



**Skyline**  
COLLEGE  
ACHIEVE

2008–2009

# CATALOG





**Skyline**  
COLLEGE  
ACHIEVE

# Catalog

## 2008–2009





# BOARD OF TRUSTEES SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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

**Richard Holober**, *President*

**Karen Schwarz**, *Vice-President-Clerk*

**Helen Hausman**

**Dave Mandelkern**

**Patricia Miljanich**

**Virginia Medrano Rosales**, *Student Trustee, 2008-2009*

**Ron Galatolo**, *District Chancellor*

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

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

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

## TABLE OF CONTENTS

Campus Directory . . . . .	4
Calendar for 2008-2009 College Year . . . . .	6
Introduction . . . . .	8
Admission . . . . .	12
Matriculation . . . . .	22
Registration . . . . .	25
Fees/Refund Policy . . . . .	27
Grades and Scholarship . . . . .	30
Academic Standards . . . . .	32
Student Records, Responsibilities and Rights . . . . .	36
Programs and Services . . . . .	45
Información Para Personas de Habla Hispana . . . . .	60
Associate Degree Requirements . . . . .	76
Associate Degree and Certificate Programs . . . . .	82
Other Educational Opportunities . . . . .	118
Announcement of Courses . . . . .	120
Transfer Courses, University of California . . . . .	224
Transfer Courses, State Universities and Colleges . . . . .	227
CSU General Education Requirements . . . . .	233
Intersegmental G.E. Transfer Curriculum . . . . .	235
California Articulation Number System (CAN) . . . . .	237
Skyline College Administration . . . . .	240
Faculty and Other Academic Personnel . . . . .	241
Skyline College Emeriti . . . . .	246
Index . . . . .	249
Campus Map . . . . .	Inside Back Cover

**SKYLINE COLLEGE** 3300 College Drive, San Bruno, California 94066

Telephone: (650) 738-4100 • Website: [www.SkylineCollege.edu](http://www.SkylineCollege.edu)

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

**CREDITS:** Graphic Design: mikel!, El Sobrante, CA  
Production: Shelly Hausman, Sandra Irber, Maria Norris, Ika Simpson, Theresa Tentos

**PHOTOS:** Front Cover: Graduate photographs by Sharon Beals, PCN photograph by Jeremy Lassen  
Other photographs by Shelly Hausman, Skyline College



## Campus Directory

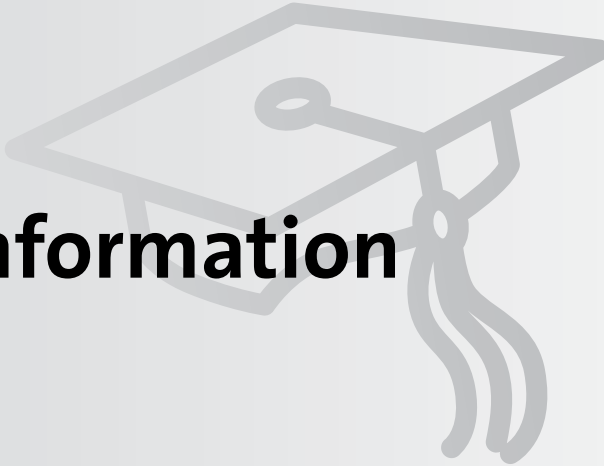
### Main Line (650) 738-4100

For Information About	Ext.	Bldg-Room
Admissions – Automated Menu . . . . .	4252	2-2225
Admissions and Records . . . . .	4251	2-2225
Fax (Admissions and Records) . . . . .	4200	
ASSC (Student Government). . . . .	4327	6-6214
Assessment/Placement Testing . . . . .	4150	2-2233
ASTEP Program. . . . .	4235	2-2239
Automotive Technology . . . . .	4126	8-8100
Bookstore . . . . .	4211	6-6101
Business Division . . . . .	4201	8-8305
CalWORKs . . . . .	4443	2-2237
Career Center . . . . .	4337	2-2227
Cashier’s Office. . . . .	4101	2-2225
Child Development Center . . . . .	7070	Bldg. 16
Cooperative Education Office . . . . .	4261	1-1210
Cosmetology . . . . .	4168/4165	PH-128
Counseling . . . . .	4317	2-2200
Disabled Students . . . . .	4280	2-2350
Emergency Medical Technology. . . . .	4284	PH-208
EOPS/CARE . . . . .	4139	2-2212
Evening College Office. . . . .	4206	2-2225
Monday – Thursday, 5:00 to 10:00 pm		
Financial Aid . . . . .	4236	2-2234
Fax (Financial Aid). . . . .	4425	
Gallery Theater. . . . .	4282	1-1132
Health Center . . . . .	4270	2-2207
Honors Transfer Program . . . . .	4412	8-8210
International Students Program . . . . .	4255	2-2225
Kababayan Program . . . . .	4119	8-8214

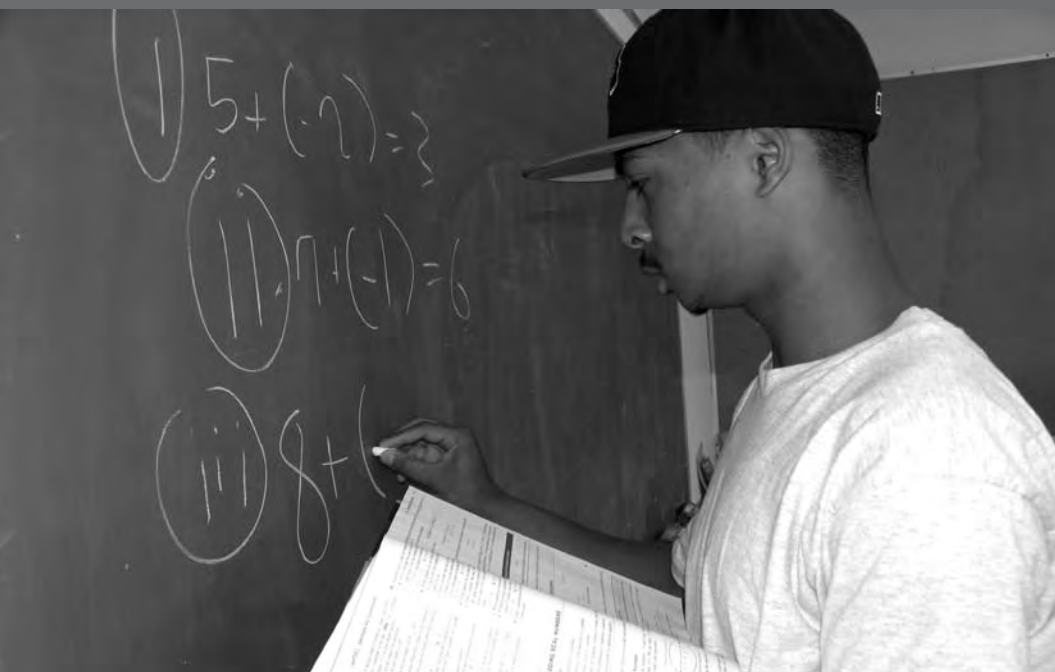
For Information About	Ext.	Bldg-Room
Language Arts Division . . . . .	4202	8-8112
Learning Center, The . . . . .	4144	5-5100
Library . . . . .	4311	5-5200
MESA Program . . . . .	4244	1-1222
Microcomputer Lab . . . . .	4105	2-2116
Parking . . . . .	4199	6-6106
Physical Education/Athletics/ Dance Division . . . . .	4271	3-3126
Public Information Office. . . . .	4352	1-1317
Puente Program . . . . .	4146	5-5102B
Respiratory Therapy . . . . .	4457	PH-207
Scholarships . . . . .	4236	2-2234
Science/Math/Technology Division. . . . .	4221	7A-7130
Security . . . . .	4199	6-6106
Skyline View, The (Student Newspaper) . . . . .	4377	8-8110
Social Science/Creative Arts Division. . . . .	4121	1-1108
STAARS . . . . .	4144	5-5100
Student Activities . . . . .	4275	6-6212
Student Services Information . . . . .	4465	2-2225
Surgical Technology . . . . .	4470	3E
Telecommunications Technology . . . . .	4341	2-2115
Theater . . . . .	4121	1-1108
Transcript Information . . . . .	4254	2-2225
Transfer Opportunity Center . . . . .	4232	2-2227
Veterans’ Affairs . . . . .	4462	2-2225
Vice President of Instruction . . . . .	4321	1-1313
Vice President of Student Services . . . . .	4333	1-1315
Women in Transition Program . . . . .	4157	2-2313
Workforce Development, Center for . . . . .	7035	1-1221

*Individual instructors may be contacted at their campus phone extensions.*

# General Information



<b>Academic Calendar</b>	<b>6</b>
<b>President's Message</b>	<b>7</b>
<b>Introduction</b>	<b>8-10</b>



# Calendar for 2008–2009

## SUMMER SESSION, 2008

<b>June 9</b>	Five-Week Summer Session Begins
<b>June 16</b>	Six, Seven & Eight-Week Summer Sessions Begin
<b>July 4</b>	Independence Day – Holiday
<b>July 5 &amp; 6</b>	Declared Recess
<b>July 10</b>	Five-Week Summer Session Ends
<b>July 11</b>	Last day to Apply for AA/AS Degree or Certificate for Summer Graduation
<b>July 14</b>	Four-Week Summer Session Begins
<b>July 24</b>	Six-Week Summer Session Ends
<b>July 31</b>	Seven-Week Summer Session Ends
<b>August 7</b>	Eight-Week Summer Session Ends
<b>August 8</b>	Four-Week Summer Session Ends

## FALL SEMESTER, 2008

<b>August 18</b>	Day, Evening and Weekend Classes Begin
<b>August 29</b>	Last Day to Add Semester Length Classes
<b>August 29</b>	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
<b>August 30 &amp; 31</b>	Declared Recess
<b>September 1</b>	Labor Day – Holiday
<b>September 8</b>	Census Day
<b>September 12</b>	Last Day to Drop Semester Length Classes without Appearing on Record
<b>October 3</b>	Last Day to Apply for AA/AS Degree or Certificate for Fall Graduation
<b>November 8 &amp; 9</b>	Declared Recess
<b>November 10</b>	Veterans' Day (Observed) – Holiday
<b>November 17</b>	Last Day to Withdraw from Semester Length Classes
<b>November 26</b>	Declared Recess – Evening Classes Only
<b>November 27</b>	Thanksgiving – Holiday
<b>November 28-30</b>	Declared Recess
<b>December 12-18</b>	Final Examinations (Day, Evening & Weekend Classes)
<b>December 18</b>	Day, Evening & Weekend Classes End
<b>December 19-January 18</b>	Inter-Semester Recess

## SPRING SEMESTER, 2009

<b>January 19</b>	Martin Luther King, Jr. Day – Holiday
<b>January 20</b>	Day, Evening and Weekend Classes Begin
<b>February 2</b>	Last Day to Add Semester Length Classes
<b>February 2</b>	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
<b>February 9</b>	Census Day
<b>February 13</b>	Lincoln's Birthday (Observed) – Holiday
<b>February 14 &amp; 15</b>	Declared Recess
<b>February 16</b>	Presidents' Day – Holiday
<b>February 17</b>	Last Day to Drop Semester Length Classes without Appearing on Record
<b>March 6</b>	Last Day to Apply for AA/AS Degree or Certificate for Spring Graduation
<b>March 11</b>	Faculty Flex Day – No Classes
<b>March 21</b>	Declared Recess (Skyline Only) – Expanding Your Horizons Conference
<b>April 6-12</b>	Spring Recess
<b>April 30</b>	Last Day to Withdraw from Semester Length Classes
<b>May 22</b>	Final Examinations (Day Classes Only)
<b>May 23 &amp; 24</b>	Declared Recess
<b>May 25</b>	Memorial Day – Holiday
<b>May 26-31</b>	Final Examinations (Day, Evening & Weekend Classes)
<b>June 1</b>	Final Examinations (Monday Evening Classes Only)
<b>June 1</b>	Day, Evening & Weekend Classes End

## TENTATIVE SUMMER SESSION, 2009

<b>June 8</b>	First Five-Week Summer Session Begins
<b>June 22</b>	Six, Seven & Eight Week Summer Sessions Begin
<b>July 3</b>	Independence Day (Observed) – Holiday
<b>July 4 &amp; 5</b>	Declared Recess
<b>July 9</b>	First Five-Week Summer Session Ends
<b>July 10</b>	Last Day to Apply for AA/AS Degree or Certificate for Summer Graduation
<b>July 13</b>	Second Five-Week Summer Session Begins
<b>July 30</b>	Six-Week Summer Session Ends
<b>August 6</b>	Seven-Week Summer Session Ends
<b>August 13</b>	Eight-Week and Second Five-Week Summer Sessions End

# President's Message



## FROM THE PRESIDENT

Welcome to Skyline College!

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

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Victoria P. Morrow". The signature is written in dark ink and is positioned above the printed name.

Victoria P. Morrow, Ph.D.  
President



# Introduction

## SKYLINE COLLEGE

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

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

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

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

Students achieve employment and advancement in business and industry after earning certificates from Skyline's 48 Certificate programs. Some certificate programs offered include: Automotive Technology, Biotechnology, Cosmetology, many areas of Business, Early Childhood Education, Respiratory Therapy, Surgical Technology, and Telecommunications & Network Information Technology.

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

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

## COLLEGE MISSION, VISION AND VALUES STATEMENTS

### Vision Statement

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

### Mission Statement

Skyline College is a comprehensive, open access community college that provides student-centered education leading to transfer, career advancement, basic skills development, and personal enrichment.

The College is committed to preparing students to be culturally sensitive members of the community, critical thinkers, proficient users of technology, effective communicators, socially responsible lifelong learners and informed participants of a democracy in an increasingly global society.

Skyline offers innovative instruction and student support to a rich tapestry of diverse learners through the hallmarks of the college: academic excellence, responsive student services, advanced technology, community and industry partnerships, and workforce and economic development.

### Values Statement

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

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

**Open Access:** We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and services that enable them to advance steadily toward their goals.

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

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

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

## COLLEGE GOALS

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

## ACCREDITATION

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

## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT MISSION STATEMENT

### Preamble

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

### SMCCCD Mission

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the San Mateo County Community College District will fulfill the following mission with excellence:

1. Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
2. Provide lower division programs to enable students to transfer to baccalaureate institutions; and
3. Provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
4. Provide developmental and remedial education in language and computational skills required for the successful completion of educational goals; and
5. Provide a range of student services to assist students in attaining their educational and career goals; and

6. Provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community; and
7. Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

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

## STATEMENT ON ACADEMIC FREEDOM

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

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

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

Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

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



# Admission, Registration & Academic Policies

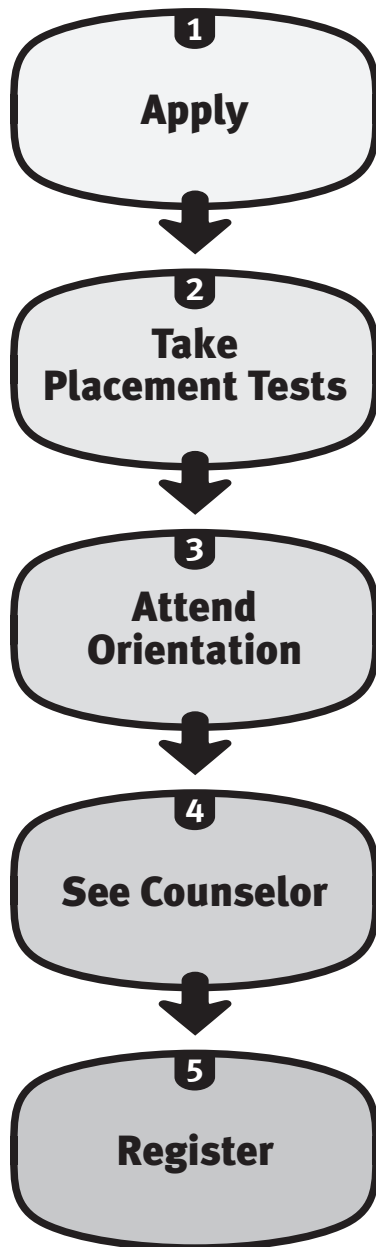
<b>5 Steps to Successful Enrollment</b>	<b>12</b>
<b>Admission</b>	<b>13–24</b>
<b>Registration</b>	<b>25–26</b>
<b>Fees/Refund Policy</b>	<b>27–29</b>
<b>Grades &amp; Scholarship</b>	<b>30–31</b>
<b>Academic Standards</b>	<b>32–34</b>



# Five Steps to Successful Enrollment

## New/Former Students

If you select any of the following educational goals on your application (item #7), you must complete the five enrollment steps listed below before you register for your classes.



- Obtain an Associate Degree
- Earn a Vocational Certificate
- Transfer to a four-year college or university
- Improve your English, reading or math skills
- Discover career interests or prepare for a new career
- Undecided about your major (goal)

### Step 1 APPLY FOR ADMISSION

Admissions & Records, Building 2, Room 2225, (650) 738-4252

Click the *APPLY* tab at <https://websmart.smccd.edu>.

After applying you will receive a response to tell you the next steps.

**OR you may mail or drop off your paper application to:**

Skyline College, Admissions and Records  
3300 College Drive, San Bruno, CA 94066

### Step 2 TAKE PLACEMENT TESTS

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

Take the placement tests; refer to page 7 for information about placement tests. Some students may be exempt from placement testing.

### Step 3 COMPLETE ORIENTATION

One-Stop Information Center, Building 2, (650) 738-4465

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 8 for information regarding in-person and online orientation options.

### Step 4 MAKE APPOINTMENT WITH A COUNSELOR

Counseling Division, Building 2, (650) 738-4317

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

WebSMART at [www.SkylineCollege.edu](http://www.SkylineCollege.edu)

Submit your completed Enrollment Ticket to Admissions & Records. You will receive your registration date. Select WebSMART from the Skyline College menu at [www.SkylineCollege.edu](http://www.SkylineCollege.edu) to register for classes, pay fees, view grades, and much more! If you have questions, call the Admissions & Records Office at (650) 738-4251.

# Admission (Step 1)

## ADMISSION REQUIREMENTS

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

The following persons are eligible to enroll in Skyline College:

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

**New Student:** Never enrolled in classes at Skyline College, College of San Mateo (CSM) or Cañada

**Continuing Student:** Enrolled for any of the past three terms at Skyline, CSM or Cañada

**Former (Returning) Student:** Previously enrolled at Skyline, CSM or Cañada, but not during the last three terms

**Concurrent Student:** K-12 grade level student concurrently enrolled at Skyline, CSM or Cañada

## ADMISSION PROCEDURES

**New Students:** See the Five Steps to Successful Enrollment chart on the opposite page.

**Former (Returning) Students:** Complete only Step 1 of the Five Steps to Successful Enrollment chart on the opposite page, unless you are notified otherwise.

**In addition to the Admissions Application, the following information must be provided as shown below:**

**Concurrent Students:** Provide form with parent and principal signatures certifying approval of college courses.

**Disabled Students:** Contact the Disabled Students Office at (650) 738-4280 for information about accommodations available on campus. Submit an application for services. See “Disabled Students Program” under the Programs and Services section of this Catalog for more information.

**International Students:** Submit an International Student Admission Application, an I-20, and other documents requested. See “International Students” in the Admission section of this Catalog for more information.

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

**Transfer Students:** Submit transcripts from other colleges you have attended to the Admissions Office. Meet with a counselor to determine completion of prerequisites and/or graduation requirements.

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

## ADMISSIONS – SPECIAL PROGRAMS

Special programs require an additional application as a supplement to the College Admissions Application. Each special program has an application deadline date. Contact the Office of Admissions or the department for current information. All applications and program information are available online at [www.SkylineCollege.edu](http://www.SkylineCollege.edu) from the department website.

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

**Cosmetology:** See “Cosmetology” in the Associate Degree & Certificate Programs section of this Catalog for more information.

**Honors Transfer Program:** Students are encouraged to apply for the program at [www.smccd.edu/accounts/skyhon](http://www.smccd.edu/accounts/skyhon). See “Honors Transfer Program” in the Programs & Services section of this Catalog for more information.

**Respiratory Therapy:** One class of students begins each year. Applications are due in spring for the Fall Semester. See “Respiratory Therapy” in the Associate Degree & Certificate Programs section of this Catalog for more information.

**Surgical Technology:** This is a one year program that includes hospital rotations. Applications are due in spring for the Summer Session. See “Surgical Technology” in the Associate Degree & Certificate Program section of this Catalog for more information.

**Varsity Athletics:** A student must adhere to the California Community College Constitution and Bylaws and Coast Conference eligibility rules and regulations. Contact the Physical Education/Athletics & Dance Division to complete an eligibility form. See “Athletics” in the Programs & Services section of this Catalog for more information.

## CHOICE OF COLLEGE

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

## CONCURRENT HIGH SCHOOL STUDENTS

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

Students attending high school may register concurrently for Skyline College classes. Interested students must submit an Application for Admission, a Concurrent Enrollment Request Form available at [www.SkylineCollege.edu/highschool](http://www.SkylineCollege.edu/highschool), and a high school transcript.

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

### Requirements for admission are as follows:

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

### Cost for concurrent enrollment:

1. No enrollment or Student Representation fees are charged for 11 units or less. The Student Union fee (Fall and Spring Semesters only) of \$1 per unit (\$5 maximum per semester) and the Health fee are waived. All fees are charged for full-time enrollment (12 or more units).
2. Students classified as non-residents must pay nonresident tuition.
3. Parking fees must be paid if parking a vehicle on campus.

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

High school students will be admitted only into courses that have space available. The final decision for admission of any student to any class rests with Skyline College. College courses available to high school students may not supplant or eliminate any courses required by a particular high school. The student will be required to fulfill necessary prerequisites for courses.

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

## EXAMINATION CREDIT

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

Skyline College accepts the following types of test scores:

**Advanced Placement Test (APT):** Please see the Advanced Placement Exam Credit Policy chart on pages 19 and 20 to determine use of test scores.

**College Level Examination Program (CLEP):** Credit may be used to meet requirements for an Associate Degree. A maximum of 15 units can be earned – 3 units for each of the tests within the five examination areas: English Composition, Social Sciences and History, Humanities, Natural Sciences, and College Mathematics. Upon receipt of official examination results, CLEP units will be posted to a student's Skyline transcript by the Office of Admissions and Records. Should students transfer to a university, CLEP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding CLEP credit.

**Credit by Examination (CBE):** A currently enrolled student in good standing may be permitted to take a test for credit for courses if qualified because of previous training or instruction. By completing an examination approved by the faculty of the appropriate division, credit will be recorded. Testing is not allowed for a course for which credit has previously been granted or if credit has been earned in a more advanced course in the same sequence. Credit by Examination may not be used in order to improve a grade already received for a course. A maximum of 12 units toward an Associate Degree or 6 units toward a certificate may be earned through Credit by Examination. The student's academic record shall be annotated to reflect that credit was earned by examination. A student may complete any course through Credit by Examination procedures only once.

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

**International Baccalaureate Examination (IBE):** Please see the International Baccalaureate Examination Credit Policy chart on page 21 to determine use of test scores.

## INTERNATIONAL STUDENTS

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

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

1. Meet application deadlines:
  - Fall, completed applications are due April 30th.
  - Spring, completed applications are due November 7th.
  - Deadline dates are subject to change.
2. Pay international student tuition, enrollment and health fees. The Skyline Class Schedule provides the current list of required fees.
3. Complete a full course of study (a minimum of 12 units each Fall and Spring semester.) In accordance with SEVIS regulations, failure to do so will cause a student to be reported as out of status.
4. Limited to a maximum of six semesters.
5. Meet criteria for admission:
  - a. Submit a completed International Student Application available on Skyline's website: [www.SkylineCollege.edu/international](http://www.SkylineCollege.edu/international), or obtain an application from the Admissions and Records Office.
  - b. Demonstrate English proficiency with a minimum TOEFL score of 480 paper based, 157 computer based, and 54 internet based. Skyline College does not issue an I-20 for English as a Second Language study.
  - c. Must have earned the equivalent of an American high school diploma. The student must submit official academic records. Foreign language documents must be accompanied by a certified English translation.
  - d. Must offer evidence of financial responsibility. Certification of Parent, Self, or Sponsor support is required. Official bank statements must be translated into English and represent American currency.
  - e. Submit original or certified copies of transcripts of any college coursework completed. Foreign language transcripts must be accompanied by a certified English translation. Approved foreign transcript evaluation services are:

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

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

Academic Credentials Evaluation Institute  
 P.O. Box 6908  
 Beverly Hills, CA 90212  
 Phone: (310) 275-3530  
 Fax: (310) 275-3528

- f. Applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Skyline College admission requirements and is in status with U.S. Immigration and Citizenship Services.
6. Meet the same scholastic requirements and observe College rules and regulations as other students.
7. Provide proof of valid medical and hospitalization insurance coverage or enroll in a medical health insurance plan provided by a private carrier through the San Mateo County Community College District at a cost of approximately \$740.00 per year. **Insurance rates are subject to change.**
8. Comply with U.S. Federal Code, Department of Homeland Security (DHS), and Citizenship and Immigration Services (CIS) regulations that pertain to F-1 Visa students.

### F-1 Visa Concurrent Enrollment

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

## MILITARY SERVICE CREDIT

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

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

For further information, contact the Office of Admissions and Records, (650) 738-4242.



## RESIDENCY REQUIREMENTS

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

**Rules of Residency – Adults over 19 years of age:** A student over 19 years of age may establish California residency by meeting the following criteria:

1. Verification of physical presence in California one year prior to the day before the start of the semester. Residence is determined by actions and intent. The one-year period begins when a person is **not only present** in California but **also** has demonstrated clear intent to become a permanent resident of California.
2. Intent to make California a permanent place of residence can be verified by the following actions:
  - live in California for two consecutive years
  - own residential property or continuously occupy rented or leased property in California
  - register to vote and vote in California
  - licensing from California for professional practice
  - hold active membership in service or social clubs
  - show California as a home address on California State and Federal Tax forms
  - spouse, children, or other close relative reside in California
  - pay California State tax as a resident
  - possess a California driver's license
  - possess California motor vehicle license plates and registration
  - maintain California as the home of record on Leave and Earnings statement while in the armed forces
  - establish and maintain active California bank accounts
  - petition for divorce as a resident of California.
3. Conduct inconsistent with a claim of California residency includes but is not limited to:
  - maintaining voter registration in another state
  - attending an out-of-state institution as a resident of that state
  - declaring non-residence for California State income tax purposes
  - renewing a driver's license and/or registering a vehicle in another state during the time period for which California residency is claimed

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

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

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

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

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

1. A minor student in continuous attendance, whose parents had established California residence (for one year), and who left the state may be classified as a resident until he/she has attained the age of 18 years and may achieve residency on his/ her own.
2. A student is on active duty in the military service, stationed in California, and has not been assigned to California for educational purposes.

3. A student who is a dependent child (i.e., natural, adopted, or step) or spouse of an active military service person stationed in California is given resident classification for the minimum time necessary to become a resident.
4. A student is a full-time employee, or child or spouse of a full-time employee, of an educational institution or any California State Agency may be entitled to resident classification until he/she has resided in California the minimum time necessary to establish residency.

## NON-RESIDENT DETERMINATION

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

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

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

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

**Limitation of Residency Rules:** The student is cautioned that this summation of rules regarding residency determination may not provide a complete explanation of their meaning. For further information, contact the Office of Admissions and Records. Students should also note that changes may have been made in the statutes and in the regulations between the time this statement is published and the beginning of the semester for which they are applying.

## NONRESIDENT TUITION EXEMPTION

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

1. Any student, other than a student who is a nonimmigrant alien under 8 U.S.C. 1101(a)(15), shall be exempt from paying nonresident tuition at any community college district if ALL of the following conditions exist:
  - a. Attended high school in California for three or more years;
  - b. Graduated from a California high school or attained the equivalent of such graduation; and
  - c. Registers for or is enrolled in a course offered by any college in the district for any term commencing on or after January 1, 2002.
2. Any student seeking an exemption shall complete a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption. The student may be required to provide documentation for the information provided on the questionnaire to verify eligibility for an exemption. All nonpublic student information shall be confidential and shall not be disclosed unless required by law.
3. Any student without lawful immigration status who is seeking an exemption shall, in the questionnaire described in (2), affirm that he or she has filed an application to legalize his or her immigration status, or will file such an application as soon as he or she is eligible to do so.
4. A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.
5. Nothing in this statute modifies eligibility standards for any form of student financial aid.
6. Nothing in this statute authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

## TRANSFER STUDENTS

Students transferring to Skyline College from another accredited college or university will have their academic transcript evaluated upon receipt by the Office of Admissions and Records. An official transcript of records from each college attended should be submitted for evaluation. Credit will only be allowed for lower-division credit course work that is degree applicable. Transfer credit accepted will be indicated on the student's academic transcript.

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

## VETERANS AND VETERANS' DEPENDENTS

Instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons, is authorized by the Department of Veterans Affairs for students who are working toward an Associate degree program, or certain certificate and transfer programs. Benefits under Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), and Chapter 1606 (Selected Reserve) are available. All veterans, except those under Chapter 31, pay for college fees, books and supplies. Veterans who have attended other colleges must file official copies of transcripts with the Office of Admissions and Records.

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

Academic Standards apply to all students. Veteran students placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following two semesters or be subject to termination of veterans benefits. Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goal but will not be certified for educational benefits until such time as their overall grade point average is at least 2.0 (C) or higher.

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

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

# Advanced Placement Exam Credit Policy

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

Continued →

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

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

**Please Note:** Advanced placement tests are not applicable for meeting unit load requirements for enrollment status for programs such as financial aid, athletics, veterans' benefits, or for graduation residency requirements.

It is possible that if a student attempts to enroll in a course for which they have received content area credit based on their AP exam score, they could be blocked from enrollment in that course. Should this occur, please contact the Admissions and Records Office.

Should students transfer to a university, AP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding AP credit.

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

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

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

# International Baccalaureate Exam (IB) Credit Policy

The following list of IB Exams indicates how credit is applied to Skyline Associate Degree General Education requirements, the CSU General Education/Breadth Pattern (CSU GE), and the UC/CSU Intersegmental General Education Transfer Curriculum (IGETC). The IB exams for which Skyline College grants credit are listed below. Only scores of 5, 6 or 7 will receive credit.

IB EXAM	SKYLINE AA/AS DEGREE REQUIREMENTS	CSU GE-BREADTH CERTIFICATION	UC IGETC CERTIFICATION
<b>Art/Design</b>	3 units Area F2, Humanities	3 units Area C1, Arts	3 units Area 3A, Arts
<b>Biology</b>	3 units Area F1b, Natural Science w/lab	3 units Area B2, Life Sciences w/lab	3 units Area 5B, Biological Sciences w/lab
<b>Chemistry</b>	3 units Area F1b, Natural Science w/lab	3 units Area B1, Physical Science w/lab	3 units Area 5A, Physical Sciences w/lab
<b>Classical Languages</b>	3 units Area F2, Humanities	3 units Area C2, Humanities	Language Other than English
<b>Computer Science</b>	3 units Area F 4b, Language and Rationality – Communication and Analytical Thinking	N/A	N/A
<b>Economics</b>	3 units Area F 3, Social Science	3 units Area D-Social, Political, & Economic Institutions	3 units Area 4-Social & Behavioral Sciences
<b>English [Language A1]</b>	3 units Area F4 a/b, Language & Rationality – English Composition/ Communication & Analytical Thinking	3 units Area A2, Written Communication	3 units Area 1A, English Composition
<b>Geography</b>	3 units Area F1a Natural Science	3 units Area B1, Physical Science	3 units Area 5A, Physical Sciences
<b>History</b>	3 units Area E 1a, US History and U.S. Government and Area F 3, Social Science	3 units Area D, Social, Political, & Economic Institutions	3 units Area 3B, Humanities
<b>History of the Islamic World</b>	3 units Area F2, Humanities	3 units Area D, Social, Political, & Economic Institutions	3 units Area 3B, Humanities
<b>Languages Other Than English*</b>	3 units Area F2, Humanities	3 units Area C2, Humanities	Language Other than English
<b>Mathematics</b>	Meets Mathematics/Quantitative Reasoning Requirement (D3) 3 units Area F4b, Language and Rationality – Communication and Analytical Thinking	3 units Area B4, Quantitative Reasoning	3 units Area 2, Math
<b>Music</b>	3 units Area F2, Humanities	3 units Area C1, Arts	3 units Area 3A, Arts
<b>Philosophy</b>	3 units Area F2, Humanities	3 units Area C2, Humanities	3 units Area 3B, Humanities
<b>Physics</b>	4 units Area F1b, Natural Science w/lab	3 units Area B1, Physical Science w/lab	3 units Area 5A, Physical Sciences w/lab
<b>Psychology</b>	3 units Area F3, Social Science	3 units Area D-Social, Political, & Economic Institutions	3 units Area 4-Social & Behavioral Sciences
<b>Social Anthropology</b>	3 units Area F3, Social Science	3 units Area D-Social, Political, & Economic Institutions	3 units Area 4-Social & Behavioral Sciences
<b>Theatre Arts</b>	3 units Area F, Humanities	3 units Area C1, Arts	3 units Area 3A, Arts

\* Languages Other Than English: Arabic, ASL, Filipino, French, German, Classical Greek, Italian, Japanese, Latin, Portuguese, Russian, and Spanish.

Skyline College accepts the IB examination. Skyline College applies IB credit toward the Associate degree general education requirements in the same manner as the California State University system applies IB credit to CSU General Education/Breadth requirements or for certificates. The chart above outlines general education application for IB credit. Applying IB credit to meet specific major or degree requirements is done at the division level. Please see the dean of the respective division. The manner in which IB credit is applied to university majors and degree requirements is determined by evaluators at the receiving college or university. Students should be aware that college courses taken after the IB exam may duplicate the content of the IB exam. In these cases, the university (transfer destination) may not award credit for both the course and the IB exam. Students are advised to thoroughly investigate this area with a counselor and/or the receiving university.

**Please Note:** IB examinations are not applicable for meeting unit load requirements for enrollment status for programs such as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements.

It is possible that if a student attempts to enroll in a course for which they have received content area credit based on the IB exam score, they could be blocked from enrollment in that course. Should this occur, please contact the Admissions and Records Office.

Should students transfer to a university, IB credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding IB credit. In order to receive course credit, students are responsible for sending IB test score transcripts to their transfer institution. Information about the IB Examination is available at <http://www.ibo.org/>.

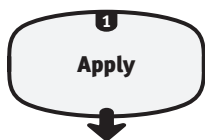
# Matriculation/Enrollment Process

## ENROLLMENT PROCESS (STEPS 2, 3 AND 4)

Matriculation is the process designed to assist students in planning, selecting, and achieving their educational goals. This process brings the college and the student into an agreement for the purpose of realizing the student's educational goal through established programs, policies and requirements. The agreement acknowledges responsibilities of both the college and the student to attain these objectives. The primary purpose of matriculation is enhancing student success.

Students who have obtained an Associate Degree or higher, are taking courses for personal enrichment or related to job skills, or are attending a college other than Skyline College as their primary institution are exempted from some or all of the matriculation process. All other students are expected to complete the following components of matriculation:

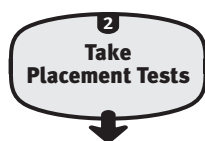
### ADMISSION APPLICATION



Basic application information is collected on each applicant. The information establishes a student record that will be used for all future transactions. To complete an application, go online to <https://websmart.smccd.edu>.

### PLACEMENT

You must file an Application for Admission to Skyline College prior to taking any placement test. You must provide a photo ID and your student ID number on the day of the test. To schedule placement tests go to [www.SkylineCollege.edu/testing](http://www.SkylineCollege.edu/testing).



Placement tests assess your skills in reading, English and mathematics. The results of the tests are used to determine appropriate English and mathematics courses that you may take. (You may be exempt from these tests; see criteria in the next column.)

Placement tests are **required for enrollment in any English, English for Speakers of Other Languages, and/or mathematics course AND any course that has an English or math prerequisite.**

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

**Note:** If your assessment results are more than two (2) years old and you have not completed an English, ESOL, and/or Math course during the two years, your placement results are no longer valid. If you plan to enroll in an English, ESOL and/or Math course, you will need to retake the placement test as soon as possible.

### Computerized and Paper-Pencil Testing

Computerized placement tests for English, English for Speakers of Other Languages (ESOL), and math are available in Building 2, Room 2232. No appointment is necessary. Drop-in is on a first-come, first-served basis. You must arrive early enough before Assessment Center closing time to complete appropriate tests.

- English or ESOL test: allow 2 hours
- Math test: allow 1.5 hours
- English and Math test: allow 2.5 hours
- ESOL and Math test: allow 2.5 hours

The Assessment Center is open during the day and evening, and on select Saturdays (October 6, November 3, and December 1).

The Assessment Center Schedule is subject to change. For the current testing schedule please call the Assessment Office, **(650) 738-4150**, visit the Student Services Information Center in Building 2, or check [www.SkylineCollege.edu/testing](http://www.SkylineCollege.edu/testing).

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

- You have taken the Placement Tests at Skyline College, CSM or Cañada College **within the last two years.**
- You have taken a placement test **at another California Community College** within the last two years and a Skyline counselor has reviewed your results for equivalency.
- You are a **former student** or **transfer student** from another accredited college in the United States and **have completed course work in mathematics and/or English with a grade of "C" or better.** (Provide unofficial transcripts or other evidence of grades to your counselor.)
- You can show evidence of completing the **College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4 or 5.**
- You can show evidence of completing the **College Board Advanced Placement Test (AP) in mathematics with a score of 3, 4 or 5.**

### Retest Policy for Placement Testing

Placement results are valid for two years. 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.

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.

In any other special circumstance, or with an instructor or counselor recommendation, a student may petition to retest through the Dean of Counseling.

### Retrieving Placement Results

Placement results for computerized tests will usually be available upon completion of the tests, or you may view your course placements on your **WebSMART** account ([websmart.smccd.edu](http://websmart.smccd.edu)) approximately 24 hours after taking the paper/pencil or computerized tests. If In-Person Orientation follows your test session, results may be ready when Orientation is finished. Photo I.D. is required to pick up your test results.

## ORIENTATION

### In-Person Orientation Option



The In-Person Orientation Program is designed to acquaint you with Skyline College programs and services, college policies, and procedures. During the orientation, a counselor will review a packet of information covering a variety of program and service information that will be important for you while you are a student at Skyline. You will be advised about your placement test results and how to complete the remaining matriculation steps and register using **WebSMART**.

Counselors offer orientation sessions for students in English and for non-native English speakers. Orientation sessions are offered day and evening during the week and on specific Saturdays. Some sessions are offered in Spanish. You may obtain a schedule of the orientation dates from Admissions and Records, the Student Services Information Center in Building 2, or online at [www.SkylineCollege.edu](http://www.SkylineCollege.edu). Click on **Fall 2008 Orientation Schedule**.

Once you have completed the Orientation Program, have your Enrollment Ticket stamped and, if you have completed the Placement Tests, you are now ready to meet with a counselor (refer to Steps to Enrollment, Step 4).

### Online Orientation Option

The Online Orientation Program is a self-paced program. It is designed for students whose schedules do not permit attendance at the in-person orientation. The online program is not recommended for students with limited English proficiency, recent high school graduates, or new college students. To complete the Online Orientation go to: <http://skylinecollege.net/sts/orientation.html>.

## COUNSELING



Meeting with a counselor is an important step in the registration process and in your success as a college student. Once you have completed your admissions application, placement testing and orientation session, you are ready to meet with a counselor to review your assessment results and select courses appropriate to your skill level and educational and career goals. Meet with your counselor each semester to:

- Develop or update your Student Educational Plan (SEP) to receive or maintain priority registration for classes in subsequent semesters
- Discuss your academic progress in meeting your educational and career goals
- Continue to learn about and use important student services that enhance student success
- Discuss personal issues that may be impacting your academic performance

## ENROLLMENT EXEMPTIONS

### You Are Not Required to Complete These Steps If:

- you have completed an Associate or higher degree
- you are taking classes for personal enrichment and do not intend to earn a degree or certificate
- you are primarily a student at another educational institution and taking courses at Skyline College to meet requirements of that institution
- you are employed and taking classes related to your job.

You will receive an appointment to register after submitting the Skyline College application. You may choose to participate in the enrollment process.

**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.

Students with disabilities who need assistance with any part of the matriculation process should contact the Disabled Students Program and Services 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.



If you are required to complete matriculation, follow these steps as soon as possible. The services are in high demand during peak registration periods. Earlier registration allows for a greater selection of courses and scheduling preferences.

## STUDENT FOLLOW-UP

The academic progress of each student is evaluated each semester. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal.

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

Each matriculated student is expected to:

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

Each matriculated student is entitled to:

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

# Registration (Step 5)

Registration is conducted through WebSMART at <https://websmart.smccd.edu> to enroll in classes, add and/or drop classes, access final grades, and pay college fees.

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

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

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

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

Upon completion of admission requirements, a User ID and a Personal Identification Number (PIN) are issued which allow access to WebSMART. All registration functions may also be done in person in the Admissions and Records Office, if needed. Students should consult the current Class Schedule for registration details and deadlines.

## UNITS OF CREDIT

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

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

### Grade Options

Courses will be designated as Letter graded and/or Pass/No Pass. The default for registration when options are offered is a letter grade. Students must select the Pass/No Pass option when registering. The Pass/No Pass option must be selected within the first 30% of the course. No change can be made in the option after the deadline to change.

## REGISTRATION LIMITATIONS

1. A student may take no more than 19 units in fall and spring semesters or 12 units in summer session without the special approval of a counselor, the Dean of Counseling, or the Dean of Enrollment Services. This unit limitation is inclusive of all courses in the day, evening, or weekend program, or at another college or university.

A program of 12 units or more is considered full-time in establishing eligibility for athletics, financial aid, International Student visas, Veterans benefits, and most other benefits which are dependent upon full-time enrollment status for maximum benefits. Some financial assistance programs pro-rate benefits based on a reduced unit load. Students should check with their program coordinator for specific unit requirements.

Enrollment status is defined as follows: Full-time = 12+ units; three-quarter time = 9-11 units; half-time = 6-8 units; and less than half-time = .5-5.5 units.

2. A student may not enroll in two or more sections of the same course during the same term if the courses are conducted for the same length of time. If the course length does not overlap, registration may be permitted.
3. A student is not permitted to enroll in two or more different courses when the meeting times for the courses overlap. A petition may be made for extenuating circumstances. Forms are available in the Admissions Office.
4. A student will not be permitted to register in a course if four (4) withdrawals have been processed for the same course. A petition may be presented to request an additional registration. If a petition is approved, certain registration restrictions will be applied.

## REGISTRATION CHANGES/ WITHDRAWAL

Prior to the beginning of the semester or summer session and throughout the Late Registration period, schedule changes are completed using WebSMART. All schedule changes are the responsibility of the student. A student who is registered in a course and stops attending will not be automatically withdrawn and may receive a penalty grade. It is the student's responsibility to officially withdraw following prescribed procedures and timelines as published in the Class Schedule or as shown on the Class Schedule Summary on WebSMART. Check with the Admissions and Records Office for specific deadline dates for short courses and summer session classes. Refer to “Withdrawal from Classes” in this Catalog for complete details on withdrawal procedures. Refer to “Refund Policy” in this Catalog for information on refunds.

## REMEDIAL COURSEWORK LIMIT

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

## FIRST CLASS MEETING ATTENDANCE

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

## AUDITING OF COURSES

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

An auditor may register only after the Late Registration period has concluded with the professor's signature on an Audit Petition form and on a space available basis. A \$15 per unit fee (subject to change), the Health Services Fee, the Student Representation Fee, the Student Body Fee, and the Student Union Fee will be charged at the time of enrollment. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course. Credit is not issued for the class.

Auditable courses are listed in the Class Schedule each term.

## VARIABLE UNIT COURSES

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

## OPEN CLASSES

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

# Fees/Refund Policy

## STUDENT FEES

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

**All fees marked with an “\*” are waived for Concurrent High School Students.**

## ENROLLMENT FEE\*

A state-mandated enrollment fee of \$20 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Skyline College, Cañada College, and/or the College of San Mateo.

The Board of Governors of the California Community Colleges has established a fee waiver program to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms is available in the Financial Aid Office, in the Class Schedule, and on WebSMART under “Financial Aid.”

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

## HEALTH SERVICES FEE\*

All students, except those enrolled ONLY in off-campus, weekend or Distance Learning courses, or the Concurrent Enrollment Program, are required to pay \$17 for each Fall & Spring semester and \$14 for Summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

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

## STUDENT REPRESENTATION FEE\*

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

## NONRESIDENT TUITION FEE

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

International (F-1 Visa) students pay the Nonresident Tuition, a nominal capital outlay fee, and the Enrollment fees.

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

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

## STUDENT BODY FEE (OPTIONAL)\*

All students, except for students enrolled ONLY in off-campus, weekend or Distance Learning courses, or the Concurrent Enrollment Program, are assessed the Student Body Fee. The Student Body Fee of \$8 per semester (Fall & Spring only) is automatically assessed and is payable at the time of registration. Students who pay the fee receive an Associated Student Body card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and for some on-campus products and services. All fees must be paid in full to receive a Photo ID. Funds collected also help support student activities, services and scholarships.

Students who choose to waive the fee must contact the Student Activities Office by the deadline listed in the Class Schedule printed each semester. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

## STUDENT UNION FEE\*

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

## PARKING PERMIT FEE

Skyline College is committed to keeping the campus as accessible as possible to the community. The Security Office applies strict and fair application of all parking regulations.

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee. Motorcycles are excluded from this requirement if parked in designated motorcycle parking. Students enrolled exclusively in weekend or off-campus classes are exempt.

Parking options are as follows:

- \$40 for each semester (Fall or Spring)
- \$70 for a Two-Term Permit (Fall and Spring)
- \$20 for the Summer Session
- \$2 for one day parking permits available at coin operated parking permit dispensers (quarters only) in Parking Lots 4, 5, 8, 9, 11, and Pacific Heights. Refer to the campus map for permit dispenser locations.
- \$20 for one replacement per term for a lost or stolen permit
- Parking permits may be transferred from one vehicle to another.

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

Students may pay for parking permits at the time of WebSMART registration or in person at the Cashier's Office, Bldg. 2, Room 2225. Students who purchase a parking permit online at least two weeks before each term begins will receive the permit by mail with the current Registration Statement. After this established date, permits purchased online must be picked up at the College Security Office, Bldg. 6, Room 6106, or the Cashier's Office in the Student Services One Stop Center.

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

## Disabled Student Parking

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

## AUDIT FEE

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

## TRANSCRIPT FEE

An official transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo, and Skyline College will be sent directly to colleges, employers, and other agencies upon request by the student. Transcripts may be requested through WebSMART (<https://websmart.smccd.edu>) or in person. Transcripts from high schools and other colleges will not be forwarded. The first two transcripts requested are free. There is a \$5 fee for each transcript requested after the first two. Express Service, usually within twenty-four hours, is available at an additional \$10 per transcript. For additional information, contact the Transcript Department in the Office of Admissions and Records at (650) 738-4254.

## RETURNED CHECK FEE

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

## ADDITIONAL EXPENSES

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

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

1. ACCOUNTING, ART, BUSINESS, COMPUTER APPLICATIONS & OFFICE TECHNOLOGY, COMPUTER SCIENCE, DEVELOPMENTAL SKILLS, MATH – \$3 to \$25 materials fee is required for certain courses.
2. AUTOMOTIVE TECHNOLOGY – Approximately \$1,000 tool costs for the first semester with an additional \$900 over the remaining semesters.
3. COSMETOLOGY – Approximately \$1,800 over the length of the program for uniforms and equipment.

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

## PAYMENT OF FEES

Fees may be paid in any of the following ways:

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

Please refer to the current Class Schedule for fee payment deadlines. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared. Bills are not routinely sent to collect past due balances. Students are expected to review their account on WebSMART regularly. **Outstanding student account balances are subject to referral to a collection agency.**

## REFUND POLICY FOR REGISTRATION FEES

1. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. Students should check their WebSMART Class Schedule Summary for specific refund dates.
2. It is the student's responsibility to officially withdraw within published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.
3. A student may either maintain a credit balance on account or request a refund.
4. Refunds are not issued automatically. Students must contact the Cashier's Office to request a refund.
5. Credit balances remain on student accounts for a maximum of five (5) years.
6. Fees paid by personal check(s) require 30 days for bank clearance before refunds can be processed.
7. A \$10 non-refundable processing fee (plus an additional \$50 processing fee for nonresident tuition) will be retained by the College if a refund is issued to a student withdrawing from all classes. A refund processing fee may be charged only once per semester or summer session. For students who owe less than \$10 and withdraw from all classes before the deadline, the processing fee shall equal the amount owed.
8. Students who receive Financial Aid and withdraw from classes are advised to contact the Financial Aid Office regarding possible repayment owed to federal funds if funds are received prior to withdrawal – (650) 738-4236.
9. Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.
10. If a parking permit has been issued, it must be returned to the Cashier's Office by the deadline stated in the Class Schedule printed each semester for a credit or refund of the parking fee to be processed.
11. The Student Body fee is fully refundable by the deadline stated on the Class Schedule printed each semester. For short courses or for late-start courses, the deadline to waive the fee is 10% of the period of instruction (often this is the first day).
12. Variable Unit Courses: No enrollment fee or nonresident/international student tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.
13. Exceptions to the refund policy may be authorized by petition to the Academic Standards and Policies Review Committee in cases of unique and extraordinary circumstances beyond the control of the student.

# Grades and Scholarship

## GRADES AND GRADE POINTS

There are two systems of grading at Skyline College:

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

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

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

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

*Note: Transcripts with courses prior to 2008-2009 will reflect symbols of Credit (CR) and No Credit (NC).*

3. **Pass/No Pass Options:** Students may elect to receive a letter grade or be graded on a "Pass/No Pass" basis.

Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such option exists will be designated by the Division Dean in consultation with appropriate members of the division faculty.

Students electing a "Pass/No Pass" option must select this grade option via WebSMART registration within the first 30% of the term. Changes will not be accepted after this time.

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

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

## Nonevaluative Symbols

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

An "Incomplete" must be made up no later than one year following the end of the term in which it was assigned. A time extension may be requested in cases involving unusual circumstances. Students who have received an "Incomplete" cannot register in the same course during the year in which the "Incomplete" is in effect or until a grade is issued.

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

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

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

3. **RD – Report Delayed:** Used only by Admissions and Records for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible.

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

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

## GRADE POINT AVERAGE

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

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

## SCHOLASTIC HONORS

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

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

Grade Point Average	Acknowledgment
3.3	Honors
3.5	High Honors
4.0	Highest Honors

## FINAL GRADE REPORTS

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

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

Click on "WebSMART." Log into your account.

## CHANGE OF FINAL GRADES

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

An earned grade of A, B, C, D, F, W, P, NP, CR, or NC may be changed by the professor **within one year** if an error has occurred. Grades cannot be changed on the basis of a student completing class work subsequent to the assignment of the final grade.

## ENROLLMENT/ DEGREE VERIFICATION

Skyline College subscribes to the National Student Clearinghouse (NSC) for enrollment and degree verifications. Requests for enrollment and/or degree verifications can be made directly to [www.studentclearinghouse.org](http://www.studentclearinghouse.org), by phone at (703) 742-4200, or by fax at (703) 742-4239. No fee is charged for this service. Students may obtain an official Enrollment or Degree Verification Certificate at any time by accessing the NSC website at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). To process a request: 1) click on the Students icon, 2) click on the link for Performing Enrollment Verifications and follow instructions, 3) print your Enrollment Verification Certificate. This Enrollment Verification Certificate can be presented to health insurance agencies, housing authorities, consumer products companies, banks, etc. when asked to provide official evidence of enrollment at Skyline College. A nominal fee is charged to a company or business for this service.



# Academic Standards

## ACADEMIC STANDARDS POLICY

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

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

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

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

## ACADEMIC PROBATION

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

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

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

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

## REMOVAL FROM PROBATION

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

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

## DISMISSAL

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

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

A student in dismissal status must meet with a counselor in the Student Success Program in order to be reinstated to the College and allowed to enroll in classes. The Student Success Program consists of a workshop and meeting with a counselor during the semester. Students in dismissal status are restricted to a limited number of units. The student must demonstrate academic progress during the semester after reinstatement in order to enroll in subsequent semesters. Students who wish to waive the Student Success Program requirements must receive approval from a counselor or the Dean of Counseling.

## ACADEMIC RENEWAL POLICY

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

1. A period of at least three years must have elapsed since the coursework to be alleviated was completed.
2. A student seeking alleviation must have completed:

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

since the course work to be alleviated was completed.

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

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

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

## WITHDRAWAL FROM CLASSES

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

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

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

The academic record of a student who remains in class beyond the time periods set forth above must reflect a grade using an authorized symbol other than "W" (refer to Grades, Grade Points). A student who must withdraw for verifiable extenuating circumstances (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hardship), may petition the Academic Standards and Policies Review Committee for an exception to this policy. Any extenuating circumstance must be verified in writing (i.e., letter from physician, official accident report, obituary notice, etc.).

## MILITARY WITHDRAWAL

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

## COURSE REPETITION

A petition for Repetition of a Credit Course is NOT required if a student has one substandard grade (D, F, NP or N/C). The student can register on WebSMART unless they are on academic dismissal.

A Standards and Policies Petition is required for the reasons below and must be submitted to the Dean of Enrollment Services in the Office of Admissions and Records. If approved, the student must bring the signed petition to Admissions and Records and register in person. If the petition is not approved before the first day of classes, students must follow late registration procedures (i.e., obtain an authorization code from the instructor or an Incomplete Registration form) in order to be permitted to register.

### Reasons to Repeat

***Whether or not the petition will be approved is indicated in italics below each reason for repeat.***

1. Student received an A, B, C, P or CR and wants to improve grade.  
*No, unless reasons #3, 4 or 5 apply.*
2. Student received a D, F, NP or NC after repeating a class one time.  
*No, unless reason #6 applies.*
3. Course is mandated for training requirements as a condition of continued paid or volunteer employment.  
*Yes; student can repeat an unlimited number of times. Student must provide statement from employer mandating the course for training.*
4. Class content has changed substantially.  
*Yes, for students with standard (A, B, C, P, CR) and sub-standard (D, F, NP, NC) grades.*
5. Most recent course was completed more than five years ago.  
*Yes, for students with standard (A, B, C, P, CR) and sub-standard (D, F, NP, NC) grades.*

6. Extenuating Circumstances – accident, illness, evidence of caretaking responsibilities, job change, death in immediate family, or a documented disability.

*Yes, for students with substandard (D, F, NP, NC) grades. Documentation is required to support circumstances that specifically relate to the date of the course.*

7. Four (4) withdrawals have been processed for the same course.

*No, unless #6, extenuating circumstances, existed. Documentation is required to support the petition.*

Before attempting to file a petition, it is highly recommended that the student see a counselor (650-738-4317) and/or contact the Learning Center (650-738-4144) for tutorial assistance that may help with success in the course.

## PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

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

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

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

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

Students who wish to challenge a prerequisite or corequisite must complete a Petition to Challenge a Prerequisite form. Petitions are available from the Student Services Information Counter, Building 2; the Division Dean; the Dean of Counseling, Building 2, Student Services Center; or the Skyline College website at [www.SkylineCollege.edu](http://www.SkylineCollege.edu).

## SEQUENTIAL COURSES

To enroll in and receive credit for sequential courses, students must complete the courses in order – e.g., English 836 and Reading 836 must be completed before English 100. Also, a student may not enroll in or receive credit for a course taken after successful completion of an equivalent course – e.g., Spanish 111 cannot be taken after successful completion of Spanish 110.

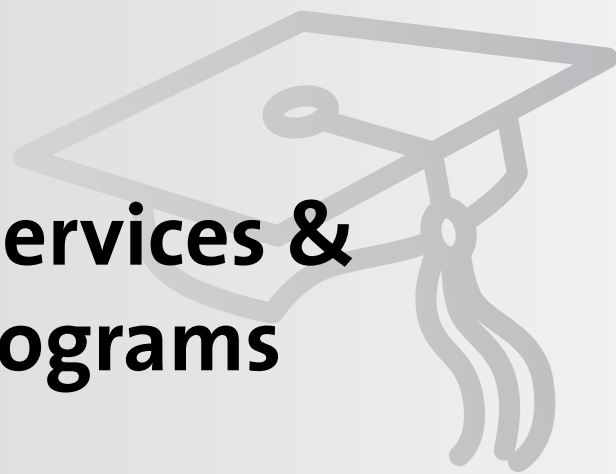
## POLICY AND PROCEDURES FOR PROVIDING ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Federal and state legislation requires that community colleges establish programmatic as well as physical access to their academic offerings. Students with verified disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction. The San Mateo County Community College District is responsible to make modifications to academic requirements and practices as necessary – without any fundamental alteration of academic standards, courses, educational programs or degrees – to ensure that it does not discriminate against qualified students with disabilities. Skyline College has developed a procedure for responding, in a timely manner, to accommodation requests involving academic adjustments. This procedure shall provide for an individualized review of each request. The procedure shall also permit the Section 504 Coordinator, or other designated District official with knowledge of accommodation requirements, to make an interim decision pending a final resolution. Further information about this policy may be obtained from the Disabled Students Program and Services Office, Building 2, Room 2350.

## ACADEMIC STANDARDS AND POLICIES REVIEW COMMITTEE

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

# Support Services & Special Programs



Student Records,  
Responsibilities & Rights

36–44

Programs and Services

45–58



# Student Records, Responsibilities and Rights

## PRIVACY RIGHTS OF STUDENTS

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

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

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

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

## STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In order to make Skyline College a safe and pleasant environment for students and employees, the College has established procedures in compliance with the Student Right-to-Know (SRTK) and Campus Security Act (Federal Public Law 101-542). Persons seeking information concerning Skyline College law enforcement procedures, crime prevention efforts, and crime statistics should contact the College Security Office, Building 6, Room 6106, (650) 738-4301, or view the information on the web at <http://www.smccd.edu/accounts/skypro/research4/security.html>.

The Act also requires institutions to make available the completion or graduation rate of certificate or degree-seeking full-time students. Persons seeking information concerning completion or graduation rates specified by the Act should contact the Public Information Office, Building 1, Room 1318, (650) 738-4324, or view the information on the web at <http://www.smccd.edu/accounts/skypro/research4/srtkrate.html>. Contact the Office of Admissions and Records, Building 2, Student Services Center, (650) 738-4251, for additional information.

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

## ACADEMIC INTEGRITY

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

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

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

### Cheating:

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

### Plagiarism:

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

- Submitting a paper purchased from a research or term paper service.

### Other specific examples of academic dishonesty:

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

### Consequences of Academic Dishonesty:

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

- Receive a failing grade on a test, paper, or examination.
- Have your course grade lowered, or possibly fail the course.

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

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

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

### Student Appeals:

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

## ATTENDANCE REGULATIONS

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

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

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

## STUDENT CODE OF CONDUCT

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

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of authority of, or persistent abuse of, college personnel.
2. Assault, battery or any threat of force or violence upon a student or college personnel.
3. Physical abuse or verbal abuse or any conduct, which threatens the health or safety of any person (either on campus or at any event sponsored or supervised by the College).
4. Theft or damage to property (including College property or the property of any person while he/she is on the College campus).
5. Interference with the normal operations of the College (i.e. obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities on College premises).
6. Unauthorized entry into, or use of, College facilities.
7. Forgery, alteration or misuse of College documents, records or identification.
8. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
9. Disorderly conduct or lewd, indecent or obscene conduct or expression on any College-owned or controlled property or at any College-sponsored or supervised function.
10. Extortion or breach of the peace on College property or at any College sponsored or supervised.
11. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs as defined in California statutes on College property or at any function sponsored by the College.
12. Possession or use of alcoholic beverages on College property or at any function sponsored or supervised by the College.
13. Illegal possession or use of firearms, explosives, dangerous chemicals or other weapons on College property or at College-sponsored activities.
14. Use of personal amplified a sound device that disturbs the privacy of an individual or an instructional program.
15. Failure to satisfy College financial obligations.
16. Failure to comply with directions of College officials, faculty, staff or campus security officers who are acting in performance of their duties.
17. Failure to identify oneself when on College property or at a College sponsored or supervised event, upon request of a College official acting in the performance of his/her duties.

18. Gambling.
19. Violation of other applicable federal and state statutes and District and College Rules and Regulations.
20. Sexual harassment or unlawful discrimination.
21. Smoking in classrooms or other unauthorized campus areas.
22. Violation of Skyline College Pet Policy.
23. Use of skateboards, scooters and/or inline skates on campus.

### Types of Disciplinary Action

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

**WARNING** – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.

**TEMPORARY EXCLUSION** – A faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if deemed necessary, for the day following. The professor shall immediately report such removal to the College President or his/her designee for appropriate action.

**CENSURE** – The Vice President of Student Services or designee may verbally reprimand a student or may place on record a written statement that details how a student's conduct violates a District or College regulation. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.

**CANCELLATION OF REGISTRATION** – The Vice President of Student Services or a designee may cancel a student's registration if education records, financial records or other related documents are falsified, or for failure to meet financial obligations to the District.

**DISCIPLINARY PROBATION** – The Vice President of Student Services or designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:

1. Removal from any or all College organizations or offices;
2. Denial of privileges of participating in any or all College or student sponsored activities.

**RESTITUTION** – The Vice President of Student Services or designee may require a student to reimburse the District for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages. Disciplinary action shall not of itself jeopardize a student's grades nor will the record of such action be maintained in the student's academic file. A student subject to disciplinary action has a right to appeal the decision in accordance with Rules and Regulations, Section 7.73.

### Suspension and Expulsion of Students

**SUSPENSION** – The termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student or College granted privileges.

**SUMMARY SUSPENSION** – Limited to that period of time necessary to insure that the school is protected from the immediate possibility of violence, disorder or threat to the safety of persons or property. Summary suspension is not necessarily considered a disciplinary action against the student.

**DISCIPLINARY SUSPENSION** – A temporary termination of student status and includes exclusion from classes, privileges or activities for a specified period of time as stipulated in the written notice of suspension.

The President of the College or his/her designee may suspend a student, as deemed appropriate, for any of the following time periods:

1. From one or more classes for a period of up to ten days.
2. From one or more classes for the remainder of the school semester or session.
3. From all classes and activities of the College, for one or more semesters or sessions.

In cases involving disciplinary suspension:

The student shall be informed of the nature of the violations and/or actions, which constitute the basis for the suspension.

1. The student shall have the opportunity to examine any materials upon which the charges are based.
2. The student shall be allowed to present his/her evidence refuting the charges to the President or his/her designee.
3. A letter explaining the terms and conditions of the suspension shall be sent to the student's address of record. The student's instructors and counselor shall be informed in writing of the suspension.

At the end of the period of suspension, the student must meet with the Vice President of Student Services before returning to classes.



A student under suspension at any District College may not enroll in any other District College during the period of suspension.

The President of the College shall report all suspensions of students to the Chancellor. If the suspended student is a minor, the parent or guardian shall be notified in writing by the President of the College or his/her designee.

**EXPULSION** – Expulsion of a student is a permanent termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board on recommendation of the College President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the President of the College.

1. The President of the College shall forward to the Chancellor-Superintendent a letter of recommendation for expulsion, which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
2. The Chancellor-Superintendent shall review the recommendation for expulsion with the Office of County Counsel.
3. The Chancellor-Superintendent, as Secretary for the Board, shall forward a letter to the student by certified mail advising him/her of the charges and of the intention of the Board to hold an executive session to consider his/her expulsion. Unless the student requests a public hearing in writing within at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in closed session.
4. The student is entitled to be present during presentation of the case and may be accompanied by a representative. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board. The students or his/her representative may cross examine and witness. The District bears the burden of proof.
5. The report of final action taken by the Board in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

## STUDENT GRIEVANCE AND APPEALS

Skyline College is committed to the ideal that all students should have recourse from unfair and improper action on the part of any member of the college community. If a student feels that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance or an appeal of the decision/action taken in response to a grievance within the framework of policy and procedures.

Skyline College complies with Federal regulations (Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1992) designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation, or disability. Complaints of sexual harassment, or discrimination should be directed to the Human Resources Department of the San Mateo County Community College District. For more information about procedures for filing these complaints, please visit the San Mateo County Community College District website at <http://www.smccd.edu/accounts/smccd/departments/humanresources/policies.shtml>.

Students filing grade grievances must be able to demonstrate mistake, fraud, bad faith or incompetence in the academic evaluation of their performance. In the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224). Grade dispute grievances must be filed within one year of issuance of the grade in dispute.

### College Procedure

The following procedures summarize the appropriate college channels to be utilized by students.

#### Informal Level:

Before initiating a formal grievance procedure, the student should attempt to resolve the dispute informally with the professor, administrator or staff member concerned. If the dispute is not resolved, the student may initiate a formal grievance in accordance with the procedure set forth below.

#### Formal Level:

**Level 1:** The initial grievance must be filed with the administrator responsible for the area in which the dispute arose. In presenting a grievance, the student must submit a formal grievance form. Forms are available in the office of the Vice President of Student Services and in the office of the Dean of Enrollment Services. The written description of the grievance should include the following information:

1. A statement describing the nature of the problem and the action which the student desires taken.

2. A description of the general and specific grounds on which the appeal is based.
3. A statement of the steps initiated by the student to resolve the problem by informal means, as prescribed above.
4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.

The administrator of the division shall review and investigate the grievance. If a faculty or staff member is involved, the administrator will apprise the individual of the alleged grievance. A written notice of the decision shall be provided to the student normally within ten (10) business days of receipt of the student's grievance. In the event that the grievance is not resolved to the student's satisfaction, he or she may appeal the decision or action and will be advised in writing of the process to do so.

**Level 2:** In the event that the grievance has not been resolved at the first level, a student may follow one of the next options:

#### **Grade Grievances**

1. Appeals must be in writing and should go directly to the Vice President of Instruction. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President of Instruction will render a decision within ten (10) business days after meeting with the student.

#### **Appeals involving college policies**

1. Appeals involving college policies should be in writing and submitted to the appropriate Vice President. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President will render a decision within ten (10) business days after meeting with the student.
2. Appeals involving college policies can also be brought before the Academic Policy Appeals Committee. The student can submit the request to the Hearing Officer, the Dean of Enrollment Services. The Hearing Officer will convene the Academic Policy Appeals Committee (comprised of faculty, staff and a student). The Hearing Officer will convene the Academic Policy Appeals Committee within five (5) business days of the request. A decision will be rendered within ten (10) business days after meeting with the Committee.
3. In disputes involving degree and certificate requirements, the Vice President of Student Services or Vice President of Instruction will consult with the Academic Senate President or designee.

**Level 3:** In the event the President of Skyline College is not involved in the second level, the student may appeal in writing to the President to review the appeal within five (5) business days after receipt of the decision or action. The President shall provide the student with a hearing if requested and shall review the appeal. A written notice of the President's decision shall be provided to the student within ten (10) business days of the review of the student's written appeal. In the event that the President's response is not satisfactory to the student, he or she may appeal the President's decision or action to the Chancellor of the District. At each level of appeal, the student shall be advised of his/her further rights of appeal.

#### **Timelines**

1. If the appropriate staff member fails to transmit notice of the decision to the student within the specified time period, the student will be allowed to request a review at the next level of appeal as set forth in the procedures.
2. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.
3. The designated time periods of this policy should be regarded as maximum limits and every effort should be made to expedite the process. Time limits may be extended by mutual agreement if circumstances indicate the desirability of such an extension.

## **TEMPORARY LEAVE OF ABSENCE**

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

## **HOLDS ON STUDENT RECORDS**

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

## **FINES**

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

## FIELD TRIP/EXCURSION GUIDELINES

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

## NON-DISTRICT SPONSORED TRANSPORTATION

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

## POLICY ON DRUG-FREE CAMPUS

Skyline College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District or College property or at any function sponsored by the District or Colleges.

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

The College Health Center will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various outside agencies for enrollment in a drug recovery program.

## POLICY ON 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 programs and services that educate 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 of sexual assault incidents on campus may contact the Student Health Center, the Security Department Office, or call the Security Dispatch at (650) 738-4199. Information may also be obtained on the Skyline College Security Department website at [www.skylinecollege.edu](http://www.skylinecollege.edu).

## 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 contract.

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

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

## POLICY ON SMOKING

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

Students, employees, and the general public are expected to adhere to the College's smoking policy. Violation of the policy could lead to disciplinary action. For a copy of Skyline College's Smoking Policy and Guidelines and a map of designated smoking areas, please contact the Health Center at (650) 738-4270.

## POLICY AND PROCEDURES FOR UNLAWFUL DISCRIMINATION COMPLAINTS

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

The policy of the District is also to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

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

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

The Officer designated by the District to receive and investigate staff and student complaints of unlawful discrimination is the Vice Chancellor, Human Resources and Employee Relations, at (650) 358-6767.

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

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 Educativas de 1972 (45 CRF 86), el Acta de Rehabilitación de 1973, Sección 504.104.7 and 104.8 y B (PL93-112), el Acta de Americanos Incapacitados de 1992, y el Acta de Discriminación por Edad (42 U.S.C.-6101). La Política de No Discriminación, así como el procedimiento para presentar quejas se encuentra en el documento titulado "Política sobre Discriminación y Acoso Sexual y Procedimiento para la Presentación de Quejas". Toda pregunta relacionada con estas normas deberá dirigirse a Harry Joel, Vice-Canciller de Recursos Humanos, quien es el oficial nombrado por el Distrito para recibir e investigar las quejas presentadas por parte de los alumnos de Skyline College. Su número de teléfono es: (650) 358-6767.

## 非歧視政策

聖馬刁縣社區學院教區的方針是提供一個無人因種族、出生國度、宗教、年齡、性別、膚色、世系、性愛傾向、或生理及智力殘障而受到非法歧視或遭到非法拒絕參與或受益於由加州教育署總長或加州社區學院總監董事會所掌管、撥款、或資助的任何項目或活動的教育及工作環境。

本教區規定在此學習和工作的環境中杜絕非禮示愛、性要求、以及其它由語言或肢體接觸或表白而導致的性騷擾。

任何教職工、學生、或代表學區的其他人士一旦觸犯本文規定或加州以及聯邦法律，即被視之為從事非法歧視，繼而受到懲戒，最高處分包括解雇、開除、或終結合同的處罰。

聖馬刁縣社區學院教區依法制定以上政策並履行以下法案：加利福尼亞政府法規第11135至11139.5部分的規定、教育法案中的男女平權法（教規，§ 66250 et seq.）、1964年頒布的民權法案第六項（42 U. S. C. § 2000d）、1972年通過的教育修正案中之第九條（20 U. S. C. § 1681）、1973年制定的復興法中的第504章（29 U. S. C. § 794）、1990年美國殘障人法案（42 U. S. C. § 12100），et seq.）、以及年齡歧視法案（42 U. S. C. § 6101）。

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

如上述聯邦法規能更廣泛地保障民權，那麼此一更大範圍的保障即按其經典規定適用於、且在相互沖突時取代第五條規定的59300部分。

## REVISIONS OF REGULATIONS OR POLICIES

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

# Programs and Services

## ATHLETICS

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

### VARSIITY

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

In order to be eligible a student must adhere to the California Community College Constitution and Bylaws and Coast Conference eligibility rules and regulations. Final decisions rest with the Coast Conference Commissioner or the California Community College Athletic Association (CCCAA). The following principles pertain to all matters of eligibility:

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

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

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

Questions regarding eligibility should be addressed to the Dean of Physical Education/Dance/Athletics, Building 3, Room 3130, or call (650) 738-4271. Eligibility questions may also be researched by visiting [www.coasports.org](http://www.coasports.org), [www.ncaa.org/wps/portal](http://www.ncaa.org/wps/portal), and [naia.cstv.com](http://naia.cstv.com).

## BOOKSTORE

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

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

**Checks:** First party bank imprinted checks with at least your name are accepted for purchases and may be cashed with presentation of a California Drivers License or California ID and your student ID card. All checks are limited to \$10 over the amount of purchases. A fee is assessed for returned checks. TWO PARTY OR COMPANY CHECKS ARE NOT ACCEPTED.

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

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

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

## CALWORKS

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

The CalWORKS office is located in Building 2, Room 2211. For more information about CalWORKS, call (650) 738-4480.

## CAMPUS HOUSING

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

## CAREER CENTER

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

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

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

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

## CENTER FOR ADVANCED LEARNING AND TECHNOLOGY (CALT)

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

## CENTER FOR INTERNATIONAL TRADE DEVELOPMENT (CITD)

The Center for International Trade Development (CITD) at Skyline College is a California Community College economic development initiative. The CITD contributes to the economic growth of the Bay Area by promoting international trade and by providing one-on-one consulting to small and mid-sized companies located in San Mateo, San Francisco and Marin counties. In doing so, the CITD helps manufacturing and technology-based industries compete successfully in the rapidly changing economy and global markets.

Contact the CITD at (650) 738-7098, [admin@bayareacitd.com](mailto:admin@bayareacitd.com), or [www.bayareacitd.com](http://www.bayareacitd.com).

## THE CENTER FOR WORKFORCE DEVELOPMENT/CORPORATE EDUCATION

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

The CWD is responsible for coordinating the delivery of contracted worksite or campus-based customized training and educational solutions using credit and not-for-credit courses, associated services, and programs requested by business, industry, governmental or community agencies.

The CWD can help identify opportunities for performance improvement and deliver training and non-training solutions. The CWD provides services when and where they are needed and wanted, during the workday or after hours, at the worksite or on the campus.

The CWD is located in Building 1, Room 1221. For more information, please contact the Center for Workforce Development at (650) 738-7035 or visit [www.SkylineCollege.edu/workforce](http://www.SkylineCollege.edu/workforce).

## CHILD CARE

The Skyline College Child Development Center is located in a portable unit across the street from the campus next to the Loma Chica School. The Center provides a comprehensive child development program as a service to assist students, staff and faculty who have young children ages 2-1/2 to 5 years. It is open from 7:30 am to 5:00 pm during the fall and spring semesters. One parent

must be enrolled at one of the SMCCCD colleges. The program is subsidized by the California Department of Education and fees are based on a sliding scale. For more information, call (650) 738-7070.

## COMMUNITY EDUCATION PROGRAMS

The Community Education department of the San Mateo County Community College District offers a wide variety of not-for-credit courses, workshops and fun activities designed for personal enrichment and professional development. Classes include: small business entrepreneurship, investing and personal finance, fitness and relaxation, arts and crafts, food and wine, languages, music, dance, test preparation, real estate, pet care, notary public workshop, and much more. New classes start each week. Classes are offered on campus as well as online. Call (650) 574-6149 to request a Community Education catalog, or visit <http://communityed.smccd.edu>.

In addition, Community Education offers a popular summer academic enrichment program, **College for Kids**, for youth entering the 5th through the 9th grades. The program combines the fun of summer camp with the educational benefits of a college setting. Children have an opportunity to participate in on-campus classes such as computers, art, math, science, language arts, and other topics of academic merit and interest to them. It promotes student success by providing students with the opportunity to explore new areas of interest and develop new skills and abilities. The program is held on the three campuses of Cañada College, College of San Mateo, and Skyline College and serves over 450 children. For more information, visit [www.smccd.edu/collegeforkids](http://www.smccd.edu/collegeforkids).

## CONTINUING EDUCATION HOURS FOR HEALTH PROFESSIONALS

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

Skyline College will issue a certificate to each licensee as verification that the established criteria for successful completion of these courses have been met. One unit of credit equals 15 CEU hours. Skyline College provider number is CEP 13325.

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

- Anthropology 110, 360
- American Sign Language 111, 112
- Business 101, 103, 123
- Career 665
- Computer Science 155
- Family & Consumer Sciences 212, 313



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

## COUNSELING CENTER

The Counseling Division is designed to assist students in all aspects of their development as students. The division's aim is to help students be successful at accomplishing their goals. Career and educational counseling are emphasized. A counselor can help a student establish both immediate and long range goals and provide information about courses and programs that transfer to four-year colleges and universities. Counselors assist students in developing an individual Student Educational Plan (SEP), which is their guide to achieving their goals. All students are required to have an SEP on file once they have completed 15 units at Skyline College. Assistance with students' personal and social concerns is also available.

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

## DISABLED STUDENTS PROGRAM

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

### Assistive Technology Program

The Assistive Technology (AT) Program gives students with disabilities access to computers using adaptive software and hardware. When students enroll in DSKL 825 – Assistive Computer Technology, they receive individualized training in the adaptive software that is unique to their learning and/or computer access needs. Students learn to use these tools while completing coursework from other classes in which they are enrolled. Students

with disabilities have access to the computers with adaptive hardware and software throughout the day and evenings at various locations on campus and in Building 2, Room 2309, during Assistive Technology Lab hours. The software available for students includes, but is not limited to, scan and read programs (e.g., Kurzweil 3000/1000), voice recognition (e.g., Dragon NaturallySpeaking), word prediction (e.g., WordQ), screen magnification (e.g., ZoomText), and a screen reader (e.g., JAWS).

As part of the Assistive Technology Program, students with learning or physical disabilities may request and receive their textbooks, tests and classroom materials in alternate format (e.g., electronic text, Braille or large print) from the Alternate Media Specialist. For more information, contact the Assistive Technology Program Office, Building 2, Room 2311, or call (650) 738-4497

### Differential Learning Skills Program

The Differential Learning Skills Program (DSKL) offers services to students with suspected and documented learning/learning-related disabilities. Services include, but are not limited to, evaluation and document review, assistance with accommodations, development of advocacy skills, review of learning styles and related study strategies. For further information, visit the Learning Skills Office, located on the third floor of the Student Services Center, Building 2, Room 2317, or call (650) 738-4125.

### Workability III Program

The Workability III (WAIll) Program assists persons with disabilities to obtain and retain competitive employment. WAIll is a cooperative program between Skyline College and the California Department of Rehabilitation (DOR). WAIll serves people with disabilities who are clients of DOR. For more information and program eligibility, contact the WAIll Program Office, located on the third floor of the Student Services Center, Building 2, Room 2321, or call (650) 738-4467.

Skyline College and the DSPS program are committed to providing services that will enhance the educational experience of the disabled student population. For a more detailed description of the Disabled Students Program, stop by the Disabled Students Program and Services Office, Building 2, Room 2350, or call (650) 738-4280.

## EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

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

EOPS offers a range of services such as counseling, one-on-one tutorial assistance, bilingual counseling in Spanish, transfer assistance, UC and CSU application fee waivers, a book service program, vocational grants, and calculator loan program. In addition, EOPS students who are single heads of households receiving AFDC/TANF or CalWORKs with a child under the age of 14 are eligible for the Cooperative Agencies Resources for Education (CARE) program. CARE provides additional services and support to students by way of child care, transportation assistance, grants, and special workshops specifically tailored to the needs of CARE students.

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

The EOPS office is located in Building 2, Room 2212. Hours of operation are 7:30 am to 5:30 pm. For additional information call (650) 738-4139, email [skyeops@smccd.edu](mailto:skyeops@smccd.edu), or visit the EOPS web page at [www.SkylineCollege.edu](http://www.SkylineCollege.edu).

## FINANCIAL AID

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

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

- Be a U.S. citizen or an eligible non-citizen (permanent resident, resident alien, refugee, asylee). NOTE: The Board of Governor's Waiver may have less restrictive residency requirements for non-U.S. citizens.
- Be enrolled or eligible for enrollment at Skyline College.
- Have completed the Skyline College matriculation process.
- Be enrolled in a degree or certificate program or an eligible transfer program. Certificate programs less than 16 units do not qualify for federal aid.
- Meet Financial Aid academic progress requirements; these requirements are not the same as the college academic progress requirements.

- Have financial need.
- Not be in default on a Federal student loan or owe a repayment of a federal grant.
- Have a high school diploma, a GED (General Equivalency Diploma), or state certificate of completion, or pass an assessment test to determine an ability to benefit from college coursework.
- Male students must be registered with Selective Service unless not required to register.
- Must not have been convicted of the possession or sale of drugs.

### Awards and Disbursement of Financial Aid

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

### Return of Federal Funds When a Student Withdraws:

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

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

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

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

# MAJOR FINANCIAL AID PROGRAMS

<b>GRANTS – Need-based financial aid that does not have to be repaid</b>				
<b>PROGRAM</b>	<b>WHO CAN APPLY</b>	<b>ANNUAL AWARDS UP TO...</b>	<b>FILING DEADLINE</b>	<b>FORMS REQUIRED</b>
Cal Grant B	Undergraduates	\$1,551	March 2 and Sept. 2	FAFSA, verified GPA
Cal Grant C	Technical and Career Education Students	\$576	March 2 and Sept. 2	FAFSA
Cal Grant A or B Transfer Entitlement	California Community College Students	Tuition at University on reserve until transfer	March 2 and Sept. 2	FAFSA, verified GPA
California Community College Board of Governors' Fee Waiver (BOGFW)	California Community College Students	Waives \$20 per unit registration fee Limits parking fee to \$20 per semester	Applications accepted throughout the year	FAFSA or Fee Waiver Application
Chaffee Grant	Current and Former Foster Youth	\$5,000	Go to <a href="http://www.csac.ca.gov">www.csac.ca.gov</a>	FAFSA and Application Form
Child Development Grant	Undergraduates	\$1,000-\$2,000	June 1	FAFSA and Application Form
Federal Pell Grant	Undergraduates	\$4,050	End of term or by end of school year	FAFSA
Federal Supplemental Grant	Undergraduates	\$800	May 2 priority	FAFSA
Federal Academic Competitiveness Grant	1st and 2nd Year Students	\$1,300	Contact the Financial Aid Office	FAFSA
Law Enforcement Personnel Dependents Grant	Surviving Spouses and Dependents of Firefighters and Law Enforcement Personnel	Same as Cal Grant awards	Applications accepted throughout the year	FAFSA and Application Form
Special Fee Waivers	Surviving Dependents of Law Enforcement Personnel or Firefighters	Waives \$20 per unit registration fee	Contact the Financial Aid Office	Contact the Financial Aid Office
<b>LOANS – Money borrowed for college costs that must be repaid, with interest</b>				
<b>PROGRAM</b>	<b>WHO CAN APPLY</b>	<b>ANNUAL AWARDS UP TO...</b>	<b>FILING DEADLINE</b>	<b>FORMS REQUIRED</b>
Federal Stafford Loan (subsidized and unsubsidized)	Undergraduate/ Graduate Students	\$3,500 – \$5,000	Contact the Financial Aid Office	FAFSA and Master Promissory Note
Additional Unsubsidized Federal Stafford Loan	Undergraduate/ Graduate Students	\$5,000	Contact the Financial Aid Office	FAFSA
Federal PLUS Loan	Parents of Dependent Undergraduate Students	Variable	Contact the Financial Aid Office	FAFSA, plus Loan Application and Promissory Note

<b>WORK STUDY – Money for college earned by student</b>				
<b>PROGRAM</b>	<b>WHO CAN APPLY</b>	<b>ANNUAL AWARDS UP TO...</b>	<b>FILING DEADLINE</b>	<b>FORMS REQUIRED</b>
Federal Work-Study Student Assistant	Undergraduate and Graduate Students	Up to \$8,000	Contact the Financial Aid Office	FAFSA
College-funded Student Assistant	Undergraduate and Graduate Students	Variable	Contact the Financial Aid Office	
<b>SPECIAL PROGRAMS – Funding that does not have to be repaid</b>				
<b>PROGRAM</b>	<b>WHO CAN APPLY</b>	<b>ANNUAL AWARDS UP TO...</b>	<b>FILING DEADLINE</b>	<b>FORMS REQUIRED</b>
Extended Opportunity Programs and Services (EOPS)	California Community College Students	\$900	Contact the EOPS Office	FAFSA or Fee Waiver Application
Cooperative Agencies Resources for Education (CARE)	California Community College Students	Variable	Contact the Financial Aid Office	Contact the Financial Aid Office
College Scholarships	Skyline College Students and Incoming High School Students	\$100-\$2,000	Contact the Financial Aid Office	Scholarship Application

## HEALTH SERVICES

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

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

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

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

## HONOR SOCIETY – PHI THETA KAPPA

Beta Theta Omicron is the Skyline College chapter of Phi Theta Kappa, the International Honor Society for two-year colleges. Beta Theta Omicron is a Distinguished Chapter – the highest status awarded to a chapter. Members of Phi Theta Kappa are eligible for the National Dean's List, the All-USA and All-California Academic teams, and a wealth of scholarships at four-year colleges and universities that are available only to Phi Theta Kappans.

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

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

## THE LEARNING CENTER (TLC)

The Learning Center (TLC) is a flexible learning environment providing academic support through individual or small group tutoring, short courses, workshops, computers and instructional media for students enrolled in Skyline courses. The goal of the Learning Center is to offer students opportunities to learn more effectively with greater confidence through individualized assistance and instructional approaches that engage diverse modes of learning and intelligence systems. The Center offers a comprehensive program of support for all levels of English, ESL, reading and math, and provides tutoring in a variety of academic subject areas.

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

**Basic Skills Lab:** Provides more hands-on, multi-intelligent approaches to gaining mastery of the basic building blocks underlying reading, writing and math through more intensive one-on-one tutoring and short courses. The lab offers four short courses on grammar, sentence structure, editing and understanding how to learn more effectively using one's unique blend of learning intelligences. Manipulatives and other innovative approaches are offered to teach math concepts in small groups and through workshops.

**Computer Lab:** PCs and Macs are available to students working on any academic assignments by enrolling in LSKL 820 – Computer-Based Independent Study. Computers can be used to conduct research, write papers, create presentations and reports, and access computer-assisted instruction in a variety of subjects through online support services such as Academic.com.

**ESL Lab:** Offers a quiet space for greater practice in pronunciation, speaking and listening through conversation groups, computer-based learning materials, and one-on-one tutoring to improve English language acquisition.

**The Math Assistance Program (MAP)** offers drop-in tutoring to help students improve their skills and confidence in math at any level from basic arithmetic to Calculus. The MAP also offers MATH 650 (Mathematics Supplement for TRIO Students) and MATH 650 AA (Mathematics Supplement). In addition, the MAP offers workshops taught by Skyline faculty on a variety of math-related topics.

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

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

**The Writing and Reading Lab (WRL)** offers students assistance with reading and writing assignments from any Skyline course. For students who want assistance on more than an occasional basis, the WRL offers three courses: English 650 (English Supplement for STAARS Students), English 655 (English as a Second Language Supplement), and LSKL 800 (Writing Assistance Lab). Students can enroll in these courses at any time up until two weeks before the end of the semester for extra help with reading and writing assignments. These courses offer tutoring in an open-entry, self-paced, variable unit format (0.5-3.0 units). The WRL also offers an array of self-paced materials to allow students to build their skill in reading and writing, and a series of reading and writing-related workshops taught by Skyline faculty.

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

## THE COLLEGE LIBRARY

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

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

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

The Library offers two courses: LSCI 100 – Introduction to Information Research and LSCI 110 – Digital Oral Research Project.

## 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 the current Class Schedule for specific Learning Community opportunities.

### ASTEP

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

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

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

The ASTEP program includes the Math Academy, an innovative approach to mathematics classes that offers in-class counseling and in-class tutoring to provide the support students need to succeed.

The program offers tours of local colleges and universities that allow students to develop personal experiences in understanding college and university campus life.

More detailed information about the ASTEP Program is available by contacting Murrell Green at (650) 738-4235, or by visiting the ASTEP webpage at [www.SkylineCollege.edu](http://www.SkylineCollege.edu).

### Honors Transfer Program

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

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

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

Eligibility criteria for the program are:

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

And at least one of the following:

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

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

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

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

For more information and an application form, contact Katharine Harer, HTP Coordinator, at (650) 738-4412, or email her at [harer@smccd.edu](mailto:harer@smccd.edu), or visit the Honors Transfer Program web page at [www.SkylineCollege.edu](http://www.SkylineCollege.edu), click on Honors at Skyline.

### Kababayan Program

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

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

The Kababayan Program consists of four core English courses which students need in order to earn their Associate Degrees or transfer to a four-year university: English 846, 100, 110, and 165. In addition, the Kababayan Program offers English 104 – Applied English Skills for Cultural Production, a unique year-long course for students to write, edit, produce, and perform an annual “Pilipino Cultural Night,” an evening of acting, singing and dancing that celebrates the Filipino and Filipino American experience. Other courses include Filipino, reading, literature, history, music and sociology.

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

### Puente

Founded in 1981, the Puente Program (Spanish for “bridge”) is a national-award-winning program that has improved the college-going rate of thousands of California’s educationally underrepresented students. The original program mission was to increase the number of Chicano/Latino students transferring to four-year colleges and universities. Today the program is open to all students. Through the reading of texts highlighting the Chicano/Latino experience, counseling assistance, and connections to professional mentors, students receive the instruction and support they need to achieve academic success and transfer. Students also participate in extracurricular activities such as college tours, mentor networking socials, art and literary events, and family nights to foster a sense of community within the program. Initiating its program in 1992, Skyline is one of 54 community colleges participating throughout California.

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

For more information, please contact Puente Program Coordinator in Counseling at (650) 738-4317, Building 2, Room 2225.

### Women In Transition (WIT)

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

## MEDIA SERVICES

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

## MESA

### (MATH, ENGINEERING & SCIENCE ACHIEVEMENT)

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

The MESA Center is located in Building 1, Room 1201. For more information contact Tiffany Reardon at (650) 738-4244.

## PARKING

Skyline College is committed to keeping the campus as accessible as possible to the community. The Security Office applies strict and fair application of all parking regulations.

