3).

WEEKDAY
42573 ANTH 170 AA MW 12:10-1:25 1-1105 Silicton 3.0

Energize and expand your skills for the growing green economy!

Environmental Science and Technology courses provide students with knowledge of building science, energy systems, solar energy, and environmental science. These practical, hands-on, business-based courses result in industry-recognized certificates valuable for pursuing technical and sales-oriented careers in clean energy.

Free training opportunities in new classes for qualified participants:
• Building Performance, Assessment and Sales
• Effective Green Business Marketing
• Building Performance for Real Estate
• Home Energy Upgrade Installation

Obtain your Solar Energy Technology Certificate
• ENVS 410  Solar Installation and Integration
• ENVS 411  Solar Design, Estimation and Sales
• ENVS 4XU/100 Introduction to Environmental Science
• ELIEC 110  Fundamentals of Electronics

“The ENVS 411 class built a great foundation for talking about solar and communicating solar concepts to an audience. My advice to students pursuing a career in solar sales is to continue learning sales AND solar technology.”

—Eric W, Solar Sales Consultant, Sungevity

Contact: Rita Gulli, (650) 738-4491 or gullir@smccd.edu


**ETHNIC AND CULTURAL DIVERSITY**

**ANTH 360 NATIVE PEOPLES OF NORTH AMERICA**
Recommended: Eligibility for ENGL 100, 105 or equivalent. Introduction to the life ways of representative Native American culture groups found in different geographical areas of North America. Transfer: UC; CSU (D3).

**WEEKDAY**

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<tbody>
<tr>
<td>40075</td>
<td>ANTH 360</td>
<td>AA</td>
<td>MWF 10:10-11:00</td>
<td>1-1105</td>
<td>Slicton 3.0</td>
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**ART 120 ART OF THE AMERICAS**
Recommended: Eligibility for ENGL 836. Survey of the diverse native arts and cultures of the Americas and development of ethnic arts in the 19th and 20th centuries. Transfer: UC; CSU (C1).

**WEEKDAY**

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<tr>
<td>40583</td>
<td>ART 120</td>
<td>AA</td>
<td>MW 12:10-1:25</td>
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</table>

**BUS. 221 INTERCULTURAL BUSINESS COMMUNICATION**
Recommended: Eligibility for ENGL 836. This course introduces the practical aspects of intercultural business communication by focusing on comparisons, customs and strategies of intercultural business communication in domestic and international contexts. Transfer: CSU.

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**COMM 150 INTERCULTURAL COMMUNICATION**
Recommended: Completion of or concurrent enrollment in ESOL 400 or 836. Designed for students from all cultural backgrounds. Study of basic theory and skills of intercultural communication. Emphasis is given to empathy building for communicating effectively in a diverse social and professional environment. Transfer: UC; CSU (A1).

**WEEKDAY**

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<tr>
<td>39966</td>
<td>COMM 150</td>
<td>AA</td>
<td>MWF 8:10-9:00</td>
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</tbody>
</table>

**COMM 150 INTERCULTURAL COMMUNICATION – ASTEP**
Recommended: Completion of or concurrent enrollment in ESOL 400 or 836. Designed for students from all cultural backgrounds. Study of basic theory and skills of intercultural communication. Emphasis is given to empathy building for communicating effectively in a diverse social and professional environment. NOTE: This section is designed primarily for students in the ASTEP learning community, but open to all students. Transfer: UC; CSU (A1).

**WEEKDAY**

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<tr>
<td>40613</td>
<td>COMM 150</td>
<td>AQ</td>
<td>MWF 11:10-12:00</td>
<td>1-1124</td>
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**ECE. 214 CHILD-PARENT RELATIONS**
Emotional, social, intellectual and physical development of children with an emphasis on a multiculturall 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: CSU (E1).

**EVENING**

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<tr>
<td>36836</td>
<td>ECE. 214</td>
<td>JA</td>
<td>T 3:50-6:50</td>
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**ECE. 272 TEACHING IN A DIVERSE SOCIETY**
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Examination of the development of social identities in diverse societies including theoretical and practical implications of culture, ethnicity, stereotyping and bias as they apply to young children, families, programs, classrooms and teaching. Transfer: CSU.

**WEEKDAY**

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<tr>
<td>38702</td>
<td>HIST 106</td>
<td>AH</td>
<td>TTh 11:10-12:25</td>
<td>8-8117</td>
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**HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA**
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. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

**WEEKDAY**

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<tr>
<td>40048</td>
<td>HIST 240</td>
<td>AB</td>
<td>TTh 12:35-1:50</td>
<td>4-180</td>
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**ENGL 104 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION – KABABAYAN**
Recommended: Eligibility for ENGL 836 or equivalent. Designed for students who want to learn critical thinking, reading and writing skills in producing a Pilipino Cultural Night.

**WEEKDAY**

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<tr>
<td>43091</td>
<td>ECE. 272</td>
<td>JA</td>
<td>T 7:00-10:00</td>
<td>8-8224</td>
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**HIST 106 WORLD CIVILIZATIONS II – HONORS**
Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent. A global and historical survey course of world civilizations from 1500 to the present. Political, social, cultural and economic issues will be discussed. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (C2, D3).

**WEEKDAY**

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<td>MWF 8:10-9:00</td>
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**FASH 119 CLOTHING, CULTURE AND SOCIETY**
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. Transfer: CSU (C1).

**WEEKDAY**

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<tr>
<td>40116</td>
<td>ENGL 104</td>
<td>AK</td>
<td>TTh 2:10-3:25</td>
<td>8-8308</td>
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</tbody>
</table>

**ENGL 272 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION – KABABAYAN**
Recommended: Eligibility for ENGL 836 or equivalent. Designed for students who want to learn critical thinking, reading and writing skills in producing a Pilipino Cultural Night.

**WEEKDAY**

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</table>

**HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA**
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. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

**WEEKDAY**

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<td>HIST 106</td>
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Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
HIST 240  HISTORY OF ETHNIC GROUPS IN CALIFORNIA – HONORS
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. Partially satisfies American History and Institutions requirement. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (D2a).

WEEKDAY
40603  HIST 240  AH  MWF  10:10-11:00  8-8213  Wong  3.0

HIST 244  AFRICAN AMERICAN HISTORY – ASTEP
Recommended: Eligibility for ENGL 100 or 105, or equivalent. The political, social, economic, and intellectual sources of the Black community from colonial times to the present. Partially satisfies American History and Institutions requirement. NOTE: This section is designed primarily for students in the ASTEP learning community, but is open to all students. Transfer: UC; CSU (D1).

WEEKDAY
37643  HIST 244  AQ  TTh  9:35-10:50  8-8213  Wright Jr  3.0

HIST 420  SURVEY OF LATIN AMERICAN HISTORY
Recommended: Eligibility for ENGL 836. Survey of Latin American history including geography, indigenous peoples, early contact with Europeans, conquest, struggle for independence, and development of modern Latin American nations. Transfer: UC; CSU (C2).

WEEKDAY
34644  HIST 420  AA  TTh  9:35-10:50  7-7110  Ulloa  3.0

HIST 432  MODERN ASIAN CIVILIZATIONS
Recommended: Eligibility for ENGL 100 or 105, or equivalent. A historical and cultural survey of East Asia, South Asia, Southeast Asia, the Middle East and the Philippines from the 17th century to the present. A study of the various modern Asian civilizations is encouraged as a means of acquiring a broad comparative perspective. Transfer: UC; CSU.

WEEKDAY
41813  HIST 432  AA  MWF  11:10-12:00  8-8213  Wong  3.0

HIST 436  FILIPINOS IN AMERICA – KABABAYAN
Recommended: Eligibility for ENGL 100 or 105, or equivalent. A historical and cultural survey of Filipinos in America from early settlements in Louisiana, Hawaii and the west coast to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that shaped the various Filipino communities in the United States. NOTE: This section is designed primarily for students in the Kababayn learning community, but is open to all students. Transfer: UC; CSU (D3).

WEEKDAY
43113  HIST 436  AK  TTh  11:10-12:25  4-180  Bolick  3.0

HIST 453  HISTORY OF CHINA
Recommended: Eligibility for ENGL 100 or 105, or equivalent. A historical and cultural survey of China from its legendary creation to the present. Transfer: UC; CSU (C2, D5).

WEEKDAY
43257  HIST 453  AA  TTh  11:10-12:25  7-7110  Wong  3.0

New Program: Interdisciplinary Studies

Program:
Skyline offers an Associate of Arts Degree in Interdisciplinary Studies with an area of emphasis in Arts & Humanities, Letters & Science, Organizational Structures, Social and Behavioral Sciences, Social and Natural Sciences, Social and Personal Development, or Health and Physical Education.

Course requirements:
60 semester units

Designed for:
- Students who are interested in teaching, law, business, and a variety of other fields
- Students who are pursuing broad areas of study and exploration (seven areas of emphasis are provided so that students may customize the degree to meet individual goals)

Contact: One Stop Student Information Center, (650) 738-4465
**SPRING CLASSES**

**SOCI 141** RACE & ETHNICITY  
Recommended: Eligibility for ENGL 100 or 105, or equivalent. An interdisciplinary study of varied racial and cultural aspects of American society. Role of minority groups; nature of prejudice. Field investigations required. Transfer: UC; CSU (D3).

**PSYC 268** BLACK PSYCHOLOGY – ASTEP  
Recommended: Eligibility for ENGL 836. Psychological theories and concepts that provide an understanding and appreciation of the psychodynamics of Black America. See Ethnic Studies for a complete listing of Ethnic Studies course offerings. **NOTE:** This section is part of the ASTEP learning community, but is open to all students. Transfer: UC; CSU (C2).

**MUS. 250** WORLD MUSIC  
Recommended: Eligibility for ENGL 100 or 105, or equivalent. Survey of selected listening and readings from the music of Asia, Southeast Asia, PACIFIC ISLANDS, AMERICAS, Africa, and the Middle East. Required concert attendance. Transfer: UC; CSU (C2).

**MUS. 420** TRADITIONAL KULINTANG MUSIC – KABABAYAN  
An introduction to the theory and performance of the traditional bronze gong music and dance of the Southern Philippines. Performance required. Plus 48 studio hours by arrangement. May be repeated for credit a maximum of three times. **NOTE:** This section is designed primarily for students in the Kababayan learning community, but is open to all students. Transfer: CSU.

**PHIL 300** INTRODUCTION TO WORLD RELIGIONS  
Recommended: Eligibility for ENGL 100 or ENGL 105. Comparison of the beliefs and practices of major Eastern and Western religions. Transfer: UC; CSU (G2).

**FASH 113** TEXTILES  
Recommended: Eligibility for ENGL 836. Study of natural and chemical fibers; yarn and cloth construction, weaving, finishing, dyeing; purchase, use, care and characteristics of textiles. Transfer: UC; CSU (C1).

**FASH 119** CLOTHING, CULTURE AND SOCIETY  
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. Transfer: CSU (C1).

**FCS 310** NUTRITION  
Recommended: Eligibility for ENGL 836. Basic concepts of nutrition; role of nutrients in maintenance of life processes, utilization of food by body, personal nutrition evaluation, community nutrition education. Transfer: UC; CSU (E1).

**SOCI 341** ASIAN CULTURES AND SOCIETIES  
Recommended: Eligibility for ENGL 100 or 105, or equivalent. A comparative study of Asian cultures and societies. The different Asian societies studied will include East Asia, South Asia, Southeast Asia, and the Philippines. The student will use translated literary and cultural documents created within those societies. A study of these cultures is encouraged as a means of acquiring a broad comparative perspective. Transfer: UC; CSU.

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**FAMILY AND CONSUMER SCIENCES (FCS)**

**FCS 690** SPECIAL PROJECTS IN FAMILY & CONSUMER SCIENCES  
Recommended: Eligibility for ENGL 836. One hour of supervised work per week per unit. Transfer: CSU.

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**FASH MERCHANDISING (FASH)**

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www.SkylineCollege.edu
FASH 151  FASHION MERCHANDISING
Recommended: Eligibility for ENGL 836. Exploration of the ready-to-wear and couture industry in relation to manufacture and retail operations; career opportunities explored. Also includes marketing and media in relation to the retail industry. Transfer: CSU.

WEEKDAY
33057 FASH 151 AA MWF 10:10-11:00 3C Nuschy 3.0

FASH 152  VISUAL MERCHANDISING
Visual presentation of merchandise through the study of interior displays, the art of dramatizing store window display, and coordination of displays with sales promotion. Transfer: CSU.

EVENING
41847 FASH 152 JA Th 6:30-9:30 8-8222 Murphy 3.0

FASH 690  SPECIAL PROJECTS IN FASHION
Recommended: Eligibility for ENGL 836. One hour of supervised work per week per unit. Transfer: CSU.

WEEKDAY
30378 FASH 690 AV By Arr 1-3 Hrs/Wk 3C Nuschy 1.0-3.0

FILIPINO (FILI)

FILI 112  ELEMENTARY FILIPINO II
Prereq: FILI 111 or equivalent. A continuation of FILI 111. The student will acquire the ability to speak, read and write in Filipino at an elementary level and will learn about the customs and history of the Filipino world. Plus 16 hours by arrangement. NOTE: FILI 112 WZ (41407) will be held at Westmoor High School, 131 Westmoor Avenue, Daly City. Transfer: UC; CSU (C2).

EVENING
41407 FILI 112 WZ TTh 3:15-4:30 WSTM Staff 3.0
TBA Hours: By Arr 1 Hr/Wk 5-5100

FILI 120  ADVANCED ELEMENTARY FILIPINO – KABABAYAN
Prereq: FILI 110 or FILI 112, or equivalent. A continuation of FILI 110 or FILI 112. Practice and development of greater competence in spoken and written Filipino for use in a variety of social contexts and settings. Focus on readings for classroom discussions and cultural aspects of the Filipino-speaking world. Course conducted primarily in Filipino. Plus 16 hours by arrangement. NOTE: This section is designed primarily for students in the Kababayan learning community, but is open to all students. Transfer: UC; CSU (C2).

EVENING
41926 FILI 120 WK MWF 12:10-1:40 7-7303 Bautista 5.0
TBA Hours: By Arr 1 Hr/Wk 5-5100

GEOGRAPHY (GEOG)

GEOG 110  CULTURAL GEOGRAPHY
Recommended: Eligibility for ENGL 836 or equivalent. A survey of major world cultural patterns, resources, population, and the changing relationships of people and the physical environment. Transfer: UC; CSU (D3).

WEEKDAY
43118 GEOG 110 AA TTh 12:35-1:50 2-2105 Hansell 3.0

GEOG 150  WORLD REGIONAL GEOGRAPHY
Recommended: Eligibility for ENGL 836. Survey of world regions in the context of physical and cultural geographic information. Global ties and conflicts in the rapidly changing world. Transfer: UC; CSU (D3).

WEEKDAY
36365 GEOG 150 AA TTh 9:35-10:50 TBA Hansell 3.0

GEOG 300  GEOGRAPHIC INFORMATION SCIENCE (GIS)
Recommended: Eligibility for ENGL 100, or equivalent; and skill in using Windows operating system and internet, such as acquired in CAOT 104 and CAOT 400, or equivalent. Trains students in the use of Geographic Information Systems (GIS), and the broader discipline of Geographic Information Science. Transfer: UC; CSU.

EVENING
42953 GEOG 300 JA Th 7:00-10:00 2-2117A Hansell 3.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
**SPRING CLASSES**

*This class will be held in Skyline's Pacific Heights building, located across the perimeter road from Building 5.*

### GEOLOGY (GEOL)

**GEOL 105 ENVIRONMENTAL EARTH SCIENCE**
Recommended: Eligibility for ENGL 836. Aspects of weather and climate, water, landforms, natural resources, pollution, energy, and environmental hazards. Transfer: UC; CSU (B1).

**WEEKDAY**
- 30410 GEOL 105 AA W 10:10-11:00 PH-405* Zucker 3.0
- 42940 GEOL 105 AB MW 12:10-1:25 PH-405* Zucker 3.0

### HEALTH SCIENCE (HSCI)

*(See listings under EMERGENCY MEDICAL CARE for the EMT program; see listings under SURGICAL TECHNOLOGY for the Surgical Technology program.)*

**HSCI 100 GENERAL HEALTH EDUCATION**
Investigation of contemporary health issues with emphasis on detection, treatment and prevention of personal and social health problems. A survey of today's most prevalent health problems, including heart disease, venereal disease, birth control, drug abuse, and emotional disorders. Role of social and psychological factors in achieving a lifelong healthful lifestyle. Transfer: UC; CSU (E1).

**WEEKDAY**
- 32940 HSCI 100 AA MWF 10:10-11:00 4-4148 Ruckhaus 3.0
- 42144 HSCI 100 AB TTh 11:10-12:25 8-8302 Ruckhaus 3.0

**EVENING**
- 41505 HSCI 100 JA Th 6:30-9:30 7-7104 Elia 3.0

**HSCI 130 HUMAN SEXUALITY**
Recommended: Eligibility for ENGL 836 or equivalent. Information about sexuality and its impact on interpersonal relationships. Anatomy and physiology, psychosexual development, dating, marriage, sex roles, pregnancy, childbirth, parenting contraction, sexually transmitted diseases, sexual behavior, myths, misconceptions, sexual value systems, and communication skills. Transfer: UC; CSU (E1).

**WEEKDAY**
- 30460 HSCI 130 AA MWF 10:10-11:00 8-8304 Epp 3.0
- 30461 HSCI 130 AB MW 12:10-1:25 8-8304 Epp 3.0

**EVENING**
- 30462 HSCI 130 JA M 6:30-9:45 7-7109 Epp 3.0

**HSCI 484 MEDICAL TERMINOLOGY**
Recommended: Eligibility for ENGL 836 or equivalent. Students develop a basic background in medical terminology as used by medical transcriptionists, court reporters, law-related occupations, and allied health occupations. Also listed as BUS. 485. May be repeated for credit. Transfer: CSU.

**EVENING**
- 30467 HSCI 484 JX W 6:30-9:30 8-8302 Holland 3.0

### HYBRID

**42150 HSCI 484 HK By Arr 48 Hours HYBRID Holland 3.0**
HSCI 484 HK will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 17, from 6:00 to 6:50 pm in Room 8306 – attendance required. Instructor email: hollande@smccd.edu.

### HISTORY (HIST)

**HIST 100 HISTORY OF WESTERN CIVILIZATION I**
Recommended: Eligibility for ENGL 836. Cultural, political, and economic survey of Western history from the beginnings in the Near East to the Renaissance. Transfer: UC; CSU (C2).

**WEEKDAY**
- 30436 HIST 100 AA MWF 9:10-10:00 2-2305 Buckingham 3.0

**EVENING**
- 40296 HIST 100 JA Th 7:00-10:00 8-8213 Greedy 3.0

**HIST 101 HISTORY OF WESTERN CIVILIZATION II**
Recommended: Eligibility for ENGL 836. Western civilization from 1660 to the present with emphasis on European development in the 19th and 20th centuries. Transfer: UC; CSU (C2).

**WEEKDAY**
- 43443 HIST 101 AA MW 12:10-1:30 1-1107 Bell 3.0

**EVENING**
- 40296 HIST 101 JA Th 7:00-10:00 8-8213 Greedy 3.0

**HIST 106 WORLD CIVILIZATIONS II – HONORS**
Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent. A global and historical survey course of world civilizations from 1500 to the present. Political, social, cultural and economic issues will be discussed. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (C2, D3).

**WEEKDAY**
- 38702 HIST 106 AA TTh 11:10-12:25 8-8117 Bell 3.0

**HIST 108 SURVEY OF AMERICAN HISTORY**
Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History from the colonial period to the present. Emphasis on the development of political institutions. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

**WEEKDAY**
- 30440 HIST 108 AA MWF 10:10-11:00 2-2306 Buckingham 3.0
- 30439 HIST 108 AB TTh 8:10-9:25 2-2306 Wong 3.0

**EVENING**
- 41309 HIST 108 JA T 7:00-10:15 4-180 Reidy 3.0

**HIST 201 UNITED STATES HISTORY I**
Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History to the mid-19th century. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

**WEEKDAY**
- 30443 HIST 201 AA MWF 8:10-9:00 8-8213 Swanson 3.0
- 35937 HIST 201 AB MW 9:10-10:00 7-7110 Bell 3.0
- 39770 HIST 201 AC MW 10:10-11:00 7-7110 Bell 3.0
- 42333 HIST 201 AD TTh 8:10-9:25 4-170 Phipps 3.0
- 39806 HIST 201 AE TTh 9:35-10:50 4-170 Eron 3.0

**EVENING**
- 34061 HIST 201 JA T 6:30-9:30 4-170 Wong 3.0

**HYBRID**
- 40049 HIST 201 HA By Arr 48 Hours HYBRID Ulloa 3.0

HIST 201 HA will be held online and on campus. Requires Internet access and email. Orientation meeting on Thursday, January 19, 2:00-3:00 pm, in Building 7, Room 7110. Instructor email: ulloaj@smccd.edu.
### HIST 202 UNITED STATES HISTORY II
Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History from the mid-19th century to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

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HIST 202 JS will meet on Fridays, 2/3, 2/10, 2/24, 3/2 and 3/16 from 6:30 to 10:10 pm; and on Saturdays, 2/4, 2/11, 2/25, 3/3 and 3/17 from 8:30 am to 12:10 pm and 1:30 to 5:10 pm.

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### HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA
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. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

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### HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA – HONORS
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. Partially satisfies American History and Institutions requirement. **NOTE:** This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (D2a).

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### HIST 244 AFRICAN AMERICAN HISTORY – ASTEP
Recommended: Eligibility for ENGL 100 or 105, or equivalent. The political, social, economic, and intellectual sources of the Black community from colonial times to the present. Partially satisfies American History and Institutions requirement. **NOTE:** This section is designed primarily for students in the ASTEP learning community, but is open to all students. Transfer: UC; CSU (D1).

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### HIST 300 HISTORY OF SAN FRANCISCO
Recommended: Eligibility for ENGL 100 or 105, or equivalent. History of San Francisco from its discovery to the present focusing on soci-cultural, economic, political and artistic developments that made it a world-class city. Transfer: UC; CSU.

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### HIST 310 CALIFORNIA HISTORY
Recommended: Eligibility for ENGL 100 or 105, or equivalent. An historical survey of the social, economic, political, and cultural development of California from the Indian and Spanish period to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

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### HIST 420 SURVEY OF LATIN AMERICAN HISTORY
Recommended: Eligibility for ENGL 836. Survey of Latin American history including geography, indigenous peoples, early contact with Europeans, conquest, struggle for independence, and development of modern Latin American nations. Transfer: UC; CSU (C2).

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### HIST 432 MODERN ASIAN CIVILIZATIONS
Recommended: Eligibility for ENGL 100 or 105, or equivalent. A historical and cultural survey of East Asia, South Asia, Southeast Asia, the Middle East and the Philippines from the 17th century to the present. A study of the various modern Asian civilizations is encouraged as a means of acquiring a broad comparative perspective. Transfer: UC; CSU.

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### HIST 436 FILIPINOS IN AMERICA – KABABAYAN
Recommended: Eligibility for ENGL 100 or 105, or equivalent. A historical and cultural survey of Filipinos in America from early settlements in Louisiana, Hawaii and the west coast to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that shaped the various Filipino communities in the United States. **NOTE:** This section is designed primarily for students in the Kababayen learning community, but is open to all students. Transfer: UC; CSU (D3).

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### HIST 453 HISTORY OF CHINA
Recommended: Eligibility for ENGL 100 or 105, or equivalent. A historical and cultural survey of China from its legendary creation to the present. Transfer: UC; CSU (C2, D3).

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**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
HISTORY > JOURNALISM

HIST 680SA THE HOLOCAUST
Recommended: Eligibility for ENGL 100 or 105, or equivalent. Exploration of the social, political, cultural history, and ramifications of the systematic extermination of over 12 million people during the Holocaust. Topics will include a discussion of genocide. Transfer: CSU.

WEEKDAY
43132 HIST 680SA AA TTh 9:35-10:50 1-1107 Bell 3.0

HOME ECONOMICS
(Refer to course listings under FAMILY & CONSUMER SCIENCES.)

HUM. 106 THE AWAKENING OF INDIVIDUALITY

EVENING
34113 HUM.106 JA M 7:00-10:15 1-1107 Carion 3.0

JOURNALISM (JOUR)

JOUR 110 MASS MEDIA AND SOCIETY
Prereq: Eligibility for ENGL 836 or ESOL 400 or equivalent. General-interest survey course assessing the impact the mass media have had on society and examining the rights and responsibilities of the media. Trains students to become discerning media consumers. Transfer: UC; CSU (D3).

WEEKDAY
37124 JOUR 110 AX MWF 9:10-10:00 8-8317 Kaplan-Biegel 3.0

JOUR 110 MASS MEDIA AND SOCIETY – HONORS
Prereq: Eligibility for ENGL 836 or ESOL 400 or equivalent. General-interest survey course assessing the impact the mass media have had on society and examining the rights and responsibilities of the media. Trains students to become discerning media consumers. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU.

WEEKDAY
41716 JOUR 110 AH MWF 9:10-10:00 8-8317 Kaplan-Biegel 3.0

JOUR 120 WRITING AND REPORTING FOR THE MEDIA
Prereq: Eligibility for ENGL 100 or 105, or equivalent. Teaches fundamental journalism skills, including how to structure basic news stories, develop and interview sources, understand news judgment, write concisely, use Associated Press style, and consider legal and ethical issues. Transfer: UC; CSU.

WEEKDAY
35416 JOUR 120 AX MWF 10:10-11:00 8-8317 Kaplan-Biegel 3.0

JOUR 120 WRITING AND REPORTING FOR THE MEDIA – HONORS
Prereq: Eligibility for ENGL 100 or 105, or equivalent. Teaches fundamental journalism skills, including how to structure basic news stories, develop and interview sources, understand news judgment, write concisely, use Associated Press style, and consider legal and ethical issues. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU.

WEEKDAY
42063 JOUR 120 AH MWF 10:10-11:00 8-8317 Kaplan-Biegel 3.0

JOUR 121 ADVANCED WRITING AND REPORTING FOR THE MEDIA
Prereq: Completion of JOUR 120 with a grade of C or better. Increases students’ reporting skills through cultivating a regular beat and using the Web and databases. Prepares students to be journalists in this era of converging print, broadcast and online media by teaching them how to enhance their news writing through combining text, audio and video. Plus one hr/wk by arrangement. Transfer: UC; CSU.

WEEKDAY
41476 JOUR 121 AX MWF 10:10-11:00 8-8317 Kaplan-Biegel 3.0

JOUR 300 NEWSPAPER STAFF
Prereq: 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 as part of pre-professional training program. Plus 48 Hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

WEEKDAY
36008 JOUR 300 AA MWF 12:10-1:00 8-8110 Kaplan-Biegel 3.0
TBA Hours: By Arr 3 Hrs/Wk 5-5100

JOUR 690 SPECIAL PROJECTS IN JOURNALISM
One hour of supervised work per week per unit. Transfer: CSU.

WEEKDAY
36878 JOUR 690 AV By Arr 1-3 Hrs/Wk 8-8110 Kaplan-Biegel 1.0-3.0

KABABAYAN PROGRAM
(Refer to course listings under LEARNING COMMUNITIES, beginning on page 101.)

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
KINESIOLOGY – ADAPTED (ADAP)

ADAP 358  ADAPTED STRENGTH DEVELOPMENT
Prereq: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor). Coreq: Concurrent enrollment in ADAP 349, 357 or 359. Designed to identify, assess and improve balance and physical functioning for individuals with physical limitations. Prescriptive programs are developed for groups and individuals. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

WEEKDAY
41787  ADAP 358  AA  MW  1:40-3:00  3-3102  Chandler  1.0
41788  ADAP 358  BA  TTh  12:35-1:50  3-3102  Chandler  1.0
41789  ADAP 358  BB  TTh  2:10-3:25  3-3102  Chandler  1.0

ADAP 359  BALANCE AND FUNCTIONAL MOVEMENT FOR THE PHYSICALLY LIMITED
Coreq: Concurrent enrollment in ADAP 348, 356 or 358. Designed to identify, assess and improve balance and physical functioning for individuals with physical limitations. Prescriptive programs are developed for groups and individuals. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

WEEKDAY
41791  ADAP 359  AO  By Arr  1.5-3 Hrs/Wk  3-3102  Chandler  0.5-1.0
41790  ADAP 359  BO  By Arr  1.5-3 Hrs/Wk  3-3102  Chandler  0.5-1.0

KINESIOLOGY – COMBATIVES (COMB)

COMB 301  BEGINNING WRESTLING
Instruction in rules and scoring systems. Instruction in take-downs, escapes, reversals, break-downs, rides, and pinning combinations. Transfer: UC; CSU (E2).

EVENING
39501  COMB 301  JX  TTh  4:45-6:00  3-3106  Haddon  1.0

COMB 302  INTERMEDIATE WRESTLING
Recommended: COMB 301 or equivalent. Competition in dual competition and a class tournament. May be repeated twice for credit. Transfer: UC; CSU (E2).

EVENING
39502  COMB 302  JX  TTh  4:45-6:00  3-3106  Haddon  1.0

COMB 404  BEGINNING SHOTOKAN KARATE
A course in the introduction of skills and techniques of the Japanese art of Shotokan Karate. Transfer: UC; CSU (E2).

WEEKDAY
39493  COMB 404  AX  MW  1:40-3:00  3-3201  Larson  1.0

COMB 405  INTERMEDIATE & ADVANCED SHOTOKAN KARATE
Recommended: COMB 404. A course to reinforce the skills and techniques learned in COMB 404. Intermediate and advanced techniques in the Japanese art of Shotokan Karate. Transfer: UC; CSU (E2).

WEEKDAY
39494  COMB 405  AX  MW  1:40-3:00  3-3201  Larson  1.0

KINESIOLOGY – DANCE (DANC)

DANC 110  MODERN DANCE
Movement with emphasis on creativity, style and self-expression. Students will choreograph a modern dance by the end of the semester. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2, C1).

WEEKDAY
43231  DANC 110  AA  MWF  10:10-11:00  3-3201  Steele  1.0

DANC 140  BALLET
Basic barre, floor technique and movement fundamentals with emphasis on body control, form, and special patterns. Excellent for beginners. May be repeated for credit a maximum of three times. Transfer: UC; CSU (C1, E2).

WEEKDAY
39166  DANC 140  BA  TTh  11:10-12:25  3-3201  Simmers  1.0

DANC 152  CUBAN ROOTS OF SALSA
Recommended to introduce students to the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. Transfer: UC; CSU (E2).

EVENING
41475  DANC 152  JA  T  6:00-9:00  1-1250  Delmar  1.0

DANC 161  TANGO ARGENTINO
Designed to introduce students to the essence of Argentine tango. Students will be able to dance in social settings comfortably and confidently. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

EVENING
40277  DANC 161  KX  W  7:00-10:00  3-3201  Delmar  1.0

DANC 162  TANGO MILONGA
Recommended: DANC 161 or equivalent. Designed for students with previous tango experience (knowledge of basic skills). Students will learn exciting new steps to bring their tango dancing to new levels. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

EVENING
40827  DANC 162  JB  F  7:00-10:15  3-3201  Delmar  1.0

DANC 167  SWING DANCE I
Beginning class in swing dance. Includes instruction, demonstration and practice. Transfer: UC; CSU.

EVENING
41804  DANC 167  JX  Th  7:25-10:15  3-3201  Moberg  1.0

DANC 168  SWING DANCE II
Prereq: DANC 167 or equivalent. Intermediate class in swing dance. Includes instruction, demonstration and practice, and performance. Transfer: UC; CSU.

EVENING
41805  DANC 168  JX  Th  7:25-10:15  3-3201  Moberg  1.0

DANC 169  SWING DANCE III
Prereq: DANC 168 or equivalent. Advanced class in swing dance. Includes instruction, demonstration and practice, choreography, and performance. Transfer: UC; CSU.

EVENING
41806  DANC 169  JX  Th  7:25-10:15  3-3201  Moberg  1.0
**KINESIOLOGY – DANCE > KINESIOLOGY – FITNESS**

**DANC 260 TANGO TEACHER TRAINING**
Recommended: DANC 162 or equivalent. Designed to prepare intermediate and advanced tango students to become tango teachers while developing their own skills. Guidance is provided for students seeking employment as tango teachers. Transfer: CSU.

**EVENING**
42922 DANC 260 KK W 7:00-10:00 3-3201 Delmar 1.0

**DANC 350 CARDIO DANCE**
Fitness can be achieved through vigorous steps, stretches and toning movements from many sources – jazz, rock, folk, ballet, modern dance, hip hop. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**
42262 DANC 350 BA MWF 9:10-10:00 3-3201 Steele 1.0
38749 DANC 350 AA MW 12:10-1:30 3-3201 Cushway 1.0

**EVENING**
38855 DANC 350 KA TTh 4:45-5:55 3-3201 Cushway 1.0

**DANC 450 INTERMEDIATE/ADVANCED DANCE PRODUCTION**
Recommended: DANC 400 or equivalent. In-depth study on performance and repertoire for intermediate/advanced dance students. Emphasis on development of dance technique and performance projection. Plus 32 hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**
42923 DANC 450 AA F 12:30-3:35 3-3201 Steele 1.0

**DANC 665SF BEGINNING BALLROOM DANCE**
A course designed to introduce students to the fundamentals of ballroom dance. It is designed for the serious general student interested in learning ethnic dance forms as well as the general student. Transfer: UC; CSU (E2).

**WEEKDAY**
40106 DANC 665SF JX Th 7:25-10:15 3-3201 Moberg 1.0

**DANC 665SI CHINESE ETHNIC AND FOLK DANCE**
**NEW!**
Designed to introduce students to the many forms of Chinese Ethnic and Folk Dance passed down through the centuries. Emphasis is placed on cultural expression through movements, postures and aesthetics. Transfer: UC; CSU (E2).

