

# SKYLINE COLLEGE

2013-2014

# CATALOG

Program & course descriptions | Degree & certificate requirements | Student information, services & policies



closer  
than you think

your dream your goal your future

we can get **you** there.

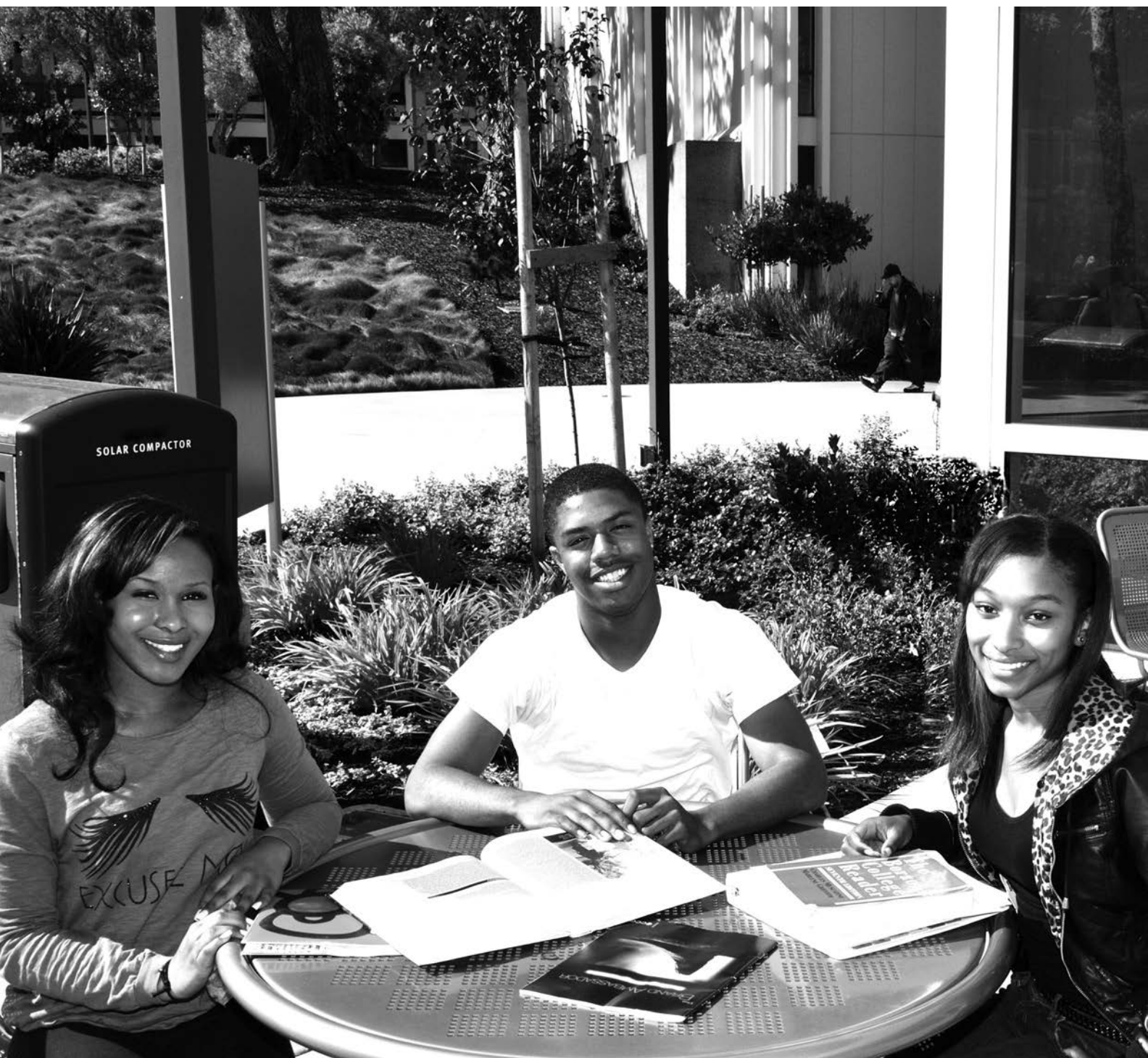






# CATALOG

## 2013-2014



## *About the Cover*

Mary, Jessica and Nate can get you there — whether you're pursuing a dream, attaining a goal or taking important steps toward your future. These three individuals represent the dedicated, hard-working faculty and staff at Skyline College, and have made many student success stories possible.

As Dean of Language Arts & Learning Resources, Mary Gútierrez understands that education is about the whole person. Jessica López, Professor and TRiO Counselor, creates learning environments for students at all levels. And Counselor Nate Nevado is the impetus behind the hugely successful annual Hip Hop conference and concert, *Rock the School Bells*.

**SKYLINE COLLEGE** 3300 College Drive, San Bruno, California 94066  
Telephone: (650) 738-4100 • Website: [www.SkylineCollege.edu](http://www.SkylineCollege.edu)

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

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**See district website for updated policies and procedures at [www.smccd.edu](http://www.smccd.edu)**

# 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.

## Board of Trustees

### San Mateo County Community College District

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**Regina Stanback Stroud, Ed.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.

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### Use of Photography

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# Campus Directory

## Main Line (650) 738-4100

For Information About	Ext.	Bldg-Room	For Information About	Ext.	Bldg-Room
Admissions and Records . . . . .	4251/4252	2-2225	Language Arts Division. . . . .	4202	8-8112
Fax (Admissions and Records) . . . . .	4200		Learning Center, The . . . . .	4144	5-5100
Asian Studies Program . . . . .	4479	4-252	Library . . . . .	4311	5-5200
ASSC (Student Government). . . . .	4327	6-6214	Massage Therapy . . . . .	4168	4-224
Assessment/Placement Testing . . . . .	4150	2-2233	MESA. . . . .	4244	7-7309
ASTEP . . . . .	4233	7-7322	Microcomputer Lab (CALT) . . . . .	4105	2-2116
Automotive Technology. . . . .	4126	8-8101	Parking. . . . .	4199	6-6106
Bookstore . . . . .	4211	6-6101	Physical Education (Kinesiology)/ Athletics/Dance Division . . . . .	4271	3-3126
Business, Education and Professional Programs Division . . . . .	4201	8-8305	Public Information Office . . . . .	4346	4-329
CalWORKs. . . . .	4480	2-2212	Public Safety . . . . .	4199	6-6106
Career Advancement Academies. . . . .	4424	1-1314	Puente . . . . .	4146	4-248
Career Services Center . . . . .	4337	1-1219B	Respiratory Therapy . . . . .	4457	7-7219
Cashier's Office . . . . .	4101	2-2225	Scholar-Athlete . . . . .	4409	7-7308
Center for International Trade Development. . . . .	7098	5-5130	Scholarships . . . . .	7011	2-2234
Child Development Center . . . . .	7070	Bldg 14	Science/Math/Technology Division . . . . .	4221	7-7130
Cooperative Education Office. . . . .	4261	1-1210	Skyline View, The (Student Newspaper). . . . .	4377	8-8110
Cosmetology. . . . .	4168/4165	4-224	Social Science/Creative Arts Division . . . . .	4121	1-1108
Counseling. . . . .	4318	2-2200	SparkPoint at Skyline College. . . . .	7035	1-1214
Disability Resource Center . . . . .	4280	5-5132	Student Life. . . . .	4275	6-6212
Distance Education and Technology. . . . .		1-1316	Student Services Information . . . . .	4465	2-2225
Educator Preparation Institute (EPI) . . . . .	7092/4304	8-317	Surgical Technology . . . . .	4470	7-7209
Emergency Medical Technology . . . . .	4284	7-7108A	Telecommunications Technology . . . . .	4495	2-2102
English Language Institute (ELI). . . . .	7089	1-1218	Theater. . . . .	4154	1-1108
EOPS/CARE . . . . .	4139	2-2212	Transcript Information . . . . .	4254	2-2225
Evening College Office. . . . .	4206	2-2225	Transfer Center . . . . .	4232	2-2227
Monday – Thursday, 5:00 to 9:30 pm			TRiO/SSS . . . . .	4144	5-5100
Financial Aid. . . . .	4236	2-2234	Veterans' Affairs. . . . .	4462	2-2225
Fax (Financial Aid) . . . . .	4425		Veterans Resource Center . . . . .	7060	2-2350
First Year Experience (FYE) . . . . .	4147	4-4245	Vice President of Instruction. . . . .	4321	4-311A
Gallery. . . . .	4294	1-1132	Vice President of Student Services . . . . .	4333	4-311B
Health Center . . . . .	4270	2-2209	Women in Transition. . . . .	4157	2-2313
Hermanas/Hermanos . . . . .	7072	2-2321	Workability III . . . . .	4467	2-2340
Honors Transfer. . . . .	4412	4-242	Workforce Development, Center for. . . . .	7035	1-1221
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*Individual instructors may be contacted at their campus phone extensions.*



# General Information



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# Important Dates Calendar for 2013-2014

## SUMMER SESSION 2013

<b>July 4</b>	Independence Day – Holiday
<b>July 8</b>	Last Day to Apply for AA/AS Degree or Certificate for Summer Award
<b>July 27</b>	Six-Week Summer Session Ends
<b>August 3</b>	Seven-Week Summer Session Ends
<b>August 10</b>	Eight-Week Summer Session Ends Second Five-Week Summer Session Ends
<b>August 14</b>	Summer grades available on WebSMART

## FALL SEMESTER 2013

<b>August 15 &amp; 16</b>	Flex Days – No Classes
<b>August 19</b>	Day and Evening Classes Begin
<b>August 30</b>	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
<b>August 30</b>	Last Day to Add Semester Length Classes
<b>August 31– September 1</b>	Declared Recess
<b>September 2</b>	Labor Day – Holiday
<b>September 8</b>	Last Day to Drop Semester Length Classes without Appearing on Record
<b>September 9</b>	Census Day
<b>October 4</b>	Last Day to Apply for Degree – Certificate
<b>November 9 &amp; 10</b>	Declared Recess
<b>November 11</b>	Veterans' Day (Observed) – Holiday
<b>November 15</b>	Last Day to Withdraw from Semester Length Classes
<b>November 27</b>	Declared Recess – Evening Courses Only
<b>November 28</b>	Thanksgiving Day – Holiday
<b>November 29 – December 1</b>	Declared Recess
<b>December 12-18</b>	Final Examinations <b>(Day and Evening Classes)</b>
<b>December 18</b>	Day and Evening Classes End
<b>December 24 – January 1</b>	Winter Recess
<b>December 28</b>	Fall Grades Available on WebSMART

## SPRING SEMESTER 2014

<b>January 9 &amp; 10</b>	Flex Days – No Classes
<b>January 13</b>	Day and Evening Classes Begin
<b>January 18 &amp; 19</b>	Declared Recess
<b>January 20</b>	Martin Luther King, Jr. Day – Holiday
<b>January 27</b>	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
<b>January 27</b>	Last Day to Add Semester Length Classes
<b>February 2</b>	Last Day to Drop Semester Length Classes without Appearing on Record
<b>February 3</b>	Census Day
<b>February 14</b>	Lincoln's Birthday (Observed) – Holiday
<b>February 15 &amp; 16</b>	Declared Recess
<b>February 17</b>	Presidents' Day – Holiday
<b>March 5</b>	Flex Day – No Classes
<b>March 7</b>	Last Day to Apply for Degree – Certificate
<b>March 30 – April 5</b>	Spring Recess
<b>April 24</b>	Last Day to Withdraw from Semester Length Classes
<b>May 17-23</b>	Final Examinations (Day and Evening Classes)
<b>May 23</b>	Day and Evening Classes End
<b>May 23</b>	Commencement
<b>May 24 &amp; 25</b>	Declared Recess
<b>May 26</b>	Memorial Day – Holiday

## TENTATIVE SUMMER SESSION 2014

<b>June 2 – July 5</b>	First Five-Week Summer Session
<b>June 16 – July 26</b>	Six-Week Summer Session
<b>June 16 – August 2</b>	Seven-Week Summer Session
<b>June 16 – August 9</b>	Eight-Week Summer Session
<b>July 4</b>	Independence Day – Holiday
<b>July 7 – August 9</b>	Second Five-Week Summer Session

# President's Message



## WELCOME TO SKYLINE COLLEGE

Congratulations to you for selecting one of the most exemplary, innovative and academically excellent community colleges in the state, Skyline College. The richness of diversity in the cultures, backgrounds, languages, experiences, histories and perspectives is a reflection of the larger world culture making life fuller and more meaningful as what is global evolves into that which is local. The programs and services are designed to give you the opportunity and tools to become connected to human history and broad areas of human knowledge. As a comprehensive community college, we are able to meet a wide range of academic goals including transfer, career technical preparation and basic skill development so you may succeed in college level programs of study.

Skyline College recently opened a building bearing an inscription that reads "The future belongs to those who believe in the beauty of their

dreams." Well if that inscription is true, then the future belongs to you. It belongs to the many family members and friends who believe in you. It belongs to your brothers and sisters, cousins, nieces and nephews who are looking up to you right now and having the value of education engrained in their psyche as that which is normal and minimally expected for them to fulfill their obligation to be a good, decent and engaged person in this society.

There was a time when California believed that education should not be preserved for the elite – that indeed everyone who had the ability to benefit from an education should have access to higher education. That belief, enshrined in the California Master Plan for Higher Education, was the basis for the incredible economic advancement of the Golden State. It is in jeopardy unless we as a public remain committed to the investment of public education even during austere times and unless you as students and potential students take this opportunity to study, learn and grow to be one of the most valued privileges on this planet. The esteemed faculty and staff are here to support you as you navigate this college on your educational journey.