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee. Motorcycles are excluded from this requirement if parked in designated motorcycle parking. Students enrolled exclusively in weekend or off-campus classes are exempt.

Parking options are as follows:

- \$40 for each semester (Fall or Spring)
- \$70 for a Two-Term Permit (Fall and Spring)
- \$20 for the Summer Session
- \$2 for one day parking permits available at coin operated parking permit dispensers (quarters only) in Parking Lots 4, 5, 8, 9, 11, and Pacific Heights. Refer to the campus map for permit dispenser locations.
- \$20 for one replacement per term for a lost or stolen permit
- Parking permits may be transferred from one vehicle to another.

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

Students may pay for parking permits at the time of WebSMART registration or in person at the Cashier's Office, Bldg. 2, Room 2225. Students who purchase a parking permit online at least two weeks before each term begins will receive the permit by mail with the current Registration Statement. After this established date, permits purchased online must be picked up at the College Security Office, Bldg. 6, Room 6106, or the Cashier's Office in the Student Services One Stop Center.

Day and evening students must park in student lots only. All other lots are reserved for staff at all times. Refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, students must obey all campus, local and state regulations.

At the beginning of Fall and Spring semester, ticketing is not enforced during the first two weeks (the first week during Summer session) in student parking lots only. The grace period does not apply to staff lots and other restricted areas. Parking spaces are available on a first-come, first-served basis; a parking permit is not a guarantee of a parking space.

Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk; however, any such incidents should be reported to the Campus Security Office, Bldg. 6, Room 6106, or (650) 738-4199.

An escort service to your car is available for evening students. Call the Security Office at (650) 738-4199 when this service is needed.

### Disabled Student Parking

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



## STUDENT ACTIVITIES

The Student Activities Office is an excellent resource center for students who have questions related to campus life at Skyline College or are interested in creating or participating in campus activities. Skyline student activities include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting student activities. The Student Activities Office also serves as the facilitator for the annual Student Recognition and Awards Ceremony and the Commencement Ceremony. For additional information, please call the Student Activities Office at (650) 738-4275.

**Vending and Space Room Reservations:** All student clubs and organizations, off-campus organizations, or vendors who want to facilitate a special event, hold a fundraising event on campus, sell their product, or hand out information about their group must make a space reservation at the Student Activities Office by calling (650) 738-4275. Additional information about event planning and space/room reservations is listed in the Time, Place and Manner Policy in the Student Handbook. Note: Facilities reservations must be made at least 15 business days in advance of the event.

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

## STUDENT CLUBS

In order to secure the most from college life, students are encouraged to participate in one or more of the many clubs organized within the Associated Students. These clubs offer many and diverse opportunities to students for both social and educational contacts. Each club elects officers and plans its own program for the semester. A list of student clubs may be found on the Student Government webpage at [www.smccd.edu/accounts/skyline/sgov.html](http://www.smccd.edu/accounts/skyline/sgov.html), in the current Class Schedule, and in the Student Handbook.

Students interested in learning about existing clubs or how new clubs may be formed are invited to speak with the Coordinator of Student Activities at (650) 738-4275 or the Vice President of the Associated Students at Skyline College at (650) 738-4327.

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

## STUDENT GOVERNMENT

### (ASSOCIATED STUDENTS OF SKYLINE COLLEGE)

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

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

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

1. To promote the general welfare of the students.
2. To assure equality of opportunity among the students.
3. To offer an experience in practice of democratic government.
4. To encourage student participation in the planning and direction of student activities and shared governance as permitted under the California Education Code and the policies of the Board of Trustees.

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

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

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

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

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

### How can I become a member?

The ASSC Governing Council is always looking for new members. If you are interested in political activism, increasing cultural awareness, and developing communication and leadership skills, please visit the Student Government webpage at [www.smccd.edu/accounts/skyline/sgov.html](http://www.smccd.edu/accounts/skyline/sgov.html), or 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 Bylaws are available to students in the Student Activities Office or online at [www.SkylineCollege.edu](http://www.SkylineCollege.edu) by clicking on Student Handbook. Students who would like additional information about Student Government may call (650) 738-4327 or stop by the Associated Students of Skyline College Office, Building 6, Room 6214.

## STUDENT PUBLICATIONS

The following publications are published for the student body:

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

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

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

## STUDENT SERVICES ONE STOP CENTER

Skyline's Student Services One Stop Center is located on the second floor of Building 2. The majority of student support services are located in the Center. Students wishing to obtain more information about available services should check in at the One Stop Information Desk or call (650) 738-4465. Staff are available day and evening hours. Campus tours can be arranged upon request.

## STUDY ABROAD PROGRAM

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

## TECH PREP

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

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

Tech Prep articulation agreements have been approved by local high schools, the San Mateo County Regional Occupational Program (ROP), Job Train, and Skyline College in the following areas: Accounting, Automotive Technology, Business, Computer Applications/Office Technology, Computer Science, Early Childhood Education, Electronics Technology, Healthcare, International Trade, and Telecommunications. Other approved articulation agreements exist at Cañada College and College of San Mateo.

Articulation agreements will be honored at any of the three colleges in the San Mateo County Community College District. Students who earn Tech Prep certificates for articulated high school or ROP courses receive the college credits after completing at least 6 units with a minimum of 2.0 GPA at one of the three colleges within the District. These units are posted to an individual's college transcript after the 6 units of course work has been successfully completed. The number of college units students may earn through these Tech Prep articulation agreements varies according to the specific career pathway.

Tech Prep units are not applicable for meeting such unit load requirements as those for financial aid, veterans' benefits, scholastic honors, or graduation residency requirements. For more information regarding Tech Prep, contact the Skyline College Tech Prep Coordinator at (650) 738-4248.

## TRANSFER CENTER

The Transfer Center is located in Building 2, Room 2227 and is co-located with the Career Center. The Transfer Center provides comprehensive transfer services, resources and activities that help students select and prepare for transfer to a wide variety of colleges and universities, including the California State University (CSU), University of California (UC), and Independent Colleges throughout California and out of state.

Transfer support services include the following:

- Transfer Counseling
- Transfer, Financial Aid and Application Workshops
- College/University tours and visits
- Appointments with representatives from CSU, UC and private colleges
- College Transfer Day
- Computer Access to a variety Transfer websites

The Transfer Center also coordinates a variety of guaranteed transfer programs for eligible students with selected colleges and universities including:

- UC Davis
- UCLA
- UC Santa Cruz
- UC Riverside
- UC Santa Barbara
- San Jose State University
- Cal State East Bay
- Mills College
- Notre Dame de Namur University
- Golden Gate University

Current and extensive transfer information and the Transfer Calendar of Activities are available online through the Transfer Center webpage: [www.smccd.net/accounts/skyline/sts/transferCenter/tc.html](http://www.smccd.net/accounts/skyline/sts/transferCenter/tc.html).

The Transfer Center also works closely with the various multicultural campus support services in activities that promote transfer for underrepresented students.

The Center is open both days and evenings. Stop by or call (650) 738-4232 for further information.

## TRIO/STAARS

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

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

## VETERANS AND VETERANS' DEPENDENTS

Skyline College is approved by the Veterans Administration to fund veterans for degrees and certificates. Students attending Skyline College under the veterans' programs should contact the Veterans' Affairs Assistant in the Office of Admissions and Records to initiate a claim for education benefits. Benefits received by each veteran will vary according to the following scale of units attempted:

- 12 units – full-time benefits
- 9 units – three-quarters benefits
- 6 units – one-half benefits

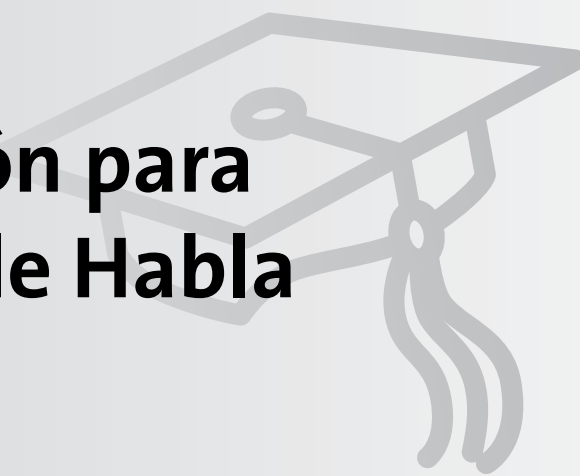
The State of California provides a program for children of veterans who are deceased or disabled from service-connected causes. Applications should be made to the California Department of Veterans Affairs, 875 Stevenson St., Suite 250, San Francisco, CA 94103, (415) 554-7100.

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

## LIMITATIONS ON PROGRAMS AND SERVICES

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

# Información para Personas de Habla Hispana



Información para Personas  
de Habla Hispana

60–73



# Información para Personas de Habla Hispana

## REQUISITOS DE ADMISIÓN

La admisión a Skyline College se rige de acuerdo a las leyes estatales y a las regulaciones suplementarias prescritas por la Junta Directiva.

Las siguientes personas cumplen los requisitos para inscribirse en Skyline College:

- Cualquier graduado de la escuela secundaria (High School), O BIEN
- Cualquier persona que tenga el certificado de habilidad y competencia a nivel secundario de California (California High School Proficiency Certificate), O BIEN
- Cualquier persona que tenga 18 años o más y se pueda beneficiar de la educación ofrecida, O BIEN
- Un estudiante de la escuela secundaria con la aprobación especial.

**Estudiante nuevo:** Nunca se ha inscrito en clases de Skyline College, College of San Mateo (CSM) o Cañada.

**Estudiante regular:** Inscrito durante cualquiera de los últimos tres períodos académicos en Skyline, CSM o Cañada.

**Ex estudiante:** Previamente inscrito en Skyline, CSM o Cañada pero no durante los últimos tres períodos académicos.

**Estudiante concurrente:** Estudiante de K-12 grado que cursa estudios simultáneamente en Skyline, CSM o Cañada.

## PROCEDIMIENTOS PARA LA ADMISIÓN

**Estudiantes nuevos:** Consultar la tabla *Cinco Pasos para Matricularse con Éxito (Five Steps to Successful Enrollment)* en la sección de Admisiones de este catálogo.

**Ex estudiantes:** Completar únicamente el Paso 1 de los *Cinco Pasos para Matricularse con Éxito* en la sección de Admisiones de este catálogo, a menos que se indique lo contrario.

Además de la Solicitud de Inscripción, deberá presentarse la siguiente información:

**Estudiantes concurrentes:** Presentar las firmas de uno de los padres y del director que certifiquen la aprobación de los cursos colegiales.

**Estudiantes con impedimentos:** Contactar la Oficina para los Estudiantes con Impedimentos al (650) 738-4280 para información sobre facilidades disponibles en el campus. Presentar una solicitud para recibir servicios. Véase "Programa para los Estudiantes con Impedimentos" en la sección de Programas y Servicios de este catálogo para más información.

**Estudiantes internacionales:** Presentar una Solicitud de Inscripción para Estudiantes Internacionales, una I-20, y otros documentos que se requieran. Véase la sección "Estudiantes Internacionales" en la sección de Admisiones de este catálogo.

**Estudiantes no residentes:** Los estudiantes que, antes del primer día de un período académico, no hayan sido residentes de California durante un año completo, deberán consultar la sección "Requisitos de Residencia para la Admisión" en la sección de Admisiones de este catálogo para obtener más información sobre los criterios de residencia y cambios en la condición de residentes.

**Estudiantes que se transfieren:** Presentar expedientes académicos oficiales de los colegios a los que asistió cuando se reúna con un consejero para determinar si ha cumplido los requisitos preliminares y/o completado los requisitos de graduación.

**Veteranos:** Entregar el formulario DD-214 a la Oficina de Admisión para recibir beneficios educacionales.

## ESTUDIANTES INTERNACIONALES

El objetivo del Programa de Estudiantes Internacionales es brindar oportunidades educativas a los estudiantes internacionales y fomentar el entendimiento internacional en el colegio y en la comunidad. Las siguientes regulaciones rigen la admisión de estudiantes con la Visa F-1 en Skyline College:

1. Las fechas límite para presentar la solicitud son: para el semestre de otoño, las solicitudes deberán presentarse antes del 30 de abril. Para el semestre de primavera, las solicitudes deberán presentarse antes del 8 de noviembre. **Las fechas límite están sujetas a cambios.**
2. Los estudiantes F-1 deben pagar la inscripción correspondiente a estudiantes internacionales y los cargos de inscripción y servicios de salud. El Horario de Clases de Skyline contiene una lista actualizada de los cargos obligatorios.
3. Los estudiantes con la Visa F-1 deben realizar un programa completo de estudios (un mínimo de 12 unidades cada semestre de otoño y primavera). De acuerdo a las regulaciones SEVIS, el incumplimiento de este requisito resultará en que el estudiante pierda su condición de estudiante internacional.
4. Los estudiantes con la Visa F-1 pueden inscribirse a un máximo de seis semestres.
5. Requisitos de admisión para estudiantes con la Visa F-1:
  - a. Los solicitantes deben completar la Solicitud para Estudiantes Internacionales disponible en la página de Internet de Skyline: **www.SkylineCollege.edu/international**, o pueden obtener una solicitud en la Oficina de Admisión y Archivos.
  - b. Demostrar dominio del inglés al obtener un puntaje mínimo de 480 en el examen TOEFL si se hace el examen en papel, 157 si se hace por computadora o 54 por Internet. Skyline College no ofrece una I-20 por estudios del inglés como segunda lengua.

- c. Los solicitantes tendrán que haber completado el equivalente de los estudios de una escuela secundaria de los Estados Unidos. El estudiante debe presentar expedientes académicos oficiales. Los documentos en lengua extranjera deberán ir acompañados de una traducción certificada en inglés.
  - d. Presentar pruebas de responsabilidad financiera. Se requiere una certificación de los padres, propia o de un patrocinador. Los estados de cuenta oficiales de un banco deberá traducirse al inglés y aparecer en moneda estadounidense.
  - e. Los solicitantes deberán presentar originales o copias certificadas de las calificaciones escolares de los cursos universitarios que hayan completado. Las calificaciones escolares deberán ir acompañadas de una traducción certificada en inglés.
  - f. Los solicitantes con la Visa F-1 que hayan asistido a otras escuelas o colegios en los Estados Unidos podrán ser admitidos siempre y cuando cumplan los requisitos de admisión de Skyline College y sus papeles estén en regla con los Servicios de Inmigración y Ciudadanía de los Estados Unidos.
6. Los estudiantes con la Visa F-1 deberán cumplir los mismos requisitos académicos y las mismas normas y reglamentos del colegio que el resto de estudiantes.
  7. Los estudiantes con la Visa F-1 deberán demostrar que poseen un seguro médico y de hospitalización válido o pueden comprar un plan de seguro médico ofrecido por una compañía privada a través del Distrito de Colegios de la Comunidad del Condado de San Mateo a un costo de US\$740.00 por año aproximadamente. **Las tarifas del seguro están sujetas a cambios.**
  8. Los estudiantes con la Visa F-1 deberán cumplir las regulaciones del Código Federal de los Estados Unidos (U.S. Federal Code), El Departamento de Seguridad Nacional (Department of Homeland Security, DHS) y los Servicios de Ciudadanía e Inmigración (Citizenship and Immigration Services, CIS) relativas a los estudiantes con la Visa F-1.

### Inscripción concurrente con la Visa F-1

Los estudiantes que estén inscritos a tiempo completo en otra institución en la cual obtuvieron una I-20 válida pueden inscribirse en Skyline College a medio tiempo. Estos estudiantes pueden inscribirse a un máximo de dos clases y a una combinación máxima de seis unidades. Los estudiantes F-1 deberán pagar todos los cargos pertinentes y, cada semestre, deberán presentar una carta de permiso de la institución de enseñanza a la que asisten a tiempo completo.

## ESTUDIANTES QUE SE TRANSFIEREN

Los expedientes académicos de los estudiantes que se transfieran a Skyline College de otra universidad acreditada serán evaluados cuando se reciban en la Oficina de Admisión y Archivos. Debe presentar para su evaluación un expediente académico oficial de cada universidad a la que haya asistido. Solo se dará crédito a cursos de "lower-division". La Política de Normas Académicas de Skyline College será aplicada en la evaluación (ver la sección de Normas Académicas de este Catálogo). Los créditos transferidos y aceptados se indicarán en el historial académico del estudiante.

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

## REQUISITOS DE RESIDENCIA PARA ADMISIÓN

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

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

1. Verificando su presencia física en California durante un año antes del inicio del semestre. La residencia es determinada por intención y acción. El período de un año empieza cuando una persona no solamente está presente en California sino que también ha demostrado clara intención de llegar a ser residente permanente de California.
2. El intento de hacer de California un lugar de residencia permanente puede verificarse por:
  - Vivir en California por dos años consecutivos
  - Teniendo propiedad de residencia o continuamente ocupar propiedad en California
  - Registrándose para votar y votar en California
  - Obteniendo una licencia de California para práctica profesional
  - Siendo miembro activo de un club social o de servicio

- Mostrando una dirección de domicilio en California en los documentos de impuestos estatales y federales
  - Teniendo un cónyuge, hijos u otros parientes cercanos que sean residentes de California
  - Pagando impuestos al estado de California como residente
  - Teniendo una licencia de conducir de California
  - Teniendo placas y registro de un vehículo motorizado en California.
  - Manteniendo California como su estado legal de residencia en el Permiso Pagado y en el formulario W-2 mientras está en las fuerzas armadas
  - Estableciendo y manteniendo activas cuentas bancarias en California
  - Entablando una petición de divorcio en California.
3. No estar envuelto en conducta inconsistente con la declaración de residencia de California. Algunos ejemplos de conducta inconsistente que invalidan la intención son:
- Mantener registro de voto en otro estado.
  - Asistir a una institución en otro estado como residente de este otro estado.
  - Declarar no ser residente de California para efectos de impuesto.
  - Renovar una licencia de conducir y/o registrando un vehículo en un otro estado durante el tiempo en que se afirma tener la residencia de California
  - Entablar una petición de divorcio en otro estado

#### **Reglas de Residencia – Menores de Edad Casados:**

Un estudiante casado con menos de 18 años de edad puede establecer residencia de la misma manera que un adulto.

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

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

1. El estudiante ha estado presente en California por más de un año antes del semestre de admisión y se ha sostenido independientemente por ese tiempo y presenta los requisitos de residencia.
2. El estudiante extranjero es un residente permanente, mayor de 18 años y ha residido en California como residente permanente por más de un año antes del semestre de admisión.
3. El estudiante extranjero es residente permanente menor de 18 años y ha residido con su(s) padre(s) quien(es) ha(n) sido residente(s) permanente(s) por más de un año antes del semestre de admisión.
4. El estudiante es empleado de tiempo completo de una escuela pública del distrito en una posición que requiere certificación.
5. El estudiante es aprendiz, como se define en la sección 3077 del código de trabajo, y que se inscribe solamente en clases de aprendiz o clases relacionadas.
6. El estudiante se gana la vida principalmente de un empleo de trabajo agrícola en California durante al menos dos meses por año en cada uno de los dos años anteriores al semestre de admisión.
7. El estudiante vivió con padre(s) quien(es) es(son) trabajador(es) rural(es) como se especifica en el inciso 6 arriba y lo declara como dependiente en los impuestos.
8. El estudiante menor de edad que ha estado bajo continuo cuidado y control de adulto(s) que no son sus padres, por más de dos años antes del semestre de admisión. El adulto tiene que haber sido residente de California durante el año más reciente.

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

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

## DETERMINACIÓN DE RESIDENCIA

El estudiante clasificado como no residente tendrá que pagar la cuota en el momento de la inscripción, en una cantidad establecida por la Junta Directiva. Los no inmigrantes impedidos por la Ley de Inmigración y Nacionalidad (Immigration and Nationality Act) de establecer residencia en los Estados Unidos incluyen, pero no se limitan a los que tienen visas tipo B-1, B-2, C, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2, P-3, P-4, Q, TN y TD y a sus dependientes. Un estudiante que no tenga una visa válida queda excluido de establecer residencia en California. Los no inmigrantes no están excluidos de establecer residencia solamente en base a su situación como extranjeros. Ellos pueden ser clasificados como residentes si satisfacen los requisitos de la ley estatal. La información sobre el precio de inscripción y reembolso puede ser encontrada en la sección "Política de Precios de Matrícula/Reembolso" de este catálogo.

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

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

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

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

## EXCEPCIÓN DE CUOTA DE INSCRIPCIÓN PARA EL ESTUDIANTE NO RESIDENTE

Los formularios para la excepción de pago de inscripción están disponibles en la Oficina de Admisión y Archivos para los estudiantes que deseen ser considerados para esta excepción bajo la Ley Estatal AB540.

1. Cualquier estudiante que no sea inmigrante bajo 8 U.S.C. 1101 (a) (15), debe estar exento de pagar la cuota de no residente en cualquier Community College del Distrito si todas las siguientes condiciones existen:
  - Cursó la escuela secundaria por tres años o más;
  - Se graduó de un High School de California o recibió equivalencia de tal graduación; y
  - Se inscribió o está inscrito en un curso ofrecido por cualquier community college en el distrito, en cualquier semestre a partir del primero de enero del 2002.
2. El estudiante que busca una excepción bajo la subdivisión (A) debe completar un cuestionario requerido por la oficina del Canciller del Estado y provisto por el distrito del Colegio, que verifique la elegibilidad para esta excepción de la cuota de no residente. Al estudiante se le puede requerir que provea documentación para la información provista por el cuestionario para verificar la elegibilidad para una excepción. Toda la información no pública del estudiante será confidencial y no será revelada a menos que lo requiera la ley.
3. Cualquier estudiante que no tenga la posición de inmigrante legalizado y que busque excepción de la cuota bajo la subdivisión (A) debe, en el cuestionario descrito en (B) afirmar que él/ella ya ha llenado una solicitud para legalizar su posición de inmigrante, o entregará una solicitud tan pronto como el/ella cumpla los requisitos para hacerlo.
4. El estudiante que busca este tipo de excepción de cuota tiene la responsabilidad de proveer evidencia según los requisitos de esta sección.
5. Nada en este estatuto cambia las Normas de elegibilidad de cualquier forma de ayuda financiera para el estudiante.
6. Nada en los estatutos autoriza el reembolso de inscripción a no residentes que pagaron antes del primero de enero de 2002.



## MATRICULACIÓN

La matriculación es el proceso diseñado para ayudar a los estudiantes a planificar, seleccionar y lograr sus metas académicas. Este proceso consiste en un acuerdo entre el colegio y el estudiante con el propósito de que se cumplan las metas académicas del estudiante mediante programas, normas y requisitos establecidos. Este acuerdo ratifica las responsabilidades tanto del estudiante como del colegio para que se cumplan estos objetivos. El principal objetivo de la matriculación es propiciar el éxito académico del estudiante.

Los estudiantes que hayan obtenido un Título de Asociado o un título más elevado y que estén tomando clases para su propio enriquecimiento personal o para capacitarse para un trabajo y estén asistiendo a un colegio distinto a Skyline que se considere su institución académica principal, están exentos de algunos o todos los componentes del proceso de matriculación. Todos los demás estudiantes deberán completar los siguientes componentes de la matriculación:

1. **Admisión:** Se recaba información de cada solicitante para indicarle los servicios más apropiados y para ayudarle en el proceso de matriculación. La solicitud puede llenarse por Internet en <https://websmart.smccd.edu>.
2. **Evaluación de capacitación y exámenes de ubicación:** Este proceso mide el conocimiento de inglés, inglés para personas de otra lengua (English for Speakers of Other Languages, ESOL), lectura, matemáticas y capacidad de aprendizaje y estudio. Los resultados de estos exámenes son uno de los criterios que se utilizan para guiar a los estudiantes y a sus consejeros al seleccionar los cursos y los servicios especializados de apoyo. El horario del Centro de Evaluaciones está disponible por Internet en [www.SkylineCollege.edu/testing](http://www.SkylineCollege.edu/testing).
3. **Orientación:** Ofrece una visión general de los servicios, programas, expectativas académicas y los reglamentos del colegio así como de la vida estudiantil. La orientación puede hacerse en talleres a los que asisten los estudiantes en persona o por Internet en [www.SkylineCollege.edu/orientation](http://www.SkylineCollege.edu/orientation). Para información sobre los talleres en persona, llamar al (650) 738-4317.
4. **Consejería y planificación educacional:** contamos con la presencia de consejeros profesionales al servicio de los estudiantes para ayudarles a decidir sus metas académicas, determinar cuáles son los cursos obligatorios y recomendar servicios de apoyo especializados. El consejero y el estudiante crean un Plan Educacional del Estudiante (Student Educational Plan, SEP) que sirve de guía para el programa de estudio de cada estudiante. Traiga las calificaciones escolares de la escuela secundaria o del colegio para que su consejero las pueda examinar. Las citas con un consejero se pueden concertar llamando al (650) 738-4317. También disponemos de servicios de consejería por Internet en [www.SkylineCollege.edu/counseling](http://www.SkylineCollege.edu/counseling).

5. **Seguimiento del estudiante:** durante todo el semestre se evalúa el progreso académico de cada estudiante. Los estudiantes que están en período de prueba académica o de progreso, los estudiantes que cursan clases de conocimientos básicos y los estudiantes que no tienen clara su meta educativa tienen a su disposición servicios especiales.

## LIMITACIONES EN EL NÚMERO DE UNIDADES

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

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

La condición de la inscripción se define de la siguiente manera: Tiempo completo=12+ unidades; tres Salas de tiempo = 9-11 unidades; medio tiempo = 6-8 unidades; y menos de medio-tiempo = 5-5.5 unidades.

## CAMBIOS EN LA INSCRIPCIÓN/RETIRO

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

## ASISTENCIA AL PRIMER DIA DE CLASE

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

## CUOTA DE LA COPIA DE LOS EXPEDIENTES ACADEMICOS

Los expedientes escolares oficiales que resumen el registro completo de clases que un estudiante ha tomado en Cañada College, College de San Mateo, y Skyline College se mandarán directamente a colegios, empleadores y otras agencias si los solicita el estudiante. Los expedientes académicos pueden solicitarse en persona o en WebSMART (<https://websmart.smccd.edu>). Las calificaciones escolares de secundaria y otras instituciones educativas no serán enviadas. No hay cobro por los dos primeros expedientes; hay un cargo de US\$5 por cada expediente académico adicional requerido. El Servicio Express, generalmente dentro de veinticuatro horas, puede obtenerse por \$10 adicionales por expediente. Si desea información adicional, contacte el Departamento de Expedientes Académicos en la Oficina de Admisiones y Archivos llamando al (650) 738-4254.

## GASTOS ADICIONALES

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

Algunos cursos requieren equipo especial o gastos de materiales por cuenta del estudiante:

1. CONTABILIDAD, ARTE, NEGOCIOS, APLICACION DE COMPUTADORAS Y TECNOLOGIA DE OFICINAS, CIENCIAS DE LA COMPUTACION, DESARROLLO DE HABILIDADES, MATEMATICAS – de US\$3 a US\$25 en gastos de material se requieren para ciertos cursos.
2. TECNOLOGIA AUTOMOTORA – Aproximadamente US \$1,000 para herramientas en el primer semestre y US\$900 más para el resto de los semestres.
3. COSMETOLOGIA – Aproximadamente US\$1,800 a lo largo de todo el programa para uniformes y equipo.  
Por favor, refiérase a la descripción de cursos en el Horario de Clases para información sobre gastos específicos.

## POLÍTICA DE REEMBOLSO DE LA CUOTA DE INSCRIPCION

1. Para un crédito o reembolso, un estudiante debe oficialmente retirarse de un curso dentro de los límites de tiempo establecidos. Revise en WebSMART el resumen de su horario de clases para fechas exactas.
2. Es responsabilidad del estudiante retirarse oficialmente dentro de los límites de tiempo establecidos para evitar penalidades en las calificaciones y en las obligaciones de pago. Un retiro iniciado por un profesor, puede no resultar en un reembolso.
3. El estudiante puede mantener un balance a su favor en su cuenta o solicitar un reembolso.
4. Los reembolsos no se hacen automáticamente. El estudiante debe contactar la Oficina del Cajero para solicitar un reembolso.
5. El balance permanece en la cuenta del estudiante por un máximo de cinco (5) años.
6. Los pagos hechos con cheque(s) personal(es) requieren 30 días para que el banco corrobore los fondos antes de que esos fondos puedan ser reembolsados.
7. Un pago no reembolsable de \$10 (además de \$50.00 por gastos de procesamiento para inscripción de no residente) se retendrá por el Skyline College si el reembolso es dado a un estudiante que se retira de todas las clases. Un cargo por procesamiento de reembolso puede ser cobrado solamente una vez por semestre o sesión de verano. Para los estudiantes que deben menos de \$10 y se retiran de todas las clases antes de la fecha límite, el cargo por procesamiento será igual al monto que se debe.
8. A los estudiantes que recibieron Ayuda Financiera y se retiran de las clases se les recomienda que se comuniquen con la Oficina de Ayuda Financiera en relación a la posibilidad de tener que reembolsar los fondos federales que recibieron antes de retirarse (650) 738-4236
9. Los pagos se acreditarán o reembolsarán si una acción del colegio (por ejemplo, la cancelación de una clase) no permite que el estudiante asista al curso.
10. Si se ha dado un permiso de estacionamiento, éste debe ser devuelto a la Oficina del Cajero para la fecha límite estipulada en el horario de clases que se imprime cada semestre, para que el crédito o reembolso del pago de estacionamiento sea procesado.
11. El pago por pertenecer al cuerpo de estudiantes (Student Body Fee) es completamente reembolsable antes del viernes de la cuarta semana de instrucción para los que duran un semestre (para fechas exactas refiérase al horario de clases que se imprime cada semestre); para cursos que comienzan tarde, la fecha límite para recuperar la cuota es el 30% del período de instrucción.

12. Cursos de Unidad Variable. No habrá reembolso o crédito de los gastos de inscripción o matrícula de estudiantes no residentes/internacionales a estudiantes inscritos en cursos de unidad variable que obtengan menos unidades o créditos que la cantidad de unidades originales en que se registraron. Las unidades adicionales que los estudiantes obtengan serán cobradas como si se hubieran registrado para tomarlas.
13. Las excepciones a la política de reembolso pueden ser autorizadas solicitándolas al Comité de Revisión de Normas Académicas y Políticas en casos de circunstancias únicas y extraordinarias más allá del control del estudiante.

## CALIFICACIONES Y PROMEDIO

Hay dos sistemas de calificación en Skyline College:

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

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

2. **Aprobar/Fallar:** Cada división del colegio puede designar cursos en los que un estudiante es evaluado únicamente en base a Aprobar/Fallar. Cursos con esta opción serán identificados en la sección de Anuncios de Cursos de este catálogo y usaran los siguientes símbolos evaluativos:

Símbolo	Definición	Promedio
P	Aprobar (al menos satisfactorio C o mejor)	0
NP	Fallar (menos que satisfactorio o reprobación)	0

3. **Opciones de Aprobar/Fallar:** Los estudiantes pueden elegir ser calificados con letra o "Aprobar/Fallar".

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

Los estudiantes que optan por "Aprobar/Fallar" deben seleccionar esta opción en la sección de inscripción de WebSMART dentro del primer 30% del semestre. Cambios no serán aceptados después de este período.

La utilización de cursos calificados con "Aprobar/Fallar" para satisfacer requisitos de carrera o de obtención de un certificado deben ser aprobados por el Decano de la División, en consulta con miembros apropiados del profesorado de la división. Un máximo de 12 unidades hacia el Título de Asociado o 6 unidades hacia la obtención de un certificado pueden ser aplicadas de cursos en los cuales el estudiante haya elegido la opción "Aprobar/Fallar".

Las facultades de cuatro años y universidades varían grandemente en el número de cursos que aceptan unidades de "Aprobar/Fallar". Los estudiantes deben consultar el catálogo del colegio al cual es posible que se transfieran en lo que se refiere a estas reglas antes de hacer su selección.

## Símbolos no Evaluativos

1. **I – Incompleto:** Usado en caso de trabajo académico incompleto por razones imprevisibles, de emergencia y razones justificables. Las condiciones para remover "Incompleto" deben ser fijadas por el profesor/a por escrito en archivo donde esté indicado el grado a ser asignado si el Incompleto fuera cambiado. El estudiante recibirá una copia de este "Incompleto", y una copia se archivará con el Decano de Servicios de Registro. La calificación final se asignará por el profesor cuando el trabajo estipulado haya sido completado y evaluado. Si el trabajo no se completa dentro del período estipulado, la calificación determinada previamente por el profesor será anotada en el archivo permanente por Admisión y Archivos.

El "Incompleto" debe completarse no más de un año después del final de la sesión en la cual fue asignado. Los procedimientos establecidos por el colegio deben ser utilizados para solicitar una extensión de tiempo en casos de circunstancias fuera de lo común. Los estudiantes que hayan recibido un "Incompleto", no se pueden inscribir en el mismo curso durante el período de tiempo en el cual el "Incompleto" esté vigente.

El "Incompleto" no será usado en el cálculo del promedio.

2. **IP – En Curso:** Usado en el registro permanente del estudiante para confirmar su inscripción y para indicar que la clase se extiende después de la sesión. Esto indica que el trabajo está "en curso" y que la unidad de crédito y calificación se otorgará cuando el curso se haya completado. El "IP" no será usado en el cálculo del promedio.
3. **RD – Reporte Atrasado:** Usado por Admisión y Archivos con el propósito de indicar que ha habido un retraso en el reporte de la calificación, que va más allá del control del estudiante. Debe ser reemplazado por un símbolo permanente lo más pronto posible. El "RD" no debe ser usado en el cálculo del promedio.
4. **W – Withdrawal (Ver Retiro de Clases)**

## PROMEDIO – (GPA)

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

El promedio de un estudiante para su título no incluirá las calificaciones obtenidas en cursos que no se aplican al título.

## HONORES ACADÉMICOS

Una lista del Decano de los estudiantes que han logrado honores académicos se publica al final de cada semestre. La lista contiene los nombres de estudiantes que han completado 12 unidades o más de cursos calificados con letras y durante el semestre siguiente en Cañada College, College de San Mateo y Skyline College obtuvieron un promedio de 3.3 o más cursando un mínimo de seis unidades.

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

Promedio	Reconocimiento
3.3	Honores
3.5	Altos Honores
4.0	Los Más Altos Honores

## REPORTES DE CALIFICACIONES FINALES

Cada estudiante es responsable de su propio progreso académico. Los reportes de calificaciones finales no son enviados a los estudiantes pero están disponibles en WebSMART. **Se requieren todos los pagos para tener acceso a las notas.** La disponibilidad de las calificaciones finales para semestres específicos está publicada en el actual Horario de Clases. Las calificaciones finales están disponibles en

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

Vaya a “WebSMART”

## POLÍTICA DE NORMAS ACADÉMICAS

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

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

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

Los requisitos de elegibilidad para programas especiales de apoyo financiero, atletismo y Beneficios Educativos para Veteranos (ver “Veteranos y sus Dependientes” en el Catálogo) pueden ser diferentes. Los estudiantes deben consultar con la oficina específica para requisitos de elegibilidad en los programas que les incumban.

## PERÍODO DE PRUEBA ACADÉMICA

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

1. Basado en un promedio bajo: Un estudiante que ha intentado tomar al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica cuando ha acumulado un promedio menor a 2.0 (C).
2. Basado en la falta de progreso satisfactorio: Un estudiante que se ha inscrito en un total de al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica cuando el porcentaje de todas las unidades registradas como W, I, NP y NC alcanzan o exceden el 50%. (Ver el Calendario para la fecha límite de retirarse).

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

Un estudiante en período de prueba, puede pedir al Comité de Normas Académicas y Revisión de Políticas, en conformidad con los procedimientos del Colegio, ser eliminado del período de prueba, si su condición fue el resultado de circunstancias no usuales más allá del control del estudiante.

## ELIMINACIÓN DEL PERÍODO DE PRUEBA

A un estudiante en período de prueba académica en base a su promedio, sale del período de prueba cuando su puntaje acumulativo es de 2.0 (C) o más alto.

Un estudiante en período de prueba académica en base al fracaso de mantener un progreso satisfactorio, sale del período de prueba cuando el porcentaje de unidades completadas es del 50% o más.

## EXPULSIÓN

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

1. El promedio acumulativo del estudiante es menor de 1.75 en todas las unidades.
2. El total de unidades acumuladas en las cuales el estudiante se ha inscrito, cuyas calificaciones registradas de W, I, NP y NC alcanzan o exceden el 50 %.

Normalmente, un estudiante expulsado debe permanecer fuera de las clases de día o de noche por un semestre antes de pedirle al Comité de Normas Académicas y Revisión de Políticas ser reintegrado.

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

## POLÍTICA DE REANUDACIÓN ACADÉMICA

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

1. Debe haber transcurrido como mínimo un año desde que se completó el curso que va a ser mitigado.
2. Un estudiante que busca mitigación debe haber completado:

Unidades	Promedio
9	3.5
15	3.0
21	2.5
24	2.0

desde que el curso que será mitigado fue completado.

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

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

Cuando un curso académico es mitigado de ser calculado en el promedio, las calificaciones académicas permanentes del estudiante serán anotados de manera que se asegure que todas las notas son legibles para así proveer un historial académico real y completo. Aunque el curso haya sido mitigado de cálculo para el promedio, los cursos y las calificaciones reales permanecerán en las calificaciones finales.

## REPETICIÓN DE CURSOS

NO es necesario presentar una petición para repetir un curso si un estudiante ha obtenido una sola calificación menor al promedio (D, F, NP, NC). El estudiante puede inscribirse en WebSMART a menos que haya sido expulsado.

Se deberá presentar un Petición de Normas y Políticas por las razones que se describen a continuación al Decano de Servicios de Inscripción en la Oficina de Admisión y Archivos. Si se acepta la petición, el estudiante deberá presentar la petición firmada a la Oficina de Admisión y Archivos e inscribirse en persona. Si la petición no se deniega antes del primer día de clases, los estudiantes deberán seguir los procedimientos de inscripción tardía (es decir, deberán obtener un código de autorización de parte del instructor o un Formulario de Inscripción Incompleta) para poder inscribirse.

### Razones Para Repetir

***Debajo de cada razón para repetir, se indica en cursiva si la petición se aprobará o no.***

1. El estudiante recibió una A, B, C, P o CR y quiere mejorar su calificación.  
*No, a menos que las razones #3, 4 o 5 sean pertinentes.*
2. El estudiante recibió una D, F, NP o NC después de repetir una clase una vez.  
*No, a menos que la razón #6 sea pertinente.*
3. El curso es obligatorio como parte de una capacitación y como condición de un trabajo pagado o voluntario.  
*Sí: el estudiante puede repetir el curso las veces que quiera. El estudiante debe presentar un documento de su empleador indicando que el curso es parte obligatoria de la capacitación.*
4. El contenido de la clase ha cambiado sustancialmente.  
*Sí, para los estudiantes con calificaciones estándar (A, B, C, P, CR) y bajas (D, F, NP, NC).*
5. El curso más reciente fue hace más de cinco años.  
*Sí, para los estudiantes con calificaciones estándar (A, B, C, P, CR) y bajas (D, F, NP, NC).*

6. Circunstancias atenuantes: accidente, enfermedad, prueba de que se está cuidando a otra persona, cambio de trabajo, fallecimiento de un familiar cercano, incapacidad documentada.

*Sí, para los estudiantes con calificaciones bajas (D, F, NP, NC). Deberán presentarse documentos que prueben las circunstancias atenuantes relacionadas específicamente con las fechas del curso.*

Antes de tratar de presentar una petición, es muy recomendable que el estudiante visite a un consejero (650-738-4317) y/o llame al Centro de Estudios (650-738-4144) para recibir tutoría que pueda ayudarle a completar con éxito la clase.

## REGLAMENTOS DE ASISTENCIA

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

**Es la responsabilidad del estudiante retirarse de una clase cuando ha acumulado un número excesivo de ausencias.** Una ausencia significa no asistir a clase por cualquier motivo. Es la prerrogativa del profesor determinar cuando las ausencias son excesivas. Una pauta que muchos profesores utilizan para determinar cuando las ausencias se consideran excesivas, es cuando el estudiante ha faltado el doble de número de horas de clase por semana, o un valor prorrateado designado para los cursos más cortos que un semestre, o con programas prácticos intensivos. Esto es estrictamente una pauta y será diferente según el profesor y dependiendo del tema de la materia del curso o laboratorio. El profesor solamente expulsará al estudiante del curso si las ausencias, en su opinión, han puesto el éxito del estudiante en peligro.

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

## AUSENCIA TEMPORAL

Los estudiantes que estarán ausentes por más de una semana deberían notificar a sus profesores y hacer las gestiones necesarias para completar las tareas asignadas.

## NORMAS SOBRE ACOSO SEXUAL

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

Los estudiantes o el personal que deseen más información en relación a esta política o para presentar una queja respecto de supuestas violaciones a esta política deberían comunicarse con el Vice Presidente de Asuntos Estudiantiles, Edificio 1, Sala 1315, (650) 738-4333.

Además de, y al mismo tiempo que, registre el agravio por escrito, un estudiante tiene derecho a registrar dicho agravio o cargos con otra agencia del gobierno apropiada tales como la Comisión de Oportunidades de Igual Empleo, la Oficina de Derechos Civiles, el Departamento de Empleo Justo y Vivienda, la Oficina del Rector de los Community Colleges de California, el Estado o la Corte Federal.

## PROGRAMA PARA ESTUDIANTES CON IMPEDIMENTOS

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

## Programa de Tecnología de Asistencia

El Programa de Tecnología de Asistencia (Assistive Technology Program, TAP) les brinda a los estudiantes con impedimentos el acceso a computadoras gracias al uso de software y hardware adaptado. Cuando los estudiantes se matriculan a DSKL 825 – Tecnología Computacional de Asistencia, reciben capacitación individualizada en el uso de software adaptado a sus necesidades de aprendizaje y/o de acceso a las computadoras. Los estudiantes aprenden a utilizar herramientas al mismo tiempo que hacen las tareas de las otras clases en las que están inscritos. Los estudiantes con impedimentos pueden acceder a las computadoras con software y hardware adaptado durante el día y la tarde en varios puntos del colegio y en el Edificio 2, Sala 2309 durante las horas del Laboratorio de Tecnología de Asistencia. El software a la disposición de los estudiantes incluye, entre otros, programas de scanner y lectura (por ejemplo, Kurzweil 3000/1000), reconocimiento de voz (por ejemplo, Dragon NaturallySpeaking), predicción de palabras (por ejemplo WordQ), ampliación de la pantalla (por ejemplo, ZoomText) y un lector de pantalla (por ejemplo, JAWS).

Como parte del Programa de Tecnología de Asistencia, los estudiantes con impedimentos de aprendizaje o físicos pueden solicitar y recibir sus libros de texto y materiales de clase en formatos alternativos (por ejemplo, texto electrónico, Braille o letra grande) de parte del Especialista en Medios de Comunicación Alternativos. Si desea más información, póngase en contacto con la Oficina del Programa de Tecnología de Asistencia, Edificio 2, Sala 2311, o llame al (650) 738-4497.

## Programa de Aprendizaje de Habilidades Diferenciales

El Programa de Aprendizaje de Habilidades Diferenciales (DSKL) ofrece servicios a estudiantes que se sospecha pueden tener algún impedimento/ o sufran un impedimento documentado de aprendizaje. Los servicios incluyen, pero no están limitados a, revisión y evaluación de la documentación, asistencia con vivienda, desarrollo de la capacidad de abogar, revisión de los estilos de aprendizaje y las estrategias de estudio relacionadas y servicios de tutoría. Para mayor información, visite la Oficina de Aprendizaje de Habilidades, localizada en el Centro de Recursos de Aprendizaje, Edificio 2, Sala 2317, o llame al (650) 738-4125.

## Programa sobre Capacidad para Trabajar III (WAIll)

La misión del Programa de Capacidad para Trabajar III es ayudar a personas con impedimentos a obtener y retener empleo competitivo. WAIll representa un programa de cooperación entre Skyline College y el Departamento de Rehabilitación de California (DOR). WAIll provee servicios a las personas con impedimentos que son clientes de DOR. Para más información y elegibilidad para el programa, comuníquese con la oficina del programa WAIll en el Centro

de Servicios para Estudiantes, Edificio 2, Sala 2321, o llame al (650) 738-4467.

Skyline College y estos programas tienen el compromiso de proveer servicios que realcen la experiencia educativa de la población de estudiantes con impedimentos. Para una descripción más detallada de Programa para Estudiantes con Impedimentos, visite la Oficina de Programas y Servicios, Edificio 2, tercer piso, Sala 2350, llame al (650) 738-4280 o por correo electrónico [vansciver@smccd.edu](mailto:vansciver@smccd.edu).

## PROGRAMAS Y SERVICIOS DE ASISTENCIA ESPECIALES (EOPS)

El Programa de Amplia Oportunidad y Servicios (EOPS) está diseñado para aumentar el acceso, la retención y finalización de los objetivos educativos de los estudiantes de bajos ingresos y en desventaja educativa. Los estudiantes de EOPS tienen la posibilidad de tener éxito a nivel universitario, pero que por alguna barrera económica y/o educativa no han desarrollado su potencial al máximo.

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

EOPS tiene el compromiso de ayudar a los estudiantes a tener acceso a los recursos necesarios para tener éxito en los estudios y trabaja en cooperación con otros programas y servicios que hay en la institución cuyos objetivos acrecentan el logro escolar y la excelencia académica. EOPS además patrocina actividades y talleres que proveen enriquecimiento cultural y promueven el crecimiento personal.

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

## AYUDA FINANCIERA

Skyline College está dedicado al concepto de que a ningún individuo se le debería negar una educación solamente por razones financieras. El propósito de la ayuda financiera es de proveer acceso y recursos a esos estudiantes que necesitan asistencia financiera para cumplir con los costos básicos de asistir al colegio. Se estimula a todos los estudiantes que haga solicitud de admisión el que también solicite ayuda financiera.

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

- Ser ciudadano norteamericano o un no ciudadano que sea residente permanente, residente extranjero, refugiado o asilado. NOTA: El “Waiver” de la Junta de Gobierno puede exigir requisitos menos restrictivos de residencia para ciudadanos no-norteamericanos.
- Estar inscrito o llenar los requisitos para inscribirse en Skyline College
- Haber completado el proceso de matriculación de Skyline College.
- Estar inscrito en una carrera o un programa de certificado o un programa aceptable para ser transferido. Los programas cortos de certificado podrían no calificar para ayuda federal.
- Reunir los requisitos de Ayuda Financiera y progreso académico; estos requisitos no son los mismos que los del progreso académico del colegio.
- Tener necesidad financiera.
- No estar en deuda con el préstamo Federal para estudiantes o deber el reembolso una subvención federal.
- Tener un diploma de Secundaria, un GED (General Equivalency Diploma o Diploma de Equivalencia General), o un certificado de haber terminado, o pasar un examen de evaluación para determinar la capacidad de beneficiarse.
- Los estudiantes masculinos se deben registrar con Servicio Selectivo a menos que no se les requiera registrarse.
- No debe haber sido convicto de posesión o venta de drogas.

### **Para Solicitar Ayuda Financiera:**

La mayoría de los recursos mencionados requieren que un estudiante complete y presente la Solicitud Gratis de Ayuda Federal para Estudiantes (FAFSA), ya sea llenando la solicitud en un formulario o la solicitud electrónica disponible en [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Algunos formularios adicionales del colegio deben completarse para proveer información requerida antes de que la ayuda financiera sea concedida. Las solicitudes pueden ser presentadas en cualquier momento durante el año académico. Las fechas para solicitar únicamente los programas de Subvenciones de California son el dos de marzo o el dos de septiembre (para estudiantes de los community colleges solamente) antes del siguiente año académico. Las solicitudes de Becas no requieren que se complete el FAFSA. Los formularios para solicitar Becas a Skyline College se distribuyen en la primavera de

cada año. La fecha límite para las solicitudes es generalmente a finales de Febrero. Los estudiantes deben revisar regularmente el tablero de anuncios localizado en el exterior de la Oficina de Ayuda Financiera para anuncios sobre becas.

### **Premios y Desembolso de Ayuda Financiera:**

Cuando se completa un archivo de ayuda financiera, el archivo será revisado dentro de tres semanas a partir del recibo de todos los documentos requeridos. Los estudiantes serán notificados de su elegibilidad para ayuda financiera y la cantidad de fondos que estarán disponibles en una carta enviada por la Oficina de Ayuda Financiera. Todos los fondos se entregan a estudiantes inscritos a tiempo completo. La cantidad se ajusta en el caso de estudiantes inscritos a medio tiempo. A los estudiantes que continúan, se les enviará el cheque por correo, aproximadamente una semana antes del comienzo de clases o dos semanas después de ser notificados que recibirán la ayuda durante el semestre. Los estudiantes que busquen y obtengan empleo en el colegio deben trabajar para ganar los fondos provistos y serán pagados mensualmente. Los estudiantes que deseen un préstamo deben completar papeles adicionales para solicitar el préstamo.

### **Reembolso de Fondos Federales cuando el Estudiante se Retira:**

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

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

Se les cobrará a los estudiantes por cualquier financiamiento que se requiera sea reembolsado. Los fondos deben pagarse inmediatamente o el estudiante puede ser reportado al Departamento de Educación de los Estados Unidos por un sobrepago de la subvención.

Para más información sobre todos los programas y recursos a la disposición de los estudiantes, consulte la Guía de Ayuda Financiera del Estudiante (Student Financial Aid Handbook) en [www.SkylineCollege.edu](http://www.SkylineCollege.edu) en la sección Ayuda Financiera (Financial Aid) o visite la Oficina de Ayuda Financiera en el Edificio 2, Centro de Servicios Estudiantiles o llame al (650) 738-4236.



## VETERANOS Y DEPENDIENTES DE VETERANOS

Skyline College está aprobado por la Administración de Veteranos y reúne los requisitos para recibir estudiantes que deseen obtener títulos y certificados. Los estudiantes interesados en asistir a Skyline bajo el programa de veteranos deben contactar al Asistente de Asuntos de los Veteranos en la Oficina de Admisiones y Archivos para iniciar un reclamo de beneficios educativos. Los beneficios recibidos por cada veterano variarán de acuerdo a la siguiente escala de unidades tomadas:

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

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

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

## CENTRO DE ENSEÑANZA (TLC)

El Centro de Enseñanza (TLC) es un lugar flexible de estudio que ofrece apoyo académico a través de tutoría individual o en grupos pequeños, cursos breves, talleres, computadoras y medios de comunicación educativos para los estudiantes inscritos en cursos de Skyline. El objetivo del Centro de Enseñanza es brindarles a los estudiantes la oportunidad de aprender de una manera más eficaz y con más confianza gracias a una instrucción individualizada y estilos de enseñanza que integran varias maneras de aprender y sistemas de inteligencia. El Centro ofrece un amplio programa de apoyo en todos los niveles de inglés, ESL, lectura, matemáticas y ofrece tutoría en una gran variedad de asignaturas. Los estudiantes pueden cumplir los requisitos de Horas Acordadas en lectura, escritura, discurso, ESOL o matemáticas mediante el uso de los servicios del Centro de Enseñanza.

El centro se encuentra en el primer piso del Edificio 5 y contiene los siguientes laboratorios:

**Laboratorio de Habilidades Básicas:** ofrece instrucción más práctica y multinteligente para lograr el dominio de los conocimientos básicos en lectura, escritura y matemáticas gracias a la tutoría intensiva individual y a cursos breves. El laboratorio ofrece cuatro cursos breves de gramática, sintaxis, edición y cómo aprender a utilizar más eficazmente la mezcla de inteligencias únicas que poseemos. Se ofrecen materiales manipulables y otros estilos innovadores para enseñar conceptos matemáticos en grupos pequeños o en talleres.

**Laboratorio de Computadoras:** Los estudiantes tienen a su disposición Computadoras Personales o Macs para trabajar en cualquier tarea académica al matricularse en LSKL 820 (Computer-Based Independent Study). Las computadoras pueden utilizarse para realizar trabajo de investigación, escribir ensayos, crear presentaciones y reportes y acceder a instrucción computarizada sobre una amplia gama de temas a través de servicios de apoyo por Internet como por ejemplo, Academic.com.

**Laboratorio ESL:** Ofrece un lugar tranquilo en el que se puede practicar mejorar la pronunciación, el habla y la audición a través de grupos de conversación, materiales de aprendizaje computarizados y tutoría individual para mejorar el aprendizaje de inglés.

**El Programa de Asistencia en Matemáticas (MAP)** ofrece tutoría informal para ayudar a los estudiantes a mejorar sus habilidades y la seguridad en sí mismos ante las matemáticas a cualquier nivel, desde aritmética básica hasta Cálculo. El MAP además ofrece Matemáticas 650 (Suplemento de Matemáticas para estudiantes de TRIO); Además, el MAP ofrece talleres que dirigen los profesores del Skyline sobre una variedad de tópicos relacionados con matemáticas.

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

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

**El Laboratorio de Composición y Lectura (WRL)** ofrece a los estudiantes asistencia en tareas de lectura y composición para cualquier curso de Skyline. Para los estudiantes que requieren más que las visitas ocasionales, el WRL ofrece tres cursos: Inglés 650 (Suplemento de inglés para Estudiantes de STAARS), Inglés 665 (Suplemento de inglés Como Segunda Lengua) Inglés LSKL 800 (Composición Asistida por el Computador). Los estudiantes se pueden inscribir en esos cursos en cualquier momento hasta dos semanas antes del final del semestre para ayuda extra con tareas de lectura y escritura. Estos cursos ofrecen tutoría en un formato de entrada libre, autoregulada, de unidad variable (0.5-3.0 unidades). El WRL además ofrece tutoría, una variedad de materiales autoregulados para permitir al estudiante reforzar sus habilidades en la lectura y la composición, y una serie de talleres de lectura y composición, dirigidos por profesores de Skyline.

## PUENTE

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

Los cursos del Programa Puente comienzan en el semestre de otoño y continúan en el Semestre de Primavera. Se recomienda insistentemente a los estudiantes de Puente que en el otoño se matriculen simultáneamente en Inglés 846 AP (Conexiones entre Lectura y Composición) y Carrera 650 AP (Seminario de Puente), ya que su contenido está relacionado. En la primavera, los estudiantes continuarán con Inglés 100 AP (Composición)

Para más información, por favor comuníquese con la Coordinadora del Programa Puente in en la Oficina de Consejeros al (650) 738-4317, Edificio 2, Sala 2225.

## LA MUJER EN TRANSICIÓN (WIT)

El Programa para la Mujer en Transición (WIT) está designado para ayudar a la mujer a hacer la transición al ambiente académico. Ya sea usted es una estudiante que regresa con unos cuantos cursos aprobados, una estudiante de primera generación, o esté intentando ser autosuficiente y aprender nuevas habilidades, el Programa WIT le puede ayudar. Nuestro objetivo es estimular a las mujeres a expandir sus horizontes y alcanzar sus objetivos intelectuales, profesionales y personales. Es nuestra filosofía que lo primordial para el éxito de la estudiante, es un apoyo académico global y un sistema de ayuda social que se extienda desde la pre-orientación hasta la graduación. Para ello, el Programa WIT combina los rigores de un programa académico con una red de apoyo integrada que ayuda a las mujeres a tener persistencia y triunfar. Esto incluye tutoría para la pre-matriculación, cursos para planear la carrera y la vida, el seminario sobre la Mujer en Transición, y cursos esenciales WIT en inglés y matemáticas, además de información sobre cursos transferibles y colocación en trabajos. Para más información, comuníquese con Lori Slicton, la Coordinadora de WIT al (650) 738-4157 o por correo electrónico a [slicton@smccd.edu](mailto:slicton@smccd.edu). Visite la página de Internet de nuestro programa en: [www.smccd.edu/accounts/skyline/ss-ca/wit/witwel.html](http://www.smccd.edu/accounts/skyline/ss-ca/wit/witwel.html).





# Degrees & Certificates

**Associate Degree  
Requirements** 76–81

**Associate Degree  
& Certificate Programs** 82–117

**Other Educational  
Opportunities** 118



# Associate Degree Requirements

## ASSOCIATE IN ARTS DEGREE ASSOCIATE IN SCIENCE DEGREE

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

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

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

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

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

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

1. **Citizenship** – Use knowledge acquired from coursework and campus resources to be ethically responsible, culturally proficient citizens, informed and involved in civic affairs locally, nationally, and globally.
2. **Critical Thinking** – Demonstrate critical thinking skills in problem solving across the disciplines and in daily life.
3. **Effective Communication** – Communicate and comprehend effectively.
4. **Information and Computer Technology Literacy** – Demonstrate skills central to information and computer technology literacy.
5. **Lifelong Wellness** – Demonstrate an understanding of lifelong wellness through physical fitness and/or personal development.

## GRADUATION REQUIREMENTS STUDENT CATALOG RIGHTS

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

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

## TRANSFER OF CREDIT AND GRADUATION AND/OR CERTIFICATE PROGRAM REQUIREMENTS

### FOR STUDENTS WHO TRANSFER AMONG THE DISTRICT'S COLLEGES OR OTHER COLLEGES OR UNIVERSITIES OUTSIDE THE DISTRICT

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

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

## CERTIFICATE REQUIREMENTS

A minimum of 12 units must be taken at Skyline College to fulfill the residency requirement, and 50 percent of the total units required for the Certificate must be completed at Skyline College. Units earned to meet certificate requirements may be applied toward the 60 units required for an AA or AS degree and may also satisfy the major requirement for an Associate's Degree.

## ASSOCIATE DEGREE REQUIREMENTS

### A. RESIDENCE REQUIREMENT

A minimum of 12 units must be completed in residence 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

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

A list of all Skyline Associate degree and Certificate programs, including the courses and units needed for each major, can be found in this catalog under "Associate Degree and Certificate Programs." A minimum of 18 units must be completed in a major. Some majors require the completion of more than 18 semester units.

In addition to completing the course and unit requirements for the major, a student must:

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

**Additional Associate Degrees and Certificates**

A student may earn multiple Associate Degrees and Certificates from Skyline College. Each **state-approved** degree or certificate (12 or more units) will be posted to the student’s academic record and the student will receive diplomas for each degree earned. For additional degrees, any course used to meet the prescribed graduation requirement may count toward more than one degree. Courses used for one major may be used to meet requirements for additional majors. Courses used to meet the general education, competency and specific area requirements for the first degree may be used to fulfill these requirements for additional degrees, provided that the student has maintained “continuous enrollment” (See Associate Degree Requirements, Student Catalog Rights). If a break in enrollment has occurred, a student must comply with the competency, general education, specific area and major requirements in effect at the time the student resumes attendance or those in effect in subsequent years of the student’s enrollment. For additional certificates, courses may be used more than once to meet major requirements.

**D. BASIC COMPETENCY REQUIREMENTS**

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

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

**1. READING**

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

**2. WRITING**

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

**3. MATHEMATICS/QUANTITATIVE REASONING**

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

**E. SPECIFIC AREA REQUIREMENTS**

1. AMERICAN HISTORY AND INSTITUTIONS – One course of 3 units from Group A and either Group B1 or Group B2 for a total of 6 units. One course may be applied to the General Education requirement in Social Sciences. *Note: Group B2 completes the U.S. History, Constitution & American Ideals requirement for students who have satisfied only the U.S. History part of the requirement at another institution, including California community colleges or CSU’s. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200; students who have received credit for PLSC 200 may not receive credit for PLSC 210 or PLSC 301.*

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

- b1. State & Local Government:  
History 240, 310  
Political Science 301

- b2. U.S. Government/State & Local Government:  
Political Science 200

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

- English 100 or 105, 110, 161, 165, 836 or 846
- English for Speakers of Other Languages 400
- Film 440

Journalism 120, \*121  
 Literature 101, 111, 113, 151, 225, 251, 265, 266,  
 267, 370, 373, 432  
 Reading 420  
 Speech 100, 120, 140, 150

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

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

*Note: The following courses offered through the Physical Education, Dance and Athletics division are not activity based and therefore may not be used to satisfy the Physical Education requirement: DANC 440; P.E. 105, 203, 211, 212, 213, 214, 270 and 301; and REC. 100.*

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

Group a. General

Business 221  
 Early Childhood Education 214, 272, 273  
 Family & Consumer Sciences 119, 213  
 Fashion 119  
 History 235, 240  
 Speech 150  
 Sociology 141, 201

Group b. Area Studies

Anthropology 110, 125, 150, 155, 165,  
 180, 360  
 Art 105, 120  
 Business 226  
 English 104, 166  
 History 104, 106, 244, 335, 420, 430, 432,  
 435, 453  
 Interior Design 120  
 Literature 116, 166, 251, 265, 266, 267,  
 370, 373

Music 240, 250, 420  
 Philosophy 300, 320  
 Political Science 320, 330, 335  
 Psychology 268  
 Social Science 150  
 Sociology 142, 341, 432  
 Spanish 161, 162

**F. GENERAL EDUCATION REQUIREMENTS**

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

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

**Requirements**

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

*Note: Courses preceded by an asterisk (\*) have pre-requisites.*

1. **NATURAL SCIENCES**

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

Group a. Anthropology 125

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



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

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

2. HUMANITIES

- American Sign Language 111, \*112, \*121, \*122  
 Arabic 111, \*112, \*121, \*122  
 Art 101, 102, 105, 107, 115, 120, 130, 201, 204, 207, 208, 214, 221, 231, 301, 350, 351, 354, 355, 405, 408, 411  
 Chinese 111, \*112, 115, \*121, \*122, \*130  
 Early Childhood Education 191  
 English 104, \*110, \*161, \*162, 166  
 Family & Consumer Sciences 113, 119, 150  
 Fashion 113, 119, 150  
 Filipino 110, \*111, \*112, \*120, \*121, \*122  
 Film 370, 375, 380, 440, 450  
 History 100, 101, 104, 106, 109, 203, 335, 430, 432, 435, 453, 461, 462, 463, 464,  
 Humanities 106, 115, 116, 117  
 Interior Design 110, 120, 310  
 Italian 103, 111, \*112, \*121, \*122  
 Japanese 111, \*112, 115  
 Literature \*101, \*111, \*113, \*116, \*151, 166, 191, \*225, \*251, \*265, \*266, \*267, \*370, \*373, \*416, \*432  
 Music 100, 110, 111, 115, 144, 202, 204, 240, 250, 275, 301, 350, 470, 475  
 Philosophy 100, 160, 175, 195, 240, 280, 300, 312, 320  
 Political Science 280, 335  
 Social Science 140  
 Sociology 432  
 Spanish 101, 103, 110, 111, \*112, \*120, \*121, \*122, \*130, \*140, \*161, \*162, 220  
 Speech 111

3. SOCIAL SCIENCES

- Administration of Justice 100  
 Anthropology 110, 125, 150, 155, 165, 180, 360  
 Business 100, 101, 200, 201, 210  
 Early Childhood Education 201, 212, 214  
 Economics 100, \*102, 310  
 Education 100  
 Family & Consumer Sciences 212, 213, 392  
 Geography 110, 150  
 Health Science 150

- History 108, 201, 202, 203, 235, 240, 244, 248, 300, 310, 420  
 Journalism 110  
 Philosophy 280  
 Political Science 115, 130, 150, 200, 210, 280, 301, 315, 320, 330  
 Psychology 100, 110, 200, 201, 268, 300, \*301, 390, 410  
 Social Science 150  
 Sociology 100, 105, 110, 141, 142, 201, 341

*Note:*

*Early Childhood Education 201 and Psychology 201 are the same course.*

*Early Childhood Education 214 and Family & Consumer Sciences 213 are the same course.*

*History 335 and Political Science 335 are the same course.*

*Philosophy 280 and Political Science 280 are the same course.*

*Psychology 110 and Sociology 110 are the same course.*

4. LANGUAGE AND RATIONALITY

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

Group a. English Composition

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

Group b. Communication and Analytical Thinking

- Accounting \*100, \*121, \*131  
 Business 103, \*115, \*120, \*123, 400, \*401  
 Computer Science 118, 155, \*156, \*190, \*250, \*252, \*284, \*286, \*355, \*356, \*357, \*378  
 English \*165  
 Mathematics \*110, \*111 & \*112, \*115, \*120, \*122, \*123, \*130, \*150, \*153, \*200, \*201, \*222, \*241, \*242, \*251, \*252, \*253, \*270, \*275

Philosophy 103, \*109, 200

Psychology \*171

Reading \*420, \*836

Speech 100, 120, \*127, 130, 140, 150, 160

**5. PERSONAL DEVELOPMENT**

*Up to 3 units of course work in Section 5 may be applied towards completion of General Education Requirements, or students may select an additional 3 units of General Education from areas 1-4 above.*

*Note: If using Catalog rights from Fall 2007 or earlier, students with a **major** in Liberal Arts must complete a minimum of 3 units in Personal Development to meet major requirements.*

- Business 107, 109, 520
- Career and Life Planning 100, 111, 132, 135, 136,  
137, 139, 140, 410, 650
- Computer Applications & Office Technology 110
- Counseling 100, 104, 105, 106, 107, 108
- Family & Consumer Sciences 310, 313, 320, 392
- Gerontology 101
- Health Science 100, 130, 150
- Library 100, 110
- Physical Education
  - Adaptive Physical Education 348-359
  - Combatives 101 to 405
  - Dance 101 to 450
  - Fitness 106 to 400
  - Individual 101 to 255
  - Physical Education 105, \*211, \*212, \*213, \*214,  
270, 301
  - Team Sports 100 to 201
  - Varsity 100 to 380
- Reading \*425
- Recreation Education 100
- Student Government 115

*Note: Courses preceded by an asterisk (\*) have pre-requisites.*

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

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

**CHANGES IN STATE REGULATIONS GOVERNING  
COMMUNITY COLLEGES**

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

# Associate Degree and Certificate Programs

## DEGREE AND CERTIFICATE PROGRAMS AT SKYLINE

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

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Following are courses of study leading to college-approved majors in AA or AS degree and certificate programs. Not all courses in all majors are offered each semester. Many courses listed in these programs will transfer to four-year colleges or universities in satisfaction of lower division requirements; however, an Associate degree does not necessarily complete all lower division requirements for transfer. For specific courses students should confer with their counselors or contact the college to which they intend to transfer.

## CERTIFICATES

Skyline College offers three types of certificates. A Certificate of Achievement (generally 12 to 30 units) is awarded in certain occupational fields upon satisfactory completion (minimum 2.0 grade point average) of a specific course of study in a state-approved program. Certificates of Achievement are posted to a student's transcript. A Certificate of Specialization (generally 12 to 17.5 units) is awarded in certain occupational fields upon satisfactory completion (minimum 2.0 grade point average) of a specific course of study in a locally-approved program. Certificates of Specialization are not posted to a student's transcript. A Skills or Career Certificate (fewer than 12 units) is awarded upon successful completion of designated courses in a specific occupational field. Skills and Career Certificates are not posted to a student's transcript.

Units earned to meet certificate requirements may be applied toward the 60 units required for an AA or AS degree and may also satisfy the major requirement for an Associate's Degree. A minimum of 12 units must be taken at Skyline College to fulfill the residency requirement, and 50 percent of the total units required for the Certificate must be completed at Skyline College.

Certificate requirements for an individual student shall be those listed in the Skyline College Catalog at the time the student's studies begin. Those requirements may be followed throughout the student's course of study as long as the student remains in continuous enrollment. For the purposes of this requirement, continuous enrollment is defined as enrollment in at least one semester each calendar year. If a break in attendance occurs before the certificate is earned, the certificate requirements shall become those listed in the College Catalog which is current at the time the student's studies are resumed.

A student may earn multiple Certificates from Skyline College. Each Certificate of Achievement will be posted to the student's academic record and the student will receive a Certificate of Achievement, Certificate of Specialization, Skills Certificate or Career Certificate for each certificate earned. Courses used to meet requirements for one certificate may be used to meet requirements for additional certificates.

### Graduation Requirements for AA or AS Degree in Career Programs

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

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

## ACCOUNTING

The certificate or Associate degree in Accounting prepares students for a variety of positions in the accounting field. Many students find part-time employment in the accounting field after completing the first accounting courses in the program and continue to work while fulfilling program requirements.

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

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

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

Required Core Courses	Units
ACTG 100 Accounting Procedures . . . . .	3
ACTG 121 Financial Accounting . . . . .	4
ACTG 131 Managerial Accounting . . . . .	4
ACTG 194 QuickBooks Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting . . . . .	1.5
CAOT 225 Spreadsheets I: Excel . . . . .	1
CAOT 226 Spreadsheets II: Excel . . . . .	2

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

ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 171 Federal Income Tax . . . . .	3
ACTG 172 Business Income Taxes . . . . .	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree . . . . .	1.5
BUS. 100 Introduction to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Mathematical Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3

BUS. 150 Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 205 Business Ethics . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
ENGL 110 Composition, Literature, and Critical Thinking <b>or</b> ENGL 165 Critical Thinking & Advanced Compositions <b>or</b> PHIL 109 Critical Thinking and Writing . . . . .	3
ECON 100 Principles of Macroeconomics . . . . .	3
ECON 102 Principles of Microeconomics. . . . .	3
SPCH 100 Public Speaking <b>or</b> SPCH 120 Interpersonal Communication <b>or</b> SPCH 150 Intercultural Communication . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>22-22.5</b>

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

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

### ACCOUNTING CERTIFICATE

Required Courses	Units
ACTG 100 Accounting Procedures . . . . .	3
ACTG 121 Financial Accounting . . . . .	4
ACTG 131 Managerial Accounting . . . . .	4
ACTG 194 QuickBooks Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting. . . . .	1.5
CAOT 225 Spreadsheets I: Excel . . . . .	1
CAOT 226 Spreadsheets II: Excel. . . . .	2

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

ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 171 Federal Income Tax . . . . .	3
ACTG 172 Business Income Taxes . . . . .	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree. . . . .	1.5
BUS. 100 Introduction to Business. . . . .	3
BUS. 103 Intro to Business Information Systems. . . . .	3
BUS. 120 Mathematical Analysis for Business. . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 205 Business Ethics . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1

ENGL 110 Composition, Literature, and Critical Thinking <b>or</b> ENGL 165 Critical Thinking & Advanced Compositions <b>or</b> PHIL 109 Critical Thinking and Writing . . . . .	3
ECON 100 Principles of Macroeconomics . . . . .	3
ECON 102 Principles of Microeconomics. . . . .	3
SPCH 100 Public Speaking <b>or</b> SPCH 120 Interpersonal Communication <b>or</b> SPCH 150 Intercultural Communication . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>22-22.5</b>

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

### ACCOUNTING COMPUTER SPECIALIST CERTIFICATE

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

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

## ADMINISTRATION OF JUSTICE

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

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

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

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

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

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 27  
 Plus General Education and other requirements  
 for the Associate degree (refer to Associate Degree  
 Requirements).

**ADMINISTRATION OF JUSTICE CERTIFICATE**

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

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

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

**ALLIED HEALTH**

Careers in Allied Health professions are among the fastest growing in Northern California. The Associate in Science Degree with a major in Allied Health provides foundation courses necessary for health careers and for transfer programs to four-year colleges and universities.

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

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

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

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

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

**PHARMACY TECHNICIAN CERTIFICATE**

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

**ART**

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

Required Core Courses	Units
-----------------------	-------

**Select 6 units from the following:**

ART 101 History of Art I . . . . .	3
ART 102 History of Art II . . . . .	3
ART 105 Art of Asia & the Near East. . . . .	3
ART 107 Art of Our Times. . . . .	3
ART 120 Art of the Americas . . . . .	3

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

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

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

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

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

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

**AUTOMOTIVE TECHNOLOGY**

The College's Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) of the National Institute for Automotive Service Excellence (ASE). The program is conducted in a well-equipped facility with a large fleet of late model domestic and import vehicles. Automobile manufacturers provide substantial support for the program.

Students can pursue a certificate or degree in Automotive Technology or a specialty degree or certificate in Japanese Automotive Technology. A strong partnership with Toyota Motor Sales, U.S.A., Inc. provides many opportunities for students enrolled in these programs. The College also provides numerous classes to update the knowledge and skills of practicing technicians.

**ADMISSION PROCEDURES AND REQUIREMENTS**

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

Applications must be received by April 15 for the fall semester and by November 1 for the spring semester. **All documents must be sent to the Office of Admissions and Records.** Applications received after the deadline will be assigned the next available number on a waiting list according to the date received. Applicants are responsible for submitting the following:

1. Completed Automotive Technology Program Application.
2. Completed Skyline College application.
3. Documented proof of prior experience. All statements must be substantiated by attached documents of verification (a transcript or letter from employer). Such documentation may come from one or more of the following:
  - a. One semester of AUTO 710 at Skyline College (or equivalent from another community college) with a grade of "B" or better. (Submit a copy of your final grade report with your application or a letter from your instructor.)
  - or**
  - b. One year of high school automotive training with a grade of "B" or better (verified by official transcript). Also, a letter of recommendation from an automotive instructor or Tech Prep Certificate of Credit would be important considerations.
  - or**
  - c. One year of ROP automotive training with a grade of "B" or better or equivalent training. (Certificate and letter from instructor must be submitted with application.)
  - or**
  - d. One year of full-time related work experience with accompanying letter of verification from employer specifying employment dates and duties.
4. All students must meet the math proficiency requirements in one of the following ways:
  - a. Satisfactory completion of the placement test by scoring on the Skyline Placement Test at a pre-algebra level. (Submit a copy of the Math Placement Test results with the application.)
  - or**
  - b. Completion of three units of MATH 811 or MATH 805/806, or equivalent with a grade of "C" or better. (Submit a copy of the college transcript with the application.)

5. All students and must meet the English proficiency requirement by:
  - a. Eligibility for ENGL 836, 100, 105 or ESOL 400 and READ 836 or 420, on the Skyline College English Placement Test or qualifying course work. (Submit a copy of your English Placement Test results or final grade report from your qualifying course work with the application.)
  - or**
  - b. Completion of ENGL 826 with a grade of "C" or better and READ 826 with a grade of "B" or better. (Submit a copy of your final grade report with the application.)
6. Applicants who attended high school in the preceding two years are required to have attained a grade point average of 2.0 or higher during the last two years of high school. (Submit a copy of your high school transcript with the application.)
7. Pre-enrollment interview with the Skyline College Automotive counselor.

**Note:** Minimum requirements may be lowered at the discretion of the selection committee depending on the number of available seats and the number of applicants.

Once the applicant has completed items 1 through 7 and met all criteria for admission to the program, he/she will receive the next available number on the admission waiting list to be admitted to the program as opportunities occur. The waiting list will be in effect for the semester in which the applicant is applying. Students who are not accepted may resubmit their application if they wish to be considered for admission to any subsequent semester. For further information on the Automotive Program, please call 738-4438.

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

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

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

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

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

**AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAMS**

**Automotive Electricity/Electronics**

AUTO 713 Automotive Electricity/Electronics . . . . . 15

**Automotive Cooling/Heating & Air Conditioning**

AUTO 716 Automotive Cooling/  
Heating & Air Conditioning . . . . . 5

**Automotive Chassis Technology**

AUTO 721 Automotive Steering,  
Suspension & Brakes . . . . . 15

**Automotive Engines Technology**

AUTO 734 Automotive Engine Diagnosis & Repair . . . 15

**Automotive Drive Train Technology**

AUTO 735 Auto Transmissions & Drive Trains  
Diagnosis & Repair . . . . . 15

**Automotive Engine Performance Technology**

AUTO 751 Automotive Engine Performance . . . . . 15

**Automotive Advanced Engine Performance Technology**

AUTO 752 Advanced Engine Performance . . . . . 15

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

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

AUTO 758/858 Automotive Computer Controls . . . . . 3  
 AUTO 771/846 Automotive Electrical II . . . . . 2  
 AUTO 772/842 Clean Air Car I\* . . . . . 3  
 AUTO 773/840 Automotive Electrical I . . . . . 3  
 AUTO 793/893 Engine Performance . . . . . 3  
 AUTO 775/848 Oscilloscopes &

Exhaust Gas Analyzers . . . . . 1.5

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

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

AUTO 709 Automotive Service Orientation . . . . . 2.5  
 AUTO 769/822 Head & Valve Service . . . . . 2  
 AUTO 779/823 Block Service . . . . . 2  
 AUTO 777/832 Automatic Transmissions I . . . . . 3  
 AUTO 787/887 Automatic Transmissions II . . . . . 3  
 AUTO 778/878 Manual Transmissions I . . . . . 2  
 AUTO 781/881 Electrical III . . . . . 3  
 AUTO 765/865 Ignition Systems I . . . . . 1.5  
 AUTO 764/864 Emissions Control Systems I . . . . . 1.5  
 AUTO 754/854 High Performance Engines I . . . . . 3  
 AUTO 755/855 High Performance Engines II . . . . . 3  
 AUTO 757/857 Ford Electronic Engine Controls . . . . . 3  
 AUTO 790/850 Automotive Brakes I . . . . . 2  
 AUTO 761/861 Automotive Brakes II . . . . . 1.5  
 AUTO 792/853 Automotive Chassis I . . . . . 3  
 AUTO 791/852 Automotive Chassis II . . . . . 2  
 AUTO 786/860 Automotive Air Conditioning I . . . . . 2

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 38  
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TOYOTA TECHNICAL EDUCATION NETWORK**

**Required Core Courses Units**

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

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

AUTO 706 Toyota Engines . . . . . 6.5  
 AUTO 707 Toyota Transmissions . . . . . 8.5  
 AUTO 725 Toyota Brakes & Chassis . . . . . 11  
 AUTO 727 Toyota Air Conditioning . . . . . 4  
 AUTO 729 Toyota Engine Performance . . . . . 14.5

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 40  
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**TOYOTA TECHNICAL EDUCATION NETWORK CERTIFICATE PROGRAMS**

**Toyota Engine and Drive Train Technology**

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

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

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

**Toyota Electrical Technology**

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

**Toyota Engine Performance Technology**

AUTO 729 Toyota Engine Performance . . . . . 14.5

**BIOTECHNOLOGY**

The Biotechnology Industry is experiencing an increasing need for trained technicians. Numerous opportunities for employment are available to graduates of programs like Skyline's. Students receive hands-on training in biology and chemistry and master a variety of skills essential to the field of biotechnology.

Biotech technicians perform experiments and assays, manufacture products, or assist with research. Key tasks include testing procedures, material processing, equipment maintenance, inventory control and data collection and evaluation. Technicians also observe and document safe practices, quality assurance, record keeping and compliance with government regulations.



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

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

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

**ENTRY LEVEL BIOTECHNOLOGY MANUFACTURING CERTIFICATE**

<b>Required Course</b>	<b>Units</b>
BIOL 415 Introduction to Biotechnology Manufacturing . . . . .	9

**BUSINESS****ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ADMINISTRATIVE ASSISTANT**

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

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

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

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

ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Intro to Business Information Systems . . . .	3

BUS. 115 Business Math . . . . .	1.5-3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . .	1.5
CAOT 105 Intro to Computers with Windows II . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Office Applications . . . .	1
CAOT 221 Desktop Publishing: Microsoft Publisher .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . .	1
CAOT 404 HTML & Web Authoring Applications II . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24

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

**ADMINISTRATIVE ASSISTANT CERTIFICATE**

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

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

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

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

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

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

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

ACTG 172 Business Income Taxes . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 111 Crash Course to Success in Online Learning	1
BUS. 150 Small Business Management . . . . .	3
BUS. 153 Planning a Business Startup . . . . .	2-3
BUS. 200 Intro to International Business . . . . .	3
BUS. 205 Business Ethics . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 240 International Logistics & Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia. . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Intro to Customs Brokerage . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3
BUS. 248 Asian Management Systems . . . . .	3
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3

BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
BUS. 279 Import/Export Management. . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions. . . . .	1.5
BUS. 293 Internet Marketing Strategies. . . . .	1.5
BUS. 352 Introduction to Insurance . . . . .	1
BUS. 353 Property & Liability Insurance Principles . . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 520 North San Mateo County Leadership Forum . . . . .	1.5
CAOT 225 Spreadsheets I: Excel . . . . .	1
CAOT 226 Spreadsheets II: Excel. . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
PSYC 300 Social Psychology . . . . .	3
R.E. 100 Real Estate Principles. . . . .	3
SPCH 100 Public Speaking <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Intercultural Communication . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .</b>	<b>32-35</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**BUSINESS ADMINISTRATION CERTIFICATE**

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

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

ACTG 172 Business Income Taxes . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 111 Crash Course to Success in Online Learning	1
BUS. 150 Small Business Management . . . . .	3
BUS. 153 Planning a Business Startup . . . . .	2-3
BUS. 200 Intro to International Business . . . . .	3
BUS. 205 Business Ethics . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5

BUS. 240 International Logistics & Transportation . . .	1.5
BUS. 241 Doing Business in Asia. . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Intro to Customs Brokerage . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3
BUS. 248 Asian Management Systems . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
BUS. 279 Import/Export Management. . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions. . . . .	1.5
BUS. 293 Internet Marketing Strategies. . . . .	1.5
BUS. 352 Introduction to Insurance . . . . .	1
BUS. 353 Property & Liability Insurance Principles . . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 520 North San Mateo County Leadership Forum . . . . .	1.5
CAOT 225 Spreadsheets I: Excel . . . . .	1
CAOT 226 Spreadsheets II: Excel. . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
PSYC 300 Social Psychology . . . . .	3
R.E. 100 Real Estate Principles. . . . .	3
SPCH 100 Public Speaking <b>or</b> SPCH 120 Interpersonal Communication <b>or</b> SPCH 150 Intercultural Communication . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>29-32</b>

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

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

Required Core Courses	Units
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Intro to Business Information Systems. . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 225 Spreadsheets I: Excel . . . . .	1

CAOT 226 Spreadsheets II: Excel. . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
COMP 155 Computer Programming Visual BASIC. . . . .	3
Electives from Group A. . . . .	6
Electives from Group B . . . . .	3

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

ACTG 131 Managerial Accounting . . . . .	4 <b>or</b>
ECON 102 Princ. of Microeconomics . . . . .	3
BUS. 100 Introduction to Business <b>or</b> ECON 100 Princ. of Macroeconomics. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 120 Math Analysis for Business. . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3

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

CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 480 Network Fundamentals (LAN) . . . . .	3
CAOT 490 Technical Overview of the Internet . . . . .	3
COMP 156 Intermediate Programming in Visual BASIC <b>or</b> COMP 190 Intro to Programming in C . . . . .	3
COOP 670 Vocational Co-op Ed . . . . .	1
TCOM 100 Survey of Telecommunications. . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>28</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### BUSINESS INFORMATION SYSTEMS CERTIFICATE

Required Courses	Units
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 225 Spreadsheets I: Excel . . . . .	1
CAOT 226 Spreadsheets II: Excel. . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
COMP 155 Computer Programming Visual BASIC. . . . .	3
Electives from Group A. . . . .	6
Electives from Group B . . . . .	3

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

ACTG 131 Managerial Accounting . . . . .	4 <b>or</b>
ECON 102 Princ. of Microeconomics . . . . .	3
BUS. 100 Introduction to Business <b>or</b> ECON 100 Princ. of Macroeconomics. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3

BUS. 120 Math Analysis for Business.....	3
BUS. 123 Statistics .....	3
BUS. 150 Small Business Management .....	3
<b>Group B – Select 3 units from the following:</b>	
CAOT 105 Intro to Computers with Windows II .....	1
CAOT 214 Word Processing I: Word .....	1
CAOT 215 Word Processing II: Word .....	2
CAOT 301 Maximizing Your Employment Potential....	1
CAOT 400 Internet I .....	1.5
CAOT 403 HTML & Web Authoring Applications I... 1.5	
CAOT 404 HTML & Web Authoring Applications II .. 1.5	
CAOT 480 Network Fundamentals (LAN .....	3
CAOT 490 Technical Overview of the Internet .....	3
COMP 156 Intermediate Programming in Visual BASIC or	
COMP 190 Intro to Programming in C .....	3
COOP 670 Vocational Co-op Ed .....	1
TCOM 100 Survey of Telecommunications.....	3
TOTAL REQUIRED UNITS.....	28

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

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

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

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

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

ACTG 103 Ten Key Skills .....	0.5
BUS. 103 Intro to Business Information Systems....	3
BUS. 115 Business Math .....	1.5-3
BUS. 401 Business Communications.....	3
BUS. 670 Business Work Experience.....	1
CAOT 101 Computer Keyboarding Skill Building....	1.5
CAOT 105 Intro to Computers with Windows II .....	1
CAOT 200 Introduction to MS Office Suite.....	2
CAOT 215 Word Processing II: Word .....	2
CAOT 221 Desktop Publishing: Microsoft Publisher .	1.5
CAOT 226 Spreadsheets II: Excel.....	2

CAOT 231 Database Applications II: Access .....	2
CAOT 301 Maximizing Your Employment Potential ...	1
CAOT 403 HTML & Web Authoring Applications I... 1.5	
CAOT 404 HTML & Web Authoring Applications II .. 1.5	
CAOT 416 Adobe InDesign Essentials .....	1.5-3
CAOT 480 Network Fundamentals (LAN .....	3
TOTAL REQUIRED UNITS IN MAJOR AREA .....	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**COMPUTER INFORMATION SPECIALIST CERTIFICATE**

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

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

ACTG 103 Ten Key Skills .....	0.5
BUS. 103 Intro to Business Information Systems ....	3
BUS. 115 Business Math .....	1.5-3
BUS. 401 Business Communications.....	3
BUS. 670 Business Work Experience.....	1
CAOT 101 Computer Keyboarding Skill Building....	1.5
CAOT 105 Intro to Computers with Windows II.....	1
CAOT 200 Introduction to MS Office Suite.....	2
CAOT 215 Word Processing II: Word .....	2
CAOT 221 Desktop Publishing: Microsoft Publisher .	1.5
CAOT 226 Spreadsheets II: Excel.....	2
CAOT 231 Database Applications II: Access .....	2
CAOT 301 Maximizing Your Employment Potential ...	1
CAOT 403 HTML & Web Authoring Applications I... 1.5	
CAOT 404 HTML & Web Authoring Applications II .. 1.5	
CAOT 416 Adobe InDesign Essentials .....	1.5-3
CAOT 480 Network Fundamentals (LAN).....	3
TOTAL REQUIRED UNITS.....	18

**GENERAL SUPERVISION CERTIFICATE**

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

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

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

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

### INTERNATIONAL LOGISTICS

#### CUSTOMS BROKER CERTIFICATE

At the completion of this program, students will be prepared for an entry level or junior customs broker position within a Customs Brokerage firm. The student will be able to apply basic concepts, components and terminology to international trade, cargo transportation and supply chain logistics; comprehend the services of a customs broker and how these services interrelate with other businesses and government agencies involved in the import process; evaluate products for U.S. customs admissibility, tariff classification and entry value; and describe customs enforcement methods.

Required Courses	Units
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders. . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
TOTAL REQUIRED UNITS . . . . .	9

### OCEAN FREIGHT FORWARDING CERTIFICATE

At the completion of this program, students will be prepared for an entry level or junior freight forwarder position within the offices of an International Freight Forwarder. The student will be able to apply basic concepts and terminology needed to understand and perform basic freight forwarding services, perform entry-level operational tasks related to international forwarding, avoid U.S. export and destination country import violations, assure that proper procedure is applied to foreign collections, explain to a shipper intermodal shipping service alternatives, and perform entry-level ocean forwarding and NVOCC operational tasks.

Required Courses	Units
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
TOTAL REQUIRED UNITS . . . . .	12

### AIR FREIGHT FORWARDING CERTIFICATE

At the completion of this program, students will be prepared for an entry level or junior freight forwarder position within the offices of an International Freight Forwarder. The student will be able to apply basic concepts and terminology needed to understand and perform basic freight forwarding services, perform entry-level operational tasks related to international forwarding, avoid U.S. export and destination country import violations, assure that proper procedure is applied to foreign collections, explain air shipment service alternatives and the terms and conditions of an air waybill to a shipper, and perform entry-level air forwarding and consolidation operational tasks.