**EVENING**
43259 DANC 665SI KA T 7:25-10:15 3-3201 You 1.0

**DANC 665SJ MUSICAL THEATER DANCE**
**NEW!**
Designed to prepare students to perform in a musical theater production conducted on campus. Activities include learning jazz technique and choreography that will be utilized in performance. All levels of dance skill are welcome. Transfer: UC; CSU (E2).

**WEEKDAY**
43260 DANC 665SJ BA TTh 12:35-1:50 3-3201 Steele 1.0

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**KINESIOLOGY – FITNESS (FITN)**

**FITN 106 VARSITY CONDITIONING**
Intended for out-of-season varsity athletes to provide fitness and strength programs that will prepare them for intercollegiate competition. This class will include cardiovascular, strength, agility, speed and sport-specific training. Plus one hr/wk by arrangement for sections less than or equal to 1.0 unit and two hrs/wk by arrangement for sections greater than 1.0 unit. May be repeated for credit a maximum of three times. **NOTE:** This section is designed for Soccer athletes and will be held in the Field House, located at the running track. Transfer: CSU.

**WEEKDAY**
40854 FITN 106 AO By Arr 96 Hours Fld Hse Corsiglia 2.0

**FITN 107 INTERCOLLEGIATE FITNESS**
Intended for in-season varsity athletes to maintain fitness during their intercollegiate season. Strength training, cardiovascular conditioning, flexibility, injury prevention, psychological preparation, and nutrition will be emphasized. Plus 32 hours/semester by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

**WEEKDAY**
43233 FITN 107 AA Daily 3:15-4:20 Fld Hse Nomicos 2.0

**FITN 110 ADULT CONDITIONING**
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 personal fitness programs. Plus one hr/wk by arrangement. May be repeated for credit a maximum of three times. **NOTE:** This section is designed for Basketball athletes. Transfer: UC; CSU (E2).

**WEEKDAY**
40085 FITN 110 AO By Arr 48 Hours 3-3102 Piegrossi 1.0

**FITN 112 CROSS TRAINING**
Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities such as Spinning, weight training or resistance exercises, yoga, pilates, hiking, running, and/or fitness walking. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

**WEEKDAY**
41818 FITN 112 AA MWF 10:10-11:00 3B Fosberg 1.0

**FITN 116 BODY CONDITIONING**
Individual flexibility, agility, strength, and cardiovascular conditioning and fitness program. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**
41810 FITN 116 AA MWF 9:10-10:00 3-3102 Nomicos 1.0
37111 FITN 116 AB TTh 11:10-12:25 3-3102 Chandler 1.0
FITN 199 INTERACTIVE CARDIOVASCULAR FITNESS
An online fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will learn to improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

ONLINE
43230 FITN 199 OL By Arr 64 Hours ONLINE Corsiglia 2.0
FITN 199 OL is taught in an online format. For more information on the class and orientation, please contact Kevin Corsiglia at (650) 738-4214, or email corsigliak@smccd.edu.

FITN 201 BEGINNING WEIGHT TRAINING
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. Plus one hr/wk by arrangement. Transfer: UC; CSU (E2).

WEEKDAY
40265 FITN 201 CX TTh 9:35-10:50 3-3102 Chandler 1.0

FITN 202 INTERMEDIATE WEIGHT TRAINING
Prereq: FITN 201 or equivalent. Specialization and development of individual programs. Plus one hr/wk by arrangement. May be repeated twice for credit. Transfer: UC; CSU (E2).

WEEKDAY
40266 FITN 202 CX TTh 9:35-10:50 3-3102 Chandler 1.0

FITN 205 WEIGHT CONDITIONING
A complete course in weight conditioning, including instruction on how to design an individual training program for strength, tone and endurance. Coeducational class format. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

WEEKDAY
38712 FITN 205 AA MWF 10:10-11:00 3-3102 Nomicos 1.0
41176 FITN 205 AB MWF 11:10-12:00 3-3102 Corsiglia 1.0
41178 FITN 205 BB MW 12:10-1:30 3-3102 Chandler 1.0

EVENING
40077 FITN 205 JX MW 6:15-7:30 3-3102 Diaz 1.0
38728 FITN 205 KX TTh 6:15-7:30 3-3102 Marquez 1.0
41178 FITN 205 LX MTWTh 6:15-7:30 3-3102 Diaz 2.0

FITN 219 CORE FITNESS TRAINING
Designed to provide strengthening, stretching and aerobic exercise with spine stabilization postures for core conditioning to improve athletic performance, activities of daily living, and injury prevention. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

WEEKDAY
43235 FITN 219 AA MWF 11:10-12:00 3-3106 Silken 1.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

KINESIOLOGY – FITNESS

Fitness

Sit behind a desk all day?
Get moving with a fitness class!

Courses are designed for students of all levels, ages and abilities

For less than you’d pay at local gyms, Skyline College offers a variety of courses that will help you learn, develop and maintain a healthy lifestyle. Among courses offered this spring are:

- FITN 112: Cross Training
- FITN 116: Body Conditioning
- FITN 205: Weight Conditioning
- FITN 219: Core Fitness Training
- FITN 301: Spinning
- FITN 305: Running for Fitness
- FITN 332: Stretching and Flexibility
- FITN 334: Yoga
- FITN 335: Pilates

Achieve your fitness goals! Learn technique and the basics related to managing exercise habits while taking part in the physical activity that is essential to keeping you healthy. Skyline’s environment is supportive and non-intimidating. Courses focus on all of the five fitness components (muscular strength, muscular endurance, cardiovascular endurance, body composition, and flexibility).

Benefits:
- Feel more alert and concentrate better when studying or at work
- Have more energy
- Enjoy a better quality of life
- Enjoy the camaraderie that develops when working out with others in the class
- Be more accountable to yourself in maintaining an exercise program while enrolled in a class

Contact: Joe Morello, (650) 738-4271 or morelloj@smccd.edu
FITN 301 SPINNING®
Aerobic exercise on a stationary racing bicycle. This workout is done to high cadence music. Exercise heart rate and individual goals are assessed for maximum benefit. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

FITN 305 RUNNING FOR FITNESS
Methods to achieve total fitness through cardiovascular activities with emphasis on running. May be repeated for credit a maximum of three times. Repeat students must submit semester objectives. NOTE: The first class meeting will be held in the Gymnasium (Room 3200). Transfer: UC; CSU (E2).

FITN 332 STRETCHING AND FLEXIBILITY
Designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, create basic understanding of what is necessary for good health. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

FITN 334 YOGA
Various Yoga styles and exercises to increase flexibility, improve posture, and assist in stress reduction. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

FITN 335 PILATES
Training muscles of the torso through controlled exercises that increase core strength and postural stability to optimize performance in athletics, dance and everyday activities. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

FITN 400 FITNESS ACADEMY
A course designed to accommodate a day student’s schedule. Hours are flexible. Students must meet with the instructor the first week of the semester for an orientation. Evaluatory tests are used to determine student’s current level of fitness, and a personal prescription is developed to meet the goals and objectives of each student. May be repeated for credit a maximum of three times. NOTE: Orientation dates and times will be posted outside of the Weight Room door (3-3102), the Division Office (3-3130), and Room 3202. For more information, please contact instructor Mike Fitzgerald at (650) 738-4323, or email fitzgerald@smccd.edu. Transfer: UC; CSU (E2).

KINESIOLOGY – INDIVIDUAL SPORTS (INDV)

INDV 101 BEGINNING ARCHERY
Fundamentals of target archery, types of competition, rules, scoring, care and selection of equipment. NOTE: The first class will be held in Portable 3A. Transfer: UC; CSU (E2).

INDV 105 INTERMEDIATE ARCHERY
Prereq: INDV 101 or equivalent. Continued instruction in techniques with increasing distances, games and competitions, team and individual competition. May be repeated twice for credit. NOTE: The first class will be held in Portable 3A. Transfer: UC; CSU (E2).

INDV 121 BEGINNING BADMINTON
Rules and strategies of badminton; fundamentals of grip, strokes, footwork and court coverage, drills and competition, testing program, tournaments in singles and doubles. Transfer: UC; CSU (E2).

INDV 125 ADVANCED BADMINTON
Recommended: INDV 121 or equivalent. Emphasis on strategy, tactics, footwork, doubles teamwork and singles game. May be repeated twice for credit. Transfer: UC; CSU (E2).

INDV 126 COED CLUB BADMINTON
Prereq: INDV 121 or equivalent. Coed class to prepare students for badminton competition through drills and physical training; in class competition. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
INDV 165 GOLF: SHORT GAME
Designed to improve the skills of pitching, chipping, putting and greenside sand play. Class will incorporate practice facility sessions and course play. May be repeated for credit a maximum of three times. NOTE: The first class meeting will be held in Portable 3A. Subsequent class meetings will be held at various local driving ranges and golf courses. Students should expect to spend approximately $200 in golf course greens fees, short game area usage fees, and the purchase of range ball cards for this course. For more information, contact instructor Jan Fosberg at (650) 738-4215, or email fosberg@smccd.edu. Transfer: CSU (E2).

INDV 172 GOLF: IMPROVING THE MENTAL GAME
Recommended: Successful completion of INDV 160 or equivalent. An introduction to the mental side of golf. Includes anxiety management, visualization, goal setting, and more. Course will include practical application in drills and in on-course tournament play. NOTE: The first class meeting will be held in Portable 3A. Subsequent class meetings will be held at various local driving ranges and golf courses. Students should expect to spend approximately $200 in golf course greens fees, short game area usage fees, and the purchase of range ball cards for this course. For more information, contact instructor Jan Fosberg at (650) 738-4215, or email fosberg@smccd.edu. Transfer credit: UC; CSU.

INDV 251 BEGINNING TENNIS
Instruction in service, forehand, backhand, strategy, rules. Automatic ball machine is used. Transfer: UC; CSU (E2).

INDV 253 INTERMEDIATE TENNIS
Prereq: INDV 251 or demonstration of equivalent skills.
Continued skills instruction in tennis. Competition tournaments will be held. Transfer: UC; CSU (E2).

INDV 255 ADVANCED TENNIS
Prereq: INDV 253 or demonstration of equivalent skills.
Continued skills instruction in tennis. Competition tournaments will be held. May be repeated once for credit. Transfer: UC; CSU (E2).

Contact: Kevin Corsiglia, (650) 738-4214 or corsigliak@smccd.edu
**KINESIOLOGY – PHYSICAL EDUCATION (P.E.)**

**P.E. 105 THE STUDENT-ATHLETE EXPERIENCE**  
A survey course examining the historical, sociological, health and compliance issues related to student athletes at the community college and university level. **NOTE:** This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. This section is designed primarily for students in the Scholar-Athlete learning community, but is open to all students.  
Transfer: UC; CSU (E1).

**EVENING**  
41382 P.E. 105 JA M 6:00-8:05 3A Nomicos 2.0

**P.E. 152 THEORY OF SPORT & FITNESS MANAGEMENT**  
Recommended: Eligibility for ENGL 836 or equivalent. An overview of sport management at the professional, collegiate and recreational levels. Career opportunities in the field of sport management are discussed. **NOTE:** This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer: UC; CSU.

**ONLINE**  
42425 P.E. 152 OL By Arr 48 Hours ONLINE Piergrossi 3.0  
P.E. 152 OL is taught in an online format. Optional orientation meeting on campus on Tuesday, January 17, 6:10-7:00 pm in Portable 3A. For more information, please contact Justin Piergrossi at (650) 738-4367, or email piergrossij@smccd.edu.

**KINESIOLOGY – TEAM SPORTS (TEAM)**

**TEAM 111 BEGINNING BASKETBALL**  
Instruction in rules, strategies and fundamentals. Round-robin play during last half of semester. Transfer: UC; CSU (E2).

**WEEKDAY**  
40609 TEAM 111 AX MWF 10:10-11:00 3-3200 Piergrossi 1.0  
40611 TEAM 111 BX MWF 11:10-12:00 3-3200 Piergrossi 1.0  
41196 TEAM 111 CX TTh 11:10-12:25 3-3200 Harris 1.0

**TEAM 112 BASKETBALL: ADVANCED COMPETITION STRATEGIES**  
Prereq: TEAM 111, or competitive experience, or equivalent. Geared toward intermediate level basketball players interested in learning basketball philosophy, competitive strategies and techniques. Plus 16 hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

**EVENING**  
41821 TEAM 112 KS MW 6:00-8:25 3-3200 Hosley 1.0  
TBA Hours: M 1.6 Hrs/Wk  
Dates for TEAM 112 KS: 3/12-5/23

**TEAM 115 ADVANCED BASKETBALL**  
Prereq: TEAM 111 or equivalent. Advanced instruction in fundamentals of basketball. Team play accented. May be repeated twice for credit. Transfer: UC; CSU (E2).

**WEEKDAY**  
40610 TEAM 115 AX MWF 10:10-11:00 3-3200 Piergrossi 1.0  
40612 TEAM 115 BX MWF 11:10-12:00 3-3200 Piergrossi 1.0  
41197 TEAM 115 CX TTh 11:10-12:25 3-3200 Harris 1.0

**TEAM 116 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT**  
Prereq: TEAM 115 or equivalent. Focus on mastering individual skills rather than team concepts. Students will participate in numerous competitive drills and basketball conditioning. Plus 16 hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

**WEEKDAY**  
40274 TEAM 116 AS MWF 1:15-3:15 3-3200 Piergrossi 1.0  
TBA Hours: MW 1.8 Hrs/Wk  
Dates for TEAM 116 AS: 3/12-5/18

**TEAM 117 BASKETBALL: TOURNAMENT BASKETBALL**  
Recommended: TEAM 111, TEAM 112 or TEAM 115, or competitive experience, or equivalent. Geared toward advanced level basketball players, this course will focus on improving the understanding of team basketball through a competitive tournament setting. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

**EVENING**  
40604 TEAM 117 KS TTh 6:10-8:50 3-3200 Piergrossi 1.0  
Dates for the KS section: 3/13-5/17

**TEAM 132 FLAG FOOTBALL**  
Instruction in basic skills, rules and strategies of flag football. Drills and competition will be used. May be repeated for credit a maximum of three times. **NOTE:** The first class meeting will be held at Skyline’s track field. Transfer: UC; CSU.

**WEEKDAY**  
35196 TEAM 132 BA TTh 11:10-12:25 Field Fitzgerald 1.0

**TEAM 141 BEGINNING SOCCER**  
Instruction and practice in fundamentals of individual play. Games and round-robin play. Emphasis on practical concepts of training; dribbling, passing, receiving, heading and tackling. Transfer: UC; CSU (E2).

**WEEKDAY**  
40076 TEAM 141 AX MWF 10:10-11:00 Field Corsiglia 1.0

**TEAM 145 ADVANCED SOCCER**  
Recommended: TEAM 141 or equivalent. Instruction in offensive and defensive play; specific positions. Emphasis on individual and team tactics. May be repeated twice for credit. Transfer: UC; CSU (E2).

**WEEKDAY**  
40079 TEAM 145 AX MWF 10:10-11:00 Field Corsiglia 1.0

**TEAM 148 INDOOR SOCCER**  
The game of soccer as played indoors to include skill development, team play, individual play, and group activity. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**  
39552 TEAM 148 AA MWF 12:10-1:00 3-3200 Link 1.0  
40607 TEAM 148 BA TTh 9:35-10:50 3-3200 Corsiglia 1.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
TEAM 179 TOURNAMENT VOLLEYBALL
Recommendation: TEAM 171 or equivalent. A course for intermediate and advance level players emphasizing team play in a tournament setting. Introduction to offensive and defensive systems. Plus 16 hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

EVENING
41208 TEAM 179 JA MW 8:25-9:50 3-3200 Salahuddin 1.0
TBA Hours: By Arr 1 Hr/Wk 3-3200

TEAM 190 BASEBALL THEORY, DEFENSE
Recommendation: Concurrent enrollment in TEAM 100 or VARS 100. Designed to develop knowledge and skills related to playing or coaching the sport of baseball. Individual and team skill development will be stressed. Plus 32 hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

WEEKDAY
41210 TEAM 190 AS Daily 10:45-12:20 Field Nomicos 2.0
MTWTh 12:30-1:40 3A
Daily 1:50-3:25 Field
TBA Hours: Daily 11.5 Hrs/Wk
Dates for TEAM 190 AS: 12/26-1/13

TEAM 193 MEN’S BASKETBALL THEORY, OFFENSE
Recommendation: Concurrent enrollment in VARS 110. Designed to develop knowledge and skills related to playing or coaching the sport of basketball. Individual and team skill development will be stressed. Plus 32 hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

WEEKDAY
41823 TEAM 193 AS MTWTh 11:15-12:15 3-3104 Piergrossi 1.5
Daily 12:20-1:30 3-3200
TBA Hours: MTWTh 8 Hrs/Wk
Dates for TEAM 193 AS: 12/19-1/13

TEAM 195 WOMEN’S BASKETBALL THEORY, OFFENSE
Recommendation: Concurrent enrollment in VARS 300. Designed to develop knowledge and skills related to playing or coaching the sport of basketball. Individual and team skill development will be stressed. Plus 32 hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

EVENING
41824 TEAM 195 JS MTWTh 5:15-6:15 3-3104 Hosley 1.5
Daily 6:20-7:30 3-3200
TBA Hours: MTWTh 8 Hrs/Wk
Dates for TEAM 195 JS: 12/19-1/13

TEAM 198 WOMEN’S SOCCER THEORY, DEFENSE
Recommendation: Concurrent enrollment in Varsity 360. Designed to develop knowledge and skills related to playing or coaching the sport of soccer. Individual and team development will be stressed. Plus 32 hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

WEEKDAY
41822 TEAM 198 AA W 1:40-3:00 3-SF1 Corsiglia 1.5
W 3:10-4:00 3A
TBA Hours: By Arr 2 Hrs/Wk

Women’s Varsity Badminton

Earn your degree or prepare for transfer while you play badminton!

Women’s Varsity Badminton (VARS 350, CRN 37274) is a course designed for women who would like to compete against others while earning their degree. School-funded travel to matches/tournaments is provided and student-athletes of any skill level are trained for competition.

- Our Athletic Learning Community will help you succeed in college
- Student-athletes from CSM and Cañada are also eligible to compete
- Enjoy a fun, positive environment
- Classes/practices will help you get stronger, more fit, and more energized
- Men are encouraged to join the “Coed Club Badminton” class and train for competition on a club level against participating schools

Contact: Jan Fosberg, (650) 738-4215 or fosberg@smccd.edu
KINESIOLOGY – VARSITY SPORTS (VARS)

VARS 100 VARSITY BASEBALL
Prereq: Must be enrolled in 12 units. Intercollegiate baseball competition in the Coast Conference and with various local colleges. May be repeated for credit a maximum of three times. NOTE: For more information contact Baseball Coach Dino Nomics at (650) 738-4197 or email nomics@smccd.edu. Transfer: UC; CSU (E2).

WEEKDAY
30814 VARS 100 AX Daily 1:05-3:20 Field Nomics 2.0
Dates for VARS 100 AX: 1/17-5/3

VARS 110 MEN’S VARSITY BASKETBALL
Prereq: Must be enrolled in 12 units. Competition in Coast Conference, Regional and State tournaments. Must be enrolled in 12 units. May be repeated for credit a maximum of three times. NOTE: For more information contact Coach Justin Piergrossi at (650) 738-4367 or email piergrossi@smccd.edu. Transfer: UC; CSU (E2).

WEEKDAY
30815 VARS 110 AX Daily 1:15-3:20 Piergrossi 1.0
Dates for VARS 110 AX: 1/17-3/7

VARS 300 WOMEN’S VARSITY BASKETBALL
Prereq: Must be enrolled in 12 units. Competition in Coast Conference, Regional and State tournaments. Must be enrolled in 12 units. May be repeated for credit a maximum of three times. NOTE: For more information contact Women’s Basketball Coach Trisha Hosley at (650) 738-4241 or email hosley@smccd.edu. Transfer: UC; CSU (E2).

WEEKDAY
40606 VARS 300 AX Daily 6:15-10:20 Field Hosley 1.0
Dates for VARS 300 AX: 1/17-3/7

VARS 350 WOMEN’S VARSITY BADMINTON
Prereq: Must be enrolled in 12 units. Intercollegiate badminton competition with Northern California community colleges. Participation in the Coast Conference and regional tournaments. May be repeated for credit a maximum of three times. NOTE: For more information, contact Women’s Badminton Coach Jan Fosberg at (650) 738-4215 or email fosberg@smccd.edu. Transfer: UC; CSU.

EVENING
37274 VARS 350 JX Daily 3:45-6:00 Fosberg 2.0
Dates for VARS 350 JX: 1/25-5/14

LEARNING COMMUNITIES

(LEARNING COMMUNITIES are listed beginning on page 101.)

LEARNING SKILLS (LSKL)

LSKL 109 SUPPLEMENTAL LEARNING ASSISTANCE FOR ELEMENTARY ALGEBRA – FIRST YEAR EXPERIENCE (LEAP)
Coreq: Concurrent enrollment in MATH 110, MATH 111, or MATH 112. Provides supplementary learning assistance to students enrolled in Elementary Algebra. Under the supervision of qualified faculty, course instructors reinforce concepts and skills learned in Elementary Algebra. May be repeated twice for credit. NOTE: LSKL 109 AX is part of the First Year Experience – LEAP Learning Community. All students enrolling in LSKL 109 (CRN 43422) must also enroll in CRER 650 AX (CRN 42356) and MATH 110 AX (CRN 30533). (Units do not count toward the Associate Degree.)

WEEKDAY
43422 LSKL 109 AX MW 11:10-12:25 PH-307* Tsuchida 0.5

LSKL 110 DIRECTED EXPERIENCE IN TUTORING
Prereq: Minimum grade of B in subject to be tutored and letter of recommendation from instructor in that subject area. This course enables students to serve as tutors and provide academic assistance to other students (learners or tutees). Student tutors help tutee study partners 1) to understand the concepts of specific courses and 2) to apply effective study skills. Requires a minimum of 3 lab hrs/wk by arrangement. Open entry. Transfer: CSU.

WEEKDAY
35564 LSKL 110 AX T 2:10-3:00 Corral 0.5-3.0

LSKL 800 SUPERVISED SUPPLEMENTAL INSTRUCTION
Coreq: Concurrent enrollment in another course for which the student needs academic support in order to succeed. Individual and/or group instruction by faculty and instructional aides in the Learning Center to reinforce learning in the parent course from which the student was referred. Faculty and/or counselors will refer students based on learning needs. Open entry. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

WEEKDAY
40789 LSKL 800 AV By Arr 1.5-9 Hrs/Wk 5-5100 Chavez 0.5-3.0
40788 LSKL 800 BV By Arr 1.5-9 Hrs/Wk 5-5100 Corral 0.5-3.0

LSKL 801 APPLIED STUDY SKILLS ASSISTANCE
Instruction in a variety of study techniques such as note-taking, study reading, time management, taking tests, etc. Plus 1-6 lab hrs/wk by arrangement. Open entry. May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)

WEEKDAY
41726 LSKL 801 AT 12:10-1:00 1-1202 Perez 0.5-3.0

Plan Ahead – Pay Ahead! To provide you with access to the most popular classes, the San Mateo County Community College District is making an important change in the enrollment fee payment policy beginning Spring 2012. You will not be able to register for classes if you have an account balance for prior terms. You will be dropped from your classes if you have not paid your fees by Jan. 4, 2012. If you cannot afford the fees, the District will offer a payment plan. The Financial Aid Office at each college can help you determine if you are eligible for state and federal student aid programs. Be sure to check WebSMART and your MY.SMCCD email account for more information and a list of upcoming financial aid seminars.
LSKL 803 SUPERVISED PEER TUTORING
Coreq: Enrollment in a course for which academic support is needed in order for the student to succeed. Individual and/or group instruction by peer tutors in the Learning Center to reinforce learning in the basic skills or job training course from which the student is referred. Faculty and/or counselors will refer students based on their learning needs. Open entry. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

WEEKDAY
40809 LSKL 803 AV By Arr 1.5-9 Hrs/Wk 5-5100 Corral 0.0

LSKL 803 SUPERVISED PEER TUTORING -- MESA
Coreq: Enrollment in a course for which academic support is needed in order for the student to succeed. Individual and/or group instruction by peer tutors in the Learning Center to reinforce learning in the basic skills or job training course from which the student is referred. Faculty and/or counselors will refer students based on their learning needs. Open entry. May be repeated for credit a maximum of three times. NOTE: This section is designed for students in the MESA program. (Units do not count toward the Associate Degree.)

WEEKDAY
40823 LSKL 803 BV By Arr 1.5-9 Hrs/Wk 7-7309 Fredricks 0.0

LSKL 811 SUPPLEMENTAL LEARNING ASSISTANCE FOR FUNDAMENTALS OF MATH
Coreq: Concurrent enrollment in MATH 811. Provides supplemental learning assistance to students enrolled in MATH 811. Under the supervision of qualified faculty, course instructors reinforce concepts and skills learned in MATH 811. May be repeated twice for credit. NOTE: Students enrolling in LSKL 811 AA (CRN 42050) must also enroll in MATH 811 AC (41405); and students enrolling in LSKL 811 AB (42162) must also enroll in MATH 811 AB (40680). (Units do not count toward the Associate Degree.)

WEEKDAY
42050 LSKL 811 AA TTh 12:35-1:50 PH-402 Tsuchida 0.5
42162 LSKL 811 AB TTh 11:10-12:25 PH-402 Tsuchida 0.5

LSKL 828 SUPPLEMENTAL LEARNING ASSISTANCE FOR BASIC WRITING SKILLS
Coreq: Concurrent enrollment in ENGL 828. Provides supplemental learning assistance to students enrolled in ENGL 828. Under the supervision of qualified faculty, course instructors reinforce concepts and skills learned in ENGL 828. May be repeated twice for credit. NOTE: Students enrolling in LSKL 828 AA (43226) must also enroll in ENGL 828 AA (42394); students enrolling in LSKL 828 AB (43228) must also enroll in ENGL 828 AB (42616); and students enrolling in LSKL 828 AC (43227) must also enroll in ENGL 828 AC (42395). (Units do not count toward the Associate Degree.)

WEEKDAY
43226 LSKL 828 AA M 10:10-11:25 PH-401* Gibson 0.5
43228 LSKL 828 AB W 11:10-12:25 PH-401* Drisdell 0.5
43227 LSKL 828 AC M 12:10-1:25 PH-401* Urquidez 0.5

LSKL 830 THE SENTENCE
Master sentence structure basics in order to make your writing clear and grammatically correct. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

WEEKDAY
41013 LSKL 830 AS MW 12:10-1:00 8-8117 Saenz 0.5
Dates for LSKL 830 AS: 2/13-3/12

LSKL 831 EDITING AND PROOFREADING
This supplemental course focuses on teaching students to become stronger editors and proofreaders of their own writing. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

WEEKDAY
41014 LSKL 831 AS MW 12:10-1:00 8-8117 Saenz 0.5
Dates for LSKL 831 AS: 3/19-4/18

LSKL 832 SENTENCE COMBINING
Learn sentence-combining strategies to increase the clarity and sophistication of your writing by creating more complex and better-developed sentences. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

WEEKDAY
41015 LSKL 832 AS MW 12:10-1:00 8-8117 Saenz 0.5
Dates for LSKL 832 AS: 4/23-5/16

LSKL 853 WRITING AND READING ASSISTANCE LAB
Provides assistance in reading strategies and all stages of the writing process to students enrolled in any college course. Open entry. May be repeated for credit up to a maximum of 9 units. (Units do not count toward the Associate Degree.)

WEEKDAY
41271 LSKL 853 AV By Arr 1.5-9 Hrs/Wk 5-5100 Feinblum 0.5-3.0
41274 LSKL 853 BV By Arr 1.5-9 Hrs/Wk 5-5100 Gibson 0.5-3.0
41275 LSKL 853 CV By Arr 1.5-9 Hrs/Wk 5-5100 Lachmayr 0.5-3.0
41298 LSKL 853 EV By Arr 1.5-9 Hrs/Wk 5-5100 Bell 0.5-3.0
41620 LSKL 853 FV By Arr 1.5-9 Hrs/Wk 5-5100 Harer 0.5-3.0
41630 LSKL 853 IV By Arr 1.5-9 Hrs/Wk 5-5100 Feiner 0.5-3.0

LIBRARY (LSCI)

LSCI 110 DIGITAL ORAL RESEARCH PROJECT
A practical introduction to methods and techniques of oral research using digital audio technology. Open entry. Transfer: CSU.

WEEKDAY
39348 LSCI 110 AA By Arr 16 Hours 5-5200 Brenner 1.0
Dates for LSCI 110 AA: 3/19-5/14

LITERATURE (LIT.)

(Literature courses are also listed under ENGLISH.)

LIT. 101 CONTEMPORARY LITERATURE
Prereq: ENGL 100 or 105. Contemporary writers describe and analyze 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: UC; CSU (C2).

EVENING
40619 LIT. 101 JX Th 7:00-10:00 7-7307 McClung 3.0

* This class will be held in Skyline's Pacific Heights building, located across the perimeter road from Building 5.
LITERATURE ≠ MATHEMATICS

LIT. 101 CONTEMPORARY LITERATURE – HONORS
Prereq: ENGL 100 or 105. Contemporary writers describe and analyze 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. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (C2).

EVENING
41808 LIT. 101 JH Th 7:00-10:00 7-7307 McClung 3.0

LIT. 113 INTRODUCTION TO THE NOVEL
Prereq: ENGL 100 or 105. 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. Transfer: UC; CSU (C2).

WEEKDAY
43210 LIT. 113 AA MWF 11:10-12:00 4-272 Erpelo 3.0

LIT. 151 SHAKESPEARE
Prereq: 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, and critical papers. Transfer: CSU (C2).

WEEKDAY
41217 LIT. 151 AX TTh 9:35-10:50 8-8224 Floro 3.0

LIT. 151 SHAKESPEARE – HONORS
Prereq: 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, and critical papers. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: CSU (C2).

WEEKDAY
41219 LIT. 151 AH TTh 9:35-10:50 8-8224 Floro 3.0

LIT. 191 CHILDREN’S LITERATURE
Recommended: Eligibility for either ESOL 400, ENGL 836 and READ 836, ENGL 846, or equivalent. Study of representative works of Children’s Literature with an emphasis on practical experience in presenting age-appropriate literature to children and youth. Reading, discussion, critical papers. Also listed as ECE. 191. Transfer: CSU (C2).

EVENING
41406 LIT. 191 JX M 3:40-6:55 8-8317 Heffeman 3.0

LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION
Prereq: ENGL 100 or 105, or equivalent. This course samples greater and lesser-known works of Latin American literature, revealing the literary trends and characteristics that have earned world recognition. Transfer: UC; CSU (C2).

HYBRID
43221 LIT. 373 HJ By Arr 48 Hours HYBRID Hibble 3.0

LIT. 373 HJ will be held online and on campus. Requires Internet access and email. Instructor email: hibblea@smccd.edu.

IMPORTANT
Which Transfer math courses you take depends on your transfer destination and your intended major.

To select the appropriate math class, see a counselor and use PROJECT ASSIST (www.assist.org) to retrieve course articulation information.
MATH 110 ELEMENTARY ALGEBRA
Prereq: Completion of MATH 806 or 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. An introduction to elementary algebra emphasizing basic algebra concepts and those skills necessary to apply the concepts to real life problem solving. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics including: real numbers, order of operations, linear equations and graphs, and systems of linear equations will be presented. NOTE: TI-83 or TI-84 Graphing Calculator required. (Units do not count toward the Associate Degree.)

WEEKDAY
30530 MATH 110 AA MWF 8:10-9:40 5-5132B Hough Jr 5.0
30531 MATH 110 AB Daily 9:10-10:00 7-7109 Araica 5.0
30532 MATH 110 AC Daily 10:10-11:00 PH-412* Nguyen 5.0
30535 MATH 110 AD MTWTh 12:10-1:15 7-7109 Freeman 5.0

EVENING
30536 MATH 110 JA MW 6:30-9:00 4-273 Kuan 5.0
30537 MATH 110 JB TTh 7:00-9:20 8-8304 Nguyen 5.0

MATH 110 ELEMENTARY ALGEBRA – ASTEP
Prereq: Completion of MATH 806 or 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. An introduction to elementary algebra emphasizing basic algebra concepts and those skills necessary to apply the concepts to real life problem solving. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics including: real numbers, order of operations, linear equations and graphs, and systems of linear equations will be presented. NOTE: TI-83 or TI-84 Graphing Calculator required. This section is designed primarily for students in the ASTEP learning community, but is open to all eligible students. (Units do not count toward the Associate Degree.)

WEEKDAY
40231 MATH 110 AO Daily 9:10-10:00 PH-308* Deamer 5.0

MATH 110 ELEMENTARY ALGEBRA – FIRST YEAR EXPERIENCE (LEAP)
Prereq: Completion of MATH 806 or 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. An introduction to elementary algebra emphasizing basic algebra concepts and those skills necessary to apply the concepts to real life problem solving. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics including: real numbers, order of operations, linear equations and graphs, and systems of linear equations will be presented. NOTE: TI-83 or TI-84 Graphing Calculator required. MATH 110 AY is part of the First Year Experience – LEAP Learning Community. All students enrolling in MATH 110 AY (CRN 30533) must also enroll in CRER 650 AY (CRN 42356) and LSKL 109 AY (CRN 43422). (Units do not count toward the Associate Degree.)

WEEKDAY
30533 MATH 110 AY Daily 10:10-11:00 7-7109 Zamani 5.0

MATH 111 ELEMENTARY ALGEBRA I
Prereq: Completion of MATH 806 or 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. Course is equivalent to first half of MATH 110. NOTE: TI-83 or TI-84 Graphing Calculator required. (Units do not count toward the Associate Degree.)

WEEKDAY
30538 MATH 111 AA TTh 8:10-9:25 7-7304 Nguyen 3.0
30539 MATH 111 AB MWF 9:10-10:00 4-273 Maojoudi 3.0
30540 MATH 111 AC TTh 11:10-12:25 7-7304 Leach 3.0
39580 MATH 111 AD MWF 12:10-1:00 7-7310 Leach 3.0

EVENING
30541 MATH 111 JA T 6:30-9:30 5-5132B Garcia Jr 3.0

MATH 112 ELEMENTARY ALGEBRA II
Prereq: Completion of MATH 111 with a grade of C or better, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. Course is equivalent to the second half of MATH 110. NOTE: TI-83 or TI-84 Graphing Calculator required. (Units do not count toward the Associate Degree.)