Get an education as if the entire planet depends on it – because it does.

Sincerely,

Regina Stanback Stroud, Ed.D.  
President



# Mission-Vision-Values Statement

## 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 College 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 College 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 Transfer Admission Guarantees, many Skyline College graduates transfer to numerous four-year colleges and universities. Other Skyline College students earn Associate in Arts (A.A.), Associate in Arts for Transfer (AA-T), Associate in Science (A.S.), or Associate in Science for Transfer (AS-T) degrees.

Students achieve employment and advancement in business and industry after earning certificates from Skyline College's 55 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 and has been recognized nationally for its efforts. Skyline College and the Workforce Investment Board (WIB) have worked with Genentech and other biotechnology companies to place workers trained by the college in jobs formerly limited to those with four-year degrees.

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

## MISSION – VISION – VALUES

### MISSION STATEMENT

To empower and transform a global community of learners.

### VISION STATEMENT

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

### VALUES STATEMENT

*Education is the foundation of our 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, socioeconomic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and responsive student services that enable them to advance steadily toward their goals.

**Student Success:** We value students' success in achieving their goals, and strengthening their voices as they transform their lives through their educational experience.

**Academic Excellence:** We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through career technical education programs and certificates, Associate of Arts and Associate of Science degrees, basic skills development, 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 an educational climate that values creativity, innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas.

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

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

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

## GENERAL INFORMATION

### COLLEGE GOALS

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

## DIVERSITY IS VALUED AT SKYLINE COLLEGE

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

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

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

### Critical Thinking

Students will be able to demonstrate critical thinking skills in problem solving across the disciplines and in daily life.

### Effective Communication

Students will be able to communicate and comprehend effectively.

### Citizenship

Students will be able to use knowledge acquired from their experiences at this college to be ethically responsible, culturally proficient citizens, informed and involved in civic affairs locally, nationally, and globally.

### Information Literacy

Students will be able to demonstrate skills central to information literacy.

### Lifelong Wellness

Students will be able to demonstrate an understanding of lifelong wellness through physical fitness and personal development.

## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT MISSION STATEMENT

### Preamble

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

## SMCCCD Mission

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

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

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

The Mission is evaluated and revised on a regular basis.

## STATEMENT ON ACADEMIC FREEDOM

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

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

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

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

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

## ACCREDITATION

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

## GAINFUL EMPLOYMENT

### LICENSURE ELIGIBILITY REQUIREMENTS

Data on Gainful Employment and Licensure Eligibility Requirements are available on the Planning, Research and Institutional Effectiveness website at [www.SkylineCollege/generalinformation/gainfulemployment.php](http://www.SkylineCollege/generalinformation/gainfulemployment.php).



# Admission, Registration & Academic Policies

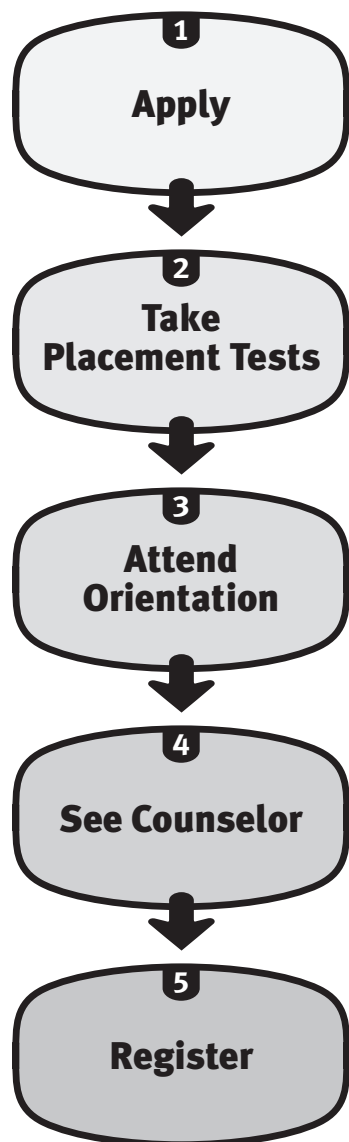
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# Five Steps to Successful Enrollment (New and Former Students)

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

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



## Step 1 APPLY FOR ADMISSION/FINANCIAL AID

Admissions & Records, Building 2, (650) 738-4251 or 4252

- Complete the *Application for Admission* online at [www.SkylineCollege.edu](http://www.SkylineCollege.edu) – Apply.
- Once your application has been received, you will receive an email confirmation and *Enrollment Ticket*, which you will have stamped as you complete the remaining steps.
- All New students are required to complete Steps 2-5. Former students may not have to complete steps 2 and 3.

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

- Apply for all types of financial aid at [www.fafsa.gov](http://www.fafsa.gov).

## Step 2 TAKE PLACEMENT TESTS

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

Placement tests assess your current skill in reading, English/ESOL and mathematics. The results of the tests are used to determine appropriate English and math courses that you may take. Refer to page 27 for information on scheduling your assessment.

## Step 3 COMPLETE ORIENTATION

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

Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals. Refer to page 28 for further information on orientation. (Online orientation is available on a limited basis.)

## Step 4 MEET WITH A COUNSELOR

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

During Orientation a counselor will discuss your placement results and help you select appropriate courses for the coming semester based on your educational and career goals.

## Step 5 REGISTER FOR CLASSES/PAY FEES

- Submit your completed Enrollment Ticket to Admissions & Records to receive your registration date.
- Access your WebSMART student account for the following services:
  - register for classes and pay fees
  - access your student email – [my.smccd.edu](mailto:my.smccd.edu)
  - purchase parking permit

# Step 1 – Admission

## ADMISSION REQUIREMENTS

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

The following persons are eligible to enroll in Skyline College:

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

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

- Students will demonstrate comprehension of Skyline's academic standards printed in the Schedule of Classes and Catalog.
- Students will be able to complete admissions and/or registration functions satisfactorily.
- Students will be able to identify their needs, determine resources and access appropriate services.
- Students will satisfactorily complete the Skyline online application for admission.
- Students will understand that all fees are due at the time of registration and the resulting consequences of unpaid balances.
- Incoming Veterans are knowledgeable of benefits and services available to them and are informed of their employment related rights and benefits.

## ADMISSION PROCEDURES

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

**Former (Returning) Students:** To reapply for admission, 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:**

**Disabled Students:** Contact the Disability Resource Center 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.

**High School/Concurrent Students:** Provide Concurrent Enrollment Course Request Form with parent and principal signatures certifying approval of college courses.

**International Students:** Submit an Admission Application 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 official 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. Admission and program applications, as well as 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.

**Foundations in Early Childhood Education:** The ECE Foundations Program is a Career Advancement Academy program by special application only. No application is required for other ECE classes.

**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 when their high school schedule permits attendance and when there is reasonable expectation of success in the courses.

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

Applications are available on the College website under High School Students/Concurrent Enrollment.

### 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 11.5 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. Parking fees must be paid if parking a vehicle on campus.
3. Materials fees, if required for a course.

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

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

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

## 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 – 21 to determine use of test scores.

**College Level Examination Program (CLEP):** Credit may be used to meet requirements for an Associate Degree. A maximum of 15 units can be earned 3 units for each of the tests within the five examination areas: English Composition, Social Sciences and History, Humanities, Natural Sciences, and College Mathematics. Upon receipt of official examination results, CLEP units will be posted to a student’s Skyline College transcript by the Office of 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 11.5 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):** See the International Baccalaureate Examination Credit Policy chart on page 22 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 applications are due April 15 – Early Admission, July 1– Late Admission.
  - Spring applications are due mid-October, Late Admission – November 15.
  - Deadline dates are subject to change.
2. Have the ability to pay international student tuition, application, enrollment and health fees. The Skyline College Class Schedule provides the current list of required fees.
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. May enroll for a maximum of 28 months.
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).
  - b. Demonstrate English proficiency with a minimum TOEFL score of 480 paper based, 160 computer based, 56 internet based, or IELTS of 5.5. Skyline College does not issue an I-20 for English as a Second Language study.
  - c. Must have earned the equivalent of an American high school diploma. The student must submit official academic records. Foreign language documents must be accompanied by a certified English translation.
  - d. Must offer evidence of financial responsibility. Certification of Parent, Self, or Sponsor support is required. Official bank statements must be translated into English 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 academic standards requirements.
7. Observe College rules and regulations.
8. 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 \$1,434.00 annually, or \$597.50 for Fall and Spring and \$239.00 for Summer **Insurance rates are subject to change.**
9. 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.
10. Please refer to [www.SkylineCollege.edu/international](http://www.SkylineCollege.edu/international) for more information.

### F-1 Visa Concurrent Enrollment

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

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

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

## MILITARY SERVICE CREDIT

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

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

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

## RESIDENCY REQUIREMENTS

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

### Rules of Residency Adults over 19 years of age:

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

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

## NON-RESIDENT DETERMINATION

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

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

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

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

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

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

## NON-RESIDENT TUITION EXEMPTION

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

1. Any student, other than a student who is a non-immigrant alien under 8 U.S.C. 1101(a)(15), shall be exempt from paying non-resident 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 may 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

### Welcome Veterans!

Skyline College offers approved instruction to veterans, service members, dependents and survivors of veterans and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an AA/AS degree program, or certain certificate and transfer programs, for benefits under Chapter 30, 33 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), and Chapter 1606 (Selected Reserve). All Students, except those under Chapter 31, buy their own books and supplies. Those interested in attending Skyline College under any of these chapters should contact the Veterans' Assistant in the Office of Admissions and Records (Building 2) to apply for benefits.

Honorably discharged veterans with at least 30 days of active military service may be eligible for educational benefits for a period of ten years following discharge. Benefits are also available to members of the active reserve who pursue approved college studies.

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. See the Veterans' Assistant in the Office of Admissions and Records. Those who have previously attended college must file official copies of all college transcripts with Admissions and Records.

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

# Application of External Exams to General Education Areas

## IGETC • CSU GE • Associate Degree GE

San Mateo County Community College District

*Cañada College    College of San Mateo    Skyline College*

**Note to Students** – If you plan to complete an associate degree or CSU or IGETC certification within the San Mateo County Community College District, submit official AP, IB, or CLEP exam results to your Admissions and Records Office and request a SMCCCD Transcript Evaluation at [www.smccd.edu/transeval](http://www.smccd.edu/transeval). SMCCCD applies external exam credit to associate degree general education requirements in the same manner as CSU applies external exam credit to CSU general education requirements. The evaluation results apply external exam results to general education area requirements only and appear on your student Web SMART Degree Works Audit.

Use the reference links below to view unit values applied to general education areas, admission units generated by external exams, and other information and restrictions. These references are also available at [www.smccd.edu/transeval](http://www.smccd.edu/transeval) on the External Exam page.

- CSU External Exam Credit information [www.calstate.edu/acadAff/codedmemos/AA-2011-12.pdf](http://www.calstate.edu/acadAff/codedmemos/AA-2011-12.pdf)
- UC External Exam Credit information [www.admission.universityofcalifornia.edu/counselors/exam-credit/index.html](http://www.admission.universityofcalifornia.edu/counselors/exam-credit/index.html)
- IGETC Standards Version 1.4 [www.ccctransfer.org/igetc](http://www.ccctransfer.org/igetc)

### Advanced Placement Exams (AP)

Column 1 – With a score of 3, 4, or 5, AP credit may be **applied to Intersegmental General Education Transfer Curriculum (IGETC)** certification.

Column 2 – With a score of 3, 4, or 5, AP credit may be applied to **California State University General Education (CSU GE)** certification.

Column 3 – With a score of 3, 4, or 5, AP credit may be applied to Associate Degree general education area requirements at Cañada College, College of San Mateo, and Skyline College.