Required Courses	Units
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . .	3
TOTAL REQUIRED UNITS . . . . .	12

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

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

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

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

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 205 Business Ethics . . . . .	3
BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3
BUS. 248 Asian Management Systems . . . . .	3
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5

BUS. 401 Business Communication . . . . .	3
BUS. 670 Internship in International Trade . . . . .	1-4
CHIN 115 Business Chinese . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>18</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**INTERNATIONAL TRADE CERTIFICATE**

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

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

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 205 Business Ethics . . . . .	3
BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3
BUS. 248 Asian Management Systems . . . . .	3
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5

BUS. 293 Internet Marketing Strategies. . . . .	1.5
BUS. 401 Business Communication. . . . .	3
BUS. 670 Internship in International Trade . . . . .	1-4
CHIN 115 Business Chinese . . . . .	3
TOTAL REQUIRED UNITS. . . . .	18

### INTERNATIONAL BUSINESS CERTIFICATE

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

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

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work. . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People. . . . .	1
BUS. 109 Working with People Worldwide. . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia. . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions. . . . .	1.5
BUS. 293 Internet Marketing Strategies. . . . .	1.5
BUS. 670 Internship in International Trade . . . . .	1-4
TOTAL REQUIRED UNITS. . . . .	12

### IMPORT & EXPORT CERTIFICATE

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

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

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work. . . . .	3
BUS. 103 Business Information Systems . . . . .	3

BUS. 107 Dealing with Difficult People. . . . .	1
BUS. 109 Working with People Worldwide. . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 120 Math Analysis for Business. . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 241 Doing Business in Asia. . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics. . . . .	1.5
BUS. 292 Introduction to Marketing Promotions. . . . .	1.5
BUS. 293 Internet Marketing Strategies. . . . .	1.5
BUS. 670 Internship in International Trade . . . . .	1-4
TOTAL REQUIRED UNITS. . . . .	12

### LEGAL ASPECTS OF INTERNATIONAL BUSINESS CERTIFICATE

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

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

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work. . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People. . . . .	1
BUS. 109 Working with People Worldwide. . . . .	1
BUS. 111 Crash Course to Success in Online Learning. . . . .	1
BUS. 120 Math Analysis for Business. . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5

BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
BUS. 279 Import & Export Management . . . . .	1.5
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 670 Internship in International Trade . . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	12

**ASIAN BUSINESS PRACTICES CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 248 Asian Management Systems . . . . .	3

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

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 210 International Finance . . . . .	1.5
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 244 Doing Business in Latin America . . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 279 Import/Export Management . . . . .	1.5

BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
BUS. 292 Introduction to Marketing Promotions . . . . .	1.5
BUS. 293 Internet Marketing Strategies . . . . .	1.5
BUS. 670 Internship in International Trade . . . . .	1-4
BUS. 680SB Study Abroad in China . . . . .	3
TOTAL REQUIRED UNITS . . . . .	12

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN LEGAL ADMINISTRATIVE ASSISTANT**

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

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

<b>Required Core Courses</b>	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
BUS./LEGL 443 Law Office Procedures . . . . .	3
BUS./LEGL 445 Law Office Management . . . . .	3
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 222 Business Presentations I . . . . .	1
CAOT 225 Spreadsheets I: Excel . . . . .	1
LEGL 252 Principles of Civil & Administrative Process . . . . .	3

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

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math . . . . .	1.5-3
BUS. 400 Business English . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 223 Business Presentations II . . . . .	1
CAOT 226 Spreadsheets II: Excel . . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
SPCH 120 Interpersonal Communications . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	26
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	



**LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
BUS./LEGL 443 Law Office Procedures . . . . .	3
BUS./LEGL 445 Law Office Management . . . . .	3
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 222 Business Presentations I . . . . .	1
CAOT 225 Spreadsheets I: Excel . . . . .	1
LEGL 252 Principles of Civil & Administrative Process . . . . .	3

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

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math . . . . .	1.5-3
BUS. 400 Business English . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 223 Business Presentations II . . . . .	1
CAOT 226 Spreadsheets II: Excel . . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
SPCH 120 Interpersonal Communications . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>26</b>

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

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

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

**Plus 7.5 units from the following:**

BUS. 100 Introduction to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1

BUS. 120 Mathematical Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 183 Building High Performing Teams . . . . .	1.5
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
BUS. 205 Business Ethics . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Business Work Experience – Internship in Marketing . . . . .	1-3
FASH 151 Fashion Merchandising . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>18</b>

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

**MARKETING CERTIFICATE**

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

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

BUS. 100 Introduction to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 120 Mathematical Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 153 Planning a Business Start-Up . . . . .	2-3
BUS. 181 Personal Power and Leadership . . . . .	1.5
BUS. 183 Building High Performing Teams . . . . .	1.5
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
BUS. 205 Business Ethics . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Business Work Experience – Internship in Marketing . . . . .	1-3
FASH 151 Fashion Merchandising . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

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

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

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

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

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

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

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

**MEDICAL TRANSCRIPTIONIST CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 101 Human Relations at Work . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
BUS. 485 Medical Terminology. . . . .	3

BUS. 486 Medical Transcription . . . . .	4
BUS. 670 Business Work Experience <b>or</b>	
BUS. 487 Medical Transcription Internship . . . . .	1
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2

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

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

**MEDICAL OFFICE ASSISTANT CERTIFICATE**

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

<b>Required Courses</b>	<b>Units</b>
BUS. 400 Business English. . . . .	3
BUS. 485 Medical Terminology. . . . .	3
BUS. 476 Introduction to Medical Office Management . . . . .	3
BUS. 486 Medical Transcription . . . . .	2
CAOT 200 Introduction to MS Office Suite. . . . .	2
<b>TOTAL REQUIRED UNITS. . . . .</b>	<b>13</b>

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

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

**MEDICAL BILLING AND CODING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 485 Medical Terminology . . . . .	3
BUS. 476 Introduction to Medical Office Management . . . . .	3
BUS. 489 Medical Coding ICD-9 . . . . .	3
BUS. 491 Medical Coding CPT . . . . .	3
BUS. 499 Computerized Medical Billing and Information Management . . . . .	3

**Plus a minimum of 2 units from the following:**

ACTG 103 Ten-Key Skills . . . . .	0.5
BIOL 130 Human Biology . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
BUS. 401 Business Communications . . . . .	3
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5-3
CAOT 104 Introduction to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 214/212 Word Processing I: Word/WordPerfect . . . . .	1
CAOT 215/213 Word Processing II: Word/WordPerfect . . . . .	2
CAOT 225 Spreadsheets I: Excel . . . . .	1
CAOT 226 Spreadsheets II: Excel . . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 400 Internet I . . . . .	1
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>17</b>

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

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

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

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

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

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1

CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 225 Spreadsheets I: Excel . . . . .	1
CAOT 226 Spreadsheets II: Excel . . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 416 Adobe InDesign Essentials . . . . .	1.5-3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>18</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**OFFICE ASSISTANT CERTIFICATE**

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

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

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 225 Spreadsheets I: Excel . . . . .	1
CAOT 226 Spreadsheets II: Excel . . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 416 Adobe InDesign Essentials . . . . .	1.5-3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

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

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

<b>Required Core Courses</b>	<b>Units</b>
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 104 Introduction to Computers with Windows I. . . . .	1.5
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I: Excel. . . . .	1
CAOT 226 Spreadsheets II: Excel . . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 400 Internet I. . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II. . . . .	1.5
Electives from Group A . . . . .	6
Electives from Group B . . . . .	6

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

ACTG 121 Financial Accounting. . . . .	4
ACTG 131 Managerial Accounting . . . . .	4 <b>or</b>
ECON 102 Princ. of Microeconomics. . . . .	3
BUS. 100 Intro to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 150 Small Business Management. . . . .	3
CAOT 301 Maximizing Your Employment Potential. . . . .	1

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

CAOT 105 Intro to Computers with Windows II. . . . .	1
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
CAOT 416 Adobe InDesign Essentials . . . . .	1.5-3
COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 156 Intermediate Programming In Visual BASIC . . . . .	3
COMP 190 Intro to Programming in C. . . . .	3
COOP 670 Vocational Co-Op Ed. . . . .	4
TCOM 100 Survey of Telecommunications . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>34</b>

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

**OFFICE INFORMATION SYSTEMS CERTIFICATE**

**Required Courses** **Units**

BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 104 Introduction to Computers with Windows I. . . . .	1.5
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I: Excel. . . . .	1
CAOT 226 Spreadsheets II: Excel . . . . .	2
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 400 Internet I. . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II. . . . .	1.5
Electives from Group A . . . . .	6
Electives from Group B . . . . .	6

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

ACTG 121 Financial Accounting. . . . .	4
ACTG 131 Managerial Accounting . . . . .	4 <b>or</b>
ECON 102 Princ. of Microeconomics. . . . .	3
BUS. 100 Intro to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 150 Small Business Management. . . . .	3
CAOT 301 Maximizing Your Employment Potential. . . . .	1

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

CAOT 105 Intro to Computers with Windows II. . . . .	1
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
CAOT 416 Adobe InDesign Essentials . . . . .	1.5-3
COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 156 Intermediate Programming In Visual BASIC. . . . .	3
COMP 190 Intro to Programming in C. . . . .	3
COOP 670 Vocational Co-Op Ed. . . . .	4
TCOM 100 Survey of Telecommunications . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>34</b>

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

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

**Required Core Courses** **Units****Group A – Foundations Courses**

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

**Group B – Intermediate Courses**

ACTG 100 Accounting Procedures . . . . .	3 <b>or</b>
ACTG 121 Financial Accounting . . . . .	4
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5

**Group C – Advanced Courses**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
*MGMT 215 Management of Human Resources . . . . .	3

\***Note:** MGMT 215 is not offered at Skyline College. It is offered at CSM and Cañada College, where students in this program can complete the course.

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . 27-29  
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**RETAIL MANAGEMENT CERTIFICATE****Required Courses** **Units****Group A – Foundations Courses**

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

**Group B or Intermediate Courses**

ACTG 100 Accounting Procedures . . . . .	3 <b>or</b>
ACTG 121 Financial Accounting . . . . .	4
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5

**Group C – Advanced Courses**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3

\*MGMT 215 Management of Human Resources . . . . . 3

\***Note:** MGMT 215 is not offered at Skyline College. It is offered at CSM and Cañada College, where students in this program can complete the course.

TOTAL REQUIRED UNITS . . . . . 27-29

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

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

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

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

CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . .	1.5
CAOT 408 Digital Audio & Video . . . . .	2
CAOT 410 Photoshop Essentials . . . . .	1.5
CAOT 411 Photoshop Portfolio . . . . .	1.5
CAOT/COMP 412 Flash I . . . . .	1.5

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

ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	2-3
ART 376 Digital Imaging I . . . . .	2
ART 377 Digital Imaging II . . . . .	3
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . .	1
CAOT/COMP 413 Flash II . . . . .	1.5
CAOT 414 Flash ActionScript I . . . . .	1.5
CAOT 416 Adobe InDesign Essentials . . . . .	1.5-3
CAOT 420 JavaScript <b>or</b> COMP 423 JavaScript . . . . .	1.5
CAOT 434 Web Programming I . . . . .	1.5
CAOT/TCOM 480 Network Fundamentals, LAN . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18.5
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## WEB DEVELOPER CERTIFICATE

Required Courses	Units
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . .	1.5
CAOT 408 Digital Audio & Video . . . . .	2
CAOT 410 Photoshop Essentials . . . . .	1.5
CAOT 411 Photoshop Portfolio . . . . .	1.5
CAOT/COMP 412 Flash I . . . . .	1.5

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

ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	2-3
ART 376 Digital Imaging I . . . . .	2
ART 377 Digital Imaging II . . . . .	3
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 230 Database Applications I: Access . . . . .	1
CAOT 231 Database Applications II: Access . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . .	1
CAOT/COMP 413 Flash II . . . . .	1.5
CAOT 414 Flash ActionScript I . . . . .	1.5
CAOT 416 Adobe InDesign Essentials . . . . .	1.5-3
CAOT 420 JavaScript <b>or</b> COMP 423 JavaScript . . . . .	1.5
CAOT 434 Web Programming I . . . . .	1.5
CAOT/TCOM 480 Network Fundamentals (LAN) . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>18.5</b>

## COSMETOLOGY

This program prepares students for licensing as a Cosmetologist, Esthetician, and Manicurist. The Cosmetology program involves 1600 hours of comprehensive training in beauty services. The Esthetician program focuses on training in skin care treatment and techniques. The Manicurist program provides training in various services related to nails.

A program in Spa Technician Training is also available. Students learn skills and knowledge related to therapies and treatments for employment in the rapidly expanding Spa Services Industry.

Courses in the Cosmetology programs focus on theoretical foundation, practical manipulative skills, business knowledge, and the professional and ethical training needed for licensing through the State Board of Barbering and Cosmetology. Prepared with excellent entry-level skills, students are able to work in many facets of the beauty industry.

## ADMISSIONS PROCEDURES AND REQUIREMENTS

The Associate in Science degree with a major in Cosmetology or the Cosmetology Certificate Program requires the completion of a special application packet to be considered for admission. Admission applications are not considered for acceptance until all documents listed have been completed and received by the Office of Admissions and Records. All requirements must be submitted by the deadline date. The following components of the application packet are required.

1. Completed Cosmetology Program application.
2. Completed Skyline College English Placement Tests.  
The English Placement Tests may be waived for those students who have completed an AA/AS or BS degree.
3. Transcripts from former colleges.
4. Completed college matriculation requirements.
5. Signed Cosmetology Program contract.
6. Completed Skyline College Application  
For further information on the Cosmetology Program, please call 738-4165.

## ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN COSMETOLOGY

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

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

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

## COSMETOLOGY CERTIFICATE PROGRAM

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

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

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

**COSMETOLOGY CERTIFICATE****Required Courses**

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

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

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

**MANICURING CERTIFICATE**

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

**Course required for the Manicuring Certificate: Units**

COSM 754 Manicuring . . . . .	10
-------------------------------	----

**COSMETICIAN/ESTHETICIAN CERTIFICATE**

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

**Course required for the Cosmetician/  
Esthetician Certificate:**

COSM 775 Cosmetician/Esthetician . . . . .	16
--	----

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

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

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

ART 201 Form & Composition I . . . . .	2-3
ART 202 Form & Composition II . . . . .	2-3
BIOL 260 Introduction to Physiology . . . . .	5
DANC 105 Dance & Wellness . . . . .	.5-1

DANC 152 Cuban Roots of Salsa . . . . .	.5-1
DANC 161 Tango Argentino . . . . .	.5-1
DANC 162 Tango Milonga . . . . .	.5-1
DANC 163 Tango Buenos Aires . . . . .	.5-1
DANC 164 Tango De La Confiteria . . . . .	.5-1
DANC 165 Tango Performance Improvisation . . . . .	.5-1
DANC 167 Swing Dance I . . . . .	.5-1
DANC 168 Swing Dance II . . . . .	.5-1
DANC 169 Swing Dance III . . . . .	.5-1
DANC 171 Chinese Dance Workout . . . . .	.5-1
DANC 350 Cardio Dance . . . . .	1
DANC 440 Princ. of Dance Company/ Arts Program Management . . . . .	.5-2
DANC 450 Intermediate/Adv. Dance Production . . . . .	.5-1
DANC 665 Dance in Cultural Context . . . . .	1-3*

\*Note: Each unit of DANC 665 used toward the degree must be a different topic (e.g., Salsa, Flamenco, Afro/Brazilian).

FITN 332 Stretching & Flexibility . . . . .	1
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**EARLY CHILDHOOD EDUCATION**

The Early Childhood Education program is designed to meet the needs of individuals planning a career working with preschool aged children and/or are currently working with preschool aged children. The child from birth to school age is the primary focus. Current research and practical applications are combined in order to assist students in planning their most effective role with children. Children's growth, developmentally appropriate practice, cultural diversity, family support and professional development within the ECE field are major components of the program in order to meet the varied needs of ECE students, courses are offered mornings, afternoons, evenings and weekends. The program makes every effort to schedule classes to meet the diversity of students' needs and to encourage students to plan ahead in order to complete specific program requirements.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN EARLY CHILDHOOD EDUCATION**

An Associate degree with 24 ECE units and at least 16 general education units qualifies a student for a Teacher Permit issued by the Commission on Teacher Credentialing. This permit is required of all teachers working in child care and development programs operating under Title 5, (state-funded programs). A grade of C or better is required in all of the courses used to satisfy the requirements for the major. A minimum of 50% of the ECE units must be taken at Skyline College in order to receive the AS degree with a major in ECE from Skyline.

<b>Required Core Courses</b>	<b>Units</b>
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development. . . . .	3
ECE. 210 Early Childhood Education Princ. . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community. . . . .	3
ECE. 366 Practicum in Early Childhood Education . . . . .	3
<b>Plus a selection of at least 9 units from the following:</b>	
ECE./LIT. 191 Children's Literature . . . . .	3
ECE. 213 The School-Age Child . . . . .	3
ECE. 214 Child-Parent Relations <b>or</b>	
FCS 213 Child-Parent Relations . . . . .	3
ECE. 223 Infant/Toddler Development. . . . .	3
ECE. 225 Infant/Toddler Environments . . . . .	3
ECE. 240 ECE Administration: Business/Legal . . . . .	3
ECE. 241 ECE Administration: Human Relations . . . . .	3
ECE. 242 Adult Supervision in ECE/CD Classrooms . . . . .	2
ECE. 260 Children with Special Needs. . . . .	3
ECE. 262 Introduction to Family Support:	
Building Respectful Partnerships. . . . .	3
ECE. 264 The Life Cycle of the Family . . . . .	3
ECE. 270 Intro to Infant/Toddler Child Care . . . . .	3
ECE. 272 Cultural Diversity in Early Childhood	
Education . . . . .	3
ECE. 273 Supporting Young Bilingual Learners . . . . .	1
ECE. 275 Children's Language & Literacy	
Development . . . . .	3
ECE. 311 Children's Nutrition <b>or</b>	
FCS 311 Children's Nutrition . . . . .	1
ECE. 333 Observational Skills. . . . .	3
ECE. 335 Handling Behavior. . . . .	3
ECE. 665 Selected Topic in Early Childhood	
Education . . . . .	1-4
ECE. 670 Cooperative Education in ECE . . . . .	1-4
<b>MINIMUM TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	
<b>EARLY CHILDHOOD EDUCATION CERTIFICATE</b>	
An Early Childhood Education Certificate will be granted upon completion of the required number of units of coursework. A grade of C or better is required in all of the courses used to satisfy the requirements for the certificate. ECE 670: Cooperative Education in ECE is strongly recommended for those students planning to work in early childhood settings. Completion of the certificate requirements qualifies students as teachers in child care and development programs operating under Title 22, (non-state-funded programs) and/or for an Assistant or Associate Teacher Permit issued by the Commission on	

Teacher Credentialing. This permit is required of all assistant and associate teachers working in child care and development programs operating under Title 5, (state-funded programs). A minimum of 50% of the ECE units must be taken at Skyline College in order to receive the ECE Certificate from Skyline.

<b>Required Courses</b>	<b>Units</b>
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development. . . . .	3
ECE. 210 Early Childhood Education Princ. . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community. . . . .	3
ECE. 366 Practicum in Early Childhood Education . . . . .	3
<b>Plus a selection of at least 3 units from the following:</b>	
ECE./LIT. 191 Children's Literature. . . . .	3
ECE. 213 The School-Age Child . . . . .	3
ECE. 214 Child-Parent Relations <b>or</b>	
FCS 213 Child-Parent Relations . . . . .	3
ECE. 223 Infant/Toddler Development. . . . .	3
ECE. 225 Infant/Toddler Environments . . . . .	3
ECE. 240 ECE Administration: Business/Legal . . . . .	3
ECE. 241 ECE Administration: Human Relations . . . . .	3
ECE. 242 Adult Supervision in ECE/CD Classrooms . . . . .	2
ECE. 260 Children with Special Needs. . . . .	3
ECE. 262 Introduction to Family Support:	
Building Respectful Partnerships. . . . .	3
ECE. 264 The Life Cycle of the Family . . . . .	3
ECE. 270 Intro to Infant/Toddler Child Care . . . . .	3
ECE. 272 Cultural Diversity in Early Childhood	
Education . . . . .	3
ECE. 273 Supporting Young Bilingual Learners . . . . .	1
ECE. 275 Children's Language & Literacy	
Development . . . . .	3
ECE. 311 Children's Nutrition <b>or</b>	
FCS 311 Children's Nutrition . . . . .	1
ECE. 333 Observational Skills . . . . .	3
ECE. 335 Handling Behavior. . . . .	3
ECE. 665 Selected Topic in Early Childhood	
Education . . . . .	1-4
ECE. 670 Cooperative Education in ECE . . . . .	1-4
<b>MINIMUM TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

**AREAS OF SPECIALIZATION WITHIN THE EARLY CHILDHOOD EDUCATION PROGRAM**

In accordance with the guidelines established by the state's Child Development Permit for the Master Teacher tier, applicants must complete a **specialization** of six (6) semester units in a specific area. A specialization can also be useful to students when seeking work advancement.



**Infant/Toddler Care**

- ECE. 223 Infant/Toddler Development
- ECE. 225 Infant/Toddler Environments

**School-Age Child Care**

- ECE. 213 The School-Age Child
- ECE. 335 Handling Behavior

**Children with Special Needs**

- ECE. 260 Children with Special Needs
- ECE. 335 Handling Behavior

**Children's Language and Literacy**

- ECE./LIT. 191 Children's Literature
- ECE. 275 Children's Language and Literacy Development

**Parent/Family Relationships**

- ECE. 214/FCE. 213 Child-Parent Relations
- ECE. 264 The Life Cycle of the Family

**Family Support**

- ECE. 262 Introduction to Family Support: Building Respectful Partnerships
- ECE. 264 The Life Cycle of the Family

**EMERGENCY MEDICAL TECHNOLOGY**

This program represents the first phase of training in the Emergency Medical Technician career structure. The course covers all techniques of emergency equipment and supplies considered within the responsibilities of the EMT-I. In addition to didactic and skills training on campus, the course includes observation in a local hospital Emergency Room and a ride-along rotation with a local ambulance company.

To receive a certificate students must achieve a minimum grade of C in the course and satisfactory completion of the clinical component and required skills testing.

**EMERGENCY MEDICAL TECHNOLOGY CERTIFICATE**

Required Course	Units
EMC. 410 Emergency Medical Technician B. . . . .	7

**ENGLISH**

Course transfer requirements and electives for English majors may be different from course requirements and electives for English majors seeking the Associate Degree. Please check with a counselor or with the English Department for specifics.

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

Required Core Courses	Units
-----------------------	-------

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

ENGL 100 Composition. . . . .	3
ENGL 105 Intensive Composition . . . . .	4
ENGL 110 Composition, Literature & Critical Thinking .	3
ENGL 165 Critical Thinking/Adv. Composition . . . . .	3

**Plus a selection of 12 units from the following,**

6 units of which must be literature courses:

ENGL 104 Applied English Skills for Cultural Production . . . . .	1-3
ENGL 161 Creative Writing I . . . . .	3
ENGL 162 Creative Writing II . . . . .	3
ENGL/LIT. 166 Women on Writing . . . . .	.5
FILM 440 Film Study & Appreciation . . . . .	3
JOUR 120 Writing and Reporting for the Media. . . . .	3
JOUR 121 Adv. Writing & Reporting for the Media. . . . .	3
LIT. 101 Contemporary Literature . . . . .	3
LIT. 111 Short Story . . . . .	3
LIT. 113 Intro to the Novel . . . . .	3
LIT. 116 Introduction to World Literature . . . . .	3
LIT. 151 Shakespeare . . . . .	3
LIT./ECE. 191 Children's Literature . . . . .	3
LIT. 225 Mirrors of Today: Contemp. Poetry . . . . .	3
LIT. 251 Women in Literature . . . . .	3
LIT. 265 Asian American Literature . . . . .	3
LIT. 266 Black Literature . . . . .	3
LIT. 267 Filipino American Literature. . . . .	3
LIT. 370 Readings in Lit. of the Latino in the US . . . . .	3
LIT. 373 Latin American Lit in Translation . . . . .	3
LIT. 416 Modern European Lit in Translation . . . . .	3
LIT. 432 Folklore . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>18</b>

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

**ROTATION OF LITERATURE COURSES – DAY, EVENING AND ONLINE CLASSES**

(Listed below are the tentative Literature offerings for the upcoming semesters.)

**Fall 2008**

Day	LIT. 266 Black Literature
Evening	LIT. 370 Readings in Literature of the Latino in the United States
Online	LIT. 251 Women in Literature

**Spring 2009**

Day	LIT. 101 Contemporary Literature
	LIT. 265 Asian American Literature
	LIT. 166 Women on Writing
Evening	LIT. 111 Short Story
	LIT. 191 Children's Literature
Online	LIT. 116 Introduction to World Literature

**Fall 2009**

Day	LIT. 225 Mirrors of Today: Contemporary Poetry
Evening	LIT. 373 Latin American Literature in Translation
Online	LIT. 432 Folklore

**Spring 2010**

Day	LIT. 267 Filipino American Literature LIT. 166 Women on Writing
Evening	LIT. 251 Women in Literature LIT. 191 Children's Literature
Online	LIT. 113 Introduction to the Novel

(For information on class meeting days and times for Literature courses, consult the current Class Schedule.)

**FAMILY & CONSUMER SCIENCES**

The Family and Consumer Science Associate degree major is a cultural core program which provides transfer opportunities in five possible areas: clothing and textiles, child development and family relations, food and nutrition/food services, design and housing, and general family and consumer science.

A certificate in Family and Consumer Science endorses a foundation for paid employment in many entry-level jobs in the above mentioned fields. Advanced education, depending on the area of specialization, opens the door to jobs in industry, business, government, education, and private agencies.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FAMILY & CONSUMER SCIENCES**

<b>Required Core Courses</b>	<b>Units</b>
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3
FCS 213 Child-Parent Relations <b>or</b>	
ECE. 214 Child-Parent Relations . . . . .	3
FCS 310 Nutrition . . . . .	3
INTD 110 Environmental Design . . . . .	3

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

ART/MUS. 115 Music, Art & Ideas . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management . . . . .	3
COOP 670 Vocational Co-Op Education . . . . .	1-4
ECE./FCS 311 Children's Nutrition . . . . .	1
FASH 151 Fashion Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
INTD 120 Designing Interiors for Multicultural Populations . . . . .	3
MUS. 100 Fundamentals of Music . . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 210 Child Development . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>27</b>

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

**FAMILY & CONSUMER SCIENCES CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3
FCS 213 Child-Parent Relations <b>or</b>	
ECE. 214 Child-Parent Relations . . . . .	3
FCS 310 Nutrition . . . . .	3
INTD. 110 Environmental Design . . . . .	3

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

ART/MUS. 115 Music, Art & Ideas . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management . . . . .	3
COOP 670 Vocational Co-Op Ed . . . . .	1-4
ECE./FCS 311 Children's Nutrition . . . . .	1
FASH 151 Fashion Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
MUS. 100 Fundamentals of Music . . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC/SOCI 110 Courtship, Marriage, & Family . . . . .	3
PSYC 210 Child Development . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>27</b>

**FASHION MERCHANDISING**

Fashion promotion, visual merchandising, fashion coordination, retail buying, and store management are some of the fields for which this program prepares students. Since the fashion industry is one of the fastest growing segments of business in the Bay Area, internship and employment opportunities are readily available.

In addition to immediate employment opportunities, the Certificate and Associate in Science degree programs in Fashion Merchandising, General Merchandising, and Image Consulting provide a foundation for transfer and pursuit of a Bachelor's degree.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FASHION MERCHANDISING**

<b>Required Core Courses</b>	<b>Units</b>
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 156 Fashion Shows & Special Events . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

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

ACTG 100 Accounting Procedures . . . . .	3
ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	2-3
ART 338 Advertising Art . . . . .	2
BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Mathematics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 160 Business of Image Consulting . . . . .	2
FASH 670 Vocational Co-Op Education . . . . .	1-4
INTD 110 Environmental Design . . . . .	3
PSYC 100 General Psychology . . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**FASHION MERCHANDISING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 156 Fashion Shows & Special Events . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

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

ACTG 100 Accounting Procedures . . . . .	3
ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	2-3
ART 338 Advertising Art . . . . .	2
BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 150 Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 160 Business of Image Consulting . . . . .	2
INTD 110 Environmental Design (suggested for students interested in display) . . . . .	3
PSYC 100 General Psychology . . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
TOTAL REQUIRED UNITS . . . . .	30

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN  
GENERAL MERCHANDISING**

<b>Required Core Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
FASH 113 Textiles . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 670 Vocational Co-Op Ed . . . . .	1

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

ACTG 121 Financial Accounting . . . . .	4
ACTG 131 Managerial Accounting . . . . .	4
ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	2-3
BUS. 100 Intro to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
COOP 670 Vocational Co-Op Education . . . . .	1-4
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS119 Clothing, Culture & Society . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
INTD 110 Environmental Design . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	28
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**GENERAL MERCHANDISING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	3
BUS. 101 Human Relations . . . . .	3
BUS. 115 Business Mathematics . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
FASH 113 Textiles . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

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

ACTG 121 Financial Accounting . . . . .	4
ACTG 131 Managerial Accounting . . . . .	4
ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	2-3
BUS. 100 Intro to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3

BUS. 150 Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite. . . . .	2
COOP 670 Vocational Co-Op Education. . . . .	1-4
FASH/FCS 117 Creating a Personal Image. . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
FASH 153 Apparel & Home Fashion Analysis. . . . .	3
INTD 110 Environmental Design . . . . .	3
TOTAL REQUIRED UNITS. . . . .	28

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN IMAGE CONSULTING**

Required Core Courses	Units
ART 301 Design. . . . .	3
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image. . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis. . . . .	3
FASH 160 Business of Image Consulting . . . . .	2
FASH 670 Vocational Co-Op Ed. . . . .	1
SPCH 100 Public Speaking <b>or</b>	
SPCH 120 Interpersonal Communication . . . . .	3

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

ACTG 100 Accounting Procedures . . . . .	3
BUS. 150 Small Business Management . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 156 Fashion Shows & Special Events. . . . .	3
PSYC 100 General Psychology. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30

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

**IMAGE CONSULTING CERTIFICATE**

Required Courses	Units
ART 301 Design. . . . .	3
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image. . . . .	3
FASH/FCS 119 Clothing, Culture, & Society . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis. . . . .	3
FASH 160 Business of Image Consulting . . . . .	2
FASH 670 Vocational Co-Op Education . . . . .	1
SPCH 100 Public Speaking <b>or</b>	
SPCH 120 Interpersonal Communication . . . . .	3

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

ACTG 100 Accounting Procedures. . . . .	3
ART 214 Color. . . . .	2-3
BUS. 150 Small Business Management . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
BUS. 290 Introduction to Marketing Strategy . . . . .	1.5
BUS. 291 Marketing Tactics . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite. . . . .	2
FASH 156 Fashion Shows & Special Events. . . . .	3
PSYC 100 General Psychology. . . . .	3
TOTAL REQUIRED UNITS. . . . .	30

**INTERDISCIPLINARY STUDIES**

**(Pending State Chancellor’s Office approval, in process.)**

The Interdisciplinary Studies major awards an Associate of Arts degree for students who pursue broad areas of study and exploration in any of the areas of emphasis described below. Option 1 enables students to complete the requirements for the Associate Degree, while options 2, 3 and 4 enables students to complete the requirements for the Associate Degree and transfer admission requirements to the California State University, University of California, or independent colleges and universities.

**Important:** Completion of the CSU, UC or Independent University patterns does not guarantee admission to any of these institutions. Consult with a counselor for further information.

**Note:** Minimum C grade is required in all courses applied to any area of emphasis in this major.

**Option 1: Skyline College Pattern**

*(Replaces former Liberal Arts major)*

- A. Complete Basic Competency, Specific Area, and General Education requirements for the AA/AS degree
- B. Complete 18 units in **one** of the following areas of emphasis
  - 1. Social and Natural Sciences (9 units of coursework from Associate Degree Area F1, Natural Science, and 9 units of coursework from Area F3, Social Sciences)
  - 2. Humanities and Communication (9 units of coursework from Associate Degree Area F2, Humanities, and 9 units of coursework from Associate Degree Area F4, Language and Rationality)
  - 3. Organizational Structures (6 units of coursework from Associate Degree Area F4, Communication and Analytical Thinking, and 12 units of coursework from Area F3, Social Sciences)
  - 4. Social and Personal Development (9 units of coursework from Associate Degree Area F3, Social Sciences, and 9 units of coursework from Area F5, Personal Development)

- C. Remaining units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division preparation and/or electives.

**Option 2: California State University Pattern**

*(Replaces Option 1 in former University Studies major)*

To meet the requirements for this pattern, students must complete a minimum of 60 semester units that are CSU transferable with a cumulative GPA of 2.0 or better that meet the following:

- A. Complete the CSU GE requirements (a minimum of 30 of the total 39 units required completed with a C or better grade to include Areas A1, A2, A3 and B4)

**or**

- B. Complete the CSU version of the Intersegmental General Education Transfer Curriculum (IGETC)-a minimum of 37 units with a C or better grade in each course.

**and**

- C. Complete 18 units from one of the following areas of emphasis:

1. Arts & Humanities (18 units of coursework from CSU GE Area C, Arts, Literature, Philosophy & Languages)
2. Social and Behavioral Sciences (18 units of coursework from CSU GE Area D, Social Political & Economic Institutions)
3. Letters & Science ( 9 units of coursework from CSU Area B, Natural Science & Mathematics, and 9 units from CSU Area C2, Humanities, and/or Area D3, Social Institutions)
4. Organizational Structures (6 units of coursework from CSU Area B4, Quantitative Reasoning, and 12 units of coursework from CSU Area D3, Social Institutions)
5. Social and Personal development (9 units of coursework from CSU GE areas D1, D2a, D3, Social, Political & Economic Institutions, and 9 units of coursework from E1 and/or E2, Lifelong Understanding & Self-Development)

- D. Remaining units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division preparation and/or electives.

**Option 3: University of California Pattern**

*(Replaces Option 2 in former University Studies major)*

To meet the requirements for this pattern, students must complete a minimum of 60 units transferable to the University of California with at least a 2.4 UC transferable grade point average (in order to meet UC minimum eligibility requirements) to include either A or B below with a minimum C or better grade in each course.

- A. Complete the UC version of Intersegmental General Education Transfer Curriculum (IGETC)-a minimum of 34 units **or**

- B. Complete campus specific UC transfer admission requirements (in consultation with a counselor)

**and**

- C. Complete 18 units in one of the following areas of emphasis

1. Arts & Humanities (18 units of coursework from IGETC Area 3, Arts and Humanities)
2. Letters and Science (6 units of coursework from IGETC Area 3, Arts and Humanities, 6 units of coursework from IGETC Area 4, Social and Behavioral Sciences, and 6 units of coursework from IGETC Area 5, Physical and Biological Sciences)
3. Organizational Structures (6 units of coursework from IGETC Area 2, mathematical concepts and quantitative reasoning , and 12 units of coursework from IGETC Area 4, Social and Behavioral Sciences)
4. Social and Behavioral Sciences (18 units of coursework from IGETC Area 4, Social and Behavioral Sciences)

- D. Remaining units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division preparation and/or electives.

**Option 4: Independent University Pattern**

*(Replaces Option 3 in former University Studies major)*

To meet the requirements for this pattern, students must complete a minimum of 60 units including the following:

- A. Complete the AA/AS competency, specific area and GE **and**
- B. Complete a minimum of 21 units applicable to the GE pattern of intended transfer institution **and**
- C. Complete 18 units in *one* of the following areas of emphasis

Any of the areas of emphasis listed in the other options. Care must be taken to check that the courses selected are accepted by the intended transfer institution. Courses are to be selected in consultation with a counselor.

**Areas of Emphasis for Interdisciplinary Studies Major**

**Arts & Humanities (Options 2, 3 and 4)**

This area of emphasis integrates the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will analyze and evaluate the ways in which people through the ages in different cultures have responded to themselves and the world around them in cultural and artistic creation.

**Humanities and Communication (Options 1 and 4)**

This area of emphasis develops the student's ability to reason and communicate in multiple dimensions and applies that ability to the analysis and evaluation of cultural, literary and artistic activities of human beings.

**Letters and Science (Options 2, 3 and 4)**

This area of emphasis integrates the study of the world around us by developing analytical skills needed to understand the physical world and the human beings who occupy it, including the artifacts they produce.

**Organizational Structures (Options 1, 2, 3 and 4)**

This area of emphasis explores social organizations, such as businesses and governments, in terms of their structures, decision making processes and interactions.

**Social and Behavioral Sciences (Options 2, 3 and 4)**

This area of emphasis studies the systems and institutions human beings in various cultures develop to organize their lives in both individual and group settings.

**Social and Natural Sciences (Options 1 and 4)**

This area of emphasis integrates the study and application of scientific methodology from two perspectives, that of the social sciences which consider the human world in several aspects, and that of the natural sciences which consider the world in its physical and biological aspects.

**Social and Personal Development (Options 1, 2 and 4)**

This area of emphasis integrates the study of human beings in both social group contexts and as individuals. It develops cognitive and affective skills that are central to problem solving, conflict resolution, the integration of self and society, and competence in carrying out civic responsibilities.

**INTERNATIONAL STUDIES**

Students completing this major will gain a global perspective on the histories, political structures, and cultures of all of the world's regions, as well as expertise in a specific region of their choice.

All students in this major will take a set of core courses that provide a common framework for an understanding of historical, economical, cultural and political relations. Each student will also choose one of four areas for specialization: Asia, Europe, Latin America, or the Philippines for more extensive study of the history, language, and arts of that area. This major provides the foundation to transfer into International Studies/Relations or majors with specific geo-political areas of emphasis and is valuable for students planning a career in education, business, law and many other areas where an understanding of diverse cultures is important.

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN INTERNATIONAL STUDIES**

Required Core Courses	Units
Required core courses in Social Sciences	
PLSC 130 International Relations . . . . .	3

**Plus 9 units from the following:**

HIST 104 World Civilizations I . . . . .	3
HIST 106 World Civilizations II . . . . .	3
GEOG 110 Cultural Geography . . . . .	3
ECON 100 Macroeconomics. . . . .	3
ANTH 110 Cultural Anthropology . . . . .	3

**Required core courses in Language and Literature**

LIT.116 Introduction to World Literature. . . . .	3
---	---

**Plus 6 to 10 units from one of the following**

ARBC 111, 112 * Elementary Arabic I, II	
CHIN 111, 112* Elementary Chinese I, II	
FILI 111, 112* Elementary Filipino I, II	
FILI 110, 120** Elementary/Adv. Filipino	
ITAL 111, 112* Elementary Italian I, II	
JAPN 111, 112* Elementary Japanese I, II	
SPAN 110, 120** Elementary/Adv. Spanish	

*\*6 units, the equivalent of 1 semester of college-level foreign language*

*\*\*10 units, the equivalent of 1 year of college-level foreign language and also meets Languages other than English portion of IGETC*

**Plus a minimum of 6 units from two different departments in one of the following Area Studies:**

**Asia**

ART 105 Art of Asia and the Near East. . . . .	3
CHIN* 111-130 . . . . .	3
ECON 310 Political Economy of Asia . . . . .	3
JAPN* 111-115 . . . . .	3
HIST 430 Early Asian Civilizations . . . . .	3
HIST 432 Modern Asian Civilizations . . . . .	3
HIST 453 History of China . . . . .	3
HIST 463 Great Cities of the World: Florence, Tokyo and Jerusalem . . . . .	3
HIST 464 Great Cities of the World: New York, Beijing and Granada . . . . .	3
LIT. 265 Asian American Literature . . . . .	3
PHIL 320 Asian Philosophy. . . . .	3
SOCI 341 Asian Cultures and Societies . . . . .	3
SOCI 432 Chinese Culture and Society . . . . .	3

**Europe**

ART 101 History of Western Art I . . . . .	3
ART 102 History of Western Art II . . . . .	3
SPAN* 110-140 . . . . .	3
HIST 100 History of Western Civilization I . . . . .	3
HIST 101 History of Western Civilization II . . . . .	3
HIST 109 Europe Since 1945 . . . . .	3
HIST 461 Great Cities of the World: Paris, Madrid and Istanbul . . . . .	3
HIST 462 Great Cities of the World: London, Cairo and Rome. . . . .	3

HIST 463 Great Cities of the World: Florence, Tokyo and Jerusalem . . . . .	3
HIST 464 Great Cities of the World: New York, Beijing and Granada . . . . .	3
LIT. 113 Introduction to the Novel . . . . .	3
PHIL 160 History of Western Philosophy: Ancient and Medieval . . . . .	3
PHIL 175 History of Western Philosophy: 16th – 18th Century. . . . .	3

### Latin America

ART 120 Art of the Americas. . . . .	3
SPAN* 110-140 . . . . .	3
HIST 420 Survey of Latin American History . . . . .	3
MUS. 240 Music of the Americas . . . . .	3
LIT. 370 Readings in Literature of the Latino in America . . . . .	3
LIT. 373 Latin American Literature in Translation . . . . .	3
PLSC 320 Latin America in the International Political Economy . . . . .	3

### Middle East

ARBC* 111-122. . . . .	3
HIST/PLSC 335 History and Politics of the Middle East . . . . .	3
HIST 461 Great Cities of the World: Paris, Madrid & Istanbul. . . . .	3
HIST 462 Great Cities of the World: London, Cairo & Rome. . . . .	3
HIST 463 Great Cities of the World: Florence, Tokyo & Jerusalem. . . . .	3

### Philippines

ECON 310 Political Economy of Asia . . . . .	3
FILI* 110-122 . . . . .	3
HIST 435 History of the Philippines . . . . .	3
LIT. 267 Filipino American Literature. . . . .	3
MUS. 420 Traditional Kulintang Music . . . . .	2
SOCI 142 Filipina/o Community Issues . . . . .	3

*\*Units in foreign languages used to meet area studies requirements must be **in addition** to units in foreign language used to meet core requirement.*

TOTAL REQUIRED UNITS IN MAJOR AREA. . . . . 27-31  
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

### Recommended Electives

In addition to the above, students in the major are urged to consider the following related courses as electives for the AA degree:

ECON 102 Microeconomics
GEOG 150 World Regional Geography
MUS. 250 World Music
PHIL 300 World Religions

Students are also urged to participate in Skyline's Study Abroad program, which holds courses in London in the Fall semester, Paris in even Spring semesters, and Florence in odd Spring semesters. Study Abroad programs through other institutions may also be appropriate.

## JOURNALISM

The Journalism program seeks to prepare students to enter the workforce in journalism and its related fields (such as public relations and advertising) and to offer job retraining to matriculated students making a career switch or needing to meet the changing technological demands of the field. The program also seeks to prepare students to transfer to four-year institutions as journalism majors and to train students to be media-literate members of the community.

Instruction is supplemented by hands-on experience working for the student newspaper, The Skyline View, a bi-weekly publication. Students also attend local and regional conferences and have opportunities to pursue internships and jobs in the field.

The degree and certificate programs prepare the student for such careers as newspaper and magazine reporting, writing, and editing; technical writing; copyediting; advertising; and public relations.

**Note:** A grade of C or better is required in each of the core Journalism courses for both the Associate Degree and the Certificate.

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

Required Core Courses	Units
JOUR 110 Mass Media and Society. . . . .	3
JOUR 120 Writing and Reporting for the Media . . . . .	3
JOUR 300 Newspaper Staff . . . . .	6*

*\*taken twice for a total of 6 units*

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

ART 301 Design . . . . .	2-3
ART 338 Advertising Art. . . . .	2
ART 351 Black & White Photography I. . . . .	2-3
CAOT 214 Word Processing I: Word <b>or</b> . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
ENGL 161 Creative Writing I. . . . .	3
JOUR 121 Adv. Writing & Reporting for the Media. . . . .	3
JOUR 301 Online Newspaper Staff. . . . .	3
JOUR 302 Newspaper Workshop . . . . .	1-3
JOUR 670 Journalism Work Experience . . . . .	1-4
JOUR 680 Newspaper Editing Skills . . . . .	.5
JOUR 690 Special Projects in Journalism . . . . .	1-3
LSCI 100 Introduction to Information Research. . . . .	1
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24

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

## JOURNALISM CERTIFICATE

Required Courses	Units
JOUR 110 Mass Media and Society. . . . .	3
JOUR 120 Writing and Reporting for the Media . . . . .	3
JOUR 300 Newspaper Staff . . . . .	6*

\*taken twice for a total of 6 units

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

ART 301 Design . . . . .	2-3
ART 338 Advertising Art. . . . .	2
ART 351 Black & White Photography I. . . . .	2-3
CAOT 214 Word Processing I: Word <b>or</b> . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 221 Desktop Publishing: Microsoft Publisher. . . . .	1.5
ENGL 161 Creative Writing I. . . . .	3
JOUR 121 Adv. Writing & Reporting for the Media. . . . .	3
JOUR 301 Online Newspaper Staff. . . . .	3
JOUR 302 Newspaper Workshop . . . . .	1-3
JOUR 670 Journalism Work Experience . . . . .	1-4
JOUR 680 Newspaper Editing Skills . . . . .	.5
JOUR 690 Special Projects in Journalism . . . . .	1-3
LSCI 100 Introduction to Information Research. . . . .	1
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>24</b>

## MATHEMATICS

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

Required Core Courses	Units
<b>Select 18 units from the following:</b>	
MATH 251 Calculus w/Analyt. Geometry I . . . . .	5
MATH 252 Calculus w/Analyt. Geometry II. . . . .	5
MATH 253 Calculus w/Analyt. Geometry III . . . . .	5
MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations . . . . .	3

**Plus 3 units in Computer Programming:**

COMP 155 Computer Programming Visual BASIC. . . . .	3
COMP 156 Intermediate Programming in Visual BASIC 3	3
COMP 250 Programming Methods I: C++ . . . . .	3
COMP 252 Programming Methods II: C++. . . . .	3
COMP 284 Programming Methods I: JAVA . . . . .	3
COMP 286 Programming Methods II: JAVA. . . . .	3

**Plus at least 3 units from the following:**

MATH 200 Statistics . . . . .	4
MATH 201 Quantitative Reasoning . . . . .	3
MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations . . . . .	3
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II. . . . .	4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	<b>24</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## MUSIC

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

Required Core Courses	Units
MUS. 100 Fundamentals of Music . . . . .	3
MUS. 301 Piano I . . . . .	2
MUS. 110 Music Theory I <b>and</b> . . . . .	3
MUS. 111 Musicianship I <b>or</b> . . . . .	2
MUS. 401-404 Voice I-IV. . . . .	8

**Select 6 units from the following:**

MUS. 115 Music, Art & Ideas . . . . .	3
MUS. 202 Music Appreciation . . . . .	3
MUS. 240 Music of the Americas. . . . .	3
MUS. 250 World Music. . . . .	3

**Select 4 units from the following:**

MUS. 302, 303, 304 Piano II, III, IV . . . . .	2
MUS. 377, 378, 379, 380 Guitar I, II, III, IV . . . . .	2
MUS. 401, 402, 403, 404 Voice I, II, III, IV. . . . .	2

*Note: If MUS. 401-404 were completed as part of the core units, no courses are required in this area.*

**Select 4 units from the following:**

MUS. 290 Intro to MIDI Music. . . . .	2-3
MUS. 350 The Art of Rock, Rhythm & Blues I . . . . .	3
MUS. 351 The Art of Rock, Rhythm & Blues II . . . . .	3
MUS. 383 Guitar Ensemble I. . . . .	2
MUS. 420 Traditional Kulintang Music . . . . .	2
MUS. 430 Concert Band . . . . .	0.5-3
MUS. 450 Jazz Band. . . . .	1-3
MUS. 470 Concert Choir . . . . .	2-3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	<b>23-24</b>

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

**Note:** See your counselor for assistance with regard to transfer requirements.

## NATURAL SCIENCE

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

Required Core Courses	Units
<b>Select 18-24 units from the following:</b>	
BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
BIOL 260 Intro to Physiology . . . . .	5
CHEM 210 General Chemistry I . . . . .	5
CHEM 220 General Chemistry II. . . . .	5
CHEM 234/237 Organic Chemistry/Lab I. . . . .	5
CHEM 235/238 Organic Chemistry/Lab II . . . . .	5
COMP 155 Computer Programming Visual BASIC. . . . .	3
COMP 250 Programming Methods I: C++ . . . . .	3



COMP 284 Programming Methods I: Java . . . . .	3
GEOL 210 General Geology . . . . .	4
PHYS 210 General Physics I . . . . .	4
PHYS 220 General Physics II . . . . .	4
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
PHYS 270 Physics with Calculus III . . . . .	4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18-24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## PARALEGAL, LEGAL ASSISTANT

The Paralegal, Legal Assistant Associate degree and Paralegal, Legal Assistant certificate programs prepare students for careers as paralegals, legal assistants, and legal support service workers in a variety of settings.

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PARALEGAL, LEGAL ASSISTANT

Required Core Courses	Units
BUS. 201 Business Law . . . . .	3
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 252 Princ of Civil/Admin. Process . . . . .	3

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

BUS. 401 Business Communications . . . . .	3
BUS./LEGL 445 Law Office Management . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
COOP 670 Vocational Co-Op Ed . . . . .	1-4
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 266 Probate, Estates & Trusts . . . . .	3
LEGL 304 Concepts of Criminal Law . . . . .	3
LEGL 305 Judicial Process in Calif. . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-3
LEGL 690 Special Projects . . . . .	1-3
PHIL 103 Critical Thinking <b>or</b>	
PHIL 109 Critical Thinking and Writing . . . . .	3
PLSC 301 Calif. State and Local Government <b>or</b>	
PLSC 200 National, State and Local Government . . . . .	3
R.E. 100 Real Estate . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## PARALEGAL, LEGAL ASSISTANT CERTIFICATE

Required Courses	Units
BUS. 201 Business Law . . . . .	3
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 215 Word Processing II: Word . . . . .	2
LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 252 Princ. of Civil & Admin. Process . . . . .	3

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

BUS. 401 Business Communications . . . . .	3
BUS./LEGL 445 Law Office Management . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
COOP 670 Vocational Co-Op Ed . . . . .	1-4
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 266 Probate, Estates & Trusts . . . . .	3
LEGL 304 Concepts of Criminal Law . . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-3
LEGL 690 Special Projects . . . . .	1-3
PHIL 103 Critical Thinking <b>or</b>	
PHIL 109 Critical Thinking and Writing . . . . .	3
PLSC 200 National, State and Local Government <b>or</b>	
PLSC 301 Calif. State and Local Government . . . . .	3
R.E. 100 Real Estate Principles . . . . .	3
TOTAL REQUIRED UNITS . . . . .	27

## PHYSICAL EDUCATION

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PHYSICAL EDUCATION

The Physical Education major may be used as the basis for careers in teaching, coaching, athletic training, exercise science/fitness, athletic and sports management.

Students intending to earn a Bachelor's degree in physical education/kinesiology should consult early with counselors and current catalogs of the college/university to which they plan to transfer. Specific requirements vary; however institutions usually require that students complete a core of basic sciences and physical education courses as well as general education requirements prior to transfer.

Required Core Courses	Units
BIOL 130 Human Biology . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
FCS 310 Nutrition . . . . .	3
PSYC 100 General Psychology . . . . .	3
P.E. 270 Introduction to Human Performance . . . . .	2

**Plus a minimum of 3 units from 3 different subject areas from the following:**

- ADAP 348/349/356/357/358/359 Adaptive Physical Education
- COMB 301/302/401/404/405 Self Defense
- DANC 110/130/140/171/330/350 Dance/Aerobics
- FITN 106/110/112/116/160/166/182/201/202/205 Conditioning/Fitness/Strength Training
- FITN 301/303/304/305/332/334/335/336 Stretch/Yoga/Cardiovascular Development
- INDV 101/105/121/125/126/141/160/165/167/168/169/251/253/255 Individual Sports
- P.E. 105 The Student-Athlete Experience
- P.E. 203/211/212/213/214/301 Sports Medicine
- TEAM 100/111/112/115/116/117/125/132/141/145/146/148/149/150/171/173/175/176/179/188/189/190/191/192/193/194/195/196/197/198/199/201 Team Sports
- TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 18
- Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**PSYCHOLOGY**

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

Required Core Courses	Units
PHIL 103 Critical Thinking <b>or</b>	
PHIL 109 Critical Thinking and Writing <b>or</b>	
PHIL 200 Intro to Logic . . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC 105 Experimental Psychology . . . . .	3
PSYC/ECE. 201 Child Development . . . . .	3
PSYC 410 Abnormal Psychology . . . . .	3

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

PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 171 Quantitative Reasoning in Psychology . . . . .	3
PSYC 200 Developmental Psychology . . . . .	3
PSYC 268 Black Psychology . . . . .	3
PSYC 300 Social Psychology . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
PSYC 390 Psychology of Consciousness . . . . .	3
PSYC 665 Special Topics in Psychology . . . . .	.5-2
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	21
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**RESPIRATORY THERAPY**

Respiratory Therapy is a two-year program that prepares students to administer respiratory care and life support to patients with breathing disorder and cardiopulmonary abnormalities. Most therapists participate in three phases of patient care: diagnosis, treatment, and patient management.

**ADMISSION PROCEDURES AND REQUIREMENTS**

Students are admitted into the program once a year only, in the Fall semester. Special Respiratory Therapy application forms are available from the Science/Math/Technology Division Office and on the College website. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately 25 students are admitted to the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Respiratory Therapy Program, please call (650) 738-4457.

Full-time registration is required, and all courses must be taken in sequence. Credit may be given for previous coursework. **A minimum grade of C is required in all coursework.** An Associate Degree is required to take the Respiratory Care Practitioner Exam administered by the California Respiratory Care Board. To determine specific General Education requirements, applicants are encouraged to contact the Counseling Department.

Admission to the Respiratory Therapy Program requires the following minimum entrance requirements:

1. High school graduation or equivalent.
2. Presently enrolled in or completed with a grade of C or better:
  - a. Algebra equivalent to MATH 110 or 112.
  - b. Chemistry equivalent to CHEM 192 or 410.
  - c. Human Anatomy equivalent to BIOL 250.

**(Note:** Human Anatomy may be taken in the summer session preceding the program.)
3. English: Eligibility for Skyline College ENGL 836 or equivalent.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RESPIRATORY THERAPY**

Required Core Courses	Units
RPTH 400 Patient & Health Care Concerns . . . . .	2
RPTH 410 Intro to Patient Care & Respiratory Assessment Techniques . . . . .	3
RPTH 420 Application of Cardiopulmonary Anatomy & Physiology . . . . .	3
RPTH 430 Intro to Respiratory Therapeutics . . . . .	6
RPTH 438 Clinical Clerkship I . . . . .	1
RPTH 445 Respiratory Diseases I . . . . .	2
RPTH 448 Clinical Clerkship II . . . . .	2
RPTH 450 Respiratory Diseases II . . . . .	3

RPTH 458 Clinical Clerkship III . . . . .	6
RPTH 460 Respiratory Critical Care . . . . .	4
RPTH 475 Hemodynamic Monitoring/ Selected Topics in Respiratory Care . . . . .	2
RPTH 480 Diagnostic Testing and Outpatient Respiratory Care . . . . .	2
RPTH 484 Medical Terminology for Respiratory Therapy . . . . .	2
RPTH 485 Clinical Medicine Seminar . . . . .	2
RPTH 488 Clinical Clerkship IV . . . . .	6
RPTH 490 Neonatal and Pediatric Respiratory Care .	1.5
RPTH 495 Respiratory Care Board Exam Prep/Review	2
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	49.5

Plus Chemistry, Human Anatomy, Human Physiology, Microbiology and General Education/other requirements for the Associate degree (refer to Associate Degree Requirements).

The College also offers a Certificate of Achievement for those graduates having a prior Associate or above degree.

## SPANISH

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

Required Core Courses	Units
SPAN 110 Elementary Spanish <b>or</b> . . . . .	5
SPAN 111/112 Elementary Spanish I, II . . . . .	6
SPAN 120 Advanced Elementary Spanish <b>or</b> . . . . .	5
SPAN 121/122 Advanced Elementary Spanish I, II <b>or</b>	6
SPAN 220 Spanish for Spanish Speakers I . . . . .	5
SPAN 130 Intermediate Spanish . . . . .	3
SPAN 140 Advanced Intermediate Spanish . . . . .	3
SPAN 161 Readings in Spanish American Lit. I . . . . .	3
SPAN 162 Readings in Spanish American Lit. II . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22-24

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

## SPEECH COMMUNICATION

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN SPEECH COMMUNICATION

Required Core Courses	Units
SPCH 100 Public Speaking . . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
SPCH 127 Argumentation . . . . .	3
SPCH 130 Voice & Articulation . . . . .	3
SPCH 140 Small Group Communication . . . . .	3
SPCH 150 Intercultural Communication . . . . .	3

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

ENGL 110 Composition, Literature & Critical Thinking .	3
ENGL 165 Critical Thinking/Adv. Composition . . . . .	3
PHIL 200 Intro to Logic . . . . .	3
SPCH 128 Forensics . . . . .	0.5-1
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24

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

## SURGICAL TECHNOLOGY

Surgical Technologists are employed in hospitals, surgery centers, and physician's offices to deliver patient care before, during and after surgery. Skyline's program combines academic and clinical instruction that includes learning to prepare surgical instruments, passing them to the surgeon, and handling specialized equipment. Graduates are eligible to take the national certification exam for Certified Surgical Technologist (CST). The Surgical Technology Program at Skyline College is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP).

### ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program once a year only, in the fall semester. Special Surgical Technology application forms are available from the Science/Mathematics/Technology Division Office and the College website. Applications are submitted in the spring for entrance into the fall semester class. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately twenty students are admitted into the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Surgical Technology Program, please call 738-4221 or 738 4470.

Admission to the Surgical Technology Program requires the following minimum entrance requirements:

- High school diploma or GED
- MATH 110 or equivalent
- BIOL 250 or equivalent
- Successful completion of a physical examination, including verification of all screenings and immunizations pertinent to health care personnel.

Communication in the operating room is of extreme importance. It is recommended that applicants be eligible for English 836.

All courses must be taken in sequence. Credit may be given for previous coursework. **A minimum grade of "C" is required in all Surgical Technology courses and prerequisites.**

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

Required Core Courses	Units
SURG 440 Basic Sciences for Surgical Technology...	6
SURG 441 Surgical Patient Care Concepts .....	10
SURG 442 Surgical Specialties .....	6
SURG 443 Clinical Practice for Surgical Technology ..	8
<b>TOTAL REQUIRED UNITS IN MAJOR AREA .....</b>	<b>30</b>

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

**SURGICAL TECHNOLOGY CERTIFICATE**

Required Courses	Units
SURG 440 Basic Sciences for Surgical Technology...	6
SURG 441 Surgical Patient Care Concepts .....	10
SURG 442 Surgical Specialties .....	6
SURG 443 Clinical Practice for Surgical Technology ..	8
<b>TOTAL REQUIRED UNITS.....</b>	<b>30</b>

**CENTRAL SERVICE TECHNOLOGY/STERILE PROCESSING**

Two certificates are available in Central Service Technology. One certificate recognizes the completion of the classroom and laboratory experience, the other certificate includes 80 hours of clinical practice in a hospital setting.

**CENTRAL SERVICE TECHNOLOGY CERTIFICATE**

Required Course	Units
SURG 445 Introduction to Central Service Technology	5

**CENTRAL SERVICE TECHNOLOGY WITH CLINICAL PRACTICE CERTIFICATE**

Required Courses	Units
SURG 445 Introduction to Central Service Technology	5
SURG 446 Clinical Practice for Central Service Technology .....	1
<b>TOTAL REQUIRED UNITS.....</b>	<b>6</b>

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY**

The Telecommunications and Network Information Technology programs are activity based, hands-on programs designed with direct employment skills and knowledge as their foundation. The programs of this department are centered on the current technologies of the Telecommunications, Networking and Wireless industry and are designed to serve students entering the field as well as those who are seeking to upgrade their skills in specific areas. Instruction focuses on both theory and practical application. The opportunity exists for students to receive endorsements in specific skill areas as they pursue their Associate Degree. Upon completion of the program, students are prepared for a variety of positions in industry. Some students are able to find employment after completing a portion of the program and continue their education while gaining valuable work experience. Students may receive Certificate and Skill Endorsements independent of their Associate Degree studies.

**Note: A grade of C or better is required in all courses applied to the Associate Degree majors, the Certificates, and the Skill Endorsements.**

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TELECOMMUNICATIONS AND WIRELESS TECHNOLOGY**

Required Core Courses	Units
TCOM 100 Telecommunications, Networking and Wireless Technologies .....	3
TCOM 405 Electrical Fundamentals for Telecommunications .....	6
TCOM 410 Wiring and Installation for Telecommunications and Networking .....	6
TCOM 415 Wireless and Mobile Communications Fundamentals .....	3
TCOM 420 Signal Transmission and Radio Frequency (R.F.) Fundamentals .....	6
TCOM 440 Transport Networks and the Fundamentals of Digital Communications.....	6
TCOM 445 Wireless and Mobile Communications Systems and Applications .....	3

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

TCOM/COMP 451 PC Configuration and Repair .....	6
TCOM 460 Fiber Optics Technology.....	3
TCOM 465 Wireless Local Area Networks .....	3
TCOM 480 Network Fundamentals (LAN .....	3
TCOM/COMP 481 Network Systems Administration ..	3
TCOM 482 Introduction to Routers.....	3
TCOM 483 Network Switches-Concepts and Applications .....	3

TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3
TCOM 485 Troubleshooting the Internetwork. . . . .	3
TCOM/COMP 486 Network Security . . . . .	3
TCOM/COMP 487 Advanced Network Security. . . . .	3
TCOM 490 Technical Overview of the Internet. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	36
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### TELECOMMUNICATIONS AND WIRELESS TECHNOLOGY CERTIFICATE

Required Courses	Units
TCOM 100 Telecommunications, Networking and Wireless Technologies . . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunications and Networking . . . . .	6
TCOM 415 Wireless and Mobile Communications Fundamentals . . . . .	3
TCOM 420 Signal Transmission and Radio Frequency (R.F.) Fundamentals . . . . .	6
TCOM 440 Transport Networks and the Fundamentals of Digital Communications. . . . .	6
TCOM 445 Wireless and Mobile Communications Systems and Applications . . . . .	3
<b>Plus a selection of 3 units from the following:</b>	
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM 460 Fiber Optics Technology . . . . .	3
TCOM 465 Wireless Local Area Networks . . . . .	3
TCOM 480 Network Fundamentals (LAN). . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM 482 Introduction to Routers. . . . .	3
TCOM 483 Network Switches-Concepts and Applications . . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3
TCOM 485 Troubleshooting the Internetwork. . . . .	3
TCOM/COMP 486 Network Security . . . . .	3
TCOM/COMP 487 Advanced Network Security. . . . .	3
TCOM 490 Technical Overview of the Internet. . . . .	3
TOTAL REQUIRED UNITS. . . . .	36

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN NETWORK ENGINEERING

The Network Engineering Program prepares graduates to enter the workforce as a PC Support Specialist, entry level Networks System Administrator, and its related fields. A Certificate of Completion and Associate of Science Degree are available. The program's focus is on direct employment skills and knowledge as a foundation in small to medium scale network infrastructure. Students will design, implement, manage and troubleshoot current industry equipment in real world scenario. The Certificate of Completion and Degree are focused on developing entry-level careers and updating existing careers.

**Note: A grade of C or better is required in all Telecommunications and Network Information Technology courses.**

Required Core Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	3
TCOM/COMP 451 PC Configuration and Repair. . . . .	6
TCOM 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM 482 Introduction to Routers . . . . .	3
TCOM 483 Network Switches – Concepts and Applications. . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3
TCOM 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3

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

TCOM 100 Telecommunications, Networking and Wireless Technologies . . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunication & Networking . . . . .	6
TCOM 415 Wireless and Mobile Communications Fundamentals . . . . .	3
TCOM 465 Wireless Local Area Networks. . . . .	3
TCOM/COMP 487 Advanced Network Security. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	33
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### NETWORK ENGINEERING CERTIFICATE

Required Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	3
TCOM/COMP 451 PC Configuration and Repair. . . . .	6
TCOM 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM 482 Introduction to Routers . . . . .	3

TCOM 483 Network Switches – Concepts and Applications . . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3
TCOM 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3
<b>Plus a minimum of 3 units from the following:</b>	
TCOM 100 Telecommunications, Networking and Wireless Technologies . . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunication & Networking . . . . .	6
TCOM 415 Wireless and Mobile Communications Fundamentals . . . . .	3
TCOM 465 Wireless Local Area Networks. . . . .	3
TCOM/COMP 487 Advanced Network Security. . . . .	3
TOTAL REQUIRED UNITS . . . . .	33

### SKILL ENDORSEMENT IN PC CONFIGURATION AND REPAIR

Required Courses	Units
TCOM 405 Electrical Fundamentals for Telecommunications <b>or</b> . . . . .	6
ELEC 110 Fundamentals of Electronics. . . . .	3
<b>and</b>	
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TOTAL REQUIRED UNITS . . . . .	9-12

### SKILL ENDORSEMENT IN WIRING AND INSTALLATION

Required Courses	Units
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunications and Networking . . . . .	6
TCOM 460 Fiber Optics Technology. . . . .	3
TOTAL REQUIRED UNITS . . . . .	15

## TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY SKILL ENDORSEMENTS

These endorsements provide an opportunity for short-term study. They are verification that students have achieved a specific level of competency in a selected area of entry-level employment. Students may achieve these endorsements on their own or while they are completing their studies for degrees or certificates.

### SKILL ENDORSEMENT IN BASIC NETWORKING

Required Courses	Units
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM 480 Network Fundamentals (LAN). . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TOTAL REQUIRED UNITS . . . . .	12

### SKILL ENDORSEMENT IN LINUX/UNIX

Required Courses	Units
TCOM/COMP 312 Installing/Using Linux as Your PC OS . . . . .	1.5
TCOM/COMP 313 Working in a Linux Shell Environment. . . . .	1.5
TCOM/COMP 314 Managing a Linux System . . . . .	1.5
TCOM/COMP 315 Managing Linux-Based Internet Services . . . . .	3
TCOM/COMP 316 Managing Linux-Based Intra-net (Enterprise) Services . . . . .	3
TOTAL REQUIRED UNITS . . . . .	10.5

# Other Educational Opportunities

## SAN MATEO COUNTY COMMUNITY COLLEGES

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. In addition to offering comprehensive general education, vocational, transfer and remedial programs, Cañada College and College of San Mateo offer a number of special programs not available at Skyline. Following is a list of these programs:

### CAÑADA COLLEGE

#### Programs

3D Animation & Video Game Art  
 Drama/Theater Arts  
 Engineering  
 Fashion Design  
 Graphic Design  
 Human Services  
 Interior Design  
 Medical Assisting  
 Multimedia  
 Nursing  
 Radiologic Technology

#### Athletics

Men's Golf  
 Women's Golf

### CAÑADA COLLEGE

4200 Farm Hill Boulevard  
 Redwood City, CA 94061  
 (650) 306-3100

### COLLEGE OF SAN MATEO

#### Programs

Alcohol & Other Drug Studies  
 Architecture  
 Astronomy  
 Broadcast & Electronic Media  
 Building Inspection  
 Dental Assisting  
 Drafting  
 Electronics  
 Engineering  
 Fire Technology  
 Floristry  
 Graphics  
 Horticulture  
 Human Services  
 Multimedia  
 Nursing  
 Real Estate  
 Welding Technology

#### Athletics

Men's Cross Country  
 Men's Football  
 Men's Swimming  
 Men's Track  
 Women's Cross Country  
 Women's Softball  
 Women's Swimming  
 Women's Track  
 Women's Water Polo

### COLLEGE OF SAN MATEO

1700 West Hillsdale Boulevard  
 San Mateo, CA 94402  
 (650) 574-6161



# Description of Courses

*Announcement of Courses*

*120–222*





# Announcement of Courses

## LIMITATIONS ON SCHEDULING COURSES

Some courses in this catalog will not be scheduled in 2008-2009. Additional courses may be added. Skyline College reserves the right to discontinue, postpone, or combine classes and to change instructors when circumstances warrant such changes. Further, it reserves the right to cancel classes that do not reach a minimum enrollment.

Unless otherwise designated, any course may be offered either in day or evening. Additionally, some courses are offered online. Specific information concerning class hours and locations will be found in the current Class Schedule.

## COURSE DESCRIPTIONS INFORMATION

Courses on the following pages form the basic offerings at Skyline College. Generally in the following course descriptions, both semesters of a sequential course are listed together if the first semester course is a prerequisite to the second semester course. If there is no entry, the course has no prerequisite. All courses are offered for a letter grade, unless otherwise noted.

The credit value of each course in semester units is indicated by the number in parentheses following the title. A semester unit of credit is based upon one hour of the student's time at the college per week in lecture or recitation throughout one semester, together with the time necessary in preparation, or a longer time in laboratory or other exercises not requiring outside preparation. With a normal schedule of 15 college units, the average student will devote approximately 45 hours per week to class attendance and preparation.

Skyline College reserves the right to make appropriate course and program changes during the course of the year which may not be reflected in this catalog.

## COURSE NUMBERING AND TRANSFERABLE CREDIT

The course numbering system in use at Skyline College as part of the San Mateo County Community College District categorizes courses according to the following:

**100-599** Courses generally transferable to a four-year college or university.

**600-699** Courses varying in content and which are usually transferable.

**700-799** Courses that are part of a specific occupational program and which are not generally regarded as transferable.

**800-899** Courses that are non-transferable in nature.

Courses accepted by the University of California are indicated at the end of each course description as "UC". A complete list of transferable courses will be found following the course description section, pages 224-226.

Courses identified by Skyline College as transferable to California State Universities are indicated at the end of each course description as "CSU." Courses that fulfill general education requirements show an area letter designation following. All transferable courses that satisfy general education to CSU are listed on pages 227-232.

Because of changing regulations governing the transferability of courses among the segments of higher education in California, students should consult a counselor for current information about specific items.

From time to time, a department may offer a course which is experimental in nature, covers a special topic, or which consists of independent study tailored to a student's needs. Because such courses are never exactly the same, you will not find them described in the catalog. They are, however, regular credit courses of the College. Usually they will be described in the Schedule of Classes or in other course advertising and will have a department name followed by one of the following numbers:

**670** Vocational Cooperative Education courses (1-4)

Vocational Cooperative Education courses are offered under COOP 670 as well as the 670 number in a variety of vocational disciplines. Courses numbered 670 are transferable to CSU.

**680, 880** Experimental Courses

Courses designed to study a particular area or problem beyond the scope of regularly offered courses. These courses can be offered for a letter grade or for Credit/No Credit.

**690** Individual Study in Department (1-3)

Individual study of a particular area or problem beyond the scope of regularly offered courses. Courses numbered 680 or 690 are generally transferable. Courses numbered 880 are not transferable. See a counselor for specifics.

## COURSE REPETITION

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments).

These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the College Catalog. For more information on this policy, please consult your College counselor.

A student who has received a grade of D, F, NP or NC may repeat the course two times for the purpose of grade alleviation.

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

For further information, see Course Repetition under the Academic Standards section of this Catalog.

## CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory, (preparatory) courses commonly taught within each academic discipline on California college campuses. The system assures that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course for the major on another participating campus. Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. The CANs are listed by the course descriptions in the Skyline College Catalog. A master list of all Skyline courses for which there are articulated CAN numbers can be found on page 237 of this catalog and can be obtained from the Counseling Office.

**Note:** CAN will be phased out in Fall 2008. See a counselor for further information.

## ACCOUNTING (ACTG)

### ACTG 100 ACCOUNTING PROCEDURES (3)

*Three lecture hours per week plus two lab hours per week by arrangement. 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. *Transfer credit: CSU.*

### ACTG 103 TEN KEY SKILLS (.5) (Pass/No Pass.)

*One class hour plus two lab hours per week for eight weeks.*

Proficiency in using the touch method is developed on the ten-key calculating machine for the four basic functions of addition, subtraction, multiplication, and division. *May be repeated once for credit. Transfer credit: CSU.*

### ACTG 121 FINANCIAL ACCOUNTING (4)

*Four lecture hours per week and one lab hour per week by arrangement. 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.*

Explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation; revenue and expense recognition; cash flow; internal controls; and ethics. Students are encouraged to take ACTG 100 before enrolling in ACTG 121. *Transfer credit: UC; CSU. (CAN BUS 2; ACTG 121 + ACTG 131 = CAN BUS SEQ A).*

### ACTG 131 MANAGERIAL ACCOUNTING (4)

*Four lecture hours per week and one lab hour per week by arrangement. Prerequisite: ACTG 121 with a grade of C or better, or equivalent. Recommended: Either BUS. 120 or MATH 241, or equivalent; and CAOT 225 or equivalent.*

Examination of how managers use accounting information in decision-making, planning, directing operations, and controlling in an ethical environment. Focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. *Transfer credit: UC; CSU. (CAN BUS 4; ACTG 121 + ACTG 131 = CAN BUS SEQ A).*

### ACTG 171 FEDERAL INCOME TAX (3)

*Three lecture hours and one lab hour plus two lab hours per week by arrangement per week.*

Preparation of Federal and California income tax returns for individuals; basic income tax law, theory and practice. Students who successfully complete this course may apply to the CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. *May be repeated twice for credit. Transfer credit: CSU.*

### ACTG 172 BUSINESS INCOME TAXES (3)

*Three lecture hours per week plus two lab hours per week by arrangement. Prerequisite: ACTG 100 or ACTG 121, or equivalent. Recommended: ACTG 171 or equivalent.*

Preparation of Federal and California income tax returns for corporations, partnerships and sole proprietorships. Completion of ACTG 171 and ACTG 172 will enable students to complete most tax returns required of professional tax preparers. *Transfer credit: CSU.*

**ACTG 194 INTRODUCTION TO QUICKBOOKS PRO (1)  
(Pass/No Pass or letter grade.)**

A total of sixteen lecture hours plus sixteen lab hours by arrangement. Recommended: Eligibility for READ 836 and ENGL 836.

Development and operation of a computerized accounting system using QuickBooks Pro. Transfer credit: CSU.

**ACTG 196 INTERMEDIATE QUICKBOOKS PRO (1)  
(Pass/No Pass or letter grade.)**

A total of sixteen lecture hours plus sixteen lab hours by arrangement. Prerequisite: ACTG 194 or equivalent.

Financial accounting features of setting up and maintaining a computerized accounting system using the advanced features of QuickBooks Pro along with coverage of the financial information and complex issues encountered with QuickBooks Pro. Transfer credit: CSU.

**ACTG 197 COMPUTERIZED ACCOUNTING (1.5)  
(Pass/No Pass or letter grade.)**

A total of twenty-four lecture hours plus sixteen lab hours by arrangement. Prerequisite: ACTG 100 or equivalent.

Students will install and set up Peachtree, a popular integrated commercial accounting software package. Peachtree will be used to perform daily processing tasks related to the General Ledger, Accounts Receivable/Payable, Inventory, and Job Costing.

A review of accounting concepts and principles is an integral part of the course. May be repeated once for credit. Transfer credit: CSU.

**ACTG 198 ADVANCED COMPUTERIZED  
ACCOUNTING WITH PEACHTREE (1.5)  
(Pass/No Pass or letter grade.)**

A total of twenty-four lecture hours plus sixteen lab hours by arrangement. Prerequisite: ACTG 197 or equivalent.

Peachtree, an integrated commercial accounting software package, will be used to review, differentiate, and interpret accounting concepts and data in a multitude of business situations. Topics include payroll, book and tax depreciation methods, advanced general ledger tasks, cash flow analysis, and financial statement analysis using computerized modules: payroll, fixed assets, reports, analyses and budgets. Advanced features will be discussed. Transfer credit: CSU.

**ACTG 665 SELECTED TOPICS IN ACCOUNTING  
(0.5 or 1 or 1.5 or 2 or 3)**

**(Pass/No Pass or letter grade.)**

Eight lecture hours plus a minimum of four lab hours by arrangement for each .5 unit.

Short course used to introduce, develop or review accounting and/or financial topics related to financial planning. Focus on a variety of topics, such as basic accounting skills, introduction to current accounting and financial software applications, upgrades to accounting software, and other related financial planning and budget-

ing topics. May be repeated for credit dependent on topic. Transfer credit: CSU.

**ADMINISTRATION OF JUSTICE  
(ADMJ)****ADMJ 100 INTRODUCTION TO ADMINISTRATION  
OF JUSTICE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

History and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations and their interrelationships; theories of crime, punishment, and rehabilitation. Survey of the ethics, education, and required training for professionalism in the system. Transfer credit: UC; CSU (D3). (CAN AJ 2).

**ADMJ 102 PRINCIPLES AND PROCEDURES  
OF JUSTICE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The role and responsibilities of each segment within the administration of justice system – law enforcement, judicial, and corrections. Procedures in each sub-system and how they relate to one another. May include field research. Transfer credit: CSU.

**ADMJ 104 CONCEPTS OF CRIMINAL LAW (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Historical development and philosophy of criminal law and constitutional provisions. Special emphasis on legal definitions, the classifications of crime and their application to the administration of justice system. Study of case law, methodology, and concepts of law as a social force. Also listed as LEGL 304. Transfer credit: CSU. (CAN AJ 4).

**ADMJ 106 LEGAL ASPECTS OF EVIDENCE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions and interpreting individual rights and case studies. Also listed as LEGL 306. Transfer credit: CSU.

**ADMJ 108 COMMUNITY RELATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The roles of administration of justice practitioners and their agencies. Principal emphasis upon professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Also listed as SOCI 108. Transfer credit: UC; CSU.

**ADMJ 110 POLICE REPORT WRITING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Exploration of effective police report writing techniques, including crime, arrest and incident reports. Examination of interview methods, note taking, report organization and documentation, crime scene diagrams, search warrant affidavits, and case preparation for prosecution. Emphasis on essential principles of written and oral communication in law enforcement, including testifying in court. *Transfer credit: CSU.*

**ADMJ 120 CRIMINAL INVESTIGATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A course designed for introductory and in-service Administration of Justice students to provide orientation to general and specific aspects of crimes and detection. The course also covers crime scene searches and suspect apprehension. Also listed as LEGL 320. *Transfer credit: CSU.*

**ADMJ 123 CONCEPTS OF ENFORCEMENT PRINCIPLES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Explanation of theories, philosophies, and concepts related to the role expectations of the enforcement officer. Emphasis is placed on patrol, traffic, and public service responsibilities and their relationship to the administration of justice systems. *Transfer credit: CSU.*

**ADMJ 125 JUVENILE PROCEDURES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The study of the extent, causation, and prevention of juvenile delinquency. Includes an analysis of juvenile courts, probation, institutional treatment, parole, and prevention programs. The sociological and anthropological approaches to juvenile delinquency will be discussed in terms of their relationship to the administration of justice systems. *Transfer credit: CSU.*

**ADMJ 135 NARCOTICS AND SPECIAL INVESTIGATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course is designed to acquaint the Administration of Justice student with background and historical information necessary to enter a law enforcement agency. Such information involves identification of drugs, drug abuses, mental and physical effects, and addiction. There will also be special emphasis on vice and deviant behavior including victimless crimes. *Transfer credit: CSU.*

**ADMJ 180 CRIMINAL IDENTIFICATION (3)**

Three lecture hours per week. Recommended: Completion of ADMJ 102 and ADMJ 106 with grades of C or better; and eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Theory and practices in the science of fingerprints, including classification, filing, comparisons, latent print technology, preservation of evidence, court testimony, rolling prints, computers, and the law as it pertains to Criminal Identification. Other aspects of personal identification include skeletal identification, portrait parle, composites, blood evidence, and basic camera procedures. *Transfer credit: CSU.*

**ADMJ 205 JUDICIAL PROCESS IN CALIFORNIA (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An overview of the federal court system, the California courts, and administrative agency tribunals. Careful examination of roles and relationships of the courthouse work group. Also listed as LEGL 305. *Transfer credit: CSU.*

**ADMJ 665 SELECTED TOPICS IN ADMINISTRATION OF JUSTICE (.5-2)**

(Pass/No Pass.)

Eight lecture hours per .5 unit.

Advanced specialized study in Administration of Justice. This program is designed to offer unique or specialized criminal justice topics of contemporary student interest. Students will learn from and work closely with criminal justice practitioners and bring this newly acquired knowledge back into the community. Topics vary. May be repeated for credit as topics vary. *Transfer credit: CSU.*

**AMERICAN SIGN LANGUAGE (ASL)****ASL 111 AMERICAN SIGN LANGUAGE I (3)**

(Pass/No Pass or letter grade.)

Three lecture hours and one lab hour by arrangement per week.

A basic course in American Sign Language with focus on everyday communication: exchanging information, beginning with exchanging names and moving to talking about one's background; identifying others; making requests; giving reasons; giving opinions; giving simple directions. Topics center around personal information and the immediate environment. Grammar is introduced in context, with an emphasis on developing question and answer skills. Students rehearse conversation strategies for getting attention, asking for clarification, and correcting information to minimize misunderstanding. *Transfer credit: UC; CSU (C2).*

**ASL 112 AMERICAN SIGN LANGUAGE II (3)**  
(Pass/No Pass or letter grade.)

Three lecture hours and one lab hour by arrangement per week. Prerequisite: ASL 111 or equivalent.

Functions and grammar introduced in American Sign Language I are reviewed and expanded to include giving directions, making plans, describing and identifying objects and locations, giving simple instructions, and telling what happened. Topics move from students talking about themselves and the immediate environment to talking about others and their community. Students develop language skills necessary to question, describe, and explain. Students rehearse conversation strategies and volunteer appropriate information to maintain a comfortable exchange. Transfer credit: UC; CSU (C2).

**ASL 121 ADVANCED ELEMENTARY AMERICAN SIGN LANGUAGE I (3)**

(Pass/No Pass or letter grade.)

Three lecture hours plus one lab hour by arrangement per week. Prerequisite: Completion of ASL 112 or equivalent curriculum with a grade of C or better.

The first course in an advanced elementary two-course sequence for hearing and non-hearing students. The course covers approximately the same material as the first half of a university-level second semester American Sign Language course. Students will acquire a basic ability to sign and understand deaf culture at the advanced elementary level and will learn about the customs, culture and history of the deaf world. Transfer credit: UC; CSU.

**ASL 122 ADVANCED ELEMENTARY AMERICAN SIGN LANGUAGE II (3)**

(Pass/No Pass or letter grade.)

Three lecture hours plus one lab hour by arrangement per week. Prerequisite: Completion of ASL 121 or equivalent curriculum with a grade of C or better.

The second course in an advanced elementary two-course sequence for hearing and non-hearing students. The course covers approximately the same material as the second half of a university-level second semester American Sign Language course. Students will acquire a basic ability to sign and understand deaf culture at the advanced elementary level and will learn about the customs, culture and history of the deaf world. Transfer credit: UC; CSU.

**ANTHROPOLOGY (ANTH)**

**ANTH 110 CULTURAL ANTHROPOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A comparative analysis of human cultures with an emphasis on core concepts such as kinship, religion, politics, technology, and an appreciation of societal variability. When appropriate, comparison is made with present-day American society to show the effect of societal diversity, size and complexity on cultural factors. Transfer credit: UC; CSU (D3). (CAN ANTH 4).

**ANTH 125 PHYSICAL ANTHROPOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

Biological consideration of the origin, development, and potential survival of humans and other primates. Topics include concepts of evolution: natural selection and populations, patterns of inheritance, the fossil record, and behavioral adaptations. The course will examine how biological, physical, and cultural variations have allowed human populations to adapt to various physical environments. Transfer credit: UC; CSU (B2). (CAN ANTH 2).

**ANTH 150 INTRODUCTION TO ARCHAEOLOGY: BONES, BEADS AND THE BASICS OF MATERIAL CULTURE (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Explore cultural diversity using theories and methods of anthropological archaeology. The course typically includes discussions of the development of archaeological research, excavation methods, data analysis, and selected cultural sequences. Field trips may be required. Transfer credit: UC; CSU (D3).

**ANTH 155 HUMAN PREHISTORY AND THE RISE OF CIVILIZATION (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

An anthropological survey of human and hominid prehistory spanning over two million years. Emphasis is on the origin and cultural evolution of the world's first settled communities and early civilizations, including Mesopotamia, Egypt, India, China, Europe, Central America, and South America. Transfer credit: UC; CSU (D3).

**ANTH 165 SEX AND GENDER: CROSS-CULTURAL PERSPECTIVES (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.*

A survey of cross-cultural and historical factors influencing human sexuality, gender roles and identity. The course emphasizes non-Western cultures such as Asian, African, and the Indigenous Americas. Diverse cultural forces affecting both female and male status, such as economics, religion, and sexual practices, will be examined. *Transfer credit: UC; CSU (D3).*

**ANTH 180 MAGIC, WITCHCRAFT AND RELIGION (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

A cross-cultural exploration of supernatural belief systems focusing on non-literate, tribal and ethnic cultures; history and methods of the anthropological approach to religion; the dynamics of myth, magic, totem, taboo, cults, and sects. *Transfer credit: UC; CSU (D3).*

**ANTH 360 NATIVE PEOPLES OF NORTH AMERICA (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An introduction to the life ways of representative Native American culture groups found in different geographical areas of North America. The course will examine settlement patterns and environmental adaptations, social organizations, world view, and the arts chronologically and cross-culturally, with emphasis on the impact of contact with European cultures. Field trips may be arranged to investigate archaeological evidence. *Transfer credit: UC; CSU (D3).*

**ARABIC (ARBC)****ARBC 111 ELEMENTARY ARABIC I (3)****(Pass/No Pass or letter grade.)***Three lecture hours and one lab hour by arrangement per week.*

The first of a two-course sequence in basic elementary Arabic. Conversation in the language, dictation, reading, and study of the fundamentals of grammar; simple oral and written exercises; an introduction to Arabic culture. *Transfer credit: UC; CSU (C2).*

**ARBC 112 ELEMENTARY ARABIC II (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Completion of ARBC 111 with a grade of C or better, or equivalent.*

Second course of a two-semester sequence in basic elementary Arabic. Conversation in the language, dictation, reading and study of the fundamentals of grammar, simple oral and written exercises, and an introduction to Arabic culture. *Transfer credit: UC; CSU (C2).*

**ARBC 121 ADVANCED ELEMENTARY ARABIC I (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Completion of ARBC 112 with a grade of C or better, or equivalent.*

First course of a two-semester sequence in advanced elementary Arabic. Students practice and develop further communicative competence in written and spoken Arabic for use in a variety of social contexts and settings. Conversation in the language, reading and study of the fundamentals of grammar, and simple oral and written exercises. Cultural aspects of the Arabic-speaking world are emphasized. The course is conducted primarily in Arabic. *Transfer credit: UC; CSU (C2).*

**ARBC 122 ADVANCED ELEMENTARY ARABIC II (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Completion of ARBC 121 with a grade of C or better, or equivalent.*

Second course of a two-semester sequence in advanced elementary Arabic. Students practice and develop further communicative competence in written and spoken Arabic for use in a variety of social contexts and settings. Conversation in the language, reading and study of the fundamentals of grammar, and simple oral and written exercises. Cultural aspects of the Arabic-speaking world are emphasized. The course is conducted primarily in Arabic. *Transfer credit: UC; CSU (C2).*

**ARBC 801 STANDARD SPOKEN ARABIC I (2)****(Pass/No Pass.)***Three lecture hours and one lab hour by arrangement per week.*

A practical course in the Arabic language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech in standard spoken Arabic, with sufficient grammar to give flexibility to the spoken language. Introduction to Arabic culture. *(This course will not fulfill the foreign language requirement at California State Universities or at the University of California.)*

**ART (ART)**

Art majors should consult the program outlined in "Degree Programs" for a suggested plan of study.

Studio art courses are offered for two or three units according to the number of class hours a course meets per week. Studio art courses offered for two units of credit consist of two hours lecture and two hours lab per week plus two studio hours by arrangement per week. Studio art courses offered for three units of credit consist of three hours lecture and three hours lab per week plus three studio hours by arrangement per week.

**ART 101, 102 HISTORY OF WESTERN ART I, II (3, 3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Comprehensive survey of the history of architecture, painting and sculpture in the western world and the relation of art to the development of history. Illustrated lectures. (ART 101 + ART 102 = CAN ART SEQ A).

**ART 101 History of Western Art I** – Survey of art from Pre-history through Medieval art to the beginning of the 14th century. *Transfer credit: UC; CSU (C1).* (CAN ART 2).

**ART 102 History of Western Art II** – Survey of art from the Renaissance to modern times. *Transfer credit: UC; CSU (C1).* (CAN ART 4).

**ART 105 ART OF ASIA AND THE NEAR EAST (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of Asian and Near Eastern Art, especially India, China and Japan, and Persia. Investigation of the cultural sources of art work as well as their aesthetic qualities. *Transfer credit: UC; CSU (C1).*

**ART 107 ART OF OUR TIMES (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An introduction to the American visual experience of today including painting, sculpture, architecture, industrial, interior, package, advertising, furniture, design, etc. *Transfer credit: CSU (C1).*

**ART 115 ART, MUSIC AND IDEAS (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

An integrated consideration of art and music as reflections of the philosophies and traditions of cultures. The understanding of the various elements common to the creative efforts of art and music are emphasized as a means to enhance and extend a student's recognition, involvement, and ultimately, appreciation of these efforts. Diverse media are examined to demonstrate the realizations of ideas into works of art and music. *Also listed as MUS. 115. Transfer credit: UC; CSU (C1).*

**ART 120 ART OF THE AMERICAS (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An examination of the diverse indigenous arts and cultures of the Americas, the impact of colonialism and the development of ethnic arts in the 19th and 20th centuries in the Americas. *Transfer credit: UC; CSU (C1).*

**ART 130 ART APPRECIATION (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

An investigation of the concepts and traditions of art to develop the recognition of arts' communicative abilities. Historical events, customs, traditions, and technology are to be evaluated as integrated and interactive elements which influence the creation of art. The synthesis and articulation of the students' perceptions for discussion are emphasized. *Transfer credit: UC; CSU (C1).*

**ART 201, 202 FORM AND COMPOSITION I AND II  
(2 or 3)  
(Pass/No Pass or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. *Prerequisite: ART 202 – ART 201.*

**ART 201 Form and Composition I** – Study of form and space relationships with rendering of line, mass, and values through a sequence of original problems based on the fundamental understanding of geometric forms. Media will include pencils, conte crayons, inks and paints. Recommended as a first level course for anyone desiring to participate in an art experience or program. *Transfer credit: UC; CSU (C1).*

**ART 202 Form and Composition II** – Further study of form and advanced composition using various media in black and white and in color, illustration, experimental pictorial composition and three dimensional constructions. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 204, 205 DRAWING I AND II (2 or 3)  
(Pass/No Pass or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. *Prerequisite: ART 205 – ART 204 or ART 201.*

**ART 204 Drawing I** – Basic introduction to drawing using both simple and complex forms derived from nature, life, and still life sources. A variety of media will be used. Recommended as a first level course for anyone desiring to participate in an art experience or program. *Transfer credit: UC; CSU (C1).*(CAN ART 8).

**ART 205 Drawing II** – Materials and techniques in common use; traditional and contemporary pen, pencil, and conte crayon expression. Rendering of everyday objects and scenes. Methods of depicting shade, shadows, and textures, and acquiring skill in value transition. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 207 LIFE DRAWING (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.