WEEKDAY
30543 MATH 112 AA TTh 8:10-9:25 7-7310 Ban 3.0
30544 MATH 112 AB MWF 11:10-12:00 7-7310 Broholm 3.0
40689 MATH 112 AX TTh 11:10-12:25 7-7314 Chavez 3.0

EVENING
38168 MATH 112 JA W 7:00-10:00 7-7309 Nguyen 3.0

MATH 112 ELEMENTARY ALGEBRA II – PUENTE
Prereq: Completion of MATH 111 with a grade of C or better, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. Course is equivalent to the second half of MATH 110. NOTE: TI-83 or TI-84 Graphing Calculator required. This section is designed primarily for students in the Puente learning community, but is open to all eligible students. (Units do not count toward the Associate Degree.)

WEEKDAY
33320 MATH 112 AP TTh 11:10-12:25 7-7104 Chavez 3.0

Plan Ahead – Pay Ahead!

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MEMO Pay College Fees
MATH 120 INTERMEDIATE ALGEBRA
Prereq: 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. Review/extension of elementary algebra through exponential, logarithmic, polynomial, radical, and rational functions. An emphasis on modeling real life situations. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required.

WEEKDAY
30549 MATH 120 AA MWF 9:30-11:00 7-7310 Broxholm 5.0
TBA Hours: By Arr 1 Hr/Wk
30550 MATH 120 AB Daily 9:10-10:00 7-7111 Tsuchida 5.0
TBA Hours: By Arr 1 Hr/Wk
30552 MATH 120 AC Daily 10:10-11:00 7-7111 Leach 5.0
TBA Hours: By Arr 1 Hr/Wk
30553 MATH 120 AD Daily 11:10-12:00 7-7104 Zamani 5.0
TBA Hours: By Arr 1 Hr/Wk
30551 MATH 120 AE Daily 11:10-12:00 7-7111 Arai 5.0
TBA Hours: By Arr 1 Hr/Wk
30554 MATH 120 AF MWF 12:10-1:40 7-7111 Farahmand 5.0
TBA Hours: By Arr 1 Hr/Wk
40135 MATH 120 AS MTWTh 2:10-4:00 7-7111 Chen 5.0
TBA Hours: By Arr 1.6 Hrs/Wk
Dates for the AS section ONLY: 2/13-5/3

EVENING
30555 MATH 120 JA MW 6:30-8:50 4-148 Piserchio 5.0
TBA Hours: By Arr 1 Hr/Wk
30556 MATH 120 JB TTh 7:00-9:20 7-7310 Kwok 5.0
TBA Hours: By Arr 1 Hr/Wk

ONLINE
41512 MATH 120 OL By Arr 80 Hours ONLINE Moss 5.0
MATH 120 OL is taught in an online format. Internet access and email is required. Exams will be taken on-campus or via approved proctored arrangements. Orientation is required and done online on or before January 19. Check instructor website at http://www.smccd.edu/accounts/moss for orientation and course information. Instructor email contact: moss@smccd.edu.

MATH 120 INTERMEDIATE ALGEBRA – ASTEP
Prereq: 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. Review/extension of elementary algebra through exponential, logarithmic, polynomial, radical, and rational functions. An emphasis on modeling real life situations. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. This section is designed primarily for students in the ASTEP learning community, but is open to all eligible students.

WEEKDAY
40670 MATH 120 AO Daily 10:10-11:00 PH-308* Deamer 5.0
TBA Hours: By Arr 1 Hr/Wk

MATH 120 INTERMEDIATE ALGEBRA – FIRST YEAR EXPERIENCE
Prereq: 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. Review/extension of elementary algebra through exponential, logarithmic, polynomial, radical, and rational functions. An emphasis on modeling real life situations. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. MATH 120 AY is part of the First Year Experience Learning Community. Students enrolling in MATH 120 AY (CRN 42977) must also enroll in COUN 100 AY (CRN 42271) and ENGL 846 AY (CRN 43384).

WEEKDAY
42977 MATH 120 AY Daily 11:10-12:00 PH-412* Nguyen 5.0
TBA Hours: By Arr 1 Hr/Wk

MATH 122 INTERMEDIATE ALGEBRA I
Prereq: 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. Course is equivalent to first half of MATH 120. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required.

WEEKDAY
38762 MATH 122 AA MWF 10:10-11:00 7-7304 Farahmand 3.0
TBA Hours: By Arr 1 Hr/Wk

EVENING
30558 MATH 122 JA T 6:30-9:30 7-7109 Kazaryan 3.0
TBA Hours: By Arr 1 Hr/Wk

MATH 123 INTERMEDIATE ALGEBRA II
Prereq: Completion of MATH 122 with a grade of C or better, or equivalent. Course is equivalent to the second half of MATH 120. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required.

WEEKDAY
38765 MATH 123 AA MW 12:10-1:25 8-8304 Tsuchida 3.0
TBA Hours: By Arr 1 Hr/Wk

EVENING
30560 MATH 123 JA MW 5:30-6:45 7-7111 Miranda 3.0
TBA Hours: By Arr 1 Hr/Wk

MATH 130 TRIGONOMETRY
Prereq: 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. Recommended: MATH 115 or equivalent. Trigonometric functions of real numbers and angles; solution of triangles; radian measure; graphs of trigonometric functions; trigonometric equations and identities; inverse trigonometric functions; complex numbers; applications of trigonometry. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: CSU (B4).

WEEKDAY
42031 MATH 130 AA MWF 8:10-9:20 7-7310 Farahmand 4.0
TBA Hours: By Arr 1 Hr/Wk
42032 MATH 130 AB TTh 8:10-9:50 5-5132B Kotsischevskaya 4.0
TBA Hours: By Arr 1 Hr/Wk
42033 MATH 130 AC TTh 12:10-1:50 8-8302 Kotsischevskaya 4.0
TBA Hours: By Arr 1 Hr/Wk

EVENING
42035 MATH 130 JA Th 6:00-10:00 7-7109 Kuan 4.0
TBA Hours: By Arr 1 Hr/Wk

MATH 200 PROBABILITY & STATISTICS
Prereq: 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. Measures of central tendency and dispersion, sampling distributions and statistical inference, regression and correlation. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
**MATH 200 PROBABILITY & STATISTICS – ASTEP**

Prereq: 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. Measures of central tendency and dispersion, sampling distributions and statistical inference, regression and correlation. Plus 16 hours by arrangement. Orientation is required and done online on or before January 19. Check instructor website at http://www.smccd.edu/accounts/moss for orientation and course information. Instructor email contact: moss@smccd.edu.

**WEEKDAY**

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<td>By Arr</td>
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MATH 200 OL is taught in an online format. Internet access and email is required. Exams will be taken on-campus or via approved proctored arrangements. Orientation is required and done online on or before January 19. Check instructor website at http://www.smccd.edu/accounts/moss for orientation and course information. Instructor email contact: moss@smccd.edu.

**MATH 200 PROBABILITY & STATISTICS – HONORS**

Prereq: 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. Measures of central tendency and dispersion, sampling distributions and statistical inference, regression and correlation. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (B4).

**WEEKDAY**

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<td>MWF</td>
<td>8:10-9:00</td>
<td>7-7304</td>
<td>Fredricks</td>
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**MATH 201 QUANTITATIVE REASONING**

Prereq: 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. Development of the necessary concepts and skills for reasoning logically and quantitatively and application of these concepts to practical, real-life situations. Topics include number systems, logic, geometry, probability and statistics, exponential modeling, and patterns. Transfer: UC; CSU (B4).

**ONLINE**

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<td>MATH 241 JA</td>
<td>M W</td>
<td>7:00-9:20</td>
<td>7-7111</td>
<td>Miranda</td>
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**WEEKDAY**

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MATH 201 OL is taught in an online format. Internet access and email is required. Exams will be taken on-campus or via approved proctored arrangements. Orientation is required and done online on or before January 19. Check instructor website at http://www.smccd.edu/accounts/moss for orientation and course information. Instructor email contact: moss@smccd.edu.

**MATH 222 PRECALCULUS**

Prereq: Completion of MATH 130 with grade C or better, or equivalent. Functional and graphing approach to concepts and skills necessary as background for success in calculus. Plus one hr/wk by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

**WEEKDAY**

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</table>

**MATH 241 APPLIED CALCULUS I**

Prereq: 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. NOTE: MATH 241/242 is a one year sequence in Applied Calculus. The prerequisite for MATH 242 is both MATH 130 and MATH 241. MATH 130 should be taken prior to entering the sequence if you plan to take both MATH 241 and 242. Basic techniques of differential calculus. Selected topics from limits, differentiation, applications of the derivative, and the anti-derivative. Integral use of a graphing calculator. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

**EVENING**

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**MATH 242 APPLIED CALCULUS II**

Prereq: Completion of MATH 130 and MATH 241 with a grade of C or better, or equivalent. Basic techniques of integral calculus. Definition, calculation and application of the integral; logarithmic and exponential functions. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

**WEEKDAY**

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<th>CRN</th>
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*This class will be held in Skyline’s Pacific Heights building, located across the perimeter road from Building 5.*
MATH 242 APPLIED CALCULUS II – HONORS
Prereq: Completion of MATH 130 and MATH 241 with a grade of C or better, or equivalent. Basic techniques of integral calculus. Definition, calculation and application of the integral; logarithmic and exponential functions. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (B4).

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MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I
Prereq: Completion of MATH 222 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Limits and continuity, the derivatives and applications, the differential and anti-differentiation, the definite integral and conic sections. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

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MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I – HONORS
Prereq: Completion of MATH 222 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Limits and continuity, the derivatives and applications, the differential and anti-differentiation, the definite integral and conic sections. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. This section is designed primarily for students in the Honors Transfer Program, but is open to all eligible students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (B4).

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MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II
Prereq: Completion of MATH 251 with a grade of C or better, or equivalent. Logarithmic, exponential, trigonometric and hyperbolic functions. Integration, polar coordinates, indeterminates, and improper integrals. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

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MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II – HONORS
Prereq: Completion of MATH 251 with a grade of C or better, or equivalent. Logarithmic, exponential, trigonometric and hyperbolic functions. Integration, polar coordinates, indeterminates, and improper integrals. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. These sections are designed primarily for students in the Honors Transfer Program, but are open to all eligible students. All students enrolling in these sections will be required to do Honors-level work. Transfer: UC; CSU (B4).

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MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III
Prereq: Completion of MATH 252 with a grade of C or better, or equivalent. Taylor’s formula, infinite series, parametric equations, vectors, solid geometry, functions of variables, multiple integration and partial derivatives. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

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MATH 275 ORDINARY DIFFERENTIAL EQUATIONS
Prereq: Completion of MATH 253 with a grade of C or better, or equivalent. Differential equations and applications of first and better order with emphasis on second order. Topics include power series solutions, Laplace transforms, operator techniques. Plus 16 hours by arrangement. Transfer: UC; CSU (B4).

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MATH 650 MATHEMATICS SUPPLEMENT – TRIO
Individualized lessons in mathematics skills arranged and supervised in the Math Assistance Lab of The Learning Center. May be repeated for credit. Open entry. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

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<td>5-5100</td>
<td>Chavez</td>
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Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
MATH 811  FUNDAMENTALS OF MATHEMATICS
Basic skills in mathematics, including whole numbers, decimals, fractions, and limited geometry and statistics. Using these ideas and skills to solve real life word problems is emphasized. Plus 16 hours by arrangement. (Units do not count toward the Associate Degree.)

**WEEKDAY**
- 40678 MATH 811 AA Daily 8:10-9:00 4-273 Hasson 3.0
- 40680 MATH 811 AB Daily 9:10-10:00 7-7104 Freedman 3.0
- 41405 MATH 811 AC Daily 10:10-11:00 7-7104 Hasson 3.0
- 40679 MATH 811 AD MWF 12:10-1:40 4-273 Hough Jr 3.0

**EVENING**
- 40708 MATH 811 JA MW 6:30-8:50 1-1205 Garcia Jr 3.0
  TBA Hours: By Arr 1 Hr/Wk

MUSIC (MUS.)

(Dance courses are offered through the Kinesiology/Athletics/Dance Division.)

MUS. 100  FUNDAMENTALS OF MUSIC
Establishes a basic musical vocabulary for students who wish to begin the study of music. Transfer: UC; CSU (C1).

**WEEKDAY**
- 39409 MUS. 100 AA MWF 8:10-9:00 1-1115 Conrad 3.0
- 42109 MUS. 100 AB TTh 12:35-1:50 1-1115 Bruno 3.0

**ONLINE**
- 30592 MUS. 100 OL By Arr 48 Hours ONLINE Millar 3.0
  MUS. 100 OL is taught in an online format. Students should review the information on the online bulletin board for this class before enrolling: http://www.smccd.edu/accounts/millar/music_100ol.htm.

MUS. 106  MUSIC THEORY II
Prereq: MUS. 105 with a grade of C or better, or equivalent. Continued practice and application of written theory skills introduced in MUS. 105. Topics include voice leading, diatonic harmony, melodic figuration, modulation, and basic musical forms. Transfer: UC; CSU.

**WEEKDAY**
- 43254 MUS. 106 AA MWF 10:10-11:00 1-1115 Navari 3.0

MUS. 115  MUSIC, ART, AND IDEAS
Recommended: Eligibility for ENGL 100 or 105, or equivalent. Examination and analysis of art and music as reflections of cultural ideas and traditions. The student will develop an informed appreciation of the visual arts, performance arts, and musical works. Also listed as ART 115. Transfer: UC; CSU (C1).

**WEEKDAY**
- 30596 MUS. 115 AX TTh 11:10-12:25 1-1107 Takayama 3.0

**EVENING**
- 43251 MUS. 115 JX M 6:30-9:45 1-1111 Fischer 3.0

MUS. 202  MUSIC APPRECIATION
Recommended: Eligibility for ENGL 100 or 105, or equivalent. The learning of effective music listening skills to enhance musical enjoyment. Transfer: UC; CSU (C1).

**WEEKDAY**
- 34066 MUS. 202 AA MW 12:10-1:25 1-1115 Bruno 3.0
- 30597 MUS. 202 AB MWF 9:10-10:00 1-1115 Conrad 3.0

**EVENING**
- 30599 MUS. 202 JA W 7:00-10:00 1-1107 Schwartz 3.0

**ONLINE**
- 38745 MUS. 202 OL By Arr 48 Hours ONLINE Millar 3.0
  MUS. 202 OL is taught in an online format. Students should review the information on the online bulletin board for this class before enrolling: http://www.smccd.edu/accounts/millar/new_page_2.htm.

MUS. 204  MUSIC HISTORY
Recommended: Eligibility for ENGL 100 or 105, or equivalent. Examination of the development of musical expression in Western Civilization from Medieval times to the music of our time. Transfer: UC; CSU (C1).

**WEEKDAY**
- 43256 MUS. 204 AA MWF 10:10-11:00 1-1107 Bruno 3.0

MUS. 250  WORLD MUSIC
Recommended: Eligibility for ENGL 100 or 105, or equivalent. Survey of selected listening and readings from the music of Asia, Southeast Asia, Pacific Islands, Americas, Africa, and the Middle East. Required concert attendance. Transfer: UC; CSU (C1).

**WEEKDAY**
- 40111 MUS. 250 AA MWF 9:10-10:00 1-1111 Hansen 3.0

MUS. 290  INTRODUCTION TO MIDI (MUSICAL INSTRUMENT DIGITAL INTERFACE) MUSIC
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. Plus 32 studio hours by arrangement. Transfer: CSU.

**WEEKDAY**
- 38092 MUS. 290 AA TTh 11:10-12:50 1-1201 Williams 3.0
  TBA Hours: By Arr 2 Hrs/Wk 1-1201

MUS. 301  PIANO I
Recommended: MUS. 100 or equivalent. Beginning piano with emphasis on music reading, keyboard harmony, improvisation and keyboard technique. Plus 48 studio hours by arrangement. Transfer: UC; CSU (C1).

**WEEKDAY**
- 30603 MUS. 301 AA MWF 10:10-11:00 1-1109 Hansen 2.0
  TBA Hours: By Arr 3 Hrs/Wk 1-1109

**EVENING**
- 36789 MUS. 301 AB TTh 12:35-1:50 1-1109 Ingber 2.0
  TBA Hours: By Arr 3 Hrs/Wk 1-1109

**SATURDAY**
- 30605 MUS. 301 JA M 7:00-10:15 1-1109 Ingber 2.0
  TBA Hours: By Arr 3 Hrs/Wk 1-1109

- 30606 MUS. 301 JB T 7:00-10:00 1-1109 Hicks 2.0
  TBA Hours: By Arr 3 Hrs/Wk 1-1109

**WEEKEND**
- 30607 MUS. 301 SX Sat 9:00-12:20 1-1109 Hicks 2.0
  TBA Hours: By Arr 3 Hrs/Wk 1-1109
**Music Performance**

Pursue your love of music, or try a music class for the first time!

Did you love music in high school and want to continue performing?

Do you want to tap into your creative side with a class?

In addition to an A.A. in Music, Skyline College offers music performance classes for students of all levels taught by experienced faculty in a supportive environment.

**Expert instruction:** Skyline College’s patient instructors motivate, nurture and draw the best from each student. The music faculty are active as composers, performers and arrangers.

**Performance classes** (day & evening) for new players to virtuosos in:

- Piano
- Solo Voice and Choir
- Guitar
- Concert and Jazz Band

Many classes meet humanities/general education requirements for transfer.

Contact: Donna Bestock, (650) 738-4121 or bestock@smccd.edu

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**MUS. 302 PIANO II**

Prereq: MUS. 301 or equivalent. Continuation of Piano I with increased emphasis on sight-reading, technique and piano literature. Plus 48 studio hours by arrangement. Transfer: UC; CSU.

**WEEKDAY**

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TBA Hours: By Arr 3 Hrs/Wk 1-1109

**SATURDAY**

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TBA Hours: By Arr 3 Hrs/Wk 1-1109

**MUS. 303 PIANO III**

Prereq: MUS. 302 or equivalent. Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. Plus three hrs/wk by arrangement. Transfer: UC; CSU.

**WEEKDAY**

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TBA Hours: By Arr 3 Hrs/Wk 1-1109

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TBA Hours: By Arr 3 Hrs/Wk 1-1109

**MUS. 304 PIANO IV**

Prereq: MUS. 303 or equivalent. Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. Plus 48 studio hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

**WEEKDAY**

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TBA Hours: By Arr 3 Hrs/Wk 1-1109

**SATURDAY**

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<th>Location</th>
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<tr>
<td>38097</td>
<td>MUS. 304</td>
<td>SX</td>
<td>Sat</td>
<td>9:00-12:20</td>
<td>1-1109 Hicks</td>
<td>2.0</td>
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TBA Hours: By Arr 3 Hrs/Wk 1-1109

**MUS. 377 GUITAR I**

Recommended: MUS. 100 or equivalent. Basic guitar instruction. Playing techniques, notation, chords, reading, strum techniques, fingerpicking. Emphasis on popular music literature. Individual and group instruction. Plus 48 studio hours by arrangement. NOTE: MUS. 377 AZ (CRN 42626) will be held at Oceana High School, 401 Paloma Avenue, Pacifica. Transfer: UC; CSU.

**WEEKDAY**

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<th>Code</th>
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<td>MUS. 377</td>
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<td>TTh</td>
<td>3:00-4:20</td>
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TBA Hours: By Arr 3 Hrs/Wk Ocen

**EVENING**

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TBA Hours: By Arr 3 Hrs/Wk 1-1115

**SATURDAY**

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<tr>
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<td>1-1115 Markovich</td>
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TBA Hours: By Arr 3 Hrs/Wk 1-1115
MUS. 378  GUITAR II
Prereq: MUS. 377 or demonstrated equivalent skills. Areas covered include barre-chords, CAGED chord and scale theory, blues scales, major scales, accompaniment techniques, and major and minor scale patterns. Plus 48 studio hours by arrangement. NOTE: MUS. 378 AZ (CRN 42627) will be held at Oceana High School, 401 Paloma Avenue, Pacifica. Transfer: UC; CSU.

WEEKDAY
42627 MUS. 378 AZ TTh 3:00-4:20 OCEN Nichols 2.0
TBA Hours: By Arr 3 Hrs/Wk OCEN

EVENING
30618 MUS. 378 KX W 7:00-10:00 1-1115 Markovich 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1115

SATURDAY
40008 MUS. 378 SX Sat 9:00-12:00 1-1115 Markovich 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1115

MUS. 379  GUITAR III
Prereq: MUS. 378 or demonstrated equivalent skills. Intermediate/advanced guitar instruction. Principles of moveable chord and scale structure (CAGED), advanced strumming and fingerpicking patterns, etc. Plus 48 studio hours by arrangement. May be repeated twice for credit. Transfer: UC; CSU.

EVENING
30619 MUS. 379 LX Th 7:00-10:00 1-1115 Markovich 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1115

MUS. 380  GUITAR IV
Prereq: MUS. 379 or equivalent. Continuation of MUS. 379; improvising, scales, blues techniques, modern rhythmic techniques with emphasis on American musical literature. Individual and group instruction. Plus 48 studio hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

EVENING
39205 MUS. 380 LX Th 7:00-10:00 1-1115 Markovich 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1115

MUS. 382  GUITAR ENSEMBLE I
Prereq: MUS. 378 or equivalent. Techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble. Public performance is required. Plus 48 studio hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

EVENING
39206 MUS. 383 LX Th 7:00-10:00 1-1115 Markovich 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1115

MUS. 401  VOICE I
Recommended: MUS. 100 or equivalent. A general class designed to introduce students to solo vocal work. Plus 48 studio hours by arrangement. Transfer: UC; CSU.

WEEKDAY
34202 MUS. 401 CX TTh 9:26-11:06 1-1111 Navari 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1111

EVENING
34203 MUS. 401 MX W 7:00-10:00 1-1111 Sacco-Belli 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1111

MUS. 402  VOICE II
Prereq: MUS. 401 or placement by audition. A continuation of MUS. 401 with emphasis on vocal material and style. Plus 48 studio hours by arrangement. Transfer: UC; CSU.

WEEKDAY
30622 MUS. 402 CX TTh 9:26-11:06 1-1111 Navari 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1111

EVENING
35424 MUS. 402 MX W 7:00-10:00 1-1111 Sacco-Belli 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1111

MUS. 403  VOICE III
Prereq: MUS. 402 or placement by audition. Continuing development of vocal technique with emphasis on song literature. Plus 48 studio hours by arrangement. Transfer: UC; CSU.

WEEKDAY
39202 MUS. 403 CX TTh 9:26-11:06 1-1111 Navari 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1111

EVENING
40262 MUS. 403 MX W 7:00-10:00 1-1111 Sacco-Belli 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1111

MUS. 404  VOICE IV
Prereq: MUS. 403 or placement by audition. Preparation of scenes, solo and ensemble, from various types of music theater. Plus 48 studio hours by arrangement. May be repeated once for credit. Transfer: UC; CSU.

WEEKDAY
39203 MUS. 404 CX TTh 9:26-11:06 1-1111 Navari 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1111

EVENING
40264 MUS. 404 MX W 7:00-10:00 1-1111 Sacco-Belli 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1111

MUS. 420  TRADITIONAL KULINTANG MUSIC – KABABAYAN
An introduction to the theory and performance of the traditional bronze gone music and dance of the Southern Philippines. Performance required. Plus 48 studio hours by arrangement. May be repeated for credit a maximum of three times. NOTE: This section is designed primarily for students in the Kababayan learning community, but is open to all students. Transfer: CSU.

WEEKDAY
40606 MUS. 420 AK TTh 2:00-3:40 1-1115 Kalanduyan 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1115

MUS. 430  CONCERT BAND
Study and performance of music for concert band. Performance is required. Open to all students of the College. Plus 32 studio hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

EVENING
36495 MUS. 430 PX T 7:00-10:00 1-1115 Bruno 2.0
TBA Hours: By Arr 2 Hrs/Wk

MUS. 450  JAZZ BAND
A course that includes organization, training, arranging, vocals and other phases of dance band work. Plus 32 studio hours by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

EVENING
30629 MUS. 450 QX M 7:00-10:00 1-1115 Bruno 2.0
TBA Hours: By Arr 2 Hrs/Wk
MUS. 470 CONCERT CHOIR
Recommended: MUS. 100 or equivalent. Performance of choral music for accompanied and/or unaccompanied choir. May be repeated for credit a maximum of three times. Transfer: UC; CSU (C1).

EVENING
35329 MUS. 470 RO T 7:00-10:00 1-1111 Navari 2.0

MUS. 667SL RIFFS FOR BLUES, JAZZ AND ROCK SOLOS
New! Analysis of standard guitar licks and performance along with application. Must have intermediate level of playing Guitar III. Plus 48 studio hours by arrangement. Transfer: UC; CSU.

EVENING
43370 MUS. 667SL LX Th 7:00-10:00 1-1111 Markovich 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1111

MUS. 667SM VOICE: SPRING MUSICAL
New! Prepare and perform a fully-staged musical in the Skyline Theater in April. Audition and culminating public performances required. Auditions will be held the weeks of October 3 – November 7 and January 17-20. Voice training or choral experience desired for singing parts. Plus 16 studio hours by arrangement. Transfer: UC; CSU.

WEEKDAY
43367 MUS. 667SM AA T 11:10-1:00 1-1111 Navari 2.0
TBA Hours: By Arr 1 Hr/Wk 1-1111

MUS. 667SN SING INTO SPRING

EVENING
43369 MUS. 667SN RO T 7:00-10:00 1-1111 Navari 2.0

MUS. 667SO CLASSICAL PIANO SOLOS AND DUETS
New! Classical piano solos and duets, with emphasis on the work of Chopin, Schubert, Gurlitt and Diabelli. Plus 48 studio hours by arrangement. Transfer: UC; CSU.

SATURDAY
43379 MUS. 667SO SX Sat 9:00-12:20 1-1109 Hicks 2.0
TBA Hours: By Arr 3 Hrs/Wk 1-1109

MUS. 667SP CONCERT BAND: MUSIC OF THE HIGH SEAS
New! Study and performance of concert band music with a nautical theme. Open to all instrumentalists. Performance required. Transfer: UC; CSU.

EVENING
43380 MUS. 667SP PO T 7:00-10:00 1-1115 Bruno 2.0

MUS. 667SQ JAZZ BAND: LATIN JAZZ
New! Study and performance of Latin jazz. Open to all jazz band instrumentalists. Performance required. Transfer: UC; CSU.

EVENING
43381 MUS. 667SQ QX M 7:00-10:00 1-1115 Bruno 2.0

MUS. 680SA FROM JAZZ TO HIP HOP
Discussion of the five cultural elements of hip hop and the relationship of hip hop to the jazz idiom. Includes rap, funk and bebop. Transfer: CSU.

WEEKDAY
43002 MUS. 680SA AA TTh 2:00-3:15 1-1107 Jackson 3.0

MUS. 680SB VIOLIN/VIOLA I
New! Students learn beginner playing techniques for violin/viola through the study of exercises/musical repertoire. Elements of music notation and theory are introduced. NOTE: Students provide their own instruments. Plus 16 studio hours by arrangement. Transfer: CSU.

WEEKDAY
43376 MUS. 680SB AX TTh 11:10-12:25 1-1115 Ingber 2.0
TBA Hours: By Arr 1 Hr/Wk 1-1109

MUS. 680SC VIOLIN/VIOLA II
New! Prereq: MUS. 680SB or equivalent, or by audition. Development of skills for beginners. Musical expression, sight-reading, and small ensemble skills introduced through the performance of exercises/short pieces. Plus 16 studio hours by arrangement. NOTE: Students provide their own instruments. Transfer: CSU.

WEEKDAY
43377 MUS. 680SC AX TTh 11:10-12:25 1-1115 Ingber 2.0
TBA Hours: By Arr 1 Hr/Wk 1-1109

MUS. 680SF MUSICIANSHIP II
New! Prereq: MUS. 111 with a grade of C or better, or equivalent. Continued practice and application of performance and aural music theory skills introduced in MUS. 111. Transfer: CSU.

WEEKDAY
43378 MUS. 680SF AA MWF 11:10-12:00 1-1115 Navari 3.0

NONNATIVE SPEAKERS
(The following courses are designed for nonnative speakers of English.)

ESOL 400 ENGLISH COMPOSITION FOR NONNATIVE SPEAKERS
Prereq: Satisfactory completion (grade of C or better) of ESOL 840, or 841 and 842, or 864 and 874, or equivalent; or appropriate skill level as indicated by ESL placement test and other measures as necessary. Advanced practice in writing English for nonnative speakers. Emphasis on composing clear, coherent, logical essays. Transfer: UC; CSU.

WEEKDAY
39905 ESOL 400 AA MWF 11:10-12:40 8-8308 Frasca 5.0

ESOL 400 ENGLISH COMPOSITION FOR NONNATIVE SPEAKERS – ESOL LEARNING COMMUNITY
Prereq: Satisfactory completion (grade of C or better) of ESOL 840, or 841 and 842, or 864 and 874, or equivalent; or appropriate skill level as indicated by ESL placement test and other measures as necessary. Advanced practice in writing English for nonnative speakers. Emphasis on composing clear, coherent, logical essays. NOTE: ESOL 400 AE is part of the ESOL Learning Community with COUN 100 AE. Students enrolling in ESOL 400 AE (CRN 39906) are encouraged to enroll in COUN 100 AE (CRN 42705). Transfer: UC; CSU.

WEEKDAY
39906 ESOL 400 AE Daily 10:10-11:00 8-8118 Warden 5.0
ESOL 655  ENGLISH AS A SECOND LANGUAGE SUPPLEMENT
Recommended: Concurrent enrollment in another ESOL course. Provides assistance for ESL students in communication skills, including reading, writing, listening and speaking. Students may drop in when The Learning Center is open for one-on-one tutoring, software, English practice groups, and faculty-taught workshops. Phone-in/online tutoring may be available. May be repeated for credit up to a maximum of 6 units. Open entry. (Units do not count toward the Associate Degree.)

WEEKDAY
39902  ESOL 655  BY Arr  1.5-9 Hrs/Wk  5-5100  Sippel  0.5-3.0

ESOL 804  ENGLISH FOR CHILDCARE PROVIDERS
Recommended: Completion of or concurrent enrollment in ESOL 830, or ESOL 863 and ESOL 873, or eligibility for ESOL 840, or equivalent. Basic listening, speaking, reading and writing skills in standard English within the context of child care. Intended for parents, grandparents, child care providers, and preschool teachers who are learning English as a second language. Also listed as ECE. 804. (Units do not count toward the Associate Degree.)

WEEKDAY
43219  ESOL 804  AT 11:10-12:25  5-5102  Carey  3.0

ESOL 830  ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III
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.)

WEEKDAY
35156  ESOL 830  AT 8:10-9:50  8-8308  Nicol  6.0

ESOL 840  ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV
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 learners 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.)

WEEKDAY
38466  ESOL 840  AT 11:10-12:50  8-8319  Nicol  6.0

35152  ESOL 840  AB 8:10-9:50  4-272  Hertig  6.0

*This class will be held in Skyline’s Pacific Heights building, located across the perimeter road from Building 5.

ESOL 852  PRE-INTERMEDIATE ESL LISTENING & SPEAKING
Recommended: Satisfactory completion of ESOL 810, or both 811 and 812, or ESOL 851, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 862 and ESOL 872. Development of listening comprehension and oral proficiency at the pre-intermediate level of English. Focus on comprehension of modified English and vocabulary in context, clear production of words and phrases, and continued development in oral fluency in English. (Units do not count toward the Associate Degree.)

WEEKDAY
41713  ESOL 852  AT 9:10-10:00  8-8220  Sippel  3.0

ESOL 853  INTERMEDIATE ESL LISTENING & SPEAKING
Recommended: Satisfactory completion of ESOL 820, or both 821 and 822, or ESOL 852, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 863 and ESOL 873. Development of listening comprehension and oral proficiency at the intermediate level of English. Focus on note-taking, aural comprehension, and development of oral proficiency in English. (Units do not count toward the Associate Degree.)

WEEKDAY
42981  ESOL 853  AT 8:10-9:50  8-8220  Sippel  3.0

ESOL 854  HIGH-INTERMEDIATE ESL LISTENING & SPEAKING
Recommended: Satisfactory completion of ESOL 830, or both ESOL 831 and 832, or ESOL 853, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 864 and ESOL 874. Development of comprehension and oral proficiency at the high-intermediate level of English. Focus on note-taking, comprehension of unmodified standard English, and oral fluency development. (Units do not count toward the Associate Degree.)

SATURDAY
42456  ESOL 854  SA  9:00-12:15  8-8317  Craigie  3.0

ESOL 862  PRE-INTERMEDIATE ESL READING & WRITING
Recommended: Satisfactory completion of ESOL 810, or both 811 and 812, or ESOL 861, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 852 and ESOL 872. Development of reading and writing skills at the pre-intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, sentence skills, and short paragraph writing. (Units do not count toward the Associate Degree.)

EVENING
41728  ESOL 862  AT 6:00-7:50  8-8220  Lamarre  4.0

ESOL 863  INTERMEDIATE ESL READING & WRITING
Recommended: Satisfactory completion of ESOL 820, or both 821 and 822, or ESOL 862, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to enroll concurrently in ESOL 853 and ESOL 873. Development of reading and writing skills at the intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, and paragraph writing. (Units do not count toward the Associate Degree.)

WEEKDAY
43206  ESOL 863  AT 11:10-12:50  1-1202  Carey  4.0

www.SkylineCollege.edu  89
ESOL 864 HIGH-INTERMEDIATE ESL READING & WRITING
Recommended: Satisfactory completion of ESOL 830, or ESOL 831 and 832, or ESOL 863, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to enroll concurrently in ESOL 854 and ESOL 874. Development of reading and writing skills at the high-intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, paragraph and essay writing. (Units do not count toward the Associate Degree.)