AP Exam	Column 1 Application to IGETC Certification  (Use the IGETC and UC information links above to view credit value applied to IGETC and UC admissions.)	Column 2 Application to CSU GE Certification  3 semester units awarded toward GE unless otherwise indicated (*Some AP results generate different credit value if taken BEFORE Fall 2009. See CSU memo referenced above.)	Column 3 Application to SMCCCD Associate Degree General Education  3 semester units awarded toward GE unless otherwise indicated
<b>ART HISTORY</b>	IGETC Area 3A or Area 3B	CSU GE Area C1 or Area C2	Humanities Area
<b>ART – STU/2-D Design</b>	NA	NA	NA
<b>ART – STU/3-D Design</b>	NA	NA	NA
<b>ART – STU/Drawing</b>	NA	NA	NA

Continued →

<b>AP Exam</b>	<b>Column 1 Application to IGETC Certification</b> (Use the IGETC and UC information links above to view credit value applied to IGETC and UC admissions.)	<b>Column 2 Application to CSU GE Certification</b> 3 semester units awarded toward GE unless otherwise indicated (*Some AP results generate different credit value if taken BEFORE Fall 2009. See CSU memo referenced above.)	<b>Column 3 Application to SMCCCD Associate Degree General Education</b> 3 semester units awarded toward GE unless otherwise indicated
<b>BIOLOGY</b>	IGETC Area 5B & Area 5C	CSU GE Area B2 & Area B3 4 semester units	Natural Science Area 4 semester units
<b>CHEMISTRY*</b> Taken Fall 2009 or after	IGETC Area 5A & Area 5C	CSU GE Area B1 & Area B3 4 semester units	Natural Science Area 4 semester units
<b>COMP SCI A &amp; AB</b>	NA	NA	NA
<b>ECONOMICS/Macro</b>	IGETC Area 4	CSU GE Area D	Social Science Area
<b>ECONOMICS/Micro</b>	IGETC Area 4	CSU GE Area D	Social Science Area
<b>ENGLISH Language/Comp</b>	IGETC Area 1A	CSU GE Area A2	English/Reading Basic Compe- tency & Written Composition
<b>ENGLISH Literature/Comp</b>	IGETC Area 1A or Area 3B	CSU GE Area A2 & Area C2 6 semester units	English/Reading Basic Competency & Written Com- position & Humanities Area 6 semester units
<b>ENVIRON. SCIENCE*</b> Taken FALL 2009 or later	IGETC Area 5A & Area 5C	CSU GE Area B1 & Area B3 4 semester units	Natural Science Area 4 semester units
<b>GOVERNMENT Comparative Government and Politics</b>	IGETC Area 4	CSU GE Area D	Social Science Area
<b>GOVERNMENT US Government/Politics</b>	IGETC Area 4 & US – 2 US Constitution	CSU GE Area D & US – 2 US Constitution	Social Science Area US Government Specific Area
<b>HISTORY European</b>	IGETC Area 3B or 4	CSU GE Area C2 or Area D	Social Science Area or Humanities Area
<b>HISTORY United States</b>	IGETC Area 3B or Area 4 & US – 1 US History	CSU GE Area C2 or Area D & US – 1 US History	Social Science Area US History Specific Area
<b>HISTORY World</b>	IGETC Area 3B or Area 4	CSU GE Area C2 or Area D	Social Science Area or Humanities Area
<b>HUMAN GEOGRAPHY</b>	IGETC Area 4	CSU GE Area D	Social Science Area
<b>CHINESE Language/Culture</b>	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area
<b>FRENCH Language*</b> Taken Fall 2009 or after	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area
<b>FRENCH Literature*</b> Taken before Fall 2009	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area

Continued →



<b>AP Exam</b>	<b>Column 1 Application to IGETC Certification</b> (Use the IGETC and UC information links above to view credit value applied to IGETC and UC admissions.)	<b>Column 2 Application to CSU GE Certification</b> 3 semester units awarded toward GE unless otherwise indicated (*Some AP results generate different credit value if taken BEFORE Fall 2009. See CSU memo referenced above.)	<b>Column 3 Application to SMCCCD Associate Degree General Education</b> 3 semester units awarded toward GE unless otherwise indicated
<b>GERMAN Language*</b> Taken Fall 2009 or after	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area
<b>ITALIAN Lang/Culture*</b> Taken before Fall 2010	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area
<b>JAPANESE Language/Culture</b>	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area
<b>LATIN – Literature*</b> Taken before Fall 2009	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area
<b>LATIN – Vergil</b>	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area
<b>SPANISH Language*</b> Taken Fall 2009 or after	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area
<b>SPANISH Literature*</b> Taken Fall 2009 of after	IGETC Area 3B & Area 6A	CSU GE Area C2	Humanities Area
<b>MATH Calculus AB</b>	IGETC Area 2	CSU GE Area B4	Math Competency & Critical Thinking/Analytical Thinking Area
<b>MATH Calculus BC</b>	IGETC Area 2	CSU GE Area B4	Math Competency & Critical Thinking/Analytical Thinking Area
<b>MATH Calculus BC/AB</b>	IGETC Area 2	CSU GE Area B4	Math Competency & Critical Thinking/Analytical Thinking Area
<b>MUSIC THEORY*</b> Taken before FALL 2009	NA	CSU GE Area C1	Humanities Area
<b>PHYSICS B*</b> Taken Fall 2009 or after	IGETC Areas 5A & Area 5C	CSU GE Area B1 & Area B3 4 semester units	Natural Science Area 4 semester units
<b>PHYSICS C Mechanics</b>	IGETC Areas 5A & Area 5C	CSU GE Area B1 & Area B3 4 semester units	Natural Science Area 4 semester units
<b>PHYSICS C Electricity/ magnetism</b>	IGETC Areas 5A & Area 5C	CSU GE Area B1 & Area B3 4 semester units	Natural Science Area 4 semester units
<b>PSYCHOLOGY</b>	IGETC Area 4	CSU GE Area D	Social Science Area
<b>STATISTICS</b>	IGETC Area 2	CSU GE Area B4	Math Competency & Critical Thinking/Analytical Thinking Area

## International Baccalaureate Exams (IB)

Column 1 – Applied to **Intersegmental General Education Transfer Curriculum (IGETC)** certification with a score of 5, 6, or 7.

Column 2 – Applied to **California State University General Education (CSU GE)** certification with a score of 5, 6, or 7 unless otherwise noted.

Column 3 – Applied to **Associate Degree general education** area at Cañada College, College of San Mateo, and Skyline College with a score of 5, 6, or 7 unless otherwise noted.

<b>IB Exam – HL EXAMS</b>	<b>Column 1 Application to IGETC Certification</b> 3 semester units toward IGETC Area	<b>Column 2 Application to CSU GE Certification</b> 3 semester units toward CSU GE	<b>Column 3 Application to SMCCCD Associate Degree General Education</b> 3 semester units toward AA/AS GE
<b>BIOLOGY HL</b>	IGETC Area 5B	CSU GE Area B2	Natural Science Area
<b>CHEMISTRY HL</b>	IGETC Area 5A	CSU GE Area B1	Natural Science Area
<b>ECONOMICS HL</b>	IGETC Area 4	CSU GE Area D	Social Science Area
<b>GEOGRAPHY HL</b>	IGETC Area 4	CSU GE Area D	Social Science Area
<b>HISTORY HL (ANY REGION)</b>	IGETC Area 3B or Area 4	CSU GE Area C2 or Area D	Humanities or Soc Sci Area
<b>LANGUAGE A1 HL (ANY LANGUAGE)</b>	IGETC Area 3B and, for any language other than English, credit for Area 6A is also applied	with a passing score of 4 CSU GE Area C2	with a passing score of 4 Humanities Area
<b>LANGUAGE A2 HL (ANY LANGUAGE)</b>	IGETC Area 3B and, for any language other than English, credit for Area 6A is also applied	with a passing score of 4 CSU GE Area C2	with a passing score of 4 Humanities Area
<b>LANGUAGE B HL (ANY LANGUAGE)</b>	IGETC Area 6A	NA	NA
<b>MATHEMATICS HL</b>	IGETC Area 2	with a passing score of 4 CSU GE Area B4	with a passing score of 4 Math Competency is met. Need math placement test for course placement.
<b>PHYSICS HL</b>	IGETC Area 5A	CSU GE Area B1	Natural Science Area
<b>PSYCHOLOGY HL</b>	IGETC Area 4	CSU GE Area D	Social Science Area
<b>THEATRE HL</b>	IGETC Area 3A	with a passing score of 4 CSU GE Area C1	with a passing score of 4 Humanities Area

## College Level Examination Program (CLEP)

Column 1 – Applied to **California State University General Education (CSU GE)** certification.

Column 2 – Applied to **Associate Degree general education** area at Cañada College, College of San Mateo, and Skyline College.

**CLEP cannot be applied to IGETC.**

<b>CLEP Exam</b>	<b>Column 1 Application to CSU GE Certification</b> 3 semester units toward CSU GE	<b>Column 2 Application to SMCCCD Associate Degree General Education</b> 3 semester units toward AA/AS GE
<b>AMERICAN GOVERNMENT</b>	with a passing score of 50 CSU GE Area D	with a passing score of 50 Social Science Area
<b>AMERICAN LITERATURE</b>	with a passing score of 50 CSU GE Area C2	with a passing score of 50 Humanities Area
<b>ANALYZING &amp; INTERPRETING LIT.</b>	with a passing score of 50 CSU GE Area C2	with a passing score of 50 Humanities Area
<b>BIOLOGY</b>	with a passing score of 50 CSU GE Area B2	with a passing score of 50 – Natural Science Area
<b>CALCULUS</b>	with a passing score of 50 CSU GE Area B4	with a passing score of 50 – Math Competency & Critical Thinking/Analytical Thinking Area
<b>CHEMISTRY</b>	with a passing score of 50 CSU GE Area B1	with a passing score of 50 Natural Science Area
<b>COLLEGE ALGEBRA</b>	with a passing score of 50 CSU GE Area B4	with a passing score of 50 – Math Competency & Critical Thinking/Analytical Thinking Area
<b>COLLEGE ALGEBRA-TRIG</b>	with a passing score of 50 CSU GE Area B4	with a passing score of 50- Math Competency & Critical Thinking/Analytical Thinking Area
<b>COLLEGE MATH</b>	NA	NA
<b>ENGLISH COMP (no essay)</b>	NA	NA
<b>ENGLISH COMP (with essay)</b>	NA	NA
<b>ENGLISH LITERATURE</b>	with a passing score of 50 CSU GE Area C2	with a passing score of 50 Humanities Area
<b>FINANCIAL ACCTG</b>	NA	NA
<b>FRENCH LEVEL 1</b>	NA	NA
<b>FRENCH LEVEL 2</b>	with a passing score of 59 CSU GE Area C2	with a passing score of 59 Humanities Area
<b>FRESHMAN COLLEGE COM- POSITION</b>	NA	NA
<b>GERMAN LEVEL 1</b>	NA	NA
<b>GERMAN LEVEL 2</b>	with a passing score of 60 CSU GE Area C2	with a passing score of 60 Humanities Area
<b>HISTORY, UNITED STATES I</b>	with a passing score of 50 CSU GE Area D and US-1 US History	with a passing score of 50 Social Science Area and US-1 US History

Continued →

<b>CLEP Exam</b>	<b>Column 1 Application to CSU GE Certification 3 semester units toward CSU GE</b>	<b>Column 2 Application to SMCCCD Associate Degree General Education 3 semester units toward AA/AS GE</b>
<b>HISTORY, UNITED STATES II</b>	with a passing score of 50 CSU GE Area D and US-1 US History	with a passing score of 50- Social Science Area US-1 US History
<b>HUMAN GROWTH AND DEVELOPMENT</b>	with a passing score of 50 CSU GE Area E	with a passing score of 50 Social Science Area
<b>HUMANITIES</b>	with a passing score of 50 CSU GE Area C2	with a passing score of 50 Humanities Area
<b>INFO SYSTEMS &amp; COMP APPLICATIONS</b>	NA	NA
<b>INTRO EDUC PSYC</b>	NA	NA
<b>INTRO BUS LAW</b>	NA	NA
<b>INTRODUCTORY PSYCHOLOGY</b>	with a passing score of 50 CSU GE Area D	with a passing score of 50 Social Science Area
<b>INTRODUCTORY SOCIOLOGY</b>	with a passing score of 50 CSU GE Area D	with a passing score of 50 Social Science Area
<b>NATURAL SCIENCES</b>	with a passing score of 50 CSU GE Area B1 or B2	with a passing score of 50 Natural Science Area
<b>PRE-CALCULUS</b>	with a passing score of 50 CSU GE Area B4	with a passing score of 50- Math Competency & Critical Thinking/Analytical Thinking Area
<b>PRINC. OF ACCTG</b>	NA	NA
<b>PRINCIPLES OF MACROECONOMICS</b>	with a passing score of 50 CSU GE Area D	with a passing score of 50 Social Science Area
<b>PRINC. OF MGMT.</b>	NA	NA
<b>PRINCIPLES OF MICROECONOMICS</b>	with a passing score of 50 CSU GE Area D	with a passing score of 50 Social Science Area
<b>SOC SCI &amp; HISTORY</b>	NA	NA
<b>SPANISH LEVEL 1</b>	NA	NA
<b>SPANISH LEVEL 2</b>	with a passing score of 63 CSU GE Area C2	with a passing score of 63 Humanities Area
<b>TRIGONOMETRY</b>	with a passing score of 50 CSU GE Area B4	with a passing score of 50- Math Competency & Critical Thinking/Analytical Thinking Area
<b>WESTERN CIVILIZATION 1</b>	with a passing score of 50 CSU GE Area C2 or Area D	with a passing score of 50 Humanities Area or Social Science Area
<b>WESTERN CIVILIZATION II</b>	with a passing score of 50 CSU GE Area D	with a passing score of 50 Social Science Area



## Associate Degrees for Transfer (AA-T or AS-T) at Skyline College

As a result of the Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749), California community colleges now offer associate degrees for transfer to the California State University (CSU) system. These degrees are referred to as Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T). The degrees are designed to provide students with a clear educational planning pathway to a CSU major and baccalaureate degree. California community college students who are awarded an AA-T or AS-T degree are guaranteed admission to a California State University campus with junior standing and given priority admission consideration to their local CSU campus and to a program that is deemed similar to their AA-T or AS-T major. This priority does not guarantee admission to any specific majors or campuses within the CSM system. In addition to transfer priority, the SB 1440/AA/AS-T opportunity, allows students who have been awarded an AA-T or AS-T the guarantee that, to complete their remaining requirements for the 120-unit baccalaureate degree, they need only to complete an additional selected 60 semester units of course work at the CSU.

Currently available AA/AS-T degrees are listed on page 99.

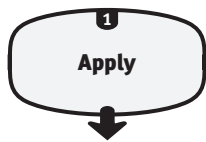
For more information about SB 1440 - Associate Degrees for Transfer go to the following website: [www.sb1440.com](http://www.sb1440.com).