Study of the human form in art. Fundamentals of anatomy and expressive representation of the human figure. Studio practice drawing from life. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**ART 208, 209 PORTRAIT DRAWING I AND II (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. *Prerequisite: ART 209 – ART 208.*

Portrait characterization class for both advanced and beginning students who will work at their own level with individual instruction. Students can choose and experiment with drawing media and color. Male and female models will sit for portraits. *ART 209 may be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 214 COLOR (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.

Drawing proficiency is not required. Introduction to the physical and psychological properties of color. This course stresses the knowledge and skills needed to use color aesthetically. *Transfer credit: UC; CSU.*

**ART 221, 222 PAINTING I AND II (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. *Prerequisite: ART 222 – ART 221.*

**ART 221 Painting I** – Basic introduction to form and color through painting. A choice of oil paints, acrylics, or poster paints. Studio practice and projects. Various approaches to design and painting. Recommended as a first level course for anyone desiring to participate in an art experience or program. *Transfer credit: UC; CSU (C1). (CAN ART 10).*

**ART 222 Painting II** – Additional study of form and color through painting. Studio practice and projects involving painting, design, and composition. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 231, 232 WATERCOLOR I AND II (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. *Prerequisites: ART 231 – Satisfactory completion of one or more college level studio art courses is recommended. ART 232 – ART 231 or equivalent.*

**ART 231 Watercolor I** – Introduction to Transparent and Opaque Watercolor. Varied approaches and techniques. *Transfer credit: UC; CSU.*

**ART 232 Watercolor II** – Additional exploration of watercolor painting as a vehicle for creative art expression. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**ART 234 PRINTMAKING I (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.

Introduction to printmaking including etching, monotype, woodcut and linocut techniques. Limited editions of prints will be produced in each of the four areas. *Transfer credit: UC; CSU.*

**ART 235 PRINTMAKING II (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.

Further exploration of printmaking techniques including etching, monotype, woodcut and linocut. Students will specialize in an area for advanced study and production. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 248 PORTRAITS IN PASTEL (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. *Prerequisite: ART 208 or equivalent.*

Painterly approach to portraiture using soft pastel to draw and color. Pastel techniques involved in application, color mixing, and the use of different surfaces will be presented in conjunction with drawing and coloring the portrait. Main media will be soft pastels. Other related media may be used. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1).*



**ART 301, 302 DESIGN AND ADVANCED DESIGN  
(2 or 3)****(Pass/No Pass or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisites: ART 302 – ART 301.

**ART 301 Design** – Introduction to basic design elements and principles including color, line, and form. Studio application involving various approaches to subject matter and abstract organization. Both two and three dimensional applications will be explored. Transfer credit: UC, CSU (C1). (CAN ART 14).

**ART 302 Advanced Design** – Additional study of design elements and principles. Studio practice centered upon creative interpretations and problem solving, using varied art materials and techniques both two and three dimensional. May be repeated twice for credit. Transfer credit: UC, CSU.

**ART 311, 312 LETTERING AND LAYOUT I AND II  
(2 or 3)****(Pass/No Pass or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week.

Development of student proficiency in lettering and layout techniques and principles required for graphic design. ART 312 may be repeated twice for credit. Transfer credit: CSU.

**ART 322 ILLUSTRATION (2 or 3)  
(Pass/No Pass or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: ART 204 Drawing I; Recommended: ART 301 Design.

The use of diverse art techniques and materials to meet the image or illustration requirements of commercial designs. Drawing, painting, three-dimensional, and photographic techniques will be examined. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**ART 338 ADVERTISING ART (2)  
(Pass/No Pass or letter grade.)**

Two lecture hours and two lab hours per week plus one studio hour by arrangement per week.

Study of commercial art techniques and approaches with an emphasis on creative design and illustration used in advertising art. Studio practice in preparation of art work for reproduction. May be repeated once for credit. Transfer credit: CSU.

**ART 350 VISUAL PERCEPTION THROUGH  
PHOTOGRAPHY (3)****(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended (Fall 2008): Eligibility for ENGL 836. Recommended (Spring 2009): Completion of ENGL 836 and READ 836, or ENGL 846, or equivalent.

A course which combines fundamentals of digital picture taking and the analysis of images to gain insights into photography's communicative abilities and how they influence viewers' understanding of their world. Students' own work and images from print media, movies and television are used as the basis for discussion. Transfer credit: CSU (C1).

**ART 351, 352, 353 BLACK AND WHITE  
PHOTOGRAPHY I, II AND III (2 or 3)****(Pass/No Pass or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisites: ART 352 – ART 351 or equivalent; ART 353 – ART 352 or equivalent. Recommended: ART 351 – Completion of ENGL 836 and READ 836, or ENGL 846, or equivalent.

**ART 351 Black and White Photography I** – An introduction to film-based 35mm black and white photography. Students will gain skills to view and produce photographs as an alternative means of sharing personal observations and perceptions. To develop personally meaningful images, the knowledge and application of photographic equipment, materials and techniques are emphasized. Transfer credit: UC; CSU (C1). (CAN ART 18).

**ART 352 Black and White Photography II** – An intermediate course expanding upon concepts and techniques developed in ART 351. Students will enhance skills to produce photographs to better share personal observations and perceptions. Critical considerations of style, content and presentation will be fundamental components of students' projects. Transfer credit: UC; CSU (C1).

**ART 353 Black and White Photography III** – An advanced course expanding upon concepts and techniques developed in ART 351 and ART 352. Major emphasis is on the critical considerations of the application of skills to produce photographs that share personal perspectives based upon observations and perceptions. May be repeated once for credit. Transfer credit: CSU.

**ART 354, 355 COLOR PHOTOGRAPHY I AND II**  
(2 or 3)

**(Pass/No Pass or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. *Prerequisite:* ART 355 – ART 354 or equivalent. *Recommended:* ART 354 – Completion of ENGL 836 and READ 836, or ENGL 846, or equivalent. *Transfer credit:* CSU (C1).

**ART 354 Color Photography I** – Introduction to the use of color photography as an expressive media. Students will gain skills to view and produce photographs as an alternative means of sharing personal observations and perceptions. To develop personally meaningful images, the knowledge and application of photographic equipment, materials and techniques are emphasized.

**ART 355 Color Photography II** – To enhance and broaden the applications of camera operations and uses of color photography introduced in ART 354. Course emphasizes developing a more sophisticated understanding of the communicative and interpretive aspects of the medium for personal expression. Advanced photographic techniques for better control of printing from color negatives are introduced. *May be repeated twice for credit.*

**ART 363 ALTERNATIVE PROCESSES IN PHOTOGRAPHY I (3)**

**(Pass/No Pass or letter grade.)**

Two lecture hours plus three lab hours per week. *Prerequisite:* ART 351 or demonstration of basic darkroom skills.

An introduction to non-silver printing processes, transfer of Polaroid images to other media, and hand-coloring techniques for print modification. Explores manipulations of original images to reveal forms of expression unattainable through traditional photographic processes. *Transfer credit:* CSU.

**ART 364 ALTERNATIVE PROCESSES IN PHOTOGRAPHY II (3)**

**(Pass/No Pass or letter grade.)**

Two lecture hours plus three lab hours per week. *Prerequisite:* ART 363 or equivalent skills and techniques.

Elaboration and refinement of techniques introduced in ART 363: non-silver printing processes, Polaroid transfer, emulsion transfer, lithographic materials, and others. Emphasizes the completion of a cohesive portfolio of personally significant images utilizing sophisticated application of non-traditional photographic processes. *May be repeated twice for credit. Transfer credit:* CSU.

**ART 376 DIGITAL IMAGING I (2)**  
(Pass/No Pass or letter grade.)

One and one half lecture hours plus one and one half lab hours per week.

A beginning course to explore digital computer imagery as an art medium. Students work with digital files and digital image manipulation programs such as Adobe Photoshop to produce personally significant works. Introduction to principles of design, art theory, and the works of contemporary and historic artists. *Transfer credit:* UC; CSU.

**ART 377 DIGITAL IMAGING II (3)**  
(Pass/No Pass or letter grade.)

Two lecture and three lab hours per week plus one lab hour by arrangement per week. *Prerequisite:* ART 376.

An intermediate course expanding creative efforts in producing art with computerized imaging and the alteration of the art with image manipulation software such as Adobe Photoshop. Refinement of use of output modes for digital files. Continued in-depth application of principles of design, art theories, and consideration of the works of contemporary and historic artists. *May be repeated twice for credit. Transfer credit:* CSU.

**ART 405, 406 SCULPTURE I AND II (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. *Prerequisites:* ART 406 – ART 405.

**ART 405 Sculpture I** – An introduction to sculpture processes. Studio practice using a variety of materials e.g., wood, metal, plaster, clay, stone and mixed-media assemblage to make three dimensional works of art. *Transfer credit:* UC; CSU (C1). (CAN ART 12).

**ART 406 Sculpture II** – Advanced study and practice in three dimensional form; a continuation of ART 405 in developing mastery of the media of sculpture e.g., wood, metal, plaster, clay, stone, and mixed-media assemblage. *May be repeated twice for credit. Transfer credit:* UC; CSU.

**ART 407 SCULPTURE III: DIRECT METAL (2 or 3)**  
(Pass/No Pass or letter grade.)

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. *Prerequisite:* ART 405.

Creation of sculptural form in metal, using welding, brazing, and soldering techniques for fabrication of line, plane, found-object and mixed-media compositions. *May be repeated for credit a maximum of three times. Transfer credit:* CSU.

**ART 408 BRONZE CASTING (1)**  
**(Pass/No Pass or letter grade.)**

Total of sixteen lecture and nine lab hours.

An intensive introduction to the bronze casting process. Students will be given an overview of objects made of bronze, from earliest tools produced to present-day sculpture and from many different cultures. They will then make a sculpture in clay and take that sculpture through all of the stages involved in converting it into a finished bronze. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**ART 411, 412 CERAMICS I AND II (2 or 3)**  
**(Pass/No Pass or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisites: ART 412 – ART 411. Completion of or concurrent enrollment in ART 301 recommended.

**ART 411 Ceramics I** – Survey of ceramic materials and their function in relation to art values. Basic studio practice in handbuilding processes and glazing of ware. Related study of clay origins and compositions, decorating techniques, the firing of kilns, and glaze composition. *Transfer credit: UC; CSU (C1). (CAN ART 6).*

**ART 412 Ceramics II** – Additional study of ceramic processes and their application in art. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**ART 417 CERAMIC GLAZING TECHNIQUES (2 or 3)**  
**(Pass/No Pass or letter grade.)**

Three unit sections meet three lecture hours and three lab hours per week plus three studio hours by arrangement per week; two unit sections meet two lecture hours and two lab hours per week plus one studio hour by arrangement per week. Prerequisite: Art 412.

Advanced glazing techniques including special glazes, glaze composition and multi-firing techniques. Projects with emphasis on glaze effects. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**ART 665 SPECIAL TOPICS IN ART (.5 or 1 or 2 or 3)**  
**(Pass/No Pass or letter grade.)**

**Lecture-based sections (1 or 2 or 3 units):** One, two or three lecture hours per week, plus additional hours by arrangement where indicated. Recommended: Completion of ENGL 836 and READ 836, or ENGL 846, or equivalent. **Studio-activity sections (.5 or 1 or 2 or 3 units):** One and one half, three, six or nine hours per week plus additional studio hours and/or hours by arrangement. Recommended: Successful completion of a beginning art studio course, or equivalent.

Specialized courses in Art designed for the focused investigation of a particular issue or topic. The courses are designed to address either artistic theoretical or rhetorical issues, or to acquire technical or craftsmanship skills of particular materials and processes associated with a specific studio art. *May be repeated for credit when course topics change. Transfer credit: UC; CSU.*

**ASTRONOMY (ASTR)****ASTR 100 INTRODUCTION TO ASTRONOMY (3)**

Three lecture hours per week plus one lab hour per week by arrangement.

Survey of modern astronomy, including the study of what mankind understands about the universe and our place in it. Emphasis on how mankind has learned about the planets, stars, galaxies, and their structure and formation. Quasars, pulsars, black holes, and the beginning and the end of the universe are discussed. *Transfer credit: UC; CSU (B1).*

**AUTOMOTIVE TECHNOLOGY (AUTO)****TOYOTA TECHNICAL EDUCATION NETWORK**

\*Note: AUTO 730 Japanese Basic Electrical is the required core course for the Toyota Technical Education Network Associate Degree.

**AUTO 706 TOYOTA ENGINES (6.5)**

Lecture/Laboratory total of 160 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of engine design and operation including basic measuring, inspection, diagnosis, and repair. Primary emphasis will be on diagnosis and valve train repair. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 707 TOYOTA TRANSMISSIONS (8.5)**

Lecture/Laboratory total of 200 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of powertrains, including clutches, manual and automatic transmissions and transaxles, and differentials. Primary emphasis will be on testing, diagnosis, and repair. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 725 TOYOTA BRAKES AND CHASSIS (11)**

Lecture/Laboratory total of 270 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of mechanical and hydraulic brake systems, steering and suspension systems, tires, and wheel alignment. Emphasis will be on system operation, diagnosis, adjustment, testing, and repair. This course will prepare the student for the California Brake Adjusters License and Automotive Service Excellence (A.S.E.) Examinations. *Transfer credit: CSU.*

**AUTO 727 TOYOTA AIR CONDITIONING (4)**

Lecture/Laboratory total of 90 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive climate controls and components. Principles of heating and air conditioning and the engine's cooling system will be discussed. The course covers system evacuating, recycling and recharging of the air conditioning system, with emphasis on testing, diagnosis, and repair. *Transfer credit: CSU.*

**AUTO 728 TOYOTA ADVANCED ELECTRICAL (7)**

Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive electronics, body electrical, instrumentation, ignition systems, and basic engine computer controls. Primary emphasis will be on testing, diagnosis, and repair. *Transfer credit: CSU.*

**AUTO 729 TOYOTA ENGINE PERFORMANCE (14.5)  
(APPROVED CLEAN AIR COURSE)**

Lecture/Laboratory total of 344 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of ignition systems, fuel systems, emission control, computer control, and driveability diagnostics. Students will receive instruction necessary to take the Automotive Service Excellence examination in the area of Engine Performance. *Transfer credit: CSU.*

**AUTO 730 JAPANESE BASIC ELECTRICAL (8)**

Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of electrical fundamentals, automotive batteries, wiring diagrams, starting and charging systems, and lighting systems. Primary emphasis on testing, diagnosis, and repair. This course will prepare the student for the California Lamp Adjusters License. *Transfer credit: CSU.*

**AUTO 743 PRE-DELIVERY SERVICE (.5)**

Lecture/Laboratory total of 16 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive pre-delivery service (PDS) and routine service procedures including locating rattles, noises, radio and mirror installation, lubrication and other basic service procedures. *Transfer credit: CSU.*

**Japanese Automotive Technology**

**AUTO 730 JAPANESE BASIC ELECTRICAL\* (8)**

Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of electrical fundamentals, automotive batteries, wiring diagrams, starting and charging systems, and lighting systems. Primary emphasis on testing, diagnosis, and repair. This course will prepare the student for the California Lamp Adjusters License. *Transfer credit: CSU.*

**\*This course is also the required core course for the Japanese Automotive Technology Associate Degree.**

**AUTO 743 PRE-DELIVERY SERVICE (0.5)**

Lecture/Laboratory total of 16 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive pre-delivery service (PDS) and routine service procedures including locating rattles, noises, radio and mirror installation, lubrication and other basic service procedures. *Transfer credit: CSU.*

**Automotive Technology Program**

**AUTO 665 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY (.5-1.5)**

**(Pass/No Pass.)**

*Eight lecture hours plus lab hours per .5 unit.*

These short courses are designed for automotive professionals who need to meet current Smog Check licensing requirements and prepare for the Automotive Service Excellence (ASE) certification test. *Each topic may be repeated twice for credit. Transfer credit: CSU.*

**AUTO 708 AUTOMOTIVE PRINCIPLES LAB (1-2)**

**(Pass/No Pass or letter grade.)**

*Lecture/Laboratory total of 48 hours.*

Student is encouraged to perform minor maintenance procedures for own vehicle. A general elective for those desiring a basic knowledge of the automobile. *May be repeated for credit on a space available basis a maximum of three times. Transfer credit: CSU.*

**AUTO 709 AUTOMOTIVE SERVICE ORIENTATION (2.5)**

*A minimum of 24 lecture hours and 48 lab hours.*

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. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 710 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (4)**

*A minimum of 48 lecture hours and 48 lab hours.*

An introduction to the Automotive Technology program and profession. A survey of the basic tools and fasteners and related mathematics required in automotive service. This course is recommended for those students who desire entrance into the Automotive Technology day program. *Transfer credit: CSU.*

**AUTO 713 AUTOMOTIVE ELECTRICITY AND ELECTRONICS (15)**

*Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.*

This course involves the study of electrical fundamentals, electrical test equipment, automotive batteries, starting and charging systems, wiring diagrams, lighting circuits, various advanced body electrical circuits and controls. Primary emphasis on diagnosis, testing and repair. *Transfer credit: CSU.*

**AUTO 716 AUTOMOTIVE COOLING/HEATING AND AIR CONDITIONING (5)**

*Lecture/Laboratory total of 120 hours. Prerequisite: Admission to Automotive Technology Program.*

Theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 721 AUTOMOTIVE STEERING, SUSPENSION AND BRAKES (15)**

*Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.*

A study of automotive steering, suspension and brakes. Emphasis will be placed on the theory, operation, diagnosis and repair of modern braking systems, steering and suspension

systems. Topics include: four-wheel steering, tires and wheels, supplemental inflatable restraints, power steering, power and anti-lock braking systems. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 734 AUTOMOTIVE ENGINE DIAGNOSIS AND REPAIR (15)**

*Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.*

A detailed study of various engine designs and materials. Lab will include diagnosis, inspection, repair methods, and parts necessary for complete repair. Also, various machines and machining operations will be covered. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 735 AUTOMOTIVE TRANSMISSION AND DRIVE TRAINS DIAGNOSIS AND REPAIR (15)**

*Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.*

A detailed study of the clutch, standard and automatic transmissions, drive lines and differentials: theory of operation including: friction materials, hydraulics, torque converters, gear trains, planetary gears, and controls as well as gear ratios, torque multiplication, speeds, drive line angles and tooth patterns. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 751 AUTOMOTIVE ENGINE PERFORMANCE (15)**

*Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.*

A study of the engine sub-systems responsible for good engine performance, clean air, and fuel economy. Systems to be covered include: ignition, fuel, emission, and computer controls. *Transfer credit: CSU.*

**AUTO 752 ADVANCED ENGINE PERFORMANCE (15)**

*Lecture/Laboratory total of 360 hours. Prerequisite: Admission to the Automotive Technology Program or demonstration of equivalent skills; satisfactory completion of AUTO 751.*

An in-depth study of import and domestic computerized engine controls. Emphasis will be placed on the theory, operation, and testing procedures necessary to accurately diagnose and repair driveability complaints. Students will receive instruction necessary to take the State of California test for obtaining a Qualified Test and Repair Mechanic's License (Smog). *May be repeated once for credit. Transfer credit: CSU.*

**AUTOMOTIVE APPRENTICESHIP PROGRAM/ADVANCED COURSES**

Courses in the AUTO 800 series are part of the Automotive Apprenticeship Program, which is only available to students indentured with a Joint Apprenticeship Council.

Courses listed below that have a 700 series number are designed for advanced students. Professional experience or Journeyman level is recommended for these advanced courses.

**AUTO 822/769 HEAD AND VALVE SERVICE (2)**

*A minimum of 36 lecture hours and 12 lab hours. Recommended: Professional experience.*

In-depth study of all aspects of cylinder head components, diagnosing, disassembly, repair, reassembly, and use of various tools and equipment. *May be repeated once for credit. Transfer credit: AUTO 769 – CSU.*

**AUTO 823/779 BLOCK SERVICE (2)**

*A minimum of 36 lecture hours and 12 lab hours. Prerequisite: See above.*

A study of the proper methods of disassembling, measuring, machining and reassembling engine blocks. Various machining equipment, safe working habits, and the handling of waste coolant, oil and oil filters is included. *May be repeated once for credit. Transfer credit: AUTO 779 – CSU.*

**AUTO 830/776 DRIVE LINES AND DIFFERENTIALS (2.5)**

*Total of 48 class hours. Prerequisite: See above.*

A study of the principles and operation of drive lines and differentials. Emphasis will be on measuring and correcting drive line angles, diagnosis, and repair of differentials, and preventive maintenance of these components. *May be repeated once for credit. Transfer credit: AUTO 776 – CSU.*

**AUTO 832/777 AUTOMATIC TRANSMISSIONS I (3)**

*Total of 48 class hours. Prerequisite: See above.*

A study of the operating principles of automatic transmissions used on rear wheel drive domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Preventive maintenance, diagnosis, and repair procedures are included. *May be repeated once for credit. Transfer credit: AUTO 777 – CSU.*

**AUTO 840/773 AUTOMOTIVE ELECTRICAL I (3)**

*Total of 48 class hours. Prerequisite: See above.*

A study of basic electricity and solid state electronics. Emphasis is placed on the use of analog and digital multimeters required to test electrical circuits and solid state components. Preparation for the State Lamp Test is included. *May be repeated once for credit. Transfer credit: AUTO 773 – CSU.*

**AUTO 842/772 CLEAN AIR CAR I (3)**

*Total of 48 lecture hours plus 8 lab hours by arrangement. Prerequisite: See above.*

This course is designed to prepare students for the Bureau of Automotive Repair Smog Check/licensing exam. Emphasis is placed on smog check rules and regulations, test procedures, and Test Analyzer System (TAS) machine operation. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 772 – CSU.*

**Note:** Any student planning to become a licensed Smog Check Technician should contact the Automotive Department Coordinator at (650) 738-4410 to discuss licensing requirements and course prerequisites mandated by the Bureau of Automotive Repair. It is recommended that this be done prior to enrolling in the Clean Air Car course.

**AUTO 846/771 AUTOMOTIVE ELECTRICAL II (2)**

*Total of 36 lecture hours plus 12 lab hours. Prerequisite: See above.*

An in-depth study of electrical diagnosis and repair. Starting, charging, and other electrical circuits will be discussed. Proper use of test equipment, shop manuals, and wiring diagrams will be included. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 771 – CSU.*

**AUTO 848/775 OSCILLOSCOPES AND EXHAUST GAS ANALYZERS (1.5)**

*Total of 24 class hours. Prerequisite: See above.*

This course will study automotive oscilloscopes and exhaust gas analyzers. Basic diagnostics will be taught using each machine separately and together to teach the most efficient and accurate troubleshooting methods. *May be repeated once for credit. Transfer credit: AUTO 775 – CSU.*

**AUTO 850/790 AUTOMOTIVE BRAKES I (2)**

*A minimum of 36 lecture hours and 12 lab hours. Prerequisite: See above.*

A study of automotive braking systems. Emphasis will be placed on the theory of operation, diagnosis, and repair of modern braking systems and their related components. Preparation for the State Brake Test and ASE Certification Test is included. *May be repeated once for credit. Transfer credit: AUTO 790 – CSU.*

**AUTO 851/753 AUTOMOTIVE SERVICE ADVISING (3)**

*Total of 48 class hours. Prerequisite: See above.*

This course involves the basic study of automotive service advising and procedures. Topics include: greeting the customer, writing the initial repair orders, estimating labor charges, revising repair estimates in accordance with California law, conflict resolution, and returning the vehicle to the customer. *Transfer credit: AUTO 753 – CSU.*

**AUTO 852/791 AUTOMOTIVE CHASSIS II (2)**

*Total of 36 lecture hours plus 12 lab hours. Prerequisite: See above.*

Study of four wheel alignment and steering geometry, including alignment angle theory, testing, and adjustments, with major emphasis on the diagnosis of alignment related problems. It is

recommended that AUTO 792/853, Automotive Chassis I, be taken first. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 791 – CSU.*

**AUTO 853/792 AUTOMOTIVE CHASSIS I (3)**

*Total of 48 class hours. Prerequisite: See above.*

Study of mounting, balancing, and repair of wheels and tires. In addition, adjustments and repairs of various steering and suspension systems will be covered. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 792 – CSU.*

**AUTO 854/754 HIGH PERFORMANCE ENGINES I (3)**

*Total of 48 class hours. Prerequisite: See above.*

The theory and design of High Performance Engines (Part I). Emphasis is placed on the induction system. Topics discussed include intake and exhaust manifold designs, camshaft design and selection, and cylinder head modifications for maximum efficiency. *May be repeated once for credit. Transfer credit: AUTO 754 – CSU.*

**AUTO 855/755 HIGH PERFORMANCE ENGINES II (3)**

*A minimum of 48 lecture hours. Prerequisite: See above. Recommended: AUTO 854/754.*

The theory and design of High Performance Engines (Part II). Emphasis is placed on crankshaft assembly, lubrication and cooling, power measurements, and tuning. Topics include design of pistons, piston rings and pins, connecting rods, crankshafts, and bearings. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 857/757 FORD ELECTRONIC ENGINE CONTROLS (3)**

*A minimum of 48 lecture hours.*

An in-depth study of the Ford electronic engine controls. The course is designed to explore the operation, diagnosis and repair of Ford on-board computer systems. *May be repeated once for credit. Transfer credit: CSU.*

**AUTO 858/758 AUTOMOTIVE COMPUTER CONTROLS (3)**

*Total of 48 lecture hours plus 16 lab hours. Prerequisite: See above.*

A study of the various inputs, outputs, and modes of operation common to most computer controlled systems. General diagnosis will be emphasized using multimeters, lab scopes, and scan tools. Students will be introduced to OBD II systems. This course will also assist technicians to prepare for State of California Smog License and the ASE L1 exams. *AUTO 858 may be repeated once for credit; AUTO 758 may be repeated for credit a maximum of three times. Transfer credit: AUTO 758 – CSU.*

**AUTO 860/786 AUTOMOTIVE AIR CONDITIONING I (2)**

*A minimum of 36 lecture hours and 12 lab hours. Prerequisite: See above.*

Theory and operation of cooling, heating and air conditioning systems. Lab practices include maintenance, testing, diagnosis and repair of these systems. Preparation for the ASE Certification Test is included. *May be repeated once for credit. Transfer credit: AUTO 786 – CSU.*

**AUTO 861/761 AUTOMOTIVE BRAKES II (1.5)**

*Total of 24 class hours. Prerequisite: AUTO 850/790 with grade of C or better or equivalent.*

A study of the various anti-lock brake systems installed on passenger cars and light trucks. Emphasis on the theory of operation, diagnosis, and repair of computer controlled anti-lock brake systems and their related components. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 761 – CSU.*

**AUTO 864/764 EMISSIONS CONTROL SYSTEMS I (1.5)**

*Total of 24 class hours. Prerequisite: See above.*

Study of automotive vehicle emissions control systems, including basic theory, design, and operation. This course will help prepare students planning to enroll in the Clean Air Car course. *May be repeated for credit a maximum of three times. Transfer: AUTO 764 – CSU.*

**AUTO 865/765 IGNITION SYSTEMS I (1.5)**

*Total of 24 class hours. Prerequisite: See above.*

A study of automotive ignition systems. Emphasis is placed on the theory, operation, and testing of electronic and distributorless ignition systems. It is recommended that this course be completed prior to enrolling in the Clean Air Car course. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 765 – CSU.*

**AUTO 868/768 ON-BOARD DIAGNOSTICS II (OBD-II) (3)**

*Total of 40 lecture hours plus 24 lab hours. Prerequisite: See above.*

Tailored for automotive professionals, this course is an in-depth study of generic On-Board Diagnostics II. Content includes history of OBD-II, comparison of OBD-I and OBD-II, J1930 Common Terminology, Flash Programming, Enhanced Monitors, Fuel Trim Strategies, MIL Strategies and Enabling Criteria, Drive Cycles, I/M Readiness flags, and Diagnostic Trouble Codes. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 768 – CSU.*

**AUTO 878/778 MANUAL TRANSMISSIONS I (2)**

*Total of 36 lecture hours plus 12 lab hours. Prerequisite: See above.*

A detailed study of the clutch assembly, manual transmissions and transaxles. Topics of study include: theory of operation, friction materials, gear trains and ratios, constant velocity joints, drivelines, and differentials. *May be repeated for credit a maximum of three times. Transfer credit: AUTO 778 – CSU.*

**AUTO 881/781 ELECTRICAL III (3)**

Total of 48 class hours. Prerequisite: See above.

This course will stress applied techniques in schematic reading and diagnosis of various body electrical circuits, including power doors, mirrors, windows, and seats; sun roofs, air bags, and semiconductor logic gates. This course builds on the concepts introduced in Electrical I and II. May be repeated once for credit. Transfer credit: AUTO 781 – CSU.

**AUTO 887/787 AUTOMATIC TRANSMISSIONS II (3)**

Total of 48 hours lecture/demonstration. Prerequisite: See above.

A study of the operating principles of the automatic transaxle used on the front wheel drive domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Also included will be the final drive gear systems. May be repeated once for credit. Transfer credit: AUTO 787 – CSU.

**AUTO 893/793 ENGINE PERFORMANCE (3)**

Total of 48 class hours. Prerequisite: See above.

A study of the engine sub-systems responsible for good engine performance, clean air, and fuel economy. Topics covered include basic engine and ignition system operation and testing using various diagnostic test equipment. This course can be applied towards the education requirements necessary for eligibility to take the B.A.R. Smog Test. May be repeated once for credit. Transfer credit: AUTO 793 – CSU.

**BIOLOGY (BIOL)**

**NOTE TO LIFE SCIENCE MAJORS**

Students planning to major in Biology, Biotechnology, Botany, Zoology, Ecology, Microbiology, Anatomy, Physiology, Forestry, Wildlife Management, Natural Resources, Medicine, Dentistry, Veterinary Medicine, Optometry, and Pharmacy should complete BIOL 215 and 230 (taken in sequence) and CHEM 210, 220, 234, 235, 237, 238; PHYS 210, 220, and the appropriate mathematics prerequisites.

**BIOL 101 MAN IN A BIOLOGICAL WORLD (4)**

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836.

Study of biology as it relates to humans and their environment, with special emphasis on ecological interrelationships, evolution and genetics, and topics of current importance. Recommended for non-science majors to fulfill laboratory science transfer requirement. Transfer credit: UC; CSU (B2, B3).

**BIOL 110 PRINCIPLES OF BIOLOGY (4)**

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836.

Using natural selection and physiological survival as a unifying theme, this course deals with the basic problems common to all living systems, and compares the functional solution that various organisms have evolved, illuminating the unity in diversity that characterizes life on earth. Recommended for non-science majors to fulfill laboratory science transfer requirement. Transfer credit: UC; CSU (B2, B3). (CAN BIOL 2).

**BIOL 111 NATURAL HISTORY OF CALIFORNIA (4)**

Three lecture hours and one three-hour lab period per week with frequent field trips. Recommended: Eligibility for ENGL 836.

Students will investigate the functioning of ecosystems, adaptations of organisms to their environment and natural history of selected organisms. Students will become familiar with natural ecosystems of California, with a primary focus on the San Francisco Bay Area. Laboratory and field investigations will be conducted using the scientific method; critical thinking skills will be emphasized. Recommended for non-science majors to fulfill laboratory science transfer requirements. Transfer credit: UC; CSU (B2, B3).

**BIOL 130 HUMAN BIOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A course designed to provide students with an appreciation of the structure, function, and development of their own bodies. Topics include an introduction to science and to scientific methods of investigation, and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as digestion, circulation, reproduction and other systems. Some diseases and other causes of body malfunction are discussed. Transfer credit: UC; CSU (B2).

**BIOL 140 ANIMALS, PEOPLE AND ENVIRONMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course will familiarize the student with the methods and importance of behavioral investigation in animals. Emphasis on past and current human-animal relationships, the impact on animal populations and increasing need for wildlife protection. Transfer credit: UC; CSU (B2).



**BIOL 145 PLANTS, PEOPLE AND ENVIRONMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A survey of plants emphasizing those aspects of plant biology that have affected the lives of people. Topics include: the success and failure of modern agriculture; the impact of humans on the environment; and the importance of plants in solving critical problems of hunger and conservation of energy. Attention is given to modes of inquiry or ways in which scientists carry out their investigations. *Transfer credit: UC; CSU (B2).*

**BIOL 150 INTRODUCTION TO MARINE BIOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A non-technical introduction to the scientific method used in studies of marine biology. Major emphasis is given to the natural history of marine animals and plants and their relationship with the oceanic environment. *Transfer credit: UC; CSU (B2).*

**BIOL 215 ORGANISMAL BIOLOGY: CORE I (5)**

Three lecture hours and six lab hours per week. Prerequisite: MATH 120 or MATH 123 with a grade of C or better, or appropriate math placement test score and other measures as appropriate, or equivalent. Recommended: Eligibility for ENGL 836.

As part of a two-course core program, BIOL 215 is an introductory survey of organismal form and function. Analysis of fundamental biological functions including nutrition, gas exchange, reproduction, natural selection, and ecology using representative living organisms. *Transfer credit: UC; CSU (B2,B3). (BIOL 215 + BIOL 230 = CAN BIOL SEQ A.)*

**BIOL 230 INTRODUCTION TO CELL BIOLOGY: CORE II (5)**

Three lecture hours and six lab hours per week. Prerequisite: Completion of BIOL 215; CHEM 210, or equivalent. Recommended: Eligibility for ENGL 836.

As part of a two-course core program, Biology 230 is an introduction to life functions as seen at the cellular level; cellular structure, macromolecular architecture and function, cellular energetics, chemical regulation, photochemical activities, molecular genetics, and genetic engineering. *Transfer credit: UC; CSU (B2, B3). (BIOL 215 + BIOL 230 = CAN BIOL SEQ A.)*

**BIOL 240 GENERAL MICROBIOLOGY (4)**

Three lecture hours and three lab hours per week. Prerequisite: Successful completion of a college-level laboratory science course. Recommended: Eligibility for ENGL 836.

Morphology, taxonomy, ecology, and physiology of microorganisms, with emphasis on bacteria. Laboratory techniques on culture and identification of bacteria. Recommended for agriculture, biochemistry, nursing, pre-medical and pre-dental, biotechnology engineering, and other life science majors. *Transfer credit: UC; CSU (B2, B3). (CAN BIOL 14).*

**BIOL 250 HUMAN ANATOMY (4)**

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836; one college-level biology course.

Designed to familiarize the student with the structure of the human body, including cadaver dissection by students. Primarily intended for students of nursing, physiotherapy, respiratory therapy, hygiene, and physical education. An elective course for pre-dental, pre-medical, and pre-veterinarian students. Recommended for general life science majors, respiratory therapy majors and physical education majors. *Transfer credit: UC; CSU (B2, B3). (CAN BIOL 10; BIOL 250 + BIOL 260 = CAN BIOL SEQ B.)*

**BIOL 260 INTRODUCTION TO PHYSIOLOGY (5)**

Three lecture hours and six lab hours per week. Prerequisite: CHEM 410, or equivalent. Recommended: Eligibility for ENGL 836; one college-level biology course.

Designed to familiarize the student with the functions of organs and systems of the human body. Includes review of basic processes occurring in cells and application of principles to the study of whole animal systems. Recommended for students majoring in nursing, physiotherapy, respiratory therapy, physical education, psychology, and other related fields. *Transfer credit: UC; CSU (B2, B3). (CAN BIOL 12; BIOL 250 + BIOL 260 = CAN BIOL SEQ B.)*

**BIOL 365 INTERTIDAL INTERPRETATION (3) (Pass/No Pass or letter grade.)**

Three lecture hours per week plus field trips.

This course is designed to familiarize students with the major life forms of the intertidal zone of the California coast, their taxonomic groupings, common names, basic anatomical and physiological characteristics and their role in the ecosystem. *Transfer credit: CSU.*

**BIOL 415 INTRODUCTION TO BIOTECHNOLOGY  
MANUFACTURING (9)**

*A total of 96 lecture hours and 144 lab hours plus 32 hours by arrangement. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent; and eligibility for MATH 110 or MATH 111, or equivalent.*

An introductory course to prepare students who possess transferable skills from other occupations for entry-level positions in the biotechnology industry. Course instruction will include basic skills in biology, biomanufacturing, chemistry, and an introduction to biotechnology careers. *Transfer credit: CSU.*

**BIOL 422 FOUNDATIONS OF BIOTECHNOLOGY (1)  
(Pass/No Pass or letter grade.)**

*One lecture hour per week. Recommended: Eligibility for ENGL 836.*

Overview of the origin and development of biotechnology and the bioscience industries. Includes cell growth, career opportunities, and medical and food products. Also includes laboratory experience with bioreactors and making products. *Transfer credit: CSU.*

**BIOL 426 GENETIC ENGINEERING (1)  
(Pass/No Pass or letter grade.)**

*One lecture hour per week. Recommended: Eligibility for ENGL 836.*

This course will examine how genes work and how they can be manipulated and cloned. Topics include DNA and protein synthesis, genetic engineering, and DNA fingerprinting. Also includes laboratory experience with DNA analyses: RFLP and PCR. *Transfer credit: CSU.*

**BIOL 430 INTRODUCTION TO IMMUNOLOGY (1)  
(Pass/No Pass or letter grade.)**

*One lecture hour per week. Recommended: Eligibility for ENGL 836.*

This course will examine the immune system and how it protects us from disease. Topics include vaccine and antiserum production by traditional methods and by genetic engineering. Also includes laboratory experience with laboratory techniques. *Transfer credit: CSU.*

**BIOL 432 FERMENTATION TECHNOLOGY (1)  
(Pass/No Pass or letter grade.)**

*Total of sixteen lecture hours. Recommended: Eligibility for ENGL 836.*

Overview of the origin and development of industrial fermentations. Course will use fermentation of beverages, food ingredients, enzymes, chemicals and pharmaceuticals to demonstrate microbial metabolism. *Transfer credit: CSU.*

**BIOL 665 SELECTED TOPICS IN BIOLOGY  
(5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Eight lecture hours per .5 unit.*

This course is designed to develop specific skills, techniques or concepts that are appropriate to biology and/or biotechnology. The course will focus on one specific topic; for example, new or leading edge developments in biotechnology. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**BIOL 675 HONORS COLLOQUIUM IN BIOLOGY (1)**

*One lecture hour per week. Prerequisite: Completion of or concurrent enrollment in any non-Honors biology level 100 or 200 course.*

Readings, discussion, lectures and activities covering selected advanced topics in biology to be determined by the Biology Department and the Honors Program. *May be repeated for credit a maximum of three times, but may not repeat topics successfully completed. Honors credit will be earned for both Biology 675 and the concurrently enrolled course. Transfer credit: UC; CSU.*

**BUSINESS (BUS.)**

**See also listings under Computer Applications & Office Technology and Fashion Merchandising.**

The Business Division of Skyline College offers courses that lead to either a transfer program or a career program with an AA/AS degree and/or certificate of proficiency in a specified field.

**TRANSFER STUDENTS**

For information concerning the transfer requirements of other colleges and universities, students should consult the catalogs of the colleges and universities concerned, or their Skyline College counselor.

**BUS. 100 INTRODUCTION TO BUSINESS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

A basic orientation course in business designed to develop an understanding of the role of business in the economy and as an aid in selecting a field of vocational specialization. *Transfer credit: UC; CSU (D3).*

**BUS. 101 HUMAN RELATIONS AT WORK (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

The application of basic principles in the behavioral sciences to practical problems of personal growth, self-management, and the development of healthy, productive interpersonal relationships, including those typically encountered at work. *Transfer credit: CSU (D3).*

**BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS (3)**

Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CAOT 104 or equivalent. Recommended: Eligibility for ENGL 836.

An introduction to computer systems and software applications and their impact on the business environment. Topics include hardware, software, theory and architecture, computer terminology, Windows, and software applications used as problem solving tools for individual and group projects. Transfer credit: UC; CSU.

**BUS. 107 DEALING WITH DIFFICULT PEOPLE (1) (Pass/No Pass or letter grade.)**

This course provides development of skills needed by students to effectively interact and deal with difficult people, angry or upset clients, customers, co-workers, or significant others. An introduction to the conflict resolution process. Transfer credit: CSU.

**BUS. 109 WORKING WITH PEOPLE WORLDWIDE (1) (Pass/No Pass or letter grade.)**

This course is designed to acquaint students with the differences in business dealings and working environments on an international basis. Emphasis is on understanding culture, society, management styles, and the work ethic in various countries. Transfer credit: CSU.

**BUS. 111 CRASH COURSE TO SUCCESS IN ONLINE LEARNING (1) (Offered online only.) (Pass/No Pass.)**

A total of sixteen lecture hours plus four lab hours by arrangement.

This course provides students with basic knowledge and skills required to become a successful online student. Topics include the characteristics and challenges of online learning, learning styles, the taxonomy of online courses, online learning strategies, technical skills, online test-taking skills, and time and stress management in an online learning environment. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**BUS. 115 BUSINESS MATHEMATICS (1.5-3)**

Three lecture hours per week and one lab hour per week. Prerequisite: MATH 811 or equivalent. Recommended: Eligibility for ENGL 836.

Introduction to the mathematics applications required in entry level positions in business in accounting, merchandising, banking, and real estate. Introduction to the solution of problems on the ten-key electronic printing calculator. Transfer credit: CSU.

**BUS. 120 MATHEMATICAL ANALYSIS FOR BUSINESS (3)**

Three lecture hours per week plus one lab hour per week, by arrangement. Prerequisite: MATH 120 or equivalent. Recommended: Eligibility for ENGL 836.

To give students the mathematical tools they will need to succeed in the core courses in the business curriculum at the state universities. Includes introduction to calculus including applications; probability, including expected monetary value and decision making; mathematics of finance, including amortization. Transfer credit: UC, CSU (B4).

**BUS. 123 STATISTICS (3)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: MATH 120 or equivalent. Recommended: BUS. 120 and eligibility for ENGL 836.

Introduction to descriptive techniques and methods of inference. Includes classification of data, measure of central tendency and dispersion, normal curve, hypothesis testing, correlation and regression analysis, trend analysis. Also introduction to probability and probability distributions. Transfer credit: UC; CSU (B4).

**BUS. 150 SMALL BUSINESS MANAGEMENT (3)**

Three lecture hours per week. Recommended: Completion of MATH 811; eligibility for ENGL 836.

Examination of the opportunities and hazards of small business operation. Significant areas of vital interest to the prospective independent business person, including legal form of organization, site location, financing, handling of personnel and overall management procedures. For business students who plan to establish or supervise a small business. Transfer credit: CSU.

**BUS. 153 PLANNING A BUSINESS STARTUP (2-3) (Pass/No Pass or letter grade.)**

A minimum of sixteen lecture hours per unit.

This course presents practical procedures for planning the opening of a new small business. Topics include determining whether one is a "good fit" for an entrepreneurial career, "profit objectives," constructing capital budgets, realities of finding financing, elementary accrual-basis accounting, profit margin analysis, projecting cash flows and accrual profits, and market research. Transfer credit: CSU.

**BUS. 181 PERSONAL POWER AND LEADERSHIP (1.5) (Pass/No Pass or letter grade.)**

Students build confidence, leadership abilities, and prepare for business world challenges. Topics include traits of successful managers, techniques to develop personal power, and career path exploration. Transfer credit: CSU.

**BUS. 183 BUILDING HIGH PERFORMING TEAMS (1.5)  
(Pass/No Pass or letter grade.)**

Students will learn the newest techniques of organizing and leading highly effective work teams and departments. Topics include creating a clear vision and purpose, empowering and involving all members, creating an open and productive environment, meeting deadlines, and more. *Transfer credit: CSU.*

**BUS. 190 RETAILING, E-COMMERCE AND  
BUYING (3)**

*Three lecture hours per week. Recommended: Completion of BUS. 115 or MATH 811; eligibility for ENGL 836.*

General overview of retailing, which includes an introduction to buying, pricing, sales promotion, store management and organization, retail calculations, retail salesmanship, and service policies. Topics include computer-generated sales and advertising. *Transfer credit: CSU.*

**BUS. 200 INTRODUCTION TO INTERNATIONAL  
BUSINESS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Introduction to strategy and management of international business. Topics will include international trade theory and how companies develop competitive advantage in international markets, marketing, production and financial management, the organization of human resources, and management of risk. *Transfer credit: CSU (D3).*

**BUS. 201 BUSINESS LAW (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Origin, development and functions of the law and the legal environment with the objective of promoting a general understanding of legal reasoning. Framework within which the judicial process takes place. Legal problems pertaining to contracts and related topics, sales, and the impact of law on economic enterprise. *Transfer credit: UC; CSU (See counselor for exceptions). (CAN BUS 8).*

**BUS. 205 BUSINESS ETHICS (3)**

*Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

An introduction to foundational concepts of business ethics. Students will develop values, cognitive skills in decision making, and gain competence in understanding risks and approaches related to managing ethical issues. Topics include frameworks of business ethics, ethical decision-making process, and implementing business ethics in a global economy. *Transfer credit: UC; CSU.*

**BUS. 210 INTERNATIONAL FINANCE (1.5)**

*A minimum of 24 lecture hours total. Recommended: Eligibility for ENGL 836.*

This course introduces and examines the practical aspects of international trade finance. The course includes topics such as different types of lenders, domestic and foreign government assistance programs for trade assistance, methods of payment, trade financing, and managing risks in international trade finance. *Transfer credit: CSU (D3).*

**BUS. 221 INTERCULTURAL BUSINESS  
COMMUNICATION (1.5)**

**(Pass/No Pass or letter grade.)**

*Total of 24 lecture hours. Recommended: Eligibility for ENGL 836*

This course introduces and examines the practical aspects of intercultural business communication. The course includes topics in the nature, pattern and comparisons of intercultural business communication, business and social customs, intercultural negotiation practice and strategies, communication in intercultural and international contexts, and region-specific business cultures. *Transfer credit: CSU.*

**BUS. 225 FOUNDATIONS OF GLOBAL E-COMMERCE  
(1.5)**

**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

This course introduces the fundamentals of electronic commerce. Students will learn how to conduct and manage e-commerce and the major applications, opportunities and limitations in both domestic and international business. Topics include e-payment transactions; legal, taxation and privacy issues; and globalization in e-commerce. *Transfer credit: CSU.*

**BUS. 226 GLOBAL BUSINESS NEGOTIATION (1.5)  
(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to the skills necessary to conduct successful negotiations and application of these skills in domestic and international settings. Students will learn the essentials of effective negotiating techniques and explore the elements of cultural diversity that come into play and affect negotiations among international parties. *Transfer credit: CSU.*

**BUS. 227 GLOBAL BUSINESS CONTRACTS (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to commercial agreements between parties trading across international borders. Topics include commercial contracts, quality control, compliance with government regulations, protection of intellectual property rights, dispute resolution, negotiations, performance, and contract enforcement. *Transfer credit: CSU.*

**BUS. 230 INTRODUCTION TO INTERNATIONAL MARKETING (1.5)**  
**(Pass/No Pass or letter grade.)**

*Total of twenty-four lecture hours. Recommended: Eligibility for ENGL 836.*

This course provides a practical approach to international marketing using an in-depth analysis of the political, social, economic, cultural and legal environments in which international marketing occurs. It provides a set of conceptual and analytical tools to help students apply the "Four P's" – product, promotion, price and place to international marketing. *Transfer credit: CSU.*

**BUS. 240 INTERNATIONAL LOGISTICS AND TRANSPORTATION (1.5)**  
**(Pass/No Pass or letter grade.)**

*A total of twenty-four lecture hours plus eight lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to the practical aspects of international transportation and logistics and their role in international trade. Topics included are international transportation, logistics, customs regulations, documentation, port and facility operations, and inventory management. *Transfer credit: CSU.*

**BUS. 241 DOING BUSINESS IN ASIA (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Exploration of business strategies in the Asia-Pacific region. Students will learn how and why business strategies are pursued by multinational corporations doing business in Asia. Students will gain a better insight into the business environment and business protocol in Asia. Topics include business environmental analysis, strategy formulation, strategy implementation and control, and profiles of Japan, Korea, China, Singapore and Hong Kong. *Transfer credit: CSU.*

**BUS. 242 DOING BUSINESS IN EUROPE (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Analysis of the business culture of European countries. Students will learn the major components of the current economic, political and cultural reality of the European nations in order to develop the knowledge and understanding essential to conducting successful business dealings in Europe. *Transfer credit: CSU.*

**BUS. 243 LEGAL ENVIRONMENT OF INTERNATIONAL BUSINESS (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introductory course to explore various topics related to the legal implications the financial, economic, cultural and political environment of international business. Through analysis of case students and skill-building activities, students will develop a theoretical, practical approach to doing business as a multinational company in a global environment. *Transfer credit: CSU.*

**BUS. 244 DOING BUSINESS IN LATIN AMERICA (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

This course covers the practical aspects of doing business in Latin America. Students will gain additional insight into business protocol and tactics of Latin America. Topics include political, economic, cultural and business environments; opportunity analysis; trade agreements; business strategy; and country and regional profiles of Mexico, the Caribbean, Central America, and South America. *Transfer credit: CSU.*

**BUS. 245 INTRODUCTION TO CUSTOMS BROKERAGE (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to the basic regulations, procedures and documentation required in customs brokerage. The course will provide students with basic knowledge and insight into U.S. Customs Brokerage and the Customs Broker examination. Topics include procedures of U.S. customs entry, clearance, documentation, classification, valuation, tariffs, quotas, duty rates, restrictions, prohibitions, and regulations. *Transfer credit: CSU.*

**BUS. 246 DOING BUSINESS IN CHINA (3)**  
(Pass/No Pass or letter grade.)

*A minimum of 48 lecture hours plus 12 lab hours by arrangement. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

A comprehensive study of Chinese business operations and challenges in dealing with cultural differences, negotiation styles, and business operations. Student will apply practical guidelines in conducting successful negotiations and business ventures with Chinese counterparts. *Transfer credit: CSU.*

**BUS. 248 ASIAN MANAGEMENT SYSTEMS (3)**  
(Pass/No Pass or letter grade.)

*Three lecture hours per week plus one lab hour by arrangement per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

A comparative study of Asian management systems, such as organizational structures, competitive strategies, and cultural influences within Asia and the western world. Students will learn the influence of Confucianism, strategic thinking and traditions on Asian management systems, and practical guidelines for working with Asian counterparts for successful business ventures. *Transfer credit: CSU.*

**BUS. 249 INTRODUCTION TO INTERNATIONAL LOGISTICS FOR CUSTOMS BROKERS AND FREIGHT FORWARDERS (3)**

(Pass/No Pass or letter grade.)

*A minimum of 48 lecture hours plus 16 lab hours by arrangement. Recommended: BUS. 115, or eligibility for MATH 110, or equivalent.*

Introduction to international purchase-sale agreement negotiations, use of Incoterms, foreign exchange and collections, international supply chains and cargo transportation, and cargo risk management. Students will perform entry-level operational tasks related to the overall trade and logistics process. *Transfer credit: CSU.*

**BUS. 258 CUSTOMS BROKER SERVICES AND REGULATIONS (3)**

(Pass/No Pass or letter grade.)

*A minimum of 48 lecture hours plus 16 lab hours by arrangement. Prerequisite: BUS. 249 or equivalent.*

Custom brokers' relationship with importers, government agencies and transportation carriers, government import requirements and restrictions, broker work-flow and customs "entries." Students will be scheduled for 16 hours of workplace learning under the supervision of a licensed customs broker. *Transfer credit: CSU.*

**BUS. 261 CUSTOMS ADMISSIBILITY, CLASSIFICATION, VALUE AND ENTRY (3)**  
(Pass/No Pass or letter grade.)

*A minimum of 48 lecture hours plus 16 lab hours by arrangement. Prerequisite: BUS. 258 or equivalent.*

U.S. import admissibility, tariff classification and value, how to prepare a customs entry, and additional processing required for certain types of products. Students will be scheduled for 16 hour of workplace learning under the supervision of a licensed customs broker. *Transfer credit: CSU.*

**BUS. 262 INTRODUCTION TO INTERNATIONAL FORWARDING AND CARGO TRANSPORTATION (3)**

(Pass/No Pass or letter grade.)

*A minimum of 48 lecture hours plus 16 lab hours by arrangement. Prerequisite: BUS. 249 or equivalent.*

International freight forwarding, shipper-forwarder and forwarder-carrier relationships, government regulations, cargo transportation modes, carriers, rates (charges) and liability; shipper responsibility for cargo preparation and loading; cargo insurance and claims; and HazMat shipping requirements. During workplace learning students will perform entry-level forwarder operational tasks and complete a short research project. *Transfer credit: CSU.*

**BUS. 263 U.S. EXPORT AND DESTINATION COUNTRY IMPORT REQUIREMENTS; FOREIGN COLLECTIONS (3)**

(Pass/No Pass or letter grade.)

*A minimum of 48 lecture hours plus 16 lab hours by arrangement. Prerequisite: BUS. 262 or equivalent.*

U.S. export laws and regulations, including export restrictions and declarations; general requirements for importation into foreign countries, including documentation that forwarders prepare and how forwarders become involved with foreign bank collections and letters of credit. During workplace learning student will observe and perform these procedures. *Transfer credit: CSU.*

**BUS. 267 OCEAN FORWARDER AND NVOCC REGULATION, OPERATIONS AND WORK-FLOW (3)**

(Pass/No Pass or letter grade.)

*A minimum of 48 lecture hours plus 16 lab hours by arrangement. Prerequisite: BUS. 263 or equivalent.*

Government regulation of ocean forwarders and NVOCCs, shipping line vessels and services, door-to-door shipment of intermodal containers; how to prepare an ocean bill of lading, including method of consignment; carrier liability for cargo losses; operational tasks and process steps in an ocean forwarder transaction; and NVOCC operations. *Transfer credit: CSU.*

**BUS. 268 AIR FORWARDER OPERATIONS AND WORK-FLOW (3)****(Pass/No Pass or letter grade.)**

A minimum of 48 lecture hours plus 16 lab hours by arrangement. Prerequisite: BUS. 263 or equivalent.

Air cargo characteristics, routing, limitations, documentation, shipment preparation, air forwarder services and transaction process steps, air cargo consolidation, and key business issues. Transfer credit: CSU.

**BUS. 279 IMPORT/EXPORT MANAGEMENT (1.5)****(Pass/No Pass or letter grade.)**

Total of twenty-four lecture hours. Recommended: Eligibility for ENGL 836.

An overview of the practical aspects of import/export procedures with an emphasis on small- to medium-sized companies. The complete international trading transactions will be covered, including sourcing, financing, freight forwarding, payment methods, international commercial terms, and documentation. Transfer credit: CSU.

**BUS. 290 INTRODUCTION TO MARKETING STRATEGY (1.5)**

A minimum of 24 lecture hours. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Examination of how a clear, well-defined marketing strategy influences every aspect of a business and helps it gain competitive advantage. Topics include buyer behavior, segmentation, targeting, positioning, differentiation, and other tools crucial to business success. Transfer credit: CSU.

**BUS. 291 MARKETING TACTICS (1.5)**

A minimum of 24 lecture hours. Prerequisite: BUS. 290. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Introduction to current marketing tactics used to attract and retain customers. Topics include product ideas and product lifecycles, setting prices, choosing distribution channels, tools of marketing promotion, and business tactics in a global age. Transfer credit: CSU.

**BUS. 292 INTRODUCTION TO MARKETING PROMOTIONS (1.5)**

A minimum of 24 lecture hours. Prerequisite: BUS. 290. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Introduction to the methods of marketing promotion and how companies use them to communicate with target customers and audiences. Topics include advertising, direct marketing, sales promotion, public relations, and personal selling. Students learn how to prepare a unified, high-impact promotional campaign about a company or product. Transfer credit: CSU.

**BUS. 293 INTERNET MARKETING STRATEGIES (1.5)**

A minimum of 24 lecture hours. Prerequisite: BUS. 290. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

An introduction to Internet marketing strategies. Explanation of the steps to integrate the Internet into the overall business plan of a small company and how to plan an effective business website. Topics include Internet technologies, developing an e-commerce strategy, what to consider before designing a website, and what to expect from going online. Transfer credit: CSU.

**BUS. 352 INTRODUCTION TO INSURANCE (1)****(Pass/No Pass or letter grade.)**

A minimum of 16 lecture hours.

An introduction to the modern property/casualty insurance system, including insurance products and services distribution, insurance company departments, reinsurance, large property and high liability values/limits, civil laws, tort, contract, basic commercial and personal ISO insurance contracts, and risk management. Transfer credit: CSU.

**BUS. 353 PROPERTY & LIABILITY INSURANCE PRINCIPLES (3)****(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent, and BUS. 352.

A comprehensive study of property and liability insurance divided into three segments: 1) insurance fundamentals, types of insurers, insurance institutions, insurance regulation, and financial performance measurement; 2) insurance operations, marketing, underwriting, and claims; and 3) insurance contracts, loss exposure, and risk management. Transfer credit: CSU.

**BUS. 400 BUSINESS ENGLISH (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A comprehensive review of English as used by employers. Business-oriented materials are used; areas covered include grammar, punctuation, capitalization, spelling and vocabulary. Designed for anyone who must communicate in writing in a business environment. Transfer credit: CSU.

**BUS. 401 BUSINESS COMMUNICATIONS (3)**

Three lecture hours per week. Prerequisites: Completion of or enrollment in BUS. 400 or one college English course.

Development of writing skills for actual business situations. Covers such topics as analyzing one's audience and goals; organizing correspondence to get results; writing clearly, concisely and forcefully; revising and editing; and dictating techniques. Provides practical experiences in the kind of clear writing today's employers are seeking. Recommended for business majors and for anyone whose job includes writing letters, memos and reports. Transfer credit: CSU.

**BUS. 443 LAW OFFICE PROCEDURES (1-3)**

A total of sixteen lecture hours plus twenty-four lab hours by arrangement per unit. Prerequisites: CAOT 212 or 214 and BUS. 400 or equivalent skills. Recommended: Eligibility for ENGL 836.

Intensive training in procedures applicable to secretarial duties in law offices. Emphasis on legal terminology, legal documents and correspondence, dictation, and transcription. Also listed as LEGL 443. May be repeated for credit up to a maximum of 4 units. Transfer credit: CSU.

**BUS. 445 LAW OFFICE MANAGEMENT (3)  
(Pass/No Pass or letter grade.)**

A minimum of 48 lecture hours. Prerequisite: CAOT 212 or 214, or equivalent. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Introduction to the fundamentals of law office administration, personnel management, and accounting operations. Designed to familiarize legal paraprofessionals (legal secretaries, paralegals and law office clerks) with the practical inner workings of a law office, including an understanding of law office fundamentals. Law office management goes beyond analyzing mere productivity and includes being sensitive to ethical concerns and providing quality legal services to clients. Also listed as LEGL 445. May be repeated once for credit. Transfer credit: CSU.

**BUS. 476 INTRODUCTION TO MEDICAL OFFICE  
MANAGEMENT (3)**

Three lecture hours per week plus a total of 24 lab hours by arrangement.

An introductory course designed to provide students with an overview of medical office procedures. Students will learn how to manage patients in emergency situations; receive, register and schedule patients; organize and sustain medical records; medical billing; health insurance; business operations; human resource functions; and financial management. Transfer credit: CSU.

**BUS. 485 MEDICAL TERMINOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 or equivalent.

Designed to give students a basic background in medical terminology as used by medical transcriptionists, court reporters, law related occupations, and allied health occupations. The prefixes, roots, and suffixes of commonly used medical words are presented. Proper names of anatomical structures and their relationship to each other are covered by body system. Also listed as HSCI 484. Transfer credit: CSU.

**BUS. 486 MEDICAL TRANSCRIPTION (1-4)**

One lecture hour and three lab hours per week plus four lab hours per week by arrangement. Prerequisites: Concurrent enrollment in BUS. 485; ability to type 50 net wpm. Recommended: ENGL 836 or equivalent.

Intensive training in medical transcription that includes doctor-dictated history and physicals, surgical reports, operative procedures, x-ray, pathology, and nuclear medicine reports. May be repeated twice for credit. Transfer credit: CSU.

**BUS. 487 MEDICAL TRANSCRIBER  
INTERNSHIP (1-4)**

Fifty-one hours per unit. Prerequisites: BUS. 485 and 486 or equivalent.

On-the-job training in a hospital or medical office in transcribing actual doctor dictation from cassettes. Individual conferences with instructor. May be repeated twice for credit. Transfer credit: CSU.

**BUS. 489 MEDICAL CODING ICD-9 (3)**

Three lecture hours per week plus a total of 24 lab hours by arrangement. Prerequisite: Completion of BUS. 485 or equivalent.

A course covering ICD-9 coding, a national classification of coding that encompasses diseases, ailments, injuries and disorders for all the major and minor body systems. This course includes, but is not limited to, hospital inpatient, outpatient and ambulatory care coding emphasizing specific and correct procedures to accurately achieve maximum reimbursement. Transfer credit: CSU.

**BUS. 491 MEDICAL CODING CPT (3)**

Three lecture hours per week plus a total of 24 lab hours by arrangement. Prerequisite: Completion of, or concurrent enrollment in, BUS. 489 or equivalent.

A course covering CPT coding, a national classification of coding that encompasses evaluation management, surgical, and primary care procedures performed in a medical office. The course includes, but is not limited to, hospital inpatient, outpatient, and ambulatory care coding emphasizing specific and correct procedures to accurately achieve maximum reimbursement with the coordination of ICD-9 codes. Transfer credit: CSU.



**BUS. 499 COMPUTERIZED MEDICAL BILLING AND INFORMATION MANAGEMENT (3)**

Three lecture hours per week plus a total of 48 lab hours by arrangement. Prerequisite: Completion of, or concurrent enrollment in, BUS. 491 or equivalent.

An integrated, computerized approach to develop knowledge and skills for accurate processing of medical billing and information management for a medical office. Topics include: data entry, billing/collection procedures, processing patient and insurance information, scheduling appointments, processing insurance claims, report generation, and composing and editing medical documents. *May be repeated once for credit. Transfer credit: CSU.*

**BUS. 520 NORTH SAN MATEO COUNTY LEADERSHIP FORUM (1.5)**

**(Pass/No Pass or letter grade.)**

A total of 24 lecture hours.

A twelve-week leadership development course co-sponsored by the Chambers of Commerce in North San Mateo County, including: Brisbane, Half Moon Bay, Millbrae, Pacifica, San Bruno and South San Francisco. The course provides students with the opportunity for interaction with experts and decision makers within the county to learn key operations of industry, government, education and community-based organizations. *Transfer credit: CSU.*

**BUS. 665 SELECTED TOPICS IN BUSINESS (.5 or 1 or 1.5)**

**(Pass/No Pass or letter grade.)**

A minimum of eight lecture hours for each .5 unit.

This course is designed to develop specific skills that are utilized in business settings.

The course will focus on one specific topic; for example, a specific software package, telephone techniques, time management, human relations skills, small business management, etc. *May be repeated as topics vary. Transfer credit: CSU.*

**BUS. 670 BUSINESS WORK EXPERIENCE (1-4)**

**(Pass/No Pass.)**

Three to four meetings with instructor. Seventy-five to three hundred hours per semester on-the-job. Prerequisite: Employment in a college approved job directly related to the student's CAOT major.

Students receive on-the-job training in an office environment under the primary supervision of a business employer. Course should be taken within the last two semesters of student's certificate or AS program completion. For a detailed description of Vocational Cooperative Education, see the Cooperative Education section of this Catalog. For further information about Computer Applications & Office Technology majors, please contact your counselor or the coordinator of the CAOT Program. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CAREER AND PERSONAL DEVELOPMENT (CRER)**

These courses offer students the opportunity to gain knowledge about themselves and their behavior and to develop techniques for successful educational, career and personal planning.

**CRER 100 HOW TO SUCCEED IN COLLEGE (1)**

**(Pass/No Pass.)**

This course will provide students with an opportunity to explore their attitudes toward learning and college life. Class activities will include evaluation of individual learning styles and instruction in effective ways of coping with school-related anxiety. Class exercises will help students learn assertiveness and time management skills to enhance their educational experience. Study skills will be included when applicable. *Transfer credit: CSU.*

**CRER 111 DECISION MAKING (.5 or 1)**

**(Pass/No Pass.)**

This course is designed to provide the student with an introduction to the decision making process which stresses the significance of clearly defined values, critical thinking, the importance of gathering and evaluating information, identifying alternatives, and learning about personal risk-taking. *Transfer credit: CSU (E1).*

**CRER 132 JOB SEARCH (.5 or 1)**

**(Pass/No Pass.)**

A course designed to develop practical job search skills to increase the student's options and opportunities for locating immediate and appropriate job sites. Emphasis will be placed on developing the self-knowledge and skills necessary to write a traditional resume, participate in a job interview, and develop a plan of action for employment in the local job market. *Transfer credit: CSU (E1).*

**CRER 135 SKILLS/SELF-ASSESSMENT (.5 or 1)**

**(Pass/No Pass.)**

This course will assist students in assessing their present skills, abilities and preferences and in applying them to decisions regarding future goals and aspirations. Class activities will include a number of self-assessment exercises in which the student will draw from his/her life's experiences to arrive at individualized information necessary for personal, academic and career choices. *Transfer credit: CSU (E1).*

**CRER 136 CAREER PLANNING (.5 - 1)**

**(Pass/No Pass.)**

This course will assist students in the on-going process of career planning. Class activities will include assessing individual preferences in work environments, people environments, lifestyles, geography and interests. They will provide students with opportunities to use information regarding personal values and functional skills in career planning strategies. *Transfer credit: CSU (E1).*

**CRER 137 LIFE AND CAREER PLANNING (3)**  
**(Pass/No Pass or letter grade.)**

*Recommended: Eligibility for ENGL 836.*

This course is designed for the student who is undecided about an occupation. It provides a comprehensive approach to life and career planning. Vocational interest tests, various insights into his/her abilities, interests, and personality. Occupational trends and ways of learning more about specific careers will be explored. Individual conferences are available to students as well as use of the Career Center. *Transfer credit: CSU (E1).*

**Note:** *This course covers material similar to that of CRER 132, 135 and 136 combined.*

**CRER 139 CAREERS IN TEACHING (.5)**  
**(Pass/No Pass.)**

*A total of eight lecture hours.*

This course provides information regarding requirements to become an elementary or middle/high school teacher or a community college/university professor. Topics include transfer opportunities, financial aid and online resources. *Transfer credit: CSU.*

**CRER 140 PEER COUNSELING (1 or 2 or 3)**  
**(Pass/No Pass.)**

*Recommended: Eligibility for ENGL 836 or ESOL 400.*

Prepares students to serve as informational resources to peers. Emphasis on training in basic counseling, assessment, provision of information and referral. Helps students consider their own potential in the "helping professions." Opportunity for supervised field experience. *May be repeated for credit up to a maximum of 3 units. Transfer credit: CSU.*

**CRER 410 COLLEGE AND CAREER ORIENTATION**  
**(.5 or 1 or 2)**  
**(Pass/No Pass.)**

A comprehensive overview of Skyline College educational programs, services, policies, procedures, effective learning strategies, academic survival skills, awareness of personal development, and additional essential tools and information for successful navigation through the first year at Skyline College. In particular, students will be assisted with the development of a sound student educational plan that is consistent with their academic and career goals. Study skills assessment, time management, personal and social adjustment, interest and aptitude assessment are some of the topics addressed to provide students with the necessary tools to begin their educational experience. *Transfer credit: CSU.*

**CRER 650 GUIDANCE SEMINAR GROUP (.5 or 1 or 2)**  
**(Pass/No Pass or letter grade.)**

Designed to help students in understanding and dealing with their personal, social, professional, and cross-cultural concerns. Topics and course descriptions may differ each semester and will be designated in the current class schedule. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CRER 665 LIFE STYLES HEALTH ISSUES**  
**(.5 or 1 or 1.5 or 2)**  
**(Pass/No Pass or letter grade.)**

*A minimum of eight lecture hours per .5 unit.*

Explores contemporary topics or lifestyles as they relate to the health of individuals or society. *May be repeated for credit up to a maximum of 6 units. Transfer credit: CSU (E1).*

**CHEMISTRY (CHEM)****CHEM 112 CHEMISTRY IN ACTION (4)**

*Three lecture hours and three laboratory hours per week.*

An introduction to chemistry and laboratory investigation for non-science majors. The course will focus on chemicals and reactions common in everyday life, medicine, industry, and in the body. Concepts relating to the nature and interactions of atoms, ions and molecules will be presented. Students will learn how to use scientific methods to investigate questions about how chemical systems work. Students will also learn how to use and evaluate information presented on product labels, in advertisement, and available through the Internet. *Transfer credit: UC; CSU (B1, B3).*

**CHEM 192 INTRODUCTORY CHEMISTRY (4)**  
**(Pass/No Pass or letter grade.)**

*Three lecture hours and three laboratory hours per week.*

*Prerequisite: MATH 110 or equivalent. Recommended: Eligibility for ENGL 836.*

An introductory course in Chemistry designed to prepare students for General Chemistry I (CHEM 210). Provides an introduction to fundamental concepts in chemistry with an emphasis on the application of mathematical problem-solving methods to chemistry. Lecture topics will include the basic structure of atoms, the combination of elements in chemical compounds, the metric system and measurement, significant figures, using dimensional analysis and algebra to solve chemical problems, describing chemical reactions using balanced equations, and stoichiometry. In the laboratory, the student will be introduced to the use of common laboratory equipment and techniques. *Transfer credit: UC; CSU. (CAN CHEM 6).*

**CHEM 210 GENERAL CHEMISTRY I (5)**

Three lecture hours and six laboratory hours per week. Prerequisite: Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of CHEM 192 with a grade of C or better, or equivalent.

The first semester of a two-semester sequence with laboratory intended for science, engineering and pre-professional majors. Includes a detailed study of atomic and molecular structures, stoichiometric calculations, solutions, thermochemistry, gas laws, physical states, atomic electron orbital theory, and chemical bonding. The course also includes laboratory study of these concepts, experimental chemistry techniques, and the analysis and interpretation of experimental findings. Transfer credit: UC; CSU (B1, B3). (CAN CHEM 2; CHEM 210 + 220 = CAN CHEM SEQ A).

**CHEM 220 GENERAL CHEMISTRY II (5)**

Three lecture hours and six laboratory hours per week. Prerequisite: Satisfactory completion (grade of C or better) of CHEM 210, or equivalent.

The second semester of a two-semester sequence with laboratory intended for science, engineering and pre-professional majors. Includes a study of acid-base chemistry, equilibrium, kinetics, thermodynamics, electrochemistry, descriptive chemistry, and nuclear chemistry. The course also includes laboratory study of these concepts, experimental chemistry techniques, and the analysis and interpretation of experimental findings. Transfer credit: UC; CSU (B1, B3). (CAN CHEM 4; CHEM 210 + 220 = CAN CHEM SEQ A).

**CHEM 234 ORGANIC CHEMISTRY I (3)**

Three lecture hours per week. Prerequisite: CHEM 220 with grade of "C" or better. To be taken concurrently with CHEM 237, Organic Chemistry I Laboratory.

Nomenclature, structure, reactions and reaction mechanisms of organic compounds, with emphasis on alkanes, alkenes, alkynes, and alkyl halides. Structural isomerism and stereo isomerism. Infrared and nuclear magnetic resonance spectroscopy is an integral part of the course with emphasis on structural analysis. Transfer credit: UC; CSU (B1).

**CHEM 235 ORGANIC CHEMISTRY II (3)**

Three lecture hours per week. Prerequisite: CHEM 234 and 237 with grades of "C" or better. To be taken concurrently with CHEM 238, Organic Chemistry II Laboratory.

Nomenclature, structure, reactions and reaction mechanisms of aromatic compounds, alcohols, ethers, carbonyl and acyl groups, amines, carbohydrates, lipids, amino acids and proteins. Transfer credit: UC; CSU (B1).

**CHEM 237 ORGANIC CHEMISTRY LAB I (2)**

Six laboratory hours per week. Prerequisite: CHEM 234; the two classes may be taken concurrently.

Laboratory designed to accompany CHEM 234. Transfer credit: UC; CSU (B3).

**CHEM 238 ORGANIC CHEMISTRY LAB II (2)**

Six laboratory hours per week. Prerequisite: CHEM 235; the two classes may be taken concurrently.

Laboratory designed to accompany CHEM 235. Transfer credit: UC; CSU (B3).

**CHEM 410 CHEMISTRY FOR HEALTH SCIENCES (4)**

Three lecture hours and three laboratory hours per week. Prerequisite: Satisfactory completion (grade of C or better) of MATH 110, or appropriate placement test scores and other measures as appropriate, or equivalent. Recommended: Eligibility for ENGL 836, or equivalent.

Survey of the principles of general, organic and biochemistry. The physical and chemical properties of inorganic, organic and biomolecules will be studied. The course will include a study of equilibrium in chemical systems with special emphasis on chemical processes in the body. The laboratory component of the course introduces qualitative and quantitative techniques of chemical study and manipulations with inorganic, organic and biochemical reactions. Designed for Health Science majors (e.g., respiratory therapy, nursing). Not intended for students majoring in biology, chemistry, physics, engineering, or pre-professional programs such as medicine, dentistry or pharmacy. Transfer credit: CSU (B1, B3).

**CHINESE (CHIN)**

Language Lab and Listening Requirement: Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

**CHIN 111 ELEMENTARY CHINESE I (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement.

The first course of a basic two-course sequence covering the same material as a university-level first semester Mandarin Chinese course. Students will acquire the ability to understand, speak, read and write elementary Mandarin Chinese and will learn about the customs, culture and history of the Chinese world. Transfer credit: UC; CSU (C2).

**CHIN 112 ELEMENTARY CHINESE II (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: CHIN 111 or equivalent.

The second course of a basic two-course sequence covering the same material as a university-level first semester Mandarin Chinese course. Students will further their ability to understand, speak, read and write elementary Mandarin Chinese and their knowledge of the customs, culture and history of the Chinese world. *Transfer credit: UC; CSU (C2).*

**CHIN 115 BUSINESS CHINESE (3)**  
**(Pass/No Pass or letter grade.)**

A minimum of 48 lecture hours plus 16 lab hours by arrangement.

A business Chinese language course emphasizing business situations, business vocabulary, sentence structure, business terminology, protocol, and cultural information. This course will assist students to develop oral expression and business communication skills and to understand Chinese culture for successful business ventures. *Transfer credit: CSU.*

**CHIN 121 ADVANCED ELEMENTARY CHINESE I (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: CHIN 112 or equivalent.

This course will continue to develop students' communicative competence through the study of grammar, acquisition of new vocabulary, and practice of the four language skills: listening, speaking, reading and writing. Content-appropriate social and cultural information will be presented to promote the students' understanding of the Mandarin Chinese-speaking world. *Transfer credit: UC; CSU (C2).*

**CHIN 122 ADVANCED ELEMENTARY CHINESE II (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: CHIN 121 or equivalent.

This course will continue to develop students' communicative competence through the study of grammar, acquisition of new vocabulary, and practice of the four language skills: listening, speaking, reading and writing. Content-appropriate social and cultural information will be presented to promote the students' understanding of the Mandarin Chinese-speaking world. *Transfer credit: UC; CSU (C2).*

**CHIN 130 INTERMEDIATE CHINESE (3)**  
**(Pass/No Pass or letter grade.)**

A minimum of 48 lecture hours plus 16 lab hours by arrangement. Prerequisite: CHIN 122 or equivalent.

The material covered in this course includes structures to practice conversation and composition, to acquire new vocabulary, to review and reinforce grammar, and to initiate discussions about Chinese history, literature and culture. Formal written-style expressions, which are used in news broadcasts and formal speeches, will be introduced. *Transfer credit: CSU (C2).*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY (CAOT)**

See also listings under Computer Science and Telecommunications & Network Information Technology.

**CAOT 100 BEGINNING COMPUTER KEYBOARDING (1.5)**

**(Pass/No Pass.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement.

An introductory typing course for students who want to learn how to type and develop skill using the computer keyboard. Emphasis is on developing correct techniques and basic keyboarding skills. No typing applications or formatting will be taught. May be repeated once for credit. *Transfer credit: CSU.*

**CAOT 101 COMPUTER KEYBOARDING SKILL BUILDING (1.5-3)**

**(Pass/No Pass.)**

A minimum of 24 to 48 lecture hours plus 16 to 32 lab hours by arrangement. Prerequisite: CAOT 100 or equivalent; ability to type without looking at the keyboard.

This course is designed to improve a student's ability to type rapidly and accurately for sustained periods of time without looking at the keyboard. Students may also use the course to improve typing speed and accuracy. *May be repeated for credit up to a maximum of 6 units. (Open entry.) Transfer credit: CSU.*

**CAOT 104 INTRODUCTION TO COMPUTERS WITH WINDOWS I (1.5)**

**(Pass/No Pass or letter grade.)**

A minimum of 24 lecture hours plus 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836.

Through hands-on experience, students will be introduced to the PC-compatible computers, the Windows operating system, word processing, spreadsheets, and other business-oriented applications. In a lecture/demonstration format, students will gain a basic knowledge of hardware-software interaction. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 105 INTRODUCTION TO COMPUTERS WITH WINDOWS II (1)****(Pass/No Pass or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours. Prerequisite: CAOT 104 or equivalent experience.*

Students will acquire skills to become independent computer users. Information will be provided on configuring and purchasing Windows computers. Topics covered include operating systems, hardware, and some DOS. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 200 INTRODUCTION TO MS OFFICE SUITE (2)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 32 lecture hours plus 22 lab hours by arrangement. Recommended: CAOT 104 or equivalent.*

Students will learn the basic features available in the Microsoft Office Suite. The course will introduce Word, Excel, PowerPoint and Access. This course will prepare students for learning the in-depth individual courses available in the CAOT department. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 201 INTEGRATION OF MS OFFICE APPLICATIONS (1)****(Pass/No Pass or letter grade.)**

*A minimum of 16 lecture hours plus 10 lab hours by arrangement. Prerequisite: CAOT 200 or equivalent.*

Students learn to integrate the four Microsoft Office applications (Word, Excel, Access and PowerPoint) by inserting documents, linking information, and embedding objects using exercises and case studies. Microsoft Office's Internet features are also covered, and students will learn how to convert documents to HTML and create Web presentations. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 214 WORD PROCESSING I: WORD (1)****(Pass/No Pass or letter grade.)**

*A minimum of 16 lecture hours plus 16 lab hours by arrangement. Prerequisite: Knowledge of the computer keyboard or completion of a typing class.*

Using a hands-on approach, students will use a computer and word processing software to learn the theories and practical applications of the current version of Word to create, edit, format, manage and enhance documents using customized features. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 215 WORD PROCESSING II: WORD (2)****(Pass/No Pass or letter grade.)**

*A minimum of 32 lecture hours plus 32 lab hours by arrangement. Prerequisite: CAOT 212 or 214.*

Using a hands-on approach, students will expand their word processing knowledge and skills by learning theories and practical applications of the current version of Word to focus on advanced applications such as multi-page documents, merges, tables, graphics, macros and styles. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 217 WORD PROCESSING III (1-3)****(Pass/No Pass or letter grade.)**

*A minimum of 16 lecture hours plus 16 lab hours by arrangement per unit. Prerequisite: CAOT 213 or 215 or equivalent.*

Using a hands-on approach, students become proficient with the advanced features of word processing. In-depth coverage of tables, outlines, merges, style sheets and templates, macros, desktop publishing features, Web documents, online forms, and applications integration. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 221 DESKTOP PUBLISHING:****MICROSOFT PUBLISHER (1.5)****(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: Successful completion of CAOT 214 or CAOT 200, or equivalent.*

Using Microsoft Publisher, students will learn to create professional-looking brochures, newsletters, flyers, certificates, menus, business cards, stationery, and more. The course will include guidelines for combining text and art work effectively to create eye-catching documents for personal and business use. Pre-designed Publisher templates will also be used. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CAOT 222 BUSINESS PRESENTATIONS I: POWERPOINT (1)****(Pass/No Pass or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Recommended: CAOT 104 or equivalent.*

Students will learn to identify elements that make a business presentation effective and will use the Microsoft PowerPoint program to create their own dynamic business presentations. Course incorporates animation, sound and video clips, clip art, and smart art. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 223 BUSINESS PRESENTATIONS II: POWERPOINT (1)****(Pass/No Pass or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 222.*

Students will cover advanced presentation concepts to enhance proficiency in embedding visuals and sound clips; edit templates and modify color schemes to create PowerPoint presentations that will be converted to an HTML format and uploaded to a Web page. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 225 SPREADSHEETS I: EXCEL (1)****(Pass/No Pass or letter grade.)**

A minimum of 16 lecture hours plus 8 lab hours by arrangement. Recommended: CAOT 104 or equivalent.

An introduction to Microsoft Excel software, which is used to build, format and print spreadsheets. Topics include the design and creation of professional-looking spreadsheets for personal use or in today's workplace. Students develop worksheets with formulas and built-in functions and present data in graphic form with charts. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 226 SPREADSHEETS II: EXCEL (2)****(Pass/No Pass or letter grade.)**

A minimum of 32 lecture hours plus 16 lab hours by arrangement. Recommended: CAOT 225 or equivalent.

Students advance their knowledge of spreadsheets using Microsoft Excel by learning how to design, enhance, link and consolidate worksheets, as well as apply statistical and financial functions. Additional topics include database management, working with templates, integration, and macros. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 230 DATABASE APPLICATIONS I: ACCESS (1)****(Pass/No Pass or letter grade.)**

A minimum of 16 lecture hours plus 16 lab hours by arrangement. Recommended: CAOT 104 and eligibility for ENGL 836, or equivalent.

Learn to use Windows database management software package, Microsoft Access, on a PC with a hands-on introduction to database administrative tasks: data input, storage, retrieval, editing and reporting. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 231 DATABASE APPLICATIONS II: ACCESS (2)****(Pass/No Pass or letter grade.)**

A minimum of 32 lecture hours plus 32 lab hours by arrangement. Prerequisite: CAOT 230 or equivalent.

An advanced database course for the student who wants to become professionally competent in database management software to perform advanced administrative tasks using Microsoft Access for business and personal data-handling tasks; emphasis on relational and multiple database design, advanced storage, retrieval, queries, reporting, SQL, and Visual Basic for Access. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 301 MAXIMIZING YOUR EMPLOYMENT****POTENTIAL (1)****(Pass/No Pass or letter grade.)**

A minimum of 16 lecture hours plus 8 lab hours by arrangement.

This course assists students in compiling a professional portfolio (resumes, application letters, work samples, etc.), which can be used to obtain employment and qualify for promotions; Additional job-seeking strategies will be covered, including Internet use to explore employment resources, professional networking, interviewing techniques, and goal setting. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 400 INTERNET I (1.5)****(Pass/No Pass or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours.

Prerequisite: CAOT 104 or equivalent.

An introduction to the Internet, including efficient searching techniques, email features, file compression, file transfer protocol (FTP) software, discussion groups, and virus scanning programs. Course is designed for Internet beginners and those students preparing to take an online course. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CAOT 403 HTML & WEB AUTHORIZING****APPLICATIONS I (1.5)****(Pass/No Pass or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: Completion of, or concurrent enrollment in, either CAOT 104, CAOT 212 or CAOT 214, or equivalent.

An introductory course using web authoring software and a hands-on approach to designing web pages that will consist of: text in various sizes and colors, hyperlinks, mailtos, lists, background color/patterns, interlaced/transparent graphics, tables, and frames with the current version of HTML. Principles of color, line, and design for screen presentations will be included. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CAOT 404 HTML & WEB AUTHORIZING****APPLICATIONS II (1.5)****(Pass/No Pass or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 403 or equivalent.

An intermediate hands-on course to increase proficiency with web authoring software while using the most current version of HTML. Consideration of the most recent specifications for use of text, graphics, tables, frames, layout, positioning, media and interaction. Introduction to advanced features of HTML. Attention to website design, development, maintenance, dynamic and universal interface. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CAOT 408 DIGITAL AUDIO AND VIDEO (2)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 32 lecture hours plus 24 lab hours by arrangement. Prerequisite: CAOT 104 or equivalent. Recommended: CAOT 400 or equivalent.*

Students learn how to create and prepare digital audio and video for web page inclusion using the most current software, including Adobe Audition audio editor and Premiere video editor. Areas of focus include digital media concepts, capture and conversion techniques from analog to digital and digital to digital, editing tool skills and effects, video web and DVD media publication formats, including QuickTime, Windows Media and RealMedia. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 410 PHOTOSHOP ESSENTIALS (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours plus 12 lab hours by arrangement. Recommended: CAOT 104 or equivalent.*

Use Photoshop to digitally convert, edit and print your own photographs and graphics. See how easy it is to manage, clean up old photos, and create exciting new images using this powerful graphics program. Learn what it takes to prepare graphics for the web, print, and current digital media formats. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CAOT 411 PHOTOSHOP PORTFOLIO (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours plus 12 lab hours by arrangement. Prerequisite: CAOT 410 or equivalent.*

Students apply advanced Photoshop editing techniques for print, slide show and video publication. Create a Photoshop Multimedia portfolio demonstrating skilled application of Raw Camera, photo organization and professional slide show creation, mask and filter implementation. Various editing and drawing tool techniques for advanced compositing projects. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CAOT 412 FLASH I (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 403 or equivalent.*

In this course students will learn to create and publish Flash animation for the web. Areas of focus include the Flash interface, drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, and buttons. By the completion of the course students will publish a basic Flash movie that includes ActionScript buttons. *Also listed as COMP 412. May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**CAOT 413 FLASH II (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 412 or equivalent.*

In this course students will go beyond the basics and learn more advanced features of Flash. Features covered include masking, movie clips, multiple timelines, sound control, pull down menus, preloaders, and ActionScript. At the completion of the course students will create a complex Flash movie for the web. *Also listed as COMP 413. May be repeated twice for credit. Transfer credit: CSU.*

**CAOT 414 FLASH ACTIONSCRIPT I (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours plus 12 lab hours by arrangement. Recommended: CAOT 413 or equivalent.*

An introduction to ActionScript, the proprietary programming language for the Flash authoring environment. Students will be exposed to the basics of computer programming by controlling and creating Flash objects to create more interactive and usable presentations. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 416 ADOBE INDESIGN ESSENTIALS (1.5 or 3)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 lecture hours plus 8 or 16 lab hours by arrangement. Recommended: CAOT 104 and CAOT 214, or equivalent.*

Learn Adobe InDesign, the new industry standard for page layout and design. Create professional looking newsletters, advertisements, brochures, flyers, and other documents. The fundamental principles of layout, typography, styles, exporting documents, and creating transparencies will be explored. *Transfer credit: CSU.*

**CAOT 420 JAVASCRIPT (1.5)**  
**(Pass/No Pass or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 404 or equivalent.*

In-depth examination of the most commonly used web scripting languages and scripting protocols. Scripting elements, procedures and techniques will be studied and applied with the abilities of the non-programmer in mind. Refer to class schedule for specific languages and protocols covered. *Also listed as COMP 423. May be repeated twice for credit. Transfer credit: CSU.*

**CAOT 434 WEB PROGRAMMING I (1.5)****(Pass/No Pass or letter grade.)**

A minimum of 24 lecture hours plus 12 lab hours by arrangement. Recommended: CAOT 404 or equivalent.

Learn to create dynamic web content with one of the popular web programming languages. Students will be introduced to the principles of programming to control web content and data to users. Students will be able to control content on the fly and deliver unique information to web consumers. Students select a language track at the beginning of the course. May be repeated once for credit. Transfer credit: CSU.

**CAOT 480 NETWORK FUNDAMENTALS (LAN) (3)**

Three class hours plus one hour by arrangement per week.

Cisco Academy Course – CCNA 1

An introductory course in networking specific to local area networks (LAN). Topics will include LAN hardware, software, topology, transmission medium, wide area network connectivity, diagnostic tools, system administration, and vendor specific LAN products. Class is complemented with hands-on experience in constructing a local area network. Course is patterned after Cisco training guidelines. Also listed as TCOM 480. Transfer credit: CSU.

**CAOT 490 TECHNICAL OVERVIEW OF THE INTERNET (3)**

Three class hours and one hour by arrangement per week.

A technical overview of the Internet. This course is intended for students who want to learn about the Internet system architecture, language and vocabulary. Some lectures will be demonstrated on the Internet. Homework assignments may require the student having access on the Internet. Also listed as TCOM 490. Transfer credit: CSU.

**CAOT 665 SELECTED COMPUTER TOPICS****(.5 or 1 or 1.5 or 2)****(Pass/No Pass.)**

A minimum of 8 lecture hours plus a minimum of 4 lab hours by arrangement for each .5 unit.

Short course used to introduce, develop or review computer topics or applications. The course will focus on a specific topic: the introduction of basic computer skills, introduction of applications packages, upgrades of software packages, or a particular segment of a semester-length course. May be repeated for credit as topics vary. Transfer credit: CSU.

**COMPUTER SCIENCE (COMP)**

See also listings under Computer Applications & Office Technology and Telecommunications & Network Information Technology.

**COMP 118 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN (4)****(Pass/No Pass or letter grade.)**

Three lecture hours and three lab hours per week. Recommended: Completion of MATH 110 with a grade of C or better, or equivalent; and eligibility for ENGL 836 or equivalent.

Introduction to computing systems concepts necessary for program coding, compilation and execution; problem-solving techniques; object-oriented analysis and design; program coding, testing and documentation. Students will use the Java language to explore algorithm development, data types, flow of control, classes, objects, methods, vectors, and event-driven programming. Transfer credit: UC; CSU.