ESOL 871 HIGH-BEGINNING ESL GRAMMAR
Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary. Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the high-beginning level. NOTE: This course will be held at the Community Learning Center, 520 Tamarack Lane, South San Francisco. (Units do not count toward the Associate Degree.)

ESOL 872 PRE-INTERMEDIATE ESL GRAMMAR
Recommended: Satisfactory completion of ESOL 810, or both ESOL 811 and 812, or ESOL 871, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the pre-intermediate level. (Units do not count toward the Associate Degree.)

ESOL 873 INTERMEDIATE ESL GRAMMAR
Recommended: Satisfactory completion of ESOL 820, or both ESOL 821 and 822, or ESOL 872, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the intermediate level. (Units do not count toward the Associate Degree.)

ESOL 875 ADVANCED ESL GRAMMAR AND EDITING
Recommended: Eligibility for ESOL 400, or completion of ESOL 840, or both ESOL 841 and ESOL 842, or ESOL 874, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. ESL students learn grammar and editing strategies for academic writing. This course assumes advanced study of ESL up to the reading and writing level of ESOL 400. May be repeated once for credit. (Units do not count toward the Associate Degree.)

*This class will be held in Skyline’s Pacific Heights building, located across the perimeter road from Building 5.

NONNATIVE SPEAKERS > PARALEGAL STUDIES

NUTRITION
(Refer to course listings under FAMILY & CONSUMER SCIENCES.)

OCEANOGRAPHY (OCEN)

OCEN 100 SURVEY OF OCEANOGRAPHY
Recommended: Eligibility for ENGL 836. An introduction to the physical, chemical, biological, and geological aspects of the world’s oceans. Transfer: UC; CSU (B1).

OFFICE ADMINISTRATION
(Refer to course listings under COMPUTER APPLICATIONS & OFFICE TECHNOLOGY.)

PARALEGAL STUDIES (LEGL)

LEGL 245 LEGAL OPERATIONS
Recommended: Eligibility for ENGL 836. Terminology, investigation and interview techniques with emphasis on the roles and relationships needed for work in law-related occupations. Transfer: CSU.

LEGL 250 LEGAL RESEARCH
Recommended: Eligibility for ENGL 836. Practice in using the major resources of the law library; finding and interpreting case law, statutes and administrative regulations. Transfer: CSU.

LEGL 252 PRINCIPLES OF CIVIL & ADMINISTRATIVE PROCESS
Recommended: Eligibility for ENGL 836. In-depth study of case processing through origin-to-deposition of civil and administrative matters. Transfer: CSU.

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
LEGL 304  CONCEPTS OF CRIMINAL LAW
Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or LEGL 240, or equivalent; and eligibility for ENGL 836. Historical development and philosophy of criminal law and constitutional provisions. Also listed as ADMJ 104. Transfer: CSU.

**WEEKDAY**
36559 LEGL 304 AX MWF 11:10-12:00 1-1304 Aurilio 3.0

LEGL 306  LEGAL ASPECTS OF EVIDENCE
Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or LEGL 240, or equivalent; and eligibility for ENGL 836. Types and degrees of criminal evidence; rules of evidence and admissibility in court; laws of arrest, search and seizure. Also listed as ADMJ 106. Transfer: CSU.

**WEEKDAY**
38771 LEGL 306 AX TTh 8:10-9:25 1-1304 Aurilio 3.0

LEGL 445  LAW OFFICE MANAGEMENT
Prereq: CAOT 212 or 214, or equivalent. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. Introduces the fundamentals of law office administration, personnel management, and accounting operations. Students develop skills managing law office systems and operational functions. Students learn personnel management, timekeeping and billing, legal fees, trust accounts, docketing and calendaring, filing and records management, and utilizing computer technology in a law firm. Also listed as BUS 445. May be repeated once for credit. Transfer: CSU.

**EVENING**
41531 LEGL 445 JX W 7:00-10:00 2-217B Prater-Slack 3.0

LEGL 671  PARALEGAL INTERNSHIP I
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. Students are advised to complete or enroll concurrently in LEGL 443 or LEGL 445. Paralegal students gain practical hands-on experience through unpaid volunteer or paid employment at public and private legal organizations. Interns are supervised by professional legal personnel and a paralegal instructor. May be repeated once for credit. Transfer: CSU.

**HYBRID**
42586 LEGL 671 HJ By Arr 48 Hours HYBRID Prater-Slack 4.0
LEGL 671 HJ will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Thursday, January 19, from 5:30 to 6:45 pm in Room 2117A – attendance required. Instructor email: prater@smccd.edu.

**PHILOSOPHY (PHIL)**

**PHIL 100  INTRODUCTION TO PHILOSOPHY**
Recommended: Eligibility for ENGL 100 or ENGL 105. A general introduction to the methods, problems and types of philosophy from various times and cultures. Transfer: UC; CSU (C2).

**WEEKDAY**
30684 PHIL 100 AA MW 12:10-1:25 2-2035 Colombetti 3.0
35940 PHIL 100 AB TTh 9:35-10:50 1-1115 Colombetti 3.0

**EVENING**
39513 PHIL 100 JA T 7:00-10:00 1-1105 Zoughbie 3.0

**PHIL 103  CRITICAL THINKING**
Recommended: Eligibility for ENGL 836. An informal logic and language course that develops general learning skills, aids to understanding, and creative problem solving. Plus 16 lab hours by arrangement. Transfer: UC; CSU (A3).

**WEEKDAY**
39514 PHIL 103 AA MWF 9:10-10:00 1-1206 Colombetti 3.0
TBA Hours: By Arr 1 Hr/Wk 1-1105

**EVENING**
30688 PHIL 103 JA W 7:00-10:00 1-1105 Zoughbie 3.0
TBA Hours: By Arr 1 Hr/Wk 1-1105

**HYBRID**
43263 PHIL 103 HA By Arr 48 Hours HYBRID Colombetti 3.0
PHIL 103 HA will be held online and on campus. Orientation meeting on Thursday, January 19, from 1:00 to 2:00 pm, in Building 8, Room 8213. Instructor email: Colombetti@smccd.edu.

**PHIL 200  INTRODUCTION TO LOGIC**
Recommended: Eligibility for ENGL 100 or 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. Plus one lab hr/wk by arrangement. Transfer: UC; CSU (A3).

**WEEKDAY**
30689 PHIL 200 AA TTh 12:35-1:50 1-1304 Colombetti 3.0

**PHIL 240  INTRODUCTION TO ETHICS**
Recommended: Eligibility for ENGL 100 or ENGL 105. Major philosophic views of ethical behavior; discussion of what we can do, should do, and when we may judge one another. Transfer: UC; CSU (C2).

**WEEKDAY**
41342 PHIL 240 AA MWF 11:10-12:00 1-1206 Colombetti 3.0

**PHIL 300  INTRODUCTION TO WORLD RELIGIONS**
Recommended: Eligibility for ENGL 100 or ENGL 105. Comparison of the beliefs and practices of major Eastern and Western religions. Transfer: UC; CSU (C2).

**EVENING**
40727 PHIL 300 JA M 7:00-10:15 1-1105 Zoughbie 3.0

**PHYSICAL EDUCATION**
(Refer to course listings under KINESIOLOGY)
PHYSICS (PHYS)

PHYS 210 GENERAL PHYSICS I
Prereq: Completion of MATH 130 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Covers mechanics, fluids, waves, thermodynamics. Lecture must be accompanied by a lab section. Transfer: UC; CSU (B1, 3, 4).

**WEEKDAY**

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<th>Code</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>PHYS 210</td>
<td>AA</td>
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<tr>
<td>41626</td>
<td>PHYS 210</td>
<td>AB</td>
<td>TTh</td>
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<td>AC</td>
<td>TTh</td>
<td>9:35-10:50</td>
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</tbody>
</table>

PHYS 211 GENERAL PHYSICS I – CALCULUS SUPPLEMENT
Prereq: Concurrent enrollment in or completion of MATH 242 or MATH 252 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent; and concurrent enrollment in or completion of PHYS 210 with a grade of C or better, or equivalent. Further depth and application of calculus for topics in PHYS 210. Transfer: UC; CSU.

**WEEKDAY**

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<th>Code</th>
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<tbody>
<tr>
<td>41392</td>
<td>PHYS 211</td>
<td>AA</td>
<td>Th</td>
<td>1:10-2:00</td>
</tr>
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</table>

PHYS 220 GENERAL PHYSICS II
Prereq: Completion of PHYS 210 with a grade of C or better, or equivalent. Covers electricity, magnetism, light and modern physics. Lecture must be accompanied by a lab section. Transfer: UC; CSU (B1, B3).

**WEEKDAY**

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<tr>
<td>30691</td>
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<td>AA</td>
<td>TTh</td>
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<tr>
<td>40825</td>
<td>PHYS 220</td>
<td>AB</td>
<td>TTh</td>
<td>11:10-12:25</td>
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</table>

PHYS 221 GENERAL PHYSICS II – CALCULUS SUPPLEMENT
Prereq: Concurrent enrollment in or completion of MATH 242 or MATH 252 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent; and concurrent enrollment in or completion of PHYS 220 with a grade of C or better, or equivalent. Further depth and application of calculus for topics in PHYS 220. Transfer: UC; CSU.

**WEEKDAY**

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<tr>
<td>36439</td>
<td>PHYS 221</td>
<td>AA</td>
<td>T</td>
<td>1:10-2:00</td>
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</table>

PHYS 250 PHYSICS WITH CALCULUS I
Prereq: Completion of MATH 251 with a grade of C or better and concurrent enrollment in or completion of MATH 252 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Covers Newtonian mechanics including gravitation and mechanical oscillations. Lecture must be accompanied by a lab section. Transfer: UC; CSU (B1, B3).

**WEEKDAY**

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<tr>
<td>30692</td>
<td>PHYS 250</td>
<td>AA</td>
<td>MWF</td>
<td>9:10-10:00</td>
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</table>

PHYS 250 PHYSICS WITH CALCULUS II
Prereq: Completion of PHYS 250 with a grade of C or better and completion of MATH 252 with a grade of C or better, or equivalent. Covers electricity, magnetism, and electromagnetic waves. Lecture must be accompanied by a lab section. Transfer: UC; CSU (B1, B3).

**WEEKDAY**

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<tr>
<td>30693</td>
<td>PHYS 250</td>
<td>AA</td>
<td>MWF</td>
<td>10:10-11:00</td>
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</table>

PHYS 260 PHYSICS WITH CALCULUS II – HONORS
Prereq: Completion of PHYS 250 with a grade of C or better and completion of MATH 252 with a grade of C or better, or equivalent. Covers electricity, magnetism, and electromagnetic waves. Lecture must be accompanied by a lab section. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all eligible students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (B1, B3).

**WEEKDAY**

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<tbody>
<tr>
<td>42377</td>
<td>PHYS 260</td>
<td>AH</td>
<td>MWF</td>
<td>10:10-11:00</td>
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</table>

POLITICAL SCIENCE (PLSC)

PLSC 115 COMPARATIVE GOVERNMENT
Comparative treatment of the government and politics of countries of Western Europe, Eastern Europe, and developing nations. Transfer: UC; CSU (D3).

**WEEKDAY**

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<tbody>
<tr>
<td>40651</td>
<td>PLSC 115</td>
<td>AA</td>
<td>MWF</td>
<td>12:10-1:25</td>
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</table>

PLSC 130 INTERNATIONAL RELATIONS
Recommended: Eligibility for ENGL 836 or equivalent. 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: UC; CSU (D3).

**WEEKDAY**

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<tbody>
<tr>
<td>42954</td>
<td>PLSC 130</td>
<td>AA</td>
<td>MWF</td>
<td>11:10-12:00</td>
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</tbody>
</table>

PLSC 200 NATIONAL, STATE & LOCAL GOVERNMENT
Recommended: Eligibility for ENGL 100. A study of national, state and local governmental institutions. Examination of power relationship between the branches of government and constitutional relationship between the national, state and local governments. NOTE: Students who have received credit for either PLSC 210 or PLSC 301 may not receive credit for PLSC 200. Transfer: UC; CSU (D2b).

**WEEKDAY**

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<td>AA</td>
<td>MWF</td>
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<tr>
<td>40036</td>
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<td>AB</td>
<td>TTh</td>
<td>8:10-9:25</td>
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**EVENING**

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<tbody>
<tr>
<td>39518</td>
<td>PLSC 200</td>
<td>JA</td>
<td>W</td>
<td>6:30-9:30</td>
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</tbody>
</table>

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
PLSC 210 AMERICAN POLITICS
Recommended: Eligibility for ENGL 836. Foundation of U.S. political institutions and the dynamics of governmental policy-making. Partially satisfies the American History and Institutions requirement. NOTE: Students who have received credit for PLSC 200 may not receive credit for PLSC 210. Transfer: UC; CSU (D1).

**WEEKDAY**
40953 PLSC 210 AA MWF 11:10-12:00 7-7110 Masare 3.0
30694 PLSC 210 AB TTh 12:35-1:50 7-7110 Masare 3.0

**EVENING**
40805 PLSC 210 JA M 7:00-10:15 4-180 Masare 3.0

PLSC 301 CALIFORNIA STATE AND LOCAL GOVERNMENT
Recommended: Eligibility for ENGL 836. Examination of state and local governments. Population growth, cultural diversity, and social programs. California legislature, the plural executive and the judiciary. Local and regional governments. Partially satisfies the American History and Institutions requirement. NOTE: Students who have received credit for PLSC 200 may not receive credit for PLSC 301. Transfer: CSU (D2a).

**WEEKDAY**
30699 PLSC 301 AA MWF 8:10-9:00 4-180 Masare 3.0

**EVENING**
30702 PLSC 301 JA T 7:00-10:00 8-8213 Diamond 3.0

PSYCHOLOGY (PSYC)

PSYC 100 GENERAL PSYCHOLOGY
Recommended: Eligibility for ENGL 836 or equivalent. Introduction to the scientific study of animal and human behavior including habits, perception, motives, emotions, cognition and personality. NOTE: PSYC 100 AZ (CRN 42112) will be held at Hillsdale High School, 3115 Del Monte Street, San Mateo. Transfer: UC; CSU (D3).

**WEEKDAY**
41446 PSYC 100 AA MWF 8:10-9:00 7-7110 Kamidal Pho 3.0
30705 PSYC 100 AB MWF 9:10-10:00 1-1107 Eljarrari 3.0
42192 PSYC 100 AC MWF 10:10-11:00 4-170 McCoy 3.0
30706 PSYC 100 AD MWF 11:10-12:00 4-180 Merrill-Sinarle 3.0
40385 PSYC 100 AE MW 12:10-1:25 4-170 Jackson 3.0
41447 PSYC 100 AF TTh 8:10-9:25 1-1107 Merrill-Sinarle 3.0
30709 PSYC 100 AG TTh 9:35-10:50 1-1304 Heame 3.0
42072 PSYC 100 AJ TTh 12:35-1:50 1-1105 Eljarrari 3.0
42073 PSYC 100 AL TTh 11:10-12:25 4-170 Shusterman 3.0
42112 PSYC 100 AZ MF 1:30-2:45 HHS Eljarrari 3.0

**EVENING**
39405 PSYC 100 JA M 6:00-9:15 8-8302 Jackson 3.0
30712 PSYC 100 JB W 6:00-9:00 1-1304 Heame 3.0

**SATURDAY**
33581 PSYC 100 SA Sat 9:00-12:15 1-1107 Rose 3.0

**ONLINE**
30703 PSYC 100 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0
PSYC 100 OL is taught in an online format. Requires internet access and email. Instructor email: mcclainrochak@smccd.edu.

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Associated Students of Skyline College

Get Ready...
Get Set... Lead!

Develop your leadership skills by joining the Associated Students of Skyline College (ASSC)

The ASSC is Skyline College’s student government organization, representing all Skyline College students. ASSC members plan, coordinate and sponsor campus activities, help to establish student clubs and organizations, and participate in college committees.

Benefits:
- Scholarship opportunities
- Conference travel
- Be part of college decisions
- Strengthen your resume and ability to transfer

Learn:
- Leadership
- Team Building
- Communication
- Mediation
- Facilitation
- Mentoring
- Budget Planning
- Marketing
- Lobbying
- Event Planning
- Time Management

Contact: Amory Cariadus, (650) 738-4327 or cariadusa@smccd.edu
PSYCHOLOGY

PSYC 100 GENERAL PSYCHOLOGY – HONORS
Recommended: Eligibility for ENGL 836 or equivalent. Introduction to the scientific study of animal and human behavior including habits, perception, motives, emotions, cognition and personality. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (D3).

WEEKDAY
33329 PSYC 100 AH TTh 11:10-12:25 1-1205 Merrill-Sinarle 3.0

PSYC 105 EXPERIMENTAL PSYCHOLOGY
Prereq: PSYC 100. Application of scientific methods to psychological research. Fundamentals of experimental design, descriptive and inferential statistics, scientific report writing. Transfer: UC; CSU.

WEEKDAY
37132 PSYC 105 AA TTh 11:10-12:25 1-1206 Heane 3.0

PSYC 110 COURTSHIP, MARRIAGE & FAMILY
Recommended: Eligibility for ENGL 100 or 105, or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as SOCI 110. Transfer: UC; CSU (D3).

WEEKDAY
30715 PSYC 110 AX TTh 9:35-10:50 1-1205 Shusterman 3.0

PSYC 171 QUANTITATIVE REASONING IN PSYCHOLOGY
Prereq: MATH 120 or equivalent. Recommended: Eligibility for ENGL 836. Introduction to understanding quantitative arguments and information presented in news accounts, advertising, political campaigns, and popular treatment of psychological research. Transfer: CSU (B4).

WEEKDAY
30716 PSYC 171 AA MWF 10:10-11:00 8-8117 Heane 3.0

PSYC 200 DEVELOPMENTAL PSYCHOLOGY
Recommended: Eligibility for ENGL 100. Survey course examining physical, cognitive and psychological changes that occur across the life span. Models, influences and research relevant to human development will be presented. Transfer: UC; CSU (D3, E1).

WEEKDAY
40660 PSYC 200 AA MWF 9:10-10:00 4-170 McCoy 3.0
37645 PSYC 200 AB TTh 12:35-1:50 4-170 Shusterman 3.0
EVENING
38084 PSYC 200 JA Th 6:30-9:30 2-2305 Rose 3.0
ONLINE
42045 PSYC 200 OL By Arr 48 Hours ONLINE Lynn 3.0
PSYC 200 OL is taught in an online format. Requires Internet access and email. Instructor email: lynnd@smccd.edu.

PSYC 201 CHILD DEVELOPMENT
Recommended: Eligibility for ENGL 836. Introduction to child development that includes physical, psychosocial, and cognitive/language development milestones for children, both typical and atypical, from conception through adolescence. Also listed as PSYC 201. Transfer: UC; CSU (D3, E1).

WEEKDAY
30718 PSYC 201 AX MWF 11:10-12:00 4-170 Jackson 3.0
41894 PSYC 201 CX MW 12:10-1:25 8-8306 Floor 3.0
EVENING
38824 PSYC 201 KK T 7:00-10:00 8-8306 Floor 3.0
SATURDAY
39777 PSYC 201 SX Sat 9:00-5:00 8-8306 Magidoff 3.0
PSYC 201 SX will meet on the following dates. 3/3, 3/10, 3/31, 4/14, 4/28 & 5/12.

ONLINE
42668 PSYC 201 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0
PSYC 201 OL is taught in an online format. Requires Internet access and email. Instructor email: mcclainrochak@smccd.edu.

PSYC 268 BLACK PSYCHOLOGY – ASTEP
Recommended: Eligibility for ENGL 836. Psychological theories and concepts that provide an understanding and appreciation of the psychodynamics of Black America. See Ethnic Studies for a complete listing of Ethnic Studies course offerings. NOTE: This section is part of the ASTEP learning community, but is open to all students. Transfer: UC; CSU (D3).

WEEKDAY
40300 PSYC 268 AD MWF 9:10-10:00 1-1304 Jackson 3.0

PSYC 300 SOCIAL PSYCHOLOGY
Recommended: Eligibility for ENGL 100. An overview of how the individual thinks about, influences and relates to others. Topics include attitude formation, interpersonal attraction, conformity, and prejudice and discrimination. Transfer: UC; CSU (D3).

WEEKDAY
38083 PSYC 300 AA MWF 10:10-11:00 2-2305 Merrill-Sinarle 3.0

PSYC 410 ABNORMAL PSYCHOLOGY
Recommended: Eligibility for ENGL 836. Symptoms, causes and treatments of psychological disorders are examined. Topics include personality disorders, depression, bipolar disorder, anxiety, schizophrenia, and other related disorders. Transfer: UC; CSU (D3).

WEEKDAY
35866 PSYC 410 AA MWF 8:10-9:00 2-2305 Merrill-Sinarle 3.0

PSYC 680SA SPORTS PSYCHOLOGY
Recommended: Successful completion of PSYC 100 and eligibility for ENGL 100. Major approaches to sports psychology. Topics include leadership, communication, motivation, imagery and hypnosis, aggression and violence, burnout and team cohesion. Transfer: CSU.

WEEKDAY
42597 PSYC 680SA AA MW 1:35-2:50 4-180 Jackson 3.0

PUENTE PROGRAM
(Refer to course listings under LEARNING COMMUNITIES, beginning on page 101.)
REAL ESTATE (R.E.)

R.E. 100 REAL ESTATE PRINCIPLES
Recommended: Eligibility for ENGL 836 and MATH 110. Study of real and personal property, joint tenancies, partnerships, sales contracts, homesteads, deeds and taxes; financing real estate practices; industry regulation. Transfer: CSU.

**EVENING**
30723 R.E. 100  JA  Th  6:30-9:30  8-8302  Nuttall  3.0

R.E. 110 REAL ESTATE PRACTICE
Practical application of real estate skills in the field and office environments. Course is designed to meet the needs of buyers, seller, lessors and lessees to ensure success as a realtor. Transfer: CSU.

**SATURDAY**
36415 R.E. 110  SA  Sat  8:30-11:45  8-8302  Nuttall  3.0

R.E. 130 CALIFORNIA MORTGAGE LOAN BROKERING & LENDING
Covers the mortgage loan process from origination to underwriting, funding and servicing. Includes how to market yourself in the profession, legal aspects, and professional forms. Transfer: CSU.

**EVENING**
38793 R.E. 130  JA  T  6:30-9:30  8-8222  Nuttall  3.0

RESPIRATORY THERAPY (RPTH)

RPTH 430 INTRODUCTION TO RESPIRATORY THERAPEUTICS
Prereq: Admission to the Respiratory Therapy Program. Continuation of the RPTH 410 modules to include oxygen and aerosol therapy, alveolar recruitment therapy, airway clearance procedures, advanced airway management, and introduction to ventilation concepts. NOTE: This course has a non-refundable materials charge of $5. Transfer: CSU.

**WEEKDAY**
30736 RPTH 430  AA  MW  9:10-11:00  7-7215  Daniel  6.0
LAB  W  11:10-2:15  7-7215  Daniel

RPTH 438 CLINICAL CLERKSHIP I
Prereq: Admission to the Respiratory Therapy Program. Practical clinical experience in the respiratory therapy department of local hospital. General patient care as well as respiratory care. Transfer: CSU.

**WEEKDAY**
30738 RPTH 438  AZ  F  8:00-4:00  TBA  Daniel  1.0

RPTH 445 RESPIRATORY DISEASES I
Prereq: Admission to the Respiratory Therapy Program. Presents the basics of patient assessment. Students will learn disease terminology, classification, history taking and physical examination. Transfer: CSU.

**WEEKDAY**
30739 RPTH 445  AA  T 12:40-2:30  7-7215  Staff  2.0

Allied Health

Allied Health Careers are in Demand!

Earn a Healthcare Certificate and start working as little as 2 semesters!

The Skyline College Career Advancement Academy, in collaboration with the San Mateo County Workforce Investment Board, is offering a Career Certificate in the Allied Health fields of Medical Office Assistant, Sterile Processing, and Emergency Medical Technician (EMT). By completing the first semester’s Bridge program (Math, English, Counseling, and Introduction to Health Careers) you will be prepared for the healthcare program of your choice.

Contact Lorraine DeMello, demellol@smccd.edu or call (650) 738-7301 x19526 for more information.

Opportunities for Allied Health Care providers continue to expand as people live longer lives. Shortages exist throughout the healthcare industry and wages are excellent.

Skyline College graduates are sought after by employers for their skills. Expert faculty are experienced and provide exceptional education integrating real-life examples and best practices used in local hospitals. Programs work with leaders in the healthcare industry to teach real-world skills that students need to gain employment in local healthcare organizations.

Come experience our programs:
Respiratory Therapy • Emergency Medical Technology
Surgical Technology • CPR and First Aid • Biotechnology
Central Service Technology/Sterile Processing

Are you interested in a career in which you help and nurture people? As a healthcare professional, you will enjoy great challenges – and great fulfillment.

What are you waiting for?

Contact: Science, Math & Technology Division, (650) 738-4221

www.SkylineCollege.edu
**RESPIRATORY THERAPY > SOCIOLOGY**

**RPTH 475  HEMODYNAMIC MONITORING & SELECTED TOPICS IN RESPIRATORY CARE**
Prereq: Admission to the Respiratory Therapy Program. Application of advanced principles of cardiopulmonary diagnostics and physiology to the care of critically ill patients. Transfer: CSU.

**WEEKDAY**
30740 RPTH 475 AA Th 12:10-1:50 7-7215 Daniel 2.0

**RPTH 480  DIAGNOSTIC TESTING AND OUTPATIENT RESPIRATORY CARE**
Prereq: Completion of the first year Respiratory Therapy program. A course in the fundamental aspects of pulmonary function testing. Transfer: CSU.

**WEEKDAY**
40733 RPTH 480 AA F 12:10-2:15 7-7215 Harvey 2.0

**RPTH 485  CLINICAL MEDICINE SEMINAR**
Prereq: Completion of the first year Respiratory Therapy program. Integration of pathology, pathophysiology, diagnostic techniques and therapeutic modalities through the utilization of patient case studies. Transfer: CSU.

**WEEKDAY**
30741 RPTH 485 AA F 9:10-11:00 7-7215 Staff 2.0

**RPTH 488  CLINICAL CLERKSHIP IV**
Prereq: Completion of the first year Respiratory Therapy program. Further development of skills in the areas of adult intensive care, neonatal intensive care, pulmonary function labs and general floor care. Transfer: CSU.

**WEEKDAY**
30742 RPTH 488 AZ By Arr 384 Hours TBA Daniel 6.0

Dates for RPTH 488 AZ: 1/23-6/12

**RPTH 495  RESPIRATORY CARE BOARD EXAMINATION PREPARATION & REVIEW**
Prereq: Completion of the first year of a respiratory therapy program or an applicant to the Respiratory Care Board for Respiratory Care. Preparation to take the credentialing examinations offered by respiratory care agencies. May be repeated twice for credit. NOTE: This course has a non-refundable materials charge of $5. Transfer: CSU.

**WEEKDAY**
36845 RPTH 495 AA Th 9:10-11:00 7-7215 Staff 2.0

**RPTH 690  SPECIAL PROJECTS IN RESPIRATORY THERAPY**
One hour of supervised work per week per unit. Transfer: CSU.

**WEEKDAY**
38193 RPTH 690 AA By Arr 2 Hrs/Wk 7-7215 Staff 2.0

**SOCIAL SCIENCE (SOSC)**

**SOSC 680SA  LANDMARKS OF CIVIL RIGHTS**
Exploration of the influence of individuals and groups on political, social and economic changes in local, state and national policy during the U.S. Civil Rights movement. Transfer: CSU.

**EVENING**
43477 SOSC 680SA JA M 6:30-9:45 4-170 Trickey 3.0

**SOCIOLOGY (SOCI)**

**SOCI 100  INTRODUCTION TO SOCIOLOGY**
Recommended: Eligibility for ENGL 100 or 105, or equivalent. Introduction to the scientific study of the behavior of people in groups and the study of individual behavior as it reflects group membership. Transfer: UC; CSU (D3).

**WEEKDAY**
40027 SOCI 100 AB TTh 8:10-9:25 4-180 Moynihan 3.0
41830 SOCI 100 AC TTh 9:35-10:50 4-180 Moynihan 3.0

**SOCI 105  CONTEMPORARY SOCIAL ISSUES**
Recommended: Eligibility for ENGL 100, 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. Transfer: UC; CSU (D3).

**WEEKDAY**
41329 SOCI 105 AA MWF 9:10-10:00 4-180 Moynihan 3.0

**SOCI 110  COURTSHIP, MARRIAGE AND FAMILY**
Recommended: Eligibility for ENGL 100 or 105 or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as PSYC 110. Transfer: UC; CSU (D3).

**WEEKDAY**
37144 SOCI 110 AX TTh 9:35-10:50 1-1107 Shusterman 3.0

**ONLINE**
42546 SOCI 110 OL By Arr 48 Hours ONLINE Lynn 3.0

SOCI 110 OL is taught in an online format. Requires Internet access and email. Instructor email: lynnd@smccd.edu.

**SOCI 141  RACE & ETHNICITY**
Recommended: Eligibility for ENGL 100 or 105 or equivalent. Interdisciplinary study of varied racial and cultural aspects of American society. Role of minority groups; nature of prejudice. Field investigations required. Transfer: UC; CSU (D3).

**WEEKDAY**
41329 SOCI 141 AA MWF 9:10-10:00 4-180 Moynihan 3.0

**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
SPANISH

SPAN 110 ELEMENTARY SPANISH
Recommended: Eligibility for ENGL 836 or ESOL 400. Spanish structures and active vocabulary practiced in oral and written pattern drills. Conversation based on short dialogues. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

WEEKDAY

30759 SPAN 110 WX Daily 10:10-11:00 8-8308 Castro 5.0
TBA Hours: By Arr 1 Hr/Wk 8-8308

EVENING

39762 SPAN 110 WJ MW 6:30-8:45 8-8308 Gazulla Garanto 5.0
TBA Hours: By Arr 1 Hr/Wk 5-5100

SPAN 110 ELEMENTARY SPANISH – HONORS
Recommended: Eligibility for ENGL 836 or ESOL 400. Spanish structures and active vocabulary practiced in oral and written pattern drills. Conversation based on short dialogues. Plus 16 hours by arrangement. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (C2).

WEEKDAY

41201 SPAN 110 WH Daily 10:10-11:00 8-8308 Castro 5.0
TBA Hours: By Arr 1 Hr/Wk 5-5100

SPAN 112 ELEMENTARY SPANISH II
Prereq: SPAN 111 or equivalent. A course covering approximately the same material studied in the second half of SPAN 110. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

WEEKDAY

43207 SPAN 112 WA TTh 11:10-12:25 8-8317 Castro 3.0
TBA Hours: By Arr 1 Hr/Wk 5-5100

SPAN 120 ADVANCED ELEMENTARY SPANISH
Prereq: SPAN 110 or SPAN 112, or equivalent. Continuation of SPAN 110 or SPAN 112. Practice and development of greater competence in spoken and written Spanish for use in a variety of social contexts and settings. Focus on readings for classroom discussions and cultural aspects of the Spanish-speaking world. Course conducted primarily in Spanish. Plus 16 hours by arrangement. Transfer: UC: CSU (C2).

WEEKDAY

30764 SPAN 120 WX MWF 12:10-1:40 8-8308 Castro 5.0
TBA Hours: By Arr 1 Hr/Wk 5-5100

SPAN 120 ADVANCED ELEMENTARY SPANISH – HONORS
Prereq: SPAN 110 or SPAN 112, or equivalent. Continuation of SPAN 110 or SPAN 112. Practice and development of greater competence in spoken and written Spanish for use in a variety of social contexts and settings. Focus on readings for classroom discussions and cultural aspects of the Spanish-speaking world. Course conducted primarily in Spanish. Plus 16 hours by arrangement. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC: CSU (C2).

WEEKDAY

30760 SPAN 120 WH MWF 12:10-1:40 8-8308 Castro 5.0
TBA Hours: By Arr 1 Hr/Wk 5-5100

SPAN 130 INTERMEDIATE SPANISH
Prereq: Satisfactory completion of SPAN 120 or 122. Conversation and composition, review of grammar, reading and discussion of Spanish and Latin-American literature and culture. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

WEEKDAY

37024 SPAN 130 WX MWF 11:10-12:00 8-8308 Castro 3.0
TBA Hours: By Arr 1 Hr/Wk 5-5100

SPAN 130 INTERMEDIATE SPANISH – HONORS
Prereq: Satisfactory completion of SPAN 120 or 122. Conversation and composition, review of grammar, reading and discussion of Spanish and Latin-American literature and culture. Plus 16 hours by arrangement. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors-level work. Transfer: UC; CSU (C2).

WEEKDAY

41206 SPAN 130 WH MWF 11:10-12:00 8-8308 Castro 3.0
TBA Hours: By Arr 1 Hr/Wk 5-5100

SPAN 130 INTERMEDIATE SPANISH – PUENTE
Prereq: Satisfactory completion of SPAN 120 or 122. Conversation and composition, review of grammar, reading and discussion of Spanish and Latin-American literature and culture. Plus 16 hours by arrangement. NOTE: This section is designed primarily for students in the Puente learning community, but is open to all students. Transfer: UC; CSU (C2).

WEEKDAY

41205 SPAN 130 WP MWF 11:10-12:00 8-8308 Castro 3.0
TBA Hours: By Arr 1 Hr/Wk 5-5100
SURGICAL TECHNOLOGY (SURG)

SURG 442 SURGICAL SPECIALTIES
Prereq: Completion of SURG 440 and SURG 441 with a grade of C or better. This course covers the most common procedures and equipment utilized by the surgical technologist during specialty surgery. These surgeries include neurological, cardiac and pediatric procedures.

WEEKDAY
38786 SURG 442 AA W 8:10-2:15 7-7205 Erskine 6.0

SURG 443 CLINICAL PRACTICE FOR SURGICAL TECHNOLOGY
Prereq: Completion of SURG 440 and SURG 441 with a grade of C or better and a current healthcare provider CPR card. This course provides the student with 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.