### Additional Information on External Exams:

1. Students who have earned credit through AP, IB, and/or CLEP should not take a comparable college course because credit will not be granted for both the external examination and the comparable college course.
2. San Mateo Community College District applies AP, IB, and CLEP credit to associate degree general education area requirements in the same manner as the CSU system applies AP, IB, and CLEP credit to CSU GE area requirements.
3. The chart does not provide information about if or how external exam results apply to major course requirements. Applying AP, IB, or CLEP credit to meet major requirements is determined by each transfer institution.
- 3A At Cañada College, College of San Mateo, and Skyline College, each instructional division determines if or how AP, IB, and/or CLEP credit is applied to associate degree major or certificate requirements.
4. The chart identifies how external exams are applied to IGETC areas, CSU GE areas, and associate degree general education areas only. It does not provide information about transfer credit generated by external exams for the purpose of admissions.
5. Students earning an AP score of 3, 4, or 5 in the physical and biological science examinations meet IGETC Area 5A and meet the IGETC laboratory activity requirement. AP exams in Biology, Chemistry, and Physics B allow California community colleges to apply 4 semester units to IGETC area certification to cover both the science lecture and science lab unit requirements for IGETC Area 5. For Environmental Science, Physics C: Mechanics, and Physics C: Electricity/magnetism, only 3 semester or 4 quarter units are applied to IGETC area 5A and 5C certification which means that students who complete these AP exams are required to complete a 4 semester or 5 quarter unit course to satisfy the minimum required units for IGETC Area 5.
6. References to use for information about external exams are:
  - CSU External Exam Credit information [www.calstate.edu/acadAff/codedmemos/AA-2011-12.pdf](http://www.calstate.edu/acadAff/codedmemos/AA-2011-12.pdf)
  - UC External Exam Credit information [www.admission.universityofcalifornia.edu/counselors/exam-credit/index.html](http://www.admission.universityofcalifornia.edu/counselors/exam-credit/index.html)
  - IGETC Standards Version 1.4 [www.ccctransfer.org/igetc](http://www.ccctransfer.org/igetc)
  - CSU Credit – <http://www.calstate.edu/app/general-ed-transfer.shtml> (find “use of external exams”)
  - Refer to the college catalog of your transfer destination to learn more about how external exam credit is applied on that campus.

# Steps 2, 3 and 4 – Enrollment Process

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

- Admissions
- How to Apply

Upon completion of admission requirements, a User ID and a Personal Identification Number (PIN) are issued which allow access to WebSMART.

## PLACEMENT



Computerized placement tests for English, English for Speakers of Other Languages (ESOL) and math are available in the Assessment Center, Building 2, Room 2232. See the website for hours of operation, as they are subject to change during the semester.

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

- English or ESOL and Math test together: 2.5 hrs
- English or ESOL only: allow for 1.5 hrs
- Math only: allow for 1 hr

### To Schedule An Assessment:

1. Log into WebSMART
2. Click Schedule Appointments under Student Services
3. Click Placement Test Appointment under Skyline College Services
4. Click Make Appointment
5. Choose desired test (only one test per hour appointment), click Continue
6. Select the Day and Time that fits your schedule, click Find Appointment
7. Confirm/ input your information, click Continue
8. Your testing appointment information will then be displayed
9. Exit webpage and log out of your Websmart account

### To Drop-in/ Walk-in

Student are served on a **first come, first served basis**.

1. **Student should waitlist by entering his/her student ID G# into the computer located outside the testing center upon arrival.**
2. **Inform the proctor on-duty that you wish to drop-in.**
3. **Have your photo ID ready and have a seat until your name is called.**

If you have any questions, please visit the website at [www.SkylineCollege.edu/placement](http://www.SkylineCollege.edu/placement) and/or call (650) 738-4150.

### Retest Policy

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

### Exemption

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

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

## Retrieving Placement Test Results

You will be provided with a copy of your placement results once you complete the assessment. If you have misplaced your results or need a copy go to <http://websmart.smccd.edu>, **Student Services**, **Student Records**, and **click on Placement Test Results**.

**The Assessment Center faculty and staff have identified the following Student Learning Outcome for the various services provided by the Assessment Center:**

Students will know which English and/or Math courses they will need to enroll in to meet their educational objective.

## ORIENTATION



Skyline College offers both in-person and online orientation to new students. New students are provided information about Orientation after completing their application. The procedure to sign up for either Orientation option is listed in the class schedule. Both orientations cover important college policies and procedures, specific information about certificate, degree and transfer goals, and useful resources that help students be successful in achieving their goals. Orientation is taught by Skyline College counselors, and each student will be provided with a student educational plan based on their intended educational goal and/or major shortly after completing the Orientation. For more information, please visit: [www.SkylineCollege.edu/admissions/orientation.php](http://www.SkylineCollege.edu/admissions/orientation.php).

See "Enrollment Exemptions" for those students who are not required to complete the enrollment/matriculation steps.

## COUNSELING



New students will first meet with a counselor when they attend orientation. Meeting with a counselor is an important step in the enrollment process to ensure success for new students. Skyline College's counseling and advising services assist students in establishing their educational goals and identifying support services to achieve those goals.

It is important to meet with a counselor each semester to:

- Develop/update your student educational plan (allows you to receive priority registration for the next semester)
- Discuss your academic progress
- Continue to learn about and use important student services that enhance student success
- Discuss any personal issues that may be impacting academic success

The Counseling Center, located in Building 2, provides a comprehensive service for students who seek assistance in dealing with a variety of concerns. Please see the Skyline College website for more information.

Counseling appointments for continuing students can be made in person or by phone at (650) 738-4318.



## ENROLLMENT EXEMPTIONS

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

- are primarily a student at another educational institution taking courses to meet the requirements of that institution, **or**
- are taking courses for personal interest, to upgrade/enhance job skills, to maintain a certificate or license, or to complete credits for high school; **or**
- have completed an Associate Degree or higher.

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, forms are available in Admissions and Records.

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 admisión 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.

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

Each matriculated student is expected to:

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

Each matriculated student is entitled to:

1. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint in the office of the 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.



# Step 5 – Registration

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. 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 use the services listed above but are not required to do so.

## UNITS OF CREDIT

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

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

## Grade Options

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

## REGISTRATION LIMITATIONS

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

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

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

2. A student may enroll in two sections of the same course during the same term if one section ends before the other begins.
3. A student is not permitted to enroll in two or more different courses when the meeting times for the courses overlap. A petition may be made for extenuating circumstances. Forms are available in the Admissions Office.
4. A student will not be permitted to register in a course if three (3) “attempts have been recorded for the same course. See “Course Repetition” under the Academic Standards section of this Catalog.

## REGISTRATION CHANGES/WITHDRAWAL

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

**All schedule changes are the responsibility of the student.** A student who is registered in a course and stops attending will not be automatically withdrawn and may receive a penalty grade. It is the student’s responsibility to officially withdraw following prescribed procedures and timelines as published in the Class Schedule, **on the Class Schedule Summary on WebSMART**, or by looking at course information on the Web Schedule. Refer to “Withdrawal from Classes” 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 allows auditing of courses, with the exception of courses in programs that require special preparation and/or program admission on a limited basis. A student may audit a course only under the following circumstances:

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

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

## VARIABLE UNIT COURSES

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

## OPEN CLASSES

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

## WEBSMART REGISTRATION AND SERVICES FOR STUDENTS

Your student WebSMART account is the vehicle to use to manage enrollment, view academic records, and maintain up-to-date student information. Using **skyline college.edu**, access the Quick Link to WebSMART for available services in the area of:

### Registration

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

### Student Records

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

### Degreeworks

- Monitor progress of Degrees, Certificates and Transfer Certification

### Student Account

- View account statements
- View payment history

### Financial Aid

- Review status of application
- Check status of required documents
- Review loans

### Student Services Appointments

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

### Parking Permit

- Order/purchase parking permit

### Student Email

- Access SMCCCD email account
- Reset password

### Emergency Message Contact

- Opt in to receive emergency messages via email and text

### Voter Information

- Register to vote

### Update Student Information

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

## DEGREEWORKS

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

## TRANSCRIPTS

Official transcripts of a student’s academic record can be sent to colleges, universities, employers and other institutions upon a formal request of the student. Transcripts may be requested using the student WebSMART account. On WebSMART, under “Student Records,” find “Request Official Transcript” link for this purpose. Students may request official copies to be sent to them by noting “issue to student.” All courses completed or in progress at Canada College, College of San Mateo and/or Skyline College appear on the transcript. Transcripts from high school and other colleges are not forwarded from Skyline Colleges to other institutions because our district colleges are authorized to send San Mateo County Community College transcripts only. The first two official transcripts requested by a student are free; thereafter a charge of \$5 for each transcript is imposed. If a student wants a transcript processed immediately there is an additional “rush” service charge of \$10.

**Note:** *Fee holds will block your access to all WebSMART functions; therefore it is important to satisfy financial obligations to the college in a timely manner.*

# 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 enrolled in 11.5 units or less.**

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

## ENROLLMENT FEE\*

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

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

Students classified as nonresidents of the State of California must pay an additional 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, are required to pay \$19 for each Fall & Spring semester and \$16 for Summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

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

## STUDENT REPRESENTATION FEE\*

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

## NON-RESIDENT TUITION FEE

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

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

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

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

## STUDENT BODY FEE (OPTIONAL)\*

All students, except for students enrolled ONLY in off-campus, weekend or Distance Learning courses, are assessed the Student Body Fee. The Student Body Fee of \$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 Center for Student Life and Leadership Development Office by the



deadline listed in the Class Schedule printed each semester. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

## STUDENT UNION FEE\*

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

## PARKING PERMIT FEE

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

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

Parking options are as follows:

- \$50 for each semester (Fall or Spring)
- \$90 for a Two-Term Permit (Fall and Spring)
- \$25 for the Summer Session
- \$2 for one day parking permits available at daily permit dispensers in Parking Lots A, C, F, G, L, N (adjacent to the perimeter road) and P. Refer to the campus map for dispenser locations.
- Visitor pay-by-space parking is available in lots D and M at \$0.25 cents for every 15 minutes. Permits sold in the pay-by-space lots are only valid in the numbered space for which it was purchased and void in all other parking lots on campus.

### Policy:

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

Students may purchase a parking permit online via WebSMART at any time during the semester. Students may also use the Student Services One Stop Center computer station designated for OVER THE COUNTER PARKING PERMIT PURCHASE and then proceed to the Cashier's Office (Bldg. 2, Room 2225) to pick up and pay for their student parking permit.

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 Disability Resource Center 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>). 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. Rush 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.

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

## ADDITIONAL EXPENSES

Students must purchase their own textbooks and supplies. Considerable savings are possible 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 the student's expense:

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

## PAYMENT OF FEES

Fees may be paid in any of the following ways:

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

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

## REFUND POLICY FOR REGISTRATION FEES

- To be eligible for a credit or refund, a student must officially withdraw from a course within the stated refund deadline as displayed on WebSMART. Students should check their *Class Schedule Summary* for exact refund dates. If registration occurs after the refund date for a class, no refund will be available.
- For summer or short courses, withdrawal must occur within the first 10% of the course (often this is the first day).
- If a student decides not to attend classes, it is their responsibility to officially withdraw within the published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.

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

Courses within the SMCCCD are graded by means of the grading system established by the California Education Code (Title V).

Skyline College utilizes two types of grading methods or grade modes : Letter Grade and Pass/No Pass.

### Letter Grade

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

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

### Pass/No Pass

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

P	Passing At least satisfactory	0 points
NP	No Pass Less than Satisfactory	0 points

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

### Grade Mode Option

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

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

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

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

### Non-evaluative Symbols – Grade Column

#### I Incomplete

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

#### IP In Progress

The IP symbol indicates courses which extend beyond the normal end of an academic term. It indicates that work is In Progress, but that assignment of the evaluative symbol (grade) must wait its completion. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.

#### RD Report Delayed

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

#### W Withdrawal

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

#### MW Military Withdrawal

The MW symbol indicates military withdrawal.

**# Non-Degree Applicable**

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

**E Excluded**

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

**I Included**

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

**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.

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

**SCHOLASTIC HONORS****Dean's List**

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

**Honors at Graduation**

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

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

**FINAL GRADE REPORTS**

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

Verification may be accessed and printed as a free service to students. Access **Enrollment/Degree Verifications** from the **Student Records Menu** at <https://websmart.smccd.edu>.



# 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

Previously recorded substandard academic performance (grade of "D-", "D", "D+", "F" or "NP") may be disregarded if it is not reflective of a student's demonstrated ability.

A student may file a petition with the Office of Admissions and Records seeking grade alleviation of substandard academic work.

- A period of at least one year must have elapsed since the course work to be alleviated was completed.
- The student must have completed 9 units of course work with a 3.5 cumulative grade point average, or 15 units with a 3.0 cumulative grade point average, or 21 units with a 2.5 cumulative grade point average, or 24 units with a 2.0 cumulative grade point average since the course work to be alleviated was completed.
- Substandard course work to be alleviated must have been completed at Cañada College, College of San Mateo or Skyline College. However, the course work upon which the application for alleviation is based may be completed at any regionally accredited college or university.

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

To request Academic Renewal, a student must file a formal petition to the Office of Admissions and Records.

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

## WITHDRAWAL FROM CLASSES

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

A student may drop a semester-length class during the first four weeks of instruction (one day prior to Census) and no record of the class will appear on the student's academic record. In courses less than a regular semester's duration, a student may drop prior to the completion of 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, including, but not limited to, a letter from a physician, official accident report, obituary notice, etc.). Supporting documentation is required.