**COMP 155 COMPUTER PROGRAMMING VISUAL BASIC (3)****(Pass/No Pass or letter grade.)**

Three lecture hours and one and one-half lab hours per week. Prerequisite: MATH 110 or equivalent. Recommended: Eligibility for ENGL 836.

An introduction to computer programming using the high level language VISUAL BASIC. Emphasis is on structured programming techniques and general problem solving skills in both numerical and non-numerical applications. Students will be able to formulate, represent, and solve problems using the computer. Students will run programs on IBM PC's using the college's microcomputer laboratory. May be repeated once for credit. Transfer credit: UC; CSU.

**COMP 156 INTERMEDIATE PROGRAMMING IN VISUAL BASIC (3)****(Pass/No Pass or letter grade.)**

Three lecture hours and one and one-half lab hours per week. Prerequisite: COMP 155 or equivalent.

An intermediate course in computer programming using the high level language VISUAL BASIC. Emphasis is on user friendly interfaces, structural programming techniques, and general problem solving skills in both numerical and non-numerical applications. Students will be able to formulate, represent and solve problems using the computer. Transfer credit: UC; CSU.



**COMP 190 INTRODUCTION TO C PROGRAMMING (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours and one and one-half lab hours per week. Prerequisite: MATH 110 or equivalent. Recommended: MATH 120 or equivalent; and eligibility for ENGL 836.

This course provides an introduction to computer science using the C programming language. Students will gain an understanding of the fundamentals of the C language and will examine and use basic algorithms for problem solving. Programming design and problem solving on a computer will be implemented through use of the C language. This course is recommended for students who plan to transfer and major in computer science and those interested in learning the C programming language. Transfer credit: UC; CSU.

**COMP 250 PROGRAMMING METHODS I: C++ (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours and three lab hours by arrangement per week. Prerequisite: COMP 118 with a grade of C or better or equivalent academic or professional programming experience, and MATH 120 with a grade of C or Credit or better, or equivalent. Recommended: Eligibility for ENGL 836 or equivalent.

Introduction to software engineering using the C++ programming language for CS majors and computer professionals. Includes language fundamentals, classes, control structures, functions/libraries, templates, recursion, sorting, searching, pointers, strings, vectors, and class construction. Transfer credit: UC; CSU.

**COMP 252 PROGRAMMING METHODS II: C++ (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours and three lab hours by arrangement per week. Prerequisite: COMP 250 with a grade of C or Credit or better, or one full year of C professional programming experience, or equivalent.

Continuation of Programming Methods I: C++ for Computer Science majors and computer professionals. Topics include advanced class design (inheritance and polymorphism), data abstraction, templates, container classes, pointers and dynamic memory allocation, linked lists, stacks, queues, trees, recursion, graphs, and sorting/searching algorithms. Emphasizes object-oriented features of C++. Transfer credit: UC; CSU.

**COMP 284 PROGRAMMING METHODS I: JAVA (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours and three lab hours by arrangement per week. Prerequisites: COMP 118 and MATH 120 with a grade of C or Credit or better, or equivalent. Recommended: Eligibility for ENGL 836 or equivalent.

Introduction to computer science and web-based programming using the object-oriented Java language for Computer Science majors and computer professionals. Includes Java language fundamentals, classes, control

structures, methods, libraries/API packages, recursion, arrays, strings, vectors, searching, sorting, and exception handling. Transfer credit: UC; CSU.

**COMP 286 PROGRAMMING METHODS II: JAVA (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours and three lab hours by arrangement per week. Prerequisite: COMP 284 with a grade of C or Credit or better, or equivalent.

Advanced data structures and programming techniques for Computer Science majors and computer professionals. Object-oriented approach to a variety of data structures, including vectors, stacks, queues, linked lists, trees, bags, sets, and graphs. Includes recursion, sorting and searching topics, such as Big O notation and hash tables. Transfer credit: UC; CSU.

**COMP 312 INSTALLING/USING LINUX  
AS YOUR PC OS (1.5)****(Pass/No Pass or letter grade.)**

A total of 24 lecture hours plus eight lab hours by arrangement.

A first course on installing and using Linux as the operating system running on an Intel-compatible PC or workstation computer. Topics include creating installation media, installing Linux, Linux file system concepts, using the graphical desktop interface, beginning shell (command line) usage, updating the system, and configuring access to common network services. After successful completion of this course, students will be confident installing and using common Linux distributions (e.g., Red Hat, Fedora, SUSE, Ubuntu) on a home or work PC. Also listed as TCOM 312. May be repeated once for credit. Transfer credit: CSU.

**COMP 313 WORKING IN A LINUX SHELL  
ENVIRONMENT (1.5)****(Pass/No Pass or letter grade.)**

A total of 24 lecture hours plus eight lab hours by arrangement. Recommended: Satisfactory completion (grade of C or better) of COMP/TCOM 312, or equivalent experience using a Linux desktop system.

A course on using the Linux shell (command line) environment. Topics include comparing the Linux graphical desktop environment and the shell environment, shell commands for file system usage, shell features for productivity and customization (history, completion, aliases, environment files), advanced shell features (regular expressions, redirection, pipelines), introduction to shell scripts and shell commands for process management and remote system access. After successful completion of this course, students will be confident using the bash-shell environment found on common Linux distributions (e.g., Red Hat, Fedora, SUSE, Ubuntu). Also listed as TCOM 313. May be repeated once for credit. Transfer credit: CSU.

**COMP 314 MANAGING A LINUX SYSTEM (1.5)**  
(Pass/No Pass or letter grade.)

*A total of 24 lecture hours plus eight lab hours by arrangement. Prerequisite: Satisfactory completion (grade of C or better) of COMP/TCOM 312, or equivalent experience installing or using a Linux system, or equivalent.*

An intermediate course on administering a Linux system. Designed for individuals who have installed Linux but who now want a hands-on exposure to key concepts, issues and capabilities for managing a Linux system. Topics include installing from alternate media sources (network installs), managing disk devices (defining partitions, creating file systems, and mounting/un-mounting file systems), creating multi-boot systems and boot loader menus, using run levels including trouble-shooting with single user mode, and maintaining system software including installing from source code and recompiling kernels. The focus of this course is on developing expertise for managing a given Linux system (as opposed to managing services provided to other systems). After successful completion of this course, students will be confident in managing a system with a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). *Also listed as TCOM 314. May be repeated once for credit. Transfer credit: CSU.*

**COMP 315 MANAGING LINUX-BASED INTERNET SERVICES (3)**

(Pass/No Pass or letter grade.)

*Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: COMP/TCOM 314 or equivalent experience installing and managing a Linux system, and TCOM 480 or equivalent experience using local area networks, or equivalent. Recommended: COMP/TCOM 313 or equivalent experience using the Linux bash-shell.*

An intermediate course on managing Linux-based Internet services. Designed for individuals who have experience installing and managing Linux systems, but now want a hands-on exposure to the concepts, issues and capabilities for providing public Internet services based on Linux servers. Topics include selecting server functionality during a Linux installation, configuring name services (DNS) for a custom domain name, hosting Web pages and configuring management of Web pages, providing secure Web page connections, providing remote access, providing email services, connecting to databases for dynamic Web page hosting, and installing from packages vs. source code. This course focuses on administering Linux-based Internet servers that provide common services found on the public Internet. After successful completion of this course, students will be confident in providing Internet services using a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). *Also listed as TCOM 315. May be repeated once for credit. Transfer credit: CSU.*

**COMP 316 MANAGING LINUX-BASED INTRA-NET (ENTERPRISE) SERVICES (3)**

(Pass/No Pass or letter grade.)

*Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: COMP/TCOM 314 or equivalent experience installing and managing a Linux system, and TCOM 480 or equivalent experience managing a local area network, or equivalent. Recommended: COMP/TCOM 313 or equivalent experience using the Linux bash-shell.*

An intermediate course on managing Linux-based servers in a large company (intra-net or enterprise) environment. Designed for individuals who have experience installing and managing Linux systems, but now want a hands-on exposure to the concepts, issues and capabilities for providing network services typically found inside a company intra-net. Topics include selecting server functionality during a Linux installation, configuring private name services (DNS), configuring dynamic IP addressing (DHCP), providing file shares with traditional Unix NFS services or cross-platform (Windows) Samba services, managing centralized log-in resources with NIS or LDAP, controlling Internet access through proxy servers, providing security with private certificate authorities, RADIUS servers and secure tunnels, and tools to help manage deployment of client systems (PXE, diskless, private repositories). This course focuses on administering Linux-based network resources found within a company or enterprise network. After successful completion of this course, students will be confident in providing intra-net services using a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). *Also listed as TCOM 316. May be repeated once for credit. Transfer credit: CSU.*

**COMP 355 INTRODUCTION TO ORACLE – SQL (3)**  
(Pass/No Pass or letter grade.)

*Three lecture hours per week and three lab hours per week by arrangement. Prerequisite: Completion of MATH 110 with a grade of C or Credit or better, or equivalent. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

An extensive introduction to data server technology. The course covers the concepts of both relational and object relational databases and the powerful SQL programming language. Students learn to create and maintain database objects and to store, retrieve and manipulate data. Students will learn to write SQL and SQL\*Plus script files using the iSQL\*Plus tool to generate report-like output. Demonstrations and hands-on practice reinforce the fundamental concepts. This course is the first level of certification for the Oracle Certified Professional track. *Transfer credit: CSU.*

**COMP 356 FUNDAMENTALS OF DATABASE  
ADMINISTRATION I (3)****(Pass/No Pass or letter grade.)**

Three lecture hours per week and three lab hours per week by arrangement. Prerequisite: COMP 355 with a grade of C or Credit or better, or equivalent.

Utilizing SQL, this course is designed to give students a firm foundation in basic database tasks. Students will learn to design, create and maintain the latest Oracle database. Successful completion of COMP 355 and COMP 356 constitutes an Oracle Certified Associate program. Transfer credit: CSU.

**COMP 357 FUNDAMENTALS OF DATABASE  
ADMINISTRATION II (3)****(Pass/No Pass or letter grade.)**

Three lecture hours per week and three lab hours per week by arrangement. Prerequisite: COMP 356 with a grade of C or Credit or better, or equivalent.

Advanced concepts to maintain an Oracle database, including planning and implementing backup and recovery strategies, trends and problems associated with business networking, and the architecture of the Oracle client/server network. Transfer credit: CSU.

**COMP 378 PROGRAMMING IN PERL (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week and three lab hours per week by arrangement. Recommended: Completion of COMP 118, COMP 250 or COMP 284 with a grade of C or Credit or better, or equivalent.

Programming in the Windows and UNIX environment using PERL to create utility programs. Included is the design, creation, debugging and execution of programs written in the PERL programming language. Transfer: CSU.

**COMP 412 FLASH I (1.5)  
(Pass/No Pass or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 403 or equivalent.

In this course students will learn to create and publish Flash animation for the web. Areas of focus include the Flash interface, drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, and buttons. By the completion of the course students will publish a basic Flash movie that includes ActionScript buttons. Also listed as CAOT 412. May be repeated once for credit. Transfer credit: CSU.

**COMP 413 FLASH II (1.5)  
(Pass/No Pass or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT/COMP 412 or equivalent.

In this course students will go beyond the basics and learn the advanced features of Flash. Features covered include masking, movie clips, multiple time lines, sound control, pull-down menus, preloaders, and ActionScript. At the completion of the course students will create a complex Flash movie for the web. Also listed as CAOT 413. May be repeated once for credit. Transfer credit: CSU.

**COMP 423 JAVASCRIPT (1.5)  
(Pass/No Pass or letter grade.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 404 or equivalent.

In-depth examination of the most commonly used web scripting languages and scripting protocols. Scripting elements, procedures and techniques will be studied and applied with the abilities of the non-programmer in mind. Refer to class schedule for specific languages and protocols covered. Also listed as CAOT 420. May be repeated once for credit. Transfer credit: CSU.

**COMP 451 PC CONFIGURATION AND REPAIR (6)**

Five lecture hours and three lab hours per week plus one hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of CAOT 105 or equivalent, and satisfactory completion (grade of C or better) of or concurrent enrollment in ELEC 110 or TCOM 405, or equivalent training or experience.

This course provides preparation for A+ certification. A hands-on technical course designed to provide an in-depth understanding of PC hardware and software from an installation and repair outlook. Materials covered will include beginning and advanced software, hardware components and configuration, operating systems and how they control the PC. Includes direct hands-on experience with the tools and skills required for entry-level employment. Also listed as TCOM 451. Transfer credit: CSU.

**COMP 481 NETWORK SYSTEMS  
ADMINISTRATION (3)**

Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 480, or equivalent training or experience.

An application-based course in Network Administration specific to LAN's. Coverage includes the functions and concepts of a wide area network, Microsoft server, designing LAN user accounts and their network administration. Hands-on experience provided in setting up and troubleshooting servers, workstations, network and peripheral devices. Course is patterned after Microsoft networking guidelines. Also listed as TCOM 481. Transfer credit: CSU.

**COMP 484 ADVANCED ROUTING CONCEPTS AND APPLICATIONS (3)**

Three lecture hours per week and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience. Recommended: Satisfactory completion (grade of C or better) of TCOM 483, or equivalent training or experience.

Cisco Academy Course – CCNA 3 & 4

An advanced course in routing concepts and configurations on large internetworks. Students will configure and manage routers by implementing advanced features and common routing protocols such as EIGRP and OSPF. Includes instructor-directed hands-on activities. This course is patterned after Cisco Router training guidelines. Also listed as TCOM 484. Transfer credit: CSU.

**COMP 486 NETWORK SECURITY (3)**

Three lecture hours and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience.

This course introduces students to network security using firewall and VPN (virtual private network) technology. Students will be exposed to the theory and application of both firewall and VPN network architecture. Students will have the opportunity for hands-on practice to administer security policy and VPN configuration using Checkpoint software. Also listed as TCOM 486. Transfer credit CSU.

**COMP 487 ADVANCED NETWORK SECURITY (3)**

Three lecture hours per week plus three lab hours by arrangement per week. Recommended: Completion of COMP/TCOM 486, or equivalent training or experience.

An advanced network security course. Topics include: design and administration of content security, virtual private networks, high availability, load balancing, and other advance security topics using industry standard software. Also listed as TCOM 487. Also listed as TCOM 487. May be repeated once for credit. Transfer credit: CSU.

**COMP 665 SELECTED TOPICS IN COMPUTER SCIENCE (.5-2)**

**(Pass/No Pass or letter grade.)**

A minimum of eight lecture hours per one-half unit. Recommended: MATH 120 with a grade of C or better, or equivalent; and eligibility for ENGL 836 or equivalent.

Exploration of selected contemporary topics or themes in Computer Science. Sample topics include new programming languages, operating systems, net-centric computing, problem-solving and program design methodologies, software engineering processes, graphical user interface design, information management, and contemporary issues in Computer Science. May be repeated for credit as topics vary. Transfer credit: UC; CSU.

**COOPERATIVE EDUCATION (COOP)****COOP 670 VOCATIONAL COOPERATIVE EDUCATION (1-4)**

**(Pass/No Pass.) (VA Institutional Rates.)**

Variable work station hours. Prerequisite: Permission of the Cooperative Education Office, concurrent enrollment in a planned vocational program, and employment in a college approved job directly related to the student's academic major.

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester for the instructor and the student to establish learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. One unit of credit for each 75 hours worked per semester, with a maximum of four units per semester, may be earned by students with jobs related to their academic or occupational majors or goals. A maximum of 16 units of college credit may be earned in parallel Cooperative Education. Transfer credit: CSU.

**COOP 671 GENERAL COOPERATIVE EDUCATION (1-3) (Pass/No Pass.)**

Variable work station hours.

Designed for the student who does not have a job that relates to a specific occupational goal or college major. Under the direction of the college coordinator, students focus on career awareness and development of desirable employment habits and attitudes. Each student must establish measurable learning objectives appropriate for his/her job. Students may be eligible for up to three units of credit per semester. One unit of credit may be earned for each 75 hours of paid work (approximately five hours per week) or 60 hours of volunteer work per semester. May be repeated for credit up to a maximum of 6 units. Transfer credit: CSU.

## COSMETOLOGY (COSM)

### COSM 665 SELECTED TOPICS IN COSMETOLOGY (.5 or 1 or 1.5)

**(Pass/No Pass.)**

*A minimum of 8 lecture hours for each .5 unit.*

Short courses designed for Cosmetology, Esthetician and Spa professionals who are interested in increasing or developing new skills, for the lay person who is interested in acquiring knowledge or skills related to self-enhancement, and for those interested in exploring career opportunities in the Cosmetology, Esthetician or Spa fields. *Each topic may be repeated for credit a maximum of three times.*

### COSM 700 COSMETOLOGY CONCEPTS AND PRACTICE I (.5-10)

*Five lecture hours and 35 lab hours per week for eight weeks for day students and five lecture hours and 19 lab hours per week for sixteen weeks for evening students.*

Basic manipulative skills in hair design, permanent waving, hair coloring, hair cutting, and manicuring/pedicuring. *May be repeated for credit a maximum of three times.*

### COSM 710 COSMETOLOGY CONCEPTS AND PRACTICE II (.5-8)

*Five lecture hours and 35 lab hours per week for eight weeks. Prerequisite: Completion of COSM 700 with a grade of C or better.*

Basic manipulative skills in facials, arching/waxing, and make-up. *May be repeated for credit a maximum of three times.*

### COSM 720 COSMETOLOGY CONCEPTS AND PRACTICE III (.5-10)

*Five lecture hours and 35 lab hours per week for eight weeks for day students and five lecture hours and 19 lab hours per week for sixteen weeks for evening students. Prerequisite: Completion of COSM 700 with a grade of C or better.*

Basic manipulative skills in chemical straightening, hair analysis, hair lightening, conditioners and advanced hair coloring and styling techniques, and advanced permanent waving. *May be repeated for credit a maximum of three times.*

### COSM 730 COSMETOLOGY CONCEPTS AND PRACTICE IV (.5-8)

*Five lecture hours and 35 lab hours per week for eight weeks. Prerequisite: Completion of COSM 700 with a grade of C or better.*

Develop manipulative skills in nail wraps, tips and sculptured nails. Introduce and develop manipulative skills in thermal pressing and curling, fingerwaving and scientific scalp treatments. *May be repeated for credit a maximum of three times.*

### COSM 740 COSMETOLOGY CONCEPTS AND PRACTICE V (.5-10)

*Five lecture hours and 35 lab hours per week for eight weeks for day students and five lecture hours and 19 lab hours per week for sixteen weeks for evening students. Prerequisite: Completion of COSM 700, 710, 720, and 730 with a grade of C or better.*

California State Board review. Advanced salon preparation. Emphasizes salon environment in relationship to skill and techniques. *May be repeated for credit a maximum of three times.*

### COSM 750 COSMETOLOGY BRUSH-UP (1-19)

*Nine lecture hours and thirty-one lab hours per week. Lab and theory hours by arrangement. Prerequisite: Cosmetology license.*

To satisfy supplemental or out-of-state training requirements. Basic and advanced instruction in beauty salon processes with emphasis on performance and efficiency. *(Open entry.) May be repeated for credit a maximum of three times.*

### COSM 754 MANICURING (1-10)

*Lecture/Lab total of 400 hours.*

The art of caring for the hands and nails. Includes instruction in sculpture nails, application of nail tips and nail art. Four hundred hours training in preparation for licensure by the California State Board of Cosmetology in the field of manicuring. *May be repeated for credit a maximum of three times.*

### COSM 760 COSMETOLOGY INSTRUCTOR PREPARATION (1-5)

*A minimum of 16 lecture hours and 16 lab hours for each unit; a maximum of 80 lecture hours and 80 lab hours to earn five units. Prerequisite: 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 in the community college system. The focus is on teaching methodologies and techniques that emphasize theoretical and practical subject matter for Cosmetology students. *May be repeated for credit up to a maximum of 20 units.*

### COSM 775 ESTHETICIAN (1-8)

*Twenty class hours per week (5 lecture, 15 lab.)*

Designed to develop skills and knowledge in skin care. Upon successful completion of the 600 hour course the student will be eligible to apply for Esthetician examination at the California State Board of Cosmetology. *May be repeated once for credit.*

**COSM 782 ADVANCED COSMETOLOGY  
CONCEPTS (2)****(Offered in Evening only.)**

Two lecture hours and 3 lab hours per week for one-half semester. Prerequisite: Valid California Cosmetology license or actively enrolled in Skyline Cosmetology program.

Emphasis is placed on advanced methods, techniques and application of hair fashion, design and coordination. May be repeated for credit a maximum of three times.

**COSM 784 SALON PRACTICE (.5-1.5)**

Forty-eight lab hours per unit. Prerequisite: Must be currently enrolled in Cosmetology 710, 720, 730 or 740.

Offers additional salon practice to all students enrolled in the current day program. May be repeated for credit a maximum of three times.

**COSM 785 SPA TECHNICIAN TRAINING (1-5)  
(Pass/No Pass or letter grade.)**

Six lecture hours and six lab hours per week.

Thorough study of wellness services available in day and destination spa businesses. Focus is on health, fitness, and stress management. Students will develop skill in spa treatments, product knowledge, customer relations, business operations, and the job search. May be repeated once for credit.

**COUNSELING (COUN)****COUN 100 COLLEGE SUCCESS (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week.

An overview of the concepts and significance of factors that contribute to college success. Focus on understanding the college/university systems, goal setting, educational planning, health maintenance, stress management, learning styles, study skills, college resources, relationships, and cultural diversity. Transfer credit: UC; CSU (E1).

**COUN 104 TRANSFER POWER (.5)  
(Pass/No Pass.)**

A total of eight lecture hours.

Learn about what it takes to transfer to any California State University, University of California, or Independent College. Find out about Guaranteed Transfer Programs, online resources, and financial aid. This course will help students discover great transfer opportunities, take the right courses, and select the best university for their individual needs. Transfer credit: CSU.

**COUN 105 UP YOUR SELF-ESTEEM (.5)  
(Pass/No Pass or letter grade.)**

A total of eight lecture hours.

Examination of basic tenets of self-esteem focusing on factors of values, cognition, and life events that shape ones' self-esteem. Transfer credit: CSU.

**COUN 106 ANXIETY MANAGEMENT (.5)  
(Pass/No Pass or letter grade.)**

A total of eight lecture hours.

Examination of the physiological, emotional and mental components of anxiety. The long-term effects of anxiety on one's physical health will be explored. Transfer credit: CSU.

**COUN 107 COPING WITH DEPRESSION (.5)  
(Pass/No Pass or letter grade.)**

A total of eight lecture hours.

Medical, biological and social factors contributing to depression are explored. Scope of treatment options from self-help to medication are examined. Transfer credit: CSU.

**COUN 108 ANGER MANAGEMENT (.5)  
(Pass/No Pass or letter grade.)**

A total of eight lecture hours.

Examination of anger management techniques designed to develop specific skills in controlling this emotion. The long-term effects of anger on one's physical and emotional health will be explored. Transfer credit: CSU.

**DATA PROCESSING**

See listings under Computer Applications & Office Technology and Computer Science.

**DEVELOPMENTAL SKILLS (DSKL)****DSKL 811 DIFFERENTIAL LEARNING SKILLS  
ASSESSMENT (.5)**

(Pass/No Pass.)

A total of eight lecture hours: four scheduled class hours and four hours per student by arrangement, or eight hours by arrangement only. Prerequisite: Completion of, or concurrent enrollment in, DSKL 821; or registration with the Disabled Students Program and Services.

Assessment to determine specific learning profile and academic skill levels. Students will receive information demonstrating the relationship of learning profile to academic performance and presence or absence of significant learning differences. Based upon assessment data, eligible students will receive recommendations for ADA academic accommodations and individualized learning strategies. May be repeated once for credit. (Units do not count toward the Associate Degree).

**DSKL 817 ASSISTIVE COMPUTER ACCESS (.5-3)  
(Pass/No Pass.)**

*Twenty-four lab hours per .5 unit.*

Designed primarily for students with disabilities, this course provides training in the use of computer access technologies that enhance a student's ability to access and use microcomputers. Students will use the technology as a tool to complete assignments from concurrent subject area courses. No previous computer experience is required. (*Open entry.*) *May be repeated for credit up to a maximum of 3 units. (Units do not count toward the Associate Degree.)*

**DSKL 820 COMPUTER-BASED COGNITIVE  
RETRAINING (.5)**

**(Pass/No Pass.)**

*A minimum of 24 lab hours.*

Designed primarily for students recovering from an acquired brain injury/impairment such as head trauma or stroke, this course uses computer-based applications to provide cognitive retraining. Areas addressed include the application of memory, problem-solving, critical thinking, logic, and organizational skills to daily activities and functioning. No previous computer experience is required. *May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)*

**DSKL 821 DEVELOPMENT OF SELF-ADVOCACY  
SKILLS: PERSONAL EMPOWERMENT FOR  
STUDENTS WITH DISABILITIES (.5)**

**(Pass/No Pass.)**

*Two lecture hours per week for four weeks for a total of eight lecture hours.*

Exploration of self-advocacy strategies for students eligible for ADA academic accommodations. Prepares students to advocate effectively for implementation of accommodations requests both inside and outside the classroom. Includes introduction to development of informational, intra/interpersonal skills, neurology of learning disabilities/differences, rights and responsibilities, procedures and related issues. Students will participate in small group activities, including role-play. (*Units do not count toward the Associate Degree.*)

**DSKL 825 ASSISTIVE COMPUTER TECHNOLOGY (1)  
(Pass/No Pass.)**

*A total of 16 lecture hours plus 16 lab hours by arrangement.*

Designed primarily for students with disabilities, this course provides training in the use of computer-based assistive technology that supports students' learning styles and/or physical needs. Students will use the assistive technology as a tool to complete assignments from concurrent subject area classes. No previous computer experience is required (*Open entry.*) *May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)*

**EARLY CHILDHOOD EDUCATION  
(ECE.)****ECE. 191 CHILDREN'S LITERATURE (3)  
(Pass/No Pass or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent.*

An overview of the body of world literature deemed appropriate and enriching for children from infancy to adolescence. Designed to impart knowledge about and practice in storytelling techniques, as well as practical experience in presenting age-appropriate literature to children and youth. Theory and practice in discerning literary genres, criteria for selection, and techniques for using classic and contemporary literature with young people. *Also listed as LIT. 191. Transfer credit: CSU (C2).*

**ECE. 201 CHILD DEVELOPMENT (3)  
(Pass/No Pass or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

In-depth exploration of areas and issues of major importance in the field of child development. Focuses on personality, intellectual, social, and physical factors. Theoretical concepts, practical application, and current research are covered. *Also listed as PSYC 201. Transfer credit: UC; CSU (D3, E1).*

**ECE. 210 EARLY CHILDHOOD EDUCATION  
PRINCIPLES (3)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Overview of the history, nature, and goals of Early Childhood Education. Exploration of various program models in ECE, current issues, and long-range trends. Qualifications and training required for teachers of young children. *Transfer credit: CSU.*

**ECE. 211 EARLY CHILDHOOD EDUCATION  
CURRICULUM (1-3)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Selection and management of activities for young children that provide quality learning experiences. Appreciation of the value of children's play. Development of appropriate curriculum evaluation methods. *Transfer credit: CSU.*

**ECE. 212 CHILD, FAMILY, AND COMMUNITY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An overview of contemporary family and community issues influencing childhood. Interactions among the child, family, school, peers, media, and the community are explored. The course focuses on the socialization process, including cultural and ethnic diversity, parenting styles, gender roles, and the role of the community. Community resources available to children and families are also covered. Also listed as FCS 212. *Transfer credit: UC; CSU.*

**ECE. 213 THE SCHOOL-AGE CHILD (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week.

Relevant and responsible program planning for before- and after-school child care. The developmental needs of the child 6 to 12 years of age (middle childhood), family involvement and implications, and available community resources for systematic out-of-school care for elementary-aged children are included. *Transfer credit: CSU.*

**ECE. 214 CHILD-PARENT RELATIONS (3)**

Three lecture hours per week.

Emotional, social, intellectual and physical development of children with an emphasis on a multicultural approach to parent-child relations, diversity of family systems in today's society, and how these influence the developing child. Also listed as FCS 213. *Transfer credit: CSU (E1).*

**ECE. 223 INFANT/TODDLER DEVELOPMENT (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Focus on the major developmental trends, abilities and influences of behavior during the first three years of life. Emphasis is placed on social, emotional and physical milestones, early learning and brain development, and understanding behavior and temperaments. *Transfer credit: CSU.*

**ECE. 225 INFANT/TODDLER ENVIRONMENTS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Design, maintenance and evaluation of quality Early Childhood environments for children 0-3 years of age are covered. Accreditation standards established for infants and toddlers, including accreditation standards as established by the National Association for the Education of Young Children for infant/toddler programs, are included. *Transfer credit: CSU.*

**ECE. 240 EARLY CHILDHOOD EDUCATION**

**ADMINISTRATION: BUSINESS/LEGAL (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836 or ENGL 846 or equivalent, plus the 12 ECE core units.

An overview of the business aspects of caring for children in early childhood settings and its social, political and economic implications. Included are the legal and regulatory requirements for early childhood settings, laws relating to child care, and facets of business and fiscal management. This course is open to all students but is specifically designed for those needing to meet state licensing requirements for ECE Program Directors. *Transfer credit: CSU.*

**ECE. 241 EARLY CHILDHOOD EDUCATION**

**ADMINISTRATION: HUMAN RELATIONS (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836 or ENGL 846 or equivalent, plus the 12 ECE core units.

Focus on the human relations components of operating an early childhood setting and the social, political and economic implications for ECE professionals and parents. Other topics include staffing, supervision, licenses and/or credentials for staff, assessment and evaluation, state and federal regulations governing employment, issues in ECE, and parent involvement. This course is open to all students but is specifically designed for those needing to meet state licensing requirements for ECE Program Directors. *Transfer credit: CSU.*

**ECE. 242 ADULT SUPERVISION IN ECE/CD**

**CLASSROOMS (2)**

(Pass/No Pass or letter grade.)

A minimum of 32 lecture hours. Recommended: Eligibility for ENGL 836 and READ 836 or ENGL 846 or equivalent.

A study of the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in ECE education settings. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Although this course is open to all students, it is specifically designed for those needing to meet state licensing requirements for ECE Masters Teachers, Site Directors, and Program Directors. *Transfer credit: CSU.*



**ECE. 260 CHILDREN WITH SPECIAL NEEDS (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

An overview of the issues related to children with special needs. Special needs refer to physical, sensory, communicative and behavioral disabilities. Additional topics include a historical perspective, current laws and legislation, inclusion practices in early childhood education settings, and appropriate community resources. *Transfer credit: CSU.*

**ECE. 262 INTRODUCTION TO FAMILY SUPPORT:  
BUILDING RESPECTFUL PARTNERSHIPS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

An overview of family support programs within early childhood education. Included will be a historical perspective, family support principles and effective communication guides between families, child care providers, teachers and community agencies. This course is one of two (with ECE. 264) for a specialization for Master Teacher on the Child Development Permit matrix. *Transfer credit: CSU.*

**ECE. 264 THE LIFE CYCLE OF THE FAMILY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

An overview of the life cycle of the family. The course bridges individual and family development with cultural and social perspectives. Emphasis is on the diversity within contemporary families and the establishment of family support programs. This course is one of two (with ECE. 262) for a specialization for Master Teacher on the Child Development Permit matrix. *Transfer credit: CSU.*

**ECE. 270 INTRODUCTION TO INFANT/TODDLER  
CHILD CARE (3)**

Three lecture hours per week.

This course will focus on caring for infants and toddlers in group child care settings. Topics will include: social-emotional growth and development, routines and environments, language development, physical development, cognitive development, and caring for infants and toddlers in the context of family and culture. *Transfer credit: CSU.*

**ECE. 272 CULTURAL DIVERSITY IN EARLY  
CHILDHOOD EDUCATION (3)**

Three lecture hours per week.

In-depth exploration of cultural diversity in early childhood settings. Focus on developing skills needed to provide culturally sensitive care to young children from a variety of family backgrounds. Topics will include cultural diversity, gender differences, disability, gay and lesbian families, bilingualism. *Transfer credit: CSU.*

**ECE. 273 SUPPORTING YOUNG BILINGUAL  
LEARNERS (1)**

(Pass/No Pass or letter grade.)

A total of 16 lecture hours. Recommended: Satisfactory completion of ECE./PSYC 201 and ECE. 211, or equivalent.

Focus on practical and research-based strategies for supporting dual language learners in developing a strong literacy base in both English and their home languages. Students will learn about evidence-based strategies that can enhance children's sense of identity and self-esteem; factors shown through research to influence the quality of children's learning experiences and therefore their future academic success. *Transfer credit: CSU.*

**ECE. 275 CHILDREN'S LANGUAGE AND LITERACY  
DEVELOPMENT (3)**

Three lecture hours per week.

This course explores the influences of children's literature in language acquisition, emotional development, and literacy learning. Analysis of the teacher's role in promoting creativity and self expression through verbal and symbolic language. *Transfer credit: CSU.*

**ECE. 311 CHILDREN'S NUTRITION (1)**

A total of 16 lecture hours. Recommended: Eligibility for ENGL 836.

This course is designed to assist the parents of young children to develop an understanding of how nutrition contributes to mental and physical growth. The student will learn ways to teach these principles to young children. Simple food preparation techniques and an examination of current literature. Also listed as FCS 311. *Transfer credit: CSU.*

**ECE. 333 OBSERVATIONAL SKILLS (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

An overview of the methods and in-depth practice of observational skills in ECE settings. Students experience the observation of children, teachers and programs using the following tools: the State Department of Education's Desired Results and Environmental Rating Scale (ECERS) and the National Association for the Education of Young Children (NAEYC) Accreditation self-study. *Transfer credit: CSU.*

**ECE. 335 HANDLING BEHAVIOR (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Designed to give teachers, caregivers and parents an overview of the complexity of children's behavior. Theories and trends concerning child guidance will be covered to assist adults in developing appropriate strategies related to interacting with children and fostering pro-social behavior. *Transfer credit: CSU.*

**ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION (3)**

One lecture hour and six lab hours per week. Prerequisite: ECE. 201, ECE. 210, ECE. 211 and ECE. 212. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

A supervised field experience course focusing on the methods and principles of teaching in early childhood settings. Emphasis is on the role of the teacher in a developmentally appropriate setting. This course allows students to gain practical, verifiable experience working with young children under the supervision of an experienced teacher. Students will be placed in approved ECE sites. Transfer credit: CSU.

**ECE. 665 SELECTED TOPICS IN EARLY CHILDHOOD EDUCATION (.5 or 1 or 1.5 or 2)**

(Pass/No Pass or letter grade.)

Eight lecture hours per .5 unit.

This course is designed to develop specific skills that are utilized in Early Childhood Education environments. The course will focus on one specific topic; for example, multicultural curriculum, techniques to foster sense of community, selecting a preschool, handling behavior problems, working with parents, etc. May be repeated for credit as topics vary. Transfer credit: CSU.

**EARTH SCIENCES**

Course descriptions for earth science courses may be found elsewhere in this Catalog under the appropriate discipline. Courses offered by the College include: Geology 100, 105, 180, 210, 611, and Oceanography 100, 101.

**ECONOMICS (ECON)****ECON 100 PRINCIPLES OF MACROECONOMICS (3)**

Three lecture hours per week. Recommended (Fall 2008): Eligibility for ENGL 836 and MATH 110. Recommended (as of Spring 2009): Eligibility for ENGL 100 and MATH 120, or equivalent.

Introduction to the U.S. economy in a global context. Measuring output, unemployment and inflation. Theory of the determination of output and prices. Analysis of money, banking, and interest rates. Government fiscal and monetary stabilization policies. Current economic topics. Transfer credit: UC; CSU (D3). (CAN ECON 2).

**ECON 102 PRINCIPLES OF MICROECONOMICS (3)**

Three lecture hours per week. Prerequisite: ECON 100. Recommended (Fall 2008): Eligibility for ENGL 836 and MATH 110. Recommended (as of Spring 2009): Eligibility for ENGL 100 and MATH 120, or equivalent.

Introduction to the functioning of markets. Theory of the determination of output and prices for markets under competitive and noncompetitive conditions. Analysis of firms' costs and revenues. Government tax and regulatory policies. Current economic topics. Transfer credit: UC; CSU (D3). (CAN ECON 4).

**ECON 310 POLITICAL ECONOMY OF ASIA (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended (Fall 2008): Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. Recommended (as of Spring 2009): Eligibility for ENGL 100, or equivalent.

A comparative study of the political economy of Asian countries. European and U.S. colonialism, post-colonial political and economic developments, and market reforms in socialist countries. Relations among Asian nations and their relationship to the U.S. economy and foreign policy. Transfer credit: UC; CSU (D3).

**EDUCATION (EDUC)****EDUC 100 INTRODUCTION TO EDUCATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of the American education system including review of the development of schools, assessment of issues facing schools, the profession, and society, and an opportunity for students to decide the career potential of education. Transfer credit: CSU (D3).

**ELECTRONICS TECHNOLOGY (ELEC)****ELEC 110 FUNDAMENTALS OF ELECTRONICS (3)**

Two lecture hours and three lab hours per week plus one hour by arrangement per week.

Activity based introduction to the fundamentals of DC and AC electrical/electronic circuits. Course covers the basic mathematical laws, terminologies, testing and measuring of simple circuits. Laboratory exercises will emphasize the use of tools, electrical test instruments and measuring devices. Transfer credit: CSU.

**ELEC 410 INTRODUCTION TO SOLAR INSTALLATION AND INTEGRATION (3)**

(Pass/No Pass or letter grade.)

A minimum of 48 lecture hours plus 16 lab hours by arrangement.

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 building trades skill. The course is a balance of theory, practice, and real world examples. Transfer credit: CSU.

## EMERGENCY MEDICAL CARE (EMC.)

### EMC. 410 EMERGENCY MEDICAL TECHNICIAN B (7)

A total of 80 lecture hours and 96 lab hours, plus 3 hours per week by arrangement which will include a minimum of 8 hours in a local Emergency Department and 12 hours riding with a local ambulance company. Prerequisite: Completion of EMC. 425 or a valid Healthcare Provider CPR card.

The first phase of training in the Emergency Medical Technician Career Structure. Covers all techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician, as well as all operational aspects of the job the EMT will be expected to perform. Meets state and national certification requirements for EMT-B.

### EMC. 415 EMERGENCY MEDICAL TECHNICIAN I – REFRESHER (1.5-2)

Prerequisite: California EMT I certificate that is current or has not been expired for more than four years.

A three or four day course that provides EMT's with the opportunity to renew their EMT I certificate. The three-day course provides 24 hours of Continuing Education Units. The four-day course provides the necessary written and skills testing. May be repeated for credit as necessary to meet certification requirements.

### EMC. 425 CPR: HEALTH CARE PROVIDER (.5) (Pass/No Pass.)

Total of eight lecture hours.

This course will qualify students for CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. May be repeated for credit a maximum of three times. Transfer credit: CSU.

### EMC. 665 SELECTED TOPICS IN EMERGENCY MEDICAL CARE (.5 or 1 or 1.5 or 2)

Eight lecture hours per .5 unit.

This course is designed to review and update specific topics fundamental to the practice of an Emergency Medical Technician or paramedic. Some of these topics may be taken for continuing education units. May be repeated for credit as topics vary.

## ENGLISH (ENGL)

Reading courses are listed under **READING**. Literature courses are listed under **LITERATURE**. Courses for non-native speakers of English are listed under **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**.

Students are encouraged to take the English/Reading placement tests prior to initial placement in courses. English/Reading placement tests are given to students to assist the counselor and the division in guiding them to the appropriate English course. Proper placement in English/Reading assures that students will begin their college studies in courses where they will have the best chance of success. Initial placement in classes is recommended on the basis of test scores. The tests are given on announced dates throughout the year. Students who transfer to Skyline College and have taken a college English course equivalent to ENGL 100 Composition or ENGL 836 Writing Development at another institution need not take the test.

English faculty may, when appropriate, modify placement recommendations on the basis of the student's writing performance.

Students should enroll in the course(s) recommended by their placement scores.

Course numbering has changed for several English Composition and Reading courses. If you took courses that satisfy a prerequisite to an English or Reading course under the old numbering system, it will satisfy that prerequisite even though the numbering has changed. The new and old numbers are listed below:

OLD NUMBER	NEW NUMBER
ENGL 801	ENGL 826
ENGL 800	ENGL 836
READ 801	READ 826
READ 802	READ 836

The English/Reading sequences from the lowest to the highest level are listed below:

English Courses	Reading Courses
ENGL 826	READ 826
ENGL 836 or	
ENGL 846 or ESOL 400	READ 836
ENGL 100 or ENGL 105	READ 420
ENGL 110 or ENGL 165	

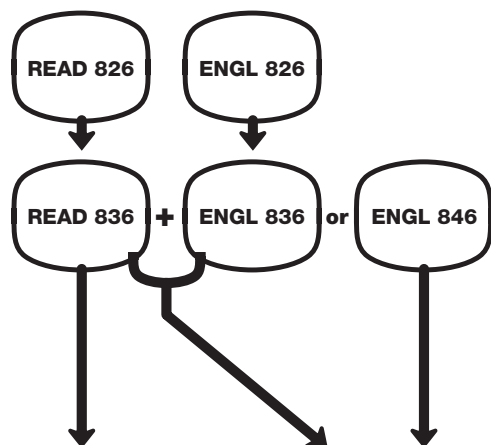
## English/Reading Course Sequence

Start

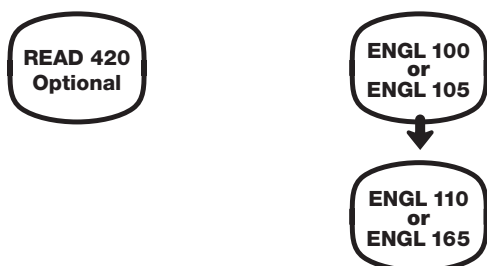
Placement Test

indicates appropriate level in this sequence of courses

### NON-TRANSFERABLE COURSES



### TRANSFERABLE COURSES



### ENGL 100 COMPOSITION (3)

Three lecture hours per week plus one lab hour per week by arrangement. *WRITING PREREQUISITE:* ENGL 836 or ENGL 846, or ESOL 400 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. *READING PREREQUISITE:* READ 836 with Pass or a grade of C or better, or ENGL 846 with a grade of C or better, or ESOL 400 with a grade of C or better, or eligibility for 400-level Reading courses on approved college reading placement test, and other measures as necessary.

Designed to help the student recognize and critically evaluate important ideas in short and book length texts, and express facts and thought logically and gracefully in clear and correct prose. Students will write critical expository essays dealing with a variety of ideas at a skill level appropriate to a transfer level college course. *Transfer credit:* UC; CSU (A2, A3). (CAN ENGL 2).

### ENGL 104 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION (1-3)

(Pass/No Pass or letter grade.)

16 lecture hours per unit plus one hour by arrangement per week. *Recommended:* Eligibility for ENGL 836 or equivalent.

Designed for students who want to develop critical thinking skills in the writing and production of a Pilipino Cultural Night (PCN). Students will research other PCN's, read and evaluate them for content and composition, and will work collaboratively to write a script to celebrate the Filipino and Filipino America experience. *May be repeated for credit up to 9 units. Transfer credit:* CSU.

### ENGL 105 INTENSIVE COMPOSITION (4)

Five lecture hours per week plus one lab hour per week by arrangement. *WRITING PREREQUISITE:* ENGL 836 or ENGL 846, or ESOL 400 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. *READING PREREQUISITE:* READ 836 with Pass or a grade of C or better, or ENGL 846 with a grade of C or better, or ESOL 400 with a grade of C or better, or eligibility for 400-level Reading courses on approved college reading placement test, and other measures as necessary.

Designed to help the student recognize and critically evaluate important ideas in short and book length texts and express facts and thought logically and gracefully in clear and correct prose. Extra class hours are devoted to specific reading and writing problems. Students will write critical expository essays dealing with a variety of ideas at a skill level appropriate to a transfer level college course with intensive instruction in the three major components of effective writing: sentence, paragraph, and essay. Course transfers as ENGL 100 to other institutions and is taken in lieu of ENGL 100 by students needing additional writing practice. *Transfer credit:* UC; CSU (A2, 3). (CAN ENGL 2).

### ENGL 110 COMPOSITION, LITERATURE AND CRITICAL THINKING (3)

Three lecture hours per week plus one lab hour per week by arrangement. *Prerequisite:* ENGL 100 or 105 with a grade of C or better.

Course is designed to introduce students to the major imaginative genres of poetry, drama, and fiction from diverse cultural sources and literary critical perspectives. Students will write analytical essays, employing methods of literary analysis and demonstrating critical thinking skills appropriate to a college-level writing class. *Transfer credit:* UC; CSU (A2, A3, C2). (CAN ENGL 4).

**ENGL 161, 162 CREATIVE WRITING I AND II (3, 3)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: ENGL 161: Eligibility for ENGL 100 or ENGL 105, or equivalent. ENGL 162: Completion of ENGL 161.

The craft of writing short stories, sketches, poetry, short dramas, and other literary forms for both personal enjoyment and professional training. During the Spring Semester, class members may volunteer to work on the college's literary magazine. Transfer credit: ENGL 161 – UC; CSU (C2) (CAN ENGL 6); ENGL 162 – UC; CSU.

**ENGL 165 CRITICAL THINKING AND ADVANCED COMPOSITION (3)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: ENGL 100 or ENGL 105 with grade of C or better.

Through investigative learning in conjunction with non-fiction prose, students will explore multiple points of view on controversial issues, using critical thinking, reading and writing skills to discuss and manipulate ideas in a progression of argumentative essays more advanced than English 100. Transfer credit: UC; CSU (A3)

**ENGL 166 WOMEN ON WRITING (.5)  
(Pass/No Pass or letter grade.)**

A total of eight lecture hours.

Exploration of diverse women's experience as portrayed in a variety of genres. Students will read, hear from and discuss women authors who write in such modes as the novel, short story, poetry, drama, film, news reporting and editorial comment, memoir, biography, and historical fiction. Course participants will examine and celebrate women's voices in contemporary writing. Also listed as LIT. 166. May be repeated for credit up to a maximum of 3 units. Transfer credit: UC; CSU.

**ENGL 650 ENGLISH SUPPLEMENT FOR TRIO STUDENTS (.5-3)**

(Pass/No Pass.)

One and one-half to nine hours per week by arrangement.

Individual instruction in reading and writing skills for TRIO/STAARS students based on TRIO English instructor's assessment of each student's reading and writing skills. Students are assigned a personal tutor/mentor based in The Learning Center. (Open entry.) May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)

**ENGL 819 ENGLISH DEVELOPMENT (3)**

A minimum of 48 lecture hours.

This course prepares students to read and write at the college level. Practice and instruction focus on reading college-level texts and writing college-level, text-based essays. Topics include thesis construction, organization, development, and sentence skills. Students will complete in-class and outside writing assignments, application in

digital video production, individual conferences, and tutoring. Note: This course does not replace any course in Skyline College's required course sequence based on placement testing. (Units do not apply to the Associate Degree.)

**ENGL 826 BASIC WRITING SKILLS (3)**

Five lecture hours per week. Recommended: Eligibility for READ 826 and ENGL 826 by appropriate scores on college placement tests and other measures as necessary. Students placing in READ 826 and ENGL 826 should enroll in both courses concurrently.

A course in basic writing focusing on paragraph and essay organization, sentence skills, and text-based writing. Students will write essays in and out of class and complete assignments to strengthen sentence skills and writing/reading strategies. ENGL 826 prepares students for ENGL 836. (Units do not count toward the Associate Degree.)

**ENGL 836 WRITING DEVELOPMENT (3)**

Three lecture hours per week. WRITING PREREQUISITE: Completion of ENGL 826 or ESOL 840 or 841/842 with a grade of C or better, or appropriate scores on approved college placement test 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.

An introduction to college composition that prepares students to write essays at the college level, focusing on thesis construction, organization, development, sentence skills, reading, and text-based writing. Students will be assigned in-class and outside writing assignments and exercises, as well as attend individual conferences, and tutoring. ENGL 836 prepares students for ENGL 100/105.

**ENGL 846 READING AND WRITING CONNECTIONS (5)**

Five lecture hours per week plus one lab hour per week by arrangement. WRITING PREREQUISITE: Completion of ENGL 826, ESOL 840 or ESOL 841/842 with a grade of C or better, or eligibility for ENGL 836, ENGL 846 or ESOL 400 on approved college placement test and multiple measures. READING PREREQUISITE: Completion of READ 826, ESOL 840 or ESOL 841/842 with Pass or a grade of C or better, or eligibility for READ 836, ENGL 846 or ESOL 400 on approved reading placement test and multiple measures.

This course integrates ENGL 836 and READ 836, satisfying both requirements. It introduces students to college level reading and writing, covering thesis construction, organization, development, sentence skills, text-based writing, and effective reading strategies to improve comprehension, analysis, and vocabulary. ENGL 846 prepares students for ENGL 100/105.

**ENGL 875 ENGLISH GRAMMAR (3)**  
(Pass/No Pass or letter grade.)

Three lecture hours per week.

Review of English grammar with emphasis on practicing standard English skills and correctness for use in academic papers. Appropriate for all levels of English. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

ESOL courses 810, 820, 830 and 840 are now offered in a three-course format at each level, for both day and evening classes. Students placing at the ESOL 810 level should enroll in ESOL 851, 861 and 871. Students placing at the ESOL 820 level should enroll in ESOL 852, 862 and 872. Students placing at the ESOL 830 and 840 levels may enroll in either the 9-unit daily format of those courses or the three-course format for each, as follows: ESOL 830 students may alternatively enroll in 853, 863 and 873. ESOL 840 students may alternatively enroll in 854, 864 and 874.

**ESOL 400 ENGLISH COMPOSITION FOR NONNATIVE SPEAKERS (5)**

Five lecture hours per week plus one lab hour per week by arrangement. Prerequisite: 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.

For advanced nonnative speakers of English who have completed ESOL 840, or 841 and 842, or 864 and 874, or equivalent, but need more intensive work in critical reading and composition before attempting ENGL 100 or 105. Transfer credit: UC; CSU.

**ESOL 655 ENGLISH AS A SECOND LANGUAGE SUPPLEMENT (.5-3)**

(Pass/No Pass.)

One and one-half to nine hours per week by arrangement. Recommended: Concurrent enrollment in an ESOL course.

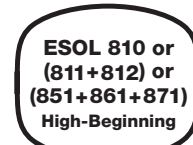
Provides assistance for ESL students in communication skills, including reading, writing, listening and speaking. The lab allows students to drop in and follow self-paced curriculum, or to choose the instructional methods they prefer: one-on-one tutoring, software, English practice groups, faculty-taught workshops, or phone-in/online tutoring when available. (Open entry.) May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)

**ESOL Program Sequence and Supplemental Courses**

**Start**

**Placement Test**

indicates appropriate level in this sequence of courses



**TRANSFERABLE COURSES**



**Supplemental ESOL Courses**  
*non-transferable, not part of sequence*

**ESOL 801 Basic Conversational English**

Recommended for 810 level students who need basic conversation skills.

**ESOL 802 Pre-Intermediate Conversational English**

Recommended for 820 level students who want to increase fluency.

**ESOL 655 ESL Lab Supplement**

All levels. Students study grammar, listening, reading, and pronunciation with computers, tutors, and media.

**ESOL 855 Accent Reduction**

Open to all levels, recommended for intermediate or higher.

**ESOL 875 Advanced Grammar and Editing for ESL**

Recommended for 400 and 100 level students who need advanced grammar review.

**ESOL 890 Reading & Composition Practice for ESL**

Recommended for 400 and 100 level students who need more preparation for composition courses.

Both ENGL 100 and ESOL 400 are transferable to UC/CSU. As of Spring 2007, ESOL 400 no longer satisfies Area 2 transfer requirements.

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

### ESOL 800 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES – NOVICE (1-3)

**(Pass/No Pass or letter grade.)**

*A minimum of 16 lecture hours per unit.*

For entrance-level nonnative English speakers seeking communication skills for studying in an American education system and living in an American community. Practice in reading, writing, grammar, listening and speaking. *May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)*

### ESOL 801 BASIC CONVERSATIONAL ENGLISH (2)

**(Pass/No Pass or letter grade.)**

*Two lecture hours per week plus one lab hour per week by arrangement. Recommended: Eligibility for ESOL 810, or equivalent.*

A practical course in the English language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech in standard spoken English with sufficient grammar to give flexibility to the spoken language. Introduction to American culture. *(Units do not count toward the Associate Degree.)*

### ESOL 802 PRE-INTERMEDIATE CONVERSATIONAL ENGLISH (2)

**(Pass/No Pass or letter grade.)**

*Two lecture hours per week plus one lab hour per week by arrangement. Recommended: Eligibility for ESOL 820, or equivalent.*

A practical course in the English language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech in standard spoken English with sufficient grammar to give flexibility to the spoken language. Continued analysis and exposure to American culture. *May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)*

### ESOL 810 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I (6)

**(Pass/No Pass or letter grade.)**

*Nine lecture hours per week plus one lab hour per week by arrangement. Recommended: Appropriate skill level of ESOL 810 or 811, as indicated by ESL placement test and other measures as necessary.*

For high-beginning students who need to develop fluency in the structures of English and who place in ESOL 810 by examination. Emphasis is on reading, basic grammatical structure acquisition, aural comprehension, oral production, and writing. *(Units do not count toward the Associate Degree.)*

### ESOL 811 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I (1st HALF) (3)

**(Pass/No Pass or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 812, this course is for beginning non-native speakers of English who need to develop fluency in the basic structures of English and who place in ESOL 810 by examination. Emphasis is on reading, grammatical structure acquisition, oral interaction, and writing. This course is equivalent to the first half of ESOL 810. *(Units do not count toward the Associate Degree.)*

### ESOL 812 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I (2nd HALF) (3)

**(Pass/No Pass or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 811, this course is for beginning non-native speakers of English who need to develop fluency in the basic structures of English and who place in ESOL 810 by examination. Emphasis is on reading, grammatical structure acquisition, oral interaction, and writing. This course is equivalent to the second half of ESOL 810. *(Units do not count toward the Associate Degree.)*

### ESOL 820 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II (6)

**(Pass/No Pass or letter grade.)**

*Nine lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 810, or 811 and 812, or 861 and 871, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

For pre-intermediate students who have taken ESOL 810, or 811 and 812, or 861 and 871, or who place into ESOL 820 by examination. Emphasis on reading, basic grammatical structure acquisition, aural comprehension, oral production, and writing. *(Units do not count toward the Associate Degree.)*

**ESOL 821 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II (1st HALF) (3)****(Pass/No Pass or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 822, this course is for intermediate students who have studied the grammatical structures, basic reading skills, and elements of writing in ESOL 810, or 811 and 812. Emphasis on developing reading competence and oral and written fluency in the more complex structures of English. This course is equivalent to the first half of ESOL 820. (Units do not count toward the Associate Degree.)

**ESOL 822 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II (2nd HALF) (3)****(Pass/No Pass or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 821, this course is for intermediate students who have studied the grammatical structures, basic reading skills, and elements of writing in ESOL 810, or 811 and 812. Emphasis on developing reading competence and oral and written fluency in the more complex structures of English. This course is equivalent to the second half of ESOL 820. (Units do not count toward the Associate Degree.)

**ESOL 830 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III (6)****(Pass/No Pass or letter grade.)**

*Nine lecture hours per week plus one lab hour per week by arrangement. Recommended: Satisfactory completion of ESOL 820, or 821 and 822, or 862 and 872, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

For intermediate students who have studied the grammatical structures in ESOL 820, or 821 and 822, or 862 and 872, or equivalent, and have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, sentence combining, oral exchange, and paragraph writing. (Units do not count toward the Associate Degree.)

**ESOL 831 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III (1st HALF) (3)****(Pass/No Pass or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 820 or both 821 and 822, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 832, this course is for advanced students who have studied the

grammatical structures in ESOL 820, or 821 and 822, and have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, sentence combining, oral exchange, and paragraph writing. This course is equivalent to the first half of ESOL 830. (Units do not count toward the Associate Degree.)

**ESOL 832 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III (2nd HALF) (3)****(Pass/No Pass or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 820 or both 821 and 822, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 831, this course is for advanced students who have studied the grammatical structures in ESOL 820, or 821 and 822, and have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, sentence combining, oral exchange, and paragraph writing. This course is equivalent to the second half of ESOL 830. (Units do not count toward the Associate Degree.)

**ESOL 840 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV (6)****(Pass/No Pass or letter grade.)**

*Nine lecture hours per week plus one lab hour per week by arrangement. Recommended: Satisfactory completion of ESOL 830, or 831 and 832, or 863 and 873, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

For high-intermediate students who have studied the grammatical structures, reading skills, and elements of paragraph writing in ESOL 830, or 831 and 832, or 863 and 873, or equivalent. Emphasis is on thematic reading, discussion, and writing from paragraphs to essays, supplemented by exercises in proofreading. (Units do not count toward the Associate Degree.)

**ESOL 841 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV (1st HALF) (3)****(Pass/No Pass or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 842, this course is for advanced students who have studied the grammatical structures, reading skills, and elements of paragraph writing in ESOL 830, or 831 and 832. Emphasis is on thematic reading, discussion, and writing from paragraphs to essays, supplemented by exercises in proofreading. This course is equivalent to the first half of ESOL 840. (Units do not count toward the Associate Degree.)



**ESOL 842 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV (2nd HALF) (3)****(Pass/No Pass or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 841, this course is for advanced students who have studied the grammatical structures, reading skills, and elements of paragraph writing in ESOL 830, or 831 and 832. Emphasis is on thematic reading, discussion, and writing from paragraphs to essays, supplemented by exercises in proofreading. This course is equivalent to the second half of ESOL 840. *(Units do not count toward the Associate Degree.)*

**ESOL 851 HIGH-BEGINNING ESL LISTENING AND SPEAKING (3)****(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Appropriate skill level of ESOL 810, or 811, as indicated by ESL placement test and other measures as necessary.*

Development of listening comprehension and oral proficiency of standard spoken English at the high-beginning level. Listening focuses on comprehension of verbal instructions, vocabulary in context, and ideas in sentences, monologues, and dialogues. Speaking focuses on clear pronunciation of common words and phrases and development of fluency in conversation. *(Units do not count toward the Associate Degree.)*

**ESOL 852 PRE-INTERMEDIATE ESL LISTENING AND SPEAKING (3)****(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus on lab hour per week by arrangement. 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 of standard spoken English at the pre-intermediate level. Listening focuses on comprehension of modified spoken English, vocabulary in context, and ideas in monologues and discussions. Speaking focuses on clear pronunciation of common words and phrases, continued development of fluency in conversation, and proficiency in initiating, sustaining, and ending oral communication in a variety of contexts. ESOL 852, when taken with ESOL 862 and ESOL 872, is equivalent to ESOL 820. *(Units do not count toward the Associate Degree.)*

**ESOL 853 INTERMEDIATE ESL LISTENING AND SPEAKING (3)****(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus one lab hour per week by arrangement. 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 of standard spoken English at the intermediate level. Listening focuses on note-taking and aural comprehension of standard spoken English using information from media, discussion, and academic contexts. Speaking focuses on English fluency, proficiency, and strategies for discussion and personal interaction. ESOL 853, when taken with ESOL 863 and ESOL 873, is equivalent to ESOL 830. *(Units do not count toward the Associate Degree.)*

**ESOL 854 HIGH-INTERMEDIATE ESL LISTENING AND SPEAKING (3)****(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Satisfactory completion of ESOL 830, or 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 of standard spoken English at the high-intermediate level. Listening focuses on note-taking and aural comprehension of standard spoken English in academic situations, media, and discussion. Speaking focuses on fluency of English speech, proficiency in clarifying and restating, and strategies for facilitating discussion. ESOL 854, when taken with ESOL 864 and ESOL 874, is equivalent to ESOL 840. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

**ESOL 855 ACCENT REDUCTION (3)****(Pass/No Pass or letter grade.)**

*Three lecture hours and one lab hour by arrangement per week. Recommendation: Eligibility for ESOL 840 or equivalent.*

For intermediate to high-intermediate nonnative speakers who need to improve their spoken English. The course covers the English sound system, listening comprehension, and improving production of standard U.S. English. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**ESOL 861 HIGH-BEGINNING ESL READING  
AND WRITING (4)****(Pass/No Pass or letter grade.)**

*Four lecture hours per week plus one lab hour per week by arrangement. Recommended: Appropriate skill level of ESOL 810, or 811, as indicated by ESL placement test and other measures as necessary.*

Development of reading and writing skills at the high-beginning level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, and sentence and short paragraph writing. (Units do not count toward the Associate Degree.)

**ESOL 862 PRE-INTERMEDIATE ESL READING  
AND WRITING (4)****(Pass/No Pass or letter grade.)**

*Four lecture hours per week plus one lab hour per week by arrangement. Recommended: Satisfactory completion of ESOL 810, or ESOL 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, and short paragraph writing. ESOL 862, when taken with ESOL 852 and ESOL 872, is equivalent to ESOL 820. (Units do not count toward the Associate Degree.)

**ESOL 863 INTERMEDIATE ESL READING  
AND WRITING (4)****(Pass/No Pass or letter grade.)**

*Four lecture hours per week plus one lab hour per week by arrangement. Recommended: Satisfactory completion of ESOL 820, or ESOL 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. ESOL 863, when taken with ESOL 853 and ESOL 873, is equivalent to ESOL 830. (Units do not count toward the Associate Degree.)

**ESOL 864 HIGH-INTERMEDIATE ESL READING  
AND WRITING (4)****(Pass/No Pass or letter grade.)**

*Four lecture hours per week plus one lab hour per week by arrangement. 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. ESOL 864, when taken with ESOL 854 and ESOL 874, is equivalent to ESOL 840. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

**ESOL 871 HIGH-BEGINNING ESL GRAMMAR (3)  
(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus one lab hour per week by arrangement. 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. (Units do not count toward the Associate Degree.)

**ESOL 872 PRE-INTERMEDIATE ESL GRAMMAR (3)  
(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Satisfactory completion of ESOL 810, or 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 (3)  
(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Satisfactory completion of ESOL 820, or 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 874 HIGH-INTERMEDIATE ESL GRAMMAR (3)  
(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Satisfactory completion of ESOL 830, or ESOL 831 and 832, or ESOL 873, 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 high-intermediate level. (Units do not count toward the Associate Degree.)

**ESOL 875 ADVANCED ESL GRAMMAR AND EDITING (3)****(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Eligibility for ESOL 400, or completion of ESOL 840, or ESOL 841 and 842, or ESOL 874, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent.

Non-native English speaking students will review complex grammar and language structures applicable to academic writing, as well as strategies for editing their own writing. This course assumes advanced study of English as a Second Language and the ability to read, write, and use English language structures appropriate to the level of ESOL 400. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**ESOL 890 READING AND COMPOSITION PRACTICE FOR ESL (3)****(Pass/No Pass or letter graded.)**

Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Eligibility for ESOL 400, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent.

For advanced non-native speakers of English who are eligible for ESOL 400 or its equivalent and who need more focused work in grammar, writing and editing before attempting ESOL 400, ENGL 100 or ENGL 105. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

**FAMILY AND CONSUMER SCIENCES (FCS)****FCS 113 TEXTILES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study of natural and chemical fibers; yarns and cloth construction, weaving, finishing, dyeing. Study of purchase, use and care of textiles. Federal legislation, cost and labeling as related to consumer use. Student will examine the various characteristics of fibers and fabrics, including health and comfort levels on the body. Also listed as FASH 113. Transfer credit: UC; CSU (C1).

**FCS 117 CREATING A PERSONAL IMAGE (3)**

Three lecture hours per week.

A course designed to aid the student in adapting a fashion appearance appropriate for professional and personal care. Concepts in awareness of personal coloring, figure considerations, hair styling, and use of makeup. Wardrobe planning and selection, accessorizing, and shopping strategies will be emphasized. Specific material for both men and women will be presented. Also listed as FASH 117. Transfer credit: CSU.

**FCS 119 CLOTHING, CULTURE AND SOCIETY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study of bodily adornment in terms of cultural, ethnic, historical, sociological, psychological, and economic considerations. Comparison will be made of various cultures and subcultures. Fashion trends and merchandising techniques as they affect the consumer will also be discussed. Student will examine the importance of clothing as an expression of individual and group identity. Also listed as FASH 119. Transfer credit: CSU (C1).

**FCS 212 CHILD, FAMILY AND COMMUNITY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An overview of contemporary family and community issues influencing childhood. Interactions among the child, family, school, peers, media, and the community are explored. The course focuses on the socialization process, including cultural and ethnic diversity, parenting styles, gender roles, and the role of the community. Community resources available to children and families are also covered. Also listed as ECE. 212. Transfer credit: UC; CSU (D3).

**FCS 213 CHILD-PARENT RELATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Emotional, social, intellectual and physical development of children with an emphasis on a multicultural approach to parent-child relations, diversity of family systems in today's society, and how these influence the developing child. Also listed as ECE. 214. Transfer credit: CSU (E1).

**FCS 310 NUTRITION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Basic concepts of nutrition. Role of nutrients in maintenance of life processes; utilization of food by the body; hunger and appetite; personal nutritional evaluation. Special emphasis given to nutrition education and community, national and world nutrition problems. Transfer credit: UC; CSU (E1). (CAN FCS 2).

**FCS 311 CHILDREN'S NUTRITION (1)**

Three lecture hours per week for six weeks. Recommended: Eligibility for ENGL 836.

This course is designed to assist parents of young children to develop an understanding of how nutrition contributes to mental and physical growth. The student will learn ways to teach these principles to young children. There will be simple food preparation techniques, and an examination of current literature. Also listed as ECE. 311. Transfer credit: CSU.

**FCS 313 HOLISTIC PERSPECTIVE IN NUTRITION (1)**

Three lecture hours per week for six weeks. Recommended: Eligibility for ENGL 836.

This course will provide an overview of both traditional and holistic principles of nutrition, including nutrients and their use in preventing nutritional deficiencies and maintaining health. Included in the course will be a critical analysis of nutritional programs such as food combining, vegetarian, and macrobiotics. Attention will also be given to the effects of environment, mind, and emotions on nutrition. *Transfer credit: CSU (E1).*

**FCS 665 SELECTED TOPICS IN FAMILY AND CONSUMER SCIENCES (.5 or 1 or 1.5)**

(Pass/No Pass or letter grade.)

Eight lecture hours per .5 unit.

Discussion and evaluation of current topics, trends and issues in the field of family and consumer sciences. New concepts include review of research and application of findings. The course will focus on one of the following topics related to nutrition and child-family studies issues: nutrition and aging, nutrition and sports training, nutrition and weight control, nutrition and pregnancy/ lactation, nutrition and HIV/AIDS, nutrition, foods and world culture, and survey/ trends and issues in family and consumer sciences. *May be repeated for credit as topics vary. Transfer credit: CSU.*

**FASHION MERCHANDISING (FASH)****FASH 113 TEXTILES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study of natural and chemical fibers; yarns and cloth construction, weaving, finishing, dyeing. Study of purchase, use and care of textiles. Federal legislation, cost and labeling as related to consumer use. Student will examine the various characteristics of fibers and fabrics, including health and comfort level on the body. *Also listed as FCS 113. Transfer credit: UC; CSU (C1).*

**FASH 117 CREATING A PERSONAL IMAGE (3)**

Three lecture hours per week.

A course designed to aid the student in adapting a fashion appearance appropriate for professional and personal care. Concepts in awareness of personal coloring, figure considerations, hair styling, and use of makeup. Wardrobe planning and selection, accessorizing, and shopping strategies will be emphasized. Specific material for both men and women will be presented. *Also listed as FCS 117. Transfer credit: CSU.*

**FASH 119 CLOTHING, CULTURE AND SOCIETY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study of bodily adornment in terms of cultural, ethnic, historical, sociological, psychological and economic considerations. Comparison will be made of various cultures and subcultures. Fashion trends and merchandising techniques as they affect the consumer will also be discussed. Student will examine the importance of clothing as an expression of individual and group identity. *Also listed as FCS 119. Transfer credit: CSU (C1).*

**FASH 151 FASHION MERCHANDISING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Through lectures, guest speakers and field trips the student will have the opportunity to explore a variety of aspects of the ready-to-wear and couture industry. Production cost, promotion and advertising techniques will be studied in relation to large and small manufacture and retail operations. Personal requirements to help prepare students for employment in the field of fashion merchandising are given for guidance value. *Transfer credit: CSU.*

**FASH 152 VISUAL MERCHANDISING (3)**

Three lecture hours per week.

Designed to provide the basic techniques needed for the visual presentation of merchandise. The student will be involved in the study of interior displays, the art of dramatizing the display, store windows, and their coordination with sales promotion. (Fall Semester only.) *Transfer credit: CSU.*

**FASH 153 APPAREL AND HOME FASHION ANALYSIS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Designed to provide information regarding the types and construction features of fashion apparel (including product knowledge of children's, men's and women's apparel) and accessories necessary for fashion buying, consumer information, and the interpretation of this information. This course includes study of textile and non-textile merchandising, fashion lines, and forecasting for home fashions. *Transfer credit: CSU.*

**FASH 156 FASHION SHOWS AND SPECIAL EVENTS (3)**

(Spring Semester only.)

Three lecture hours per week.

Designed to provide the basic techniques needed for the visual presentation of merchandise through production of fashion shows and special events. The student will be involved in the observation and production of various types of shows and promotions. *Transfer credit: CSU.*

**FASH 160 BUSINESS OF IMAGE CONSULTING (2)**

Three lecture hours per week. Prerequisite: FASH 117 or equivalent.

This course will acquaint students with the principles and practices of the image consulting industry. Setting up and marketing a business; developing a professional knowledge base and resources; working with clientele; setting fees and keeping business records. Students will gain “how-to” experience through lectures, field trips and individual and group projects. *Transfer credit: CSU.*

**FASH 665 SELECTED TOPICS IN FASHION  
(.5 or 1 or 1.5)**

**(Pass/No Pass or letter grade.)**

Eight lecture hours per .5 unit.

Designed to enhance interest and develop skills in the business of fashion. The course will focus on one of the following specific topics: principles in color, basics of visual display, business of modeling, fashion as a cultural experience, fashion survey. *May be repeated for credit as topics vary. Transfer credit: CSU.*

**FILIPINO (FILI)**

Language Lab and Listening Requirement: Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

**FILI 110 ELEMENTARY FILIPINO (5)**

Five lecture hours per week plus one lab hour per week by arrangement. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent.

Beginner’s course in Filipino grammar, composition and reading. Practice in speaking and understanding Filipino. Introduction to the history, grammar, sentence structure, idioms, and cultural aspects naturally intertwined with the language; introductions to honorifics, formal second person singular form, the respect particles, and everyday greetings and formularies indicating politeness and respect for the persons addressed. This course is conducted primarily in Filipino. *Transfer credit: UC; CSU (C2).*

**FILI 111, 112 ELEMENTARY FILIPINO I and II (3, 3)  
(formerly TAGA 111, 112)**

**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. FILI 111 – Recommended: Eligibility for ENGL 836 or ESOL 400, or equivalent. FILI 112 – Prerequisite: FILI 111 or equivalent.

A basic course sequence for native and non-native students. The student will acquire a basic ability to speak, read and write in Filipino at the elementary level and will learn about the customs, culture and history of the Filipino world. *Transfer credit: UC; CSU (C2).*

**FILI 120 ADVANCED ELEMENTARY FILIPINO (5)**

Five lecture hours and one lab hour per week. Prerequisite: FILI 110 or 112, or equivalent.

A continuation of FILI 110 or FILI 112, for students who can use Filipino to communicate about the “here and now” and relate a simple story in the past. Students practice and develop further communicative competence in written and spoke Filipino for use in a variety of social contexts and settings. Readings are used as the basis for classroom discussions. Cultural aspects of the Filipino-speaking communities are emphasized. The course is conducted primarily in Filipino. *Transfer credit: CSU.*

**FILI 121 ADVANCED ELEMENTARY FILIPINO I(3)  
(formerly TAGA 121)**

**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisites: FILI 110 or 112, or equivalent.

The first course in an advanced elementary two-semester sequence covering the second year of Filipino. The course covers approximately the content taught in the first half of FILI 120. Continues the oral and written skills studied and practiced in FILI 110 and FILI 112, and continues to develop the foundation in structure and vocabulary needed for basic communication. Emphasis is on the active use of language and also on the culture, customs and history of the Filipino world. *Transfer credit: UC; CSU.*

**FILI 122 ADVANCED ELEMENTARY FILIPINO II (3)  
(formerly TAGA 122)**

**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisites: Successful completion of FILI 121 or equivalent.

The second course in a two-semester sequence covering the second year of Filipino. Continues the oral and written skills studied and practiced in FILI 112 and continues to develop the foundation in structure and vocabulary needed for advanced elementary communication. Emphasis is on the active use of language and also on the culture, customs and history of the Filipino world. *Transfer credit: UC; CSU.*

**FILM (FILM)**

**FILM 370 FILM PRODUCTION (3)**

**(Pass/No Pass or letter grade.)**

Four to six hours per week plus additional lab hours by arrangement.

A basic course in the techniques of film production, including operation of motion picture cameras, meters, lenses and related equipment, scripting for film, editing for pictorial continuity. Emphasis on production crew functions. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1).*

**FILM 375 SCRIPTWRITING FOR TELEVISION AND FILM (3)**

**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Formats and techniques of writing for film and television, including the study and analysis of professional scripts. Scripting assignments will include news features, public service announcements, commercials, dramatic shorts, and documentary and information films. *Transfer credit: CSU.*

**FILM 380 BASIC VIDEO PRODUCTION (3)**  
**(Pass/No Pass or letter grade.)**

Two lecture and three lab hours per week.

Course introduces students to basic video field production, including an orientation to studio production. It incorporates elements of producing, directing, lighting, sound recording, working on a production crew, preparing video titles and graphics, video editing and field production with camcorders. Two video projects are required. *May be repeated once for credit. Transfer credit: CSU.*

**FILM 385 INTERMEDIATE FILM/VIDEO WORKSHOP (2)**

**(Pass/No Pass or letter grade.)**

Two lecture hours plus two lab hours per week. *Prerequisite: FILM 370 or 380. Recommended: FILM 375.*

Students learn advanced camera, lighting and editing techniques as they work on individual projects or collaborate with other students on short film or video projects. They will produce short works based on scripts they have written, or scripts written by students in Film 375. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**FILM 440 FILM STUDY AND APPRECIATION (3)**

Three lecture hours per week. *Prerequisite: ENGL 100 or 105, or equivalent.*

A critical look at film history and culture from silent and classical Hollywood to Japanese and European films. Students learn to critique classical, modern and avant-garde films and to analyze the structure of cinematic language, i.e., motifs, metaphors, narrative cause-effect devices and oppositions. Students develop a visual and ideological understanding of film. *Transfer credit: UC; CSU (C2).*

**FILM 450 GREAT FILM DIRECTORS (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A study of great film directors using the "auteur" approach to film criticism. Students will study in depth the films of great directors such as Hitchcock, Altman and Kubrick using signature themes and visual style to compare and contrast their works. Thematic evolution and historical connections will also be examined. *Transfer credit: UC; CSU.*

**GEOGRAPHY (GEOG)**

**GEOG 110 CULTURAL GEOGRAPHY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to cultural geography with a survey of major world cultural patterns, resources, population, and the changing relationships of human groups and the physical environment. *Transfer credit: UC; CSU (D3). (CAN GEOG 4).*

**GEOG 150 WORLD REGIONAL GEOGRAPHY (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A basic survey of geographic regions of the world. The location of physical and cultural regions such as mountain ranges, climatic regions, population centers, urban-economic concentrations, and political divisions. There will be an emphasis on historical influences and future trends in the changing world. *Transfer credit: UC; CSU (D3).*

**GEOG 301 INTRODUCTION TO MAP READING FOR GIS (1)**

**(Pass/No Pass or letter grade.)**

A total of 32 class hours. Recommended: Eligibility for ENGL 836; and skill in using Windows operating system and internet, such as found in CAOT 104 and CAOT 400, or equivalent.

This course focuses on map reading skills and introduces the many uses of geographic information systems software. Emphasis on cartographic techniques from paper maps to computer generated maps. *Transfer credit: CSU.*

**GEOG 302 INTRODUCTION TO GIS AND ARC VIEW (1)**

**(Pass/No Pass or letter grade.)**

A total of 32 class hours. *Prerequisite: GEOG 301. Recommended: Skill in using Windows operating system and internet, such as found in CAOT 104 and CAOT 400, or equivalent.*

This course introduces and provides hands-on instruction in ArcView geographic information systems software. Focus is on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. *Transfer credit: CSU.*

**GEOG 303 GIS APPLICATIONS (1)**  
**(Pass/No Pass or letter grade.)**

A total of 32 class hours. Prerequisite: GEOG 302. Recommended: Skill in using Windows operating system and internet, such as found in CAOT 104 and CAOT 400, or equivalent.

Applications of ArcView GIS software. Emphasis is placed on training in use of technology and software in order to provide students with skills and a conceptual basis on which to build further expertise in GIS. Students will complete projects in an area of their choice. Transfer credit: CSU.

**GEOLOGY (GEOL)****GEOL 100 SURVEY OF GEOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to the origin of rocks and minerals; the processes which have been important throughout geologic time, both on and beneath the surface, in giving the earth its present form; and the principles of scientific investigation that are used in interpreting geologic features. A brief sketch of the geological history of the earth and evolution of its animal and plant inhabitants. Not open to students who have taken or are taking GEOL 210. Transfer credit: UC; CSU (B1).

**GEOL 105 ENVIRONMENTAL EARTH SCIENCE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Investigation of environmental earth science topics including aspects of weather and climate, ground and surface water, geologic processes and land forms, recovery and utilization of natural resources, air and water pollution, and energy. Emphasis on understanding and avoiding the dangers of natural hazards such as storms, floods, earthquakes, and landslides. Transfer credit: UC; CSU (B1).

**GEOL 180 GEOLOGY OF CALIFORNIA (3)**

Three lecture hours per week. Prerequisite: Eligibility for ENGL 836.

An overview of the general principles of geology with examples from the great diversity of local and regional features found in California. Comparisons to other parts of the world are made, demonstrating that the Golden State contains a microcosm of global geologic evolution. Emphasis on the significant interaction of geology and life in California from the Gold Rush through the Great Earthquake to today. Transfer credit: UC; CSU (B1).

**GEOL 210 GENERAL GEOLOGY (4)**

Three lecture hours and three laboratory hours per week. Field trips by arrangement. Recommended: Eligibility for ENGL 836.

Introduction to the nature and structure of the materials composing the earth and of the various processes which shape the earth's surface. Recommended for non-science majors to fulfill laboratory science transfer requirement. Transfer credit: UC; CSU (B1, 3). (CAN GEOL 2).

**GEOL 611 FIELD GEOLOGY I (1)**

**(Pass/No Pass.)**

Field trips by arrangement. Prerequisite: Completion of or concurrent enrollment in GEOL 100 or GEOL 210, or equivalent.

Supervised field investigation of selected geologic phenomena. Local field trips and/or weekend excursions to areas of geologic interest (i.e., Lassen Volcanic National Park, Yosemite National Park, Pinnacles National Monument). May be repeated once for credit. Transfer credit: UC; CSU.

**HEALTH SCIENCE (HSCI)****HSCI 100 GENERAL HEALTH EDUCATION (3)**

Three lecture hours per week.

A study of factors which influence personal health. Attention given to the value of good health practices; examination of self and lifestyle for disease risk; and preventive measures for heart disease and cancer. Topics include stress, mental health, sexual reproductive health, sex roles and living with others, nutrition, exercise and weight control. Transfer credit: UC; CSU (E1).

**HSCI 130 HUMAN SEXUALITY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course provides an overview of human sexual behavior and attitudes. Topics include: sex research, sexual anatomy and response patterns, sexual development and learning, gender identity, conception control, sexual variations and lifestyles, homosexuality, sexual problems and enrichment, relationships and intimacy. Transfer credit: UC; CSU (E1).

**HSCI 150 DEATH AND DYING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Course is designed to increase the knowledge, the understanding, and the coping with the problems of death and dying. Transfer credit: CSU (E1).

**HSCI 405 EMERGENCY CARE FOR FIRST RESPONDERS (3)**

Three class hours per week.

Develops manipulative and problem solving skills necessary for the initial evaluation and stabilization of victims of emergency illness or trauma. Designed for persons who are interested in a career as a first responder to medical emergencies. Upon completion, student receives CPR and First Responder certificates.

**HSCI 420 EKG TECHNOLOGY (3)  
(Pass/No Pass or letter grade.)**

Three class hours per week and one eight-hour day per week in an EKG Department. Prerequisite: A valid Health Care Provider CPR Card.

Review of cardiovascular anatomy and physiology with emphasis on electro physiology. Interpretation of the normal and abnormal electrocardiogram. Laboratory and clinical site practice running a 12 lead EKG.

**HSCI 435 PHARMACY TECHNICIAN TRAINING (11)**

A total of 189 lecture hours plus two hours per week by arrangement. Recommended: Completion of ENGL 826 and READ 826 with grades of C or better, or equivalent; completion of MATH 811 with a grade of C or better, or equivalent; and completion of or concurrent enrollment in CAOT 100, or the ability to word process at 20 wpm.

Introductory course in Pharmacy Technician Training. Topics include pharmacy practices and settings, duties of pharmacy technicians, laws and regulations, medical terms and calculations, drug identification, storage and dispensing, and drug packaging and labeling. Transfer credit: CSU.

**HSCI 436 PHARMACY TECHNICIAN TRAINING  
CLINICAL EXTERNSHIP (1.5)**

(Pass/No Pass.)

A total of 96 clinical hours plus two hours per week by arrangement. Prerequisite: Completion of HSCI 435 with a grade of C or better, or equivalent; and negative result to an 8-12 panel drug screen test.

Introductory training in a clinical pharmacy setting. Training may be completed in a hospital or retail pharmacy. Students will perform the duties and functions of a pharmacy technician under the supervision of a licensed pharmacist or registered pharmacy technician. May be repeated once for credit. Transfer credit: CSU.

**HSCI 484 MEDICAL TERMINOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Designed to give students a basic background in medical terminology as used by medical transcriptionists, court reporters, law related occupations, and allied health occupations. The prefixes, roots, and suffixes of commonly used medical words are presented. Proper names of anatomical structures and their relationship to each other are covered by body system. Also listed as BUS. 485. Transfer credit: CSU.

**HSCI 665 LIFE STYLES – HEALTH ISSUES  
(.5 or 1 or 1.5 or 2)**

(Pass/No Pass or letter grade.)

Eight lecture hours per .5 unit. Prerequisite: Eligibility for ENGL 836 or ESOL 400, or demonstration of equivalent competency.

Explores contemporary topics or life styles as they relate to the health of individuals or society. May be repeated for credit as topics vary. Transfer credit: CSU (E1).

**HISTORY (HIST)****HIST 100 HISTORY OF WESTERN CIVILIZATION I (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Cultural, political, and economic survey of Western history from the beginnings in the Near East to 1660. Emphasis on the intellectual, artistic, and institutional foundations of Western civilization. Transfer credit: UC; CSU (C2). (CAN HIST 2; HIST 100 + HIST 101 = CAN HIST SEQ A).

**HIST 101 HISTORY OF WESTERN CIVILIZATION II (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Western civilization from 1660 to the present, with particular emphasis on European cultural, social, and political development in the 19th and 20th centuries. Transfer credit: UC; CSU (C2). (CAN HIST 4; HIST 100 + HIST 101 = CAN HIST SEQ A).

**HIST 104 WORLD CIVILIZATIONS I (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A global and historical survey of civilizations from ancient times to 1500. Focus on Asia/Pacific Islands, Africa, Europe, the Americas, and the Middle East. Emphasis on the origins and development of diverse cultures, political systems, major religions, noted empires, artistic/intellectual achievements, and technological breakthroughs. Transfer credit: UC; CSU (C2, D3).

**HIST 106 WORLD CIVILIZATIONS II (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A global and historical survey course of world civilizations from 1500 to the present. Focus on Asia/Pacific Islands, Africa, Europe, the Americas, and the Middle East. Emphasis on the origins of global interdependence, revolutions and nationalist movements, the global economy, cultural and religious issues, technological advancements, and current social issues. Transfer credit: UC; CSU (C2, D3).



**HIST 108 SURVEY OF AMERICAN HISTORY (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A single semester survey that stresses major social, political, and cultural developments in the history of the United States. The course examines selected events, personalities and trends from the colonial period to the present. *Transfer credit: UC; CSU (D1).*

**HIST 109 EUROPE SINCE 1945 (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

Analysis of Europe from the end of WWII through the present. Topics include postwar reconstruction, the Cold War, new social movements, cultural differences, the fall of communism, ethnic cleansing, and European unity. *Transfer credit: UC; CSU (C2).*

**HIST 201 UNITED STATES HISTORY I (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

U.S. history to the mid-19th century, emphasizing the development of U.S. political, social, economic and cultural foundations. *Transfer credit: UC; CSU (D1).* (CAN HIST 8; HIST 201 + HIST 202 = CAN HIST SEQ B).

**HIST 202 UNITED STATES HISTORY II (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

U.S. History from Reconstruction to the present. *Transfer credit: UC; CSU (D1).* (CAN HIST 10; HIST 201 + HIST 202 = CAN HIST SEQ B).

**HIST 203 THE UNITED STATES SINCE 1945 (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

United States history since 1945. Focus on the principal political, social, economic, and cultural challenges and achievements in American life. *Transfer credit: UC; CSU (C2, D3).*

**HIST 235 HISTORY OF ETHNIC GROUPS  
IN THE UNITED STATES (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A survey of the social, economic and political history of ethnic groups in the United States, with particular emphasis on minority communities. In addition to examining the histories of individual ethnic communities, the course will explore the historical relationships between different groups. *Transfer credit: UC; CSU (D1).*

**HIST 240 HISTORY OF ETHNIC GROUPS  
IN CALIFORNIA (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

A survey of the social, economic and political history of ethnic groups in California, with particular emphasis on minority communities. In addition to examining the histories of individual ethnic communities, the course will explore the historical relationships between different groups. *Transfer credit: UC; CSU (D2a).*

**HIST 244 AFRICAN AMERICAN HISTORY (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A history of the African-American community, beginning with an introduction to West African society and continuing through colonial times to the present. *Transfer credit: UC; CSU (D1).*

**HIST 248 WOMEN AND THE AMERICAN  
EXPERIENCE (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

This course will examine the experience of women in the United States from the colonial era to the present. Exploration of the diverse ways in which women have lived, worked and contributed to the social, cultural, political and economic development of the United States. *Transfer: UC; CSU (C2, D3).*

**HIST 300 HISTORY OF SAN FRANCISCO (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

The history of San Francisco from its discovery to the present focusing on how it became a prominent U.S. city. Major topics include geography, native populations, European discovery, gold rush, multicultural aspects, social life, politics, natural disasters, crime and punishment, neighborhoods, historical landmarks, parks, transportation, architecture, and international events. *Transfer credit: UC; CSU (D3).*

**HIST 310 CALIFORNIA HISTORY (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.

A study of contemporary California with inquiry into how and why its political, economic, social and cultural qualities have developed. Includes examination of the native Californian, Spanish and American Periods; the institutions, functions and interrelations of federal, state and local politics; California's membership in the Pacific community; and the environment. *Transfer credit: UC; CSU (D2a).*

**HIST 335 HISTORY AND POLITICS OF THE MIDDLE EAST (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

Examination of the historical, political, economic and social issues of the Middle East, including the Israeli-Palestinian Conflict and U.S. foreign policy in the area. Also listed as PLSC 335. Transfer credit: CSU (C2, D3).

**HIST 420 SURVEY OF LATIN AMERICAN HISTORY (3)***Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

A comparative, chronological survey of South and Central American history including geography, indigenous peoples, early contact with Europeans, conquest, and struggle for independence. Development of modern Latin American nations, cultural uniqueness, economics, politics, society, and current problems will be explored. Transfer credit: UC; CSU (C2).

**HIST 430 EARLY ASIAN CIVILIZATIONS (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent.*

A historical and cultural survey of East Asia, South Asia, Southeast Asia, and the Philippines from the origins to the 18th Century. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that have shaped the Asian countries. Transfer credit: UC; CSU (C2, D3).

**HIST 432 MODERN ASIAN CIVILIZATIONS (3)***Three lecture hours per week. 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. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that have shaped the Asian countries. A study of the various modern Asian civilizations is encouraged as a means of acquiring a broad comparative perspective. Transfer credit: UC; CSU (D3).

**HIST 435 HISTORY OF THE PHILIPPINES (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent.*

A historical and cultural survey of the Philippines from its origins to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that have shaped the Philippines. Transfer credit: UC; CSU (C2, D3).

**HIST 453 HISTORY OF CHINA (3)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

A historical and cultural survey of China from its legendary creation to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that have shaped China. A study of China and the various Asian civilizations surrounding China is encouraged as a means of acquiring a broad comparative perspective. Transfer credit: CSU (C2, D3).

**HIST 461 GREAT CITIES OF THE WORLD:****PARIS, MADRID AND ISTANBUL (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An in-depth analysis of the great cities of the world with an emphasis on the more important political, economic, social, artistic and cultural aspects. Cities to be studied are Paris, Madrid and Istanbul. Transfer credit: UC; CSU (C2).

**HIST 462 GREAT CITIES OF THE WORLD:****LONDON, CAIRO AND ROME (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An in-depth analysis of the great cities of the world with an emphasis on the more important political, economic, social, artistic and cultural aspects. Cities to be studied are London, Cairo and Rome. Transfer credit: UC; CSU (C2).