WEEKDAY
38787 SURG 443 AZ By Arr 512 Hours TBA Erskine 8.0

SURG 445 INTRODUCTION TO CENTRAL SERVICE TECHNOLOGY
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. Includes basics of human anatomy, infection control, aseptic technique, sterile processing, decontamination, and disinfection. May be repeated for credit a maximum of three times.

EVENING
41397 SURG 445 JA T 6:00-10:00 7-7205 Breadmont 5.0
LAB Th 6:00-10:00 7-7205 Breadmont

SURG 446 CLINICAL PRACTICE FOR CENTRAL SERVICE TECHNOLOGY
Prereq: Completion of SURG 445 with a grade of C or better, or equivalent. The second of two courses in Central Service Technology. Supervised experience in sterile processing, supply distribution and inventory control.

WEEKDAY
41398 SURG 446 AZ By Arr 192 Hours TBA Wasilewski 3.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

TELECOMMUNICATIONS & NETWORK INFORMATION TECHNOLOGY (TCOM)

TCOM 410 STRUCTURED WIRING AND CABLING FOR TELECOMMUNICATIONS AND NETWORKING
Prereq: Satisfactory completion (grade of C or better) of or concurrent enrollment in TCOM 405 or ELEC 110, or equivalent training or experience. Technical introduction with hands-on experience in the standards and practices of Telecommunications and Networking structured wiring and cabling. Course covers 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. Plus 16 hours by arrangement. Transfer: CSU.

EVENING
41508 TCOM 410 JA T 6:30-8:45 2-2111 Allen 3.0
TBA Hours: By Arr 1 Hr/Wk

TCOM 451 PC CONFIGURATION AND REPAIR
Prereq: 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. Plus 16 hours by arrangement. Also listed as COMP 451. Transfer: CSU.

EVENING
38154 TCOM 451 JX TTh 6:30-8:45 2-2111 Lohmann 6.0
LAB TTh 8:50-10:05 2-2111 Lohmann
TBA Hours: By Arr 1 Hr/Wk

TCOM 452 A+ CERTIFICATION EXAM PREPARATION
Prereq: 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 three times for credit. Plus 48 lab hours by arrangement. Transfer: CSU.

EVENING
40734 TCOM452 JA Th 5:30-6:20 2-2120 Cortes 1.0
TBA Hours: By Arr 3 Hrs/Wk
**TCOM 460  FIBER OPTICS TECHNOLOGY**
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. Plus 16 hours by arrangement. Transfer: CSU.

**EVENING**

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**TCOM 480  NETWORK FUNDAMENTALS (LAN)**
(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. Plus 16 hours by arrangement. Also listed as CAOT 480. Transfer: CSU.

**EVENING**

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**TCOM 481  NETWORK SYSTEMS ADMINISTRATION**
Prereq: 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. Plus 16 hours by arrangement. Also listed as COMP 481. Transfer: CSU.

**EVENING**

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**TCOM 482  INTRODUCTION TO ROUTERS**
(Cisco Academy Course – CCNA 1 & 2) Prereq: Satisfactory completion (grade of C or better) of TCOM/CAOT 480, or equivalent training or experience. 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. Plus 16 hours by arrangement. Also listed as COMP 482. Transfer: CSU.

**EVENING**

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**Telecommunications & Network Information Technology**

**Connect to careers in the new Telecommunications/ Electronics Education and Training Center**

Learn in our new state-of-the-art Telecommunications/ Electronic laboratories with industry-standard equipment and design. Gain skills and training in the fast-paced world of computers, networks and cell phones.

Earn $40,000-$45,000 per year or more:
- Wireless Field/Switch Technician
- Wiring and Installation Technician
- Fiber Optic Installation Technician
- Maintenance Technician
- PC Support Technician
- Network Technician/Engineer
- Network Security Support Technician

The program is industry-backed, hands-on, and designed for students to keep current with changing technology. The program is developed in direct response to the needs of the industry and focuses on the skills employers want.

**Degrees and certificates offered:**
- Telecommunications and Wireless Technology A.S. Degree
- Telecommunications and Wireless Technology Certificate
- Network Engineering A.S. Degree
- Network Engineering Certificate
- Skill Endorsements
- CompTIA A+ and Checkpoint Certifications

**On the job:**
Paid internships are available for advanced students.

**Contact:** Norm del Prado, (650) 738-4495 or delpradon@smccd.edu
TCOM 483  NETWORK SWITCHES – CONCEPTS AND APPLICATIONS
(Cisco Academy Course – CCNA 3) Prereq: Satisfactory completion (grade of C or better) of TCOM/CAOT 480, or equivalent training or experience. Recommended: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience. 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. Plus 16 hours by arrangement. Also listed as COMP 483. Transfer: CSU.

EVENING
40735 TCOM 483 JX W  7:00-10:00  1-1227 Del Prado  3.0
TBA Hours: By Arr  1 Hr/Wk

TCOM 484  ADVANCED ROUTING CONCEPTS AND APPLICATIONS
(Cisco Academy Course – CCNA 3 & 4) Prereq: 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/COMP 483, or equivalent training or experience. 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. Plus 16 hours by arrangement. Also listed as COMP 484. Transfer: CSU.

EVENING
40288 TCOM 484 JX T  7:00-10:00  1-1227 Del Prado  3.0
TBA Hours: By Arr  1 Hr/Wk

TCOM 670  TCOM OR NETWORK INFORMATION TECHNOLOGY WORK EXPERIENCE
Prereq: Must be enrolled in a TCOM course. College credit awarded for on-the-job training. Must be employed in a related industry. Transfer: CSU.

EVENING
30792 TCOM 670 JV By Arr  1-4 Hrs/Wk TBA Perino  1.0-4.0

WELLNESS
(Refer to course listings under COSMETOLOGY.)

WOMEN IN TRANSITION PROGRAM
(Refer to course listings under LEARNING COMMUNITIES, beginning on page 101.)

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
Learning Communities

What is a Learning Community?

Learning Communities are two or more classes, often in different departments, designed to be taken together by the same group of students in each class of the Learning Community. Learning Communities are designed to connect students to each other, to their teachers, to the college, and to student learning. The classes have a common theme and coordinate their assignments. This allows students to work on topics from more than one perspective.

In Learning Communities, faculty members assist learning and innovation as everyone works together to create community in a positive learning environment. Students participate in groups to share ideas and help each other learn. There is a greater sense of involvement with students and professors.

ASTEP: AFRICAN-AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE

The African-American Success Through Excellence and Persistence learning community allows you to examine the complex issues of African descended peoples, including African-American culture, tradition, identity, history and contemporary life through classes, lectures, discussions, films, guest speakers and presentations. The ASTEP program helps students of all ethnicities and abilities identify their strengths and talents. The theme for the ASTEP learning community for 2011-2012 is Nia, which means to make our collective vocation the building and developing of our community in order to restore our people to their traditional greatness. For more information about the African-American Learning Community, call Patricia Deamer at (650) 738-4217 or email deamer@smccd.edu.

BIOL 110 PRINCIPLES OF BIOLOGY – ASTEP

Recommended: Eligibility for ENGL 836. Nature and function of living systems using natural selection and physiological survival as unifying theme. Recommended for lab science transfer requirement. Lecture must be accompanied by a lab session. Transfer: UC; CSU (B2, B3).

COMM 150 INTERCULTURAL COMMUNICATION – ASTEP

Recommended: Completion of or concurrent enrollment in ESOL 400 or 836. Designed for students from all cultural backgrounds. Study of basic theory and skills of intercultural communication. Emphasis is given to empathy building for communicating effectively in a diverse social and professional environment. Transfer: UC; CSU (A1).

COUN 100 COLLEGE SUCCESS – ASTEP

This course provides information about college/university systems, goal setting, educational planning, study skills, health maintenance, stress management, learning styles, college resources, relationships, and cultural diversity. Transfer: UC; CSU (E1).

ENGL 100 COMPOSITION – ASTEP

Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better; or ENGL 846 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. Writing practice based on a study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

HIST 244 AFRICAN AMERICAN HISTORY – ASTEP

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The political, social, economic, and intellectual sources of the Black community from colonial times to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

MATH 110 ELEMENTARY ALGEBRA – ASTEP

Prereq: Completion of MATH 806 or 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 algebra concepts and those skills necessary to apply the concepts to real life problem solving. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics including: real numbers, order of operations, linear equations and graphs, and systems of linear equations will be presented. NOTE: TI-83 or TI-84 Graphing Calculator required. (Units do not count toward the Associate Degree.)

MATH 120 INTERMEDIATE ALGEBRA – ASTEP

Prereq: 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. Review/extension of elementary algebra through exponential, logarithmic, polynomial, radical, and rational functions. An emphasis on modeling real life situations. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required.
**MATH 200 PROBABILITY & STATISTICS – ASTEP**  
*Prereq: 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. Measures of central tendency and dispersion, sampling distributions and statistical inference, regression and correlation. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).*

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**PSYC 268 BLACK PSYCHOLOGY – ASTEP**  
*Recommended: Eligibility for ENGL 836. Psychological theories and concepts that provide an understanding and appreciation of the psychodynamics of Black America. See Ethnic Studies for a complete listing of Ethnic Studies course offerings. Transfer: UC; CSU (D3).*

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<td>40300</td>
<td>PSYC 268</td>
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<td>9:10-10:00</td>
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**CAREER ADVANCEMENT ACADEMY – ALLIED HEALTH**

The Allied Health Career Advancement Academy provides a bridge of courses in English, Math, Counseling, and Introduction to Health Careers to prepare students for entry into healthcare programs the following semester. A Career Certificate in the Allied Health areas of Emergency Medical Technician, Medical Office Assistant, Nursing Assistant, or Sterile Processing will be awarded upon completion of the program. Please contact Lorraine DeMello at demellol@smccd.edu or call 650-378-7301, x19526, for more information.

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**ENGL 846 READING AND WRITING CONNECTIONS – CAA**  
*Writing Prereq: Completion of ENGL 826, ESOL 840 or 841/842 with a grade of C or better, or eligibility for ENGL 836, ESOL 400, or ENGL 846 on approved college placement test and multiple measures. Reading Prereq: Completion of READ 826, ESOL 840 or 841/842 with Credit or a grade of C or better, or eligibility for READ 836, ESOL 400, or ENGL 846 on approved Placement test and multiple measures. Integrates ENGL 836 and READ 836, satisfying requirements for both. Prepares students to write college-level essays and teaches effective reading strategies to improve comprehension, analysis and vocabulary.*

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**HSCI 680SA GATEWAY TO HEALTH CAREERS – CAA**  
*An introductory course to prepare and/or interest students who may seek a career in health care. Includes basic assessment, CPR, and math calculations used in health care. Transfer: CSU.*

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**MATH 110 ELEMENTARY ALGEBRA – CAA**  
*Prereq: Completion of MATH 806 or 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. An introduction to elementary algebra emphasizing basic algebra concepts and those skills necessary to apply the concepts to real life problem solving. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics including: real numbers, order of operations, linear equations and graphs, and systems of linear equations will be presented. NOTE: TI-83 or TI-84 Graphing Calculator required. (Units do not count toward the Associate Degree.)*

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**AUTO 709 AUTOMOTIVE SERVICE ORIENTATION – CAA**  
*Teaches entry-level job skills necessary to gain employment in the automotive service industry. Students will learn tire services, oil and filter changes, vehicle lubrication, battery testing, and pre-delivery inspection procedures. NOTE: Students enrolling in AUTO 709 CAA (CRN 43159) must also enroll in AUTO 710 CAA (CRN 43122) and CRER 650 CAA (CRN 40403). May be repeated once for credit. Transfer: CSU.*

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**AUTO 710 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY – CAA**  
*An introduction to the automotive technology program and profession; recommended for students desiring entrance into the Automotive Technology Program. NOTE: Students enrolling in AUTO 710 CAA (CRN 43122) must also enroll in AUTO 709 CAA (CRN 43159) and CRER 650 CAA (CRN 40403). Transfer: CSU.*

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Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
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<td>ENGL 836</td>
<td>WRITING DEVELOPMENT – CAA</td>
<td>Completion of ENGL 826 or ESOL 840 or 841/842 with a grade of C or better or appropriate placement test score and other measures as necessary. Reading Prerequisite: READ 826 with Pass or a grade of C or better, or eligibility for READ 836 on approved college reading placement test, or other measures as necessary. Concurrent enrollment in READ 836, if indicated by college placement test. Writing process, from paragraph to essay, teaches effective writing strategies to improve comprehension. ENGL 836 prepares students for ENGL 100/105.</td>
<td>30335</td>
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<tr>
<td>MATH 111</td>
<td>ELEMENTARY ALGEBRA I – CAA</td>
<td>Completion of MATH 806 or 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Prerequisite: Completion of READ 836 with a grade of C or better, or equivalent. Course is equivalent to first half of MATH 110. (Units do not count toward the Associate Degree.)</td>
<td>30542</td>
<td>11:10-12:00</td>
<td>TBA</td>
<td>Hasson</td>
<td>3.0</td>
</tr>
<tr>
<td>ESOL 400</td>
<td>ENGLISH COMPOSITION FOR NONNATIVE SPEAKERS – ESOL LEARNING COMMUNITY</td>
<td>Satisfactory completion (grade of C or better) of ESOL 840, or 841 and 842, or 864 and 874, or equivalent; or appropriate skill level as indicated by ESL placement test and other measures as necessary. Advanced practice in writing English for nonnative speakers. Emphasis on composing clear, coherent, logical essays.</td>
<td>39906</td>
<td>10:10-11:00</td>
<td>PH-402*</td>
<td>Frasca</td>
<td>5.0</td>
</tr>
<tr>
<td>ENGL 846</td>
<td>READING AND WRITING CONNECTIONS – FIRST YEAR EXPERIENCE</td>
<td>Completion of ENGL 826, ESOL 840 or 841/842 with a grade of C or better, or eligibility for ESOL 836, ESOL 400, or ENGL 846 on approved college placement test and multiple measures. Reading prerequisite: Completion of READ 826, ESOL 840 or 841/842 with Credit or a grade of C or better, or eligibility for READ 836, ESOL 400, or ENGL 846 on approved Reading placement test and multiple measures. Integrates ENGL 836 and READ 836, satisfying requirements for both. Prepares students to write college-level essays and teaches effective reading strategies to improve comprehension, analysis, and vocabulary.</td>
<td>43384</td>
<td>9:10-10:40</td>
<td>1-1202</td>
<td>Feiner</td>
<td>5.0</td>
</tr>
</tbody>
</table>
MATH 120  INTERMEDIATE ALGEBRA – FIRST YEAR EXPERIENCE  
Prereq: 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. Review/extension of elementary algebra through exponential, logarithmic, polynomial, radical, and rational functions. An emphasis on modeling real life situations. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Students enrolling in MATH 120 AY (CRN 42977) must also enroll in COUN 100 AY (CRN 42271) and ENGL 846 AY (CRN 43384).

WEEKDAY
42977  MATH 120  AY  Daily  11:10-12:00  PH-412* Nguyen  5.0
TBA Hours:  By Arr  1 Hr/Wk

First Year Experience – Latinos Excelling in Academics Program (LEAP)  
The First Year Experience – LEAP is a community of scholars who work together to develop academic skills and leadership abilities so that they can succeed in school and work. Students will enroll in a cohort of courses, including a career planning course that explores career options, enhancing the student’s transition into the workforce with confidence. To enroll, or for more information about this learning community, contact Cecilia Gutierrez at gutierrezc@smccd.edu.

CRER 650  FYE LEAP SEMINAR  
Resiliency and Student Success. Designed to help students identify negative thinking patterns that affect issues of confidence and self-esteem in college. Students will gain new insight into their own thought processes and learn about healthier ways of dealing with anxiety and adversity so that they can achieve success in their educational endeavors. NOTE: All students enrolling in CRER 650 AY (CRN 42356) must also enroll in LSKL 109 AY (CRN 43422) and MATH 110 AY (CRN 30533). Transfer: CSU.

WEEKDAY
42356  CRER 650  AY  Th  11:10-12:00  TBA Gutierrez  1.0

LSKL 109  SUPPLEMENTAL LEARNING ASSISTANCE FOR ELEMENTARY ALGEBRA – FIRST YEAR EXPERIENCE (LEAP)  
Coreq: Concurrent enrollment in MATH 110, MATH 111, or MATH 112. Provides supplementary learning assistance to students enrolled in Elementary Algebra. Under the supervision of qualified faculty, course instructors reinforce concepts and skills learned in Elementary Algebra. May be repeated twice for credit. NOTE: All students enrolling in LSKL 109 AY (CRN 43422) must also enroll in CRER 650 AY (CRN 42356) and MATH 110 AY (CRN 30533). (Units do not count toward the Associate Degree.)

WEEKDAY
43422  LSKL 109  AY  MW  11:10-12:25  PH-307* Tsuchida  0.5

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

MATH 110  ELEMENTARY ALGEBRA – FIRST YEAR EXPERIENCE (LEAP)  
Prereq: Completion of MATH 806 or 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. An introduction to elementary algebra emphasizing basic algebra concepts and those skills necessary to apply the concepts to real life problem solving. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics including: real numbers, order of operations, linear equations and graphs, and systems of linear equations will be presented. NOTE: TI-83 or TI-84 Graphing Calculator required. All students enrolling in MATH 110 AY (CRN 30533) must also enroll in CRER 650 AY (CRN 42356) and LSKL 109 AY (CRN 43422). (Units do not count toward the Associate Degree.)

WEEKDAY
30533  MATH 110  AY  Daily  10:10-11:00  7-7109 Zamani  5.0

HONORS TRANSFER PROGRAM
These sections are designed primarily for students in the Honors Transfer Program, but are open to all students. All students enrolling in these sections will be required to do Honors-level work. For information about the Honors Transfer Program, please call Katharine Harer, (650) 738-4412.

ASTR 100  INTRODUCTION TO ASTRONOMY – HONORS  
Survey of modern astronomy; study of what mankind knows about the universe and our place in it, including planets, stars, galaxies, Quasars, pulsars, black holes, and the beginning and end of the universe. Transfer: UC; CSU (B1).

WEEKDAY
41500  ASTR 100  AY TTh  11:10-12:25  8-8304 Grist  3.0

BIOL 675  HONORS COLLOQUIUM IN BIOLOGY – THE HUMAN BRAIN: IN SICKNESS AND IN HEALTH  
Prereq: Completion of or concurrent enrollment in any non-Honors Biology level 100 or 200 course. The human brain has a remarkable capacity to regain function following injury or disease. This course will examine the form and function of a healthy brain and how certain diseases, conditions, and injuries interfere with that function. Case studies, research projects, and the opportunity to work with brain-injured people will offer practical applications. May be repeated for credit a maximum of three times, but topics successfully completed may not be repeated. NOTE: Honors credit will also be awarded for any 100- or 200-level Biology course taken concurrently. Transfer: UC; CSU.

WEEKDAY
38736  BIOL 675  AY F  1:10-2:00  7-7104 Bookstaff  1.0

ECON 102  PRINCIPLES OF MICROECONOMICS – HONORS  
Prereq: ECON 100. Recommended: Eligibility for ENGL 100 and MATH 120, or equivalent. The economic system and its problems; the functioning of the market, pricing of products, the determination of wages, international trade. Transfer: UC; CSU (D3).

WEEKDAY
42046  ECON 102  AY TTh  9:35-10:50  PH-411* Suzuki  3.0
ENGL 100 COMPOSITION – HONORS
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

ENGLISH 100 J H TTh 5:30-6:45 8-8307 McCling 3.0

ENGLISH 110 JTH 7:00-10:00 7-7307 McCling 3.0

ENGLISH 161 AH TTh 9:35-10:50 8-8224 Floro 3.0

ENGLISH 100 AH TTh 12:35-1:50 8-8319 Harer 3.0

ENGLISH 110 AH TTh 12:35-1:50 8-8319 Harer 3.0

HIST 106 WORLD CIVILIZATIONS II – HONORS
Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent. A global and historical survey course of world civilizations from 1500 to the present. Political, social, cultural and economic issues will be discussed. Transfer: UC; CSU (C2, D3).

HIST 106 J H TTh 11:10-12:25 8-8117 Bell 3.0

HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA – HONORS
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. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

WEEKDAY 40603 HIST 240 AH MWF 10:10-11:00 8-8213 Wong 3.0

JOUR 110 MASS MEDIA AND SOCIETY – HONORS
Prereq: Eligibility for ENGL 836 or ESOL 400 or equivalent. General-interest survey course assessing the impact the mass media have had on society and examining the rights and responsibilities of the media. Trains students to become discerning media consumers. Transfer: UC; CSU (D3).

WEEKDAY 41716 JOUR 110 AH MWF 9:10-10:00 8-8317 Kaplan-Biegel 3.0

JOUR 120 WRITING AND REPORTING FOR THE MEDIA – HONORS
Prereq: Eligibility for ENGL 100 or 105, or equivalent. Teaches fundamental journalism skills, including how to structure basic news stories, develop and interview sources, understand news judgment, write concisely, use Associated Press style, and consider legal and ethical issues. Transfer: UC; CSU.

WEEKDAY 42063 JOUR 120 AH MWF 10:10-11:00 8-8317 Kaplan-Biegel 3.0

LIT. 101 CONTEMPORARY LITERATURE – HONORS
Prereq: ENGL 100 or 105, or equivalent. The craft of writing short stories, sketches, poetry, short dramas and other literary forms. Transfer: UC; CSU (C2).

WEEKDAY 43216 LIT. 101 AH TTh 11:10-12:25 8-8224 Floro 3.0

LIT. 151 SHAKESPEARE – HONORS
Prereq: ENGL 100 or 105, or equivalent. Study of representa -
vative plays and poems, with an emphasis on Shakespeare's poetic and dramatic skills and his understanding of human nature. Reading, discussion, and critical papers. Transfer: UC; CSU (C2).

WEEKDAY 41219 LIT. 151 AH TTh 9:35-10:50 8-8302 McCarthy 3.0

MATH 200 PROBABILITY & STATISTICS – HONORS
Prereq: 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. Measures of central tendency and dispersion, sampling distributions and statistical inference, regression and correlation. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

WEEKDAY 39585 MATH 200 AH TTh 11:10-12:25 8-8117 Bell 3.0
MATH 242 APPLIED CALCULUS II – HONORS  
Prereq: Completion of MATH 130 and MATH 241 with a grade of C or better, or equivalent. Basic techniques of integral calculus. Definition, calculation and application of the integral; logarithmic and exponential functions. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

WEEKDAY  
39196 MATH 242 AH MWF 8:10-9:00 7-7304 Fredricks 3.0  
TBA Hours: By Arr 1 Hr/Wk

MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I – HONORS  
Prereq: Completion of MATH 222 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Limits and continuity, the derivatives and applications, the differential and anti-differentiation, the definite integral and conic sections. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

WEEKDAY  
35380 MATH 251 AH Daily 8:10-9:00 7-7106 Zamani 5.0  
TBA Hours: By Arr 1 Hr/Wk

MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II – HONORS  
Prereq: Completion of MATH 251 with a grade of C or better, or equivalent. Logarithmic, exponential, trigonometric and hyperbolic functions. Integration, polar coordinates, indeterminates, and improper integrals. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

WEEKDAY  
40136 MATH 252 AH Daily 8:10-9:00 7-7109 Leach 5.0  
TBA Hours: By Arr 1 Hr/Wk

42256 MATH 252 BH MWF 10:10-11:40 4-273 Tsuchida 5.0  
TBA Hours: By Arr 1 Hr/Wk

PHYS 260 PHYSICS WITH CALCULUS II – HONORS  
Prereq: Completion of PHYS 250 with a grade of C or better and completion of MATH 252 with a grade of C or better, or equivalent. Covers electricity, magnetism, and electromagnetic waves. Lecture must be accompanied by a lab section. Transfer: UC; CSU (B1, B3).

WEEKDAY  
42237 PHYS 260 AH MWF 10:10-11:00 8-8304 Koskelo 4.0  
LAB W 1:10-3:50 7-7305 Koskelo

PSYC 100 GENERAL PSYCHOLOGY – HONORS  
Recommended: Eligibility for ENGL 836 or equivalent. Introduction to the scientific study of animal and human behavior including habits, perception, motives, emotions, cognition and personality. Transfer: UC; CSU (D3).

WEEKDAY  
33329 PSYC 100 AH TTh 11:10-12:25 1-1205 Merrill-Sinarle 3.0

SPAN 110 ELEMENTARY SPANISH – HONORS  
Recommended: Eligibility for ENGL 836 or ESOL 400. Spanish structures and active vocabulary practiced in oral and written pattern drills. Conversation based on short dialogues. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

WEEKDAY  
41201 SPAN 110 WH Daily 10:10-11:00 8-8308 Castro 5.0  
TBA Hours: By Arr 1 Hr/Wk 5-5100

SPAN 120 ADVANCED ELEMENTARY SPANISH – HONORS  
Prereq: SPAN 110 or SPAN 112, or equivalent. Continuation of SPAN 110 or SPAN 112. Practice and development of greater competence in spoken and written Spanish for use in a variety of social contexts and settings. Focus on readings for classroom discussions and cultural aspects of the Spanish-speaking world. Course conducted primarily in Spanish. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

WEEKDAY  
41208 SPAN 130 WH MWF 11:10-12:00 8-8308 Castro 3.0  
TBA Hours: By Arr 1 Hr/Wk 5-5100

SPAN 130 INTERMEDIATE SPANISH – HONORS  
Prereq: Satisfactory completion of SPAN 120 or 122. Conversation and composition, review of grammar, reading and discussion of Spanish and Latin-American literature and culture. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

WEEKDAY  
30760 SPAN 120 WH MWF 12:10-1:40 8-8308 Castro 5.0  
TBA Hours: By Arr 1 Hr/Wk 5-5100

KABABAYAN PROGRAM  
Kababayan is a transfer and community support program with the goal of increasing proficiency in English skills for success in college, work and life. The courses are open to all students and focus on the Filipino/Filipino-American experience. For more information about the Kababayan Program, please call (650) 738-4119.

CRER 650 KABABAYAN SEMINAR  
 Seminar designed for Filipino students who wish to transfer. Transfer: CSU.

WEEKDAY  
30230 CRER 650 AK MW 9:10-10:00 2-2351 Espinueva 2.0

ENGL 100 COMPOSITION – KABABAYAN  
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

WEEKDAY  
30297 ENGL 100 AK MW 10:10-11:00 4-272 Erdel 3.0

30299 ENGL 100 BK TTh 11:10-12:25 4-272 Erdel 3.0

ENGL 104 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION – KABABAYAN  
Recommended: Eligibility for ENGL 836 or equivalent. Designed for students who want to learn critical thinking, reading and writing skills in producing a Filipino Cultural Night. May be repeated for credit up to a maximum of 9 units. Transfer: CSU.

WEEKDAY  
40116 ENGL 104 AK TTh 2:10-3:25 8-8308 Erdel 1.0-3.0
FILI 120 ADVANCED ELEMENTARY FILIPINO – KABABAYAN  
Prereq: FILI 110 or FILI 112, or equivalent. A continuation of FILI 110 or FILI 112. Practice and development of greater competence in spoken and written Filipino for use in a variety of social contexts and settings. Focus on readings for classroom discussions and cultural aspects of the Filipino-speaking world. Course conducted primarily in Filipino. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

WEEKDAY  
ENGL 100 COMPOSITION – SCHOLAR-ATHLETE  
Writing practice based on a study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

EVENING  
MATH 112 ELEMENTARY ALGEBRA II – PUENTE  
Prereq: Completion of MATH 111 with a grade of C or better, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. Course is equivalent to the second half of MATH 110. NOTE: TI-83 or TI-84 Graphing Calculator required. (Units do not count toward the Associate Degree.)

WEEKDAY  
SPAN 130 INTERMEDIATE SPANISH – PUENTE  
Prereq: Satisfactory completion of SPAN 120 or 122. Conversation and composition, review of grammar, reading and discussion of Spanish and Latin-American literature and culture. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

WEEKDAY  
SCHOLAR ATHLETE LEARNING COMMUNITY  
The Scholar Athlete Learning Community is designed for student athletes to use the same discipline applied to athletic achievement in their sport to the study and acquisition of writing, reading, and critical thinking skills needed to succeed in college. Students work with an English teacher, the Athletics Counselor, and their coaches so that they may achieve on the playing field and the classroom in ways that complement each other. The Scholar Athlete Learning Community is open to all eligible students. For further information, please call (650) 738-4202 or (650) 738-4271.

WEEKDAY  
ENGL 100 COMPOSITION – SCHOLAR-ATHLETE LEARNING COMMUNITY  
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

EVENING  
P.E. 105 THE STUDENT-ATHLETE EXPERIENCE  
A survey course examining the historical, sociological, health and compliance issues related to student athletes at the community college and university level. NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer: UC; CSU (E1).

WEEKDAY  
PUENTE PROGRAM  
A college/university program open to all students, with a focus on Chicano/Latino students. The program involves English instruction, counseling and mentoring. For more information about the Puente Program, call (650) 738-4493.

CRER 650 PUENTE SEMINAR  
University transfer preparation and opportunities with a focus on the experiences and services available to assist Latino students. Open to all students. CRER 650 may be repeated for credit a maximum of three times. NOTE: All students enrolling in CRER 650 AP (CRN 41030) must also enroll in ENGL 100 AP (CRN 37022). Transfer: CSU.

WEEKDAY  
MATH 112 ELEMENTARY ALGEBRA II – PUENTE  
Prereq: Completion of MATH 111 with a grade of C or better, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. Course is equivalent to the second half of MATH 110. NOTE: TI-83 or TI-84 Graphing Calculator required. (Units do not count toward the Associate Degree.)

WEEKDAY  
SPAN 130 INTERMEDIATE SPANISH – PUENTE  
Prereq: Satisfactory completion of SPAN 120 or 122. Conversation and composition, review of grammar, reading and discussion of Spanish and Latin-American literature and culture. Plus 16 hours by arrangement. Transfer: UC; CSU (C2).

WEEKDAY  
SCHOLAR ATHLETE LEARNING COMMUNITY  
The Scholar Athlete Learning Community is designed for student athletes to use the same discipline applied to athletic achievement in their sport to the study and acquisition of writing, reading, and critical thinking skills needed to succeed in college. Students work with an English teacher, the Athletics Counselor, and their coaches so that they may achieve on the playing field and the classroom in ways that complement each other. The Scholar Athlete Learning Community is open to all eligible students. For further information, please call (650) 738-4202 or (650) 738-4271.

WEEKDAY  
ENGL 100 COMPOSITION – SCHOLAR-ATHLETE LEARNING COMMUNITY  
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

EVENING  
P.E. 105 THE STUDENT-ATHLETE EXPERIENCE  
A survey course examining the historical, sociological, health and compliance issues related to student athletes at the community college and university level. NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer: UC; CSU (E1).

EVENING
WOMEN IN TRANSITION PROGRAM

Open to women and men. For information about the Women's Re-Entry Program, call (650) 738-4157.

CRER 137 LIFE AND CAREER PLANNING – WIT
Recommended: Eligibility for ENGL 836. A comprehensive approach to life and career planning that includes self-assessment, career exploration, and job seeking strategies. Transfer: CSU (E1).

EVENING
37080 CRER 137 JR T 6:30-9:30 1-1306 DeMello 3.0

ENGL 100 COMPOSITION – WIT
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on a study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

EVENING
30305 ENGL 100 JR W 7:00-10:00 8-8116 McClung 3.0

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
Distance Learning

If you have email and Internet access, you have everything you need to take advantage of the opportunity to learn online! Enrolling in online courses allows you to enjoy the benefits of a traditional classroom education in a non-traditional way. Online courses provide you with the freedom to plan your coursework around your personal schedule while maintaining interaction with faculty and fellow students. Enter the "virtual classroom" at any time of the day or night to participate in meaningful class discussions, access course information and lectures, work on challenging assignments, and take part in exciting group activities.

Skyline offers two different types of distance learning. Online courses are those in which no on-campus meetings are required. Hybrid courses are those which require one or more on-campus meetings.

Online Courses

Online courses are those in which the instructor and student are separated by distance for the entire course and can interact exclusively (100%) through the assistance of communication technology. The course is conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done online, via proctoring arrangements, or other means. Instructors require no mandatory on-campus meetings. If an instructor wishes to incorporate on-campus meetings into the course, the instructor/student will provide for alternative distance education means of student participation.

ACTG 100 ACCOUNTING PROCEDURES
Recommended: MATH 811 or equivalent, BUS. 115 or equivalent, either CAOT 104 or CAOT 225 or equivalent, and eligibility for ENGL 836. Introduction to financial accounting procedures for proprietorships in service and merchandising operations. Instruction in manual and computerized accounting systems with hands-on computer experience. Plus 32 lab hours by arrangement. Transfer: CSU.

ACTG 103 TEN-KEY SKILLS
Short course on how to operate a 10-key electronic calculator by the touch method. May be repeated once for credit. Transfer: CSU.

ACTG 121 FINANCIAL ACCOUNTING
Recommended: ACTG 100 (3 units) with a grade of C or better, or equivalent; MATH 120 with a grade of C or better, or equivalent; CAOT 225 or equivalent; and eligibility for ENGL 836. Exploration of what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers the application of generally accepted accounting principles, the classified financial statements, and statement analysis. NOTE: Students are encouraged to take ACTG 100 before enrolling in ACTG 121. Transfer: UC; CSU.

ACTG 131 MANAGERIAL ACCOUNTING
Prereq: 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. Examination of accounting techniques for managers. Includes forecasting, budgeting, cost accounting, break-even analysis, responsibility accounting, and other practices which facilitate decision making in an ethical business environment. Transfer: UC; CSU.

ACTG 194 INTRODUCTION TO QUICKBOOKS PRO 2007
Recommended: Eligibility for ENGL 836 and READ 836. Introduction to the financial accounting features of QuickBooks Pro. Transfer: CSU.