## MILITARY WITHDRAWAL

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

## COURSE REPETITION

The majority of courses offered by the San Mateo County Community College District are now leveled to show progression from the most fundamental (level 1) to the most advanced (level 4). Course levels can be identified by a .1, .2, .3, or .4 system or by the course title. Course levels may be scheduled simultaneously. Students are advised to enroll initially at the fundamental level (.1) regardless of previous experience and be placed at the appropriate level based on instructor assessment. Adapted Physical Education and intercollegiate sports related courses are not affected by the repeatability legislation.

Kinesiology activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family listed below. If there is more than one course in a particular family, a student may only enroll in a maximum of four total courses within that family. After four courses within a family have been taken, a student has the option to audit should they wish to continue enrolling in courses within that family. Students who audit do not count toward meeting local minimum enrollment requirements. Thus, a class may be cancelled if enough credit seeking students are not enrolled no matter how many students wish to audit. For information about how to audit, students should refer to the audit policy in the catalog.

A course previously taken by a student, prior to course leveling within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four combined. Below is a matrix which identifies the previous courses (based on the 2012-2013 catalog) and the equivalent with levels. This limitation on enrollment applies to all coursework attempted by the student. Students not having previously taken a Kinesiology or Dance activity course may have the opportunity to enroll in courses within a particular family for a maximum of four times.

## List Of Kinesiology Families Across The District

<b>AQUATICS:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Aquatic Conditioning Family:	AQUA 127	AQUA 127.1, 127.2, 127.3, 127.4
Resistance Training Family:	AQUA 135	AQUA 135.1, 135.2, 135.3, 135.4
Stroke Skill Development Family:	AQUA 133	AQUA 133.1, 133.2, 133.3, 133.4
Water Polo Family:	AQUA 109	AQUA 109.1, 109.2, 109.3, 109.4
<b>COMBATIVES:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Karate Family:	COMB 404, 405	COMB 404.1, 404.2, 404.3, 404.4
Self-defense Family:	COMB 401	COMB 401.1, 401.2, 401.3, 401.4
<b>FITNESS:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Cardiovascular Training Family: <i>(High Impact)</i>	FITN 151, 305, 314; DANC 350	FITN 151 FITN 305.1, 305.2, 305.3, 305.4 FITN 314.1, 314.2, 314.3, 314.4 DANC 350.1, 350.2, 350.3, 350.4
Cardiovascular Training Family: <i>(Low Impact)</i>	FITN 123, 127, 134, 199, 301, 303, 304, 308, 312, 320	FITN, 134, FITN 199.1, 199.2, 199.3, 199.4 FITN 301.1, 301.2, 301.3, 301.4 FITN 304.1, 304.2, 304.3, 304.4 FITN 308.1, 308.2, 308.3, 308.4
Cross Training Family:	FITN 110, 112, 117, 118, 119, 166, 235, 400	FITN 112.1, 112.2, 112.3, 112.4 FITN 117, 118, 119 FITN 166.1, 166.2, 166.3, 166.4 FITN 235, 235.1, 235.2, 235.3, 235.4 FITN 400.1, 400.2, 400.3, 400.4
Core Training Family:	FITN 116, 128, 129, 219, 237	FITN 116.1, 116.2, 116.3, 116.4 FITN 128, 129 FITN 219.1, 219.2, 219.3, 219.4 FITN 237.1, 237.2, 237.3, 237.4
Pilates Family:	FITN 124, 335, 339	FITN 335.1, 335.2, 335.3, 335.4
Resistance Training Family:	FITN 122, 201, 202, 205, 206, 207	FITN 122, 201.1, 201.2, 201.3, 201.4 FITN 206
Yoga Family:	FITN 332, 334, 337, 338	FITN 332.1, 332.2, 332.3, 332.4 FITN 334.1, 334.2, 334.3, 334.4
<b>INDIVIDUAL SPORTS:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Archery Family:	INDV 101, 105	INDV 101.1, 101.2, 101.3, 101.4
Badminton Family:	INDV 120, 121, 125	INDV 121.1, 121.2, 121.3, 121.4
Golf Family:	INDV 160, 161, 164, 165, 166, 167, 168, 169, 171, 172	INDV 160.1, 160.2, 160.3, 160.4 INDV 165.1, 165.2, 165.3, 165.4
Tennis Family:	INDV251, 252, 253, 254, 255, 256	INDV 251.1, 251.2, 251.3, 251.4
<b>TEAM SPORTS:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Basketball Family:	TEAM 110, 111, 115, 117	TEAM 111.1, 111.2, 111.3, 111.4, 117
Football Family:	TEAM 132	TEAM 132.1, 132.2, 132.3, 132.4
Soccer Family:	TEAM 141, 143, 145, 148	TEAM 141.1, 141.2, 141.3, 141.4 TEAM 148, 148.1, 148.2, 148.3, 148.4
Volleyball Family:	TEAM 171, 173, 174, 175,	TEAM 171, 171.1, 171.2, 171.3, 171.4

## List Of Dance Families

DANCE:	PREVIOUS/EQUIVALENT COURSES(S)	LEVELED/CURRENT COURSES
Ballroom Family:	DANC 116, 151, 153, 156, 167, 168, 169, 665SF	DANC 116.1, 116.2, 116.3, 116.4 DANC 151.1, 151.2, 151.3, 151.4 DANC 167.1, 167.2, 167.3, 167.4 DANC 168, 169 DANC 172.1, 172.2, 172.3, 172.4
Choreography Family:	DANC 390, 395	DANC 395.1, 395.2, 395.3, 395.4
Composition Family:	DANC 330	DANC 330.1, 330.2, 330.3, 330.4
Classical Family:	DANC 140, 141, 143, 172	DANC 140.1, 140.2, 140.3, 140.4
Dance Accompaniment Family:	DANC 410	DANC 410.1, 410.2, 410.3, 410.4
Dance Production Family:	DANC 400, 450	DANC 400.1, 400.2, 400.3, 400.4
Hip Hop Family:	DANC 150	DANC 150.1, 150.2, 150.3, 150.4
Jazz Family:	DANC 117, 130, 131, 132, 205, 210, 215	DANC 130.1, 130.2, 130.3, 130.4 DANC 117.1, 117.2, 117.3, 117.4
Modern Family:	DANC 110, 121, 122, 330	DANC 121.1, 121.2, 121.3, 121.4
Salsa Family:	DANC, 125, 126, 127, 152, 665SB	DANC 125.1, 125.2, 125.3, 125.4
Tango Family:	DANC 161, 162, 163, 164, 165, 166, 260	DANC 152, 161, 162, 163, 164, 165 DANC 166, 260 DANC 152.1, 152.2, 152.3, 152.4

## PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

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

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

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

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

### Why Prerequisites and Corerquisites?

Title 5 (state regulations that govern community colleges) requires that, if a course has a prerequisite, it must be necessary for the student to succeed in the target

course. Furthermore, the college must ensure that the prerequisite is equitably and fairly enforced and that it has been approved in a separate action by the curriculum committee at each college.

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

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

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

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



**How can I challenge a prerequisite?**

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

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

**How do I file a prerequisite challenge?**

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

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

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

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

**SEQUENTIAL COURSES**

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

**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 Disability Resource Center Office, Building 5, Room 5131A.

**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.



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# 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 Dean of Enrollment Services' Office written requests that identify the record(s) they wish to inspect. The Dean of Enrollment Services will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Dean of Enrollment Services' Office, the student shall be advised of the correct official to whom the request should be addressed.
2. To request an amendment of the student's education records that the student believes are inaccurate. Students may ask Skyline College to amend a record that they believe is inaccurate. They should write the Dean of Enrollment Services, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Skyline College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Skyline College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Skyline College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Skyline College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

4. To file a complaint with the U.S. Department of Education concerning alleged failures by Skyline College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605. At its discretion, Skyline College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Skyline College may include the following: address, telephone number, dates of attendance, degrees and awards received, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, final theses/dissertation, photograph, full-time/part-time status, and most recent previous school attended. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. Although the initial request must be filed during the first two weeks of the enrollment period, requests for non-disclosure will be honored by the College for no more than one academic year. Reauthorization to withhold Directory Information must be filed annually in the Registrar's Office within the first two weeks of any semester.

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

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

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

In order to make Skyline College a safe and pleasant environment for students and employees, the College has established procedures in compliance with the Student Right-to-Know (SRTK) and Campus Security Act (Federal Public Law 101-542). Persons seeking information concerning Skyline College law enforcement procedures, crime prevention efforts, and crime statistics should contact the College Security Office, Building 6, Room 6106, (650) 738-4301, 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 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/HONESTY

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

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

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

### Cheating:

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

### Plagiarism:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as your own work.

- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

### Other specific examples of academic dishonesty:

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

### Consequences of Academic Dishonesty:

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

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

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

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

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

**Student Appeals:**

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

**ATTENDANCE REGULATIONS**

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

**It is the student's responsibility to withdraw when absences have been excessive.** Absence means 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 the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.
2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
8. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).

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

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

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

For additional information refer to SMCCCD Board Policy 7.69

[http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7\\_69.pdf](http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7_69.pdf).

### Types of Disciplinary Sanctions

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

- a. **Warning:** An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action. This action may be taken by any faculty or staff or by the Disciplinary Officer when the case is referred to him/her.
- b. **Reprimand:** A written notice by the Disciplinary Officer of violation of the Student Code of Conduct. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions of the Student Code of Conduct.
- c. **Disciplinary Probation:** Formal written notice by the Disciplinary Officer of violation of the Student Code of Conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.
- d. **Restitution:** Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- e. **Removal from Classes/Facility:** Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the College Disciplinary Officer to discuss the cause for the removal. After-the-fact review by the President/designee shall occur if the student alleges in writing that an instructor or administrator has abused his/her administrative discretion.

Any College instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting.

- Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.
  - Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
  - If the student is a minor, the parents or legal guardian shall be notified in writing by the Disciplinary Officer as soon as possible and the parent will be asked to attend a conference regarding the removal.
- f. **Suspension:** Action by the President to exclude the student from all Colleges and District/College programs and activities for a definite period of time. This action shall be posted on the student's electronic record, but shall not be reflected on the academic transcript. This does not prohibit, where an interim suspension is required in order to protect lives or property and to insure the maintenance of order, an interim suspension pending a hearing, provided that a reasonable opportunity for a hearing be afforded a suspended person within ten (10) instructional days. Suspension for more than ten days may have impact on a student's financial aid eligibility or financial aid award.
  - g. **Expulsion:** Action by the Board of Trustees to terminate student status in the District indefinitely. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others. Final action by the Board shall be taken by the Board of Trustees at a public meeting. Action to expel a student will be posted on the academic transcript.

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

For addition information please refer to SMCCCD Board Policy 7.70

[http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7\\_70.pdf](http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7_70.pdf).



## DISCIPLINARY SANCTION PROCEDURES

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

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

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

### Step 1. Incident Occurs

Within twenty (20) days from the time that the Disciplinary Officer is informed of allegations which may constitute a violation of the Student Code of Conduct, the Disciplinary Officer shall conduct a fact-finding investigation to determine whether to pursue an Administrative Conference or a Student Disciplinary Hearing.

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

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

### Step 2. Administrative Conference or Student Disciplinary Hearing

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

#### Administrative Conference

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

#### Student Disciplinary Hearing

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

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

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

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

#### Formal Hearing Process:

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

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

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

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

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

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

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

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

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

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

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

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

### **Step 3. Disciplinary Action(s) Recommended**

If a student is found responsible for violating the Student Code of Conduct, either through the Administrative Conference or Disciplinary Hearing process, one or more of the following types of disciplinary actions may be recommended. Refer to Types of Disciplinary Sanctions on page [??](#) in the Student Handbook or [http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7\\_70.pdf](http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7_70.pdf)

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

### **Step 4. Written Decision**

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

### **Step 5. Appeal to the President**

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

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

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

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

**Step 6. Appeal to the Chancellor**

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

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

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

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

**Step 7. Appeal to the Board of Trustees**

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

For additional information regarding the SMCCCD Board Policy and procedures for Disciplinary Sanctions [https://sharepoint.smccd.edu/SiteDirectory/portal/Procedures/7\\_70.1.pdf](https://sharepoint.smccd.edu/SiteDirectory/portal/Procedures/7_70.1.pdf)

**STUDENT GRIEVANCES AND APPEALS PROCEDURES**

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

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

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

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

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

- Mistake
- Fraud
- Bad faith
- Incompetence in the academic evaluation of their performance
- Incompetence in the academic evaluation of their performance in the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224). Grade grievances must be filed within one year of issuance of the grade in dispute.

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

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

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

### **A. Academic (Excluding Grade) and Non-Academic Grievances and Appeals**

#### Step 1 – College Level

- a. Before initiating formal appeal procedures, the student shall attempt to resolve the dispute informally with the appropriate staff member at the point of initial decision. If the dispute is not resolved, the student may initiate a formal appeal with the Vice President of Student Services and must do so within one (1) year of the incident on which the grievance is based or within one (1) year after the student learned of the basis for the grievance. The Vice President of Student Services shall advise the student, within five (5) days, of his or her rights and responsibilities, assist the student in the final preparation of the grievance and determine whether the grievance will be remanded to a hearing of the Grievance Committee or reviewed with an appointed mediator. Specific information regarding timelines for grievances remanded to the Grievance Committee is outlined in the Student Grievances and Appeals Procedures, 7.73.1. The Vice President of Student Services will ensure that a student filing a grievance and the Grievance Committee members are provided copies of grievance procedures, including timelines.
- b. Appeal to the President
  - i. If the College President has been previously involved in the decision or action under appeal, the student may proceed directly to Step 2 (Appeal to the Chancellor). 7.73 Student Grievances and Appeals.
  - ii. In the event that the dispute has not been resolved during the course of earlier appeal procedures, the student may appeal in writing to the President within five (5) days after receipt of the decision made in response to the initial appeal. The President shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the President's decision shall be provided to the student within ten (10) days of the hearing by the President.