**HIST 463 GREAT CITIES OF THE WORLD:****FLORENCE, TOKYO AND JERUSALEM (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An in-depth analysis of the great cities of the world with an emphasis on the more important political, economic, social, artistic, and cultural aspects. Cities to be studied are Florence, Tokyo and Jerusalem. Transfer credit: UC; CSU (C2).

**HIST 464 GREAT CITIES OF THE WORLD:****NEW YORK, BEIJING AND GRANADA (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An in-depth analysis of the great cities of the world with an emphasis on the more important political, economic, social, artistic and cultural aspects. Cities to be studied are New York, Beijing and Granada. Transfer credit: UC; CSU (C2).

## HOME ECONOMICS

See listings under Family and Consumer Sciences.

## HUMANITIES (HUM.)

### HUM. 106 THE AWAKENING OF INDIVIDUALITY (3) (Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An interdisciplinary exploration of individuality and self-reliance aimed at creating greater self-awareness and critical thinking. Various concepts of individuality are explored along with an examination of trends which destroy it. Creative alternatives aimed at increasing individuality are developed. Partially fulfills general education requirements in the Humanities. *Transfer credit: CSU (C2).*

### HUM. 115 INTRODUCTION TO THE ARTS – LIVE! (3) (Pass/No Pass or letter grade.)

Three lecture hours per week plus attendance of six to eight events. Recommended: Eligibility for ENGL 836.

A broad survey of the arts including music, dance, theater, films, and visual arts with an emphasis on developing arts appreciation both in theory and through attendance and critiques of live performances and exhibits. Partially satisfies the general education requirement in the area of the Humanities. *Transfer credit: UC; CSU (C2).*

### HUM. 116 CHILDREN'S ARTS APPRECIATION (3) (Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

General survey of art forms for children with an emphasis on arts appreciation. Children's literature, music, art, dance, theater, and film will be discussed and analyzed. Opportunities for exploring children's arts in the Bay Area will be identified. Partially fulfills the general education requirement in the Humanities. *Transfer credit: CSU (C2).*

### HUM. 117 THE ARTS, THE SENSES AND THE IMAGINATION (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Exploration and development of skills necessary for arts appreciation. Promotes growth in the areas of sensory awareness, perception, discrimination, interpretation of meaning in works of art, and the importance of the arts in society. Areas of study selected from film, music, poetry, fiction, architecture, painting, drawing, dance, drama, and domestic arts. Partially satisfies general education requirement in the area of the humanities for the Associate Degree. *Transfer credit: CSU (C1).*

## INTERIOR DESIGN (INTD)

### INTD 110 ENVIRONMENTAL DESIGN (3)

Three lecture hours per week.

Detailed studies of the home's interior environment. Selection and arrangement of furnishing; principles and elements of design as they relate to the selection and coordination of the home furnishings and accessories. *Transfer credit: CSU (C1).*

### INTD 120 DESIGNING INTERIORS FOR MULTICULTURAL POPULATIONS (3)

Three lecture hours per week.

Detailed studies of the home's interior environment with an emphasis on the influences of Asian and Latin American cultures, as well as other cultures, on Western interior design; the cultural preferences of members of these cultures living in a Western society will be emphasized. *Transfer credit: CSU (C1).*

## ITALIAN (ITAL)

**Language Lab and Listening Requirement:** Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

### ITAL 103 ITALIAN FOR TRAVELERS (3) (Pass/No Pass or letter grade.)

Three lecture hours per week plus one lab hour per week by arrangement.

This course will assist travelers to Italian-speaking locales to learn basic Italian commonly heard in travel contexts. Students will learn basic grammar; acquire relevant vocabulary, phrases and expressions used in traveling; and will improve listening comprehension. *Transfer credit: CSU.*

### ITAL 111 ELEMENTARY ITALIAN I ((3) (Pass/No Pass or letter grade.)

Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Eligibility for ENGL 836 or ESOL 400, or equivalent.

The first course in a basic two-semester sequence for native and nonnative students. The course covers approximately the same material studied in the first half of a university-level first semester Italian course. Students will acquire a basic ability to speak, read and write in Italian at the elementary level and will learn about the customs, culture and history of the Italian world. *Transfer credit: UC; CSU (C2). (ITAL 111 + ITAL 112 = CAN ITAL 2).*

**ITAL 112 ELEMENTARY ITALIAN II (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: ITAL 111 or equivalent.

The second course in a basic two-semester sequence for native and nonnative students. The course covers approximately the same material studied in the second half of a university-level first semester Italian course. Students will acquire a basic ability to speak, read and write in Italian at the elementary level and will learn about the customs, culture and history of the Italian world. *Transfer credit: UC; CSU (C2).* (ITAL 111 + ITAL 112 = CAN ITAL 2).

**ITAL 121 ADVANCED ELEMENTARY ITALIAN I (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: ITAL 112 or equivalent.

The first course in an advanced elementary two-semester sequence for native and nonnative students. The course covers approximately the same material studied in the first half of a university-level second semester Italian course. Students will acquire a basic ability to speak, read and write in Italian at the advanced elementary level and will learn about the customs, culture and history of the Italian world. *Transfer credit: UC; CSU (C2).* (ITAL 121 + ITAL 122 = CAN ITAL 4).

**ITAL 122 ADVANCED ELEMENTARY ITALIAN II (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: ITAL 121 or equivalent.

The second course in an advanced elementary two-semester sequence for native and nonnative students. The course covers approximately the same material studied in the second half of a university-level second semester Italian course. Students will acquire a basic ability to speak, read and write in Italian at the advanced elementary level and will learn about the customs, culture and history of the Italian world. *Transfer credit: UC; CSU (C2).* (ITAL 121 + ITAL 122 = CAN ITAL 4).

**JAPANESE (JAPN)**

**Language Lab and Listening Requirement:** Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

**JAPN 111 ELEMENTARY JAPANESE I (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Eligibility for ENGL 836 or ESOL 400, or equivalent.

The first course in a two-semester sequence covering the same course material as a university-level first semester. The student will acquire the ability to speak, read and write in the Japanese language at an elementary level and understand Japanese culture at a basic level. *Transfer credit: UC; CSU (C2).*

**JAPN 112 ELEMENTARY JAPANESE II (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: JAPN 111 or equivalent.

The second course in a two-semester sequence covering the same course material as a university-level first semester. The student will acquire the ability to speak, read and write in the Japanese language at an elementary level and understand Japanese culture at a basic level. *Transfer credit: UC; CSU (C2).*

**JAPN 115 BASIC BUSINESS JAPANESE (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement.

Designed to help students learn Japanese for business purposes. Students will acquire relevant vocabulary, phrases and expressions, and will improve listening comprehension. The learner, regardless of language level in Japanese, will become familiar with questions and responses commonly heard in Japanese business contexts. *Transfer credit: CSU.*

**JOURNALISM (JOUR)****JOUR 110 MASS MEDIA AND SOCIETY (3)**

Three lecture hours per week plus one hour by arrangement per week. Prerequisite: Eligibility for ENGL 836 or ESOL 400, or equivalent.

A general-interest survey course which provides a historical and theoretical perspective through which to assess the impact the mass media – newspapers, magazines, the Internet, radio, television, film, advertising, and public relations – have had on society. Students will learn about the rights and responsibilities of the media, as well as the way in which economic, ethical and legal concerns influence media decisions. The course trains students to become discerning media consumers in this information-saturated age. *Transfer credit: UC; CSU (D3).* (CAN JOUR 4).

**JOUR 120 WRITING AND REPORTING FOR THE MEDIA (3)**

Three lecture hours per week plus one hour per week by arrangement. Prerequisite: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Fundamentals of news writing and reporting, including organization of basic news stories, lead writing, development of sources, interviewing, news judgment, copy editing, and legal/ethical issues. Designed for students interested in a career in journalism or mass communications, as well as those seeking better writing skills. Transfer credit: UC; CSU. (CAN JOUR 2).

**JOUR 121 ADVANCED WRITING AND REPORTING FOR THE MEDIA (3)**

Three lecture hours per week plus one hour per week by arrangement. Prerequisite: Completion of JOUR 120 with a grade of C or better.

Focus on advanced reporting skills and convergence journalism, including conveying news stories through more than text. Students enhance their reporting and news writing by cultivating a beat, using the Web and databases, supplementing text with audio and video, creating podcasts, and blogging. Designed to prepare students for the converging worlds of print, broadcast and online journalism. Transfer credit: CSU.

**JOUR 300 NEWSPAPER STAFF (3)**

Three lecture hours and three lab hours by arrangement per week. Prerequisite: Eligibility for ENGL 836, or ENGL 846, or ESOL 400, or equivalent. Recommended: Completion of or concurrent enrollment in JOUR 120.

Production of the college newspaper. Discussion and criticism by staff of the publication. Students will get practical experience in writing as preparation for future print and electronic media work. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**JOUR 301 ONLINE NEWSPAPER STAFF (3)**

Three lecture hours and three lab hours by arrangement per week. Prerequisite: Eligibility for ENGL 836, or ENGL 846, or ESOL 400, or equivalent. Recommended: Completion of or concurrent enrollment in JOUR 120.

Production of the online version of the college newspaper. Discussion and criticism by staff of the publication. Students will get practical experience in writing for an online publication, including using digital photography, video and audio clips for story enhancement. The course prepares students for future print and electronic media work. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**JOUR 302 NEWSPAPER WORKSHOP (1-3) (Pass/No Pass.)**

A minimum of 48 lab hours per unit. Prerequisite: Eligibility for ENGL 836 or ESOL 400, or equivalent. Recommended: Completion of or concurrent enrollment in JOUR 120 or JOUR 121.

Participants perform a variety of activities for *The Skyline View* newspaper, including writing, taking photos or video, blogging, creating podcasts, selling ads, laying out the paper, marketing the paper and journalism program, or participating in any other activity pertinent to the production of the print and online versions of the paper. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**LEARNING SKILLS (LSKL)**

**LSKL 109 SUPPLEMENTAL LEARNING ASSISTANCE FOR ELEMENTARY ALGEBRA (.5)**

**(Pass/No Pass)**

A minimum of 24 lab hours. Corequisite: Concurrent enrollment in MATH 110, MATH 111 or MATH 112.

Provides supplementary learning assistance to students enrolled in Elementary Algebra, either MATH 110, MATH 111 or MATH 112. Under the supervision of qualified faculty, course instructors reinforce concepts and skills learned in Elementary Algebra. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

**LSKL 110 DIRECTED EXPERIENCE IN TUTORING (.5-3)**

**(Pass/No Pass.)**

One lecture hour per week plus a minimum of three lab hours per week by arrangement. Prerequisite: Minimum grade of B in subject to be tutored and letter of recommendation from instructor in the subject area to be tutored.

This course enables students to serve as tutors and provide academic assistance to other students (learners or tutees). Student tutors help tutee study partners to: 1) understand the concepts of specific courses and 2) apply effective study skills. (Open entry.) Transfer credit: CSU.

**LSKL 400 SUPPLEMENTAL LEARNING ASSISTANCE FOR ENGLISH COMPOSITION FOR NONNATIVE SPEAKERS (.5)**

**(Pass/No Pass.)**

A minimum of 24 lab hours. Corequisite: Concurrent enrollment in ESOL 400.

Provides supplementary learning assistance to students enrolled in ESOL 400. Under the supervision of qualified faculty, supplemental instruction leaders reinforce concepts and skills learned in ESOL 400. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

**LSKL 800 SUPPLEMENTAL LEARNING ASSISTANCE  
(.5-3)****(Pass/No Pass.)**

A minimum of 24 lab hours by arrangement per .5 unit. Corequisite: Concurrent enrollment in another course for which the student needs academic support in order to succeed.

Students who need supplementary instruction in the course from which they were referred receive academic support to reinforce course content and bolster academic skills. Under the supervision of qualified faculty members in the Learning Center, faculty or instructional aides will provide individual and/or group instruction to improve learning in areas of assessed need. (Open entry.) May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

**LSKL 801 APPLIED STUDY SKILLS ASSISTANCE  
(.5-3)****(Pass/No Pass.)**

One lecture hour and 1-6 lab hours by arrangement per week.

This course assists students to develop the study skills necessary for successful college work. Under the supervision of the instructor and working with tutors, students will learn a variety of study techniques directed toward specific fields of study. These techniques include note taking, communication skills, outline preparation, etc. (Open entry.) May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)

**LSKL 803 SUPERVISED PEER TUTORING (0)  
(Noncredit.)**

Hours by arrangement. Corequisite: Enrollment in a course for which academic support is needed in order for the student to succeed.

Students who need assistance in the course from which they were referred will receive academic support to reinforce course content and bolster academic skills. Under the supervision of qualified faculty in the Learning Center, peer tutors will provide individual and/or group instruction to improve learning in areas of assessed need. (Open entry.) May be repeated a maximum of three times. (Not applicable to the Associate Degree.)

**LSKL 811 SUPPLEMENTAL LEARNING ASSISTANCE  
FOR FUNDAMENTALS OF MATH (.5)****(Pass/No Pass.)**

A minimum of 24 lab hours. Corequisite: Concurrent enrollment in MATH 811.

Provides supplementary 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. (Units do not count toward the Associate Degree.)

**LSKL 820 COMPUTER-BASED INDEPENDENT  
STUDY (.5-3)****(Pass/No Pass.)**

A minimum of 24 lab hours by arrangement per .5 unit. Corequisite: Concurrent enrollment in a course in which the student needs assistance.

An individualized independent study course using computers in the Learning Center as learning assistance tools to master concepts, conduct online research, prepare college papers, or demonstrate learning through class presentations. Individualized assistance is provided by staff to meet specific student learning needs in conjunction with the requirements of the college course requiring academic assistance. (Open entry.) May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

**LSKL 826 SUPPLEMENTAL LEARNING ASSISTANCE  
FOR BASIC WRITING SKILLS (.5)****(Pass/No Pass.)**

A minimum of 24 lab hours. Corequisite: Concurrent enrollment in ENGL 826.

Provides supplementary learning assistance to students enrolled in ENGL 826. Under the supervision of qualified faculty, course instructors reinforce concepts and skills learned in ENGL 826. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

**LSKL 830 THE SENTENCE (.5)  
(Pass/No Pass.)**

A total of eight lecture hours.

A supplemental course that focuses on the fundamentals of sentence structure so that students can write clearer, more grammatically correct sentences. Students will be able to apply the concepts learned in this course to their writing in any class. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

**LSKL 831 EDITING AND PROOFREADING (.5)  
(Pass/No Pass.)**

A total of eight lecture hours.

A supplemental course that focuses on teaching students to become stronger editors and proofreaders of their own writing. Students will work on error identification and strengthening skills in grammar, sentence structure, word choice, punctuation and mechanics. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

**LSKL 832 SENTENCE COMBINING (.5)  
(Pass/No Pass.)**

*A total of eight lecture hours.*

A supplemental course that focuses on providing students firm grounding in sentence-combining skills. Students will increase the clarity and sophistication of their writing by creating more complex and better-developed sentences. Course covers verbals, appositives, and adjective clauses. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

**LSKL 833 MULTI-INTELLIGENT LEARNING  
STRATEGIES FOR READING  
AND WRITING (.5)**

**(Pass/No Pass.)**

*A total of eight lecture hours.*

A supplemental course that focuses on teaching students about the theory of multiple intelligences so they can identify their own strongest intelligence systems and sample a variety of strategies to improve reading and writing difficulties. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

**LSKL 836 SUPPLEMENTAL LEARNING ASSISTANCE  
FOR WRITING DEVELOPMENT (.5)**

**(Pass/No Pass.)**

*A minimum of 24 lab hours. Corequisite: Concurrent enrollment in ENGL 836.*

Provides supplementary learning assistance to students enrolled in ENGL 836. Under the supervision of qualified faculty, course instructors reinforce concepts and skills learning in ENGL 836. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

**LSKL 853 WRITING AND READING ASSISTANCE  
LAB (.5-3)**

**(Pass/No Pass.)**

*One and one half to nine hours per week of computer lab instruction.*

Provides assistance in reading strategies and all stages of the writing process to students enrolled in any college course. Open daily, the lab allows students flexible drop-in hours and flexibility in instructional methods: one-to-one tutoring, writing and reading software, English practice groups, faculty-taught workshops, and online tutoring. *(Open entry.) May be repeated for credit up to a maximum of 9 units. (Units do not count toward the Associate Degree.)*

**LIBRARY (LSCI)****LSCI 100 INTRODUCTION TO INFORMATION  
RESEARCH (1)**

**(Offered online only.)**

**(Pass/No Pass or letter grade.)**

*One hour per week of individualized study.*

An introduction to basic online research skills using a variety of high quality Web research tools. Emphasis on techniques for effective searching and using critical thinking skills to choose appropriate online research tools and critically evaluate a variety of information sources. *LSCI 100 is offered in an online format. Students must have an email address. May be repeated once for credit. Transfer credit: UC; CSU (E1).*

**LSCI 110 DIGITAL ORAL RESEARCH PROJECT (1)  
(Pass/No Pass or letter grade.)**

*One class hour per week by arrangement.*

A practical introduction to methods and techniques of gathering and documenting oral research using digital audio technology. Students will learn to interview people in order to record and organize information relevant to specific historical, social, cultural, ethnic or other areas of research interest. Completed digital oral research projects will be included in the College Library's oral history website. *(Open entry.) Transfer credit: CSU.*

**LSCI 665 SELECTED TOPICS IN LIBRARY AND  
INFORMATION SCIENCE (.5 or 1 or 1.5)**

**(Pass/No Pass or letter grade.)**

*Minimum of eight lecture hours per .5 unit.*

This course is designed to develop specific skills that are utilized in library research and computerized information access. The course will focus on one specific topic; for example, a specific CDROM or online database, elements of the Internet or World Wide Web, research strategies for specific discipline areas, new research methodologies, etc. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**LITERATURE (LIT.)**

For information on the rotation of Literature courses, refer to the Associate Degree and Certificate Programs section of this catalog under English Major.

**LIT. 101 CONTEMPORARY LITERATURE (3)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.*

Students read, interpret and analyze a representative selection of contemporary literary fiction, poetry and drama since WWII using some of the major theoretical approaches to literature. These readings offer not only a greater critical perspective and insight into contemporary history, but an enhanced understanding of ourselves within our own culture. *Transfer credit: UC; CSU (C2).*

**LIT. 111 SHORT STORY (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.*

Reading, discussing, and writing about a diverse selection of classic and contemporary short fiction. Exploration of a spectrum of voices, styles, formal structures and themes will lead to an understanding and appreciation of stories from different cultures and perspectives. Independent study will encourage in-depth reading of the work of one author. *Transfer credit: UC; CSU (C2).*

**LIT. 113 INTRODUCTION TO THE NOVEL (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.*

Reading, discussing and writing about novels, classic and contemporary. The novel form provides in-depth exploration of characters and ideas and the entry into elaborate imaginative and intellectual worlds. Students will experience a variety of voices, writing styles and cultural perspectives while studying the literary techniques employed by novelists. *Transfer credit: UC; CSU (C2).*

**LIT. 116 INTRODUCTION TO WORLD LITERATURE (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.*

A sampling of world literature, from classic to modern. Students will examine how fiction, poetry, essays and plays are used to express both universal and regional concerns and the human struggle common to all of us. *Transfer credit: UC; CSU (C2).*

**LIT. 151 SHAKESPEARE (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.*

Study of representative plays and poems, with an emphasis on Shakespeare's poetic and dramatic skills and his understanding of human nature. Reading, discussion, critical papers. Students will understand Shakespeare's role in the development of English language and literature. *Transfer credit: UC; CSU (C2).*

**LIT. 166 WOMEN ON WRITING (.5)****(Pass/No Pass or letter grade.)***A total of eight lecture hours.*

Exploration of diverse women's experience as portrayed in a variety of genres. Students will read, hear from and discuss women authors who write in such modes as the novel, short story, poetry, drama, film, news reporting and editorial comment, memoir, biography, and historical fiction. Course participants will examine and celebrate women's voices in contemporary writing. *Also listed as ENGL 166. May be repeated for credit up to a maximum of 3 units. Transfer credit: UC; CSU.*

**LIT. 191 CHILDREN'S LITERATURE (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ESOL 400, or ENGL 836 and READ 836, or ENGL 846, or equivalent.*

An overview of the body of world literature deemed appropriate and enriching for children from infancy to adolescence. Designed to impart knowledge about and practice in storytelling techniques, as well as practical experience in presenting age-appropriate literature to children and youth. Theory and practice in discerning literary genres, criteria for selection, and techniques for using classic and contemporary literature with young people. *Also listed as ECE. 191. Transfer credit: CSU (C2).*

**LIT. 225 MIRRORS OF TODAY:****CONTEMPORARY POETRY (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.*

The poetry of the last quarter of the twentieth century is both a product of and a reaction against our "postmodern condition." This course, by situating major examples of this poetry in the relevant social, intellectual, and critical contexts, clarifies the meaning and methods of contemporary poetry in English. *Transfer credit: UC; CSU (C2).*

**LIT. 251 WOMEN IN LITERATURE (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.*

A study of the historical, sociopolitical and cultural concerns of women as these appear in novels, short stories, and poetry. A glimpse into the struggle for self-identity and the forces that interact in the course of this struggle. *Transfer credit: UC; CSU (C2).*

**LIT. 265 ASIAN AMERICAN LITERATURE (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.*

A survey of Asian American literature will acquaint students with the distinct literary and aesthetic qualities and the personal and cultural concerns of American writers of Asian descent. Authors may include Chinese Americans, Japanese Americans, Vietnamese Americans, Pacific Islanders, Korean Americans, Southeast Asian Americans, and Indian Americans. Material will be presented in a variety of genres. *Transfer credit: UC; CSU (C2).*



**LIT. 266 BLACK LITERATURE (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

A survey of Black American literature from 1619 to the present. Literature such as autobiographical works, poetry, short stories, drama, folk tales, novellas, and novels will be included to introduce and explore the qualities of Black American writing. *Transfer credit: UC; CSU (C2).*

**LIT. 267 FILIPINO AMERICAN LITERATURE (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

A survey of Filipino American writing of the twentieth century will acquaint students with the issues that these American writers of Filipino descent address as they move between different societies. The literature reflects the unique background of shared language and history, as well as the contrasts between the cultures of the Philippines and the United States. Material will be presented in a variety of genres. *Transfer credit: UC; CSU (C2).*

**LIT. 370 READINGS IN LITERATURE OF THE LATINO**  
**IN THE UNITED STATES (3)**

**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

A study of the historical, sociopolitical, and cultural concerns of Latinos in the U.S. as these appear in novels, short stories, and poetry. A glimpse into the struggle for self-identity and the forces that interact in the course of this struggle. *Transfer credit: UC; CSU (C2).*

**LIT. 373 LATIN AMERICAN LITERATURE**  
**IN TRANSLATION (3)**

**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

Latin America's innovative literature vividly portrays life and mores of our neighboring countries to the south. This course samples greater- and lesser-known works in translation, revealing important literary trends and themes which have been held in high esteem throughout the world. Material will be presented in a variety of genres. *Transfer credit: UC; CSU (C2).*

**LIT. 416 MODERN EUROPEAN LITERATURE IN**  
**TRANSLATION (3)**

**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

Historically, and especially today, Europe is a multicultural society with people from all regions of the world. This course may be offered as a survey of European literature or may focus on a specific region. *Transfer credit: UC; CSU (C2).*

**LIT. 432 FOLKLORE (3)**

**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105, or equivalent.

A lively study of folk tales, legends, beliefs, superstitions, proverbs, mythology, folk life, folk speech, folk songs, lyrics, folk epics, and their influence in the literature and culture that form our heritage. Special attention will be given to folklore of various racial and ethnic groups that mold American society. *Transfer credit: UC; CSU (C2).*

**MATHEMATICS (MATH)**

Students are encouraged to take the Math placement tests prior to initial placement in courses. Math placement tests are given to students to assist the counselor and the division in guiding them to the appropriate Math course. Proper placement in Math assures that students will begin their college studies in courses where they will have the best chance of success. Initial placement in classes is recommended on the basis of test scores. The tests are given on announced dates throughout the year. The normal sequence of courses for Mathematics majors is 110, 115, 120, 130, 222, 251, 252 and 253. All students are encouraged to meet with a counselor to determine the correct sequence of Math classes for all majors.

Prerequisites for the various courses are detailed in the descriptions that follow. Questions regarding equivalency of courses, transfer credit, and the like should be referred to the Division Dean.

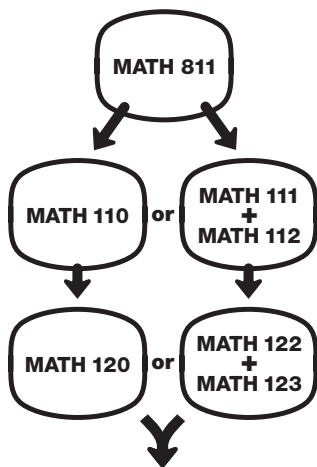
Mathematics courses may require a minimum of one hour by arrangement per week in addition to class hours.

**MATH 110 ELEMENTARY ALGEBRA (5)**

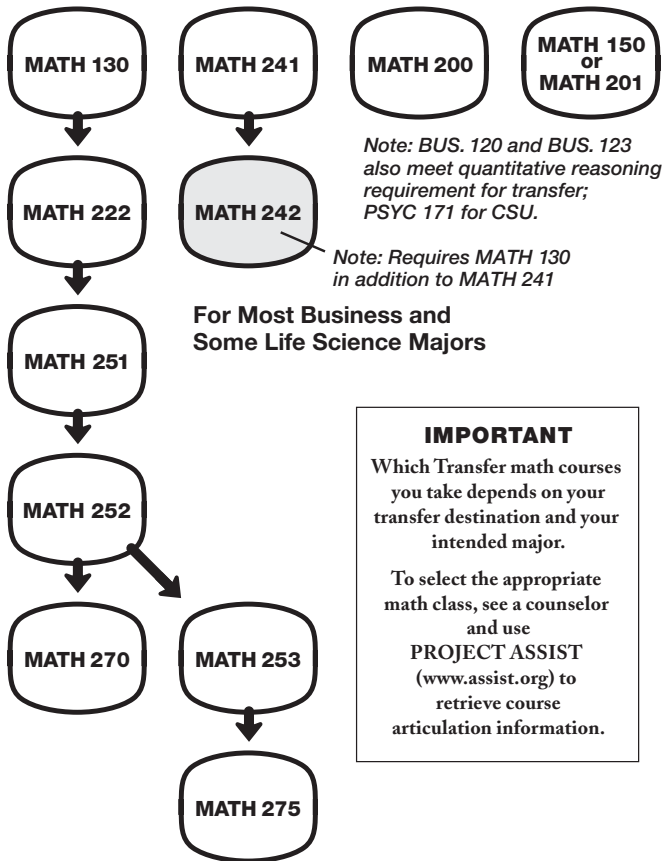
Five lecture hours per week. Prerequisite: Completion of MATH 806 or MATH 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

An introduction to elementary algebra emphasizing basic algebraic concepts and those skills necessary to apply the concepts. Topics will provide an introduction to symbol manipulation and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics, including real numbers, order of operations, linear equations and graphs, polynomials, and factoring will be presented.

## Pre-Algebra and Algebra Sequence



### TRANSFER CLASSES



**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](http://www.assist.org)) to retrieve course articulation information.

**For Most Science, Computer Science and Engineering Majors**

### MATH 111 ELEMENTARY ALGEBRA I (3)

Three lecture hours per week. Prerequisite: Completion of MATH 806 or MATH 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

An introduction to elementary algebra emphasizing basic algebraic concepts. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics, including: real numbers, order of operations, linear equations and graphs. This course is equivalent to the first half of MATH 110 – Elementary Algebra.

### MATH 112 ELEMENTARY ALGEBRA II (3)

Three lecture hours per week. Prerequisite: Completion of MATH 111 with a grade of C or better, or equivalent.

A continued introduction to elementary algebra emphasizing basic algebraic concepts and those skills necessary to apply the concepts. Topics will continue to provide the use of symbol manipulation, and analytical methods for solving applications problems appropriate to the introductory level. The second half of the basic core of mathematical topics of elementary algebra including polynomials, rational and irrational expressions, and quadratic equations will be presented.

### MATH 115 GEOMETRY (4)

Four lecture hours per week. Prerequisite: Completion of MATH 110 with grade C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

A study of Euclidean geometry with aspects of analytic geometry, covering plane and solid figures, the Cartesian coordinate system, and using formal logic.

### MATH 120 INTERMEDIATE ALGEBRA (5)

Five lecture hours per week plus one hour by arrangement per week. Prerequisite: Completion of MATH 110 or MATH 112 with a grade C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, exponentials, radical equations, rational equations, complex numbers, and an extension of the concepts of functions. An emphasis on modeling real life situations. A TI 83 or 84 graphing calculator is required for the course.

## MATHEMATICS

### **MATH 122 INTERMEDIATE ALGEBRA I (3)**

Three lecture hours per week plus one hour by arrangement per week. Prerequisite: Completion of MATH 110 or MATH 112 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

This course will cover all material from MATH 120. In conjunction with MATH 123, a review of elementary algebra. Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, determinants, radical equations, complex numbers, and introduction to functions.

### **MATH 123 INTERMEDIATE ALGEBRA II (3)**

Three lecture hours per week plus one hour by arrangement per week. Prerequisite: Completion of MATH 122 with a grade of C or better, or equivalent.

This course will cover all material from MATH 120. In conjunction with MATH 122, a review of elementary algebra. Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, determinants, radical equations, complex numbers, and introduction to functions.

### **MATH 130 TRIGONOMETRY (4)**

Four lecture hours per week plus one hour by arrangement per week. Prerequisites: 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. A TI 83 or 84 graphing calculator is required for the course. Transfer credit: CSU (B4). (CAN MATH 8).

### **MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (3)**

Three lecture hours plus one hour by arrangement per week. Prerequisite: Completion of MATH 120 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

Intended for future elementary school teachers. Topics covered include elementary set theory, numeration, number systems and operations, and elementary number theory, with emphasis on problem solving. This is the first of a three-course math content sequence that most universities now require for teachers. The other two courses are upper-division. Transfer credit: UC; CSU (B4).

### **MATH 153 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II (3)**

Three lecture hours per week. Prerequisite: Completion of MATH 150 with a grade of C or better, or equivalent.

Second semester in a two-semester sequence for elementary school teachers. Proportional reasoning (ratio, proportion, rates as functions); statistics (graphs, measures of central tendency, dispersion, normal distribution, sampling methods); probability (event/multistage experiments, odds, expected values); geometric shapes (multi-dimensional figures, congruence transformations, symmetry, tessellations); geometry measurement (systems of measurement, multi-dimensional measurements). Transfer credit: UC; CSU (B4).

### **MATH 200 PROBABILITY AND STATISTICS (4)**

Four lecture hours per week plus one hour by arrangement per week. Prerequisite: Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

Basic concepts underlying statistical methods and covers descriptive statistics, probability, probability distributions, hypothesis testing, estimates and sample sizes, correlation and regression, chi-square tests, analysis of variance, and nonparametric statistics. Computer analysis of statistical data is integrated into the course. Applications of statistics to business, life sciences and other areas are included. Transfer credit: UC; CSU (B4). (CAN STAT 2).

### **MATH 201 QUANTITATIVE REASONING (3)**

Three lecture hours per week plus one hour by arrangement per week. Prerequisite: Completion of MATH 120 or MATH 123 with a grade C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

This course develops the necessary concepts and skills for reasoning logically and quantitatively. It provides an overview, with historical perspective, of various useful and interesting facets of mathematics. It satisfies the quantitative reasoning requirement. Transfer credit: UC; CSU (B4).

### **MATH 222 PRECALCULUS (5)**

Five lecture hours per week plus one hour by arrangement per week. Prerequisite: Completion of MATH 130 with a grade of C or better; or equivalent.

Functional and graphing approach to the concepts and skills necessary as background for success in Calculus. Study of more advanced algebra, including logic, theory of equations, translation, rotation and composition approach to graphing, exponential and logarithmic functions, conic sections and a brief review of trigonometry. Transfer credit: UC; CSU (B4). (CAN MATH 16).

**NOTE:** The prerequisite for MATH 242 is both MATH 130 and MATH 241. Students planning to take both MATH 241 and 242 should take MATH 130 prior to entering the sequence.

**MATH 241 APPLIED CALCULUS I (5)**

Five lecture hours per week plus one hour by arrangement per week. Prerequisite: Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

Basic techniques of differential calculus. Selected topics from analytic geometry, limits, differentiation, and applications of the derivative. Transfer credit: UC; CSU (B4). (CAN MATH 30; MATH 241 + MATH 242 = CAN MATH SEQ D).

**MATH 242 APPLIED CALCULUS II (3)**

Three lecture hours per week plus one hour by arrangement per week. Prerequisites: Completion of MATH 130 and MATH 241 with grades of C or better, or equivalent.

Basic techniques of integral calculus. The definition, calculation, and application of the integral. Logarithmic and exponential functions. Partial derivatives, multiple integrals, differential equations, and Taylor Series. Transfer credit: UC; CSU (B4). (CAN MATH 32; MATH 241 + MATH 242 = CAN MATH SEQ D).

**MATH 251, 252, 253 CALCULUS WITH ANALYTIC GEOMETRY I, II & III (5, 5, 5)**

Five lecture hours per week plus one hour by arrangement per week. (MATH 251 + 252 + 253 = CAN MATH SEQ C).

**MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I**

Prerequisite: Completion of MATH 222 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.

The study of limits and continuity, the derivatives, applications of derivative, the definite integral, improper integrals, the conic sections. Transfer credit: UC; CSU (B4). (CAN MATH 18; MATH 251 + MATH 252 = CAN MATH SEQ B.)

**MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II**

Prerequisite: Completion of MATH 251 with a grade of C or better, or equivalent.

The study of applications of the definite integral, vectors, trigonometric and exponential functions, techniques of integration, polar coordinates and parametric equations. Transfer credit: UC; CSU (B4). (CAN MATH 20; MATH 251 + MATH 252 = CAN MATH SEQ B.)

**MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III**

Prerequisite: Completion of MATH 252 with a grade of C or better, or equivalent.

The study of vector valued functions, sequences and series, Taylor's formula, multivariable functions, differential calculus of multivariable functions, and integral calculus of multivariable functions. Line and surface integrals and differential equations will be covered as time permits. Transfer credit: UC; CSU (B4). (CAN MATH 22).

**MATH 270 LINEAR ALGEBRA (3)**

Three lecture hours per week plus one hour by arrangement per week. Prerequisite: Completion of MATH 252 with a grade of C or better, or equivalent.

The study of systems of linear equations, the algebra of matrices, determinants, vector spaces, linear transformations, the algebra of linear transformations with an introduction to dual spaces, eigenvalues and eigenvectors, and the applications of vectors and matrices to linear equations and linear transformations. Transfer credit: UC; CSU (B4). (CAN MATH 26).

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (3)**

Three lecture hours per week plus one hour by arrangement per week. Prerequisite: Completion of MATH 253 with a grade of C or better, or equivalent.

Differential equations and applications of first and higher order with an emphasis on second order. Other topics may include series solutions about regular singular points, LaPlace transforms, operator techniques, and numerical methods of approximation. A course suitable for mathematics, physical science, and engineering students after they have completed the Calculus sequence. Transfer credit: UC; CSU (B4). (CAN MATH 24).

**MATH 650 MATHEMATICS SUPPLEMENT (.5-2) (Pass/No Pass.)**

Twenty-four lab hours for each .5 unit.

Based on individual needs, students will have directed learning experiences to improve their mathematical skills which will promote mastery of skills necessary for success in college level mathematics and science courses. These supplementary lessons will be arranged and supervised in the Math Assistance Lab of The Learning Center. Class hours are devoted to work on specific content areas as prescribed for the individual student. May be repeated for credit a maximum of three times. (Open entry.) (Units do not count toward the Associate Degree.)

**MATH 805 FUNDAMENTALS OF MATHEMATICS I (2.5)**

A minimum of 40 lecture hours plus 8 hours by arrangement.

Basic skills in mathematics, including whole numbers, decimals, an introduction to fractions, and limited geometry and statistics. Using these ideas and skills to solve real life word problems is emphasized. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**MATH 806 FUNDAMENTALS OF MATHEMATICS II (2.5)**

A minimum of 40 lecture hours plus 8 hours by arrangement. Prerequisite: Completion of MATH 805 with a grade of C or better or appropriate placement test score and other measures as appropriate, or equivalent.

Basic skills in mathematics, including whole numbers, decimals, fractions, percents, ratio and proportion, measurement, geometry, basic statistics, and an introduction to signed numbers and order of operations. Using these ideas and skills to solve real life word problems is emphasized. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**MATH 811 FUNDAMENTALS OF MATHEMATICS (3)**

Five lecture hours per week.

Emphasis on basic skills in mathematics including operations on whole numbers and rational numbers. Applications of these operations will be stressed. (Units do not count toward the Associate Degree.)

**MATH 815 BASIC MATH SKILLS LABORATORY (.5-1) (Pass/No Pass.)**

One class hour per week plus lab hours by arrangement.

Designed to make the mysteries of mathematical concepts more clear and understandable. Students will explore the basic concepts of mathematics by using concrete objects, graphs and group discussions. Workshops and by arrangement hours may be included. Should be taken concurrently with MATH 811. May be repeated twice for credit. (Units do not count toward the Associate Degree.)

**MATH 819 MATHEMATICS DEVELOPMENT (3)**

A minimum of 48 lecture hours plus 16 hours by arrangement.

This course prepares students for college-level Mathematics. Topics include whole numbers, decimals, fractions, percents, ratio and proportion, measurement, geometry, statistics, introductory symbolic manipulation, order of operations, and analytic methods for solving linear applications. Course emphasis will be on using these ideas and skills to solve problems from everyday life. Students will be required to complete individual and collaborative work with assignments both in-class and outside of class. Students will be required to use tutoring facilities for assignments as well. Note: This course does not replace any course in Skyline College's required course sequence based on placement testing. (Units do not count toward the Associate Degree.)

**MUSIC (MUS.)**

The courses of the Music Department are specifically designed to fill the needs of the beginner in music, those who are seeking a career in the music business, those who are preparing to transfer to a university, those who want to teach music, and those who simply want to enhance their musical enjoyment.

Students may be asked to audition or test for placement in sequential courses. **Courses marked with an asterisk (\*) require three hours studio practice per week.**

**MUS. 100 FUNDAMENTALS OF MUSIC (3)**

Three lecture hours per week.

Students will learn how to read music notes, rhythms, key signatures, scales and chords. Students will develop listening techniques and explore musical styles and aesthetics. Recital attendance may be required. Appropriate for the general student, this course partially fulfills General Education requirements for the Humanities. Transfer credit: UC; CSU (C1).

**MUS. 110 MUSIC THEORY I (3)**

Three lecture hours per week. Prerequisite: MUS. 100,301, 377 or 401 with a grade of C or better, or equivalent.

Extended practice in and application of written music theory skills. Learn melodic, rhythmic and chord structures needed for performance, writing, understanding and developing strong musicianship. Projects may include composition, arrangements, transcriptions and/or orchestrations. Transfer credit: UC; CSU (C1).

**MUS. 111 MUSICIANSHIP I (2)**

Two lecture hours and one lab hour per week plus three lab hours per week by arrangement. Prerequisite: MUS. 100, 301, 377, or 401 with a grade of C or better, or equivalent.

Extended practice in and application of music theory expressed in performance and listening skills (musicianship skills). Application topics may change from term to term. Projects may focus on a specific musical repertoire or a specific musicianship skill, such as sight-singing, ear training, and/or improvisation. May be repeated twice for credit. Transfer credit: UC; CSU (C1).

**MUS. 115 MUSIC, ART AND IDEAS (3) (Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

An integrated consideration of art and music as reflections of the philosophies and traditions of cultures. The understanding of the various elements common to the creative efforts of art and music are emphasized as a means to enhance and extend a student's recognition, involvement, and ultimately, appreciation of these efforts. Diverse media are examined to demonstrate the realizations of ideas into works of art and music. Also listed as ART 115. Transfer credit: UC; CSU (C1).

**MUS. 144 CONCERT ENJOYMENT (2)****(Pass/No Pass.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A music appreciation course in which live concerts will be attended. The concerts will be selected from a range of musical venues. One week a concert will be attended; the next week it will be critiqued. Group sales keep prices at a minimum. *May be repeated for credit a maximum of three times. Transfer credit: CSU (C1).*

**MUS. 202 MUSIC APPRECIATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

Topics addressed include aesthetics, the variety of ensembles, musical form and design, analysis of the creative process, and criteria for the evaluation of musical performances. Lectures are illustrated by live and recorded examples. Recital attendance may be required. Appropriate for the general student, this course partially fulfills General Education requirements for the Humanities. *Transfer credit: UC; CSU (C1). (CAN MUS 8).*

**MUS. 204 MUSIC HISTORY (3)****(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A guided tour through the history of music of Western Civilization with the aim of broadening and deepening student awareness and appreciation of changing modes of musical expression across the centuries. Covers Medieval, Renaissance, Baroque, Classical, Romantic, Modern, and Popular music genres. Concert attendance may be required. *Transfer credit: UC; CSU (C1).*

**MUS. 240 MUSIC OF THE AMERICAS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

Survey of music of the Americas emphasizing the music of Latin America. Included are African, Latin, Native American, and European influences on American musical forms such as Jazz, Folk, and Popular music and how they intersect with the Classical music tradition. Concert attendance may be required. Partially fulfills General Education requirements for the Humanities. *Transfer credit: UC; CSU (C1).*

**MUS. 250 WORLD MUSIC (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

Survey of selected listening and readings from the music of India, China, Japan, Korea, Indonesia, Pacific Islands, Americas, Africa, and the Middle East. A variety of media, guest speakers/performers will be included. Required attendance at a live performance. *Transfer credit: UC; CSU (C1).*

**MUS. 275 HISTORY OF JAZZ (3)****(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Understanding and enjoying music by studying the historical development of jazz from a musical and sociological perspective. Topics include discussion of musical elements, vocal and instrumental ensembles, artistic values, and the role of jazz in our culture. Concert attendance may be required. Partially fulfills General Education requirements for the Humanities. *Transfer credit: UC; CSU (C1).*

**MUS. 290 INTRODUCTION TO MIDI (MUSICAL INSTRUMENT DIGITAL INTERFACE) MUSIC (2 or 3)**

Two lecture hours per week plus one lab hour per week by arrangement for 2 units or two lecture hours per week plus three lab hours per week by arrangement for 3 units.

Introduction to the use and implementation of MIDI (Musical Instrument Digital Interface) musical instruments, including interfacing with computers and MIDI software. Ability to read music is desirable but not essential. *Transfer credit: CSU.*

**MUS. 301, 302, 303, 304 \*PIANO I, II, III, and IV (1 or 2)**

Two lecture hours and one lab hour per week plus three lab hours by arrangement per week..

Students will be auditioned and placed in one of the following classes:

**MUS. 301 \*PIANO I (2)**

Recommended MUS. 100 or equivalent.

Beginning piano with an emphasis on music reading, keyboard harmony, improvisation and keyboard technique. *Transfer credit: UC; CSU (C1).*

**MUS. 302 \*PIANO II (2)**

Prerequisite: MUS. 301 or demonstration of equivalent skill.

Continuation of Piano I with increased emphasis on sightreading, technique and piano literature. *Transfer credit: UC; CSU.*

**MUS. 303 \*PIANO III (2)**

Prerequisite: MUS. 302 or demonstration of equivalent skill.

Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. *Transfer credit: UC; CSU.*

**MUS. 304 \*PIANO IV (2)**

Prerequisite: MUS. 303 or demonstration of equivalent skill.

Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**MUS. 350 THE ART OF ROCK, RHYTHM & BLUES I (3)**

Three lecture hours per week plus two lab hours per week by arrangement.

A beginning-intermediate performance course for singers, guitarists, bassists, drummers, keyboards and other instrumentalists interested in American contemporary music. Learn to organize a band and negotiate the many aspects of the music business. Students will participate in live performances by arrangement. *Transfer credit: UC; CSU.*

**MUS. 351 THE ART OF ROCK, RHYTHM & BLUES II (3)**

Three lecture hours per week plus two lab hours per week by arrangement. *Recommended: MUS. 350 or equivalent performance experience.*

An intermediate-advanced performance course for singers, guitarists, bassists, drummers, keyboards and other instrumentalists interested in American contemporary music. Learn to organize a band and negotiate the many aspects of the music business. Students will participate in live performances by arrangement. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**MUS. 377 GUITAR I (2)  
(Pass/No Pass or letter grade.)**

Two lecture hours and one lab hour per week plus three lab hours per week by arrangement. *Recommended: MUS. 100 or equivalent.*

Basic guitar instruction. Stringing, tuning, fingering, playing techniques, notation, chords and chord progressions, reading guitar music, strum techniques, fingerpicking, playing simple melodies, and accompaniment. Emphasis on popular and folk music literature. Introduction to music theory for the guitar and voice. Individual and group instruction. *Transfer credit: UC; CSU.*

**MUS. 378 GUITAR II (2)  
(Pass/No Pass or letter grade.)**

Two lecture hours and one lab hour per week plus three lab hours per week by arrangement. *Prerequisite: MUS. 377 or demonstrated equivalent skills.*

Continuation of skills begun in MUS 377. Areas covered include barre-chords, CAGED chord/scale theory, blues scales, accompaniment techniques, and major and minor scale patterns. Emphasis on popular music literature. Intermediate music theory for the guitar. Individual and group instruction. *Transfer credit: UC; CSU.*

**MUS. 379 GUITAR III (2)  
(Pass/No Pass or letter grade.)**

Two lecture hours and one lab hour per week plus three lab hours per week by arrangement. *Prerequisite: MUS 378 or demonstrated equivalent skills.*

Intermediate/advanced guitar instruction. Principles of moveable chord and scale structure (CAGED), advanced strumming and fingerpicking patterns, advanced theory (scale, secondary dominants, and motif development), improvisation, arpeggios, and reading music. Emphasis on American music literature. Individual and group instruction. *May be repeated twice for credit. Transfer credit: UC; CSU.*

**MUS. 380 GUITAR IV (2)  
(Pass/No Pass or letter grade.)**

Two lecture hours and one lab hour per week plus 3 hours by arrangement per week. *Prerequisite: MUS. 379 or equivalent.*

Continuation of the development of skills begun in MUS 379. Additional material includes motif development, improvising, three notes per string scales, blues techniques, counterpoint, walking bass, modern rhythmic techniques, and other advanced guitar techniques. Individual and group instruction. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**MUS. 383 GUITAR ENSEMBLE I (2)  
(Pass/No Pass or letter grade.)**

Two lecture hours and one lab hour per week plus 3 hours by arrangement per week. *Prerequisite: MUS 378 or equivalent.*

A course for guitarists in techniques from Doo-Wop and Rhythm and Blues to Rock in a small ensemble. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**MUS. 401, 402, 403, 404 \*VOICE I, II, III and IV  
(2, 2, 2, 2)**

Two lecture hours and one lab hour per week plus three hours by arrangement per week. *Recommended: MUS. 401 – MUS. 100 or equivalent. Prerequisites: MUS. 402 – MUS. 401 or placement by audition; MUS. 403 – MUS. 402 or placement by audition; MUS. 404 – MUS. 403 or placement by audition. Transfer credit: UC; CSU.*

**MUS. 401 \*VOICE I**

Training in vocal technique, musical expression and performance skills for the beginning singer. Content includes posture, breathing, tone production, music fundamentals, English diction, and performance preparation techniques.

**MUS. 402 \*VOICE II**

Continuation of training in vocal technique, musical expression and performance skills begun in MUS. 401 for the intermediate singer. Content includes refinement of posture, breathing, tone production, and performance preparation techniques. Further studies in music theory and language diction. Emphasis placed on song interpretation and vocal styles.

**MUS. 403 \*VOICE III**

Continuation of training in vocal technique, musical expression and performance skills begun in MUS. 401 and 402 for intermediate/advanced singers. Content includes refinement of posture, breathing, tone production, and performance preparation techniques. Further studies in music theory and language diction. Emphasis placed on song interpretation and vocal styles.

**MUS. 404 \*VOICE IV**

Continuation of training in vocal technique, musical expression and performance skills begun in MUS. 401, 402 and 403 for advanced singers. Content includes refinement of posture, breathing, tone production, and performance preparation techniques. Further studies in music theory and language diction. Emphasis placed on song interpretation and vocal styles. *May be repeated once for credit.*

**MUS. 420 TRADITIONAL KULINTANG MUSIC (2)**

**(Pass/No Pass or letter grade.)**

*Two lecture hours and one lab hour per week plus two lab hours per week by arrangement.*

An introduction to the theory and performance of the traditional bronze gong music and dance of the Southern Philippines, including music and dance of the Maguindanao people of Cotabato, the Maranao people of the Lanao, the Tausug people of Sulu, and the Tiruray people of Upi. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**MUS. 430 CONCERT BAND**

**(.5 or 1 or 1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*Three or five class hours per week.*

Study and performance of music for concert band. Performance is required. Open to all students of the College. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**MUS. 450 JAZZ BAND (1 or 2 or 3)**

*Three or five class hours per week.*

Career course that includes organization, training, procedures, arranging, vocals and other phases of dance band work. Performance is required. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**MUS. 470 CONCERT CHOIR (2 or 3)**

*Eight lecture hours and four lab hours per .5 unit. Recommended: MUS. 100 or equivalent.*

Performance of choral music for accompanied and/or unaccompanied choir. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1).*

**MUS. 475 JAZZ CHOIR (2)**

**(Pass/No Pass or letter grade.)**

*Three class hours per week. Prerequisite: Vocal audition given by the instructor which includes vocalizing, sight-reading, and tonal memory.*

Study and performance of contemporary vocal/choral music within the popular and jazz idioms. Students who play bass guitar, string bass, or drums are also welcome to enroll in this course. Performance is required. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1).*

**MUS. 665 SPECIAL TOPICS IN MUSIC**

**PERFORMANCE (.5-2 or 1 or 2)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus three lab hours by arrangement; no lab hours are required for the 1 unit class. Prerequisite: Successful completion of a beginning applied music course or demonstration of equivalent skill in the performance area.*

Advanced study in specialized areas of the performing arts. Designed for vocalists, pianists, and instrumentalists, this course provides for extended in-depth study of both performance practice and performance art using selected themes as listed in the class schedule. *(Open entry.) May be repeated for credit as topics vary. Transfer credit: UC; CSU.*

**NUTRITION**

See listings under Family and Consumer Sciences.

**OCEANOGRAPHY (OCEN)****OCEN 100 SURVEY OF OCEANOGRAPHY (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Discussion of selected topics in oceanography designed to illustrate the scientific method and provide the student with a basic understanding of the nature of the world's oceans. An introduction to the physical, chemical, biological, and geological aspects of the sea. *Transfer credit: UC; CSU (B1).*



**OCEN 101 OCEANOGRAPHY LABORATORY/  
FIELD STUDY (1)**

Three laboratory/field hours per week. Prerequisite: Completion of or concurrent enrollment in OCEN 100.

Introductory exercises in sediments, waves and sediment transport, bathymetry of ocean basins, materials of ocean crust and sea floor, ocean currents, tides, estuaries, physical and chemical properties of seawater, and forms and diversity of marine life. Field trips included. Transfer credit: UC; CSU (B3).

**OFFICE ADMINISTRATION**

See listings under Computer Applications & Office Technology.

**PARALEGAL STUDIES (LEGL)****LEGL 240 INTRODUCTION TO LAW (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The study of law, the legal profession and the court system. Emphasis is on the roles and relationships of workers in the American legal system. Some attention to administrative agency justice and to recent developments in legal services, law-related management, and new technology. Recommended for students considering work in law-related occupations. Transfer credit: CSU.

**LEGL 245 LEGAL OPERATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course is designed to expose students to the variety of law-related job opportunities and many of the skills necessary to perform those jobs, such as legal analysis, terminology, interviewing, investigation, litigation, law office management, and informal and formal advocacy before administrative agencies. Transfer credit: CSU.

**LEGL 250 LEGAL RESEARCH (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The course is designed to provide students with a working knowledge of major resources in the law library. Includes practice in finding and interpreting case law, statutes and administrative regulations. Student is given experience in using digests, looseleaf services, citators, encyclopedias, treatises and legal periodicals. Transfer credit: CSU.

**LEGL 252 PRINCIPLES OF CIVIL AND  
ADMINISTRATIVE PROCESS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An in-depth study of case processing in civil and administrative matters. An emphasis on the systems approach and origin-to-disposition studies of typical civil and administrative matters. Especially helpful for students enrolled in the courts option, the legal secretary, or legal assistant programs. Transfer credit: CSU.

**LEGL 260 ADVANCED LEGAL RESEARCH AND  
WRITING (3)**

Three lecture hours per week. Prerequisite: LEGL 250.

Build legal research and writing skills by preparing a series of projects, including documents for real cases. Students will polish writing skills so that they can prepare professional high quality documents and effectively communicate legal ideas. Transfer credit: CSU.

**LEGL 265 LABOR LAW AND COLLECTIVE  
BARGAINING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A survey course examining the role of labor in the American community. Specific course content will include the history of the labor movement, administration of labor unions, contemporary labor law, and an analysis of the collective bargaining process. Scope is expanded to include public sector labor relations as well as its traditional private sector counterpart. Transfer credit: CSU.

**LEGL 266 PROBATES, ESTATES, AND TRUSTS  
(1 or 3)**

Three lecture hours per week. Recommended: One or more law related courses completed or taken concurrently and eligibility for ENGL 836.

A study of the fundamental principles of the law of wills and trusts, the administration of estates, and gift, inheritance and estate taxes. Transfer credit: CSU.

**LEGL 304 CONCEPTS OF CRIMINAL LAW (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Historical development and philosophy of criminal law and constitutional provisions. Special emphasis on legal definitions, the classifications of crime and their application to the administration of justice system. Study of case law, methodology, and concepts of law as a social force. Also listed as ADMJ 104. Transfer credit: CSU.

**LEGL 305 JUDICIAL PROCESS IN CALIFORNIA (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An overview of the federal court system, the California courts, and administrative agency tribunals. Careful examination of roles and relationships of the courthouse work group. Also listed as ADMJ 205. Transfer credit: CSU.

**LEGL 306 LEGAL ASPECTS OF EVIDENCE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions and interpreting individual rights and case studies. Also listed as ADMJ 106. Transfer credit: CSU.

**LEGL 320 CRIMINAL INVESTIGATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A course designed for introductory and in-service Administration of Justice students to provide orientation to general and specific aspects of crimes and detection. The course will also cover crime scene searches and suspect apprehension. Also listed as ADMJ 120. Transfer credit: CSU.

**LEGL 443 LAW OFFICE PROCEDURES (1-3)**

A total of sixteen lecture hours plus twenty-four lab hours by arrangement per unit. Prerequisites: CAOT 212 or 214 and BUS. 400 or equivalent skills. Recommended: Eligibility for ENGL 836.

Intensive training in procedures applicable to secretarial duties in law offices. Emphasis on legal terminology, legal documents and correspondence, dictation, and transcription. Also listed as BUS. 443. May be repeated for credit up to a maximum of 4 units. Transfer credit: CSU.

**LEGL 445 LAW OFFICE MANAGEMENT (3)**

(Pass/No Pass or letter grade.)

A minimum of 48 lecture hours. Prerequisite: CAOT 212 or 214, or equivalent. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Introduction to the fundamentals of law office administration, personnel management, and accounting operations. Designed to familiarize legal paraprofessionals (legal secretaries, paralegals and law office clerks) with the practical inner workings of a law office, including an understanding of law office fundamentals. Law office management goes beyond analyzing mere productivity and includes being sensitive to ethical concerns and providing quality legal services to clients. Also listed as BUS. 445. May be repeated once for credit. Transfer credit: CSU.

**PHILOSOPHY (PHIL)****PHIL 100 INTRODUCTION TO PHILOSOPHY (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105.

A survey of philosophical views on fundamental questions concerning consciousness, reality, God, knowledge, free will, moral values, and political ideals. Incorporates an introduction to the methods of logic and critical thinking. Transfer credit: UC; CSU (C2). (CAN PHIL 2.)

**PHIL 103 CRITICAL THINKING (3)**

(Pass/No Pass or letter grade.)

Three lecture hours and one lab hour by arrangement per week. Recommended: Eligibility for ENGL 836.

An informal logic and language course that develops general learning skills, aids to understanding, creative problem-solving, effective communication, and processes of evaluation that are helpful to other areas of study. Transfer credit: UC; CSU (A3).

**PHIL 109 CRITICAL THINKING AND WRITING (3)**

Three lecture hours and one lab hour by arrangement per week. Prerequisite: ENGL 100 or ENGL 105 with a grade of C or better.

Designed to develop critical thinking and writing skills. Presents techniques for analyzing, constructing and reconstructing deductive and inductive arguments as used in the social and natural sciences. Develops the ability to create and refine logically rigorous arguments in essay form, with particular emphasis on advanced techniques of writing. Transfer credit: UC; CSU (A3).

**PHIL 160 HISTORY OF WESTERN PHILOSOPHY:**

**ANCIENT AND MEDIEVAL (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The history of ancient philosophy, the early Greek Philosopher through the Medieval Period. Special emphasis on the Pre-Socratics, Plato, Aristotle, Augustine, and Aquinas. Topics include philosophy and religion, myth, science, and society. Transfer: UC; CSU (C2).

**PHIL 175 HISTORY OF WESTERN PHILOSOPHY:**

**16TH-18TH CENTURY (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

The history of Western Philosophy from Descartes through Kant, set in the context of the scientific revolution, the Protestant Reformation, and the emergence of modern political institutions. Specifics include Erasmus, Bacon, Pascal, Hobbes, Spinoza, Locke, Leibniz, Berkeley, Hume and Rousseau. Transfer credit: UC; CSU (C2).

**PHIL 195 HISTORY OF WESTERN PHILOSOPHY:**

**19TH AND 20TH CENTURY (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A survey of 19th and 20th century philosophy in its historical and cultural context. Examination of intellectual movements such as liberalism, positivism, Marxism, Darwinism, psychoanalysis, existentialism, and post-modernism. Critical reading of influential thinkers such as Hegel, Marx, J.S. Mill, Kierkegaard, Darwin, Nietzsche, Freud, Bertrand Russell, Wittgenstein, J.P. Sartre, J.J. Ayer, Quine, and Daniel Dennett. Transfer credit: CSU (C2).

**PHIL 200 INTRODUCTION TO LOGIC (3)**

Three lecture hours and one lab hour per week by arrangement. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent; and eligibility for MATH 120 or equivalent.

An introduction to symbolic logic with an emphasis on proof systems for propositional and predicate logic. Includes translation of English sentences into a symbolic language, patterns and techniques of deductive and inductive inference, and basic probability theory. Transfer credit: UC; CSU (A3). (CAN PHIL 6).

**PHIL 240 INTRODUCTION TO ETHICS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105.

A critical examination of philosophical views about ethics including accounts of human nature and human potential; theories of value, rightness and justice; ideals of character, personal aims, action, ways of living, and other topics. Contemporary moral issues will be explored in depth. Transfer credit: UC; CSU (C2). (CAN PHIL 4.)

**PHIL 280 INTRODUCTION TO POLITICAL PHILOSOPHY (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

An introduction to political philosophy. Readings and critical discussion of political philosophies (such as liberalism, conservatism, communitarianism, libertarianism, socialism, feminism, etc.) through readings by influential thinkers (such as Hobbes, Locke, Rousseau, Kant, Mill, Marx, Rawls, and contemporary writers). Topics include theories of human nature, conceptions of justice, the relationship between the individual and the state, the distribution of wealth and power, the significance of ideology, and the role of markets. Also listed as PLSC 280. Transfer credit: CSU (C2, D3).

**PHIL 300 INTRODUCTION TO WORLD RELIGIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105.

An exploration of the religions of the world, their origin, history, beliefs, practices, art, and rituals. Includes varieties of Hinduism, Buddhism, Judaism, Christianity, Islam, and other selected traditions. Transfer credit: UC; CSU (C2).

**PHIL 312 INTRODUCTION TO PHILOSOPHY OF RELIGION (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

An introduction to philosophical thinking about religion, with an emphasis on issues central to traditional monotheism. This course teaches how to critically exam-

ine arguments concerning the origin of religion, the existence of God, the historicity of miracles, the veridicality of religious and mystical experience, the existence of spirits or souls, the possibility of life after death, the equal validity of all religions, and other topics. Transfer credit: CSU (C2).

**PHIL 320 ASIAN PHILOSOPHY (3)**

(Pass/No Pass or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

A general survey of the philosophical developments in India, China and Japan. Major philosophical theories of these countries will be compared and evaluated. The philosophical impact on Asian existence, human destiny, ethical and metaphysical views will be examined. Course includes an introduction to the challenges of comparative study. Transfer credit: UC; CSU (C2).

**PHYSICAL EDUCATION (MEN, WOMEN, CO-ED)**

The Physical Education courses listed below are for men or women or are coeducational as shown in parentheses following the number of the course (M, W, C).

In order to raise skill levels, and on the advice of the instructor, some physical education classes may be taken up to four times for credit. Repeated course units might not be accepted for transfer at some four-year institutions.

**Adaptive Physical Education (ADAP)****ADAP 348 (C) ADAPTIVE PHYSICAL EDUCATION (1 or .5-1)**

(Pass/No Pass or letter grade.)

A minimum of 48 class hours plus one hour per week by arrangement for 1 unit sections; a minimum of 24 class hours plus one hour per week by arrangement per .5 unit for variable sections. Prerequisite: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor). Recommended: Concurrent enrollment in ADAP 349 or ADAP 357.

Designed to meet the individual needs of each student. Recreational sports of limited activity, isometric and isotonic programs, and remedial rehabilitative activities. Corrective programs are available. Individual student programs are developed after consultation with physician. (Variable unit sections are open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**ADAP 349 (C) FUNCTIONAL ADAPTED FITNESS ASSESSMENT (1 or .5-1)**

**(Pass/No Pass or letter grade.)**

A minimum of 48 class hours for 1 unit sections; a minimum of 24 class hours per .5 unit for variable sections. Corequisite: Concurrent enrollment in ADAP 348 or ADAP 356, and physician's approval.

Individual and small group assessment and participation in functional fitness, emphasizing flexibility, strength, balance, coordination and general mobility. (Variable unit sections are open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**ADAP 356 (C) ADAPTED TOTAL FITNESS (1 or .5-1)**  
**(Pass/No Pass or letter grade.)**

A minimum of 48 class hours plus one hour per week by arrangement for 1 unit sections; a minimum of 24 class hours plus one hour per week by arrangement per .5 unit for variable sections. Prerequisite: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor). Corequisite: Concurrent enrollment in ADAP 357 or ADAP 349.

Individual and group participation in exercise using mats, chairs, cardio and weight equipment appropriate for a verified physical disability. (Variable unit sections are open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**ADAP 357 (C) PHYSICAL EDUCATION FOR INDIVIDUALS WITH SPECIAL NEEDS (1 or .5-1)**

**(Pass/No Pass or letter grade.)**

A minimum of 48 class hours plus one hour per week by arrangement for 1 unit sections; a minimum of 24 class hours plus one hour per week by arrangement per .5 unit for variable sections. Prerequisite: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor). Corequisite: Concurrent enrollment in ADAP 348 or ADAP 356.

Individual and small group physical fitness needs assessment and participation in exercise, movement patterns, and learning how to accommodate limitations necessary to succeed in a variety of adapted physical education courses. (Variable unit sections are open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

**ADAP 358 ADAPTED STRENGTH DEVELOPMENT (1 or .5-1)**

**(Pass/No Pass or letter grade.)**

A minimum of 48 class hours for 1 unit sections; a minimum of 24 class hours per .5 unit for variable sections. Prerequisite: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor). Corequisite: Concurrent enrollment in ADAP 349, 357 or 359.

An introduction to the discipline of Physical Education through strength development in the context of an individual's physical, intellectual and/or affective abilities and limitations. Topics will include equipment use, etiquette, safety, nutrition, and techniques related to strength training for individuals with disabilities. Variable unit sections are open entry. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**ADAP 359 BALANCE AND FUNCTIONAL MOVEMENT FOR THE PHYSICALLY LIMITED (1 or .5-1)**  
**(Pass/No Pass or letter grade.)**

A minimum of 48 class hours for 1 unit sections; a minimum of 24 class hours per .5 unit for variable sections. Corequisite: Concurrent enrollment in ADAP 348, 356 or 358.

Assessment and training to enhance coordination, balance and neuromuscular function. Emphasis on functional movement, movement efficiency resulting in improved posture, and functional movement experiences. Variable unit sections are open entry. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**Combatives (COMB)**

**COMB 301, 302 (C) WRESTLING, BEGINNING AND INTERMEDIATE (.5 or 1)**

**(Pass/No Pass or letter grade.)**

One and one half or three class hours per week. Prerequisites: Intermediate – Beginning Wrestling or equivalent.

**Beginning** – Instruction in rules and scoring systems. Instruction in take-downs, escapes, reversals, break-downs, rides, and pinning combinations. Transfer credit: UC; CSU (E2).

**Intermediate** – Competition in dual competition and a class tournament. May be repeated twice for credit. Transfer credit: UC; CSU (E2).

**COMB 401 (C) SELF DEFENSE (.5 or 1)**  
**(Pass/No Pass or letter grade.)**

One and one half or three class hours per week.

A course designed to gain knowledge about basic self defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. Both non-violent and violent defenses will be dealt with. May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).

## PHYSICAL EDUCATION (COMBATIVES – DANCE)

### **COMB 404 (C) BEGINNING SHOTOKAN KARATE (.5 or 1)**

**(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

This course will introduce the student to the skills and techniques of the Japanese art of Shotokan Karate. Emphasis will be placed on physical conditioning, basic strikes and blocks, forms (kata), sparring techniques, self-discipline and self-development. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **COMB 405 (C) INTERMEDIATE AND ADVANCED SHOTOKAN KARATE (.5 or 1)**

**(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: COMB 404.*

This course will reinforce the basic skills and techniques of the Japanese art of Shotokan Karate. Intermediate and advanced techniques will be introduced as appropriate. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

## **Dance (DANC)**

### **DANC 105 (C) DANCE AND WELLNESS (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours per week.*

This course is designed to introduce students with physical limitations due to injury, illness or physical disability to the fundamentals of dance. Course emphasis is tailored to the development of individuals' creative potential. Students will compose final group projects. Opportunities may include participation in dances choreographed by the instructor. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **DANC 110 (C) MODERN DANCE (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Warm-up and floor movement with emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2, C1).*

### **DANC 130 (C) JAZZ DANCE (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours per week.*

Jazz dance warm-up and introduction to various movement forms with emphasis on rhythm, style, and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the end of the semester. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2, C1).*

### **DANC 140 (C) BALLET (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Basic barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2, C1).*

### **DANC 152 CUBAN ROOTS OF SALSA (.5 or 1) (Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours.*

Introduction to the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. Because of these roots, students will develop an authentic base that will serve as a foundation for all Latin social dances. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

### **DANC 161 (C) TANGO ARGENTINO (.5 or 1) (Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours.*

Designed to introduce students to the essence of Argentine tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students will develop musicality and focus on the connection between partners in order to dance confidently in social settings around the world. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **DANC 162 (C) TANGO MILONGA (.5 or 1) (Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours. Prerequisite: DANC 161 or equivalent.*

Students will learn more advanced steps which are recognizable from professional tango productions. Tango students will be introduced to Milonga, an Argentine dance which is the precursor to the tango. Viewing tango and Milonga as a language, students will develop musicality and focus on the connection between partners in order to dance confidently in social settings. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**DANC 163 (C) TANGO BUENOS AIRES (.5-1)  
(Pass/No Pass or letter grade.)**

*One and one half to three class hours per week. Prerequisite: Successful completion (grade of C or better) of DANC 161 and 162 or equivalent.*

Students will begin to develop more confidence, demystifying and internalizing the tango's structural elements and intricacies. This class culminates with tango performances. *(Open entry.) May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**DANC 164 TANGO DE LA CONFITERIA (.5 or 1)  
(Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours. Prerequisite: Successful completion (grade of C or better) of DANC 161, or equivalent. Recommended: Two years of tango study.*

Designed to strip tango down to its joyful essence, with many of the most fun steps of Buenos Aires from the past and today. Focus is on connecting with one's partner, dancing rhythmically, and feeling harmonious and happy in one's body, with one's partner, and with the music. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**DANC 165 TANGO PERFORMANCE IMPROVISATION  
(.5 or 1)**

**(Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours. Prerequisite: Successful completion (grade of C or better) of DANC 162 or DANC 164, or equivalent. Recommended: Three years of tango study.*

Designed to combine traditional close embrace tango with Tango Nuevo and stage elements to learn to comfortably combine styles improvisationally. Students will learn stage elements and how to use them improvisationally for performance. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**DANC 167 (C) SWING DANCE I (.5 or 1)  
(Pass/No Pass or letter grade.)**

*A total of 24 or 48 class hours.*

Beginning level instruction, demonstration and practice in swing dances, such as the Charleston, Lindy Hop, Balboa, Shag, East Coast Swing, and West Coast Swing. *Transfer credit: UC; CSU (E2).*

**DANC 168 (C) SWING DANCE II (.5 or 1)  
(Pass/No Pass or letter grade.)**

*A total of 24 or 48 class hours. Prerequisite: DANC 167 or equivalent.*

Intermediate instruction, demonstration and practice in swing dances such as the Charleston, Lindy Hop, Balboa, Shag, East Coast Swing and West Coast Swing. *Transfer credit: UC; CSU (E2).*

**DANC 169 (C) SWING DANCE III (.5 or 1)  
(Pass/No Pass or letter grade.)**

*A total of 24 or 48 class hours. Prerequisite: DANC 168 or equivalent.*

Advanced instruction, demonstration and practice in swing dances such as the Charleston, Lindy Hop, Balboa, Shag, East Coast Swing, and West Coast Swing. *May be repeated twice for credit. Transfer credit: UC; CSU (E2).*

**DANC 171 CHINESE DANCE WORKOUT (.5 or 1)  
(Pass/No Pass or letter grade.)**

*A total of 24 or 48 class hours plus one hour per week by arrangement.*

A variety of exercise movements based on Chinese folk, classical, ballet and contemporary dance choreographed to develop muscular strength, muscular endurance, flexibility, cardiovascular endurance, and body composition. Routines will utilize various forms of Chinese dance and music to provide a fitness workout. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

**DANC 330 (C) CREATIVE DANCE (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week.*

Introduction to principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2, C1).*

**DANC 350 (C) CARDIO DANCE (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Vigorous steps, stretches and toning movements from many sources: folk, jazz, ballet, modern, rock, etc., are choreographed to various rhythms to compose the Cardio Dance class. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1, E2).*

**DANC 390 (C) DANCE COMPOSITION/THEORY/  
CHOREOGRAPHY (3)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week.*

This course is designed to introduce the student to aesthetic, philosophical and theoretical concepts regarding composition. Designed for both the serious dance student as well as students interested in exploring a new art form. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

## PHYSICAL EDUCATION (DANCE – FITNESS)

### **DANC 400 (C) DANCE PRODUCTION (.5-2) (Pass/No Pass or letter grade.)**

*One and one half to six class hours and two to five hours by arrangement per week.*

Theory and practice in dance composition, evaluation and program production. The participant will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. (Open entry.) *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (C1, E2).*

### **DANC 440 (C) PRINCIPLES OF DANCE COMPANY/ ARTS PROGRAM MANAGEMENT (.5-2) (Pass/No Pass or letter grade.)**

One and one half to six class hours and two to five hours by arrangement per week.

This course includes all phases of arts event planning: creating an event calendar; performance themes and standards; funding and budgeting; and promotion and publicity. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. (Open entry.) May be repeated for credit a maximum of three times. Transfer credit: CSU.*

### **DANC 450 (C) INTERMEDIATE/ADVANCED DANCE PRODUCTION (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours and two hours by arrangement per week. Prerequisite: DANC 400 or equivalent.*

This course is designed for the intermediate/advanced student to improve technical dance training and performance skills. Aesthetic, philosophical and theoretical concepts regarding performing will be covered. Students will be required to perform in a dance choreographed by advanced student or faculty. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **DANC 665 (C) SELECTED TOPICS: DANCE IN CULTURAL CONTEXT (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours per week.*

This course is designed to introduce students to the fundamentals of different styles of dance from selected cultures. It is designed for the serious dancer interested in learning ethnic dance forms as well as the general student. In-depth study of selected dance forms such as Flamenco, Congolese, and Capoeira. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

## **Fitness (FITN)**

### **FITN 106 (C) VARSITY CONDITIONING (.5 or 1 or 1.5 or 2)**

*A minimum of 24 class hours per .5 unit.*

This course is intended for out-of-season varsity athletes to provide fitness and strength programs that will prepare them for intercollegiate competition. May include strength, cardiovascular, agility, speed and sport specific training. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **FITN 110 (C) ADULT CONDITIONING (.5 or 1 or 2) (Pass/No Pass or letter grade.)**

*A minimum of 24 class hours plus one hour per week by arrangement per .5 unit.*

Designed to introduce students to various modes of physical activities such as stretching, walking and jogging, weight training and informal games for the development of their personal fitness programs. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **FITN 112 (C) CROSS TRAINING (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*A minimum of 24 class hours per .5 unit.*

A course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities that may include Spinning, weight training or resistance exercise, yoga, pilates, hiking, running, and/or fitness walking. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **FITN 116 (C) BODY CONDITIONING (.5 or 1 or 2) (Pass/No Pass or letter grade.)**

*A minimum of 24 class hours per .5 unit.*

Instruction and personal fitness program development. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **FITN 160 (W) WOMEN'S CONDITIONING (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Study and practice of movements to develop or improve individual physical fitness. Exercises range from mild to vigorous. Individual fitness programs will be developed. Endurance activities are stressed. Emphasis on understanding the needs and benefits of regular and continuing exercise. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 166 GOLF FITNESS (.5 or 1)  
(Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours.*

Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardio vascular fitness levels in activities and exercises geared toward improving golf performance. Individualized programs will be created. *May be repeated a maximum of three times for credit. Transfer credit: CSU (E2).*

**FITN 182 (C) INTRODUCTION TO TAI CHI  
(.5 or 1 or 2)**

**(Pass/No Pass or letter grade.)**

*A minimum of 24, 48 or 96 class hours.*

An introduction to Tai Chi as an internal martial art using flowing, circular movements to generate power and energy, such that “soft” is able to overcome “hard.” Students will learn the 37-posture Yange style short form to enhance balance, posture, concentration, circulation, and relaxation. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**FITN 201, 202 (M) MEN’S WEIGHT CONDITIONING  
BEGINNING AND INTERMEDIATE  
(.5 or 1)**

**(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Intermediate – Beginning Weight Conditioning or equivalent.*

**Beginning** – Instruction and practice in the elementary lifts and procedures of weight training. Emphasis on form and techniques, safety-procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Transfer credit: UC; CSU (E2).*

**Intermediate** – Specialization and development of individual programs. *May be repeated twice for credit. Transfer credit: UC; CSU (E2).*

**FITN 205 (C) WEIGHT CONDITIONING (.5 or 1 or 2)  
(Pass/No Pass or letter grade.)**

*A minimum of 24 class hours plus one hour per week by arrangement per .5 unit..*

Individual weight training program instruction and practice to include elementary to advanced exercises and procedures. Physiology of exercise, nutrition, safety, basic to advanced program development for individual workout programs. Use of various equipment and techniques for the development of overall strength, endurance, flexibility and improvement of body composition. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 301 (C) SPINNING®  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week.*

Spinning is an aerobic exercise performed on a stationary racing bicycle and done to high cadence music. An exciting and fast paced workout, open to anyone who is interested in losing body weight or improving their aerobic conditioning. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 303 (C) TRAIL HIKING (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Designed to educate students in the development of cardiovascular fitness and healthy lifestyle through the media of hiking. An indepth experience on styles, various hiking trails, equipment and techniques, as well as the development and evaluation of fitness through hiking. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 304 (C) WALKING FITNESS (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Completion of the first (pre) tests of the Physical Education Evaluation Program.*

This course will help students gain an understanding of cardiovascular fitness through walking. Students will understand and evaluate their individual levels of cardiovascular fitness and develop a personal walking program. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 305 (C) CARDIOVASCULAR DEVELOPMENT -  
RUNNING EMPHASIS, BEGINNING TO  
ADVANCED (.5 or 1)**

**(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Instruction in methods to achieve total fitness through cardiovascular activities with emphasis on running. The advanced student (any student repeating the course) must submit an objective for the semester related to his/her running. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**FITN 332 (C) STRETCHING AND FLEXIBILITY (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

This course is designed to help condition and tone the body, to increase circulation and flexibility, and to improve total body functions through the use of proper breathing techniques, stretching and selected postures. This course will also help decrease the level of stress through meditation and relaxation exercises. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*



## PHYSICAL EDUCATION (FITNESS – INDIVIDUAL ACTIVITIES)

### **FITN 334 (C) YOGA (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

A course designed to educate the student in Hatha Yoga. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; and teach relaxation techniques. This course is appropriate for all ages and abilities. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **FITN 335 (C) PILATES (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours per week.*

Pilates method exercise is a form of isometric exercise that simultaneously stretches, strengthens, tones and aligns the body while eliminating excess tension and strain on the joints. Pilates is designed to improve posture, coordination and balance; build strength; increase flexibility and agility; and provide a refreshing mind-body workout. *May be repeated for credit a maximum of three times. Transfer credit: UC, CSU (E2).*

### **FITN 336 YOGA FOR FITNESS AND WELLNESS (.5 or 1 or 2)**

#### **(Pass/No Pass or letter grade.)**

*A total of 24, 48 or 96 class hours plus one hour per week by arrangement. Recommended: Successful completion of FITN 334 or equivalent.*

Intermediate level Hatha Yoga postures designed to improve general fitness and wellness. Students will use a variety of asanas to improve muscular strength, muscular endurance, flexibility, and body composition. In addition, relaxation techniques will be stressed as a method for reducing stress and promoting wellness. The historical roots and philosophy of yoga will also be covered. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

### **FITN 400 (C) FITNESS ACADEMY (.5-3) (Pass/No Pass or letter grade.)**

*One and one half to nine class hours and one to three hours by arrangement per week.*

Various fitness activities will be employed by the students to raise their individual fitness levels. Assessments of the students' fitness levels will be made once they have completed a series of fitness tests. From the results of these tests, personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

## Individual Activities (INDV)

### **INDV 101, 105 (C) ARCHERY, BEGINNING AND INTERMEDIATE (.5 or 1)**

#### **(Pass/No Pass or letter grade.)**

*A total of 24 or 48 class hours. Prerequisite: INDV 105 – INDV 101 or equivalent.*

**Beginning** – Fundamentals of target archery; individual and team competition. Study of rules, scoring terminology and care and selection of archery equipment. *Transfer credit: UC; CSU (E2).*

**Intermediate** – Continued instruction in techniques (with increasing distances), games and competitions, team and individual competition. *May be repeated twice for credit. Transfer credit: UC; CSU (E2).*

### **INDV 121, 125 (C) BADMINTON, BEGINNING AND ADVANCED (.5 or 1)**

#### **(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week. Prerequisite: Advanced – Beginning Badminton or equivalent.*

**Beginning** – Rules and strategies of badminton; fundamentals of grip, strokes, footwork and court coverage, drills and competition, testing program, tournaments in singles and doubles. *Transfer credit: UC; CSU (E2).*

**Advanced** – Emphasis on strategy, tactics, footwork, doubles team work, and singles game. *May be repeated twice for credit. Transfer credit: UC; CSU (E2).*

### **INDV 126 (C) COED CLUB BADMINTON (.5 or 1) (Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours. Prerequisite: INDV 121 or equivalent.*

Coed class which prepares students for badminton competition through drills and physical training; in class competition. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **INDV 141 BOWLING (.5 or 1 or 2) (Pass/No Pass or letter grade.)**

*A minimum of 24, 48 or 96 class hours.*

Instruction and practice in the fundamental skills of stance, approach, release and roll as related to bowling. The study of rules, etiquette and scoring will also be covered. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

### **INDV 160 (C) GOLF (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Lectures on techniques, rules, etiquette, and philosophy for beginning, intermediate and advanced golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 165 (C) GOLF: SHORT GAME (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week.*

Designed to improve the skills of pitching, chipping, putting and greenside sand play. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 167 (C) GOLF COURSE STRATEGIES (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week. Recommended: INDV 160 or equivalent.*

Designed for students who have established skills in golf who want to play competitively and develop a handicap with the Northern California Golf Association. Students will participate in structured play and learn numerous aspects of golf strategy, scoring and golf course management. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 168 TOURNAMENT GOLF (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week. Prerequisite: INDV 160, INDV 165 or INDV 167, or equivalent.*

Emphasis on preparation for tournament golf. Includes an overview of rules pertaining to stroke play and match play tournaments, etiquette, and strategies of tournament play. Includes drills and instruction for skill improvement and an emphasis on tournament play at local nine hole courses. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 169 (C) GOLF SWING ANALYSIS (.5 or 1)  
(Pass/No Pass.)**

*A total of 24 or 48 class hours plus one hour per week by arrangement.*

Through the use of video swing analysis, drills, and instructor feedback, students will increase golf swing competency in a practical setting and in tournament play. The course will be conducted at a local golf range, local nine-hole courses, and hours by arrangement at the campus. Open to all levels. This is a companion course to INDV 160, 165, 167 and 168. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**INDV 251 (C) BEGINNING TENNIS (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play; testing program in all tennis skills and rules. Includes use of automatic ball machine. *Transfer credit: UC; CSU (E2).*

**INDV 253, 255 (C) TENNIS, INTERMEDIATE AND  
ADVANCED (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Intermediate – INDV 251 or demonstration of equivalent skills. Advanced – INDV 253 or demonstration of equivalent skills.*

Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy, including the essence of net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *INDV 255 may be repeated once for credit. Transfer credit: INDV 253 – UC; CSU (E2); INDV 255 – UC; CSU (E2).*

**Physical Education (P.E.)**

**P.E. 105 (C) THE STUDENT-ATHLETE  
EXPERIENCE (2)**

**(Pass/No Pass or letter grade.)**

*Two lecture hours per week.*

A survey course examining the historical, sociological, health and compliance issues related to student athletes at the community college and university level. Topics include gender issues, racism, and performance-enhancing drug use in sports. Students will be able to cite community college eligibility requirements and matriculation requirements upon completion of this course. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer credit: UC; CSU (E1).*

**P.E. 203 (C) SPORTS MEDICINE CLINICAL  
INTERNSHIP (.5-4)**

**(Pass/No Pass or letter grade.)**

*Thirty-two hours per .5 unit.*

An in-depth practical learning experience within the sports medicine program. Students assist in injury prevention, emergency care, rehabilitation, and taping and bracing for varsity athletes under the supervision of the certified athletic trainer. Clinical hours are designed to assist in developing the skills required for NATA competencies. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. (Open entry.) May be repeated for credit a maximum of three times. Transfer credit: CSU.*

## PHYSICAL EDUCATION (P.E. – TEAM SPORTS)

### **P.E. 211(C) PREVENTION AND CARE OF ATHLETIC INJURIES (2)**

**(Pass/No Pass or letter grade.)**

*Two lecture hours per week. Corequisite: P.E. 212.*

Introduction to basic principles of prevention, assessment, treatment and rehabilitation of athletic injuries. Application of basic principles of anatomy, physiology, pathology and biomechanics to athletic injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer credit: UC; CSU.*

### **P.E. 212 (C) PREVENTION AND CARE OF ATHLETIC INJURIES LAB (1)**

**(Pass/No Pass or letter grade.)**

*Three laboratory hours per week. Prerequisite: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, P.E. 211, or equivalent.*

Introduction to basic clinical skills for the prevention, assessment, treatment and rehabilitation of athletic injuries. Instruction applies basic principles of anatomy, physiology, pathology and biomechanics to the prevention and care of athletic injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. May be repeated twice for credit. Transfer credit: UC; CSU.*

### **P.E. 213 (C) SPORTS MEDICINE (2)**

**(Pass/No Pass or letter grade.)**

*Two lecture hours per week. Prerequisite: Satisfactory completion (grade of C or better) of P.E. 211 and P.E. 212, or equivalent. Corequisite: P.E. 214.*

Intermediate to advanced level concepts of prevention, assessment and treatment of athletic injuries. Application of basic principles of anatomy, physiology, pathology and biomechanics to the prevention and care of athletic injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. May be repeated once for credit. Transfer credit: UC; CSU.*

### **P.E. 214 (C) SPORTS MEDICINE LAB (1)**

**(Pass/No Pass or letter grade.)**

*Three laboratory hours per week. Prerequisite: Satisfactory completion (grade of C or better) of P.E. 211 and P.E. 212, or equivalent; and satisfactory completion (grade of C or better) of, or concurrent enrollment in, P.E. 213.*

Intermediate to advanced level concepts of prevention, assessment and treatment of athletic injuries. Application of basic principles of anatomy, physiology, pathology and

biomechanics to the prevention and care of athletic injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. May be repeated twice for credit. Transfer credit: UC; CSU.*

### **P.E. 270 (C) INTRODUCTION TO HUMAN PERFORMANCE (2)**

**(Pass/No Pass or letter grade.)**

*Two lecture hours per week.*

Exploration of the broad spectrum of kinesiology and human performance as an academic discipline. Explores fundamental concepts and meaning of movement/physical activity, diversity of humans as moving things, professional/career options, current issues, personal characteristics/professional responsibilities, and human performance careers, and initiates professional portfolio development. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer credit: CSU (E1).*

### **P.E. 301 (C) INTRODUCTION TO PERSONAL TRAINING (3)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.*

Prepares students to take the National Council of Strength and Fitness Certified Personal Trainer Exam. Study of basic human anatomy, exercise physiology, health screening and assessment, nutrition, aerobic and anaerobic conditioning. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer credit: CSU.*

## **Team Sports (TEAM)**

### **TEAM 100 (M) MEN'S BASEBALL (2)**

**(Pass/No Pass or letter grade.)**

*Ten class hours and two hours by arrangement per week.*

This class will allow the student to develop high skill in the game of baseball. Through extended drills, game situations and plays, strategy will be learned. Physical conditioning for baseball will be emphasized. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 111, 115 (C) BASKETBALL, BEGINNING AND  
ADVANCED (.5 or 1)****(Pass/No Pass or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Advanced – Beginning Basketball or equivalent.*

**Beginning** – Instruction in the rules, strategies and fundamental skills of basketball. Includes round-robin play during the last half of the semester. *Transfer credit: UC; CSU (E2).*

**Advanced** – Advanced instruction in the fundamentals of basketball. Specifically the details of the game will be investigated. Team play will be accented with special emphasis given to developing offenses and attacking defenses. *May be repeated twice for credit. Transfer credit: UC; CSU (E2).*

**TEAM 112 (C) BASKETBALL: ADVANCED  
COMPETITION STRATEGIES (.5 or 1)****(Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours. Prerequisite: TEAM 111 or competitive experience, or equivalent.*

Designed for potential student-athletes to pursue advanced knowledge and application of the philosophy, strategies, techniques and instruction in the competitive game of basketball. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 116 (C) BASKETBALL: INDIVIDUAL SKILL  
DEVELOPMENT (.5 or 1)****(Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours. Prerequisite: TEAM 115 or equivalent.*

Designed to improve the individual skills of students wishing to play competitive basketball. Students will spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students will take part in numerous basketball and conditioning drills. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 117 (C) BASKETBALL: TOURNAMENT  
BASKETBALL (.5 or 1)****(Pass/No Pass or letter grade.)**

*A minimum of 24 or 48 class hours. Prerequisite: TEAM 111, 112 or 115, or competitive experience, or equivalent.*

Geared toward advanced level basketball players, this course is designed to give students competitive playing experience in a team, tournament setting. Students will learn both offensive and defensive concepts in a team setting. Tournament games will be officiated using NCAA rules and guidelines. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 125 (C) NON-TRADITIONAL OUTDOOR GAMES  
(.5 or 1)****(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week.*

Introduces students to rules, strategies and skills of high-energy outdoor games. Games will include Ultimate Frisbee, Speedball, Capture the Flag, and other non-traditional team activities. Recommended for education and recreation/physical education majors, and for students interested in a high-energy activity course. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 132 (C) FLAG FOOTBALL (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week.*

This course will provide instruction in basic skills of flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competition will be used. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**TEAM 141, 145 (C) SOCCER, BEGINNING AND  
ADVANCED (.5 or 1)****(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week. Prerequisite: Advanced – Beginning Soccer or equivalent.*

**Beginning** – Instruction and practice in fundamentals of individual play. Games and round-robin play; testing program. *Transfer credit: UC; CSU (E2).*

**Advanced** – Instruction in offensive and defensive play; specific positions. *May be repeated twice for credit. Transfer credit: UC; CSU (E2).*

**TEAM 146 (M) MEN'S SOCCER THEORY (.5 or 1)  
(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week. Prerequisite: TEAM 141, 145 or 148, or competitive experience, or equivalent.*

Designed for student athletes to pursue knowledge about the history, philosophy, strategies, techniques, and instruction in soccer. *May be repeated three times for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 148 (C) INDOOR SOCCER (.5 or 1 or 2)  
(Pass/No Pass or letter grade.)**

*A minimum of 24, 48 or 96 class hours.*

Indoor soccer at an intermediate level of play. Includes individual and group drills, skill development, rules of the game, and team play through round robin competition. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

## PHYSICAL EDUCATION (TEAM SPORTS)

### **TEAM 149 (W) WOMEN'S SOCCER THEORY (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours per week. Prerequisite: TEAM 141 or 145, or competitive experience, or equivalent.*

Designed for student athletes to pursue knowledge about the history, philosophy, strategies, techniques, and instruction in soccer. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **TEAM 171, 173, 175 (C) VOLLEYBALL, BEGINNING, INTERMEDIATE AND ADVANCED (.5 or 1)**

**(Pass/No Pass or letter grade.)**

*One and one half or three class hours per week. Prerequisite: Intermediate – Beginning Volleyball or equivalent; Advanced – Intermediate Volleyball or equivalent.*

**Beginning** – Instruction and practice in the fundamentals of volleyball; team competition; testing program in skills and rules. *Transfer credit: UC; CSU (E2).*

**Intermediate** – Skill development with an emphasis on fundamentals, rules, and strategies of team and tournament play. Instruction and practice in intermediate skills for team competition. *Transfer credit: UC; CSU (E2).*

**Advanced** – Emphasis on team play and strategy; tournament play. *May be repeated once for credit. Transfer credit: UC; CSU (E2).*

### **TEAM 176 (W) VOLLEYBALL THEORY (.5 or 1) (Pass/No Pass or letter grade.)**

*One and one half or three class hours per week. Prerequisite: TEAM 171, or competitive experience, or equivalent.*

Designed for potential student athletes to pursue advanced knowledge in the philosophy, strategies, techniques, and instruction in the competitive game of volleyball. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **TEAM 179 (C) TOURNAMENT VOLLEYBALL (.5 or 1) (Pass/No Pass.)**

*One and one half or three class hours per week. Prerequisite: TEAM 171 or equivalent.*

Geared toward intermediate and advanced level volleyball players, this course emphasizes team play in a tournament setting. Course will include an introduction to, and use of, different offensive and defensive systems. Tournament play will include 2-, 3-, 4- and 6-person team play using international rules. *May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).*

### **TEAM 188 VOLLEYBALL THEORY, DEFENSE (1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*Sixteen lecture hours and a minimum of 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in VARS 340.*

Designed to help students understand the fundamentals of playing and coaching volleyball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in volleyball. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

### **TEAM 189 VOLLEYBALL THEORY, OFFENSE (1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*Sixteen lecture hours and a minimum of 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in VARS 340.*

Designed to help students understand the fundamentals of playing and coaching volleyball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in volleyball. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

### **TEAM 190 (C) BASEBALL THEORY, DEFENSE (1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*A total of 16 lecture hours and 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in TEAM 100 or VARS 100.*

Designed to help students understand the fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **TEAM 191 (C) BASEBALL THEORY OFFENSE (1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*A total of 16 lecture hours and 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in TEAM 100 or VARS 100.*

Designed to help students understand the fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

### **TEAM 192 (M) MEN'S BASKETBALL THEORY, DEFENSE (1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*A total of 16 lecture hours and 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in VARS 110.*

Designed to help students understand the fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 193 (M) MEN'S BASKETBALL THEORY,  
OFFENSE (1.5 or 2 or 2.5 or 3)****(Pass/No Pass or letter grade.)**

A total of 16 lecture hours and 24, 48, 72 or 96 lab hours.  
Recommended: Concurrent enrollment in VARS 110.