ACTG 196 INTERMEDIATE QUICKBOOKS PRO 2007
Prereq: ACTG 194 or equivalent. Financial accounting features of setting up and maintaining a computerized accounting system using the advanced features; covers complex issues encountered with QuickBooks Pro. Transfer: CSU.

ART 101 HISTORY OF WESTERN ART I
Recommended: Eligibility for ENGL 100. A survey of Ancient and Medieval art from Prehistoric to Early Renaissance. Transfer: UC; CSU (C1).

ART 102 HISTORY OF WESTERN ART II
Recommended: Eligibility for ENGL 100. Survey of art from the Renaissance to modern times. Transfer: UC; CSU (C1).
BIOL 140 ANIMALS, PEOPLE & ENVIRONMENT
Recommended: Eligibility for ENGL 836. Animal behavior with emphasis on human-animal relationships, animal populations, and wildlife protection. Transfer: UC; CSU (B2).

42541 BIOL 140 OL By Arr 48 Hours ONLINE Bookstaff 3.0
Biology 140 OL is taught in an online format. Requires Internet access and email. Exams will be taken on campus or via approved proctored arrangements. Orientation is required and done online on or before January 17. Check instructor website at http://www.smccd.net/accounts/bookstuffs for orientation and course information. Instructor email contact: bookstuffs@smccd.edu.

BIOL 150 INTRODUCTION TO MARINE BIOLOGY
Recommended: Eligibility for ENGL 836. Natural history of marine animals and plants and their relationships with the oceanic environment. Transfer: UC; CSU (B2).

30150 BIOL 150 OL By Arr 48 Hours ONLINE Bookstaff 3.0
Biology 150 OL is taught in an online format. Requires Internet access and email. Exams will be taken on campus or via approved proctored arrangements. Orientation is required and done online on or before January 17. Check instructor website at http://www.smccd.net/accounts/bookstuffs for orientation and course information. Instructor email contact: bookstuffs@smccd.edu.

BUS. 100 INTRODUCTION TO BUSINESS
Recommended: Eligibility for ENGL 836. Survey of business functions and terminology; introduces career opportunities. Transfer: UC; CSU (D3).

41147 BUS. 100 OL By Arr 48 Hours ONLINE Pate 3.0
Dates for the OL section: 1/17-3/13
BUS. 100 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS
Recommended: CAOT 104 or equivalent; and eligibility for ENGL 836 or equivalent. An introduction to computer systems and their role in building modern business information systems. Topics include computer terminology, architecture, operating systems, applications, hardware, data communications, HTML, computer ethics, intellectual property, copyright infringement, and office software applications. Plus 16 lab hours by arrangement. Transfer: UC; CSU.

30256 BUS. 103 OL By Arr 48 Hours ONLINE Motipara 3.0
BUS. 103 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: motipara@smccd.edu.

30253 BUS. 103 OM By Arr 48 Hours ONLINE Motipara 3.0
BUS. 103 OM is offered in an online format. Students must have Internet access and an email address. Instructor email: motipara@smccd.edu.

BUS. 123 STATISTICS
Prereq: MATH 120 or equivalent. Recommended: BUS. 120 and eligibility for ENGL 836. Introduction to descriptive techniques and methods of inference, probability and probability distributions. Transfer: UC; CSU (B4).

30172 BUS. 123 OL By Arr 48 Hours ONLINE Ortiz 3.0
BUS. 123 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: ortiz@smccd.edu.

BUS. 210 INTERNATIONAL FINANCE
Recommended: Eligibility for ENGL 836 or equivalent. Course introduces practical aspects of international trade finance by focusing on lenders, domestic and foreign government assistance programs, payment methods, trade financing, and managing risks. Transfer: CSU (D3).

38260 BUS. 210 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 210 OL: 1/17-3/13
BUS. 210 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS. 221 INTERCULTURAL BUSINESS COMMUNICATION
Recommended: Eligibility for ENGL 836. This course introduces the practical aspects of intercultural business communication by focusing on comparisons, customs and strategies of intercultural business communication in domestic and international contexts. Transfer: CSU.

43087 BUS. 221 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 221 OL: 1/17-3/13
BUS. 221 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS. 241 DOING BUSINESS IN ASIA
Recommended: Eligibility for ENGL 836 or equivalent. This course explores business strategies in conducting business in Asia. Students will gain better insight into the business environment and business protocol in Asia. Transfer: CSU.

39985 BUS. 241 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 241 OL: 3/20-5/22
BUS. 241 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS. 243 LEGAL ENVIRONMENT OF INTERNATIONAL BUSINESS
Recommended: Eligibility for ENGL 836 or equivalent. Study of various topics in International Business Law. Introduction to the legal implications of financial, economic and cultural challenges faced by multinational businesses in a global environment. Transfer: CSU.

41834 BUS. 243 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 243 OL: 3/20-5/22
BUS. 243 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.
BUS 261 CUSTOMS ADMISSIBILITY, CLASSIFICATION, VALUE AND ENTRY
Learn about U.S. import admissibility, tariff classification and value, how to prepare a customs entry, and additional processing required for certain products. Transfer: CSU.

41157 BUS. 248 OL By Arr 48 Hours ONLINE Pate 3.0
Dates for BUS. 248 OL: 3/22-5/24
BUS. 248 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS 258 CUSTOMS BROKER SERVICES AND REGULATIONS
Learn U.S. import requirements and restrictions, broker workflow, types of customs “entries” and how brokers work with importers, government agencies and transportation carriers. Transfer: CSU.

41890 BUS. 258 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0
Dates for BUS. 258 OL: 1/17-3/13
BUS. 258 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of $100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: guadamuzcabra@smccd.edu.

BUS 261 CUSTOMS ADMISSIBILITY, CLASSIFICATION, VALUE AND ENTRY
Learn about U.S. import admissibility, tariff classification and value, how to prepare a customs entry, and additional processing required for certain products. Transfer: CSU.

42601 BUS. 261 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0
Dates for BUS. 261 OL: 3/22-5/24
BUS. 261 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of $100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: guadamuzcabra@smccd.edu.

BUS 262 INTRODUCTION TO INTERNATIONAL FORWARDING AND CARGO TRANSPORTATION
Learn about international freight forwarding, shipper-carrier relationships, government regulation, and multi-model cargo transportation. Transfer: CSU.

42615 BUS. 262 OL By Arr 48 Hours ONLINE Phelps 3.0
Dates for BUS. 262 OL: 1/17-3/13
BUS. 262 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of $100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: phelpsg@smccd.edu.

BUS 263 U.S. EXPORT AND DESTINATION COUNTRY IMPORT REQUIREMENTS; FOREIGN COLLECTIONS
Learn U.S. export and foreign country import requirements, bank collections and letters of credit. Transfer: CSU.

41836 BUS. 263 OL By Arr 48 Hours ONLINE Phelps 3.0
Dates for BUS. 263 OL: 3/22-5/24
BUS. 263 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of $100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: phelpsg@smccd.edu.

CAOT 100 BEGINNING COMPUTER KEYBOARDING
Short course for students who want to learn how to type and develop skill using the computer keyboard. Typing drills only. May be repeated once for credit. Transfer: CSU.

37624 CAOT 100 OM By Arr 24 Hours ONLINE Gianoli 1.5
Dates for the OM section: 3/20-5/22
CAOT 100 OM is offered in an online format. Students must have Internet access and an email address. Email instructor at gianoli@smccd.edu before first scheduled class.

37619 CAOT 100 OM By Arr 24 Hours ONLINE Gianoli 1.5
Dates for the OM section: 3/20-5/22
CAOT 100 OM is offered in an online format. Students must have Internet access and an email address. Email instructor at gianoli@smccd.edu before first scheduled class.

CAOT 101 COMPUTER KEYBOARDING SKILL BUILDING
Recommended: CAOT 100 or equivalent; ability to type without looking at the keyboard. Students improve keyboarding speed and accuracy on computers. Typing drills only. May be repeated for credit up to a maximum of 6 units. Transfer: CSU.

30655 CAOT 101 OM By Arr 24 Hours ONLINE Gianoli 1.5
Dates for the OM section: 3/20-5/22
CAOT 101 OM is offered in an online format. Students must have Internet access and an email address. Email instructor at gianoli@smccd.edu before first scheduled class.

41873 CAOT 101 OM By Arr 24 Hours ONLINE Gianoli 1.5
Dates for the OM section: 3/20-5/22
CAOT 101 OM is offered in an online format. Students must have Internet access and an email address. Email instructor at gianoli@smccd.edu before first scheduled class.

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.
CAOT 200 INTRODUCTION TO MS OFFICE SUITE
Recommended: CAOT 104 or equivalent. Students learn the essentials of Microsoft Office Suite applications: Word, Excel, PowerPoint and Access. This course provides a basic introduction to MS Office Suite and prepares the student for in-depth learning for the more advanced elements of Word, Excel, PowerPoint and Access. May be repeated once for credit. Transfer: CSU.

35200 CAOT 200 OL By Arr 32 Hours ONLINE Motipara 2.0
Dates for the OL section: 1/17-4/10
CAOT 200 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.

CAOT 201 INTEGRATION OF MS OFFICE APPLICATIONS
Recommended: CAOT 200 or equivalent. Integrate the four Microsoft Office applications (Word, Excel, Access and PowerPoint) by inserting documents, linking information, and embedding objects using exercises and case studies. Students will learn how to convert documents to HTML and create Web presentations. May be repeated once for credit. Transfer: CSU.

40681 CAOT 201 OL By Arr 16 Hours ONLINE Motipara 1.0
Dates for CAOT 201 OL: 4/17-5/22
CAOT 201 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.

CAOT 214 WORD PROCESSING I: WORD
Prereq: CAOT 214 or equivalent. PC/MAC FRIENDLY: Knowledge of the computer keyboard or completion of a typing class. Hands-on approach using a PC to learn concepts and practical applications of Microsoft Word to create, edit, format, manage and enhance documents. May be repeated once for credit. Transfer: CSU.

38188 CAOT 214 OL By Arr 16 Hours ONLINE Cervantes 1.0
Dates for the OL section: 1/17-2/21
CAOT 214 OL is offered in an online format. Requires Internet access and email. Email instructor at cervantes@smccd.edu before first scheduled class.

CAOT 215 WORD PROCESSING II: WORD
Prereq: CAOT 214 or equivalent. PC/MAC FRIENDLY: Students increase word processing skills using a PC and Word in a hands-on environment to complete practical applications involving merges, tables, graphics, macros and styles. May be repeated once for credit. Transfer: CSU.

38189 CAOT 215 OL By Arr 32 Hours ONLINE Cervantes 2.0
Dates for the OL section: 2/28-5/22
CAOT 215 OL is offered in an online format. Requires Internet access and email. Email instructor at cervantes@smccd.edu before first scheduled class.

CAOT 222 BUSINESS PRESENTATIONS I: POWERPOINT
Recommended: CAOT 104 or equivalent. Learn Microsoft PowerPoint software to create effective business slide presentations. Course incorporates animation, sound and video clips, clip art and smart art. May be repeated once for credit. Transfer: CSU.

37383 CAOT 222 OL By Arr 16 Hours ONLINE Motipara 1.0
Dates for CAOT 222 OL: 1/17-2/21
CAOT 222 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.

CAOT 223 BUSINESS PRESENTATIONS II: POWERPOINT
Recommended: CAOT 222 or equivalent. Students will learn advanced features of PowerPoint, create professional presentations containing embedded objects, sound and video clips, and convert presentations to HTML for viewing on the Web. May be repeated once for credit. Transfer: CSU.

37638 CAOT 223 OL By Arr 16 Hours ONLINE Motipara 1.0
Dates for CAOT 223 OL: 2/28-4/10
CAOT 223 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.

CAOT 225 SPREADSHEETS I: EXCEL
Recommended: CAOT 104 or equivalent. Discover the power and speed that the MS Office Excel spreadsheet software program brings to creating worksheets, building formulas and built-in functions, and presenting data in graphic form with charts. May be repeated once for credit. Transfer: CSU.

34743 CAOT 225 OL By Arr 16 Hours ONLINE Roumbanis 1.0
Dates for the OL section: 1/17-2/21
CAOT 225 OL is offered in an online format. Requires Internet access and email. Email instructor at roumbanis@smccd.edu before first scheduled class.

CAOT 226 SPREADSHEETS II: EXCEL
Recommended: CAOT 225 or equivalent. Students expand Excel knowledge by learning to design, enhance, link and consolidate worksheets. Topics include statistical and financial functions, database management, templates, lookup functions, macros, Pivot Charts and Pivot Tables. May be repeated once for credit. Transfer: CSU.

38222 CAOT 226 OL By Arr 32 Hours ONLINE Roumbanis 2.0
Dates for the OL section: 2/28-5/22
CAOT 226 OL is offered in an online format. Requires Internet access and email. Email instructor at roumbanis@smccd.edu before first scheduled class.

CAOT 230 DATABASE APPLICATIONS I: ACCESS
Recommended: CAOT 104 or equivalent and eligibility for ENGL 836. A hands-on introduction to Access, a Windows database software package for business data handling tasks. Includes database design, business data input, storage, retrieval, editing and reporting. May be repeated once for credit. Transfer: CSU.

38223 CAOT 230 OL By Arr 16 Hours ONLINE Fraser 1.0
Dates for CAOT 230 OL: 1/17-2/21
CAOT 230 OL is offered in an online format. Requires Internet access and email. Email instructor at fraserl@smccd.edu before first scheduled class.

CAOT 231 DATABASE APPLICATIONS II: ACCESS
Prereq: CAOT 230 or equivalent. For students who want to use Access to become professionally competent in database management software. Emphasis on advanced topics: storage, retrieval, queries, SQL, reporting, and Visual Basic. May be repeated once for credit. Transfer: CSU.

38224 CAOT 231 OL By Arr 32 Hours ONLINE Fraser 2.0
Dates for CAOT 231 OL: 2/28-5/22
CAOT 231 OL is offered in an online format. Requires Internet access and email. Email instructor at fraserl@smccd.edu before first scheduled class.
CAOT 301 MAXIMIZING YOUR EMPLOYMENT POTENTIAL

In this culminating course, students prepare resumes, employment correspondence, use the Internet to explore employment resources, networking, interview techniques, and hiring strategies to obtain employment or qualify for promotions. May be repeated once for credit. Transfer: CSU.

37650 CAOT 301 OL By Arr 16 Hours ONLINE Cervantes 1.0
Dates for CAOT 301 OL: 2/28-4/10
CAOT 301 OL is offered in an online format. Requires Internet access and email. Email instructor at cervantes@smccd.edu before first scheduled class.

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

CAOT 403 HTML & WEB AUTHORING APPLICATIONS I

Recommended: Completion of, or concurrent enrollment in, either CAOT 104, CAOT 212, CAOT 214, or equivalent. Students will learn how to create, edit, upload and link web pages for use on the Internet using HTML and DreamWeaver. May be repeated for credit a maximum of three times. Transfer: CSU.

35738 CAOT 403 OL By Arr 24 Hours ONLINE Motipara 1.5
Dates for the OL section: 1/17-3/13
CAOT 403 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.

CAOT 404 HTML & WEB AUTHORING APPLICATIONS II

Prereq: CAOT 403 or equivalent. An intermediate hands-on course using HTML and DreamWeaver. More in-depth coverage of graphics, tables, frames, layout, interaction, and advanced HTML including website development. May be repeated for credit a maximum of three times. Transfer: CSU.

37390 CAOT 404 OL By Arr 24 Hours ONLINE Motipara 1.5
Dates for CAOT 404 OL: 3/20-5/22
CAOT 404 OL is offered in an online format. Requires Internet access and email. Email instructor at motipara@smccd.edu before first scheduled class.

CAOT 410 PHOTOSHOP ESSENTIALS

Recommended: CAOT 104 or equivalent. Use Photoshop to digitally convert, edit and design your own scanned photographs and graphics. See how easy it is to organize, clean up old photos and create exciting new images for the web, print and other current digital media formats. May be repeated for credit a maximum of three times. Transfer: CSU.

41850 CAOT 410 OL By Arr 24 Hours ONLINE Cervantes 1.5
Dates for the OL section: 1/17-3/13
CAOT 410 OL is offered in an online format. Requires Internet access and email. Email instructor at cervantes@smccd.edu before first scheduled class.

CAOT 411 PHOTOSHOP FOR THE WEB

Prereq: CAOT 410 or equivalent. Work with advanced Photoshop editing, filters and color management of print and monitor images. Create a professional slide show of your photos or art. Complete a professional Photoshop portfolio. May be repeated for credit a maximum of three times. Transfer: CSU.

37402 CAOT 411 OL By Arr 24 Hours ONLINE Cervantes 1.5
Dates for the OL section: 3/20-5/22
CAOT 411 OL is offered in an online format. Requires Internet access and email. Email instructor at cervantes@smccd.edu before first scheduled class.

CAOT 412 FLASH I

Prereq: CAOT 403 or equivalent. Create interactive web animation using Flash MX 2004. Learn drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, action buttons, and publishing Flash movies. Also listed as COMP 412. May be repeated for credit a maximum of three times. Transfer: CSU.

37670 CAOT 412 OL By Arr 24 Hours ONLINE Weeks 1.5
Dates for CAOT 412 OL: 1/17-3/13
CAOT 412 OL is offered in an online format. Requires Internet access and email. Contact instructor at weeksj@smccd.edu before first scheduled class.
CAOT 413 FLASH II
Prereq: CAOT 412 or equivalent. Students expand their knowledge using advanced features of Flash. Features include masking, movie clips, multiple timelines, sound control, pull down menus, preloaders, and ActionScript. Also listed as COMP 413. May be repeated twice for credit. Transfer: CSU.

38259 CAOT 413 OL By Arr 24 Hours ONLINE Weeks 1.5
Dates for CAOT 413 OL: 3/20-5/22
CAOT 413 OL is offered in an online format. Requires Internet access and email. Contact instructor at weeksj@smccd.edu before first scheduled class.

COMP 412 FLASH I
Prereq: CAOT 403 or equivalent. Create interactive web animation using Adobe Flash CS3. Learn drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, action buttons, and publishing Flash movies. Plus lab hours by arrangement. Also listed as CAOT 412. May be repeated once for credit. Transfer: CSU.

40281 COMP 412 OL By Arr 24 Hours ONLINE Weeks 1.5
Dates for COMP 412 OL: 1/17-3/13
COMP 412 OL is offered in an online format. Requires Internet access and email. Contact instructor at weeksj@smccd.edu before first scheduled class.

COMP 413 FLASH II
Prereq: CAOT/COMP 412 or equivalent. Students expand their knowledge using advanced features of Flash. Features include masking, movie clips, multiple time lines, sound control, pull down menus, preloaders, and ActionScript. Plus lab hours by arrangement. Also listed as CAOT 413. May be repeated once for credit. Transfer: CSU.

40282 COMP 413 OL By Arr 24 Hours ONLINE Weeks 1.5
Dates for COMP 413 OL: 3/20-5/25
COMP 413 OL is offered in an online format. Requires Internet access and email. Contact instructor at weeksj@smccd.edu before first scheduled class.

ECE. 201 CHILD DEVELOPMENT
Recommended: Eligibility for ENGL 836. Introduction to child development that includes physical, psychosocial, and cognitive/language development milestones for children, both typical and atypical, from conception through adolescence. Also listed as PSYC 201. Transfer: UC; CSU (D3, E1).

42669 ECE. 201 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0
ECE. 201 OL is taught in an online format. Requires Internet access and email. Instructor email: mcclainrochak@smccd.edu.

ENGL 100 COMPOSITION
Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 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. Writing practice based on study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

40697 ENGL 100 OL By Arr 48 Hours ONLINE Powers 3.0
ENGL 100 OL is offered in an online format. Requires Internet access and email. Instructor email: powersj@smccd.edu.
MATH 200  PROBABILITY & STATISTICS
Prereq: 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. Measures of central tendency and dispersion, sampling distributions and statistical inference, regression and correlation. Plus 16 hours by arrangement. NOTE: TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

MATH 201  QUANTITATIVE REASONING
Prereq: 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. Development of the necessary concepts and skills for reasoning logically and quantitatively and application of these concepts to practical, real-life situations. Topics include number systems, logic, geometry, probability and statistics, exponential modeling, and patterns. Transfer: UC; CSU (B4).

MATH 202  MUSIC APPRECIATION
Recommended: Eligibility for ENGL 100 or 105, or equivalent. The learning of effective music listening skills to enhance musical enjoyment. Transfer: UC; CSU (C1).

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

MUS. 100  FUNDAMENTALS OF MUSIC
Establishes a basic musical vocabulary for students who wish to begin the study of music. Transfer: UC; CSU (C1).

MUS. 202  MUSIC APPRECIATION
Recommended: Eligibility for ENGL 100 or 105, or equivalent. The learning of effective music listening skills to enhance musical enjoyment. Transfer: UC; CSU (C1).

P.E. 152  THEORY OF SPORT & FITNESS MANAGEMENT
Recommended: Eligibility for ENGL 836 or equivalent. An overview of sport management at the professional, collegiate and recreational levels. Career opportunities in the field of sport management are discussed. NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer: CSU.

PSYC 100  GENERAL PSYCHOLOGY
Recommended: Eligibility for ENGL 836 or equivalent. Introduction to the scientific study of animal and human behavior including habits, perception, motives, emotions, cognition and personality. Transfer: UC; CSU (D3).

PSYC 110  COURTSHIP, MARRIAGE & FAMILY
Recommended: Eligibility for ENGL 100 or 105, or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as SOCI 110. Transfer: UC; CSU (D3).

PSYC 200  DEVELOPMENTAL PSYCHOLOGY
Recommended: Eligibility for ENGL 100. Survey course examining physical, cognitive and psychological changes that occur across the life span. Models, influences and research relevant to human development will be presented. Transfer: UC; CSU (D3, E1).

PSYC 201  CHILD DEVELOPMENT
Recommended: Eligibility for ENGL 836. Introduction to child development that includes physical, psychosocial, and cognitive/linguage development milestones for children, both typical and atypical, from conception through adolescence. Also listed as PSYC 201. Transfer: UC; CSU (D3, E1).

SOCI 110  COURTSHIP, MARRIAGE AND FAMILY
Recommended: Eligibility for ENGL 100 or 105, or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as PSYC 110. Transfer: UC; CSU (D3).
WELL 760 INTRODUCTION TO “WHOLISTIC” HEALTH
Recommended: Eligibility for ENGL 836 or equivalent. Introduction to a variety of “wholistic” health modalities, including massage therapy, yoga, breath work, herbology, aromatherapy, flower essences, gem elixirs, and Ayurvedic and Chinese Medicine. Transfer: CSU.

43480 WELL 760 OL By Arr 48 Hours ONLINE Leary 3.0
44195 WELL 760 OL By Arr 48 Hours ONLINE Leary 3.0

WELL 760 OL will be held online with optional meetings on campus. Optional meetings on campus on Saturdays 1/21, 3/10 and 5/19 from 10:00 am to 12:00 pm in Building 4, Room 102. Students must have Internet access and an email address. Orientation meeting on Saturday, January 21, from 10:00 am to 12:00 pm in Building 4, Room 102. Instructor email: learym@smccd.edu.

Hybrid Courses
Hybrid courses are those that substitute more than half of the face-to-face instructional hours with online work. The course may have some regularly scheduled on-campus meetings without alternative distance education means of student participation.

BUS. 476 INTRODUCTION TO MEDICAL OFFICE MANAGEMENT
Designed to prepare students to become administrative medical office professionals. Students will learn office procedures, patient scheduling, human relations, and legal and ethical issues that pertain to the job site. Transfer: CSU.

41159 BUS. 476 HJ By Arr 48 Hours HYBRID Holland 3.0

BUS. 476 HJ will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 17, from 7:00 to 8:00 pm in Room 8306 – attendance required. Instructor email: hollandc@smccd.edu.

BUS. 485 MEDICAL TERMINOLOGY
Recommended: Eligibility for ENGL 836 or equivalent. Students develop a basic background in medical terminology as used by medical transcriptionists, court reporters, law-related occupations, and allied health occupations. Also listed as HSCI 484. Transfer: CSU.

41839 BUS. 485 HX By Arr 48 Hours HYBRID Holland 3.0

BUS. 485 HX will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 17, from 6:00 to 6:50 pm in Room 8306 – attendance required. Instructor email: hollandc@smccd.edu.

ECON 100 PRINCIPLES OF MACROECONOMICS
Recommended: Eligibility for ENGL 100 and MATH 120, or equivalent. The economic system and its problems; the functioning of the market, pricing of products, the determination of wages, international trade. Transfer: UC; CSU (D3).

36805 ECON 100 HW By Arr 48 Hours HYBRID Kress 3.0

ECON 100 HW will be held online and on campus. There are four required on-campus meetings for orientation and testing (Saturdays 1/21, 3/10, 5/5 and 5/19). Mandatory orientation meeting on campus on Saturday, January 21, from 9:00 to 10:15 am, in Room 7110.

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

ECON 102 PRINCIPLES OF MICROECONOMICS
Prereq: ECON 100. Recommended: Eligibility for ENGL 100 and MATH 120, or equivalent. The economic system and its problems; the functioning of the market, pricing of products, the determination of wages, international trade. Transfer: UC; CSU (D3).

36806 ECON 102 HW By Arr 48 Hours HYBRID Kress 3.0

ECON 102 HW will be held online and on campus. There are four required on-campus meetings for orientation and testing (Saturdays 1/21, 3/10, 5/5 and 5/19). Mandatory orientation meeting on campus on Saturday, January 21, from 11:00 am to 12:15 pm, in Room 7110.

ENGL 110 COMPOSITION, LITERATURE & CRITICAL THINKING
Prereq: ENGL 100 or 105 with grade C or better. Introduction 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: UC; CSU (A2, A3, C2).

41299 ENGL 110 HJ By Arr 48 Hours HYBRID Hibble 3.0
ENGL 110 HJ will be held online and on campus. Requires Internet access and email. Instructor email: hibblea@smccd.edu.

Orientation meeting on Tuesday, January 17, from 7:45–8:35 pm, in Room 2117A.

ENGL 875 ENGLISH GRAMMAR
Review of English grammar with emphasis on practicing standard English skills and correctness for use in academic papers. Appropriate for all levels of English. (Units do not count toward the Associate Degree.)

39904 ENGL 875 HJ By Arr 48 Hours HYBRID Westfall 3.0
ENGL 875 HJ will be held online and on campus. Requires Internet access and email. Instructor email: westfall@smccd.edu.

Orientation meeting on Thursday, January 19, 5:30 to 6:20 pm, in Room 2117B.

HIST 201 UNITED STATES HISTORY I
Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History to the mid-19th century. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

40049 HIST 201 HA By Arr 48 Hours HYBRID Ulloa 3.0
HIST 201 HA will be held online and on campus. Requires Internet access and email. Orientation meeting on Thursday, January 19, 2:00–3:00 pm, in Building 7, Room 7110. Instructor email: ulloaj@smccd.edu.

HIST 202 UNITED STATES HISTORY II
Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History from the mid-19th century to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

43269 HIST 202 HJ By Arr 48 Hours HYBRID Messner 3.0
HIST 202 HJ will be held online and on campus. Requires Internet access and email. Orientation meeting on Thursday, August 19, 5:30 to 6:30 pm, in Building 4, Room 180. Additional on campus meetings on Thursdays, 3/22 and 5/24, 4:30 to 6:30 pm in Building 4, Room 180. Instructor email: messnern@smccd.edu.
HSCI 484 MEDICAL TERMINOLOGY
Recommended: Eligibility for ENGL 836 or equivalent. Students develop a basic background in medical terminology as used by medical transcriptionists, court reporters, law-related occupations, and allied health occupations. Also listed as BUS. 485. May be repeated for credit. Transfer: CSU.

42150 HSCI 484 HX By Arr 48 Hours HYBRID Holland 3.0
HSCI 484 HX will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 17, from 6:00 to 6:50 pm in Room 8306 – attendance required. Instructor email: hollandc@smccd.edu.

LEGL 671 PARALEGAL INTERNSHIP I
Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Students are strongly advised to complete or enroll concurrently in LEGL 443 or LEGL 445. Paralegal students gain practical hands-on experience through unpaid volunteer or paid employment at public and private legal organizations. Interns are supervised by professional legal personnel and a paralegal instructor. May be repeated once for credit. Transfer: CSU.

42586 LEGL 671 HJ By Arr 48 Hours HYBRID Prater-Slack 4.0
LEGL 671 HJ will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Thursday, January 19, from 5:30 to 6:45 pm in Room 2117A – attendance required. Instructor email: prater@smccd.edu.

LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION
Prereq: ENGL 100 or 105, or equivalent. This course samples greater and lesser-known works of Latin American literature, revealing the literary trends and characteristics that have earned world recognition. Transfer: UC; CSU (C2).

43221 LIT. 373 HJ By Arr 48 Hours HYBRID Hibble 3.0
LIT. 373 HJ will be held online and on campus. Requires Internet access and email. Instructor email: hibblea@smccd.edu. Orientation meeting on Tuesday, January 17, from 8:40 to 9:30 pm, in Room 2117A.

PHIL 103 CRITICAL THINKING
Recommended: Eligibility for ENGL 836. An informal logic and language course that develops general learning skills, aids to understanding, and

43263 PHIL 103 HA By Arr 48 Hours HYBRID Colombetti 3.0
PHIL 103 HA will be held online and on campus. Orientation meeting on Thursday, January 19, from 1:00 to 2:00 pm, in Building 8, Room 8213. Instructor email: colombetti@smccd.edu.