#### Step 2 – Appeal to the Chancellor

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

#### Step 3 – Board Level

- a. If the dispute has not been resolved during the course of earlier procedures, the student may appeal in writing to the Board within five (5) days after receipt of the decision of the Chancellor.
- b. The Board shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members within twenty (20) days following the hearing. The decision of the Board is final.

### **B. Grade Grievances**

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

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

### **C. Parking Citation Appeals**

Appeals for parking citations must be directed to the Redwood City Courthouse. Refer to Disciplinary Codes & Student Grievances and Appeals Policies, the Student Grievance and Appeals Policy in the catalog for further information.

[http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7\\_73.pdf](http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7_73.pdf)

## **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 Cashier's Office for fees and any other financial obligations owed to Cañada College, College of San Mateo, and/or Skyline College. Students are advised to check Web SMART 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 on College property or at any function sponsored by the District or Colleges. This policy **includes** the use of medical marijuana/cannabis.

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

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

## POLICY ON SEXUAL ASSAULT EDUCATION AND PREVENTION

In accordance with California Education Code, Section 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 Public Safety Department Office, or call the Public Safety Dispatch at (650) 738-4199. Information may also be obtained on the Skyline College Public Safety Department website at [www.SkylineCollege.edu](http://www.SkylineCollege.edu).

## POLICY AND PROCEDURES FOR SEXUAL HARASSMENT COMPLAINTS

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



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

1. It is the policy of the San Mateo County Community College District to provide its students with a learning environment free of sexual harassment and intimidation. This policy addresses interactions between a student and faculty, staff members, or other students. Because of the seriousness of these matters, the District will make every effort to assure that sexual harassment does not occur and will take disciplinary actions up to and including dismissal or expulsion for policy violation. It is the responsibility of each District employee and student to maintain a level of conduct that is in compliance with District policy.
2. For purposes of this policy, sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and/or other verbal, physical, or visual conduct of a sexual nature which occur under any of four circumstances:
  - a. Submission is made, either explicitly or implicitly, a term or condition of admission to or retention in a course or program;
  - b. Submission or rejection by a student is used as a basis for grading, enrollment, or other educational decisions affecting the student;
  - c. Submission or rejection by a student affects negatively a student's class performance, opportunity to benefit from class participation, or constitutes a disruption of the learning process;
  - d. Such conduct creates, encourages, or condones an intimidating, hostile, or otherwise offensive environment for learning and/or teaching.
3. Sexual harassment includes, but is not limited to, the following:
  - a. Making unsolicited written, graphic, verbal and/or physical contact with sexual overtones. Written examples: suggestive or obscene letters, notes, invitations. Graphic examples: prurient display of objects, pictures, cartoons, or posters. Verbal examples: derogatory comments, slurs, jokes, innuendos and epithets. Physical examples: assault, touching, gestures, impeding or blocking movement.
  - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Mutual attraction is not considered sexual harassment.)
  - c. Making reprisal, or implied threats of reprisal, following a negative response. This can include denial of, or actually withholding, support or opportunities normally provided in the form of counseling or other services, suggesting the assignment of a poorer grade than earned.
  - d. Engaging in implicit or explicit coercive sexual behavior which has the effect of controlling, influencing, or affecting the enrollment, grade, academic success, and/or learning environment of any student.
  - e. Offering favors or preferential treatment such as: assignment of better grades than earned; opportunities for extra credit; recommendations, favorable assigned duties or shifts; or other benefits in exchange for sexual favors.
4. Complaint Procedures
  - a. Staff to Student or Student to Student
    - i. If a student complainant feels that a specific act or environment is offensive and in violation of this policy, the complainant should first notify the offender in an effort to stop the offensive behavior. If the behavior does not stop, or if the complainant does not wish to confront the offender directly, the student should notify the Vice President, Student Services or designee.
    - ii. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Personnel Services will be notified of all claims of sexual harassment at the time the complaint is received. Investigations involving faculty or staff members will be coordinated by the Office of Personnel Services.
  - b. Student to Faculty/Staff
    - i. If a faculty or staff member is the complainant and feels that a specific act committed or environment created by a student is offensive and in violation of this policy, the complainant should first notify the offender in an attempt to stop the behavior.
    - ii. If the behavior continues, the complainant will then notify the Vice President, Student Services or designee. Such continued behavior constitutes a disruption of the learning and teaching environment.

- iii. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Personnel Services will be notified of all claims of sexual harassment at the time the complaint is received. Investigations involving faculty or staff members will be coordinated by the Office of Personnel Services.
- c. In accordance with the guidelines on sexual harassment of the Equal Employment Opportunity Commission, the District intends: 1) to raise the subject of sexual harassment affirmatively in formal staff training and other arenas; 2) to express strong disapproval for the inappropriate behavior; and 3) to implement this policy fully.
- d. District employees or students found to be in violation of this policy may be subject to full disciplinary measures up to and including dismissal or expulsion, as appropriate, pursuant to any and all established District procedures.

[http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7\\_67.pdf](http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7_67.pdf)

## SMOKE FREE POLICY

Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Based on this commitment, the College implemented a new smoke free policy beginning the fall semester 2009. Smoking is now only permitted in designated areas, which are clearly marked and equipped with ashtrays.

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

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

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

## POLICY AND PROCEDURES FOR UNLAWFUL DISCRIMINATION COMPLAINTS

The policy of San Mateo County Community College District is to provide an educational and work environment in which no person shall be unlawfully denied access to, the benefits of, or unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, sexual orientation, race, color, or physical or mental disability, in any program or activity that is funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. 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). The comprehensive policy and complaint procedures are included in the document titled, "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures." The District provides both an informal and a formal process for the resolution of unlawful discrimination complaints. Individuals who believe that they have suffered unlawful discrimination may elect to proceed under one or both of the procedures within one year of the incident, or within one (1) year of learning of the incident. The selection of complaint procedure is solely at the discretion of the complainant and depends upon (1) the comfort-level of the individual complainant; (2) the complainant's feeling about the appropriateness of such a conversation, and (3) the complainant's perception of the severity of the event or conduct.

Copies of the "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures" document are available at the Vice President of Student Services, Building 1, Room 1315. The San Mateo County Community College District Human Resources Office investigates complaints of unlawful discrimination. Students filing a complaint can pick up a complaint form at the Vice President of Student Services Office or at the District Human Resources Office, 3401 CSM Drive, Building 4, Room 4-311, San Mateo, CA 94402. For additional information about Unlawful Discrimination complaint process, please call (650) 574-6600.

## 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.

## USE OF TECHNOLOGY IN THE CLASSROOM POLICY

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

## REVISIONS OF REGULATIONS OR POLICIES

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

## 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。



# 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:

### VARSITY

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

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

1. In order to be eligible, a student-athlete must be actively enrolled in a minimum of 12 units during the season of sport. Such eligibility is required for non-conference, conference, and post-conference participation.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units with a cumulative 2.0 (C) grade point average. These units must be completed prior to the beginning of the semester of the second season of competition. All units must be completed and passed at a regionally accredited post-secondary institution.
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](http://www.ncaa.org), and, [naia.org](http://naia.org).

## SKYLINE COLLEGE BOOKSTORE

### The Bookstore

Books and supplies may be purchased at the Skyline College Bookstore or online at <http://bookstore.SkylineCollege.edu>.

**Textbook Information:** Students may find information about the textbooks for the courses in which they are enrolled by logging into WebSMART or going to [www.SkylineCollege.edu/bookstore/coursematerials](http://www.SkylineCollege.edu/bookstore/coursematerials).

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

### Graphic Arts & Production

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

For operating hours or more information, please visit our website at [www.SkylineCollege.edu/bookstore/GAP](http://www.SkylineCollege.edu/bookstore/GAP). For pricing information or a quote, please contact GAP at (650) 738-7014 or email at [skygap@smccd.edu](mailto:skygap@smccd.edu).

## Food Service

### WORLD CUP COFFEE & TEA

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

World Cup Coffee & Tea is also available for small on campus catering. Please visit our website at [www.SkylineCollege.edu/bookstore/WorldCup](http://www.SkylineCollege.edu/bookstore/WorldCup) for our catering form and operating hours.

### SKY CAFÉ

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

Sky Café also offers catering services for on campus meetings and events. Please contact Rick McMahon at [Rick@Pacific-Dining.com](mailto:Rick@Pacific-Dining.com) or (408) 406-8487 for your catering needs.

## CALWORKS

Skyline College provides assistance to students who are receiving TANF or AFDC benefits, or who received aid within the past two years. Services to eligible students include: counseling, job development assistance, work study, career related services, and supplemental child care.

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

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

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

## CAMPUS HOUSING

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

## CAREER SERVICES CENTER

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

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

The Center is located in Building 1, Room 1219B, (650) 738-4337. Visit [www.SkylineCollege.edu/careercenter](http://www.SkylineCollege.edu/careercenter) or email [skycareers@smccd.edu](mailto:skycareers@smccd.edu).

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

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



## CTE TRANSITIONS (FORMERLY TECH PREP)

Skyline College CTE Transitions programs link high school and two years of community college study through a partnership with local high schools, SMCOE ROP and other industry partners. CTE Transitions programs prepare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experience.

CTE Transitions allows the granting of college credit for the articulated courses that are successfully completed by students while attending high school, SMCOE ROP or with other industry partners. College credit will be posted to a student's transcript according to the criteria stipulated in the articulation agreement.

CTE Transitions articulation agreements have been approved by local high schools, the SMCOE Regional Occupational Program (ROP), and Goodwill in the following areas: Accounting, Automotive Technology, Business Computer Systems and Management, Business/Health Science, Computer Science, Early Childhood Education and Environmental Science. Other approved articulation agreements exist at Cañada College and College of San Mateo.

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

CTE Transitions units are not applicable for meeting such unit load requirements as those for financial aid, veterans' benefits, scholastic honors, or graduation residency requirements. For more information regarding CTE Transitions, contact the Skyline College Coordinator at (650) 738-4248. Visit the CTE Transitions website at <http://www.smccd.edu/ctetransitions> for more 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.

## 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 academic environment at Skyline College, as well as the economic growth of the Bay Area, through an array of services and programs.

The CITD promotes economic development through international trade by providing one-on-one consulting to small- and medium-sized companies located in San Mateo, San Francisco and Marin counties.

The CITD also contributes to the academic/learning environment at Skyline College, as well as throughout the Bay Area, through the development of new degree and certificate programs that impact the community and create opportunity for economic viability of the Bay Area.

Additionally, the CITD works with different community colleges in the Bay Area to develop international exchange programs that further expose the institution, as well as the Bay Area communities, to the global world.

The CITD at Skyline College has established partnerships with different community-based organizations and economic development groups to develop and/or implement cutting edge training programs that target often ignored communities in the Bay Area, elevating their economic potential.

The combination of all CITD activities and community involvement helps manufacturing and technology-based industries compete successfully in the rapidly changing global economy/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-A. 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 SERVICES

The Skyline College Child Development Center (CDC), located in Building 14, is a laboratory program that provides a comprehensive child care and early education program for students, staff and faculty of Skyline College and community members. The program provides the following services for children two (2) years of age until entry into kindergarten: child care and early education experiences from 7:30 am to 5:00 pm, three nutritious daily meals, observation and assessment of children's typical development, resources and referrals for a wide variety of supports for children and families, parent information and workshops on topics relevant to families with young children, and home visits/conferences to discuss children's development and school readiness skills. The Skyline College CDC is partially funded by the California Department of Education and income eligible families may receive child care subsidies. For more information, call (650) 738-7070.

## COMMUNITY EDUCATION PROGRAMS

The Community Education department of the San Mateo County Community College District offers a wide array of short courses and interesting workshops designed for personal enrichment and professional development. Classes include business entrepreneurship, communications, computer skills, financial planning, arts and crafts, photography, dance, music, allied healthcare, fitness and relaxation, home and garden, languages and travel, test preparation and much more. New classes start each week. Classes are offered on campus as well as online. Call (650) 574-6149 for more information or visit <http://CommunityEd.smccd.edu>.

Community Education also offers **College for Kids**, an award-winning summer academic enrichment program for youths 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 the opportunity to participate in on-campus classes such as math, sciences, computer skills, sports, art, multimedia, language arts and other topics of academic merit and interest to them. **College for Kids** 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 at College of San Mateo and Skyline College and serves more than 450 children. For more information, visit [www.CollegeforKids-smccd.com](http://www.CollegeforKids-smccd.com).