Designed to help students understand the fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 194 (W) WOMEN'S BASKETBALL THEORY,  
DEFENSE (1.5 or 2 or 2.5 or 3)****(Pass/No Pass or letter grade.)**

A total of 16 lecture hours and 24, 48, 72 or 96 lab hours.  
Recommended: Concurrent enrollment in VARS 300.

Designed to help students understand the fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 195 (W) WOMEN'S BASKETBALL THEORY,  
OFFENSE (1.5 or 2 or 2.5 or 3)****(Pass/No Pass or letter grade.)**

A total of 16 lecture hours and 24, 48, 72 or 96 lab hours.  
Recommended: Concurrent enrollment in VARS 300.

Designed to help students understand the fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**TEAM 196 MEN'S SOCCER THEORY, DEFENSE  
(1.5 or 2 or 2.5 or 3)****(Pass/No Pass or letter grade.)**

Sixteen lecture hours and a minimum of 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in VARS 150.

Designed to help students understand the fundamentals of playing and coaching soccer. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in soccer. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**TEAM 197 MEN'S SOCCER THEORY, OFFENSE  
(1.5 or 2 or 2.5 or 3)****(Pass/No Pass or letter grade.)**

Sixteen lecture hours and a minimum of 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in VARS 150.

Designed to help students understand the fundamentals of playing and coaching soccer. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in soccer. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**TEAM 198 WOMEN'S SOCCER THEORY, DEFENSE  
(1.5 or 2 or 2.5 or 3)****(Pass/No Pass or letter grade.)**

Sixteen lecture hours and a minimum of 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in VARS 360.

Designed to help students understand the fundamentals of playing and coaching soccer. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in soccer. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**TEAM 199 WOMEN'S SOCCER THEORY, OFFENSE  
(1.5 or 2 or 2.5 or 3)****(Pass/No Pass or letter grade.)**

Sixteen lecture hours and a minimum of 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in VARS 360.

Designed to help students understand the fundamentals of playing and coaching soccer. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in soccer. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**TEAM 201 WRESTLING THEORY (1.5 or 2 or 2.5 or 3)  
(Pass/No Pass or letter grade.)**

Sixteen lecture hours and a minimum of 24, 48, 72 or 96 lab hours. Recommended: Concurrent enrollment in VARS 200.

Designed to help students understand the fundamentals of participating in and coaching wrestling. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual skills and strategies in wrestling. *May be repeated for credit a maximum of three times. Transfer credit: CSU (E2).*

**Varsity Sports (VARS)**

Participation in varsity sports is limited to those who possess the necessary skill level to compete in intercollegiate athletics. Competition takes place against colleges of the Coast Conference and other northern and southern California Community Colleges. Athletes must be enrolled in 12 units during their first semester of competition (9 of which must be academic). Student-athletes must maintain a 2.0 grade point average and have passed a cumulative 24 units (18 of which must be academic) to qualify for their second season of the same sport. Student-athletes can only compete in two years of the same sport. Participants must pass a physical examination prior to being released to compete. See Athletic Director for more information.

**VARS 100 (C) VARSITY BASEBALL (2)**

*A total of 175 activity hours.*

Intercollegiate varsity baseball competition in the Coast Conference; tournaments and post-season competition with other California Community Colleges. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 110 (M) MEN'S VARSITY BASKETBALL (1)**

*A total of 175 activity hours.*

Intercollegiate men's varsity basketball competition in the Coast Conference and participation in regional and state tournaments. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 150 (M) MEN'S VARSITY SOCCER (2)**

*A total of 175 activity hours.*

Intercollegiate men's varsity soccer competition in the Coast Conference and participation in regional and state tournaments. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 200 (C) VARSITY WRESTLING (2)**

*A total of 175 activity hours.*

Intercollegiate competition in dual matches in the Coast Conference; competition in several regional wrestling tournaments each year including Coast Conference matches, Northern California matches, and the State Championships. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 300 (W) WOMEN'S VARSITY BASKETBALL (1)**

*A total of 175 activity hours.*

Intercollegiate women's varsity basketball competition in the Coast Conference and participation in regional and state tournaments. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU.*

**VARS 340 (W) WOMEN'S VARSITY VOLLEYBALL (2)**

*A total of 175 activity hours.*

Includes competition with other Northern California community colleges. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**VARS 350 (W) WOMEN'S VARSITY BADMINTON (2)**

*A total of 175 activity hours.*

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. Transfer credit: UC; CSU.*

**VARS 360 (W) WOMEN'S VARSITY SOCCER (2)**

*A total of 175 activity hours.*

Intercollegiate Varsity Soccer competition with Northern California community colleges. Participation in the Coast Conference and regional tournaments. *May be repeated for credit a maximum of three times. Transfer credit: UC; CSU (E2).*

**PHYSICS (PHYS)****PHYS 210 GENERAL PHYSICS I (4)**

*Three lecture hours and three lab hours per week plus one lab hour per week by arrangement. Prerequisite: Completion of MATH 130 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.*

The first semester of a two-semester sequence of algebra/trigonometry-based physics. Designed for students majoring in certain fields of letters and science, and required of those planning to enter medicine, dentistry, pharmacy, optometry, agriculture or forestry. Topics covered in the first semester are mechanics, fluids, waves and thermodynamics. The laboratory portion covers measurement, analysis and interpretation of physical phenomenon discussed in lecture. *Transfer credit: UC; CSU (B1, B3). (CAN PHYS 2; PHYS 210 + 220 = CAN PHYS SEQ A).*

**PHYS 220 GENERAL PHYSICS II (4)**

*Three lecture hours and three lab hours per week. Prerequisite: Satisfactory completion of PHYS 210 or equivalent.*

The second semester of a two-semester sequence of algebra/trigonometry-based physics. Designed for students majoring in certain fields of letters and science, and required of those planning to enter medicine, dentistry, pharmacy, optometry, agriculture or forestry. Topics covered in the second semester are magnetism, electricity, light and modern developments. *Transfer credit: UC; CSU (B1, B3). (CAN PHYS 4; PHYS 210 + 220 = CAN PHYS SEQ A).*

**PHYS 211 GENERAL PHYSICS I – CALCULUS  
SUPPLEMENT (1)**

One lecture hour per week. Prerequisite: Completion of MATH 241 or MATH 251, completion of, or concurrent enrollment in, MATH 242 or MATH 252, and completion of, or concurrent enrollment in, PHYS 210.

Application of calculus to topics in PHYS 210 such as work done by a variable force, hydrostatic pressure of compressible fluids and heat conduction. Required of some premedical, biology, and architecture students. Transfer credit: UC; CSU.

**PHYS 221 GENERAL PHYSICS II – CALCULUS  
SUPPLEMENT (1)**

One class hour per week. Prerequisite: Completion of, or concurrent enrollment in, MATH 242 or MATH 252 and completion of, or concurrent enrollment in, PHYS 220.

Application of calculus to topics in PHYS 220 such as electric fields of uniform charge distributions, Ampere's Law and Fermat's Principle. Required of some premedical, biology, and architecture students. Transfer credit: UC; CSU.

**PHYS 250, 260, 270 PHYSICS WITH CALCULUS  
I, II, III (4, 4, 4)**

Three lecture hours, one recitation hour, and two lab hours per week. Prerequisite: PHYS 250 – MATH 251 and concurrent enrollment in MATH 252; PHYS 260 or 270 – PHYS 250.

This three-semester physics sequence is designed to give the student majoring in engineering, physics, or chemistry a thorough foundation in the fundamentals of physics.

**PHYS 250 PHYSICS WITH CALCULUS I** – Mechanics, wave motion and special relativity. Transfer credit: UC; CSU (B1, B3). (CAN PHYS 8; PHYS 250 + 260 + 270 = CAN PHYS SEQ B).

**PHYS 260 PHYSICS WITH CALCULUS II** – Electricity and magnetism. Transfer credit: UC; CSU (B1, B3). (CAN PHYS 12; PHYS 250 + 260 + 270 = CAN PHYS SEQ B).

**PHYS 270 PHYSICS WITH CALCULUS III** – Heat, light and modern physics. Transfer credit: UC; CSU (B1, B3). (CAN PHYS 14; PHYS 250 + 260 + 270 = CAN PHYS SEQ B).

**POLITICAL SCIENCE (PLSC)****PLSC 115 COMPARATIVE GOVERNMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Comparative treatment of the government and politics of countries of Western Europe, Eastern Europe, and developing nations. Transfer credit: UC; CSU (D3).

**PLSC 130 INTERNATIONAL RELATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of the basic elements of international relations, including the factors of sovereignty, nationalism, and national policies; the international struggle for power and order; the role of the United Nations and other supranational organizations. Transfer credit: UC; CSU (D3).

**PLSC 150 INTRODUCTION TO POLITICAL  
THEORY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to ways of thinking about politics and an exploration of the concepts of political theory. Political problems will be examined along with consideration of such ideas as political culture and ideology. Transfer credit: UC; CSU (D3).

**PLSC 200 NATIONAL, STATE AND LOCAL  
GOVERNMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

A study of the structure and function of the basic national, state and local government institutions. The course will examine the dynamics of the constitutional power relationship between the respective branches of government and the operational relationship between the national, state and local governments. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200. Transfer credit: UC; CSU (D2b). (CAN GOVT 2).

**PLSC 210 AMERICAN POLITICS (3)**

Three lecture hours per week. Partially satisfies the American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

The study of the historical and constitutional development of the foundations of United States political institutions and the dynamics of the governmental decision-making process from the colonial era to the present. Examination of the various sources of political attitudes, roles and behaviors of political participants and ways political decisions are made by the different units of government. Students who have received credit for PLSC 200 may not receive credit for PLSC 210. Transfer credit: UC; CSU (D1).



**PLSC 280 INTRODUCTION TO POLITICAL PHILOSOPHY (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An introduction to political philosophy. Readings and critical discussion of political philosophies (such as liberalism, conservatism, communitarianism, libertarianism, socialism, feminism, etc.) through readings by influential thinkers (such as Hobbes, Locke, Rousseau, Kant, Mill, Marx, Rawls, and contemporary writers). Topics include theories of human nature, conceptions of justice, the relationship between the individual and the state, the distribution of wealth and power, the significance of ideology, and the role of markets. Also listed as PHIL 280. Transfer credit: CSU (C2, D3).

**PLSC 301 CALIFORNIA STATE AND LOCAL GOVERNMENT (3)***Three lecture hours per week. Partially satisfies the American History and Institutions requirement. Recommended: Eligibility for ENGL 836.*

Examination of state and local governments and their relationship to each other. Among topics to be studied: population growth; initiative process; elections and campaigns; the legislature; the plural executive; California Judiciary; local governments – counties, cities, school districts and regional governments; growth and environmental policies; social programs; and cultural diversity issues. Students who have received credit for PLSC 200 may not receive credit for PLSC 301. Transfer credit: CSU (D2a).

**PLSC 315 INTRODUCTION TO REVOLUTIONARY THOUGHT (3)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or equivalent.*

Examination of the major revolutions in history – religious, political, technological, economic and gender based. The goals behind revolution will be identified and the reasons for success or failure will be discussed. Transfer credit: UC; CSU (D3).

**PLSC 320 LATIN AMERICA IN THE INTERNATIONAL POLITICAL ECONOMY (3)***Three lecture hours per week. Recommended: Eligibility for ENGL 100.*

This course explores Latin America's role in the international political economy. The role of colonialism; different political ideologies such as communism, socialism and Peronism; the availability of natural resources; trade policies of individual states; and relations to markets will be explored. Forecasts of the economic future of the area will be considered. Transfer credit: UC; CSU (D3).

**PLSC 330 MIDDLE EAST POLITICS: U.S. AND ISRAELI-PALESTINIAN CONFLICT (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or equivalent.*

A survey of political, religious, cultural and economic motivations that have resulted in the formation of the modern state of Israel. The role of the U.S. in the formation and the protection of the state of Israel. The Arab-Muslim nations' opposition to U.S. policies regarding the Israeli-Palestinian conflict. Transfer credit: UC; CSU (D3).

**PLSC 335 HISTORY AND POLITICS OF THE MIDDLE EAST (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

Examination of the historical, political, economic and social issues of the Middle East, including the Israeli-Palestinian Conflict and U.S. foreign policy in the area. Also listed as HIST 335. Transfer credit: CSU (C2, D3).

**PSYCHOLOGY (PSYC)****PSYC 100 GENERAL PSYCHOLOGY (3)***Three lecture hours per week. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to the scientific study of animal and human behavior. Origins and assessment of individual differences in terms of learning, memory, thinking, intelligence, motivation, emotion, perception, and personality. Transfer credit: UC; CSU (D3). (CAN PSY 2).

**PSYC 105 EXPERIMENTAL PSYCHOLOGY (3)***Three lecture hours per week. Prerequisite: PSYC 100.*

Application of scientific methods to psychological research. Fundamentals of experimental design, descriptive and inferential statistics, scientific report writing. Exploration of psychology as a major study and as a profession. Transfer credit: UC; CSU.

**PSYC 110 COURTSHIP, MARRIAGE AND FAMILY (3)****(Pass/No Pass or letter grade.)***Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.*

An introduction to the history and development of courtship, mate selection, marriage, personality adjustments in marriage, parenthood, family life, and divorce. Sociological, psychological, biological and anthropological perspectives are used to explain the complexities of the institution of marriage, communication patterns, and family traditions. Also listed as SOCI 110. Transfer credit: CSU (D3).

**PSYC 171 QUANTITATIVE REASONING IN PSYCHOLOGY (3)**

Three lecture hours per week plus one lab hour by arrangement. Prerequisite: MATH 120 or equivalent. Recommended: Eligibility for ENGL 836.

Introduction to psychological statistics and measurements essential to understanding statistical and quantitative arguments presented in news accounts, advertising, political campaigns, and popular treatment of psychological research. Transfer credit: CSU (B4).

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

This survey course is designed to study the life span. It will examine how the individual changes physically, cognitively and psychologically from conception to death. Theoretical models, influences affecting development, and research relevant to development throughout life will be presented and discussed. Transfer credit: UC; CSU (D3, E1).

**PSYC 201 CHILD DEVELOPMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Consideration of physical, social, emotional, and intellectual development extending from the prenatal period through adolescence. Emphasis on factors influencing the developing personality. Also listed as ECE. 201. Transfer credit: UC; CSU (D3, E1).

**PSYC 268 BLACK PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to and exploration of basic and alternative psychological theories and concepts that provide an understanding and appreciation of the psychodynamics of Black America. Transfer credit: UC; CSU (D3).

**PSYC 300 SOCIAL PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

An overview of how the individual thinks about, influences and relates to others. Topics include attitude formation and change, self-concept, prejudice and discrimination, interpersonal attraction, conformity and group processes. Other related concepts are included. Transfer credit: UC; CSU (D3).

**PSYC 301 PSYCHOLOGY OF PERSONAL DEVELOPMENT (3)**

Three lecture hours per week. Prerequisite: PSYC 100, or 108, or equivalent. Recommended: Eligibility for ENGL 836.

Study of the ways people adjust to their environments. Emphasis on the ways personality develops and changes. Review of techniques people may use to cope more effectively with stress associated with our complex society. Small group projects may be a part of this course. Transfer credit: CSU (D3).

**PSYC 390 PSYCHOLOGY OF CONSCIOUSNESS (3) (Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 or equivalent.

A survey of the concepts and characteristics of human consciousness. Topics include the dimensions of the normal waking state as well as altered states of consciousness (e.g., sleep and dreams, hypnosis, meditation, sensory reduction, psychoactive drugs, etc.). In addition, the relationship between the brain and consciousness, the distinction between the conscious and nonconscious mind, and other related concepts will be addressed. Transfer credit: UC; CSU (D3).

**PSYC 410 ABNORMAL PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The study of abnormal behavior and personality disorders. Topics include the causes of neuroses, psychoses, and other psychological problems, along with their etiology, dynamics, principal symptoms and treatments. The conceptual relationship between theory of personality and psychotherapy is examined. Transfer credit: UC; CSU (D3).

**PSYC 665 SPECIAL TOPICS IN PSYCHOLOGY (.5-2) (Pass/No Pass or letter grade.)**

Eight hours per week per each .5 unit. Recommended: Eligibility for ENGL 836.

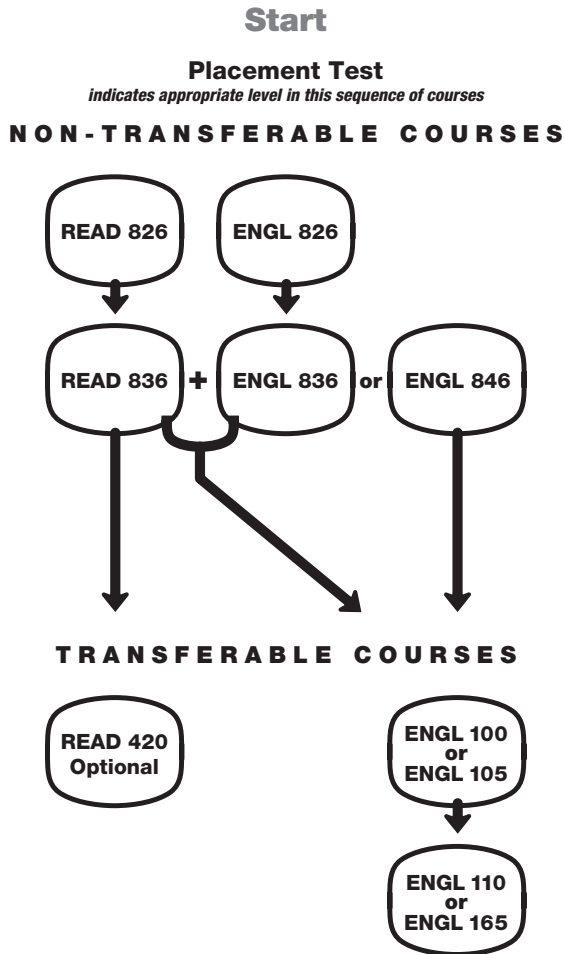
Advanced, specialized study in psychology. Designed for psychology students and/or students interested in the social sciences, such as anthropology, history and philosophy. Topics will be generated by community, student and faculty interests. Field trips and off-campus investigations may require special planning by the student. May be repeated for credit as topics vary. Transfer credit: UC; CSU.

**READING (READ)****READ 420 CRITICAL AND EFFECTIVE READING (3) (Pass/No Pass or letter grade.)**

Three lecture hours per week. Reading Prerequisite: READ 836 with Pass or a grade of C or higher, or ENGL 846 with a grade of C or higher, or eligibility for 400-level Reading courses on approved college Reading placement test, or other measures as necessary, or equivalent.

A college level reading course designed to advance reading effectiveness academically, professionally and personally. The course empowers college-level students to critically read and analyze advanced texts of diverse cultural sources from across the curriculum. Transfer credit: CSU.

## English/Reading Course Sequence



### READ 425 SPEED READING (1.5) (Pass/No Pass or letter grade.)

Three lecture hours per week for eight weeks. Prerequisite: Completion of READ 836 with Pass or a grade of C or higher, or ENGL 846 with a grade of C or higher, or eligibility for 400-level Reading courses on approved college Reading placement test, or other measures as necessary, or equivalent.

Designed to increase reading rate and comprehension of college-level material through instruction, practice and application. Emphasis on learning rapid reading techniques, improving comprehension, and gaining flexibility of reading speed to suit purpose of reading across all content areas. Students will apply speed reading technique to a variety of genres and styles of writing. May be repeated for credit a maximum of three times. Transfer credit: CSU.

### READ 826 READING IMPROVEMENT (3) (Pass/No Pass or letter grade.)

Three lecture hours per week plus one hour per week by arrangement. Recommended: Completion of ESOL 830, or ESOL 831 and 832, or ESOL 863, with Pass or a grade of C or better, or eligibility for READ 826 by appropriate scores on approved college placement tests and other measures as necessary.

Efficient reading strategies and study techniques to improve word analysis, vocabulary, reading comprehension, written interpretations of text, and study strategies related to text. (Units do not count toward the Associate Degree.)

### READ 836 ACADEMIC READING STRATEGIES (3) (Pass/No Pass or letter grade.)

Three lecture hours per week plus one hour per week by arrangement. Prerequisite: Completion of READ 826, or ESOL 840, or ESOL 841 and 842, with Pass or a grade of C or higher, or eligibility for READ 836 on approved College Reading placement test and other measures as necessary, or equivalent. Corequisite: Concurrent enrollment in ENGL 836, if indicated by college Placement Test.

An introduction to college reading to improve vocabulary, comprehension, critical reading strategies, study-reading, and reading efficiency techniques to prepare students for college English and other courses across the curriculum.

## REAL ESTATE (R.E.)

### R.E. 100 REAL ESTATE PRINCIPLES (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and MATH 110.

Study of real and personal property, joint tenancies, partnerships, sales contracts, homesteads, deeds, and taxes. Also included are the basics in financing real estate practices and regulation of the real estate business. Transfer credit: CSU.

### R.E. 110 REAL ESTATE PRACTICE (3)

Three lecture hours per week.

Real Estate Practice is the practical application of real estate skills in the field and office environments. This course presents the skills, knowledge and abilities needed to work with buyers, sellers, lessors and lessees to ensure success as a realtor. Completion of both R.E. 100 and R.E. 110 enables students to satisfy California state requirements for licensing. Transfer credit: CSU.

**R.E. 130 CALIFORNIA MORTGAGE LOAN  
BROKERING AND LENDING (3)**

*Three lecture hours per week.*

Study of the entire mortgage loan process from loan origination to underwriting, finishing with funding and servicing. The course also covers the marketing of oneself when entering the profession of mortgage loan brokering and lending. Additional topics covered include legal aspects of the business and various forms used within the profession. *Transfer credit: CSU.*

**R.E. 665 SELECTED REAL ESTATE TOPICS  
(.5 or 1 or 1.5)**

**(Pass/No Pass or letter grade.)**

*A minimum of 8 lecture hours for each .5 unit.*

Course will focus on, explore, or introduce selected topics in real estate. Examples include topics such as changes in real estate law and contemporary real estate themes. By arrangement lab hours may be required for some topics. *May be repeated for credit as topics vary. Transfer credit: CSU.*

**RECREATION EDUCATION (REC.)**

**REC. 100 INTRODUCTION TO RECREATION AND  
LEISURE STUDIES (3)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week.*

The study of recreation and leisure as a profession. Career opportunities in travel and tourism, commercial, public, outdoor, private, and therapeutic recreation will be explored. History of recreation, as well as current trends, will be presented. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer credit: CSU. (CAN REC 2).*

**RESPIRATORY THERAPY (RPTH)**

*Admission to this program is by special application only.*

**RPTH 400 PATIENT AND HEALTH CARE  
CONCERNS (2)**

*Two lecture hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

Introduction to the field of Respiratory Care; job responsibility and role within the health care team. Discussion of ethical and legal issues that involve Respiratory Care Practitioners. Discussion of aging, death and dying, and information technologies. *Transfer credit: CSU.*

**RPTH 410 INTRODUCTION TO PATIENT CARE  
AND RESPIRATORY ASSESSMENT  
TECHNIQUES (3)**

*Two lecture hours plus three lab hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

The study and practice of basic nursing arts. Also included will be a review of basic science relevant to respiratory therapy and its application to respiratory system assessment. The class will include some hospital practice. *Transfer credit: CSU.*

**RPTH 420 APPLICATION OF CARDIOPULMONARY  
ANATOMY AND PHYSIOLOGY (3)**

*Three lecture hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

Study of the healthy cardiopulmonary system with application to the types of alterations that occur with disease. Emphasis will be applied to areas of particular concern to Respiratory Care Practitioners. When applicable, case histories will be utilized. Computer programs will be used for computations requiring practice. *Transfer credit: CSU.*

**RPTH 430 INTRODUCTION TO RESPIRATORY  
THERAPEUTICS (6)**

*Four lecture hours and six laboratory hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

The study and laboratory practice of respiratory care procedures basic to medical/surgical respiratory care. Included will be respiratory pharmacology, oxygen and aerosol therapy, hyperinflation therapy, secretion removal procedures, adjuncts to cardiopulmonary resuscitation and the care and cleaning of respiratory therapy equipment. *Transfer credit: CSU.*

**RPTH 438 CLINICAL CLERKSHIP I – SPRING (1)  
(Pass/No Pass.)**

*Supervised clinical experience in local hospital. Prerequisite: Admission to the Respiratory Therapy program.*

Supervised experience in the medical/surgical areas of a local hospital, observing and performing respiratory care procedures to non-critical care patients. *Transfer credit: CSU.*

**RPTH 445 RESPIRATORY DISEASES I (2)**

*Two class hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

Using the obstructive pulmonary diseases (asthma, chronic bronchitis and emphysema) as a model, the student will learn disease terminology, disease classification, history taking and physical examination. Also included will be basic radiologic, clinical and pulmonary diagnostics. *Transfer credit: CSU.*

## RESPIRATORY THERAPY

### **RPTH 448 CLINICAL CLERKSHIP II – SUMMER (2) (Pass/No Pass.)**

*A total of 120 hours of supervised clinical experience in local hospitals. Prerequisite: Admission to the Respiratory Therapy program.*

Supervised experience in the Medical-Surgical patient care areas of a local hospital. Emphasis is on attaining proficiency in skills performed by a Respiratory Care Practitioner in these areas. *Transfer credit: CSU.*

### **RPTH 450 RESPIRATORY DISEASES II (3)**

*Three lecture hours per week. Prerequisite: Completion of the first year Respiratory Therapy program.*

Continuation of the study of cardiopulmonary diseases utilizing the model developed in RPTH 445. To include the treatment and pharmacotherapy of selected disorders. *Transfer credit: CSU.*

### **RPTH 458 CLINICAL CLERKSHIP III (6) (Pass/No Pass.)**

*Two lecture hours per week for eight weeks and 320 total hours of supervised clinical experience in local hospitals. Prerequisite: Completion of the first year Respiratory Therapy program.*

Supervised experience in the Adult Intensive Care Unit and/or Coronary Care Unit of a local hospital. Emphasis is on attaining proficiency in skills performed by a respiratory care practitioner in these areas. *Transfer credit: CSU.*

### **RPTH 460 RESPIRATORY CRITICAL CARE (4)**

*Six lecture hours and six lab hours per week plus two hours per week by arrangement for eight weeks. Prerequisite: Completion of the first year Respiratory Therapy program.*

The study and practice of techniques necessary to provide respiratory care to patients in adult critical care areas. Emphasis on team management, assessment and communication, airway management, ventilator care and monitoring. *Transfer credit: CSU.*

### **RPTH 475 HEMODYNAMIC MONITORING AND SELECTED TOPICS IN RESPIRATORY CARE (2)**

*Two class hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

The application of advanced principles of cardiopulmonary diagnostics and physiology to the care of critically ill patients. The application of the above principles to other body systems. *Transfer credit: CSU.*

### **RPTH 480 DIAGNOSTIC TESTING AND OUTPATIENT RESPIRATORY CARE (2)**

*Two lecture hours per week. Prerequisite: Completion of the first year Respiratory Therapy program.*

By learning concepts in various diagnostic testing studies, the student will be able to identify changes in a patient's pulmonary status and assist the healthcare team in the outpatient setting to improve the patient's quality of life. Fundamental aspects of pulmonary function testing, exercise testing, and metabolic studies will be explored. *Transfer credit: CSU.*

### **RPTH 484 MEDICAL TERMINOLOGY FOR RESPIRATORY THERAPY (2)**

*Two lecture hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

A course designed for respiratory therapy students to study and practice the language of medicine. Special attention will be given to body systems and words most encountered in this profession. *Offered in an online format. May be repeated for credit a maximum of three times. Transfer credit: CSU.*

### **RPTH 485 CLINICAL MEDICINE SEMINAR (2)**

*Two class hours per week. Prerequisite: Completion of the first year Respiratory Therapy program.*

Integration of pathology, pathophysiology, diagnostic techniques and therapeutic modalities through the utilization of patient case studies. Preparation for job placement. *Transfer credit: CSU.*

### **RPTH 488 CLINICAL CLERKSHIP IV (6) (Pass/No Pass.)**

*A total of 384 hours of supervised clinical experience in local hospitals. Prerequisite: Completion of the first year Respiratory Therapy program.*

Supervised experience in the Adult Intensive Care Unit, Coronary Care Unit, Pulmonary Function Lab, Neonatal/Pediatric Care Units of a local hospital. Also the option of a home care rotation. Emphasis is on attaining proficiency in skills performed by a Respiratory Care Practitioner in these areas. *Transfer credit: CSU.*

### **RPTH 490 NEONATAL AND PEDIATRIC RESPIRATORY CARE (1.5)**

*Two lecture hours and three lab hours per week for eight weeks. Prerequisite: Admission to the Respiratory Therapy program.*

By applying the normal and abnormal cardiorespiratory anatomy and physiology of the newborn and pediatric patient, the student will master the basic foundation and competent delivery of respiratory care with this age specific population. This course will give the student the necessary background to pursue further studies in this specialized area. *Transfer credit: CSU.*

**RPTH 495 RESPIRATORY CARE BOARD  
EXAMINATION PREPARATION  
& REVIEW (2)**

**(Pass/No Pass or letter grade.)**

*Two lecture hours per week. Prerequisite: Completion of the first year of a respiratory therapy program or an applicant to the Respiratory Care Board for Respiratory Care.*

Preparation and review for the Certification Examination of the California Respiratory Care Board and the Registration Examination offered by the National Board for Respiratory Care. *May be repeated twice for credit. Transfer credit: CSU.*

**RPTH 665 SELECTED TOPICS IN RESPIRATORY  
THERAPY (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Eight hours for each .5 unit.*

This course is designed to develop specific skills that are utilized in the practice of respiratory therapy. The course may focus on new areas of practice or specialized skills. *May be repeated for credit a maximum of three times. Transfer credit: CSU.*

## SOCIAL SCIENCE (SOSC)

**SOSC 140 MEDIA AND SOCIETY (3)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

An interdisciplinary study of the relationship between media and society including media's role in economic, social, political, and cultural practices. Emphasis is placed on students developing the ability to analyze and evaluate the impact of mass media on all societies. *Transfer credit: CSU (D3).*

**SOSC 150 GENDER, SOCIETY AND CULTURE (3)**

*Three lecture hours per week. Open to women and men.*

Interdisciplinary study of female experience in contemporary and traditional American society. Explores the status of women with emphasis on issues of age, class, race and political opinion. *Transfer credit: UC; CSU (D3).*

**SOSC 160 WOMEN IN TRANSITION SEMINAR (1)**

**(Pass/No Pass.)**

*Concurrent enrollment required in designated Women in Transition Program class(es). Students must be in their first semester in the WIT Program. Open to women and men.*

Assists re-entering students in understanding and evaluating their own process of transition and their changing aspirations. Familiarizes students with college resources and methods of identifying individual needs and goals. Focuses on students' redefinition of identity within the academic system. Explores the higher education system. Specific content is integrated with other WIT Program material. *Transfer credit: CSU.*

**SOSC 665 SELECTED TOPICS IN WOMEN'S  
STUDIES (.5 or 1 or 1.5)**

**(Pass/No Pass.)**

Topics will be presented that explore women's past and present contributions to society through history, politics and literature. The course will also focus on issues that challenge women in today's world ranging from how to balance academic and personal life to what is – and what isn't – sexual harassment. Topics vary every semester. *May be repeated for credit as topics vary. Transfer credit: CSU.*

## SOCIOLOGY (SOCI)

**SOCI 100 INTRODUCTION TO SOCIOLOGY (3)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

An introduction to the scientific study of how people organize themselves and interact in social settings. The course encourages students' curiosity about society and sociological analyses of current social issues. It fosters an appreciation of cross-cultural perspectives and allows students to distinguish between personal troubles and public issues. *Transfer credit: UC; CSU (D3). (CAN SOC 2).*

**SOCI 105 CONTEMPORARY SOCIAL ISSUES (3)**

**(Pass/No Pass or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.*

Examination of selected social issues viewed in relation to changes going on in society, including poverty, aging, health care, corporate power and work. Emphasis on social science research and theory. *Transfer credit: UC; CSU (D3). (CAN SOC 4).*

**SOCI 108 COMMUNITY RELATIONS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

An analysis of administration of justice practitioners in the context of the community. Emphasis on problems inherent in policing a heterogeneous society, police roles and subculture, community expectations of police, media images of police, and problem areas. *Also listed as ADMJ 108. Transfer credit: UC; CSU.*

**SOCI 110 COURTSHIP, MARRIAGE AND FAMILY (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

An introduction to the history and development of courtship, mate selection, marriage, personality adjustments in marriage, parenthood, family life, and divorce. Sociological, psychological, biological and anthropological perspectives are used to explain the complexities of the institution of marriage, communication patterns, and family traditions. Also listed as PSYC 110. Transfer credit: CSU (D3).

**SOCI 141 RACE AND ETHNICITY (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

An introduction to the diverse racial and ethnic aspects of American society and culture, including the role of minority groups and the nature of prejudice and discrimination. Using sociological perspectives, the course analyzes migration patterns, minority group stereotypes, protests, politics, economic contributions, education religion, pluralism, diversity, assimilation and institutional racism. Transfer credit: UC; CSU (D3).

**SOCI 142 FILIPINA/O COMMUNITY ISSUES (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week plus one lab hour per week by arrangement. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

An introduction to understanding the social, cultural and psychological aspects of Filipina/o Americans. Using both social and psychological frameworks, the course will explore the effects of Spanish and American colonialism, diaspora, assimilation and decolonization. Transfer credit: UC; CSU (D3).

**SOCI 201 SOCIOLOGY OF HEALTH AND MEDICINE (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

Sociological perspectives and methods for the study of health and medical practice. Major areas of investigation include the social facets of health and disease, the social behavior of health care personnel and people who utilize health care, the social functions of health organizations and institutions, the social patterns of health services, and the relationship of health care delivery systems to other systems and cultures. Transfer credit: CSU (D3).

**SOCI 341 ASIAN CULTURES AND SOCIETIES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A study of Asian cultures and societies offering a comparative analysis of Asian societies. The course will focus on East Asia, South Asia, Southeast Asia, and the Philippines, and will include discussion and analysis of traditional institutions and values and how they relate to the individual's position in the family, community, and society at large. Transfer credit: UC; CSU (C2, D3).

**SOCI 432 CHINESE CULTURE AND SOCIETY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

A study of Chinese culture and society offering a comparative analysis of Asian societies. The course will include discussion and analysis of traditional and changing institutions and values in China, and how they relate to the individual's position to the family, community, and to society at large. Transfer credit: CSU (C2, D3).

**SOCI 665 SELECTED TOPICS IN SOCIOLOGY (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

This course explores selected topics or themes from the perspectives and insights generated by sociology. Topics of study will be developed by student survey and will be listed in the class schedule. Field trips and off-campus investigations may require special planning by the student. May be repeated for credit as topics vary. Transfer credit: UC; CSU (D3).

**SPANISH (SPAN)**

Language Lab and Listening Requirement: Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

**SPAN 101 SPANISH FOR PUBLIC SERVICE I (3)  
(Pass/No Pass or letter grade.)**

Three lecture hours and one lab hour by arrangement per week.

A course to help public service professionals learn basic Spanish grammar and vocabulary, phrases and expressions to serve Spanish-speaking clientele. Students will improve oral proficiency and listening comprehension and become familiar with questions and responses in Spanish commonly heard in public service settings. The course may be tailored to a particular public service sector, such as health care, public safety, social work, or education. May be repeated once for credit. Transfer credit: CSU.

**SPAN 103 SPANISH FOR TRAVELERS (3)****(Pass/No Pass or letter grade.)***Three lecture hours and one lab hour by arrangement per week.*

An introductory Spanish course for students to acquire the ability to comprehend, speak, read and write Spanish and use Spanish conversation skills to make simple arrangements related to travel to a Spanish-speaking locale. Students will learn basic grammar and vocabulary, phrases, and expressions used in traveling. *Transfer credit: CSU.*

**SPAN 110 ELEMENTARY SPANISH (5)***Five lecture hours and one lab hour per week. Recommended: Eligibility for ENGL 836 or ESOL 400.*

Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short dialogues containing only structures already practiced. *Transfer credit: UC; CSU (C2).*

**SPAN 111, 112 ELEMENTARY SPANISH I and II (3, 3)****(Pass/No Pass or letter grade.)***Three lecture hours and one lab hour per week. SPAN 111 – Recommended: Eligibility for ENGL 836 or ESOL 400. SPAN 112 – Prerequisite: SPAN 111 or equivalent.*

A two-semester sequence covering the same course materials as SPAN 110. Students starting this sequence must complete SPAN 112 prior to attempting SPAN 120. *Transfer credit: UC; CSU (C2).*

**SPAN 120 ADVANCED ELEMENTARY SPANISH (5)***Five lecture hours and one lab hour per week. Prerequisite: SPAN 110, 112, or equivalent college-level course.*

Continuation of SPAN 110 or SPAN 112, for students who can use Spanish to communicate about the “here and now” and relate a simple story in the past. Students practice and develop further communicative competence in written and spoken Spanish for use in a variety of social contexts and settings. Readings are used as the basis of classroom discussions. Cultural aspects of the Spanish-speaking world are emphasized. The course is conducted primarily in Spanish. *Transfer credit: UC; CSU (C2).*

**SPAN 121 ADVANCED ELEMENTARY SPANISH I (3)***Three lecture hours and one lab hour per week. Prerequisite: SPAN 110 or 112, or equivalent.*

A course covering approximately the same material as the first half of SPAN 120. For students who can use Spanish to communicate about the “here and now” and relate a simple story in the past. Students practice and develop further communicative competence in written and spoken Spanish for use in a variety of social contexts and settings. Readings are used as the basis of classroom discussions. Cultural aspects of the Spanish-speaking world are emphasized. The course is conducted primarily in Spanish. *Transfer credit: UC; CSU (C2).*

**SPAN 122 ADVANCED ELEMENTARY SPANISH II (3)***Three lecture hours and one lab hour per week. Prerequisite: SPAN 121 or equivalent.*

A course covering approximately the same material as the second half of SPAN 120. For students who can use Spanish to communicate about the “here and now” and relate a simple story in the past. Students practice and develop further communicative competence in written and spoken Spanish for use in a variety of social contexts and settings. Readings are used as the basis of classroom discussions. Cultural aspects of the Spanish-speaking world are emphasized. The course is conducted primarily in Spanish. *Transfer credit: UC; CSU (C2).*

**SPAN 130 INTERMEDIATE SPANISH (3)***Three lecture hours and one lab hour per week. Prerequisite: SPAN 120 or 122 with a passing grade.*

Practice of conversation and composition; review of grammar; class and collateral reading of Spanish and Latin-American literature. *Transfer credit: UC; CSU (C2).*

**SPAN 140 ADVANCED INTERMEDIATE SPANISH (3)***Three lecture hours and one lab hour by arrangement. Prerequisite: SPAN 130 with a passing grade.*

Further practice of conversation and composition based on class reading of works of modern Spanish and Latin-American authors; review of grammar; collateral reading of Latin-American literature. *Transfer credit: UC; CSU (C2).*

**SPAN 161 READINGS IN SPANISH AMERICAN LITERATURE I (3)***Three lecture hours per week. Prerequisite: SPAN 140 or equivalent.*

Study of the literary trends and some of the best novels, poetry and short stories that exemplify Spanish American literature of the 19th Century; familiarizes the student with the cultural, sociological and political framework, and the concerns that these writings represent. Shows how this literature reflects the fantastic reality of the Spanish American world. Cultural aspects of the Spanish-speaking world are highlighted. *Transfer credit: UC; CSU (C2).*

**SPAN 162 READINGS IN SPANISH AMERICAN LITERATURE II (3)***Three lecture hours per week. Prerequisite: SPAN 140 or equivalent.*

Exploration of the literary trends and some of the best novels, poetry and short stories that exemplify Spanish American literature of the 20th century; familiarizes the student with the cultural, sociological and political framework, and the concerns that these writings represent. Shows how this literature reflects the fantastic reality of the Spanish American world. Cultural aspects of the Spanish-speaking world are highlighted. *Transfer credit: UC; CSU (C2).*



**SPAN 220 SPANISH FOR SPANISH SPEAKERS I (5)**  
**(Pass/No Pass or letter grade.)**

Five lecture hours and one lab hour by arrangement per week. Recommended: Completion of SPAN 110 or 112 with a grade of C or better, or equivalent college-level course, or equivalent.

Designed for students who speak and understand basic Spanish because of life experience, but who also need practice in reading and writing Spanish and want to improve their knowledge/command of grammar and other linguistic features. Students practice and develop improved communicative competence in written and spoken Spanish for use in a variety of social contexts, settings, and registers. Readings are used as the basis of classroom discussions and writing practice. Cultural aspects of the Spanish-speaking world are emphasized. The course is conducted primarily in Spanish. *Transfer credit: UC; CSU (C2).*

**SPAN 801 CONVERSATIONAL SPANISH I (2)**  
**(Pass/No Pass.)**

Three lecture hours per week.

This is the most elementary course in conversational Spanish. Emphasis is placed on learning basic conversational patterns that may be applied to everyday situations. (This course will not fulfill the language requirements at CSU or UC.)

**SPEECH COMMUNICATION**  
**(SPCH)****SPCH 100 PUBLIC SPEAKING (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours and one hour by arrangement per week. Recommended: Eligibility for ENGL 836.

Study and practice in the basic principles of effective public oral communication. Students will research, prepare and extemporaneously deliver various speeches. Analysis and evaluation of oral, public communication is also included. Relevant social issues may be examined. *Transfer credit: UC; CSU (A1). (CAN SPCH 4).*

**SPCH 120 INTERPERSONAL COMMUNICATION (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent.

Study and practice of interpersonal relationships. Analysis of the verbal and non-verbal modes of communication. Investigation of communication conflicts in interpersonal relationships and methods of conflict resolution. *Transfer credit: UC; CSU (A1). (CAN SPCH 8).*

**SPCH 127 ARGUMENTATION AND DEBATE (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 or ENGL 846, or equivalent.

Lecture-laboratory course in the principles and techniques of argumentation and debate. Research in significant social problems. Analysis of propositions, issues, evidence and reasoning. Training and experience in the forms of debate. *Transfer credit: UC; CSU (A1). (CAN SPCH 6).*

**SPCH 128 FORENSICS (.5-1)**  
**(Pass/No Pass or letter grade.)**

Recommended: Eligibility for ENGL 836 or ESOL 400.

Participation in approved intercollegiate forensic contests. May be repeated for credit a maximum of three times. *Transfer credit: CSU.*

**SPCH 130 VOICE AND ARTICULATION (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 or ESOL 400.

Exploration of various modes of communicating ideas, emotions and values through lessons in projection, resonance, articulation and expressiveness. Recommended for majors in Speech Communication, TV/Radio, broadcasting, theater performance, business management and law. *Transfer credit: CSU.*

**SPCH 140 SMALL GROUP COMMUNICATION (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or 105, or equivalent.

Understanding of the principles of group interaction and decision making, including study of leadership, types of authority, teamwork and conflict resolution. Participation in discussion groups to share information, solve problems and reach consensus. *Transfer credit: UC; CSU (A1).*

**SPCH 150 INTERCULTURAL COMMUNICATION (3)**

Three lecture hours per week. Recommended: Completion of or concurrent enrollment in ENGL 836 or ESOL 400.

Designed for students from all cultural backgrounds. Study of basic theory and skills of intercultural communication using round table discussion, public speaking and critical analysis. Emphasis is given to empathy building for communicating effectively in a diverse social and professional environment. *Transfer credit: UC; CSU (A1).*

**SPCH 160 BASIC SKILLS IN PUBLIC SPEAKING (3)**  
**(Pass/No Pass or letter grade.)**

Three lecture hours per week.

Designed to help the intermediate-advanced non-native and native speaker in basic oral communication skills. Practice in pronunciation, conversation, small group communication and basic public speaking skills. *Transfer credit: CSU.*

**SPCH 811 SPEECH FOR NON-NATIVE SPEAKERS I (3)****(Pass/No Pass or letter grade.)***Three lecture hours and one hour by arrangement per week.*

Designed for students who are novice speakers of English to develop fluency with speaking English. Practice in pronunciation, stress rhythm, intonation and usage. Recommended for ESOL 810 or ESOL 811/812 level students. *(Units do not count toward the Associate Degree.)*

**SPCH 812 SPEECH FOR NON-NATIVE SPEAKERS II (3)****(Pass/No Pass or letter grade.)***Three lecture hours and one hour by arrangement per week.*

Designed to help students who have an intermediate level of spoken English skills increase fluency in spoken English. Intermediate level practice in pronunciation, stress, rhythm, intonation and usage. Recommended for ESOL 820 or ESOL 821/822 level students. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

**SPCH 813 SPEECH FOR NON-NATIVE SPEAKERS III (3)****(Pass/No Pass or letter grade.)***Three lecture hours and one hour by arrangement per week.*

Designed to develop fluency in basic conversational skills in spoken English. Practice speaking with others and conversing in varying communication experiences. Recommended for ESOL 830 or ESOL 831/832 level students. *May be repeated twice for credit. (Units do not count toward the Associate Degree.)*

**STUDENT GOVERNMENT (SGOV)****SGOV 111 STUDENT GOVERNMENT I – FALL (1-2)***One lecture hour per week for one unit. In addition, attendance at weekly Student Council meeting is required to earn two units.*

Designed to assist Student Council members, club officers, and other interested students in acquiring background and skills for effective participation in the college community. Includes parliamentary procedure, group dynamics and analysis of the nature and techniques of effective leadership. *(Open entry.) May be repeated once for credit. Transfer credit: CSU.*

**SGOV 112 STUDENT GOVERNMENT II – SPRING (1-2)***One lecture hour per week for one unit. In addition, attendance at weekly Student Council meeting is required to earn two units.*

Continuation of SGOV 111. *(Open entry.) May be repeated once for credit. Transfer credit: CSU.*

**SGOV 115 COMMUNITY SERVICE & LEADERSHIP PRACTICUM (1)****(Pass/No Pass.)***Eight lecture hours plus 24 hours of structured and verified community service in an established and approved service organization.*

A practicum course in community service bringing together students and approved service agencies or organizations. The course prepares students for community service and helps them find an approved community opportunity that matches their service criteria. In addition to service in the community, the course meets four times in the classroom. *May be repeated twice for credit. Transfer credit: CSU.*

**SURGICAL TECHNOLOGY (SURG)****SURG 440 BASIC SCIENCES FOR SURGICAL TECHNOLOGY (6)***Six lecture hours and three lab hours by arrangement per week. Prerequisite: Admission to the Surgical Technology program. Recommended: Completion of MATH 110 or equivalent; eligibility for ENGL 836 or equivalent.*

This course reviews anatomy for surgical procedures and common disease states requiring surgical intervention. The course also covers common medical terminology and operating room medications pertinent to the surgical technologist.

**SURG 441 SURGICAL PATIENT CARE CONCEPTS (10)***A total of 90 lecture hours and 255 lab hours, plus three hours per week by arrangement. Prerequisite: Admission to the Surgical Technology program. Prerequisite: Completion of SURG 440 with a grade of C or better. Recommended: Completion of MATH 110 or equivalent; eligibility for ENGL 836 or equivalent.*

The second course of the Surgical Technology program, this course provides the student with the theoretical and practical understanding of the technology and practices used in caring for a patient undergoing a surgical procedure. In labs, students obtain basic skills that prepare them for their clinical training in the following semester. *Prepares the student for in-hospital training in the second semester.*

**SURG 442 SURGICAL SPECIALTIES (6)***Six lecture hours per week. Prerequisites: Completion of SURG 440 and SURG 441 with grades of C or better.*

Covers the most common procedures and equipment utilized by the surgical technologist during specialty surgery. These surgeries include neurological, cardiac and pediatric procedures. Prepares the student for the national certification examination.

**SURG 443 CLINICAL PRACTICE FOR SURGICAL TECHNOLOGY (8)****(Pass/No Pass.)**

*Thirty-two hours of clinical practice per week. Prerequisites: SURG 440 and SURG 441 with grades of C or better, and a current healthcare provider CPR card.*

Hands-on experience in the surgical suite caring for patients under the supervision of a surgical technologist. The student will also gain experience in patient and staff interaction and communication. Prepares the student for the national certification examination.

**SURG 445 INTRODUCTION TO CENTRAL SERVICE TECHNOLOGY (5)**

*Four lecture hours and four lab hours per week. Recommended: Eligibility for ENGL 836 or ESOL 400, or equivalent.*

The first of two courses providing an introduction to concepts and practical applications of central service processing, distribution and instrumentation. This includes basics of human anatomy, infection control, aseptic technique, sterile processing decontamination and disinfection. *May be repeated for credit a maximum of three times.*

**SURG 446 CLINICAL PRACTICE FOR CENTRAL SERVICE TECHNOLOGY (1)****(Pass/No Pass.)**

*A total of 80 hours by arrangement in a clinical setting. Prerequisite: Completion of SURG 445 with a grade of C or better.*

The second of two courses in Central Service Technology. Provides the student with supervised experience in sterile processing, supply distribution and inventory control. *May be repeated for credit a maximum of three times.*

**SURG 665 SELECTED TOPICS IN SURGICAL TECHNOLOGY AND CENTRAL SERVICE/STERILE PROCESSING (.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)**

*Eight lecture hours per .5 unit.*

Designed to develop specific skills that are utilized in the practice of surgical and central service technology. Topics will rotate and will focus on new areas of practice or specialized skills. *May be repeated for credit as topics vary.*

**TAGALOG**

See listings under Filipino.

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY (TCOM)****TCOM 100 TELECOMMUNICATIONS, NETWORKING AND WIRELESS TECHNOLOGIES (3)**

*Three lecture hours per week.*

An introductory course designed to acquaint students with today's convergent communications technologies. Course will examine the structure, function and services of the networks and systems used to provide voice, data, and wireless communications. This is the first course in a program of study for Telecommunications, Wireless and Network Information Technology majors but has been designed to provide anyone interested with insight into the workings and opportunities of this dynamic and exciting field. *Transfer credit: CSU.*

**TCOM 312 INSTALLING/USING LINUX AS YOUR PC OS (1.5)****(Pass/No Pass or letter grade.)**

*A total of 24 lecture hours plus eight lab hours by arrangement.*

A first course on installing and using Linux as the operating system running on an Intel-compatible PC or workstation computer. Topics include creating installation media, installing Linux, Linux file system concepts, using the graphical desktop interface, beginning shell (command line) usage, updating the system, and configuring access to common network services. After successful completion of this course, students will be confident installing and using common Linux distributions (e.g., Red Hat, Fedora, SUSE, Ubuntu) on a home or work PC. *Also listed as COMP 312. May be repeated once for credit. Transfer credit: CSU.*

**TCOM 313 WORKING IN A LINUX SHELL ENVIRONMENT (1.5)****(Pass/No Pass or letter grade.)**

*A total of 24 lecture hours plus eight lab hours by arrangement. Recommended: Satisfactory completion (grade of C or better) of TCOM/COMP 312, or equivalent experience using a Linux desktop system.*

A course on using the Linux shell (command line) environment. Topics include comparing the Linux graphical desktop environment and the shell environment, shell commands for file system usage, shell features for productivity and customization (history, completion, aliases, environment files), advanced shell features (regular expressions, redirection, pipelines), introduction to shell scripts and shell commands for process management and remote system access. After successful completion of this course, students will be confident using the bash-shell environment found on common Linux distributions (e.g., Red Hat, Fedora, SUSE, Ubuntu). *Also listed as COMP 313. May be repeated once for credit. Transfer credit: CSU.*

**TCOM 314 MANAGING A LINUX SYSTEM (1.5)****(Pass/No Pass or letter grade.)**

*A total of 24 lecture hours plus eight lab hours by arrangement. Prerequisite: Satisfactory completion (grade of C or better) of TCOM/COMP 312, or equivalent experience installing or using a Linux system, or equivalent.*

An intermediate course on administering a Linux system. Designed for individuals who have installed Linux but who now want a hands-on exposure to key concepts, issues and capabilities for managing a Linux system. Topics include installing from alternate media sources (network installs), managing disk devices (defining partitions, creating file systems, and mounting/un-mounting file systems), creating multi-boot systems and boot loader menus, using run levels including trouble-shooting with single user mode, and maintaining system software including installing from source code and recompiling kernels. The focus of this course is on developing expertise for managing a given Linux system (as opposed to managing services provided to other systems). After successful completion of this course, students will be confident in managing a system with a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). *Also listed as COMP 314. May be repeated once for credit. Transfer credit: CSU.*

**TCOM 315 MANAGING LINUX-BASED INTERNET SERVICES (3)****(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: TCOM/COMP 314 or equivalent experience installing and managing a Linux system, and TCOM 480 or equivalent experience using local area networks, or equivalent. Recommended: TCOM/COMP 313 or equivalent experience using the Linux bash-shell.*

An intermediate course on managing Linux-based Internet services. Designed for individuals who have experience installing and managing Linux systems, but now want a hands-on exposure to the concepts, issues and capabilities for providing public Internet services based on Linux servers. Topics include selecting server functionality during a Linux installation, configuring name services (DNS) for a custom domain name, hosting Web pages and configuring management of Web pages, providing secure Web page connections, providing remote access, providing email services, connecting to databases for dynamic Web page hosting, and installing from packages vs. source code. This course focuses on administering Linux-based Internet servers that provide common services found on the public Internet. After successful completion of this course, students will be confident in providing Internet services using a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). *Also listed as COMP 315. May be repeated once for credit. Transfer credit: CSU.*

**TCOM 316 MANAGING LINUX-BASED INTRA-NET (ENTERPRISE) SERVICES (3)****(Pass/No Pass or letter grade.)**

*Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: TCOM/COMP 314 or equivalent experience installing and managing a Linux system, and TCOM 480 or equivalent experience managing a local area network, or equivalent. Recommended: TCOM/COMP 313 or equivalent experience using the Linux bash-shell.*

An intermediate course on managing Linux-based servers in a large company (intra-net or enterprise) environment. Designed for individuals who have experience installing and managing Linux systems, but now want a hands-on exposure to the concepts, issues and capabilities for providing network services typically found inside a company intra-net. Topics include selecting server functionality during a Linux installation, configuring private name services (DNS), configuring dynamic IP addressing (DHCP), providing file shares with traditional Unix NFS services or cross-platform (Windows) Samba services, managing centralized log-in resources with NIS or LDAP, controlling Internet access through proxy servers, providing security with private certificate authorities, RADIUS servers and secure tunnels, and tools to help manage deployment of client systems (PXE, diskless, private repositories). This course focuses on administering Linux-based network resources found within a company or enterprise network. After successful completion of this course, students will be confident in providing intra-net services using a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). *Also listed as COMP 316. May be repeated once for credit. Transfer credit: CSU.*

**TCOM 405 ELECTRICAL FUNDAMENTALS FOR TELECOMMUNICATIONS (6)**

*Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisite: Elementary algebra or equivalent.*

A foundation course in the study of electricity and electronics fundamentals. This course is the first course in majors that require and in depth understanding and developed skill in direct and alternating current. Coverage includes the vocabulary, components, laws and test equipment used to apply electrical theory to working circuits and systems. Directed laboratory experience with test equipment as applied to telecommunications. *Transfer credit: CSU.*

**TCOM 410 WIRING AND INSTALLATION  
FOR TELECOMMUNICATIONS AND  
NETWORKING (6)**

Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisites: Satisfactory completion (grade of C or better) of or concurrent enrollment in TCOM 405 or ELEC 110, or equivalent training or experience.

Technical introduction to the structure and practices of basic telephony, with direct hands-on experience with the tools and skills required for entry-level employment. Course coverage includes equipment, techniques, terminology, and specifications used in the telecommunications and networking industries. Students will install, test and troubleshoot basic telecommunications and networking infrastructure from wired lines and cabling to network patch panels and distribution systems. Course is based upon EIA TIA 568 and 570 Standards. May include field trips. Transfer credit: CSU.

**TCOM 415 WIRELESS AND MOBILE  
COMMUNICATIONS FUNDAMENTALS (3)**

Three lecture hours per week. Prerequisite: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, TCOM 410, or equivalent training or experience.

This course presents a study of the fundamental concept of wireless communications as it applies to mobile communications, wireless networking, and applications. The course will examine all aspects of wireless technology including: history and structure of wireless communications networks, access technologies, fundamentals of radio frequency transmission, modulation and digital voice coding, cellular packet radio systems, and wireless local area networks. Transfer credit: CSU.

**TCOM 420 SIGNAL TRANSMISSION AND RADIO  
FREQUENCY (R.F.) FUNDAMENTALS (6)**

Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisites: Satisfactory completion (grade of C or better) of TCOM 405 and 410, or equivalent training or experience.

Analysis of the transmission of signals as applied to wireline and wireless communications. Covers concepts of frequency, wavelength, power, phase, gain and loss, R.F. and their applications to the transmission of information. Lab and skill activities emphasize installation and measurement techniques with electronic test equipment and specialized telecommunications test gear. Students will work with live telecommunications circuits and equipment. Transfer credit: CSU.

**TCOM 440 TRANSPORT NETWORKS AND  
THE FUNDAMENTALS OF DIGITAL  
COMMUNICATIONS (6)**

Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of or concurrent enrollment in TCOM 420, or equivalent training or experience.

Instruction covers the primary transport networks and basic digital communications fundamentals that make it possible for end users to access and utilize the world's telecommunication from both wire line and wireless access points. Focused hands-on lab activities in the installation and testing of digital signal processing at the DS1 (T-Carrier) level. Transfer credit: CSU.

**TCOM 445 WIRELESS AND MOBILE  
COMMUNICATIONS SYSTEMS AND  
APPLICATIONS (3)**

Three lecture hours per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 440, or equivalent training or experience.

An in-depth study of wireless and mobile communications systems and applications. The course will examine the technical aspects of wireless and mobile communications systems including cell sites, mobile switching centers, signaling systems, wireless network interworking, wireless intelligent network capabilities, and wireless applications and protocols. Transfer credit: CSU.

**TCOM 451 PC CONFIGURATION AND REPAIR (6)**

Five lecture hours and three lab hours per week plus one lab hour by arrangement per week. Prerequisites: Satisfactory completion (grade of C or better) of CAOT 105 or equivalent, and satisfactory completion (grade of C or better) of or concurrent enrollment in ELEC 110 or TCOM 405, or equivalent training or experience.

This course provides preparation for A+ certification. A hands-on technical course designed to provide in-depth understanding of PC hardware and software from an installation and repair outlook. Materials covered will include beginning and advanced software, hardware components and configuration, operating systems and how they control the PC. Includes direct hands-on experience with the tools and skills required for entry-level employment. Also listed as COMP 451. Transfer credit: CSU.

**TCOM 452 A+ CERTIFICATION EXAM  
PREPARATION (1)**

**(Pass/No Pass.)**

One lecture hour and three lab hours by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of or concurrent enrollment in TCOM 451, or equivalent training or experience.

Designed to assist students in preparing to take the A+ certification examination for Computer Repair. May be repeated for credit a maximum of three times. Transfer credit: CSU.

**TCOM 460 FIBER OPTICS TECHNOLOGY (3)**

Three class hours per week and one lab hour by arrangement per week.

An introductory course in fiber optics technology that will include the theory of fiber optic communications, fiber system design, network construction, and fiber optic test equipment. Instructor-directed hands-on splicing and working with test equipment is a major component of this course. *Transfer credit: CSU.*

**TCOM 462 SWITCHING TECHNOLOGY (3)**

Three lecture hours per week and one lab hour by arrangement per week. *Prerequisites: Satisfactory completion (grade of C or better) of TCOM 100 and TCOM 410, or equivalent training or experience.*

Introduction to the fundamentals of switching technologies as they apply to voice and data telecommunications circuits and systems. Explores the basic components of switching systems access methods, trunking and signaling. Both PBX and central office applications of switching will be discussed. *Transfer credit: CSU.*

**TCOM 465 WIRELESS LOCAL AREA NETWORKS (3)**

Three class hours and one lab hour by arrangement per week. *Prerequisite: Satisfactory completion (grade of C or better) of TCOM 480, or equivalent training or experience.*

An in-depth technical course in the design and implementation of wireless local area networks. Students will be introduced to the technology, infrastructure, application and installation of wireless networks. Students will install and administer a wireless network using Cisco product lines. *Transfer credit: CSU.*

**TCOM 480 NETWORK FUNDAMENTALS (LAN) (3)**

Three class hours per week and one lab hour by arrangement per week.

*Cisco Academy Course – CCNA 1*

An introductory course in networking specific to local area networks (LAN). Topics will include LAN hardware, software, topology, transmission medium, wide area network connectivity, diagnostic tools, system administration, and vendor specific LAN products. Class is complemented with hands-on experience in constructing a local area network. Course is patterned after Cisco training guidelines. *Also listed as CAOT 480. Transfer credit: CSU.*

**TCOM 481 NETWORK SYSTEMS ADMINISTRATION (3)**

Three class hours per week and one lab hour by arrangement per week. *Prerequisite: Satisfactory completion (grade of C or better) of TCOM 480, or equivalent training or experience.*

An application-based course in Network Administration specific to LAN's. Coverage includes the functions and concepts of a wide area network, Microsoft server, designing LAN user accounts and their network administration. Hands-on experience provided in setting up and troubleshooting servers, workstations, network and peri-

pheral devices. Course is patterned after Microsoft networking guidelines. *Also listed as COMP 481. Transfer credit: CSU.*

**TCOM 482 INTRODUCTION TO ROUTERS (3)**

Three class hours per week and one lab hour by arrangement per week. *Prerequisite: Satisfactory completion (grade of C or better) of TCOM 480, or equivalent training or experience.*

*Cisco Academy Course – CCNA 1 & 2*

Introductory course on router configuration in wide area networks. Students will perform basic router configurations. Course examines common protocols, IP networking concepts, and subnetting techniques. Includes instructor-directed hands-on activities. This course is patterned after Cisco training guidelines. *Transfer credit: CSU.*

**TCOM 483 NETWORK SWITCHES – CONCEPTS AND APPLICATIONS (3)**

Three lecture hours per week and one lab hour by arrangement per week. *Pre requisite: Satisfactory completion (grade of C or better) of TCOM 480, or equivalent training or experience. Recommended: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience.*

*Cisco Academy Course – CCNA 3*

Introductory course in network switching concepts and configurations as applied to computer networks. Course examines switching protocols, spanning tree protocols, virtual LANs, and other specific models. Basic design of switch configurations and the use of switches in network architecture will be covered. Includes instructor-directed hands-on activities. This course is patterned after Cisco training guidelines. *Transfer credit: CSU.*

**TCOM 484 ADVANCED ROUTING CONCEPTS AND APPLICATIONS (3)**

Three lecture hours per week and one lab hour by arrangement per week. *Prerequisite: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience. Recommended: Satisfactory completion (grade of C or better) of TCOM 483, or equivalent training or experience.*

*Cisco Academy Course – CCNA 3 & 4*

An advanced course in routing concepts and configurations on large internetworks. Students will configure and manage routers by implementing advanced features and common routing protocols such as EIGRP and OSPF. Includes instructor-directed hands-on activities. This course is patterned after Cisco Router training guidelines. *Also listed as COMP 484. Transfer credit: CSU.*

**TCOM 485 TROUBLESHOOTING THE INTERNETWORK (3)**

*Three lecture hours and one lab hour by arrangement per week. Prerequisites: Satisfactory completion (grade of C or better) of TCOM 483 and TCOM 484, or equivalent training or experience.*

This course outlines the troubleshooting methodology and techniques for routers and switches in a network infrastructure. Students will learn to use existing software and the diagnostic features of a protocol analyzer to troubleshoot and analyze internetworks. This course is patterned after Cisco training guidelines. *Transfer credit: CSU.*

**TCOM 486 NETWORK SECURITY (3)**

*Three lecture hours and one lab hour by arrangement per week. Prerequisite: Satisfactory completion (grade of C or better) of TCOM 482, or equivalent training or experience.*

This course introduces students to network security using firewall and VPN (virtual private network) technology. Students will be exposed to the theory and application of both firewall and VPN network architecture. Students will have the opportunity for hands-on practice to administer security policy and VPN configuration using Checkpoint software. *Also listed as COMP 486. Transfer credit CSU.*

**TCOM 487 ADVANCED NETWORK SECURITY (3)**

*Three lecture hours per week plus three lab hours by arrangement per week. Recommended: Completion of TCOM/COMP 486, or equivalent training or experience.*

An advanced network security course. Topics include: design and administration of content security, virtual private networks, high availability, load balancing, and other advance security topics using industry standard software. *Also listed as TCOM 487. Also listed as COMP 487. May be repeated once for credit. Transfer credit: CSU.*

**TCOM 490 TECHNICAL OVERVIEW OF THE INTERNET (3)**

*Three class hours per week and one lab hour by arrangement per week.*

A technical overview of the Internet. This course is intended for students who want to learn about the Internet system architecture, language and vocabulary. Some lectures will be demonstrated on the Internet. Homework assignments may require students having access on the Internet. *Also listed as CAOT 490. Transfer credit: CSU.*

**TCOM 665 SELECTED TOPICS IN TELECOMMUNICATIONS (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Eight lecture hours for each .5 unit.*

Designed to develop specific skills that are utilized in the telecommunications or the Network Information industry. *May be repeated for credit as topics vary. Transfer credit: CSU.*



# Transfer Planning

Transfer Courses, University of California	224–226
Transfer Courses, California State Universities and Colleges	227–232
CSU General Education Requirements	233–234
Intersegmental General Education Transfer Curriculum	235–236
California Articulation Number System (CAN)	237





# Transfer Courses – University of California

## COURSES DESIGNATED AS TRANSFERABLE TOWARD BACCALAUREATE DEGREE CREDIT AT ALL CAMPUSES OF THE UNIVERSITY OF CALIFORNIA

This information is current as of May 31, 2008. Please check with the Counseling Office or the Transfer Opportunity and Career Center for more up-to-date information.

### TRANSFERS TO UNIVERSITY OF CALIFORNIA (UC) CAMPUSES

In order to qualify for transfer to the eight undergraduate University of California campuses, students should complete the IGETC (if applicable) or campus specific breadth requirements. To transfer as a junior, students must complete 60 transferable semester (90 quarter) units, including prerequisites for the intended major. Since each campus is unique, contact your counselor or the Transfer/Career Center for further information.

#### ACCOUNTING

121 Financial Accounting  
131 Managerial Accounting

#### ADAPTIVE PHYSICAL EDUCATION

†348 Adaptive Physical Education  
†349 Functional Adapted Fitness Assessment  
†356 Adapted Total Fitness  
†357 Physical Education for Individuals with Soecial Needs

#### ADMINISTRATION OF JUSTICE

100 Intro to Administration of Justice  
108 Community Relations

#### AMERICAN SIGN LANGUAGE

111/112 American Sign Language I & II  
121/122 Adv. Elementary Sign Language I and II

#### ANTHROPOLOGY

110 Cultural Anthropology  
125 Physical Anthropology  
150 Intro to Archaeology  
155 Human Prehistory & the Rise of Civilization  
165 Sex and Gender: Cross-Cultural Perspectives  
180 Magic, Witchcraft & Religion  
360 Native Peoples of North America  
690 Individual Study in Anthropology

#### ARABIC

111 Elementary Arabic I  
112 Elementary Arabic II  
121 Adv. Elementary Arabic I  
122 Adv. Elementary Arabic II

#### ART

101 History of Western Art I  
102 History of Western Art II  
105 Art of Asia and the Near East  
115 Art, Music & Ideas  
120 Art of the Americas  
130 Art Appreciation  
201 Form & Composition I

202 Form & Composition II

204 Drawing I  
205 Drawing II  
207 Life Drawing  
208 Portrait Drawing I  
209 Portrait Drawing II  
214 Color  
221 Painting I  
222 Painting II  
231 Water Color I  
232 Water Color II  
234 Printmaking I  
235 Printmaking II  
248 Portraits in Pastel  
301 Design  
302 Advanced Design  
351 Photography I  
352 Photography II  
376 Digital Imaging I  
405 Sculpture I  
406 Sculpture II  
411 Ceramics I  
412 Ceramics II  
417 Ceramic Glazing Techniques  
665 Special Topics in Art  
690 Individual Study in Art

#### ASTRONOMY

100 Introduction to Astronomy

#### BIOLOGY

†101 Man in a Biological World  
†110 Principles of Biology  
111 Natural History of California  
†130 Human Biology  
140 Animals, People & Environment  
145 Plants, People & Environment  
150 Intro to Marine Biology  
215 Organismal Biology  
230 Intro to Cell Biology  
240 General Microbiology  
250 Human Anatomy  
260 Intro to Physiology  
675 Honors Colloquium in Biology  
690 Individual Study in Biology

#### BUSINESS

100 Introduction to Business  
103 Intro to Business Information Systems (formerly D.P. 110)  
†120 Mathematical Analysis for Business  
†123 Statistics  
201 Business Law  
205 Business Ethics

#### CHEMISTRY

†112 Chemistry in Action  
†192 Elementary Chemistry  
210 General Chemistry I  
220 General Chemistry II  
234 Organic Chemistry I  
235 Organic Chemistry II  
237 Organic Chemistry Lab I  
238 Organic Chemistry Lab II  
690 Individual Study in Chemistry

#### CHINESE

†111/112 Elementary Chinese I & II  
†121/122 Advanced Elementary Chinese I & II

#### COMBATIVES

†301 Beginning Wrestling  
†302 Intermediate Wrestling  
†401 Self Defense  
†404 Beginning Shotokan Karate  
†405 Intermediate & Adv. Shotokan Karate

#### COMPUTER SCIENCE

118 Intro to Object-Oriented Program Design  
155 Computer Programming – VISUAL BASIC  
156 Intermediate Programming in VISUAL BASIC  
190 Intro to C Programming  
250 Adv. C Programming with an Intro to C++  
252 Programming Methods II: C++  
284 Programming Methods I: JAVA  
286 Programming Methods II: JAVA  
665 Selected Topics In Computer Science

#### COUNSELING

100 College Success

#### DANCE

105 Dance & Wellness  
110 Modern Dance  
130 Jazz Dance  
140 Ballet  
161 Tango Argentino  
162 Tango Milonga  
163 Tango Buenos Aires  
167 Swing Dance I  
168 Swing Dance II  
169 Swing Dance III  
330 Creative Dance

†350 Cardio Dance  
390 Dance Composition/Theory/  
Choreography  
400 Dance Production  
450 Int./Adv. Dance Production  
665 Selected Topics in Dance  
690 Individual Study in Dance

#### **EARLY CHILDHOOD EDUCATION**

201 Child Development  
212 Child, Family & Community

#### **ECONOMICS**

100 Principles of Macroeconomics  
102 Principles of Microeconomics  
310 Political Economy of Asia  
690 Individual Study in Economics

#### **ENGLISH**

†100 Composition  
†105 Intensive Composition  
110 Composition, Literature & Critical  
Thinking  
161 Creative Writing I  
162 Creative Writing II  
165 Critical Thinking & Adv. Composition  
166 Women on Writing  
690 Individual Study in English

#### **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

400 English Composition for Nonnative  
Speakers

#### **FAMILY & CONSUMER SCIENCES**

113 Textiles  
212 Child, Family & Community  
310 Nutrition

#### **FASHION MERCHANDISING**

113 Textiles

#### **FILIPINO (FORMERLY TAGALOG)**

110 Elementary Filipino  
†111 Elementary Filipino I  
†112 Elementary Filipino II  
†121 Adv. Elementary Filipino I  
†122 Adv. Elementary Filipino II

#### **FILM**

370 Film Production (formerly ART 371)  
440 Film Study/Appreciation  
(formerly LIT. 441)  
450 Great Film Directors

#### **FITNESS**

†106 Varsity Conditioning  
†110 Adult Conditioning  
†112 Cross Training  
†116 Body Conditioning  
†160 Women's Conditioning  
†201 Men's Beginning Weight  
Conditioning  
†202 Men's Intermediate Weight  
Conditioning  
†205 Weight Conditioning

†301 Spinning  
†303 Trail Hiking  
†304 Walking Fitness  
†305 Cardiovascular Development –  
Running Emphasis  
†332 Stretching & Flexibility  
†334 Yoga  
†335 Pilates  
†400 Fitness Academy

#### **GEOGRAPHY**

110 Cultural Geography  
150 World Regional Geography  
690 Individual Study in Geography

#### **GEOLOGY**

†100 Survey of Geology  
105 Environmental Earth Science  
180 Geology of California  
†210 General Geology  
220 Historical Geology  
611 Field Geology I  
690 Individual Study in Geology

#### **HEALTH SCIENCE**

100 General Health  
130 Human Sexuality

#### **HISTORY**

100 History of Western Civilization I  
101 History of Western Civilization II  
104 World Civilizations I  
106 World Civilizations II  
†108 Survey of American History  
109 Europe Since 1945  
†201 United States History I  
†202 United States History II  
203 The United States Since 1945  
235 History of Ethnic Groups in the U.S.  
240 History of Ethnic Groups in California  
244 African American History  
248 Women and the American  
Experience  
300 History of San Francisco  
310 California History  
420 Survey of Latin American History  
430 Early Asian Civilizations  
432 Modern Asian Civilizations  
435 History of the Philippines  
†461 Great Cities of the World:  
Paris, Madrid & Istanbul  
†462 Great Cities of the World: London,  
Cairo & Rome  
†463 Great Cities of the World: Florence,  
Tokyo & Jerusalem  
†464 Great Cities of the World: New York,  
Beijing & Granada  
690 Individual Study in History

#### **HUMANITIES**

115 Intro to the Arts – Live!  
690 Individual Study in Humanities

#### **INDIVIDUAL ACTIVITIES**

†101 Beginning Archery  
†105 Intermediate Archery  
†121 Beginning Badminton  
†125 Advanced Badminton  
†126 Coed Club Badminton  
†160 Golf  
†165 Golf: Short Game  
†167 Golf Course Strategies  
†168 Tournament Golf  
†169 Golf Swing Analysis  
†182 Intro to Tai Chi  
†251 Beginning Tennis  
†253 Intermediate Tennis  
†255 Advanced Tennis

#### **ITALIAN**

†111/112 Elementary Italian I & II  
121/122 Adv. Elementary Italian I & II

#### **JAPANESE**

†111/112 Elementary Japanese I & II

#### **JOURNALISM**

110 Mass Media & Society  
120 Newswriting

#### **LIBRARY SCIENCE**

†100 Intro to Information Research

#### **LITERATURE**

101 Contemporary Literature  
111 Short Story  
113 Intro to the Novel  
116 Intro to World Literature  
151 Shakespeare  
166 Women on Writing  
225 Mirrors of Today: Contemporary  
Poetry  
251 Women in Literature  
265 Asian American Literature  
266 Black Literature  
267 Filipino American Literature  
370 Literature of the Latino in the U.S.  
373 Latin American Literature in  
Translation  
416 Modern European Literature in  
Translation  
432 Folklore  
690 Individual Study in Literature

#### **MATHEMATICS**

†150 Mathematics for Elementary School  
Teachers I  
†153 Mathematics for Elementary School  
Teachers II  
†200 Probability & Statistics  
201 Quantitative Reasoning  
222 Precalculus  
†241 Applied Calculus I  
†242 Applied Calculus II  
†251 Calculus/Analytical Geometry I  
†252 Calculus/Analytical Geometry II  
†253 Calculus/Analytical Geometry III  
270 Linear Algebra

275 Ordinary Differential Equations  
690 Individual Study in Mathematics

### MUSIC

100 Fundamentals of Music  
110 Music Theory I  
111 Musicianship I  
115 Music, Art & Ideas  
202 Music Appreciation  
204 Music History  
240 Music of the Americas  
250 World Music  
275 History of Jazz  
301 Piano I  
302 Piano II  
303 Piano III  
304 Piano IV  
350 The Art of Rock, Rhythm & Blues I  
351 The Art of Rock, Rhythm & Blues II  
377 Guitar I  
378 Guitar II  
379 Guitar III  
380 Guitar IV  
383 Guitar Ensemble I  
401 Voice I  
402 Voice II  
403 Voice III  
404 Voice IV  
430 Concert Band  
450 Jazz Band  
470 Concert Choir  
475 Jazz Choir  
665 Special Topics in Musical Performance  
690 Individual Study in Music

### OCEANOGRAPHY

100 Survey of Oceanography  
†101 Oceanography Lab/Field Study

### PHILOSOPHY

100 Intro to Philosophy  
103 Critical Thinking  
109 Critical Thinking and Writing  
160 History of Western Philosophy:  
Ancient & Medieval  
175 History of Western Philosophy:  
16th-18th Century  
200 Intro to Logic  
240 Intro to Ethics  
300 Intro to World Religions  
320 Asian Philosophy  
690 Individual Study in Philosophy

### PHYSICAL EDUCATION

†105 The Student-Athlete Experience  
†211 Prevention and Care of Athletic Injuries  
†212 Prevention and Care of Athletic Injuries Lab  
†213 Sports Medicine  
†214 Sports Medicine Lab  
690 Individual Study in Physical Education

### PHYSICS

†210 General Physics I  
†211 General Physics I – Calculus Supplement  
†220 General Physics II  
†221 General Physics II – Calculus Supplement  
†250 Physics with Calculus I  
†260 Physics with Calculus II  
†270 Physics with Calculus III  
690 Individual Study in Physics

### POLITICAL SCIENCE

115 Comparative Government  
130 International Relations  
150 Intro to Political Theory  
†200 National, State & Local Government  
†210 American Politics  
315 Introduction to Revolutionary Thought  
320 Latin America in the International Political Economy  
330 Middle East Politics: US & Israeli-Palestinian Conflict  
690 Individual Study in Political Science

### PSYCHOLOGY

100 General Psychology  
105 Experimental Psychology  
200 Developmental Psychology  
201 Child Development  
268 Black Psychology  
300 Social Psychology  
390 Psychology of Consciousness  
410 Abnormal Psychology  
665 Special Topics in Psychology  
690 Individual Study in Psychology

### SOCIAL SCIENCE

150 Intro to Women's Studies  
690 Individual Study in Social Science

### SOCIOLOGY

100 Intro to Sociology  
105 Contemporary Social Issues  
108 Community Relations  
141 Race & Ethnicity  
142 Filipina/o Community Issues  
341 Asian Cultures and Societies  
665 Selected Topics in Sociology  
690 Individual Study in Sociology

### SPANISH

110 Elementary Spanish  
†111, 112 Elementary Spanish I & II  
120 Adv. Elementary Spanish  
†121, 122 Adv. Elementary Spanish I & II  
130 Intermediate Spanish

**NOTES:** † Courses listed with a dagger: Credit limitation – See your counselor. Credit for courses numbered 665 and 690 is contingent upon a review of the course outline by a UC campus.

140 Adv. Intermediate Spanish  
161 Readings in Spanish American Lit. I  
162 Readings in Spanish American Lit. II  
220 Spanish for Spanish Speakers I  
690 Individual Study in Spanish

### SPEECH

100 Public Speaking  
111 Oral Interpretation of Literature  
†120 Interpersonal Communication  
127 Argumentation  
140 Small Group Communication  
†150 Intercultural Communication  
690 Individual Study in Speech

### TEAM SPORTS

†100 Baseball  
†111 Beginning Basketball  
†112 Basketball: Adv. Competition Strategies  
†115 Advanced Basketball  
†116 Basketball: Individual Skill Development  
†117 Basketball: Tournament Basketball  
†125 Non-Traditional Outdoor Games  
†132 Flag Football  
†141 Beginning Soccer  
†145 Advanced Soccer  
†146 Men's Soccer Theory  
†148 Indoor Soccer  
†149 Women's Soccer Theory  
†171 Beginning Volleyball  
†173 Intermediate Volleyball  
†175 Advanced Volleyball  
†176 Volleyball Theory  
†179 Tournament Volleyball  
†190 Baseball Theory, Defense  
†191 Baseball Theory, Offense  
†192 Men's Basketball Theory, Defense  
†193 Men's Basketball Theory, Offense  
†194 Women's Basketball Theory, Defense  
†195 Women's Basketball Theory, Offense

### VARSITY

†100 Varsity Baseball  
†110 Men's Varsity Basketball  
†120 Men's Varsity Cross Country  
†150 Men's Varsity Soccer  
†200 Varsity Wrestling  
†300 Women's Varsity Basketball  
†310 Women's Varsity Cross Country  
†320 Women's Varsity Softball  
†340 Women's Varsity Volleyball  
†350 Women's Varsity Badminton  
†360 Women's Varsity Soccer

# Transfer Courses – CA State Universities and Colleges

## COURSES DESIGNATED AS TRANSFERABLE BY SKYLINE COLLEGE TOWARD BACCALAUREATE DEGREE CREDIT AT CALIFORNIA STATE UNIVERSITIES AND COLLEGES

The courses listed below are transferable to campuses of the California State University system. Those courses followed with a letter and numerical indicator such as “A1”, “B2”, etc., may be used to fulfill CSU General Education Breadth requirements. See end of section for further details.

**Note:** This information is current as of May 31, 2008. Please check with the Counseling Office or the Transfer Opportunity and Career Center for more up-to-date information.

### TRANSFERS TO THE CALIFORNIA STATE UNIVERSITY (CSU) CAMPUSES

There are 23 CSU campuses located from Humboldt County to San Diego. The General Education requirements for all lower division campuses are located on pages 233-234. In addition to the General Education requirements, there may be major requirements that will need to be completed prior to transferring with junior status. Meet with your counselor or the Transfer/Career Center to get further information on the CSU GE and major requirements.

The Lower Division Transfer Pattern (LDTP) is a program sponsored by CSU and supported by the California Community Colleges that presents potential transfer students with the most direct path to a Bachelor’s degree in the CSU system. Community College students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus. Students will be asked to successfully complete a specific set of general education and major courses that will be common to all CSU campuses offering that major, and they will be asked to successfully complete an additional set of courses identified by the particular CSU campus named in the LDTP agreement. For more information on the CSU LDTP and whether it is an appropriate option for you, contact Skyline College’s Transfer/Career Center.