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**SELECTED SHORT COURSES BEGINNING IN FEBRUARY**

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<td>T</td>
<td>1:10- 5:00</td>
<td>1.0</td>
<td>3/6-3/27</td>
</tr>
<tr>
<td>39985</td>
<td>BUS. 241 OL</td>
<td>Doing Business in Asia</td>
<td>By Arr</td>
<td>24 Hours</td>
<td>1.5</td>
<td>3/20-5/22</td>
</tr>
<tr>
<td>41834</td>
<td>BUS. 243 OL</td>
<td>Legal Environment of Int’l Business</td>
<td>By Arr</td>
<td>24 Hours</td>
<td>1.5</td>
<td>3/20-5/22</td>
</tr>
<tr>
<td>41157</td>
<td>BUS. 248 OL</td>
<td>Asian Management Systems</td>
<td>By Arr</td>
<td>48 Hours</td>
<td>3.0</td>
<td>3/20-5/22</td>
</tr>
<tr>
<td>42601</td>
<td>BUS. 261 OL</td>
<td>Customs Admissibility, Classification, Value &amp; Entry</td>
<td>By Arr</td>
<td>48 Hours</td>
<td>3.0</td>
<td>3/22-5/24</td>
</tr>
<tr>
<td>41836</td>
<td>BUS. 263 OL</td>
<td>U.S. Export and Destination Country Import Requirements; Foreign Collections</td>
<td>By Arr</td>
<td>48 Hours</td>
<td>3.0</td>
<td>3/22-5/24</td>
</tr>
<tr>
<td>37621</td>
<td>CAOT 100 BX</td>
<td>Beginning Computer Keyboarding</td>
<td>TTh</td>
<td>9:35-10:50</td>
<td>1.5</td>
<td>3/20-5/17</td>
</tr>
<tr>
<td>37619</td>
<td>CAOT 100 OM</td>
<td>Beginning Computer Keyboarding</td>
<td>By Arr</td>
<td>24 Hours</td>
<td>1.5</td>
<td>3/20-5/22</td>
</tr>
<tr>
<td>40430</td>
<td>CAOT 101 BX</td>
<td>Computer Keyboarding Skill Building</td>
<td>TTh</td>
<td>9:35-10:50</td>
<td>1.5</td>
<td>3/20-5/17</td>
</tr>
<tr>
<td>41873</td>
<td>CAOT 101 OM</td>
<td>Computer Keyboarding Skill Building</td>
<td>By Arr</td>
<td>24 Hours</td>
<td>1.5</td>
<td>3/20-5/22</td>
</tr>
<tr>
<td>38079</td>
<td>CAOT 105 AS</td>
<td>Intro to Computers w/Windows II</td>
<td>MWF</td>
<td>9:10:00</td>
<td>1.0</td>
<td>3/19-5/18</td>
</tr>
<tr>
<td>40399</td>
<td>CAOT 105 JS</td>
<td>Intro to Computers w/Windows II</td>
<td>T</td>
<td>6:30-9:30</td>
<td>1.0</td>
<td>3/20-5/22</td>
</tr>
<tr>
<td>37653</td>
<td>CAOT 400 SS</td>
<td>Internet I</td>
<td>Sat</td>
<td>8:30:11:40</td>
<td>1.5</td>
<td>3/24-5/19</td>
</tr>
<tr>
<td>37390</td>
<td>CAOT 404 OL</td>
<td>HTML &amp; Web Authoring Applications II</td>
<td>By Arr</td>
<td>24 Hours</td>
<td>1.5</td>
<td>3/20-5/22</td>
</tr>
<tr>
<td>42976</td>
<td>CAOT 408 AS</td>
<td>Multimedia Project</td>
<td>MWF</td>
<td>11:10-12:00</td>
<td>2.0</td>
<td>3/5-5/18</td>
</tr>
<tr>
<td>37401</td>
<td>CAOT 411 JS</td>
<td>Photoshop Portfolio</td>
<td>W</td>
<td>6:30- 9:30</td>
<td>1.5</td>
<td>3/21-5/23</td>
</tr>
<tr>
<td>37402</td>
<td>CAOT 411 OL</td>
<td>Photoshop Portfolio</td>
<td>By Arr</td>
<td>24 Hours</td>
<td>1.5</td>
<td>3/20-5/22</td>
</tr>
<tr>
<td>38259</td>
<td>CAOT 413 OL</td>
<td>Flash II</td>
<td>By Arr</td>
<td>24 Hours</td>
<td>1.5</td>
<td>3/20-5/22</td>
</tr>
<tr>
<td>43341</td>
<td>CAOT 665S3 SS</td>
<td>Adobe Illustrator CS5</td>
<td>Sat</td>
<td>9:00-12:10</td>
<td>1.5</td>
<td>3/24-5/19</td>
</tr>
<tr>
<td>40282</td>
<td>COMP 413 OL</td>
<td>Flash II</td>
<td>By Arr</td>
<td>24 Hours</td>
<td>1.5</td>
<td>3/20-5/25</td>
</tr>
<tr>
<td>43126</td>
<td>COSM 665SB SS</td>
<td>Introduction to Cosmetology</td>
<td>Sat</td>
<td>9:00:1:00</td>
<td>2.0</td>
<td>3/24-5/19</td>
</tr>
<tr>
<td>42190</td>
<td>DSKL 825 ES</td>
<td>Assistive Computer Technology - Dragon NaturallySpeaking</td>
<td>W</td>
<td>12:10-2:00</td>
<td>1.0</td>
<td>3/21-5/16</td>
</tr>
<tr>
<td>42191</td>
<td>DSKL 825 GS</td>
<td>Assistive Computer Technology - Kurzweil 3000</td>
<td>T</td>
<td>1:10- 3:00</td>
<td>1.0</td>
<td>3/20-5/15</td>
</tr>
<tr>
<td>41545</td>
<td>DSKL 825 JS</td>
<td>Assistive Computer Technology - Dragon NaturallySpeaking</td>
<td>T</td>
<td>6:00- 8:00</td>
<td>1.0</td>
<td>3/20-5/15</td>
</tr>
<tr>
<td>43136</td>
<td>DSKL 880SD BS</td>
<td>Learning Skills Assessment/Advocacy</td>
<td>T</td>
<td>11:10-1:00</td>
<td>0.5</td>
<td>3/13-5/8</td>
</tr>
<tr>
<td>38823</td>
<td>ECE. 201 SX</td>
<td>Child Development</td>
<td>Sat</td>
<td>9:00-5:00</td>
<td>3.0</td>
<td>3/3, 3/10, 3/31, 4/14, 4/28 &amp; 5/12</td>
</tr>
<tr>
<td>43243</td>
<td>ECE. 213 SX</td>
<td>The School-Age Child</td>
<td>Sat</td>
<td>9:00-5:10</td>
<td>3.0</td>
<td>3/3, 3/10, 3/31, 4/14, 5/5 &amp; 5/12</td>
</tr>
<tr>
<td>38669</td>
<td>ECE. 240 SS</td>
<td>ECE Administration: Business/Legal</td>
<td>Sat</td>
<td>9:00-5:10</td>
<td>3.0</td>
<td>3/24, 3/31, 4/14, 4/28, 5/5 &amp; 5/12</td>
</tr>
<tr>
<td>42494</td>
<td>ECE. 261 SS</td>
<td>Early Intervention Practices</td>
<td>Sat</td>
<td>9:00-5:10</td>
<td>3.0</td>
<td>3/10, 3/24, 4/14, 4/28, 5/5 &amp; 5/12</td>
</tr>
<tr>
<td>CRN</td>
<td>COURSE</td>
<td>TITLE</td>
<td>DAY</td>
<td>TIME</td>
<td>UNIT(S)</td>
<td>DATES</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
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<td>-------</td>
<td>------------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>42051</td>
<td>ELEC 410 AX</td>
<td>Intro to Solar Installation/Integration</td>
<td>TTh</td>
<td>9:40-4:00</td>
<td>3.5</td>
<td>3/20-5/3</td>
</tr>
<tr>
<td>40663</td>
<td>EMC. 425 KS</td>
<td>CPR: Health Care Provider</td>
<td>MT</td>
<td>6:00-10:00</td>
<td>0.5</td>
<td>3/26-3/27</td>
</tr>
<tr>
<td>42583</td>
<td>ENVS 410 AX</td>
<td>Intro to Solar Installation/Integration</td>
<td>TTh</td>
<td>9:40-4:00</td>
<td>3.5</td>
<td>3/20-5/3</td>
</tr>
<tr>
<td>39348</td>
<td>LSCI 110 AA</td>
<td>Digital Oral Research Project</td>
<td>By Arr</td>
<td>16 Hours</td>
<td>1.0</td>
<td>3/19-5/14</td>
</tr>
<tr>
<td>41014</td>
<td>LSKL 831 AS</td>
<td>Editing and Proofreading</td>
<td>MW</td>
<td>12:10-1:00</td>
<td>0.5</td>
<td>3/19-4/18</td>
</tr>
<tr>
<td>39777</td>
<td>PSYC 201 SX</td>
<td>Child Development</td>
<td>Sat</td>
<td>9:00-5:00</td>
<td>3.0</td>
<td>3/3, 3/10,</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>3/31, 4/14,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4/28 &amp; 5/12</td>
</tr>
<tr>
<td>40274</td>
<td>TEAM 116 AS</td>
<td>Basketball: Indiv. Skill Development</td>
<td>MWF</td>
<td>1:15-3:15</td>
<td>1.0</td>
<td>3/12-5/18</td>
</tr>
<tr>
<td>40604</td>
<td>TEAM 117 KS</td>
<td>Basketball: Tournament Basketball</td>
<td>TTh</td>
<td>6:10-8:50</td>
<td>1.0</td>
<td>3/13-5/17</td>
</tr>
<tr>
<td>42980</td>
<td>WELL 665SF US</td>
<td>Intro to Neck &amp; Shoulder Massage</td>
<td>Sun</td>
<td>9:00-5:00</td>
<td>0.5</td>
<td>3/4</td>
</tr>
<tr>
<td>43354</td>
<td>WELL 665SB US</td>
<td>Self-Help Stress Reduction Techniques</td>
<td>Sun</td>
<td>9:00-5:00</td>
<td>0.5</td>
<td>3/11</td>
</tr>
<tr>
<td>43355</td>
<td>WELL 665SD US</td>
<td>Introduction to Hand Massage</td>
<td>Sun</td>
<td>9:00-5:00</td>
<td>0.5</td>
<td>3/18</td>
</tr>
<tr>
<td>43356</td>
<td>WELL 665SA US</td>
<td>Introduction to Herbal Medicine</td>
<td>Sun</td>
<td>9:00-5:00</td>
<td>0.5</td>
<td>3/25</td>
</tr>
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</table>

**SELECTED SHORT COURSES BEGINNING IN APRIL**

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>TITLE</th>
<th>DAY</th>
<th>TIME</th>
<th>UNIT(S)</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>41761</td>
<td>AUTO 665SY SD</td>
<td>2011 Smog Check Update</td>
<td>Sat/Sun</td>
<td>9:00-5:00</td>
<td>1.0</td>
<td>4/14-4/15</td>
</tr>
<tr>
<td>41533</td>
<td>BIOL 665SC AS</td>
<td>Introduction to Stem Cell Technology</td>
<td>T</td>
<td>1:10-5:00</td>
<td>1.0</td>
<td>4/10-5/1</td>
</tr>
<tr>
<td>40681</td>
<td>CAOT 201 OL</td>
<td>Integration of MS Office Applications</td>
<td>By Arr</td>
<td>16 Hours</td>
<td>1.0</td>
<td>4/17-5/22</td>
</tr>
<tr>
<td>41520</td>
<td>COUN 106 SS</td>
<td>Anxiety Management</td>
<td>Sat</td>
<td>8:30-4:30</td>
<td>0.5</td>
<td>4/14</td>
</tr>
<tr>
<td>40664</td>
<td>EMC. 425 LS</td>
<td>CPR: Health Care Provider</td>
<td>MT</td>
<td>6:00-10:00</td>
<td>0.5</td>
<td>4/30-5/1</td>
</tr>
<tr>
<td>41015</td>
<td>LSKL 832 AS</td>
<td>Sentence Combining</td>
<td>MW</td>
<td>12:10-1:00</td>
<td>0.5</td>
<td>4/23-5/16</td>
</tr>
<tr>
<td>43357</td>
<td>WELL 665SC US</td>
<td>Intro to Face &amp; Décolleté Massage</td>
<td>Sun</td>
<td>9:00-5:00</td>
<td>0.5</td>
<td>4/15</td>
</tr>
<tr>
<td>43358</td>
<td>WELL 665SE US</td>
<td>Introduction to Foot Massage</td>
<td>Sun</td>
<td>9:00-5:00</td>
<td>0.5</td>
<td>4/22</td>
</tr>
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</table>

**SELECTED SHORT COURSES BEGINNING IN MAY**

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>TITLE</th>
<th>DAY</th>
<th>TIME</th>
<th>UNIT(S)</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>41554</td>
<td>AUTO 665SL SS</td>
<td>Intro to Lab Scope (DSO)</td>
<td>Sat/Sun</td>
<td>9:00-5:00</td>
<td>1.0</td>
<td>5/5-5/6</td>
</tr>
<tr>
<td>41753</td>
<td>AUTO 665SY SS</td>
<td>2011 Smog Check Update</td>
<td>Sat/Sun</td>
<td>9:00-5:00</td>
<td>1.0</td>
<td>5/12-5/13</td>
</tr>
<tr>
<td>39050</td>
<td>AUTO 665SJ SS</td>
<td>Advanced Lab Scope (DSO)</td>
<td>Sat/Sun</td>
<td>9:00-5:00</td>
<td>1.0</td>
<td>5/19-5/20</td>
</tr>
<tr>
<td>40743</td>
<td>ECE. 665SB SS</td>
<td>Communicating with Parents</td>
<td>Sat</td>
<td>9:00-5:00</td>
<td>1.0</td>
<td>5/5-5/12</td>
</tr>
</tbody>
</table>
## Off-Campus Courses

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>TITLE</th>
<th>DAY</th>
<th>TIME</th>
<th>UNIT(S)</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>41200</td>
<td>ESOL 871 SZ</td>
<td>High-Beginning ESL Grammar</td>
<td>Sat</td>
<td>9:30-12:30</td>
<td>3.0</td>
<td>1/21-5/19</td>
</tr>
<tr>
<td>42112</td>
<td>PSYC 100 AZ</td>
<td>General Psychology</td>
<td>MF</td>
<td>1:30-2:45</td>
<td>3.0</td>
<td>1/20-5/18</td>
</tr>
<tr>
<td>42626</td>
<td>MUS. 377 AZ</td>
<td>Guitar I</td>
<td>TTh</td>
<td>3:00-4:20</td>
<td>2.0</td>
<td>1/17-5/17</td>
</tr>
<tr>
<td>42627</td>
<td>MUS. 378 AZ</td>
<td>Guitar II</td>
<td>TTh</td>
<td>3:00-4:20</td>
<td>2.0</td>
<td>1/17-5/17</td>
</tr>
<tr>
<td>40278</td>
<td>ECE. 335 AZ</td>
<td>Child Guidance</td>
<td>Th</td>
<td>7:00-10:00</td>
<td>3.0</td>
<td>1/19-5/24</td>
</tr>
<tr>
<td>40824</td>
<td>CHIN 112 WZ</td>
<td>Elementary Chinese II</td>
<td>MW</td>
<td>3:00-4:15</td>
<td>3.0</td>
<td>1/18-5/16</td>
</tr>
<tr>
<td>41407</td>
<td>FILI 112 WZ</td>
<td>Elementary Filipino II</td>
<td>TTh</td>
<td>3:15-4:30</td>
<td>3.0</td>
<td>1/17-5/17</td>
</tr>
</tbody>
</table>
COURSE REPETITION
(District Policy)

Grade Alleviation: A student who has earned a grade of D, F, NC or NP in a credit course at any college in the San Mateo County Community College District may repeat the course two times for the purpose of grade alleviation. See additional circumstances below that may allow an additional repetition.

Special Circumstances: Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. See information below.

Note: A petition to repeat is not required if a student has up to two substandard grades (D, F, NC or NP). You can register on WebSMART unless you are on academic dismissal.

A petition to repeat is required for the reasons below:

<table>
<thead>
<tr>
<th>Reason to repeat</th>
<th>Will petition be approved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student received an A, B, C, CR, or P and wants to improve grade</td>
<td>No, unless reasons #3, 4 or 5 apply.</td>
</tr>
<tr>
<td>2. Student received a D, F, NC, or NP after taking a class a maximum of three times</td>
<td>No, unless reason #6 applies.</td>
</tr>
<tr>
<td>3. Course is mandated for training requirements as a condition of continued paid or volunteer employment</td>
<td>Yes; student can repeat an unlimited number of times. Student must provide statement from employer mandating the course for training.</td>
</tr>
<tr>
<td>4. Class content has changed substantially</td>
<td>Yes, for students with standard (A, B, C, CR, P) and substandard grades (D, F, NC, NP).</td>
</tr>
<tr>
<td>5. Most recent course was completed more than three years ago</td>
<td>Yes, for students with standard and substandard grades.</td>
</tr>
<tr>
<td>6. Extenuating Circumstances – accident, illness, evidence of caretaking responsibilities, job change, death in immediate family, or a documented disability</td>
<td>Yes, for students with substandard grades. Documentation is required to support circumstances that specifically relate to the date of the course.</td>
</tr>
</tbody>
</table>

2. IMPORTANT WITHDRAWAL/DROP TIMELINES:

Drop with a refund
Semester-length Courses First 2 weeks of instruction
Short Courses First 10% of instruction

Drop without notation of the enrollment shown on record
Semester-length Courses First 4 weeks of instruction
Short Courses Prior to completion of the first 30% of instruction

Withdrawal with the notation of “W” shown on record
Semester-length Courses After the 4th week of instruction and before the last day of the 14th week of instruction
Short Courses Prior to completion of the first 75% of instruction

3. The academic record of a student who remains in class beyond the last day to withdraw will reflect a grade. A student who does not attend class and follow the established Withdrawal procedures may be assigned a failing grade of “F” by the professor.

4. No more than four (4) withdrawals may be processed for a single course.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Colleges are required to publish and make available certain crime statistics and completion rates. For crime statistics, contact the Public Safety Office, Building 6, or call 738-4199, or check online at www.skylinecollege.edu/facstaff/HealthSafety/publicsafetysecurity/statistic.html. For completion or graduation rates, contact the Public Information Office, Building 4, Room 329, or call 738-4324.

STUDENT RECORDS
Privacy Rights of Students

The Family Education Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide access to official educational records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. These rights extend to present and former students of the college. The college must obtain the written consent of the student before releasing personally identifiable information, except to those persons or agencies specified in the Act. For more detailed information, consult the College Catalog or contact the Admissions and Records Office.
POLICY ON SEXUAL ASSAULT EDUCATION AND PREVENTION

In accordance with California Education Code, Section 67382, and District Rules and Regulations 2.29, the San Mateo County Community College District is committed to providing information, services and resources to all students, faculty and staff on the prevention of sexual assault. In partnership with various community agencies, individuals who are victims of sexual assault or have concerns related to sexual assault shall receive support and assistance. Students, faculty and staff who need information or assistance related to sexual assault prevention, sexual assault services, and procedures related to the reporting and processing of sexual assault incidents on campus may contact the Student Health Center, the Public Safety Office, or call the Public Safety Dispatch at (650) 738-4199. Information may also be obtained on the Skyline College Public Safety website at www.skylinecollege.edu.

POLICY ON A 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 on College property or at any function sponsored by the District or Colleges.

Students found to be in violation of the drug-free campus policy will be subject to disciplinary actions up to and including suspension and expulsion.

The above policy includes the use of medical marijuana/cannabis.

The College Health Center provides information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various outside agencies for enrollment in a drug recovery program.

POLICY ON SMOKING

Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Based on this commitment, the College implemented a new smoking policy beginning Fall Semester 2009. Smoking is now only permitted in designated areas in or near parking lots around campus. Designated areas are clearly marked and ashtrays are located nearby.

The active participation and cooperation of all students, faculty, staff and guests in promoting a healthy and safe environment at Skyline College is greatly appreciated. All college constituencies and guests are expected to observe the smoking policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, Room 2209, (650) 738-4270, and on the Skyline College website.

For additional information regarding the new smoking policy and designated areas, please contact the Vice President of Student Services at (650) 738-4333, or the Chief of Public Safety at (650) 738-4455.

POLICY AND PROCEDURES FOR SEXUAL HARASSMENT COMPLAINTS

The policy of San Mateo County Community College District is 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 sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of employment contract.

Pursuant to Title V of the California Education Code, the designated Officer for handling and investigating employee and student complaints of sexual harassment is the Vice-Chancellor of Human Resources and Employee Relations. Copies of the complaint procedures, including procedures for both informal and formal resolution, can be obtained by contacting the Office of Human Resources at the District Office, (650) 358-6767, or Vice-President for Student Services at Skyline, (650) 738-4333.

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.


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.


1 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 Educacionales 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.

非歧视政策

马斯泰诺社区学院的政策是提供一个无歧视、出生国度、宗教、年龄、性别、肤色、民族、性别趋向、或生理及心理障碍而受到非法歧视或遭到非法歧视参与或受益于加州教育署精神人或加州社区学院总监察董事所管辖、担保、或资助的任何项目或活动的教育及工作环境。

本校规定在学习和工作的环境中杜绝非歧视、性要求、以及其它由语言或肢体接触或来自而导致的性骚扰。

任何教职员工、学生，或代表学生的人士一旦触犯本文规定或加州以及联邦法律，即被视为之从事非法歧视，继续而受到惩处，最高处分包括解雇、解雇，或终结合同的处罚。

如果联邦法规规定比本校更广的保护，则应以更广的保护或覆盖为依据，而应优先适用联邦法规之规定，而联邦法规规定之内容，应可由参考之规定予以适用。
Services

BOOKSTORE

Books and supplies may be purchased at the Skyline College Bookstore or online at http://bookstore.SkylineCollege.edu.

Textbook Information: Students may find information about the textbooks for the courses in which they are enrolled by logging into WebSMART or going to www.SkylineCollege.edu/bookstore/coursematerials.

Please visit the Bookstore's website at http://bookstore.SkylineCollege.edu or call the Bookstore at (650) 738-4211 for store hours or more information.

Follow us on Facebook at www.facebook.com/SkylineCollegeBookstore.

GRAPHIC ARTS & PRODUCTION

Located in Building 5, Skyline College Bookstore’s Graphic Arts & Production (GAP) department offers high quality photocopying (black & white and color), production, faxing, and shipping (FedEx and UPS) at great prices to the Skyline College and SMCCCD community.

For operating hours or more information, please visit our website at www.SkylineCollege.edu/bookstore/GAP. For pricing information or a quote, please contact GAP at (650) 738-7014 or email at skygap@smccd.edu.

CALWORKS PROGRAM

Skyline College provides assistance to students who are receiving TANF or AFDC benefits, or who received aid within the past two years. Services to eligible students include: counseling, job development assistance, work study, career related services, and supplemental child care.

The CalWORKs office is located in Building 2. Hours are Monday – Thursday, 9:00 am – 5:00 pm and Friday, 9:00 am – Noon. For more information, please call (650) 738-4480 or email urenawwww.SkylineCollege.edu/.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

Cooperative Agencies Resources for Education (CARE), a program within EOPS, is specifically designed for students who are single head of households, are receiving AFDC/TANF or CalWORKs, and who have a child under 14 years of age. CARE provides additional support services over those provided by EOPS, such as child care, transportation assistance, vocational grants, meal tickets, and special workshops designed to meet the needs of CARE students.

The CARE office is located in Building 2. For more information call (650) 738-4480 or send an email to urenawwww.SkylineCollege.edu/.

CAREER CENTER

The Career Center has career resources that provide information about employment opportunities, training requirements, job trends, and wage/salary surveys through reference materials and computerized career information systems such as Eureka. A variety of career assessment inventories, individualized career counseling, career courses and workshops are available to students in planning their educational and career goals. Our Online Employment Services assist students in searching for available job openings. Students can place their resume online by registering on our interactive website: http://skylinejobs.com. Employers listing job openings can register on the same website.

The Career Center, located in Building 2, Room 2227, has both day and evening hours. Students are encouraged to stop by and take advantage of the variety of career services, or call (650) 738-4337 for more information.

Comprehensive career information is also posted on the center’s web page at www.SkylineCollege.edu/general/careercenter/index.html.

CHILD CARE SERVICES

The Skyline College Child Development Center (CDC) is a laboratory program that provides a comprehensive child care and early education program for students, staff and faculty of Skyline College and community members. The program provides the following services for children two (2) years of age until entry into kindergarten: child care and early education experiences from 7:30 am to 5:00 pm during the regular academic calendar, three nutritious daily meals, observation and assessment of children’s typical development, resources and referrals for a wide variety of supports for children and families, parent information and workshops on topics relevant to families with young children, and home visits/conferences to discuss children’s development and school readiness skills. The Skyline College CDC is partially funded by the California Department of Education and income eligible families may receive child care subsidies. For more information, call (650) 738-7071.

COUNSELING SERVICES

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

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

**DISABLED STUDENTS PROGRAM**

Skyline College’s Disabled Students Program and Services (DSPS) is designed to equalize the educational opportunities of students with verified disabilities. Services include, but are not limited to, Learning Differences Assessment, ASL interpreting, registration assistance, extended time testing, lockers, adaptive physical education classes, adaptive computer classes and software, and alternate formats of textbooks.

Skyline College and the DSPS program are committed to providing services that will enhance the educational experience of its disabled student population. For a more detailed description of the Disabled Students Program, stop by the Disabled Students Program and Services Office, Building 2, third floor, Room 2350, call (650) 738-4280, or email vansciver@smccd.edu.

**ENROLLMENT OR DEGREE VERIFICATION**

Verification may be accessed and printed as a free service to students. Access Enrollment/Degree Verifications from the Student Records Menu at https://websmart.smccd.edu.

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)**

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

EOPS offers a variety of services such as:
- Counseling in English and Spanish
- Transfer assistance to four-year colleges and universities
- UC and CSU application fee waivers for transferring students
- Book Service Program
- Vocational grants
- Calculator Loan Program
- Priority registration

The EOPS office is located in Building 2. Hours are 9:00 am to 4:00 pm. For additional assistance call (650) 738-4139, visit the EOPS web page at http://www.skylinecollege.edu, or send an email to skyeops@smccd.edu.

**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
- Immunizations for measles, mumps, rubella, tetanus, flu and Hepatitis A and B
- Vision testing
- Physicals
- Birth Control

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. Low cost medical and dental insurance are available for purchase through the College Health Center.

The Skyline Health Center is located in Building 2, Room 2205. College Health Center personnel are available to assist you with any health issues. Feel free to drop in, or call (650) 738-4270.

**PSYCHOLOGICAL SERVICES**

Psychological Services offers short-term, individual personal counseling to all currently enrolled Skyline College students. Counseling can help students address and manage personal issues, alleviate distressing symptoms, make positive changes, and transition into college life. All sessions are confidential and provided by licensed mental health professionals. Community referrals, assessments, consultation, and crisis intervention services are also available through the Psychological Services department.

Appointments can be made by contacting Psychological Services in Building 2, or by calling (650) 738-4270.

**INTERNATIONAL STUDENTS**

Skyline College is authorized under Federal Law to enroll non-immigrant international students. This program serves students possessing or seeking F-1 student visas. Skyline College participates in the Student Exchange and Visitor Information System (SEVIS). All information regarding international students is processed through SEVIS.
Foreign students interested in attending Skyline must complete the Skyline Admission Application at https://websmart.smccd.edu under APPLY and the International Student supplemental form at www.smccd.edu/accounts/skyinternational. Applicants are required to submit original documents in English or certified English translations that demonstrate satisfaction of the following requirements:

1. Provide proof of completion of the equivalent of a United States high school education with a satisfactory grade point average of 2.0 or above.
2. Provide all official high school transcripts and college transcripts.
3. Submit an Original Financial Data Form and Bank Verification of Funds. All bank documents must be current, written in English, include the amount in U.S. Dollars, and must include a signature from a Bank Official. Estimated college expenses are $18,000.00 US Dollars. **Fees are subject to change.**
4. Submit an original copy of the Test of English as a Foreign Language (TOEFL) Score Report. A minimum score of 480 (paper-based), 160 (computer-based) or 56 (internet-based) is required. Information about TOEFL can be obtained from www.ets.org/toefl. The Test Code Number for Skyline College is 4647.

   or

Complete the International English Language Testing System (IELTS). A minimum qualifying level of Band 5 is required for admission. Information about IELTS can be obtained from www.ielts.org. Please have your IELTS test results sent directly to Skyline College.

5. Copy of your Passport Bio-Page.
6. **No application fee is required.**
8. Certificate of Eligibility to Transfer - Must be completed by the student and current institution.

   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, (650) 738-4430, in Building 4, Room 4-248.

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**THE LEARNING CENTER**

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

For more information about The Learning Center, please call (650) 738-4144 or stop by the Center in Building 5, Room 5100 (below the Library). You can also learn more about the TLC at our website: http://www.skylinecollege.edu/general/learningcenter/index.html.

**LEARNING COMMUNITIES**

*What is a Learning Community?*

Learning Communities are two or more classes, often in different departments, designed to be taken together by the same group of students in each class of the Learning Community. Learning Communities are designed to connect students to each other, to their teachers, to the college, and to student learning. The classes have a common theme and coordinate their assignments. This allows students to work on themes from more than one perspective.

In Learning Communities, faculty members assist learning and innovation as everyone works together to create community in a positive learning environment. Students participate in groups to share ideas and help each other learn. There is a greater sense of involvement with students and professors.

Please see page 101 for information on the Learning Community opportunities to be offered this semester.

**ASTEP PROGRAM**

*Through Excellence and Persistence*

The ASTEP program is designed to provide African American students with greater opportunities for remaining and succeeding in college. ASTEP provides a learning community, mentoring, counseling and other support services to assist students in graduating and transferring to a four-year college.

For additional information, call Patricia Deamer at (650) 738-4217, or email deamer@smccd.edu.
FIRST YEAR EXPERIENCE

The First Year Experience (FYE) Learning Community is designed to assist students new to Skyline College. Students, faculty and counselors collaborate through a set of chosen classes to establish a strong foundation for success in college. By enrolling in all the FYE classes, the student is joining a community of learners with a common goal of progressing through math and English courses while learning important skills for student success.

Two distinct First Year Experience learning communities are available. For those students placing into MATH 120 and ENGL 846, please contact FYE Coordinator Vanson Nguyen at nguyenv@smccd.edu, or call (650) 738-4221.

The Latinos Excelling in Academics Program (FYE-LEAP) is designed to support the educational achievement of Latino students enrolled in basic skills courses. FYE-LEAP is open to all students who place into MATH 81L. For more information about this program or to enroll, contact Cecelia Gutierrez at gutierrezc@smccd.edu.

HONORS TRANSFER PROGRAM

The Honors Transfer Program offers honors-level courses to any student seeking an academically challenging educational experience in all IGETC areas of the curriculum. To graduate from the program, students must achieve a 3.25 g.p.a. in at least 15 units of Honors courses and fulfill 16 hours of community service. Program graduates receive recognition at graduation and on their transcripts and degrees, and are also eligible for special consideration for admission and scholarships at colleges and universities that have agreements with the program. The Honors Transfer Program is a member of the Transfer Alliance Program of UCLA.

For more information and an application, go to SkylineCollege.edu, or phone Katharine Harer at (650) 738-4412, or send an email to harer@smccd.edu.

KABABAYAN PROGRAM

The Kababayan Program is a transfer and support program with the goal of increasing proficiency in English skills for success in college, work, and life. The Kababayan Program focuses on the Filipino/Philippino-American student experience and is open to all students. The three primary components of the program are English instruction (integrated composition and reading), counseling and peer mentoring.

For more information about the Kababayan Program, please call the program coordinator at (650) 738-4119, or visit the program’s website at www.smccd.edu/accounts/skykab.

PUENTE PROGRAM

The Puente Program is a UC affiliated transfer and support program, the goal of which is to increase the number of educationally underrepresented students transferring to four-year colleges and universities. Three components of the Puente Program work together to prepare Puente students for transfer:

- Counseling
- English Instruction
- Mentoring

The Puente Program’s curriculum focuses on the Chicano/Latino experience. Puente is open to all students. For more information on how to join the Puente Program, please call (650) 738-4146.

WOMEN IN TRANSITION PROGRAM (WIT)

The goal of the Women in Transition (WIT) program at Skyline College is to encourage students who are returning to school after a break in their education to expand their horizons and reach their intellectual, professional and personal goals. WIT offers a variety of services and classes to help ease students back into the academic environment. WIT students form close connections to one another so that they support and encourage each other’s success. For more information about WIT, please call the program coordinator, Lori Sliction, at (650) 738-4157 or email slcton@smccd.edu.

LIBRARY

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 50,000 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.

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.

Contact information: (650) 738-4312 (reference), (650) 738-4311 (circulation), (650) 638-0399 (book renewal).

Fall & Spring Semester Hours: 8:00 am–8:00 pm, Monday–Thursday; 8:00 am–2:00 pm, Friday; 10:00 am–2:00 pm, Saturday; closed on Sunday.
STUDENT LIFE
ASSOCIATED STUDENTS OF SKYLINE COLLEGE (ASSC) (STUDENT GOVERNMENT)

As a student enrolled at Skyline College, you are also a member of the Associated Students of Skyline College (ASSC). The ASSC Governing Council (Student Government) is the elected body that represents all Skyline students and helps ensure that students have a voice in the College’s and District’s decision making processes. As your representative, the ASSC Governing Council encourages students to be actively involved in student government.

Students who participate in ASSC Governing Council represent a variety of ages, backgrounds, interests and academic majors. Some students have had previous experience in student government, but many are looking for the opportunity to gain valuable leadership, planning and communication skills.

The ASSC Governing Council coordinates and facilitates the following activities: lobbying at the state and federal level, planning activities, adopting and supervising the ASSC budget, participating in college committees, and sharing in the development of college policies. The ASSC also sponsors a wide variety of cultural, social and educational events throughout the year, for example, a Welcome Week at the beginning of the Fall semester.

For complete information regarding the ASSC Events Calendar, contact the Associated Students of Skyline College at (650) 738-4327, or stop by the Student Activities Office, Building 6, Room 6212.

How can I become an officer of the ASSC Governing Council?

The ASSC Governing Council is always looking for students who wish to take on leadership responsibilities. If you are interested in political activism, increasing cultural awareness, and developing communication and leadership skills, please visit the Student Activities Office, Building 6, Room 6212, for an application and additional information. Any interested student with a minimum GPA of 2.05 who is enrolled in at least six units is eligible to participate as a member of the ASSC Governing Council. Positions on the Governing Council are obtained through elections or by appointments.

Copies of the Associated Students of Skyline College Constitution and Constitutional Codes are available to students in the Student Activities Office.

STUDENT BODY CARD

The $8.00 student body fee and other fund raising activities support the ASSC and help fund scholarships, educational and social programming, and many other worthy facets of campus life. Students who pay the student body fee are entitled to a student body card. The student body card provides discounts at campus events and at quality local businesses. The card is available throughout the fall and spring semesters. To obtain your student body card, present a valid picture identification card or passport, proof of current registration, and a receipt for payment of the $8 fee at the Student Activities Office, Building 6, Room 6212.

CAMPUS CLUBS AND ORGANIZATIONS

A wide variety of leadership and volunteer opportunities are available within campus clubs and organizations. Becoming part of a campus organization is a great way to enhance your experience at Skyline College. These groups focus on a wide variety of student interests such as career options, academics, social events, political service and religion. Students are also encouraged to start new clubs and organizations to suit their interests. For more information regarding student groups, contact the Student Activities Office.

Starting a New Club/Organization: In order to start a new club or organization, you must file a petition for charter with the Associated Students of Skyline College Governing Council and the Skyline Organizations and Club Council. Instructions for filing a petition are listed in the Club and Organization Manual. Copies of the Club and Organization Manual are available in the Student Activities Office, Building 6, Room 6212. The manual also lists instructions for reserving space on campus, posting materials, student club and organizations accounts, event planning, conference attendance, and request for funding procedures.

The following is a list of chartered clubs and organizations. If you would like additional information regarding these or other student groups that were formed after the publication of this schedule, call the Student Activities Office at (650) 738-4275 or stop by Building 6, Room 6212.

Administration of Justice Club
American Medical Student Association (AMSA)
Black Student Union (BSU)
Ceramics Club
Cheer and Dance Squad
Cosmetology Club
Environmental Club
Filipino Student Union (FSU)
Gay, Straight Alliance (GSA)
Hermanos Club
Honors Club
Journalism Club
Kababayan Dance Troupe
Latino American Student Organization (LASO)
Palestinian Club
Phi Theta Kappa (Academic Honor Society)
Photography Club
P.O.D.E.R.
Political Science Assoc.

www.SkylineCollege.edu
PHI THETA KAPPA (ACADEMIC HONOR SOCIETY)
Eligible students may join Skyline’s chapter of the Phi Theta Kappa honor society. Members receive recognition on their transcript and are eligible for transfer scholarships. Go to SkylineCollege.edu/booking for further information and an application.

THE SKYLINE VIEW (STUDENT NEWSPAPER)
The Skyline View is an award-winning, student-run print and online newspaper that covers the campus community and is produced by the journalism students of Skyline College. As a First-Amendment protected publication, the paper functions as an open forum, providing the campus community several opportunities for expression, including guest opinion columns, letters to the editor, and advertising.

Students who would like to gain practical experience in creating and producing a newspaper – both in its print and online versions – and who would like to be a part of the editorial staff may sign up for Journalism 300: Newspaper Staff. Students are encouraged to explore Skyline College’s journalism course offerings for additional opportunities. For more information, please contact The Skyline View advisor, Nancy Kaplan-Biegel, at (650) 738-4297, or at kaplann@smccd.edu. Visit The Skyline View online at www.theskylineview.com.

STUDENT ACTIVITIES OFFICE
The Student Activities Office, located in Building 6, Room 6212, is an excellent resource center for students interested in participating in student government and campus activities. Student activities include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting 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.

Housing
Skyline College does not provide campus housing. The College occasionally receives calls and rental listings from rental agencies, landlords or individuals who are looking for roommates. All of the rental information that we receive is posted on the second floor of Building 6. For posting rental information, please contact the Student Activities Office, (650) 738-4275.