## CONTINUING EDUCATION HOURS FOR HEALTH PROFESSIONALS

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

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

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

- Anthropology 110, 360
- American Sign Language 111, 112
- Business 101, 103, 123
- Career 665
- Communication Studies 130
- Computer Science 155
- Family & Consumer Sciences 212, 310
- Health Science 130, 150
- History 235

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

## COUNSELING SERVICES

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

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

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

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

## DISABILITY RESOURCE CENTER

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

### 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 825.1 – Assistive Computer Technology – Kurzweil 3000 I and/or DSKL 826.1 – Assistive Computer Technology – Dragon Naturally Speaking – I, 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 5, Room 5131, during Assistive Technology Lab hours. The software available for students includes, but is not limited to, scan and read programs (e.g., Kurzweil 3000/1000), voice recognition (e.g., Dragon NaturallySpeaking), word prediction (e.g., WordQ), screen magnification (e.g., ZoomText), and a screen reader (e.g., JAWS).

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

### Differential Learning Skills Program

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

### Workability III Program

The Workability III (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 in the Disability Resource Center, Building 5, Room 5131A, or call (650) 738-4234.

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

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

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

## DISTANCE EDUCATION

Skyline College offers a range of course via distance education. Many of these courses can be applied to meet certificate, associate degree, and university transfer requirements. Students that are enrolled in distance education courses have the same status as students enrolled in on-campus courses. You have access to support services and financial aid, and are held to the same college and academic policies. Skyline College maintains a distance education website with student readiness support materials, student online resources, and student success in online education resources: [www.SkylineCollege.edu/distanceeducation/](http://www.SkylineCollege.edu/distanceeducation/)

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

If you have questions about Distance Education at Skyline College, please contact the Skyline Distance Education office at [SkylineDE@smccd.edu](mailto:SkylineDE@smccd.edu) or drop by the Distance Education Office located in Building 1, Room 1316.

## 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, priority registration, 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 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. Hours are 9:00 am to 4:00 pm. For additional assistance call (650) 738-4139, visit the EOPS web page at <http://www.skylinecollege.edu>, or send an email to [skyeops@smccd.edu](mailto:skyeops@smccd.edu).

**The EOPS/CARE faculty and staff have identified the following Student Learning Outcomes for the various services provided by the EOPS/CARE:**

- EOPS students on academic probation (67% completion rate and/or 2.0 or lower GPA) will be able to write a statement that illustrates the EOPS/CARE probation policy and how student get off EOPS probation.
- All EOPS/CARE students will be able to utilize electronic tools to communicate with staff and to receive program information.
- Current EOPS/CARE students will demonstrate initiative to personal eligibility for program services.



## 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:

- Have a high school diploma or GED or have completed at least six (6) degree applicable units at one of the colleges in the SMCCCD.
- Be enrolled in an eligible program leading to an associate degree, certificate or transfer toward a university at any of the colleges in the San Mateo Community College District. The Emergency Medical Technician (EMT) certificate Program is NOT an eligible course of student for federal and most state financial aid.
- Be a U.S. citizen or eligible non-citizen\*. Note: Some State of California programs may have a less restrictive citizenship requirement for non U.S. citizens.
- Have completed the enrollment process which involves assessment testing and placement, college orientation and completion of a Student Educational Plan (SEP) with a counselor.
- Provide official academic transcripts from prior colleges or universities if wishing to apply for a federal student loan.
- Submit all required forms and documents requested by the Financial Aid Office or Department of Education
- Meet and maintain satisfactory academic progress requirements as defined by the Financial Aid Handbook
- Have financial need (except in the case of unsubsidized federal loans) as demonstrated by a completed FAFSA (available online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and Financial Aid Office review.
- Register with the Selective Service if you are male between 18 and 25 years of age.
- Do not owe a refund or repayment on a federal grant.
- Not be in default on a federal educational loan or owe a repayment to a federal grant program.

- Supply an accurate Social Security Number and name. If you are a dependent student, your parent may not be required to have a valid Social Security Number.
- Not have a conviction for a drug-related crime (possession or sales) that occurred when you were receiving federal aid.
- Students with a Bachelor's Degree are not eligible for Pell Grant or FSEOG funds but may be eligible for Fee Waivers, Federal Work Study and/or loans.

### Awards and Disbursement of Financial Aid

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 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 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, SEP
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 "per unit" registration fee Limits parking fee to \$20 per semester	Applications accepted throughout the year	FAFSA or Fee Waiver Application on WebSMART
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	\$400-\$5,550	End of term or by end of school year	FAFSA
Federal Supplemental Grant	Undergraduates	\$100-\$800	May 2 priority	FAFSA
Special Fee Waivers (See BOGFW form)	Surviving Dependents of: Law Enforcement Personnel, Firefighters, VA, National Guard, Congressional Medal of Honor, Victim of 9/11	Waives \$46 per unit registration fee	Contact the Financial Aid Office	Submit documentation to the Financial Aid Office
<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>
Direct Subsidized Loan	Undergraduate/ Graduate Students	\$3,500 – \$4,500	Contact the Financial Aid Office	Direct Loan Request Form, Academic Transcript, and SEP
Direct Unsubsidized Loan	Undergraduate/ Graduate Students	\$6,000	Contact the Financial Aid Office	Direct Loan Request Form, Academic Transcript, and SEP
Direct Plus Loan	Parents of Dependent Undergraduate Students	Variable	Contact the Financial Aid Office	Direct Loan Request Form, Academic Transcript, and SEP

<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 \$6,000	Contact the Financial Aid Office	FAFSA
<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 EOPS Office	Contact the Financial Aid Office
College Scholarships	Skyline College Students and Incoming High School Students	\$100-\$2,000	See website: <a href="http://www.skylinecollege.edu/financialaid/scholarships.php">www.skylinecollege.edu/financialaid/scholarships.php</a>	Scholarship Application

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

- Students will be able to identify financial aid resources for which they may qualify, submit applications and meet deadlines.
- Students who receive financial aid will demonstrate knowledge and understanding of the Satisfactory Academic Progress “SAP” Policy for financial aid purposes.
- Students will gain understanding of the requirements, rights and responsibilities, and repayment obligations associated with acquiring a federal student loan.
- Students who participate in student financial aid programs at Skyline College will transfer with a completed financial aid package.
- Students will demonstrate knowledge and understanding of how financial aid resources can enhance their career planning.

## 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.

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

- Students will be able to evaluate resources needed to improve physical/mental/emotional health.
- Students will identify symptoms of substances abuse, eating disorder and/or other addictive/behaviors and learn coping strategies.
- Students will demonstrate awareness of the global implications of diseases such as HIV, diabetes, etc.
- Educating students to health information and health-care coverage information.
- Student will understand the risks associated with unintended pregnancy and sexually transmitted infections (STI) and how to prevent them through a variety of effective family planning methods and condom use.
- Students will be able to explain the various methods of preventing the spread of the flu. Including: vaccination, cover the cough, hand washing, crowd control, etc.

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

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

- Students will be able to evaluate resources needed to improve physical/mental/emotional health.
- Students will identify symptoms of substances abuse, eating disorder and/or other addictive behaviors and learn coping strategies.

## HERMANOS/HERMANAS

Hermanos, which means “brothers,” and Hermanas, which means “sisters,” in Spanish, is a transitional program for Latino high school students that addresses their academic, psychological and social needs (while still in high school) through connecting with family, academic support, mentoring, and resources. Its goal is to increase educational opportunities for Latino and Latina students and to enhance the successful transition from high school to college.

The program’s purpose is to establish a brotherhood and sisterhood of Latino/a students, teachers, staff, and mentors dedicated to the success of each individual Hermano/a; assist Hermanos/as in developing strong self-identities, cultural and community awareness, and leadership abilities; provide life skills essential to personal success; promote the academic and career goals of each Hermano/a from high school to college; and provide support and assistance in striving for academic excellence.

For more information contact Hermanos/as Program Counselor/Instructor Aricka Bueno at [buenoa@smccd.edu](mailto:buenoa@smccd.edu) or call (650) 738-7058.

## ACADEMIC 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 both an International Distinguished Chapter and a Regional Distinguished Chapter. Members of Phi Theta Kappa are eligible for the National Dean’s List, the All-USA and All-California Academic teams, and a wealth of scholarships at 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.

## BUSINESS HONOR SOCIETY – KAPPA BETA DELTA

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

Students who have completed 15 units at Skyline College with a GPA of 3.4 and be in the upper 20 percent of their class and have taken a minimum of three appropriate business-degree courses are eligible for lifetime membership.

Members may participate in a variety of leadership, scholarship, fellowship, and service activities provided by Alpha Beta Chi. Members are also eligible for International and Local Kappa Beta Delta scholarships. For additional information see the Kappa Beta Delta webpage at [www.SkylineCollege.edu/kappabeta/delta/contactus.php](http://www.SkylineCollege.edu/kappabeta/delta/contactus.php) or email at [skykbd@smccd.edu](mailto:skykbd@smccd.edu).

## HONORS TRANSFER

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

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

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

Eligibility criteria for the program are:

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

And at least one of the following:

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

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

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

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

For more information and an application form, contact John Ulloa, HTP Coordinator, at (650) 738-7127, or email him at [ulloa@smccd.edu](mailto:ulloa@smccd.edu), or visit the Honors Transfer Program web page at [www.SkylineCollege.edu](http://www.SkylineCollege.edu), click on Honors at Skyline.

## 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:

**Academic Support and Tutor Training:** Provides one-on-one and small group tutoring in student success skills and in a variety of subject areas. The center 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 Audio/Video Recording Lab** is designed to support and assist students with speeches and presentations. The lab consists of two hi-tech studios equipped with cameras, HD, monitors – including one large flat panel monitor for slideshow presentations, microphones, and computers for simple video recording.

**ESOL** 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 Language Lab** is designed to support and assist students in the Foreign Languages, ESOL, English and Reading departments. With 35 student stations and an instructor station, all complete with headphones, the Language Lab offers many language-enhancing software programs and tools for student use.

Students may use the lab to access audio/visual materials for their courses.

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

**The Science Lab** offers tutoring in chemistry, biology, anatomy, psychology, social sciences, and other subjects. The Science Lab offers two choices for assistance through one of two open entry courses: LSKL 800 – *Supplemental Learning Assistance* offers variable credit (.5 to 3.0) to students working with a professional Instructional Aide. Students working with peer tutors should enroll in LSKL 803 – *Supervised Peer Tutoring*, a non-credit, open entry/open exit course.

**TRIO/SSS (Student Support 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 TRIO program is to help students meet their educational goals, to graduate, and to transfer to a four-year college. To apply, please fill out an application in the Learning Center.

**The Writing and Reading Lab (WRL)** offers students assistance with reading and writing assignments from any Skyline College course. For students who want assistance on more than an occasional basis, the WRL offers three courses: English 650 (English Supplement for TRIO Students), ESOL 655 (English as a Second Language Supplement), and LSKL 853 (Writing Assistance Lab). Students can enroll in these courses at any time up until two weeks before the end of the semester for extra help with reading and writing assignments. These courses offer tutoring in an open-entry, self-paced, variable unit format (0.5-3.0 units). The WRL also offers 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 College faculty.

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

<http://www.SkylineCollege.edu/general/learning-center/index.html>

## LEARNING COMMUNITIES

### What is a Learning Community?

Learning Communities are two or more classes, often in different departments, designed to be taken together by the same group of students in each class of the Learning Community. Learning Communities are designed to connect students to each other, to their teachers, to the college, and to student learning. The classes have a common theme and coordinate their assignments. This allows students to work on themes from more than one perspective.

In Learning Communities, faculty members assist learning and innovation as everyone works together to create community in a positive learning environment. Students participate in groups to share ideas and help each other learn. There is a greater sense of involvement with students and professors.

Please see the current Class Schedule for specific Learning Community opportunities.

### ASTEP

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

The ASTEP Program offers a variety of classes and 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.

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 transfer 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 Phyllis Taylor at (650) 738-4233, or by visiting the ASTEP webpage at [www.SkylineCollege.edu](http://www.SkylineCollege.edu).



### **Career Advancement Academy – Allied Health**

The Allied Health Career Advancement Academy provides a bridge of courses in English, Math, Counseling, and Introduction to Health Careers that prepare students for entry into healthcare programs the following semester. A Career Certificate in the Allied Health areas can be obtained upon completion of the Emergency Medical Technician, Medical Office Assistant, Nursing Assistant, or Sterile Processing programs. Please email [skycaa@smccd.edu](mailto:skycaa@smccd.edu) or call (650) 738-4185 for more information.

### **Career Advancement Academy – Automotive Technology**

The Automotive Technology Career Advancement Academy provides students with the necessary, hands-on instruction and skills they need to begin a career in the automotive industry. In just one semester, students who complete the program receive a Certificate of Specialization and have the tools they need to enter the workforce and pursue further automotive education. Students enrolling in AUTO 709 CAA (CRN 43159), AUTO 710 CAA (CRN 43122) and CRER 650 CAA (CRN 40403) must also enroll in and ENGL 846 CAA (CRN 43616) and MATH 811 CAA (CRN 91441) or achieve appropriate scores on community college placement test. Contact the CAA Coordinator at (650) 738-4485, or email [johnsonj@smccd.edu](mailto:johnsonj@smccd.edu).

### **Career Advancement Academy – Early Childhood Education**

The Early Childhood Education Career Advancement Academy provides students with introductory level preparation for occupations in childhood settings serving preschool children, infants/toddlers, and school-age children. This two semester program provides individuals with foundational courses in Early Childhood Education and culminates with a Career Certificate in Foundations in Early Childhood Education. After completion of the two semester program, students will be more than halfway to the Associate Teacher level on the Teacher Permit of the California Department of Education and can pursue a position in the early care and education field at the assistant level. Please email [skycaa@smccd.edu](mailto:skycaa@smccd.edu) or call (650) 738-4185 for more information.