### ACCOUNTING

- 100 Accounting Procedures
- 103 Ten Key Skills
- 121 Financial Accounting
- 131 Managerial Accounting
- 171 Federal Income Tax
- 172 Business Income Taxes
- 194 Intro to QuickBooks Pro
- 196 Int. QuickBooks Pro
- 197 Computerized Accounting
- 198 Adv. Computerized Accounting w/Peachtree
- 665 Selected Topics in Accounting

### ADAPTIVE PHYSICAL EDUCATION

- 348 Adaptive Physical Education ..... **E2**
- 349 Functional Adapted Fitness Assessment ..... **E2**
- 356 Adapted Total Fitness ..... **E2**
- 357 Physical Education for Individuals with Special Needs ..... **E2**
- 358 Adapted Strength Development
- 359 Balance and Functional Movement for the Physically Limited

### ADMINISTRATION OF JUSTICE

- 100 Intro to Administration of Justice ..... **D3**
- 102 Principles/Procedures of Justice
- 104 Concepts of Criminal Law

- 106 Legal Aspects of Evidence
- 108 Community Relations
- 110 Police Report Writing
- 120 Criminal Investigation
- 123 Concept of Enforcement
- 125 Juvenile Procedures
- 135 Narcotics Investigation
- 180 Criminal Identification
- 205 Judicial Process in California
- 665 Special Topics in Administration of Justice

### AMERICAN SIGN LANGUAGE

- 111 American Sign Language I ..... **C2**
- 112 American Sign Language II ..... **C2**
- 121 Adv. Elementary Sign Language I
- 122 Adv. Elementary Sign Language II

### ANTHROPOLOGY

- 110 Cultural Anthropology ..... **D3**
- 125 Physical Anthropology ..... **B2**
- 150 Intro to Archaeology ..... **D3**
- 155 Human Prehistory & The Rise of Civilization ..... **D3**
- 165 Sex and Gender: Cross-Cultural Perspectives ..... **D3**
- 180 Magic, Witchcraft & Religion ..... **D3**
- 360 Native Peoples of North America ..... **D3**

### ARABIC

- 111 Elementary Arabic I ..... **C2**
- 112 Elementary Arabic II ..... **C2**
- 121 Advanced Elementary Arabic I ..... **C2**
- 122 Advanced Elementary Arabic II ..... **C2**

### ART

- 101 History of Art I ..... **C1**
- 102 History of Art II ..... **C1**
- 105 Art of Asia & Near East ..... **C1**
- 107 Art of Our Times ..... **C1**
- 115 Art, Music & Ideas ..... **C1**
- 120 Art of the Americas ..... **C1**
- 130 Art Appreciation ..... **C1**
- 201 Form & Composition I ..... **C1**
- 202 Form & Composition II
- 204 Drawing I ..... **C1**
- 205 Drawing II
- 207 Life Drawing
- 208 Portrait Drawing I
- 209 Portrait Drawing II
- 214 Color
- 221 Painting I ..... **C1**
- 222 Painting II
- 231 Water Color I
- 232 Water Color II
- 234 Printmaking I
- 235 Printmaking II
- 248 Portraits in Pastel ..... **C1**
- 301 Design ..... **C1**
- 302 Advanced Design
- 311 Lettering & Layout I
- 312 Lettering & Layout II
- 322 Illustration
- 338 Advertising Art
- 350 Visual Perception through Photography ..... **C1**
- 351 Black & White Photography I ..... **C1**
- 352 Black & White Photography II ..... **C1**
- 353 Black & White Photography III
- 354 Color Photography I ..... **C1**
- 355 Color Photography II ..... **C1**
- 363 Alternative Processes in Photography I
- 364 Alternative Processes in Photography II
- 376 Digital Imaging I
- 377 Digital Imaging II
- 405 Sculpture I ..... **C1**
- 406 Sculpture II
- 407 Sculpture III: Direct Metal
- 408 Bronze Casting
- 411 Ceramics I ..... **C1**
- 412 Ceramics II
- 417 Ceramic Glazing Techniques
- 665 Special Topics in Art

### ASTRONOMY

- 100 Introduction to Astronomy ..... **B1**

**AUTOMOTIVE TECHNOLOGY**

- 665 Selected Topics in Automotive
- 706 Toyota Engines
- 707 Toyota Transmissions
- 708 Auto Principles Lab
- 709 Auto Service Orientation
- 710 Fundamentals of Auto Technology
- 713 Auto Electricity & Electronics
- 716 Auto Cooling/Heating & Air Conditioning
- 721 Automotive Steering, Suspension & Brakes
- 725 Toyota Brakes & Chassis
- 727 Toyota Air Conditioning
- 728 Toyota Adv. Electrical
- 729 Toyota Engine Performance
- 730 Japanese Basic Electrical
- 734 Auto Engine Diagnosis/Repair
- 735 Auto Transmission & Drive Trains Diagnosis & Repair
- 743 Pre-Delivery Service
- 745 Japanese Brakes & Chassis
- 748 Japanese Adv. Electrical
- 749 Japanese Engine Performance
- 751 Automotive Engine Performance
- 752 Adv. Engine Performance
- 753 Auto Service Advising
- 754 High Performance Engines I
- 755 High Performance Engines II
- 756 Chrysler Electronic Engine Controls
- 757 Ford Electronic Engine Controls
- 758 Automotive Computer Controls
- 759 Computer Controls: GM
- 760 History of the Automobile
- 761 Auto Brakes II
- 762 Toyota/Mazda Electronic Engine Controls
- 764 Emissions Control Systems I
- 765 Ignition Systems I
- 768 On-Board Diagnostics II
- 769 Head & Valve Service
- 771 Automotive Electrical II
- 772 Clean Air Car I
- 773 Automotive Electrical I
- 774 European Electronic Engine Controls
- 775 Oscilloscopes & Exhaust Gas Analyzers
- 776 Drive Lines & Differentials
- 777 Automatic Transmissions I
- 778 Manual Transmissions I
- 779 Block Service
- 781 Electrical III
- 783 Precision Measurement
- 784 Tools of the Automotive Industry
- 785 Automotive Hazardous Materials
- 786 Automotive Air Conditioning I
- 787 Automatic Transmissions II
- 788 Apprenticeship Systems
- 789 Shop Regulations & Operations
- 790 Automotive Brakes I
- 791 Automotive Chassis II

- 792 Automotive Chassis I
- 793 Engine Performance
- 794 Carbureted Fuel Systems
- 796 Japanese Engines
- 797 Japanese Transmissions
- 798 Alternative Fuels I
- 799 Alternative Fuels II

**BIOLOGY**

- 101 Man in a Biological World ..... **B2, B3**
- 110 Principles of Biology ..... **B2, B3**
- 111 Natural History of California .... **B2, B3**
- 130 Human Biology..... **B2**
- 140 Animals, People & Environment..... **B2**
- 145 Plants, People & Environment ..... **B2**
- 150 Intro to Marine Biology ..... **B2**
- 215 Organismal Biology ..... **B2, B3**
- 230 Intro to Cell Biology ..... **B2, B3**
- 240 General Microbiology ..... **B2, B3**
- 250 Human Anatomy ..... **B2, B3**
- 260 Intro to Physiology ..... **B2, B3**
- 365 Intertidal Interpretation
- 415 Intro to Biotechnology Manufacturing
- 422 Foundations of Biotechnology
- 426 Genetic Engineering
- 430 Intro to Immunology
- 432 Fermentation Technology
- 665 Selected Topics in Biology
- 675 Honors Colloquium in Biology

**BUSINESS**

- 100 Intro to Business..... **D3**
- 101 Human Relations at Work ..... **D3**
- 103 Intro to Business Information Systems
- 107 Dealing with Difficult People
- 109 Working with People Worldwide
- 111 Crash Course to Success in Online Learning
- 115 Business Mathematics
- 120 Mathematical Analysis for Business ..... **B4**
- 123 Statistics ..... **B4**
- 140 Security Investments
- 150 Small Business Management
- 153 Planning a Business Startup
- 170 Selling Fundamentals
- 180 Fundamentals of Marketing
- 181 Personal Power & Leadership
- 182 Techniques of Promotion
- 183 Building High Performing Teams
- 187 Marketing Communications
- 190 Retailing, E-Commerce & Buying
- 200 Intro to International Business..... **D3**
- 201 Business Law
- 205 Business Ethics
- 210 International Finance..... **D3**
- 212 International Business Practice Firm
- 221 Intercultural Business Communication
- 225 Foundations of Global E-Commerce
- 226 Global Business Negotiations
- 227 Global Business Contracts
- 230 Intro to International Marketing
- 231 Put Your Business on the Web

- 240 International Logistics and Transportation
- 241 Doing Business in Asia
- 242 Doing Business in Europe
- 243 Legal Environment of International Business
- 244 Doing Business in Latin America
- 245 Intro to Customs Brokerage
- 246 Doing Business in China
- 248 Asian Management Systems
- 249 Intro to International Logistics for Customs Brokers & Freight Forwarders
- 258 Customs Broker Services & Regulations
- 261 Customs Admissibility, Classification, Value & Entry
- 262 Intro to International Forwarding & Cargo Transportation
- 263 U.S. Export & Destination Country Import Requirements; Foreign Collections
- 264 Labor Law/Collective Bargaining
- 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow
- 268 Air Forwarder Operations & Work-Flow
- 278 Distribution Management
- 279 Import/Export Management
- 290 Introduction to Marketing Strategy
- 291 Marketing Tactics
- 292 Introduction to Marketing Promotions
- 293 Internet Marketing Strategies
- 326 Filing & Records Management
- 352 Introduction to Insurance
- 353 Property & Liability Insurance Principles
- 400 Business English
- 401 Business Communications
- 443 Law Office Procedures
- 445 Law Office Management
- 476 Intro to Medical Office Management
- 485 Medical Terminology
- 486 Medical Transcription
- 487 Medical Transcriber Internship
- 489 Medical Coding ICD-9
- 491 Medical Coding CPT
- 499 Computerized Medical Billing and Information Management
- 520 North San Mateo County Leadership Forum
- 665 Selected Topics in Business

**CAREER AND PERSONAL DEVELOPMENT**

- 100 How to Succeed in College
- 111 Decision Making ..... **E1**
- 132 Job Search ..... **E1**
- 135 Skills/Self Assessment ..... **E1**
- 136 Career Planning..... **E1**
- 137 Life & Career Planning ..... **E1**
- 139 Careers in Teaching
- 140 Peer Counseling

410 College/Career Orientation  
 650 Seminar Groups  
 665 Life Styles Health Issues..... **E1**

**CHEMISTRY**

112 Chemistry in Action..... **B1, B3**  
 192 Introductory Chemistry  
 210 General Chemistry I..... **B1, B3**  
 220 General Chemistry II..... **B1, B3**  
 234 Organic Chemistry I..... **B1**  
 235 Organic Chemistry II..... **B1**  
 237 Organic Chemistry Lab I..... **B3**  
 238 Organic Chemistry Lab II..... **B3**  
 410 Chemistry for Health Sciences..... **B1, B3**

**CHINESE**

111 Elementary Chinese I..... **C2**  
 112 Elementary Chinese II..... **C2**  
 115 Business Chinese  
 121 Adv. Elementary Chinese I..... **C2**  
 122 Adv. Elementary Chinese II..... **C2**  
 130 Intermediate Chinese..... **C2**

**COMBATIVES**

301 Beginning Wrestling ..... **E2**  
 302 Intermediate Wrestling ..... **E2**  
 401 Self Defense ..... **E2**  
 404 Beginning Shotokan Karate..... **E2**  
 405 Intermediate & Adv. Shotokan Karate ..... **E2**

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGY**

100 Beginning Computer Keyboarding  
 101 Computer Keyboarding Skill Building  
 104 Intro to Computers w/Windows I  
 105 Intro to Computers w/Windows II  
 110 Survey of PC Applications  
 200 Intro to MS Office Suite  
 201 Integration of MS Office Applications  
 214 Word Processing I: Word  
 215 Word Processing II: Word  
 217 Word Processing III  
 220 Desktop Publishing: PageMaker  
 221 Desktop Publishing: Microsoft Publisher  
 222 Business Presentations I: PowerPoint  
 223 Business Presentations II: PowerPoint  
 225 Spreadsheets I: Excel  
 226 Spreadsheets II: Excel  
 230 Database Applications I: Access  
 231 Database Applications II: Access  
 235 Computer Illustration  
 300 Business Procedures & Practices  
 301 Maximizing Your Employment Potential  
 400 Internet I  
 403 HTML & Web Authoring Applications I  
 404 HTML & Web Authoring Applications II  
 406 Multimedia for the Web I – Audio  
 407 Multimedia for the Web II – Video  
 408 Digital Audio and Video  
 410 Photoshop Essentials

411 Photoshop Portfolio  
 412 Flash I  
 413 Flash II  
 414 Flash ActionScript I  
 416 Adobe InDesign Essentials  
 420 JavaScript  
 434 Web Programming I  
 480 Intro to Local Area Networks (LAN)  
 490 Technical Overview of the Internet  
 665 Selected Computer Topics

**COMPUTER SCIENCE**

118 Intro to Object-Oriented Program Design  
 155 Computer Programming VISUAL BASIC  
 156 Intermediate Programming in VISUAL BASIC  
 190 Intro to C Programming  
 250 Adv. C Programming with Intro to C++  
 252 Programming Methods II: C++  
 284 Programming Methods I: JAVA  
 286 Programming Methods II: JAVA  
 312 Installing/Using Linux as Your PC OS  
 313 Working in a Linux Shell Environment  
 314 Managing a Linux System  
 315 Managing Linux-Based Internet Services  
 316 Managing Linux-Based Intra-net (Enterprise) Services  
 355 Introduction to Oracle - SQL  
 356 Fundamentals of Database Administration I  
 357 Fundamentals of Database Administration II  
 378 Programming in PERL  
 412 Flash I  
 413 Flash II  
 423 JavaScript  
 451 PC Configuration & Repair  
 481 Network Systems Administration  
 484 Adv. Routing Concepts & Applications  
 486 Network Security  
 487 Adv. Network Security  
 665 Selected Topics in Computer Science

**COOPERATIVE EDUCATION**

670 Vocational Cooperative Education  
 671 General Cooperative Education

**COUNSELING**

100 College Success ..... **E1**  
 104 Transfer Power  
 105 Up Your Self-Esteem  
 106 Anxiety Management  
 107 Coping with Depression  
 108 Anger Management

**DANCE**

105 Dance & Wellness ..... **E2**  
 110 Modern Dance..... **C1, E2**  
 130 Jazz Dance ..... **C1, E2**  
 140 Ballet ..... **C1, E2**  
 152 Cuban Roots of Salsa ..... **E2**

161 Tango Argentino ..... **E2**  
 162 Tango Milonga..... **E2**  
 163 Tango Buenos Aires ..... **E2**  
 164 Tango de la Confeitaria ..... **E2**  
 165 Tango Performance Improvisation .. **E2**  
 167 Swing Dance I ..... **E2**  
 168 Swing Dance II ..... **E2**  
 169 Swing Dance III ..... **E2**  
 171 Chinese Dance Workout  
 330 Creative Dance ..... **C1, E2**  
 350 Cardio Dance..... **C1, E2**  
 390 Dance Composition/Theory/Choreography  
 400 Dance Production..... **C1, E2**  
 440 Principles of Dance Co./Arts Program Management  
 450 Intermediate/Adv. Dance Production ..... **E2**  
 665 Selected Topics in Dance ..... **E2**

**EARLY CHILDHOOD EDUCATION**

191 Children’s Literature ..... **C2**  
 201 Child Development..... **D3, E1**  
 210 Early Childhood Education Principles  
 211 Early Childhood Education Curriculum  
 212 Child, Family, & Community  
 213 The School-Age Child  
 214 Child-Parent Relations ..... **E1**  
 223 Infant/Toddler Development  
 225 Infant/Toddler Environments  
 240 Early Childhood Education Administration: Business & Legal  
 241 Early Childhood Education Administration: Human Relations  
 242 Adult Supervision in ECE/CD Classrooms  
 260 Children with Special Needs  
 262 Introduction to Family Support: Building Respectful Partnerships  
 264 The Life Cycle of the Family  
 270 Intro to Infant/Toddler Child Care  
 272 Cultural Diversity in ECE  
 273 Supporting Young Bilingual Learners  
 275 Children’s Language & Literacy Development  
 311 Children’s Nutrition  
 333 Observational Skills  
 335 Handling Behavior  
 366 Practicum in Early Childhood Education  
 665 Selected Topics in ECE

**ECONOMICS**

100 Principles of Macroeconomics ..... **D3**  
 102 Principles of Microeconomics ..... **D3**  
 310 Political Economy of Asia ..... **D3**

**EDUCATION**

100 Introduction to Education ..... **D3**

**ELECTRONICS TECHNOLOGY**

110 Intro to Fundamentals of Electronics  
 410 Intro to Solar Installation & Integration

**EMERGENCY MEDICAL CARE**

425 CPR: Health Care Provider

**ENGLISH**

- 100 Composition ..... **A2, A3**
- 104 Applied English Skills for Cultural Production
- 105 Intensive Composition ..... **A2, A3**
- 110 Composition, Literature, & Critical Thinking ..... **A2, A3, C2**
- 161 Creative Writing I ..... **C2**
- 162 Creative Writing II
- 165 Critical Thinking & Adv. Composition ..... **A3**
- 166 Women on Writing
- 195 Term Paper

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

400 English Composition for Nonnative Speakers

**FAMILY & CONSUMER SCIENCES**

- 113 Textiles ..... **C1**
- 117 Creating a Personal Image
- 119 Clothing, Culture & Society ..... **C1**
- 150 History of Costume
- 212 Child, Family & Community ..... **D3**
- 213 Child-Parent Relations ..... **E1**
- 310 Nutrition ..... **E1**
- 311 Children's Nutrition
- 313 Holistic Perspectives in Nutrition .... **E1**
- 320 Food & Fitness ..... **E1**
- 392 Life Cycle ..... **E1**
- 665 Selected Topics in Family & Consumer Sciences

**FASHION MERCHANDISING**

- 113 Textiles ..... **C1**
- 117 Creating a Personal Image
- 119 Clothing, Culture & Society ..... **C1**
- 150 History of Costume
- 151 Fashion Merchandising
- 152 Visual Merchandising
- 153 Apparel & Home Fashion Analysis
- 156 Fashion Shows & Special Events
- 160 Business of Image Consulting
- 665 Selected Topics in Fashion

**FILIPINO (formerly Tagalog)**

- 110 Elementary Filipino ..... **C2**
- 111 Elementary Filipino I ..... **C2**
- 112 Elementary Filipino II ..... **C2**
- 120 Adv. Elementary Filipino
- 121 Adv. Elementary Filipino I
- 122 Adv. Elementary Filipino II

**FILM**

- 370 Film Production ..... **C1**
- 375 Scriptwriting for Film & TV
- 380 Basic Video Production
- 385 Intermediate Film/Video Workshop
- 440 Film Study & Appreciation ..... **C2**
- 450 Great Film Directors

**FITNESS**

- 106 Varsity Conditioning ..... **E2**
- 110 Adult Conditioning ..... **E2**
- 112 Cross Training ..... **E2**
- 116 Body Conditioning ..... **E2**
- 160 Women's Conditioning ..... **E2**
- 166 Golf Fitness ..... **E2**
- 182 Intro to Tai Chi ..... **E2**
- 201 Men's Beginning Weight Conditioning ..... **E2**
- 202 Men's Intermediate Weight Conditioning ..... **E2**
- 205 Weight Conditioning ..... **E2**
- 301 Spinning ..... **E2**
- 303 Trail Hiking ..... **E2**
- 304 Walking Fitness ..... **E2**
- 305 Cardiovascular Development – Running Emphasis, Beginning to Advanced ..... **E2**
- 332 Stretching & Flexibility ..... **E2**
- 334 Yoga ..... **E2**
- 335 Pilates ..... **E2**
- 336 Yoga for Fitness & Wellness ..... **E2**
- 400 Fitness Academy ..... **E2**

**GEOGRAPHY**

- 110 Cultural Geography ..... **D3**
- 150 World Regional Geography ..... **D3**
- 301 Intro to Map Reading for GIS
- 302 Intro to GIS & ArcView
- 303 GIS Applications

**GEOLOGY**

- 100 Survey of Geology ..... **B1**
- 105 Environmental Earth Science ..... **B1**
- 180 Geology of California ..... **B1**
- 210 General Geology ..... **B1, B3**
- 220 Historical Geology ..... **B1, B3**
- 611 Field Geology I

**HEALTH SCIENCE**

- 100 General Health ..... **E1**
- 130 Human Sexuality ..... **E1**
- 150 Death & Dying ..... **E1**
- 435 Pharmacy Technician Training
- 436 Pharmacy Technician Training – Clinical Externship
- 484 Medical Terminology
- 665 Life Styles – Health Issues ..... **E1**

**HISTORY**

- 100 History of Western Civilization I ..... **C2**
- 101 History of Western Civilization II ..... **C2**
- 104 World Civilizations I ..... **C2, D3**
- 106 World Civilizations II ..... **C2, D3**
- 108 Survey of American History ..... **D1**
- 109 Europe Since 1945 ..... **C2**
- 201 U.S. History I ..... **D1**
- 202 U.S. History II ..... **D1**
- 203 The United States Since 1945 ..... **C2, D3**
- 235 History of Ethnic Groups in the U.S. .... **D1**

- 240 History of Ethnic Groups in California ..... **D2a**
- 244 African American History ..... **D1**
- 248 Women and the American Experience ..... **C2, D3**
- 300 History of San Francisco ..... **D3**
- 310 California History ..... **D2a**
- 335 History & Politics of the Middle East ..... **C2, D3**
- 420 Survey of Latin American History ..... **C2**
- 430 Early Asian Civilizations ..... **C2, D3**
- 432 Modern Asian Civilizations ..... **C2, D3**
- 435 History of the Philippines ..... **C2, D3**
- 453 History of China ..... **C2, D3**
- 461-464 Great Cities of the World ..... **C2**

**HUMANITIES**

- 106 The Awakening of Individuality ..... **C2**
- 115 Intro to the Arts - Live! ..... **C2**
- 116 Children's Arts Appreciation ..... **C2**
- 117 Arts, Senses & Imagination ..... **C1**

**INDIVIDUAL ACTIVITIES**

- 101 Beginning Archery ..... **E2**
- 105 Intermediate Archery ..... **E2**
- 121 Beginning Badminton ..... **E2**
- 125 Intermediate/Adv. Badminton ..... **E2**
- 126 Coed Club Badminton ..... **E2**
- 141 Bowling ..... **E2**
- 160 Golf ..... **E2**
- 165 Golf: Short Game ..... **E2**
- 167 Golf Course Strategies ..... **E2**
- 168 Tournament Golf ..... **E2**
- 169 Golf Swing Analysis ..... **E2**
- 251 Beginning Tennis ..... **E2**
- 253 Intermediate Tennis ..... **E2**
- 255 Advanced Tennis ..... **E2**

**INTERIOR DESIGN**

- 110 Environmental Design ..... **C1**
- 120 Designing Interiors for Multicultural Populations ..... **C1**
- 310 Housing

**ITALIAN**

- 103 Italian for Travelers
- 111 Elementary Italian I ..... **C2**
- 112 Elementary Italian II ..... **C2**
- 121 Adv. Elementary Italian I ..... **C2**
- 122 Adv. Elementary Italian II ..... **C2**

**JAPANESE**

- 111 Elementary Japanese I ..... **C2**
- 112 Elementary Japanese II ..... **C2**
- 115 Basic Business Japanese

**JOURNALISM**

- 110 Mass Media & Society ..... **D3**
- 120 Writing & Reporting for the Media
- 121 Adv. Writing & Reporting for the Media
- 300 Newspaper Staff

- 301 Online Newspaper Staff
- 302 Newspaper Workshop

**LEARNING SKILLS**

- 110 Directed Experience in Tutoring

**LIBRARY SCIENCE**

- 100 Intro to Information Research ..... **E1**
- 110 Digital Oral Research Project
- 665 Selected Topics in Library & Information Science

**LITERATURE**

- 101 Contemporary Literature..... **C2**
- 111 Short Story ..... **C2**
- 113 Intro to the Novel..... **C2**
- 116 Intro to World Literature ..... **C2**
- 151 Shakespeare ..... **C2**
- 166 Women on Writing
- 191 Children’s Literature ..... **C2**
- 225 Mirrors of Today:  
Contemporary Poetry..... **C2**
- 251 Women in Literature..... **C2**
- 265 Asian American Literature ..... **C2**
- 266 Black Literature..... **C2**
- 267 Filipino American Literature..... **C2**
- 370 Literature of the Latino in U.S. .... **C2**
- 373 Latin American Literature in Translation ..... **C2**
- 416 Modern European Literature in Translation ..... **C2**
- 432 Folklore ..... **C2**
- 441 Film Study & Appreciation (see FILM 440)..... **C2**

**MANAGEMENT**

- 100 Intro to Business
- 120 Management Communications
- 235 Techniques of Supervision
- 255 Intro to Quality Control
- 270 Public Transit Management

**MATHEMATICS**

- 130 Trigonometry ..... **B4**
- 150 Mathematics for Elementary School Teachers I..... **B4**
- 153 Mathematics for Elementary School Teachers II..... **B4**
- 200 Probability & Statistics..... **B4**
- 201 Quantitative Reasoning..... **B4**
- 222 Precalculus ..... **B4**
- 241 Applied Calculus I..... **B4**
- 242 Applied Calculus II..... **B4**
- 251 Calculus/Analytical Geometry I..... **B4**
- 252 Calculus/Analytical Geometry II..... **B4**
- 253 Calculus/Analytical Geometry III..... **B4**
- 270 Linear Algebra..... **B4**
- 275 Ordinary Differential Equations ..... **B4**

**MUSIC**

- 100 Fundamentals of Music ..... **C1**
- 110 Music Theory I..... **C1**
- 111 Musicianship I..... **C1**
- 115 Music, Art & Ideas ..... **C1**

- 144 Concert Enjoyment ..... **C1**
- 202 Music Appreciation..... **C1**
- 204 Music History..... **C1**
- 240 Music of the Americas..... **C1**
- 250 World Music..... **C1**
- 275 History of Jazz ..... **C1**
- 290 Intro to MIDI Music
- 301 Piano I..... **C1**
- 302 Piano II
- 303 Piano III
- 304 Piano IV
- 350 The Art of Rock, Rhythm & Blues I
- 351 The Art of Rock, Rhythm & Blues II
- 377 Guitar I
- 378 Guitar II
- 379 Guitar III
- 380 Guitar IV
- 383 Guitar Ensemble I
- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV
- 420 Traditional Kulintang Music
- 430 Concert Band
- 450 Jazz Band
- 470 Concert Choir ..... **C1**
- 475 Jazz Choir
- 665 Special Topics in Music Performance

**OCEANOGRAPHY**

- 100 Survey of Oceanography ..... **B1**
- 101 Oceanography Lab/Field Study ..... **B3**

**PARALEGAL STUDIES**

- 240 Intro to Law
- 245 Legal Operations
- 250 Legal Research
- 252 Principles of Civil & Administrative Process
- 260 Adv. Legal Research & Writing
- 265 Labor Law & Collective Bargaining
- 266 Probates, Estates & Trusts
- 304 Concepts of Criminal Law
- 305 Judicial Process in California
- 306 Legal Aspects of Evidence
- 320 Criminal Investigation
- 443 Law Office Procedures
- 445 Law Office Management

**PHILOSOPHY**

- 100 Intro to Philosophy..... **C2**
- 103 Critical Thinking ..... **A3**
- 109 Critical Thinking & Writing ..... **A3**
- 160 History of Western Philosophy: Ancient & Medieval ..... **C2**
- 175 History of Western Philosophy: 16th-18th Century..... **C2**
- 195 History of Western Philosophy: 19th and 20th Century ..... **C2**
- 200 Intro to Logic ..... **A3**
- 240 Intro to Ethics ..... **C2**
- 280 Intro to Political Philosophy..... **C2, D3**

- 300 Intro to World Religions ..... **C2**
- 312 Intro to Philosophy of Religion..... **C2**
- 320 Asian Philosophy ..... **C2**

**PHYSICAL EDUCATION**

- 105 The Student-Athlete Experience ..... **E1**
- 203 Sports Medicine: Clinical Internship
- 211 Prevention and Care of Athletic Injuries
- 212 Prevention and Care of Athletic Injuries Lab
- 213 Sports Medicine
- 214 Sports Medicine Lab
- 270 Introduction to Human Performance ..... **E1**
- 301 Introduction to Personal Training

**PHYSICS**

- 210 General Physics I..... **B1, B3**
- 211 General Physics I – Calculus Supplement
- 220 General Physics II..... **B1, B3**
- 221 General Physics II - Calculus Supplement
- 250 Physics with Calculus I ..... **B1, B3**
- 260 Physics with Calculus II..... **B1, B3**
- 270 Physics with Calculus III..... **B1, B3**

**POLITICAL SCIENCE**

- 115 Comparative Government ..... **D3**
- 130 International Relations ..... **D3**
- 150 Intro to Political Theory..... **D3**
- 200 National, State & Local Government ..... **D2b**
- 210 American Politics
- 280 Intro to Political Philosophy
- 301 California State & Local Government..... **D2a**
- 315 Introduction to Revolutionary Thought ..... **D3**
- 320 Latin America in the International Political Economy..... **D3**
- 330 Middle East Politics: US and Israeli-Palestinian Conflict..... **D3**
- 335 History & Politics of the Middle East

**PSYCHOLOGY**

- 100 General Psychology ..... **D3**
- 105 Experimental Psychology
- 110 Courtship/Marriage/Family..... **D3**
- 171 Quantitative Reasoning in Psychology ..... **B4**
- 200 Developmental Psychology..... **D3, E1**
- 201 Child Development..... **D3, E1**
- 268 Black Psychology ..... **D3**
- 300 Social Psychology ..... **D3**
- 301 Psychology of Personal Development ..... **D3**
- 390 Psychology of Consciousness ..... **D3**
- 410 Abnormal Psychology ..... **D3**
- 665 Special Topics in Psychology

**READING**

- 420 Critical & Effective Reading
- 425 Speed Reading



**REAL ESTATE**

- 100 Real Estate Principles
- 110 Real Estate Practice
- 130 California Mortgage Loan Brokering & Lending
- 665 Selected Real Estate Topics

**RECREATION EDUCATION**

- 100 Intro to Recreation and Leisure Studies

**RESPIRATORY THERAPY**

- 400 Patient & Health Care Concerns
- 410 Intro to Patient Care & Respiratory Assessment Techniques
- 420 Application of Cardiopulmonary Anatomy & Physiology
- 430 Intro to Respiratory Therapeutics
- 438 Clinical Clerkship I
- 445 Respiratory Diseases I
- 448 Clinical Clerkship II
- 450 Respiratory Diseases II
- 458 Clinical Clerkship III
- 460 Respiratory Critical Care
- 475 Hemodynamic Monitoring & Selected Topics in Respiratory Care
- 480 Diagnostic Testing and Outpatient Respiratory Care
- 484 Medical Terminology for Respiratory Therapy
- 485 Clinical Medicine Seminar
- 488 Clinical Clerkship IV
- 490 Neonatal and Pediatric Respiratory Care
- 495 Respiratory Care Board Examination Preparation & Review
- 665 Selected Topics in Respiratory Therapy

**SOCIAL SCIENCE**

- 140 Media & Society..... **D3**
- 150 Gender, Society and Culture ..... **D3**
- 160 Women in Transition Seminar
- 665 Selected Topics in Women's Studies

**SOCIOLOGY**

- 100 Intro to Sociology..... **D3**
- 105 Contemporary Social Issues..... **D3**
- 108 Community Relations
- 110 Courtship, Marriage & Family..... **D3**
- 141 Race & Ethnicity..... **D3**
- 142 Filipina/o Community Issues..... **D3**
- 201 Sociology of Health & Medicine ..... **D3**
- 341 Asian Cultures and Societies... **C2, D3**
- 432 Chinese Culture & Society..... **C2, D3**
- 665 Selected Topics in Sociology ..... **D3**

**SPANISH**

- 101 Spanish for Public Service I
- 103 Spanish for Travelers
- 110 Elementary Spanish..... **C2**
- 111 Elementary Spanish I..... **C2**
- 112 Elementary Spanish II..... **C2**
- 120 Adv. Elementary Spanish..... **C2**

- 121 Adv. Elementary Spanish I..... **C2**
- 122 Adv. Elementary Spanish II..... **C2**
- 130 Intermediate Spanish..... **C2**
- 140 Adv. Intermediate Spanish..... **C2**
- 161 Readings in Spanish  
American Literature I..... **C2**
- 162 Readings in Spanish  
American Literature II ..... **C2**
- 220 Spanish for Spanish Speakers I..... **C2**

**SPEECH COMMUNICATION**

- 100 Public Speaking ..... **A1**
- 120 Interpersonal Communication..... **A1**
- 127 Argumentation & Debate..... **A1**
- 128 Forensics
- 130 Voice & Articulation
- 140 Small Group Communication..... **A1**
- 150 Intercultural Communication..... **A1**
- 160 Basic Skills in Public Speaking

**STUDENT GOVERNMENT**

- 111 Student Government I
- 112 Student Government II
- 115 Community Service & Leadership Practicum

**TEAM SPORTS**

- 100 Baseball..... **E2**
- 111 Beginning Basketball ..... **E2**
- 112 Basketball: Adv. Competition Strategies..... **E2**
- 115 Advanced Basketball ..... **E2**
- 116 Basketball: Individual Skill Development..... **E2**
- 117 Basketball: Tournament Basketball .. **E2**
- 125 Non-Traditional Outdoor Games ..... **E2**
- 132 Flag Football
- 141 Beginning Soccer ..... **E2**
- 145 Advanced Soccer ..... **E2**
- 146 Men's Soccer Theory ..... **E2**
- 148 Indoor Soccer..... **E2**
- 149 Women's Soccer Theory ..... **E2**
- 171 Beginning Volleyball ..... **E2**
- 173 Intermediate Volleyball ..... **E2**
- 175 Advanced Volleyball ..... **E2**
- 176 Volleyball Theory..... **E2**
- 179 Tournament Volleyball ..... **E2**
- 188 Volleyball Theory, Defense ..... **E2**
- 189 Volleyball Theory, Offense..... **E2**
- 190 Baseball Theory, Defense ..... **E2**
- 191 Baseball Theory, Offense ..... **E2**
- 192 Men's Basketball Theory, Defense.. **E2**
- 193 Men's Basketball Theory, Offense .. **E2**
- 194 Women's Basketball Theory, Defense..... **E2**
- 195 Women's Basketball Theory, Offense ..... **E2**
- 196 Mens' Soccer Theory, Defense..... **E2**
- 197 Men's Soccer Theory, Offense..... **E2**
- 198 Women's Soccer Theory, Defense.. **E2**
- 199 Women's Soccer Theory, Offense... **E2**
- 201 Wrestling Theory ..... **E2**

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY**

- 100 Telecommunications, Networking & Wireless Technologies
- 312 Installing/Using Linux as Your PC OS
- 313 Working in a Linux Shell Environment
- 314 Managing a Linux System
- 315 Managing Linux-Based Internet Services
- 316 Managing Linux-Based Intra-net (Enterprise) Services
- 405 Electrical Fundamentals for TCOM
- 410 Wiring & Installation for Telecommunications & Networking
- 415 Wireless & Mobile Communications Fundamentals
- 420 Signal Transmission & Radio Frequency Fundamentals
- 440 Transport Networks & the Fundamentals of Digital Communications
- 445 Wireless & Mobile Communications Systems & Applications
- 451 PC Configuration & Repair
- 452 A+ Certification Exam Preparation
- 460 Fiber Optics Technology
- 462 Switching Technology
- 465 Wireless Local Area Networks
- 480 Network Fundamentals (LAN)
- 481 Network Systems Administration
- 482 Introduction to Routers
- 483 Network Switches - Concepts & Applications
- 484 Adv. Routing Concepts & Applications
- 485 Troubleshooting the Internetwork
- 486 Network Security
- 487 Adv. Network Security
- 490 Technical Overview of the Internet
- 665 Selected Topics in TCOM

**VARSITY SPORTS**

- 100 Varsity Baseball..... **E2**
- 110 Men's Varsity Basketball..... **E2**
- 120 Men's Varsity Cross Country..... **E2**
- 150 Men's Varsity Soccer..... **E2**
- 200 Varsity Wrestling ..... **E2**
- 300 Women's Varsity Basketball
- 310 Women's Varsity Cross Country..... **E2**
- 340 Women's Varsity Volleyball..... **E2**
- 350 Women's Varsity Badminton
- 360 Women's Varsity Soccer ..... **E2**

**Special Note:** The following courses, usually offered by all programs, are also transferable – 680 Experimental Courses in (Department) and 690 Individual Study in (Department). In addition to COOP 670, courses numbered 670 (work experience) are offered in a variety of vocational disciplines and are transferable.

# CSU General Education Requirements

Candidates for a Bachelor's degree from the CSU System who begin college in the Fall of 2009 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

One course required from each of A1, A2 and A3.

### A1 – Oral Communications

SPCH 100 120 127 140 150

### A2 – Written Communications

ENGL 100 105 110

### A3 – Critical Thinking

ENGL 100 105 110\*\* 165

PHIL 103 109 200

\*\*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.**

	IN PROGRESS	9 UNITS COMPLETED
<b>A1</b>	<input type="text"/>	<input type="text"/>
<b>A2</b>	<input type="text"/>	<input type="text"/>
<b>A3</b>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>	<b>COMPLETED</b> <input type="text"/>

## AREA B NATURAL SCIENCE & MATHEMATICS 9 units required

One course from Physical Science B1, Life Science B2, and Quantitative Reasoning B4. Must include one **lab** course from Area B1, B2 or B3 (indicated by asterisk\*).

### B1 – Physical Science

ASTR 100

CHEM 112\* 210\* 220\* 234-237\* 235-238\* 410\*

GEOL 100 105 180 210\* 220\*

OCEN 100

PHYS 210\* 220\* 250\* 260\* 270\*

### B2 – Life Science

ANTH 125

BIOL 101\* 110\* 111\* 130 140 145 150 215\* 230\* 240\* 250\* 260\*

### B3\* – Lab Course

OCEN 101\*

## B4 – Quantitative Reasoning

BUS. 120 123

MATH 130 150 153 200 201 222 241 242 251 252 253 270 275

PSYC 171

**Note: ACTG 121/131 meet B4 only if taken prior to Fall 2002.**

**Note: Area B4 MUST be completed with a grade of C or better BEFORE transfer.**

	IN PROGRESS	9-12 UNITS COMPLETED
<b>B1</b>	<input type="text"/>	<input type="text"/>
<b>B2</b>	<input type="text"/>	<input type="text"/>
<b>B3*</b>	<input type="text"/>	<input type="text"/>
<b>B4</b>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>	<b>COMPLETED</b> <input type="text"/>

## AREA C ARTS, LITERATURE, PHILOSOPHY & LANGUAGES 9 units required

Three courses to include at least one course from Arts and one from Humanities.

### C1 – Arts

ART 101 102 105 107 115 120 130 201 204 221 248 301 350  
351 352 354 355 405 411

DANC 110 130 140 330 350 400

FASH 113 119

FCS 113 119

FILM 370

HUM. 117

INTD 110 120

MUS. 100 110 111 115 144 202 204 240 250 275 301 470

### C2 – Humanities

ARBC 111 112 121 122

ASL 111 112

CHIN 111 112 121 122 130

ECE. 191

ENGL 110 161

FILI 110 111 112

FILM 440 (formerly Lit. 441)

HIST 100 101 104 106 109 203 248 335 420 430 432 435  
453 461 462 463 464

HUM. 106 115 116

ITAL 111 112 121 122

JAPN 111 112

Continued →

**C2 – Humanities Continued**

LIT. 101 111 113 116 151 191 225 251 265 266 267 370 373  
 416 432  
 PHIL 100 160 175 195 240 280 300 312 320  
 PLSC 280 335  
 SOCI 341 432  
 SPAN 110 111 112 120 121 122 130 140 161 162 220

**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
<b>C1</b>	<input type="text"/>	<input type="text"/>
<b>C2</b>	<input type="text"/>	<input type="text"/>
<b>C1 or C2</b>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>	<b>COMPLETED</b> <input type="text"/>

**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	JOUR 110
ANTH 110 150 155 165 180 360	PHIL 280
BUS. 100 101 200 210	PLSC 115 130 150 280 315
ECE. 201	320 330 335
ECON 100 102 310	PSYC 100 110 200 201
EDUC 100	268 300
FCS 212	301 390 410
GEOG 110 150	SOCI 100 105 110 141 142
HIST 104 106 203 248 300	201 341 432 665
335 430 432 435 453	SOSC 140 150

**ECE. 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**

**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	HSCI 100 130 150 665
CRER 111 132 135 136	LSCI 100
137 665	P.E. 105 270
ECE. 201 214	PSYC 200 201
FCS 213 310 313 320 392	
GERO 101	

**E2**

ADAP 356 357	TEAM 100 111 112 115
COMB 301 302 401 404 405	116 117 120 125
DANC 105 110 130 140 152	141 145 146 148
161 162 163 164 165	149 150 171 173
167 168 169 330 350	175 176 179 188
400 450 665	189 190 191 192
FITN 106 110 112 116 160 166	193 194 195 196
182 201 202 205 301	197 198 199 201
303 304 305 332 334	VARs 100 110 120 150
335 336 349 350 400	200 310 340 360
INDV 101 105 121 125 126 141	
160 165 167 168 169 251	
253 255	

**ECE. 214 & FCS 213 are the same course.**

**ECE. 201 & PSYC 201 are the same course.**

*Note: COMP 110 meets E1 only if taken prior to Fall 1999.*

	IN PROGRESS	3 UNITS COMPLETED
<b>E1</b>	<input type="text"/>	<input type="text"/>
<b>E2</b>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>	<b>COMPLETED</b> <input type="text"/>

*Note: For the most updated version of this list see the Counseling Office or the Transfer Opportunity and Career Center (TOCC).*

# Intersegmental General Education Transfer Curriculum (IGETC)

Effective Fall 1991, the IGETC will permit a student to transfer from Skyline College to any campus of the California State University (CSU) or the University of California (UC) systems without having to take additional lower-division general education after transfer.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

- Note:**
1. The IGETC does not guarantee admission to any CSU or UC campus.
  2. The IGETC does not meet the American History and Institutions requirement at CSU and UC campuses.
  3. All courses for IGETC must be completed with C or better grades (a C- is not acceptable).

**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.)

- GROUP A:** Choice of ENGL 100 or ENGL 105#  
**GROUP B:** Choice of ENGL 110<sup>a</sup>, ENGL 165 or PHIL 109  
**GROUP C:** Choice of SPCH 100, SPCH 120<sup>b</sup>, SPCH 127, SPCH 140 or SPCH 150

### COMPLETED

**A**

**B**

**C**

**TOTAL**

## AREA 2 – MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

(Required: 1 course, 3 semester units minimum.)

- BUS.** 120#, 123#  
**MATH** 200#, 201, 222#, 241#, 242#, 251#, 252#, 253#, 270, 275

### COMPLETED

**TOTAL**

## AREA 3 – ARTS and HUMANITIES

(Required: 3 courses, 9 semester units minimum. At least one course from Arts and one from Humanities.)

- GROUP A: ARTS**  
**ART** 101 102 105 115 120 130  
**FILM** 440 (formerly Lit. 441) 450  
**MUS.** 100 115 202 204 240 250

## GROUP B: HUMANITIES

- CHIN** 122  
**HIST** 100 101 104 106 108# 109 201# 202# 203 235 240 244 248 310 420 430 432 435 461 462 463 464  
**LIT.** 101 111 113 116 151 225 251 265 266 267 370 373 416 432  
**PHIL** 100 160 175 240 300 320  
**SOCI** 341  
**SPAN** 130 140 161 162

### COMPLETED

**A**

**B**

**A or B**

**TOTAL**

## AREA 4 – SOCIAL and BEHAVIORAL SCIENCES

(Required: 3 courses, 9 semester units minimum. Courses from at least two disciplines or an interdisciplinary sequence.)

- ANTH** 110 150 155 165 180 360  
**ECE.** 201  
**ECON** 100 102  
**GEOG** 110 150  
**HIST** 100 101 104 106 108# 109 201# 202# 203 235 240 244 248 300 310 420 430 432 435 461 462 463 464  
**JOUR** 110  
**PLSC** 115 130 150 200 210 315 320 330  
**PSYC** 100 200 201 268 300 390 410<sup>c</sup>  
**SOCI** 100 105 141 142 341  
**SOSC** 150

### COMPLETED

**TOTAL**

Continued →

**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\* 250\* 260\* 270\*

**GROUP B: BIOLOGICAL SCIENCE**

- ANTH 125
- BIOL 101#\* 110#\* 111\* 130# 145 150 215\* 230\* 240\* 250\* 260\*

**COMPLETED**

<b>A</b>	
<b>B</b>	
<b>Lab</b>	
<b>TOTAL</b>	

**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
- FILI 122
- ITAL 122
- SPAN 120, 122, 130, 140 or 220<sup>d</sup>

**COMPLETED**


**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

**COMPLETED**

<b>A</b>	
<b>B1 or B2</b>	
<b>TOTAL</b>	

\* = Lab Course  
 # = UC transfer credit may be limited  
 a = ENGL 110 was redesigned and must be taken Fall 1997 or thereafter to meet this requirement.  
 b = SPCH 120 meets this requirement only if taken prior to Summer 1995 and Fall 1996 or thereafter. SPCH 120 was not UC transferable in 1996 (so may not be used for IGETC if taken Fall 1995, Spring 1996 or Summer 1996.)

c = PSYC 410 must be taken Fall 1998 or thereafter to meet this requirement.  
 d = A student whose native language is Spanish, who has completed at least 9 years of education conducted in Spanish, may not receive credit for SPAN 220.

**Note:** For the most updated version of this list see the Counseling Office or the Transfer Opportunity and Career Center (TOCC).

# California Articulation Number System (CAN)

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught within each academic discipline on California college campuses. The system assures that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course for the major on another participating campus. Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus.

**Note:** CAN will be phased out in Fall 2008. See a counselor for further information.

CAN ID	SKYLINE COLLEGE COURSE	CAN ID	SKYLINE COLLEGE COURSE
CAN AJ 2	ADMJ 100	CAN GEOL 2	GEOL 210
CAN AJ 4	ADMJ 104	CAN GEOL 4	GEOL 220
CAN AJ 6	ADMJ 106	CAN GOVT 2	PLSC 200
CAN AJ 8	ADMJ 120	CAN HIST 2	HIST 100
CAN ANTH 2	ANTH 125	CAN HIST 4	HIST 101
CAN ANTH 4	ANTH 110	CAN HIST 8	HIST 201
CAN ART 2	ART 101	CAN HIST 10	HIST 202
CAN ART 4	ART 102	CAN HIST SEQ A	HIST 100 + HIST 101
CAN ART 6	ART 411	CAN HIST SEQ B	HIST 201 + HIST 202
CAN ART 8	ART 204	CAN ITAL 2	ITAL 111 + ITAL 112
CAN ART 10	ART 221	CAN ITAL 4	ITAL 121 + ITAL 122
CAN ART 12	ART 405	CAN JOUR 2	JOUR 120
CAN ART 14	ART 301	CAN JOUR 4	JOUR 110
CAN ART 18	ART 351	CAN MATH 8	MATH 130
CAN ART SEQ A	ART 101 + ART 102	CAN MATH 16	MATH 222
CAN BIOL 2	BIOL 110	CAN MATH 18	MATH 251
CAN BIOL 4	BIOL 215	CAN MATH 20	MATH 252
CAN BIOL 10	BIOL 250	CAN MATH 22	MATH 253
CAN BIOL 12	BIOL 260	CAN MATH 24	MATH 275
CAN BIOL 14	BIOL 240	CAN MATH 26	MATH 270
CAN BIOL SEQ A	BIOL 215 + BIOL 230	CAN MATH 30	MATH 241
CAN BIOL SEQ B	BIOL 250 + BIOL 260	CAN MATH 32	MATH 242
CAN BUS 2	ACTG 121	CAN MATH SEQ B	MATH 251 + MATH 252
CAN BUS 4	ACTG 131	CAN MATH SEQ C	MATH 251 + MATH 252 + MATH 253
CAN BUS 6	BUS. 103		
CAN BUS 8	BUS. 201	CAN MATH SEQ D	MATH 241 + MATH 242
CAN BUS SEQ A	ACTG 121 + ACTG 131	CAN MUS 8	MUS. 202
CAN CHEM 2	CHEM 210	CAN PHIL 2	PHIL 100
CAN CHEM 4	CHEM 220	CAN PHIL 4	PHIL 240
CAN CHEM 6	CHEM 192	CAN PHIL 6	PHIL 200
CAN CHEM 12	CHEM 250	CAN PHYS 2	PHYS 210
CAN CHEM SEQ A	CHEM 210 + CHEM 220	CAN PHYS 4	PHYS 220
CAN ECON 2	ECON 100	CAN PHYS 8	PHYS 250
CAN ECON 4	ECON 102	CAN PHYS 12	PHYS 260
CAN ENGL 2	ENGL 100 or ENGL 105	CAN PHYS 14	PHYS 270
CAN ENGL 4	ENGL 110	CAN PHYS SEQ A	PHYS 210 + PHYS 220
CAN ENGL 6	ENGL 161	CAN PHYS SEQ B	PHYS 250 + PHYS 260 + PHYS 270
CAN ENGL SEQ A	ENGL 100 + 110 or ENGL 105 + 110	CAN PSY 2	PSYC 100
CAN FCS 2	FCS 310	CAN REC 2	REC 100
CAN FCS 6	FASH 113 or FCS 113	CAN REC 4	REC 121
CAN FCS 8	FCS 320	CAN SOC 2	SOCI 100
CAN FCS 12	FCS 392	CAN SOC 4	SOCI 105
CAN FCS 14	FCS 212 or 213	CAN SPCH 4	SPCH 100
CAN FCS 18	INTD 110	CAN SPCH 6	SPCH 127
CAN FCS 20	FASH 117 or FCS 117	CAN SPCH 8	SPCH 120
CAN GEOG 4	GEOG 110	CAN STAT 2	MATH 200



# Faculty & Administration



**Skyline College  
Administration** 240

**Faculty and Other  
Academic Personnel** 241–245

**Skyline College Emeriti** 246





# Skyline College Administration

PRESIDENT

**Victoria P. Morrow**

VICE PRESIDENT, INSTRUCTION

**Regina Stanback-Stroud**

VICE PRESIDENT, STUDENT SERVICES

**Loretta P. Adrian**

**Connie Beringer**

*Dean, Language Arts Division*

**Donna Bestock**

*Dean, Social Science/Creative Arts Division*

**Eloisa Briones**

*Director, Business Services*

**Michael Celeste**

*Chief of Security*

**Maria Escobar**

*Director, Financial Aid, EOPS and CalWORKs*

**Sherrri Hancock**

*Dean, Enrollment Services*

**Shelly Hausman**

*Public Information Officer*

**Thomas Hewitt**

*Director, Library Services*

**Richard Inokuchi**

*Facilities Operations Manager*

**Sandy Irber**

*Director, Development, Marketing and Public Relations*

**Robert Johnstone**

*Dean, Planning, Research and Institutional Effectiveness*

**Margery Meadows**

*Dean, Business Division*

**Joseph Morello, Jr.**

*Dean, Physical Education/Dance/Athletics Division*

**Leslie H. Shelton**

*Director, Learning Center*

**Richard Soyombo**

*Director, International Trade Development*

**Richard Wallace**

*Dean, Counseling, Advising and Matriculation*

**William Watson**

*Director, Workforce Development*

**Michael Williamson**

*Dean, Science, Math and Technology Division*

# Faculty and Other Academic Personnel

## FACULTY AND OTHER ACADEMIC PERSONNEL

(Date of original appointment follows name.)

### **Acidera, Jeffrey R. (1995)**

*Professor, EOPS Counselor*  
B.S., University of Hawaii at Manoa  
M.S., San Francisco State University

### **Adrian, Loretta P. (2005)**

*Vice President, Student Services*  
B.A., University of the Philippines  
M.A., University of the Pacific  
Ph.D., Claremont Graduate University jointly with San Diego State University

### **Araica, Daisy (1999)**

*Associate Professor, Mathematics*  
B.A., University of California, Santa Cruz  
M.A., San Francisco State University

### **Aurilio, Steven L. (2006)**

*Associate Professor, Administration of Justice*  
A.A., College of San Mateo  
B.A., University of San Francisco  
M.P.A., College of Notre Dame

### **Bates, Alec (2002)**

*Professor, Chemistry*  
B.S., M.A., Indiana University

### **Bell, Rachel (1997)**

*Professor, English and Reading*  
B.A., University of California, Santa Barbara  
M.A., San Diego State University

### **Bell, Rosemary (1999)**

*Professor, History*  
B.A., York College - CUNY  
M.A., New York University

### **Beringer, Connie J. (1990)**

*Dean, Language Arts*  
B.A., Ohio University  
M.A., Kent State University

### **Bestock, Donna (1985)**

*Dean, Social Science/Creative Arts*  
B.A., Mills College  
M.A., Stanford University

### **Biagi, Laurie (1994)**

*Professor, Cosmetology*

### **Biederman, Donald D. (1969)**

*Professor, Counselor*  
B.A., Tufts University  
M.S., University of Washington

### **Bookstaff, Shari (1992)**

*Professor, Biology*  
B.S., University of Wisconsin  
M.A., San Francisco State University

### **Bowsher, James (1999)**

*Professor, English*  
B.A., Denison University, Granville, Ohio  
M.A., San Francisco State University

### **Brenner, Eric (1984)**

*Professor, Librarian*  
B.A., M.L.S., University of California, Berkeley  
M.A., San Francisco State University

### **Browne, Kathryn W. (2005)**

*Associate Professor, Early Childhood Education*  
B.A., Stanford University  
M.A., University of Michigan

### **Broxholm, Tom (1994)**

*Professor, Automotive Technology/Coordinator, Evening Automotive Program*

### **Buckingham, George A. (1991)**

*Professor, History*  
A.A., College of Alameda  
B.A., University of California, Berkeley  
M.A., Hayward State University

### **Burns, Elizabeth A. (1990)**

*Professor, Business*  
B.A., University of California, Los Angeles  
M.B.A., University of California, Berkeley

### **Campillo, Carla (1988)**

*Professor, Counselor/Coordinator, International Students Program*  
A.A., Canada College  
B.A., M.A., San Jose State University

### **Case, Christine L. (1971)**

*Professor, Microbiology, Biology*  
A.A., City College of San Francisco  
B.A., M.A., San Francisco State University  
Ed.D., Nova Southeastern University

### **Castro, Luciana (1998)**

*Professor, Spanish*  
*Coordinator, Foreign Languages*  
B.A., University of Sao Paulo, Brazil  
M.A., Ph.D., University of California, Los Angeles

### **Cervantes, Alma E. (2000)**

*Professor, Business Information/Office Technology*  
B.A., University of California, Los Angeles  
M.A., California State University, Hayward

### **Chandler, Chip (1976)**

*Professor, Physical Education*  
B.A., Western Carolina University  
M.Ed., Springfield College

### **Chavez, John E. (1979)**

*Professor, Mathematics*  
*Learning Center Specialist*  
B.A., M.A., University of California, Santa Barbara

### **Ciraolo, Jerry M. (1986)**

*Professor, Automotive Technology*  
B.A., San Francisco State University

### **Colombetti, Carlos (1998)**

*Professor, Philosophy*  
B.A., University of California, Berkeley  
Ph.D., University of California, Irvine

### **Corsiglia, Kevin (2005)**

*Associate Professor, Physical Education/Head Coach, Women's Soccer*  
B.S., Cal Poly, San Luis Obispo  
M.A., San Jose State University

### **Daniel, Brian M. (2004)**

*Associate Professor, Clinical Education Coordinator, Respiratory Therapy*  
A.S., Skyline College

**Deamer, Patricia A. (1979)**

*Professor, Mathematics*  
*Coordinator, Math Academy*  
 B.S., Southern University  
 M.S., C.A.S., University of Albany,  
 New York

**Del Prado, Norman G. (2005)**

*Associate Professor,*  
*Telecommunications*  
 B.S., M.B.A., M.S., Golden Gate  
 University

**Douglas, C. Lynne (2002)**

*Professor, Learning Disabilities*  
*Specialist*  
 B.A., San Jose State University  
 M.S., University of the Pacific

**Eadus, Dennis (2001)**

*Professor, English*  
 B.S., M.S., University of Wisconsin,  
 Milwaukee  
 J.D., Wake Forest Law School  
 M.A., East Carolina University  
 Ph.D., University of South Carolina,  
 Columbia

**Erpelo, Liza Marie S. (2005)**

*Associate Professor,*  
*English/Coordinator, Kababayan*  
*Program*  
 B.A., San Diego State University  
 M.A., San Francisco State University

**Erskine, Alice (2001)**

*Professor, Surgical Technology*  
 A.S., City College of San Francisco  
 B.S.N., M.S.N., San Francisco State  
 University

**Escalambre, Richard (1985)**

*Professor, Automotive*  
*Technology/Coordinator,*  
*Automotive Program*  
 B.A., San Francisco State University

**Escobar, Jacqueline (1998)**

*Professor, Career Counselor*  
 A.A., City College of San Francisco  
 B.A., M.S., San Francisco  
 State University

**Escobar, Maria D. (1999)**

*Director, Financial Aid, EOPS*  
*and CalWORKs*  
 B.A., University of San Francisco  
 M.Ed., D.Ed., Pennsylvania State  
 University

**Feinblum, Kathleen de Azevedo (2001)**

*Professor, English*  
 B.A., San Francisco State University  
 M.F.A., University of Washington,  
 Seattle

**Fischer, Bridget (1999)**

*Professor, Art*  
 A.A., West Valley College  
 B.F.A., San Jose State University  
 M.F.A., University of Arizona

**Fitzgerald, Michael (1989)**

*Professor, Physical Education*  
 A.A., Skyline College  
 B.A., M.A., San Francisco State  
 University

**Floro, Nina L. (1991)**

*Professor, English*  
 B.A., M.A.T., University of California,  
 Berkeley

**Fosberg, Jan (1997)**

*Professor, Physical Education*  
 A.A., Skyline College  
 B.S., M.S., California State  
 University, Hayward

**Freedman, Jonathan (2002)**

*Professor, Mathematics*  
 B.A., University of California,  
 Santa Cruz  
 M.A., Stanford University  
 M.A., San Francisco State University

**Harer, Katharine (1992)**

*Professor, English/Advisor, Talisman*  
*Literary Magazine/*  
*Coordinator, Honors Transfer*  
*Program*  
 B.A., M.A., San Francisco  
 State University

**Hearne, Stephen (1999)**

*Professor, Psychology*  
 A.A., Fullerton College  
 B.A., University of California,  
 Berkeley  
 M.A., San Diego State University  
 M.S., San Jose State University  
 Ph.D., University of Mississippi

**Heldberg, Judith (2002)**

*Coordinator, Child Development*  
*Center*  
 B.M.E., Emporia State University  
 M.A., San Francisco State University

**Hermosillo, Imelda (2001)**

*Professor, EOPS Counselor*  
 B.A., University of California, Irvine  
 M.P.A., University of Southern  
 California

**Hernandez, Raymond (1997)**

*Associate Professor/Program*  
*Director, Respiratory Therapy*  
 A.S., Fresno City College  
 B.A., St. Mary's College  
 M.P.H., San Francisco State  
 University

**Hewitt, Thomas B. (1995)**

*Director, Library Services*  
 B.A., Fordham University  
 M.A., San Francisco State University  
 M.L.I.S., University of California,  
 Berkeley

**Hough, Richard (1997)**

*Associate Professor, Mathematics*  
 B.S., University of California,  
 Santa Barbara  
 M.A., University of California,  
 Berkeley

**Hsu, Sandra (2000)**

*Professor, Biology*  
 B.A., University of California,  
 Berkeley  
 M.A., San Francisco State University

**Irigoyen, Fermin (2001)**

*Associate Professor, Speech*  
*Communication*  
 A.S., Cañada College  
 B.A., M.A., California State  
 University, Hayward

**Jackson, Paul Tony (1999)**

*Professor, Psychology*  
*ASTEP (AAE) Learning Community*  
 B.A., California State University,  
 Dominguez Hills  
 M.A., Ph.D., California School of  
 Professional Psychology

**Johnstone, Robert (2008)**

*Dean, Planning, Research and*  
*Institutional Effectiveness*  
 B.A., Stanford University  
 M.A., San Jose State University  
 Ph.D., University of Oregon

**Jones, Chester (1975)**

*Professor, Cooperative Education*  
 A.A., Solano College  
 B.A., Golden Gate University  
 M.A., San Francisco State University

**Kaplan-Biegel, Nancy (1994)**

*Professor, English, Journalism*  
*Coordinator, Journalism*  
*Advisor, The Skyline View*  
 B.A., San Diego State University  
 M.A., San Francisco State University

**Kapp, Nickolas V. (1997)**

*Professor, Biology*  
 B.S., Western Illinois University  
 Ph.D., University of Illinois, Chicago

**Komadina, Melissa (2006)**

*Associate Professor, Counselor*  
 A.A., Sacramento City College  
 B.A., M.A., Cal Poly,  
 San Luis Obispo

**Koskelo, Ilkka (2007)**

*Associate Professor, Physics*  
 B.S., Cornell University  
 M.A., University of California,  
 Santa Barbara

**Lachmayr, Lucia K. (2006)**

*Assistant Professor, English*  
*and Reading*  
*Coordinator, Puente Program*  
 A.A., San Diego Mesa Community  
 College  
 B.A., M.A., San Francisco State  
 University

**Lariviere, Judith (2001)**

*Associate Professor, Assistive*  
*Computer Technology Specialist*  
 B.S., M.Ed., University of Western  
 Ontario

**Larson, Eric (1988)**

*Professor, Counselor*  
 B.S., University of California, Davis  
 M.S., University of Southern  
 California

**Leach, Evan (2002)**

*Associate Professor, Mathematics*  
 B.S., M.S., California State  
 University, Hayward

**Lee, Joyce W. (1995)**

*Professor, Counselor*  
 B.A., University of California,  
 Berkeley  
 M.S., San Francisco State University

**Lee, May Tang (1998)**

*Associate Professor, Cosmetology*  
 A.S., City College of San Francisco

**Lim, Poh Kim (2000)**

*Professor, Librarian*  
 B.A., M.L.S., University of California,  
 Los Angeles  
 M.A., San Francisco State University

**Lowell Kassity, Barbara (1970)**

*Professor, Health Science*  
 B.A., San Jose State University  
 M.S., M.A., San Francisco State  
 University

**Masare, Johannes A. (1991)**

*Professor, Political Science*  
 B.S., Licentiate, Lovanium  
 University, Zaire  
 M.A., Ph.D., University of California,  
 Berkeley

**Meadows, Margery (1991)**

*Dean, Business Division*  
 B.A., University of Wyoming  
 M.B.A., San Francisco State  
 University

**Merrill, Jennifer (1999)**

*Professor, Psychology*  
 B.A., California State University,  
 Fresno  
 M.A., San Francisco State University

**Millar, Robert R. (1969)**

*Professor, Music*  
 B.M., M.A., San Francisco  
 State University

**Ming, Daniel (1998)**

*Professor, Automotive Technology/*  
*Coordinator, T-TEN Program*  
 A.S., College of Alameda

**Michelitsch, Melissa (2008)**

*Associate Professor, Biotechnology*  
 B.S., University of Pittsburgh  
 Ph.D., University of California,  
 San Francisco

**Morello Jr., Joseph (2006)**

*Dean, Physical*  
*Education/Dance/Athletics*  
 B.A., M.A., University of  
 San Francisco

**Morita, Lynn S. (2004)**

*Associate Professor, Cosmetology*  
 A.A., Laney College

**Morrow, Victoria P. (2004)**

*President*  
 B.A., Pomona College  
 M.A., Teachers College,  
 Columbia University  
 M.S., Texas A&M University  
 Ph.D., University of Colorado

**Moss, Cindy (2000)**

*Professor, Mathematics*  
 A.A., College of the Canyons  
 B.A., M.S., California State  
 University, Northridge

**Motipara, Sita (2000)**

*Professor, Business*  
*Information/Coordinator, CAOT*  
 M.A., Gujarat University,  
 Ahmedabad, India

**Moynihan, Michael (2005)**

*Professor, Sociology*  
B.A., M.A., Ph.D., University of Colorado, Boulder

**Muller-Moseley, Claire A. (1999)**

*Professor, Family & Consumer Sciences*  
B.A., M.A., San Francisco State University

**Navari, Jude (2002)**

*Professor, Music*  
B.M., Eastman School of Music, University of Rochester  
M.A., Ph.D., University of California, Berkeley

**Nevado, Nathaniel (2006)**

*Assistant Professor, Counselor*  
B.S., M.S., San Francisco State University

**Nicol, Garrett L. (1990)**

*Professor, English, ESL*  
B.A., University of California, Santa Cruz  
M.A., University of Washington

**Nomicos, Dino (2002)**

*Associate Professor, Physical Education/ Athletic Academic Advisor*  
B.A., M.A., University of San Francisco

**Ortiz, Guillermo (1999)**

*Professor, Business*  
M.S., Stanford University  
M.B.A., Santa Clara University

**Padron, Virginia (1977)**

*Professor, Counselor/Coordinator, Career Center*  
B.A., M.A., San Jose State University

**Pate, Hui (1997)**

*Professor, Business*  
B.A., Liaoning University, China  
M.S., M.B.A., Ph.D., Southern Illinois University

**Pelayo, Regina (1998)**

*Associate Professor, Cosmetology*

**Piergrossi, Justin (2004)**

*Associate Professor, Physical Education/Head Men's Basketball Coach*  
B.S., University of Pennsylvania  
M.A., University of San Francisco

**Rivera Contreras, Joaquin (1990)**

*Professor, Chemistry*  
B.S., University of Puerto Rico  
M.S., University of California, Berkeley

**Robinson, Calvin S. (1998)**

*Professor, Business Administration, Paralegal Studies*  
B.A., University of California, Davis  
M.B.A., J.D., University of California, Berkeley

**Roumbanis, Christine (1997)**

*Professor, Business Coordinator, Tech Prep/VATEA*  
B.A., M.A., San Francisco State University

**Schmierer, Tiffany (2008)**

*Assistant Professor, Art*  
B.F.A., University of Oklahoma  
M.F.A., San Francisco State University

**Shelton, Leslie H. (2006)**

*Director, Learning Center*  
B.S., West Chester University  
M.A., University of Iowa  
Ph.D., Union Institute and University

**Sippel, Leigh Anne (2005)**

*Associate Professor, ESL*  
B.A., San Francisco State University  
M.A., School for International Training

**Slicton, Lori (2000)**

*Associate Professor, Anthropology Coordinator, Women in Transition Program*  
B.A., M.A., San Francisco State University

**Spakowski, Paul (1993)**

*Professor, Automotive Technology*  
B.S., Wayne State University

**Stanback-Stroud, Regina (2001)**

*Vice President, Instruction*  
B.S., Howard University  
M.S., Golden Gate University  
M.A., Mills College

**Sullivan, Kevin R. (1990)**

*Professor, Automotive Technology*  
A.S., Skyline College

**Suzuki, Masao F. (2000)**

*Professor, Economics*  
B.A., University of California, Berkeley  
Ph.D., Stanford University

**Takayama, Arthur (1997)**

*Professor, Art/Photography*  
B.A., California State University, Northridge  
M.F.A., California State University, Los Angeles

**Taylor, Phyllis L. (1998)**

*Professor, Speech Communication*  
B.A., California State University, Hayward  
M.A., San Francisco State University

**Thompson, Omer (1985)**

*Professor, Program Coordinator, Telecommunications, Wireless & Network Information Technology*  
A.S., College of San Mateo  
B.V.E., San Francisco State University

**Tsuchida, Tadashi (2000)**

*Associate Professor, Mathematics/ Faculty Advisor, MESA Program*  
B.A., M.A., San Francisco State University

**Van Sciver, Linda K. (1981)**

*Professor, Counselor/Coordinator, Disabled Students Program*  
B.A., Shippensburg State College  
M.A., Trenton State University  
M.S., San Francisco State University

**Vogel, Linda (1993)**

*Professor, English*  
B.A., M.A., Ohio State University

**Wallace, Richard (2007)**

*Dean, Counseling, Advising and Matriculation*  
A.A., Chabot College  
B.A., San Jose State University  
M.S., California State University, Hayward

**Watson, William (2002)**

*Director, Center for Workforce Development*  
A.A., East Central Community College  
B.S., M.S., University of Southern Mississippi

**Westfall, Jeffrey (1997)**

*Professor, English*  
B.A., Hobart College, New York  
M.A., University of Iowa

**Whitten, Linda K. (1999)**

*Professor, Accounting*  
B.A., California State University, Chico  
M.B.A., San Francisco State University

**Williamson, Michael (1977)**

*Dean, Science/Mathematics/Technology Division*  
B.A., Texas Lutheran College  
A.A.S., North Hennepin Community College  
M.S., San Francisco State University

**Wolbers, Dennis (1995)**

*Professor, Librarian*  
B.A., University of Iowa  
M.A., Loyola University  
M.L.S., San Jose State University

**Wong, James I. (1999)**

*Professor, History, Geography*  
B.A., M.A., Sonoma State University  
J.D., University of California, Hastings College of the Law

**Wong, Karen (1996)**

*Professor, English*  
*Coordinator, Student Learning Outcomes*  
B.A., University of California, Santa Cruz  
M.A., San Francisco State University

**Wright, George V. (2005)**

*Professor, History*  
B.A., M.A., California State University, Chico  
Ph.D., University of Leeds, England

**Zamani, Soodi (1997)**

*Professor, Mathematics*  
B.A., Purdue University  
M.A., California State University, Hayward

**Zucker, Melvin B. (1975)**

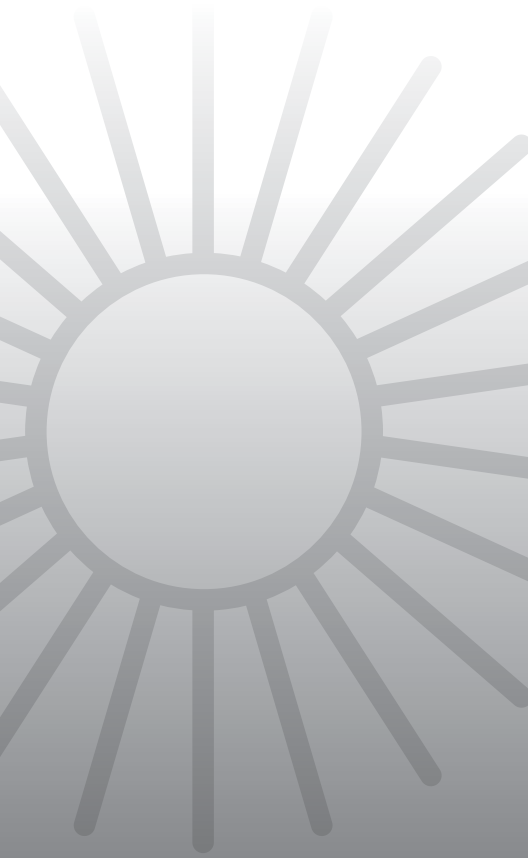
*Professor, Geology, Oceanography, Marine Biology*  
B.A., Queens College  
M.S., Stanford University

# Skyline College Emeriti

## EMERITI

(Date of retirement follows name.)

- Adams, Sarah (1993)**  
*English*
- Allen, Lee (1996)**  
*Physical Education*
- Ban, Ann (2005)**  
*Computer Science, Mathematics*
- Barchas, Kathryn (2003)**  
*Sociology*
- Bates, Herman D. (1993)**  
*Counselor*
- Brandriff, Robert K. (1976)**  
*English*
- Brown, Donald H. (2000)**  
*History, Social Science*
- Bruington, Raymond (1999)**  
*Automotive Technology*
- Campbell, Lester S. (1993)**  
*Psychology, Counselor*
- Carr-Casanova, Rosario (2003)**  
*Counselor*
- Chan, Stella (1994)**  
*Librarian*
- Christman, Terry L. (2005)**  
*Physical Education*
- Conrad, Robert (2001)**  
*Music*
- Cooper, Dell (1993)**  
*Automotive Technology*
- Cornejo, William R. (1992)**  
*Administrator, Counselor*
- DeMartini, Edward (1997)**  
*Photography*
- DeYoung, Frances C. (1990)**  
*German, English*
- Ellis, Marilyn (1998)**  
*History, Social Science*
- Erickson, Patricia J. (1998)**  
*Home Economics*
- Foat, Classie M. (2003)**  
*Psychology*
- Gaeta, Rachel (1998)**  
*Cosmetology*
- Gillanders, Molly (1981)**  
*College Nurse*
- Giles, Ruth A. (2002)**  
*English, Physical Education*
- Glenn, Joseline H. (2002)**  
*Cosmetology*
- Goldman, Samuel N. (1987)**  
*Journalism, English*
- Goodman, Paul A. (2007)**  
*Mathematics, Physics*
- Goth, George W. (2006)**  
*Chemistry, Physics*
- Graham, Mary E. (2005)**  
*Mathematics*
- Grant, Charles F. (1999)**  
*Business*
- Grasso, Angelica (2003)**  
*Emergency Medical Technology*
- Graubart, Stanley (1993)**  
*Counselor*
- Gwathmey, Margaret (1996)**  
*English*
- Hartzell, Harold (1985)**  
*Administrator, Business*
- Henderson, Alan J. (1998)**  
*Psychology*
- Herrero, Joaquin (1988)**  
*Counselor*
- Herron, William C. (1981)**  
*Physical Education*
- Herzstein, Leonard (1992)**  
*Business*
- Hinojos, Francisco G. (1999)**  
*Spanish*
- Hoyos, Josue F. (1998)**  
*Vice President, Student Services/Operations*
- Hunter, Joseph W. (1986)**  
*Automotive Technology*
- Johnson, Edwin (2001)**  
*Dean, Physical Education/Recreation Education Director of Athletics*
- Jones, Raymond W. (2004)**  
*Learning Specialist*
- Kartsounis, Mary (1988)**  
*Counselor*
- Kress, Shirley E. (2000)**  
*Economics*
- Lambert, Richard J. (2008)**  
*Geology*
- Lau, Genevieve M. H. (2004)**  
*English, ESL*
- Lawry, Dr. Bernice K. (1990)**  
*Business, Counselor*
- Leach, Rosemary E. (2001)**  
*Family & Consumer Sciences, Fashion Merchandising*
- Lindgren-Young, Elizabeth S. (2007)**  
*English*
- Lombardi, Mario (1995)**  
*Counselor*
- Lualhati, Robert (1998)**  
*Physical Education*
- Marcus, Marc A. (1992)**  
*Psychology*
- Marin, David P. (1982)**  
*Drama, Speech*
- Marshall, Cynthia (2000)**  
*Psychology*
- Matthews, Nancy (1996)**  
*College Nurse*
- McBain, John (1985)**  
*Political Science*
- Meyer, Philip Y. (2000)**  
*Mathematics*
- Miller, Margaret (2002)**  
*Computer Science, Mathematics*
- Nardozzo, Yolanda (2007)**  
*Speech Communication*
- Nielsen, Von R. (1982)**  
*Spanish*
- Oliver, Douglas C. (1999)**  
*Social Science, History*
- Peel, Gerald (2005)**  
*Hospitality Administration*
- Petree, Henri Ann (2003)**  
*Cosmetology*
- Pontacq, Peter R. (2003)**  
*Physical Education*
- Poor, T. Clara (1988)**  
*Speech*
- Promessi, James (2004)**  
*Art*
- Robinson, Billy E. (2004)**  
*Music*
- Rodriguez, Joe A. (2006)**  
*Art*
- Ruiz, Andrew M. (2003)**  
*Cooperative Education, Counselor*
- Samuels, Sylvia S. (2000)**  
*Paralegal Studies, Business*
- Sanden, Nancy (1990)**  
*College Nurse*
- Seydel, Kenneth B. (1995)**  
*Mathematics*
- Shaw, Marvin S. (1982)**  
*English*
- Smith, Robert H. (2002)**  
*Biology, Chemistry*
- Soberano, Editha M. (1999)**  
*Mathematics*
- Standefer, Michael J. (2003)**  
*Administration of Justice*
- Stanley, William P. (1987)**  
*Librarian*
- Sterling, Joanne (1994)**  
*Cosmetology*
- Stevens, Susanne (2001)**  
*Vice President, Instruction*
- Sullivan, Thomas (2006)**  
*English*
- Trainer, James F., Jr. (1991)**  
*Biology*
- Tutsch, Joseph R. (2001)**  
*Art*
- Tuttle, Thomas E. (1995)**  
*Computer Science, Mathematics*
- Unger, Joyce (1998)**  
*Social Science, WIT Program*
- Verhoogen, Sandra G. (2006)**  
*English, ESL*
- Warren, Richard (1987)**  
*Art History*
- Welch, Donald W. (1993)**  
*Geography, Anthropology*
- Wilkinson, Judy A. (1999)**  
*English*
- Wodehouse, Edmund B. (2006)**  
*Botany, Biology*
- Young, Barbara (2004)**  
*Business*
- Yurman, Richard H. (1993)**  
*English, Mathematics*



# Resources



**Index**

**249–252**

**Campus Map**

**Inside Back  
Cover**







# Index

## A

AA/AS Degree .....	76
Academic Adjustments, Students with Disabilities .....	34
Academic Freedom Statement.....	10
Academic Integrity .....	37
– Cheating .....	37
– Consequences of Academic Dishonesty .....	37
– Other Examples of Academic Dishonesty .....	37
– Plagiarism.....	35
– Student Appeals.....	37
Academic Probation.....	32
Academic Renewal Policy.....	32
Academic Standards Policy.....	32
Academic Standards & Policies Review Committee.....	34
Accounting	
– Courses.....	121
– Degree & Certificate .....	83
Accreditation .....	9
Adaptive Physical Education Courses .....	195
Additional Expenses.....	29
Administration .....	240
Administration of Justice	
– Courses .....	122
– Degree & Certificate.....	84
Administrative Assistant Degree & Certificate .....	88
Admission Procedures .....	13
Admission Requirement for New Students .....	13
– Orientation.....	23
– Placement Tests .....	22
– Counseling/Educational Planning .....	23
Advanced Placement Test (APT).....	14, 19
Allied Health Degree.....	85
American History/Institutions Requirement.....	79
American Sign Language Courses .....	123
Anatomy Courses (Biology).....	136
Announcement of Courses	
– Course Descriptions Information.....	120
– Course Numbering & Transferable Credit.....	120
– Course Repetition.....	33, 120
Anthropology Courses.....	124
Arabic Courses.....	125

## Art

– Courses .....	125
– Degree.....	85
Assistive Technology Program.....	48
Associate Degree Requirements.....	76
Associate Degree & Certificate Programs.....	82
ASTEP Program .....	53
Astronomy Course.....	130
Athletics.....	45
Attendance at First Class Meeting.....	26
Attendance Regulations.....	38
Audit Fee.....	28
Auditing of Courses .....	26
Automotive Technology	
– Admission .....	13, 86
– Courses .....	130
– Degree & Certificate.....	85
– Domestic Program.....	131
– Toyota Technical Education Network .....	130
– Japanese Automotive Technology Courses .....	131
– Automotive Apprenticeship Program & Advanced Courses .....	132

## B

Basic Competency Requirements for Associate Degree .....	78
Biology Courses .....	135
Biotechnology Degree.....	87
Biotechnology Manufacturing Certificate, Entry Level.....	88
Bookstore.....	45
Business Courses.....	137
Business Degrees & Certificates.....	88
– Administrative Assistant.....	88
– Business Administration.....	89
– Business Information Systems.....	90
– Computer Information Specialist.....	91
– General Supervision .....	91
– International Logistics .....	92
– International Trade.....	93
– Legal Administrative Assistant.....	95
– Marketing .....	96
– Medical Billing and Coding .....	98
– Medical Office Assistant .....	97
– Medical Transcriptionist .....	97
– Office Assistant .....	98
– Office Information Systems.....	99
– Retail Management.....	100
– Web Developer .....	100

## C

Calendar .....	6
California Articulation Number System (CAN) .....	121, 237
CalWORKs .....	46
Campus Directory .....	4
Campus Map.....	Inside Back Cover
Campus Security Act .....	36
CAOT Courses.....	147
Career Center.....	46
Career & Personal Development Courses .....	144
Career Programs .....	82
Catalog Rights.....	76
Center for Advanced Learning and Technology .....	46
Center for International Trade Development.....	47
Center for Workforce Development/Corporate Education .....	47
Central Services Technology/Sterile Processing Certificate.....	115
Certificate of Achievement.....	83
Certificate of Completion .....	83
Certificate Requirements.....	77
Change of Final Grades .....	31
Changes in State Regulations	
– Courses Non-Applicable to Associate Degree .....	81
Chemistry Courses.....	145
Child Care .....	47
Chinese Courses .....	146
Choice of College.....	13
College Level Examination Program (CLEP).....	14
College, Choice of.....	13
College Connection (Concurrent Enrollment) .....	14
College, Description.....	8
Combatives Courses .....	195
Community Education Programs.....	47
Computer Applications & Office Technology Courses.....	147
Computer Information Specialist Degree & Certificate.....	91
Computer Science Courses .....	151
Concurrent Enrollment Program.....	14
Conduct, Student Code of.....	38
Continuing Education Hours for Health Professionals .....	47
Cooperative Education Courses .....	155
Corporate Education .....	47

- Cosmetology  
 – Admission Procedures & Requirements..... 13, 101  
 – Courses ..... 156  
 Cosmetology Degrees & Certificates  
 – Cosmetology..... 101  
 – Manicuring ..... 102  
 – Cosmetician/Esthetician ..... 102  
 Counseling Center ..... 48  
 Counseling Courses ..... 157  
 Counseling/Educational Planning ..... 23  
 Course Descriptions Information..... 120  
 Course Numbering & Transferable Credit..... 120  
 Course Repetition..... 33, 120  
 Credit by Examination (CBE)..... 14  
 Credit by Test ..... 14  
 CSU General Education Requirements..... 233
- D**  
 Dance  
 – Courses ..... 196  
 – Degree ..... 102  
 Data Processing ..... 157  
 Degree & Certificate Programs ..... 82  
 Degree Verification ..... 31  
 Determination of Residency ..... 16  
 – Nonresident Student..... 17  
 – Incorrect Classification ..... 17  
 – Reclassification..... 17  
 – Limitation of Residency Rules..... 17  
 Developmental Skills Courses..... 157  
 Directory ..... 4  
 Disabled Students Program ..... 48  
 – Academic Adjustments ..... 34  
 – Assistive Technology Program ..... 48  
 – Differential Learning Skills Program ..... 48  
 – Parking ..... 28, 55  
 – Workability III Program ..... 48  
 Dismissal ..... 32  
 District Board, San Mateo County Community College ..... 3  
 District Board Policy 6.26 ..... 77  
 Drug-Free Campus Policy ..... 42
- E**  
 Early Childhood Education  
 – Courses ..... 158  
 – Degree & Certificate ..... 102  
 Earth Sciences..... 161  
 Economics Courses..... 161  
 Education Course ..... 161  
 Educational Planning ..... 23  
 Electronics Technology Course ..... 161  
 Emergency Medical Care Courses..... 162  
 Emergency Medical Technology Certificate ..... 104  
 Emeriti ..... 246  
 English  
 – Courses ..... 162  
 – Degree ..... 104  
 English for Speakers of Other Languages Courses ..... 165  
 English/Reading Course Sequence..... 163, 210  
 Enrollment Fee ..... 27  
 Enrollment/Degree Verification ..... 31  
 ESOL Program Sequence ..... 165  
 Ethnic & Cultural Diversity Requirement for Associate Degree..... 79  
 Examination Credit ..... 14  
 Extended Opportunity Program & Services (EOPS)..... 48
- F**  
 Faculty and Other Academic Personnel ..... 241  
 Family & Consumer Sciences  
 – Courses..... 170  
 – Degree & Certificate ..... 105  
 Fashion Merchandising Courses ..... 171  
 Fashion Merchandising Degrees & Certificates  
 – Fashion Merchandising ..... 105  
 – General Merchandising..... 106  
 – Image Consulting..... 107  
 Fees..... 27  
 – Audit Fee ..... 28  
 – Enrollment Fee ..... 27  
 – Health Services Fee ..... 27  
 – Nonresident Tuition Fee ..... 27  
 – Parking Permit Fee..... 28  
 – Payment of Fees ..... 29  
 – Processing Fee..... 29  
 – Refund Policy ..... 29  
 – Returned Check Fee ..... 28  
 – Student Body Fee ..... 27  
 – Student Representation Fee ..... 27  
 – Student Union Fee ..... 28  
 – Transcript Fee..... 28  
 Field Trip/Excursion Guidelines..... 42  
 Filipino Courses ..... 172  
 Film Courses..... 172  
 Final Grade Reports ..... 31  
 Final Grades, Change of ..... 31  
 Financial Aid..... 49  
 Fines ..... 41  
 Fitness Courses..... 198  
 Five Steps to Successful Enrollment ..... 12  
 Foreign Study Program ..... 57
- G**  
 General Education Requirements, Associate Degree ..... 79  
 General Education Requirements, CSU ..... 233  
 General Information..... 8  
 General Supervision Certificate..... 91  
 Geography Courses..... 173  
 Geology Courses ..... 174  
 Goals, College..... 9  
 Grade Alleviation ..... 32  
 Grades and Grade Points ..... 30  
 Grade Point Average..... 30  
 Grade Reports ..... 31  
 – Letter Grades ..... 30  
 – Pass/No Pass..... 30  
 – Pass/No Pass Options ..... 30  
 – Non-evaluative Symbols ..... 30  
 I – Incomplete ..... 30  
 IP – In Progress..... 30  
 RD – Report Delayed ..... 30  
 W – Withdrawal..... 30  
 Grades and Scholarship ..... 30  
 Graduation Requirements, Student Catalog Rights..... 76  
 Grievances and Appeals, Student..... 40
- H**  
 Health Science Courses ..... 174  
 Health Services ..... 51  
 Health Services Fee ..... 27  
 High School Concurrent Enrollment Program..... 14  
 High School Students ..... 14  
 History Courses ..... 175  
 Holds on Student Records..... 41  
 Home Economics ..... 178  
 Honors Transfer Program ..... 13, 53  
 Honor Society – Phi Theta Kappa..... 51  
 Housing, Campus ..... 46  
 Humanities Courses ..... 178

<b>I</b>		<b>M</b>			
Image Consulting Degree & Certificate.....	107	Major Requirement for Associate Degree.....	77	P.E. Courses .....	201
Individual Activities Courses .....	200	Map of Campus.....	Inside Back Cover	Philosophy Courses .....	193
Information, General.....	8	Marketing Degree & Certificate.....	96	Phi Theta Kappa.....	51
Información para Personas de Habla Hispana.....	60	Mathematics		Photography Courses.....	128
Institutional Student Learning Outcomes.....	76	– Courses .....	184	Physical Education	
Interdisciplinary Studies Degree.....	107	– Degree .....	111	– Courses .....	194
Interior Design Courses.....	178	Matriculation Policy.....	22	– Degree.....	112
International Baccalaureate Examination.....	14, 21	Media Services .....	55	Physical Education Requirement for Associate Degree .....	79
International Logistics Certificates.....	92	Medical Billing and Coding Certificate .....	98	Physics Courses .....	206
International Students .....	15	Medical Office Assistant Certificate.....	97	Placement Tests .....	22
– Health Insurance .....	27	Medical Transcriptionist Degree & Certificate .....	97	Policy of Nondiscrimination .....	43
International Studies Degree .....	109	MESA Program.....	55	Policy on Drug Free Campus.....	42
International Trade Degree & Certificates.....	93	Military Service Credit .....	15	Policy on Sexual Assault Education and Prevention .....	42
Intersegmental General Education Transfer Curriculum (IGETC) .....	235	Military Withdrawal.....	33	Policy on Sexual Harassment .....	42
Introduction .....	8	Mission Statement, College .....	8	Policy on Smoking .....	43
Italian Courses.....	178	Mission Statement, SMCCCD .....	9	Political Science Courses .....	207
<b>J</b>		<b>N</b>		Pre-Algebra/Algebra Sequence.....	
Japanese Automotive Technology Courses .....	131	Music		Prerequisites, Corequisites & Recommended Preparation.....	34
Japanese Courses.....	179	– Courses .....	188	President’s Message .....	7
Journalism		– Degree .....	111	Privacy Rights of Students .....	36
– Courses.....	179			Probation.....	32
– Degree & Certificate.....	110	Natural Science Degree .....	111	Processing Fee.....	29
<b>K</b>		Network Engineering Degree & Certificate .....	116	Procedures for Admission .....	13
Kababayan Program .....	54	Non-District Sponsored Transportation .....	42	Programs and Services.....	45
<b>L</b>		Nonresident Student.....	17, 25	Psychology	
Law Related Occupations Degree & Certificate .....	112	Nonresident Tuition Fee .....	27	– Courses .....	208
Leave of Absence, Temporary.....	41	– Exemption.....	17	– Degree.....	113
Learning Center, The.....	52	– Refund Policy .....	29	Puente Program .....	54
Learning Communities .....	53	Nutrition .....	191	<b>R</b>	
Learning Skills Courses.....	180			Reading Courses.....	209
Legal Administrative Assistant Degree & Certificate.....	95	<b>O</b>		Real Estate Courses .....	210
Liberal Arts Degree (see Interdisciplinary Studies) .....	107	Oceanography Courses.....	191	Recreation Education Course.....	211
Library .....	52	Office Administration .....	192	Refund Policy .....	29
Library Courses .....	182	Office Assistant Degree & Certificate .....	98	Registration .....	25
Life Science Major Section (Biology).....	135	Office Information Systems Degree & Certificate.....	99	Registration Changes/Withdrawal .....	25
Limitations on Programs and Services.....	58	Open Classes.....	26	Registration Limitations .....	25
Limitations on Scheduling Courses ...	120	Orientation.....	23	Remedial Coursework Limit.....	26
Literature Courses .....	182	Other Educational Opportunities .....	118	Removal from Probation .....	32
– Rotation .....	104	Other Fees.....	29	Residence Requirements	
		<b>P</b>		– Admission .....	16
		Paralegal, Legal Assistant		– Associate Degree .....	77
		– Courses .....	192	Residency Rules	
		– Degree & Certificate .....	112	– Adults over 19 years of age.....	16
		Parking .....	55	– Married Minors .....	16
		Parking Permit Fee.....	28	– Unmarried Minors .....	16
		Payment of Fees .....	29	– Resident Classification .....	16
				– Exceptions .....	16

- Respiratory Therapy  
 – Admission..... 13, 113  
 – Courses..... 211  
 – Degree..... 113
- Retail Management Degree  
 & Certificate..... 100
- Returned Check Fee ..... 28
- Revisions of Regulations  
 or Policies ..... 44
- S**
- Scholarship Requirement for  
 Associate Degree ..... 77
- Scholastic Honors ..... 31
- Science/Mathematics/Technology  
 AS Degrees  
 – Allied Health ..... 85  
 – Biotechnology..... 87  
 – Mathematics..... 111  
 – Natural Science ..... 111  
 – Respiratory Therapy..... 113  
 – Surgical Technology ..... 114  
 – Telecommunications & Network  
 Information Technology ..... 115
- Sequential Courses ..... 34
- Services for Students with  
 Disabilities ..... 48
- Sexual Assault Education and  
 Prevention Policy ..... 42
- Sexual Harassment Policy ..... 42
- Skyline View, The ..... 57
- Smoking Policy ..... 43
- Social Science Courses..... 213
- Sociology Courses ..... 213
- Spanish  
 – Courses..... 214  
 – Degree..... 114
- Spanish Section (information for  
 those who speak Spanish)..... 60
- Special Programs, Admissions ..... 13
- Specific Area Requirements  
 for Associate Degree ..... 78
- Speech Communication  
 – Courses..... 216  
 – Degree..... 114
- Statement on Academic Freedom ..... 10
- Student Activities ..... 56
- Student Body Fee ..... 27
- Student Catalog Rights..... 76
- Student Clubs ..... 56
- Student Follow-Up ..... 24
- Student Government ..... 56  
 – Courses..... 217
- Student Grievances & Appeals ..... 40
- Student Publications ..... 57  
 – Skyline View, The ..... 57  
 – Student Handbook ..... 57  
 – Talisman Literary Magazine..... 57
- Student Records, Holds On ..... 41
- Student Representation Fee ..... 27
- Student Records, Responsibilities  
 and Rights..... 36
- Student Right-to-Know ..... 36
- Student Services..... 45
- Student Services One Stop Center..... 57
- Student Union Fee ..... 28
- Study Abroad Program ..... 57
- Surgical Technology  
 – Admission..... 13, 114  
 – Courses..... 217  
 – Degree & Certificate..... 114
- T**
- Tagalog ..... 218
- Talisman Literary Magazine..... 57
- Team Sports Courses..... 202
- Tech Prep ..... 57
- Telecommunications & Network  
 Information Technology  
 – Courses..... 218  
 – Degree & Certificates ..... 115
- Temporary Leave of Absence..... 41
- Toyota Technical Education Network  
 – Courses ..... 130  
 – Degree & Certificate Programs ..... 83
- Transcript Fee..... 28
- Transfer Center..... 58
- Transfer of Credit..... 77
- Transfer Students ..... 18
- Transferable Courses  
 – California State Universities  
 and Colleges ..... 227  
 – University of California ..... 224
- TRIO/STAARS ..... 52, 58
- U**
- Units of Credit ..... 25
- University Studies Degree  
 (see Interdisciplinary Studies) ..... 107
- Unlawful Discrimination  
 Complaints..... 43
- V**
- Variable Unit Courses..... 26
- Varsity Athletics..... 13, 45
- Varsity Sports Courses..... 206
- Veterans and Veterans'  
 Dependents ..... 18, 58
- W**
- Web Developer Degree  
 & Certificate..... 101
- Withdrawal from Classes ..... 33
- Women in Transition (WIT) Program..... 54
- Workability III Program ..... 48
- Workforce Development,  
 Center for ..... 47
- Z**
- Zoology Courses (Biology) ..... 135