Student Activities Event Planning
All student clubs and organizations, off-campus groups, or vendors who want to host a special event, hold a fundraising event, sell products, or distribute information must make a space reservation at the Student Activities Office by calling (650) 738-4275. Additional information is in the Time, Place and Manner Policy available in the Student Handbook, and the Club and Organization Manual available online and in the Student Activities Office. College policy questions, facilities reservations, security, insurance requirements and other considerations for special events are coordinated through this office.

Please note that 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 made by Skyline College’s food service provider and the Student Activities Office. Refunds are processed during regular business hours.

TRANSCRIPTS
Official transcripts may be requested at websmart.smccd.edu from the Student Records menu. Unofficial transcripts may be reviewed or printed at the same site.

An official transcript, summarizing a student’s complete academic record at Skyline College, will be sent directly to colleges, employers and other agencies upon a student’s web request. Courses taken at any of the colleges in the San Mateo County Community College District will appear on the transcript. Transcripts from high school and other colleges will not be forwarded. The first two transcripts processed are free; there is a $5.00 charge for each additional copy. If a rush request is made, an additional $10 Rush Transcript Request Fee is charged for each transcript.

Foreign transcript evaluation services are available. Contact Admissions and Records at (650) 738-4252 for more information.

Note: Transcript request(s) will not be processed if a financial hold exists. The hold must be cleared before the transcript is issued.
**TRANSFER CENTER**

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

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

Sign up to be on the transfer eNews mailing list to keep informed about on/off campus transfer-related events and activities. Transfer information and a calendar of ongoing events are posted on the Center's webpage at [www.SkylineCollege.edu/general/transfercenter](http://www.SkylineCollege.edu/general/transfercenter). Please visit us in Building 2, Room 2227, or call (650) 738-4232 if we can be of assistance.

**TRIO/STUDENT SUPPORT SERVICES**

TRIO/Student Support Services (TRIO/SSS) is a federally funded program designed to help its students achieve their educational goals by supporting academic success at Skyline College and assisting with transfer. To participate, students must meet at least one of the TRIO criteria: low-income, first generation to attend college, physically disabled or learning disabled. TRIO/SSS offers the following services:

- Academic, career, transfer and personal counseling
- Individual assistance with setting and meeting educational goals
- Financial aid and scholarship assistance
- Academic support, including tutoring, student success workshops, and access to computers
- Lab-based courses in English, Math and Learning Skills
- Cultural enrichment activities
- Visits to four-year colleges

To apply for the TRIO/SSS program, please call (650) 738-4144; or stop by the Learning Center, located in Building 5, Room 5100 (below the Library); or fill out an application online at our web page: [http://www.skylinecollege.edu/general/LearningCenter/TRiO.html](http://www.skylinecollege.edu/general/LearningCenter/TRiO.html).

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**VETERANS AND VETERANS’ DEPENDENTS**

Welcome Veterans!

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 AA/AS degree program, or certain certificate and transfer programs, for benefits under the Montgomery GI Bill, Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans’ Spouses or Dependents), Chapter 1606 (Selected Reserve), and the Post-9/11 GI Bill, Chapter 33. All Veterans, except those under Chapters 31 and 33, pay for their own college fees, books and supplies. Veterans who have previously attended college must file official copies of all college transcripts with the Office of Admissions and Records. Veterans may check the status of benefits at [www.va.gov](http://www.va.gov).

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 Veteran's Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

You will automatically be certified and eligible for VA benefits during your first semester. Please submit your transcript(s) and education plan during this time in order to be eligible for recertification for the following semester.

Some reminders:

- Apply for federal financial aid for additional resources to meet expenses, [www.fafsa.gov](http://www.fafsa.gov).
- Maintain a 2.0 (C) overall grade point average.
- Register and maintain enrollment in at least six (6) units to be eligible for benefits.
- Take advantage of Financial Aid, Counseling, Health Center, tutoring and other Student Services that are available to assist you.
WebSMART Registration and Services for Students

Your student WebSMART account is the vehicle to use to manage enrollment, view academic records, and maintain up-to-date student information. Using skyline college.edu, access the Quick Link to WebSMART. You can:

- View the College Catalog
- View the most up-to-date Schedule of Classes (WebSchedule)
- Update address, phone number, and other personal information
- Customize your PIN
- Schedule an appointment to complete placement testing

- Check registration appointment and status
- Register for classes
- Add/drop classes within the published deadlines
- Confirm and print your schedule of classes
- View and pay enrollment fees
- Purchase or pre-order a parking permit
- Purchase textbooks
- Apply for financial aid
- View status of financial aid awards
- View grades
- View/print an unofficial transcript
- Order an official transcript
- Monitor academic standing
- Secure enrollment and/or degree verifications
- Obtain an evaluation of your progress toward CSU GE or IGETC certification
- Update educational goals
- View any holds on your records
- Obtain annual tax information
- Obtain an evaluation of your progress toward an associate degree or certificate. Students can use WebSMART to review progress toward the following educational goals: associate degree, certificate, CSU GE certification, and IGETC certification. Find this degree evaluation tool under Student Services and Student Records. Be sure to consult with a college counselor to review and confirm the information at the degree evaluation site and to discuss the evaluation process for coursework completed outside of the SMCCCD.

Note: Fee holds will block your access to all WebSMART functions. It is important to satisfy financial obligations to the college in a timely manner.
Other Educational Opportunities

AUDIT POLICY

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

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

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

IF YOU DON’T FIND IT AT SKYLINE

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. In addition to offering comprehensive general education, vocational, transfer and remedial programs, Cañada College and College of San Mateo offer a number of special programs not available at Skyline.

COLLEGE OF SAN MATEO
1700 West Hillsdale Blvd.
San Mateo, CA 94402
(650) 574-6161

Programs
Alcohol & Other Drug Studies
Architecture
Astronomy
Building Inspection
Dental Assisting
Digital Media
Drafting
Electronics
Engineering
Fire Technology
Floristry
Horticulture
Nursing
Real Estate

CAÑADA COLLEGE
4200 Farm Hill Blvd.
Redwood City, CA 94061
(650) 306-3100

Programs
3D Animation & Video
Game Art
Drama/Theater Arts
Earth Science
Engineering
Fashion Design
Graphic Design
Human Services
Interior Design
Medical Assisting
Multimedia
Nursing
Radiologic 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 Track
Women’s Water Polo

Women’s Golf

Plan Ahead – Pay Ahead!
To provide you with access to the most popular classes, the San Mateo County Community College District is making an important change in the enrollment fee payment policy beginning Spring 2012. You will not be able to register for classes if you have an account balance for prior terms. You will be dropped from your classes if you have not paid your fees by Jan. 4, 2012. If you cannot afford the fees, the District will offer a payment plan. The Financial Aid Office at each college can help you determine if you are eligible for state and federal student aid programs. Be sure to check WebSMART and your MY.SMCCD email account for more information and a list of upcoming financial aid seminars.
## Associate Degree Requirements

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

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

### A. RESIDENCE
Either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at Skyline College.

### B. SCHOLARSHIP REQUIREMENT
1. A minimum 2.00 is required in all degree-applicable coursework.
2. All coursework transferred into SMCCCD, except non-degree applicable and upper division courses, will be evaluated to meet graduation requirements and will become part of the overall GPA.
3. The GPA from courses taken in SMCCCD and those courses from outside SMCCCD will be used in the calculation for graduation. Honors and Phi Theta Kappa are calculated and recorded at each college.

### C. MAJOR REQUIREMENT
A minimum of 18 units must be completed in a major. Some majors require the completion of more than 18 semester units. In addition to completing the course and unit requirements for the major, a student must:
- Complete with a grade of "C" or better (or Pass) all courses used to satisfy both core and elective requirements for the major.
- Complete 12 units or 50% of the units required for the major, whichever is fewer, at Skyline College.

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

### D. BASIC COMPETENCY REQUIREMENTS
**Note:** Satisfactory completion is defined as a grade of C or better.

**WRITING/READING**
Satisfactory completion of English 100 or English 105, or equivalent, or higher.

**MATHEMATICS/QUANTITATIVE REASONING**
   a. Eligibility for Math 130, 150, 200, 201 or 241 or higher as determined by a Skyline College approved placement test; or
   b. Satisfactory completion of Math 120 or equivalent, or higher; or
   c. Satisfactory completion of any course having at least Math 120 (Intermediate Algebra) as a prerequisite.

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

### 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 E1 requirement for students who have satisfied only the U.S. History part of the requirement at another institution.
   - Group A: U.S. History & U.S. Government:
     - HIST 108 201 202 235 244
   - Group B1: State & Local Government:
     - HIST 240 310
     - State & Local Government:
       - PLSC 210
       - PLSC 301

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 which may be used to satisfy the English requirements are:
   - COMM 110 130 140 150
   - ENGL 100 or 105 110 161 165 836 or 846
   - ESOL 400
   - JOUR 120 121
   - LIT. 101 111 113 225 251 265 266 267 370 373 432
   - READ 420

3. **PHYSICAL EDUCATION (KINESIOLOGY):** Two activity courses in PE (Kinesiology) are required; for waiver or modification of this requirement see College Catalog.

4. **ETHNIC AND CULTURAL DIVERSITY:** Students must complete a total of 3 units from either group listed below. The course(s) may be applied to General Education requirements.
   **Note:** ECE. 214 and FCS 213 are the same course;
   - HIST 335 and PLSC 335 are the same course.
   - **Group A. General:**
     - BUS. 221
     - COMM 150
     - ECE. 214 272 273
     - FASH 119
     - FCS 119 213
     - HIST 235 240
     - SOCI 141 143 201

continued →
Group B. Area Studies:

ANTH  110  125  150  155  165  170  180  360
ART  105  120
BUS.  226
ENGL  104
HIST  104  106  244  335  420  430  432  435  436  444  453
INTD  120
LIT.  116  251  265  266  267  370  373
MUS.  240  250  420
PHIL  300  320
PLSC  320  330  335
PSYC  238  268
SOCI  142  341  432
SOSC  150
SPAN  161  162

F. GENERAL EDUCATION 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: No course may be used to meet more than one General Education requirement.

1. NATURAL SCIENCES: (3 units required)
   Note: * = Lab course.
   ANTH 125
   ASTR 100 101*
   BIOL 101* 110* 111* 130 140 145 150 170 171* 215* 230*
   240* 250* 260* 365
   CHEM 112* 210* 220* 234 & 237* 235 & 238* 410*
   ELEC 110
   ENVS 100
   GEOL 100 105 180 210* 220*
   OCEN 100
   PHYS 105 210* 220* 250* 260* 270*

2. HUMANITIES: (3 units required)
   Note: ART 115 & MUS. 115 are the same course;
   FASH 113, 119 & 150 are the same courses as FCS 113, 119 & 150;
   HIST 335 and PLSC 335 are the same course;
   PHIL 280 and PLSC 280 are the same course.
   ARBC 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
   ASL 111 112 121 122
   CHIN 111 112 115 121 122 130
   ECE. 191
   ENGL 104 110 161 162 166
   FASH 113 119 150
   FCS 113 119 150
   FILI 110 111 120 121 122
   FILM 370 375 380 440 450
   HIST 100 101 104 106 109 203 335 430 432 435 436 444
   453 461 462 463 464
   HUM. 106 115 116 117
   INTD 110 120 310
   ITAL 103 111 112 121 122
   JAPN 111 112 115
   LIT. 101 111 113 116 151 166 191 225 251 265 266 267
   370 373 416 432
   MUS. 100 105 106 111 115 144 202 204 240 250 275 301 350
   470 475
   PHIL 100 160 175 195 240 280 300 312 320
   PLSC 280 335
   PSYC 238
   SOCI 432
   SOSC 140
   SPAN 101 103 110 111 112 120 121 122 130 140 161 162 220

3. SOCIAL SCIENCES: (3 units required)
   Note: ECE. 214/FCS 213 are the same course; ECE. 212/ FCS 212 are the same course; PHIL 280 and PLSC 280 are the same course;
   PSYC 110/SOCI 110 are the same course.
   ADMJ 100
   ANTH 110 125 150 155 165 170 180 360
   BUS. 100 101 200 201 210
   ECE. 201 212 214
   ECON 100 102 111 310
   EDUC 100
   FCS 212 213 392
   GEOG 110 150 300
   HIST 108 201 202 203 235 240 244 248 300 310 420 444
   HSCI 150
   JOUR 110
   PHIL 280
   PLSC 115 130 150 200 210 235 280 300 301 390 410
   SOCI 100 105 110 141 142 143 160 201 341 432
   SOSC 150

4. LANGUAGE AND RATIONALITY: Two courses (minimum of 6 units): 1 course from group A and 1 course from group B. ONE COURSE MUST BE A COMPOSITION COURSE.
   Group A: English Composition (3 units required)
   ENGL 100 105 110 165 836 846
   ESOL 400
   JOUR 120
   Group B: Communication and Analytical
   Thinking (3 units required)
   ACTG 100 121 131
   BUS. 103 115 120 123 400 401
   COMM 110 127 130 140 150
   COMP 118 155 156 250 252 284 286 355 356 357 378
   ENGL 165
   MATH 115 120 122 123 130 150 153 200 201 222 241 242 251
   252 253 270 275
   PHIL 103 200
   PSYC 171
   READ 420 836
   Note: BUS. 103 was D.P. 110; BUS. 400 was OFAD 400; BUS. 401 was OFAD 401.

5. PERSONAL DEVELOPMENT: (Up to 3 units of course work in Section 5 may be applied towards completion of General Education Requirements.)
   ADAP 348–359
   BUS. 107 109
   CAOT 110
   COMB 101–405
   COUN 100 104 105 106 107 108
   CRER 100 111 132 135 136 137 139 140 410 650
   DANC 101–450
   FCS 310 313 320 392
   FITN 106–400
   HSCI 100 130 150
   INDV 101–255
   KINE 100
   LSCI 100 110
   PE. 105 152 211 213 214 270 301
   READ 425
   REC. 100
   SGOV 115
   TEAM 100–201
   VARS 100–380
   Note: CAOT 110 was COMP 110.
## CSU General Education Requirements

Candidates for a Bachelor’s degree from the CSU System who begin college in the Fall of 2011 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.

**ATTENTION:** This checklist is a guide to help you in selecting courses and keeping track of your progress. You are strongly encouraged to meet with your counselor to determine which general education pattern is best for you to follow, review your course selections, and complete a Student Education Plan. The general education pattern you select is based on a variety of factors, including your major and the institution to which you plan to transfer.

### AREA A COMMUNICATION SKILLS & CRITICAL THINKING 9 units required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 – Oral Communications</td>
<td>COMM 110 127 130 140 150</td>
</tr>
<tr>
<td>A2 – Written Communications</td>
<td>ENGL 100 105 110</td>
</tr>
<tr>
<td>A3 – Critical Thinking</td>
<td>ENGL 100 105 110* 165</td>
</tr>
<tr>
<td>PHIL 103 109 200</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** ENGL 110 was redesigned and must be taken Fall 1997 or thereafter to meet this requirement.

**Note:** Areas A1, A2 and A3 MUST be completed with grades of C or better BEFORE transfer.

### AREA B NATURAL SCIENCE & MATHEMATICS 9 units required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1 – Physical Science</td>
<td>ASTR 100</td>
</tr>
<tr>
<td>CHEM 112* 210* 220* 234-237* 235-238* 410*</td>
<td></td>
</tr>
<tr>
<td>GEOL 100 105 180 210* 220*</td>
<td></td>
</tr>
<tr>
<td>OCEN 100</td>
<td></td>
</tr>
<tr>
<td>PHYS 100 210* 220* 250* 260* 270*</td>
<td></td>
</tr>
<tr>
<td>B2 – Life Science</td>
<td>ANTH 125</td>
</tr>
<tr>
<td>BIOL 101* 110* 111* 130 140 145 150 170 215* 230* 240* 250* 260*</td>
<td></td>
</tr>
<tr>
<td>ENVS 100</td>
<td></td>
</tr>
<tr>
<td>B3* – Lab Course</td>
<td>BIOL 171*</td>
</tr>
<tr>
<td>OCEN 101*</td>
<td></td>
</tr>
</tbody>
</table>

### AREA C ARTS, LITERATURE, PHILOSOPHY & LANGUAGES 9 units required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1 – Arts</td>
<td>ART 101 102 105 107 115 120 130 201 204 221 248 301 350</td>
</tr>
<tr>
<td>351 352 354 355 405 411</td>
<td></td>
</tr>
<tr>
<td>DANC 110 130 140 330 350 400</td>
<td></td>
</tr>
<tr>
<td>FASH 113 119</td>
<td></td>
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<tr>
<td>FCS 113 119</td>
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<tr>
<td>FILM 370</td>
<td></td>
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<tr>
<td>HUM. 117</td>
<td></td>
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<tr>
<td>INTD 110 120</td>
<td></td>
</tr>
<tr>
<td>MUS. 100 105 111 115 144 202 204 240 250 275 301 470</td>
<td></td>
</tr>
<tr>
<td>C2 – Humanities</td>
<td>ARBC 111 112 121 122</td>
</tr>
<tr>
<td>ASL 111 112 121 122</td>
<td></td>
</tr>
<tr>
<td>CHIN 111 112 121 122 130</td>
<td></td>
</tr>
<tr>
<td>ECE. 191</td>
<td></td>
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<tr>
<td>ENGL 110 161</td>
<td></td>
</tr>
<tr>
<td>FILI 110 111 120</td>
<td></td>
</tr>
<tr>
<td>FILM 440 (formerly Lit. 441)</td>
<td></td>
</tr>
<tr>
<td>HIST 100 101 104 106 109 203 248 335 420 430 432 435</td>
<td></td>
</tr>
<tr>
<td>444 453 461 462 463 464</td>
<td></td>
</tr>
<tr>
<td>HUM. 106 115 116</td>
<td></td>
</tr>
<tr>
<td>ITAL 111 112 121 122</td>
<td></td>
</tr>
<tr>
<td>JAPN 111 112</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** B4 MUST be completed with a grade of C or better BEFORE transfer.
C2 – Humanities Continued

LIT. 101 111 113 116 151 191 225 251 265 267 370 373 416 432
PHIL 100 160 175 195 240 280 300 312 320
PLSC 280 335
SOCI 341 432
SPAN 110 111 120 121 122 130 140 161 162 220

ART 115 & MUS. 115 are the same course.
ECE. 191 & LIT. 191 are the same course.
FASH 113 & 119 are the same courses as FCS 113 & 119.
HIST 335 and PLSC 335 are the same course.
PHIL 280 and PLSC 280 are the same course.

Note: Not more than one course from HIST 461-464 may be applied to area C2.

IN PROGRESS 9 UNITS COMPLETED

C1

C2

C1 or C2

TOTAL COMPLETED

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 110 150 155 165 170
BUS. 100 101 200 210
ECE. 201 212
EDUC 100
FCS 212
GEOG 110 150
HIST 104 106 203 248 300 335

PHIL 100 160 175 195 240 280 300 312 320
PLSC 280 335
SOCI 100 105 110 141 142
SOSC 140 150

EC E. 201 & PSYC 201 are the same course.
HIST 335 and PLSC 335 are the same course.
PHIL 280 and PLSC 280 are the same course.
PSYC 110 & SOCI 110 are the same course.

Note: ECE. 201 meets D3 only if taken Fall 2000 or thereafter.

IN PROGRESS 3 UNITS COMPLETED

E1

E2

TOTAL COMPLETED

E1

E2

IN PROGRESS 9-12 UNITS COMPLETED

D1

D2a or D2b

D3

TOTAL COMPLETED

U.S. History

U.S. Government

CA State/Local Government

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
HS CI 100
LSCI 100

E2

ADAP 349 356 357 358 359
TEAM 100 111 112 115
COMB 301 302 401 404 405
DANC 105 110 130 140 152
FITN 106 110 116 160 166
INDV 101 105 121 125 126 127

EC E. 214 & FCS 213 are the same course.
EC E. 201 & PSYC 201 are the same course.

Note: COMP 110 meets E1 only if taken prior to Fall 1999.

IN PROGRESS 3 UNITS COMPLETED

E1

E2

TOTAL COMPLETED

Note: For the most updated version of this list see the Counseling Office or the Transfer Center.
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).

**ATTENTION:** This checklist is a guide to help you in selecting courses and keeping track of your progress. You are strongly encouraged to meet with your counselor to determine which general education pattern is best for you to follow, review your course selections, and complete a Student Education Plan. The general education pattern you select is based on a variety of factors, including your major and the institution to which you plan to transfer.

### 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.)

<table>
<thead>
<tr>
<th>GROUP A</th>
<th>Choice of ENGL 100 or ENGL 105#</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP B</td>
<td>Choice of ENGL 110#, ENGL 165 or PHIL 109</td>
</tr>
<tr>
<td>GROUP C</td>
<td>Choice of COMM 110, COMM 127, 130#, COMM 140 or COMM 150</td>
</tr>
</tbody>
</table>

### AREA 2 – MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING
(Required: 1 course, 3 semester units minimum.)

<table>
<thead>
<tr>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 120#, 123#</td>
</tr>
<tr>
<td>MATH 200#, 201, 222#, 241#, 242#, 251#, 252#, 253#, 270, 275</td>
</tr>
</tbody>
</table>

### AREA 3 – ARTS and HUMANITIES
(Required: 3 courses, 9 semester units minimum. At least one course from Arts and one from Humanities.)

<table>
<thead>
<tr>
<th>GROUP A: ARTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 102 105 115 120 130</td>
</tr>
<tr>
<td>FILM 440 (formerly Lit. 441) 450</td>
</tr>
<tr>
<td>MUS 100 115 202 204 240 250</td>
</tr>
</tbody>
</table>

### AREA 4 – SOCIAL and BEHAVIORAL SCIENCES
(Required: 3 courses, 9 semester units minimum. Courses from at least two disciplines or an interdisciplinary sequence.)

<table>
<thead>
<tr>
<th>GROUP B: HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIN 122 130</td>
</tr>
<tr>
<td>HIST 100 101 104 106 108# 109 201# 202# 203 235 240 244</td>
</tr>
<tr>
<td>248 310 335 420 430 432 435 444 453 461 462 463 464</td>
</tr>
<tr>
<td>LIT 101 111 113 116 151 225 251 265 266 267 370 373 416 432</td>
</tr>
<tr>
<td>PHIL 100 160 175 195 240 280 300 312 320</td>
</tr>
<tr>
<td>PLSC 280 335</td>
</tr>
<tr>
<td>SOCI 341 432</td>
</tr>
<tr>
<td>SPAN 130 140 161 162</td>
</tr>
</tbody>
</table>
### 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**
- ASTR 100
- CHEM 112* 210* 220* 234/237* 235/238*
- GEOL 100 105 180 210* 220*
- OCEN 100 101*
- PHYS 210* 220* 256* 260* 270*

**GROUP B: BIOLOGICAL SCIENCE**
- ANTH 125
- BIOL 101* 110* 111* 130# 140 145 170 171* 215* 230* 240* 250* 260*
- ENVS 100

<table>
<thead>
<tr>
<th>Course</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Lab</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

### 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
- CHIN 130
- FILI 120 122
- ITAL 122
- SPAN 120, 122, 130, 140 or 220*

<table>
<thead>
<tr>
<th>Course</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**TOTAL**

### U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS

(CSU Requirement Only)

(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

<table>
<thead>
<tr>
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<th>Completed</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>B1 or B2</td>
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</table>

**TOTAL**

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* = 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 = COMM 130 (formerly SPCH 120) meets this requirement only if taken prior to Summer 1995 and Fall 1996 or thereafter. COMM 130 was not UC transferable in 1996 (so may not be used for IGETC if taken Fall 1995, Spring 1996 or Summer 1996.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Completed</th>
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</tbody>
</table>

**TOTAL**

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 Center.
Parking and Transportation

**CAMPUS PARKING REGULATIONS**

All persons parking on the Skyline College campus are responsible for knowing and following the college’s parking regulations. Complete parking regulations are also available online at [http://www.skylinecollege.edu/online/findpeopleplaces/placescampus/parkingpublictrans.html](http://www.skylinecollege.edu/online/findpeopleplaces/placescampus/parkingpublictrans.html).

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee and display a campus parking permit in their vehicle at all times while parked on the Skyline College campus. (Motorcycles are excluded if parked in designated motorcycle parking.) Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is $40.00 for fall and spring semesters and $20.00 for the summer session, or a two-term permit may be purchased for $70.00 (fall and spring together.) These fees are nonrefundable except by action of the college.

Parking permits may be transferred from one vehicle to another.

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

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

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

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

Parking spaces are available on a first-come, 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 Public Safety Office, Building 6, Room 106, (650) 738-4199.

**PARKING GRACE PERIODS**

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

**VISITOR PARKING**

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

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

**DISABLED STUDENT PARKING**

Physically disabled students who drive vehicles to campus must have a valid state-issued DMV disabled person parking placard. This placard allows parking in designated disabled parking spaces on campus. Students must ALSO purchase a student parking permit issued through Skyline College. Disabled parking is available in student and staff lots.

**CAR/VAN POOL PARKING APPLICATION PROCESS**

Students who wish to participate in the Car Pool parking program can pick up an application at the Skyline College Public Safety Office. To qualify for the program, each student on the application must have paid for a semester or dual semester student parking permit(s). Each student must be enrolled in at least one class at Skyline College and there must be a minimum total of THREE students on the application.

The Public Safety Department is currently limited to 12 Car/Van Pool parking permits per semester. Each permit is valid only for the semester for which it is issued. The Public Safety Department will begin taking applications on the first day of every new semester. Permits are issued on a first come, first served basis upon submission of a fully completed permit application to the Public Safety Department.
CAR/VAN POOL PARKING REGULATIONS

Any vehicle parking in any Car/Van Pool parking stall without a visible Car/Van Pool parking permit issued by the Public Safety Department may receive a citation. Car/Van Pool parking permits are valid ONLY in designated Car/Van Pool parking spaces.

In order for a vehicle to park in a Car/Van Pool designated space, the vehicle MUST display a valid Car/Van Pool parking permit and a valid, student parking permit or valid daily parking permit, as well as have a minimum of two (2) occupants in the vehicle when it is parked. Car/Van Pool parking permits are valid only for the driver(s) and vehicle(s) listed on the application.

It is a violation of law to copy, duplicate, manufacture or otherwise reproduce Car/Van Pool parking permits as well as a violation of the Student Code of Conduct. Violators may be arrested and prosecuted for forgery and theft pursuant to California Penal Code sections 470 and 484, as well as face immediate student disciplinary action.

Car/Van Pool parking permits may not be transferred or loaned to another person or another vehicle that is not on the application. If a person displays a valid Car/Van Pool parking permit issued to another person or vehicle, that vehicle is subject to a citation. The Car/Van Pool parking permit will be seized and a report will be forwarded to the Vice President of Student Services for a violation of the Student Code of Conduct. The seized Car/Van Pool parking permit will not be returned to the person(s) who applied for the permit.

RIDE SAMTRANS TO SKYLINE

SamTrans provides bus service along several routes to the Skyline College campus. SamTrans information specialists can help you plan your trip for the shortest possible route: Call toll free 1-800-660-4BUS or visit www.samtrans.com. You may purchase SamTrans passes at Skyline College in the Cashier's Office, Building 2, Student Services Center. All SamTrans buses are wheelchair accessible. Frequent riders receive a discount on their rides by using tokens or a monthly pass.

SamTrans Routes 121, 123 and 140 provide weekday service to Skyline College. Route 121 starts at Lowell and Hanover streets, then serves the Daly City BART Station, Colma BART, Seton Medical Center, Serramonte, Fairmont and Westview on its way to the college. Route 123 originates at the Colma BART Station and serves stops between Metro Center, Serra Center, Serramonte and King Plaza on its way to campus. Route 140 delivers students traveling from Pacifica (Palmetto and West Manor) and San Bruno BART.

Weekend Note: The 121 and 123 lines do not provide service to Skyline College on the weekends. The 140 is the only line that provides service to the college on weekends.

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 caravaning, be advised that the District assumes no liability or responsibility for 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.
## Campus Directory

### Main Line (650) 738-4100

<table>
<thead>
<tr>
<th>For Information About</th>
<th>Ext.</th>
<th>Bldg-Room</th>
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<tbody>
<tr>
<td>Admissions and Records</td>
<td>4251/4252</td>
<td>2-2225</td>
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<tr>
<td>Fax (Admissions and Records)</td>
<td>4200</td>
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<tr>
<td>Asian Studies Program</td>
<td>4479</td>
<td>4-252</td>
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<tr>
<td>ASSC (Student Government)</td>
<td>4327</td>
<td>6-6214</td>
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<tr>
<td>Assessment/Placement Testing</td>
<td>4150</td>
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<td>ASTEP Program</td>
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<td>Automotive Technology</td>
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<td>Bookstore</td>
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<td>Business Division</td>
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<td>CalWORKs</td>
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<td>Career Advancement Academy</td>
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<td>Career Center</td>
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<td>Cashier’s Office</td>
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<td>Center for International Trade Development</td>
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<td>Child Development Center</td>
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<td>Cooperative Education Office</td>
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<td>Cosmetology</td>
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<td>Counseling</td>
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<td>Disabled Students Program</td>
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<td>Distance Education and Technology</td>
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<td>Emergency Medical Technology</td>
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<td>English Language Institute (ELI)</td>
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<td>EOPS/CARE</td>
<td>4139</td>
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<td>Evening College Office</td>
<td>4206</td>
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<tr>
<td>Monday – Thursday, 5:00 to 9:30 pm</td>
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<tr>
<td>Financial Aid</td>
<td>4236</td>
<td>2-2234</td>
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<td>Fax (Financial Aid)</td>
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<td>Gallery</td>
<td>4294</td>
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<td>Health Center</td>
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<td>Hermanas/Hermanos Program</td>
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### For Information About

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<td>Kababay Program</td>
<td>4119</td>
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<tr>
<td>Kinesiology (Physical Education)/Athletics/Dance Division</td>
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<td>Language Arts Division</td>
<td>4202</td>
<td>8-8112</td>
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<td>Learning Center, The</td>
<td>4144</td>
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<td>Library</td>
<td>4311</td>
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<tr>
<td>MESA Program</td>
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<td>Microcomputer Lab (CALT)</td>
<td>4105</td>
<td>2-2116</td>
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<td>Parking</td>
<td>4199</td>
<td>6-6106</td>
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<tr>
<td>Physical Education (Kinesiology)/Athletics/Dance Division</td>
<td>4271</td>
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<td>Public Information Office</td>
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<td>Public Safety</td>
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<td>Puente Program</td>
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<td>Respiratory Therapy</td>
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<td>Scholar-Athlete Program</td>
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<td>Scholarships</td>
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<td>Science/Math/Technology Division</td>
<td>4221</td>
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<tr>
<td>Skyline View, The (Student Newspaper)</td>
<td>4377</td>
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<tr>
<td>Social Science/Creative Arts Division</td>
<td>4121</td>
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<td>SparkPoint Center</td>
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<td>Student Activities</td>
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<td>Student Services Information</td>
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<td>Surgical Technology</td>
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<td>Telecommunications Technology</td>
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<td>Transfer Center</td>
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<td>TRiO/SSS</td>
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<td>Veterans’ Affairs</td>
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<tr>
<td>Vice President of Instruction</td>
<td>4321</td>
<td>4-311A</td>
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<td>Vice President of Student Services</td>
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<td>Wellness Program</td>
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<td>Women in Transition Program</td>
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<td>Workability III Program</td>
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<td>Workforce Development, Center for</td>
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</table>

*Individual instructors may be contacted at their campus phone extensions.*

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### SUPPORT SKYLINE COLLEGE

**Donate your used vehicle to benefit Skyline students**

SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION

Specify:  
- Scholarships  
- President’s Innovation Fund  
- Where the Need is Greatest

Call (650) 574-6229 for details
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Comprehensive Counseling and Career Planning Services provide students with:

- Counseling support for Degrees and Certificates
- Student Educational and Career Plans
- Transfer Planning Workshops
- Career Interest/Exploration Workshops and Classes
- A complete Workplace Skills Assessment
- Assistance in developing résumé and job interview skills
- Access to college-wide services including EOPS, DSPS, TRiO and Learning Communities

Students and the community use SparkPoint to improve finances by increasing income, growing assets and building credit. Services and resources include:

- Orientation Workshops
- One-on-one financial coaching sessions
- Financial Education Workshops
- Public Benefits Screening (find out what you might qualify for)
- California Employment Development Department Services
- Savings and Checking Accounts (including 2nd Chance Accounts)
- Free Tax Preparation Assistance
- Counseling and Enrollment Assistance for English Language Learners
- Food Pantry
- Grove Scholarships ($2000)

Financial Aid Building 2, One Stop Center 650.738.4236

It is the goal of Skyline College to keep the doors open to all students no matter what their economic background. Applying for financial aid is not as difficult as it seems and the office is here to assist you. You can afford college and we can show you how:

- Free weekly workshops to help complete the Free Application for Federal Student Aid (FAFSA)
- Financial Literacy Workshops
- Information about various grants, scholarships, fee waivers and loans
- Participate (if eligible) in the work study program and earn money

Skyline College Student Support Services

We’re here for you!

Helping you every step of the way—that’s what we’re all about at Skyline College. We offer an array of support services to assist you here at school and beyond. Our informational workshops, academic counseling and personalized assistance are excellent resources in your quest for careers and knowledge. We can even help you figure out how to pay for your education.

Your education is our top priority—because at Skyline College, your success is our success.
On behalf of our 40,463 students, we thank you
For passing Measure G, benefitting community college students

Measure G dollars were used to:
• Save or add 660 course sections annually
• Provide an additional class for 17,160 students
• Add 4,000 hours of counseling
• Fund innovations like Math Academy, Accelerated College and online programs

Community colleges have been hit hard by state budget cuts. The San Mateo County Community College District lost $11.3 million in state funding in the past three years and faces an additional $9 million cut next year. This loss comes at a time when our county is experiencing record unemployment, more high school graduates seeking college, and fewer spaces at the University of California and the California State University. County voters recognized this and voted overwhelmingly in June 2010 to support our college students. We thank you for your investment in public higher education in San Mateo County.

Thank You, San Mateo County Voters