### **First Year Experience**

The First Year Experience (FYE) Learning Community is designed to assist students new to Skyline College. Students, faculty and counselors collaborate through a set of chosen classes to establish a strong foundation for success in college. By enrolling in all the FYE classes, the student is joining a community of learners with a common goal of progressing through math and English courses while learning important skills for student success. For more information, contact FYE Coordinator Arielle Smith at [smitha@smccd.edu](mailto:smitha@smccd.edu) or 650-738-4147.

### **FYE/LEAP: Latinos Excelling in Academics**

The First Year Experience LEAP is a community of scholars who work together to develop academic skills and leadership abilities so that they can succeed in school and work. Students enroll in a cohort of courses, including a career planning course that explores career options, enhancing the student's transition into the workforce with confidence. To enroll or for more information about this learning community, contact Cecilia Gutierrez at [gutierrezcc@smccd.edu](mailto:gutierrezcc@smccd.edu).

### **Kababayan**

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

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

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

For more information, please contact Liza Erpelo, Kababayan Coordinator and English instructor, by telephone at (650) 738-4119 or by email at [erpelol@smccd.edu](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 (Spanish for “bridge”) is a national-award-winning learning community that has improved the college-going rate of thousands of California’s educationally underrepresented students. The original program mission was to increase the number of Chicano/Latino students transferring to four-year colleges and universities. Today the program is open to all students. Through the reading of texts highlighting the Chicano/Latino experience, counseling assistance, and connections to professional mentors, students receive the instruction and support they need to achieve academic success and transfer. Students also participate in extracurricular activities such as college tours, mentor networking socials, art and literary events, and family nights to foster a sense of community within the program. Initiating its program in 1992, Skyline College is one of 54 community colleges participating throughout California.

Puente 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 Lucia Lachmeyer Puente Coordinator at (650) 738-4146.

### Scholar Athlete Learning Community

The Scholar Athlete Learning Community is designed for students who are motivated to excel in sports and academics. Using the same discipline applied to achievement in their sport, students build the reading, writing, and critical thinking skills needed to succeed in college. Professors, the athletics counselor, and coaches work together to build a program in which academics and athletics complement each other. Success in the Scholar Athlete Learning Community prepares students to pursue athletic and academic goals at the university level. For more information, contact Joe Morello at [morelloj@smccd.edu](mailto:morelloj@smccd.edu) or (650) 738-4271.

### SYE/Second Year Experience

The Second Year Experience (SYE) Learning Community is designed for students who have completed the FYE or another learning community in their first year of study at Skyline College and value the experience of a learning community. The SYE allows students to continue learning with a cohort and develop close relationships with faculty in the SYE. The community is also a good choice for those who would like to transfer and/or receive and AA/AS degrees as quickly as possible.

### Women In Transition (WIT)

Women in Transition (WIT) 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, WIT 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, WIT 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.SkylineCollege.edu/general/learning\\_communities/wit.html](http://www.SkylineCollege.edu/general/learning_communities/wit.html).

## THE COLLEGE LIBRARY

Skyline College Library, which occupies the second floor of Building 5, offers a comprehensive array of online and print resources, including research databases, eBook collections, course reserves, an audio-visual collection, and a book collection of 52,000 volumes. 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 [www.SkylineCollege.edu/library](http://www.SkylineCollege.edu/library).

The Library also has six group study rooms, numerous study carrels providing privacy for individual work, and a computer classroom for information literacy instruction. Borrowing privileges are extended to all students presenting a library card; the Library will issue cards to students with appropriate identification.

## MEDIA SERVICES

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

Media Services can be found near the Learning Center in Building 5, Room 5116. For assistance, please contact Kamla Bucceri (650) 738-4142 or Ira Lau (650) 738-4132.

## MESA

### (MATH, ENGINEERING & SCIENCE ACHIEVEMENT)

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

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

## PARKING

All persons parking on the Skyline College campus are responsible for knowing and following the college's parking regulations. Complete parking regulations are also available online at <http://www.SkylineCollege.edu/online/findpeopleplaces/placescampus/parkingpublictrans.html>.

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee and display a campus parking permit in their vehicle at all times while parked on the Skyline College campus. (Motorcycles are excluded if parked in designated motorcycle parking.) Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$50.00 for fall and spring semesters and \$25.00 for the summer session, or a two-term permit may be purchased for \$90.00 (fall and spring together.) These fees are non-

refundable except by action of the college. **Parking permits may be transferred from one vehicle to another.**

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

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

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

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

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk. However, any such incidents should be reported to the Campus Public Safety Office, Building 6, Room 106, (650) 738-4199.

### Parking Grace Periods

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

### Visitor Parking

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

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

### Disabled Student Parking

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

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

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

## PSYCHOLOGICAL SERVICES

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

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

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

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

## SPARKPOINT

SparkPoint at Skyline College is a financial education and coaching support service program that provides students with the tools to achieve financial stability. Through partnerships with a broad range of organizations and funders, SparkPoint at Skyline College brings added value to the services and resources that Skyline College offers students and other community members. Affiliated with United Way of the Bay Area, SparkPoint at Skyline College features financial coaches that students and others utilize like personal trainers in order to achieve financial fitness. Students work one on one with their personal financial coach to:

- Increase income with certificates and degrees
- Discover and access resources including benefits when eligible
- Create a balanced budget
- Access free and low cost banking
- Obtain your credit report and correct mistakes
- Understand your credit score
- Pay off debt and save

SparkPoint includes the English Language Institute, the Grove Scholars Program, Income Tax Preparation Assistance, Career and Employment Services, California Employment Development Department, public benefits screening, an on-site food pantry for individuals and families who need food, and referral assistance for those seeking shelter. Learn about our many programs and services by visiting our website at [www.SkylineCollege.edu/sparkpoint](http://www.SkylineCollege.edu/sparkpoint). Contact (650) 738-7035 for more information.

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

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



## STUDENT LIFE

The Center for Student Life and Leadership Development is an excellent resource center for students who have questions related to campus life at Skyline College or are interested in creating or participating in campus activities. Skyline student activities include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting student activities. The Center for Student Life and Leadership Development also serves as the facilitator for the annual Student Recognition and Awards Ceremony and the Commencement Ceremony. For additional information, please call the Center for Student Life and Leadership Development 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 Center for Student Life and Leadership Development by calling (650) 738-4275. Additional information about event planning and space/room reservations is listed in the Time, Place and Manner Policy in the Student Handbook. Note: Facilities reservations must be made at least 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 Center for Student Life and Leadership Development. Refunds for lost funds are processed at the Center for Student Life and Leadership Development during regular business hours. **The Center for Student Life and Leadership Development staff have identified the following Student Learning Outcomes for the various services provided by the Center for Student Life and Leadership Development:**

- The ASSC Governing Council will understand the College and District shared governance processes.
- The ASSC Governing Council and SOCC members will be able to conduct needs assessments, understand event planning policies and procedures, and manage a budget to stage effective events on campus.
- Student will demonstrate an understanding of their rights and responsibilities as members of our campus community.

## STUDENT CLUBS

Participation in one or more of the student clubs and organizations is a great way to make the most of your college experience. These clubs offer many and diverse opportunities to students for both social and educational contacts. A list of student clubs may be found in the current Class Schedule, in the Student Handbook, and at the Center for Student Life and Leadership Development.

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

## STUDENT GOVERNMENT

### (ASSOCIATED STUDENTS OF SKYLINE COLLEGE)

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

#### Goals & Objectives

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

#### ASSC Services to Students

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

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

## STUDENT PUBLICATIONS

The following publications are published for the student body:

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

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

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

## STUDENT SERVICES ONE STOP CENTER

Skyline College's Student Services One Stop Center is located on the second floor of Building 2. 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 Barcelona, Spain in the fall and Florence, Italy in the spring. 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. Check the website for more information and contacts:

<http://collegeofsanmateo.edu/studyabroad>.

## TRANSFER CENTER

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

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

Sign-up to be on the transfer email list to keep informed about on/off-campus transfer-related events and activities. Transfer information and a calendar of ongoing events are posted on the Center's webpage at [www.SkylineCollege.edu/transfercenter](http://www.SkylineCollege.edu/transfercenter). Please visit the Transfer Center in Building 2, Room 2227, or call (650) 738-4232.

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

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

## TRiO/STUDENT SUPPORT SERVICES (SSS)

TRiO/SSS (Student Support Services) project provides intensive academic and counseling support for students who meet the project criteria (low income, first generation in family to have attended college, or disabled, either physical or learning). The mission of the TRiO SSS Project is to assist students in meeting their educational goals of earning a certificate, graduating with an associate degree, and/or transferring to a four-year college. To apply, complete an application in The Learning Center.

For general information about the TRiO SSS project, call (650)-738-4144 or visit our website: [www.SkylineCollege.edu/trio](http://www.SkylineCollege.edu/trio).

## VETERANS AND VETERANS' DEPENDENTS

### Welcome Veterans!

Skyline College offers approved instruction to veteran's, service members, dependents and survivors of veterans and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an AA/AS degree program, or certain certificate and transfer programs, for benefits under Chapter 30, 33 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), and Chapter 1606 (Selected Reserve). All Students, except those under Chapter 31, buy their own books and supplies. Those interested in attending Skyline College under any of these chapters should contact the Veterans' Assistant in the Office of Admissions and Records (Building 2) to apply for benefits.

Honorably discharged veterans with at least 30 days of active military service may be eligible for educational benefits for a period of ten years following discharge. Benefits are also available to members of the active reserve who pursue approved college studies.

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. See the Veterans' Assistant in the Office of Admissions and Records. Those who have previously attended college must file official copies of all college transcripts with Admissions and Records.

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

## VETERANS RESOURCE CENTER (VRC)

The Veterans Resource Center (VRC) was opened to serve all veterans from the Skyline College community. Its mission is to provide veterans assistance with a smooth transition and any support and assistance they require to succeed. The VRC has various pamphlets, flyers, and contact information about organizations that were set up to assist veterans. Additionally, it provides veterans with a respite from the college atmosphere, where they can relax and make use of the resources offered at the center. There are three computers with printers that are available for use by all veterans so that students can access the internet and print out any documents needed. There is also a comfortable lounge area, a study area, and a kitchen area that is furnished with a mini fridge and a microwave. All these resources are available for all veterans to utilize and to ensure a strong veteran community flourishes at Skyline College. For further information, visit the Veterans Resource Center located in Building 2, Room 2350, call (650) 738-7060, or visit the website: [www.SkylineCollege.edu/veterans/](http://www.SkylineCollege.edu/veterans/).

## 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

79–92





# 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 esté en una situación semejante o correspondiente.
- Cualquier persona que tenga el GED o el certificado de habilidad y competencia a nivel secundario de California (California High School Proficiency Certificate), o esté en una situación semejante o correspondiente.
- Cualquier persona que tenga 18 años o más y pueda beneficiar de la educación ofrecida, o esté en una situación semejante o correspondiente.
- 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 9-12 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:** Para matricularse de nuevo complete 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 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 de finales de abril. Para el semestre de primavera, las solicitudes deberán presentarse antes de finales 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.smccd.edu/accounts/skyinternational](http://www.smccd.edu/accounts/skyinternational) 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 56 por Internet, o IELTS de 55 puntos. 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 deberán 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 los 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\$1,340.00 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 tiempo parcial. 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
  - Tener propiedad de residencia o continuamente ocupar propiedad en California
  - Registrarse para votar y votar en California
  - Obtener una licencia de California para práctica profesional
  - Ser miembro activo de un club social o de servicio.
  - Mostrar una dirección de domicilio en California en los documentos de impuestos estatales y federales



- Tener un cónyuge, hijos u otros parientes cercanos que sean residentes de California
  - Pagar impuestos al estado de California como residente
  - Tener una licencia de conducir de California
  - Tener placas y registro de un vehículo motorizado en California.
  - Mantener California como su estado legal de residencia en el Permiso Pagado y en el formulario W-2 mientras está en las fuerzas armadas
  - Establecer y mantener activas cuentas bancarias en California
  - Entablar una petición de divorcio en California.
3. No estar envuelto en conducta inconsistente con la declaración de residencia de California. Algunos ejemplos de conducta inconsistente que invalidan la intención son:
- 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 cumple con los criterios como un joven adoptivo/ de crianza.
4. 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.
5. 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 él/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 ayudarlo 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 pro-ratean 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 cuartos de tiempo = 9-11 unidades; tiempo parcial = 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 WebSMART (<https://web.smart.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, TECNOLOGIA AUTOMOTORA, NEGOCIOS, APLICACION DE COMPUTADORAS Y TECNOLOGIA DE OFICINAS, CIENCIAS DE LA COMPUTACION, DESARROLLO DE HABILIDADES, MATEMATICAS, TERAPIA RESPIRATORIA, TERAPIA DE MASAJE – de US\$2 a US\$380 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\$4,000 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 10 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 al número de teléfono (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. 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 recobrar la cuota es el 30% del período de instrucción.



11. 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.
12. 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 BECAS

### Calificaciones Y Promedio

Los cursos dentro del Distrito de las Facultades del Condado de San Mateo son calificados por medio del sistema establecido por el Código Educativo de California (Título V/ Title V).

Skyline College utiliza dos tipos de métodos de calificación o módulos de notas: Letras (A, A-, B+, B, B-, etc), and Aprobado (*Pass*)  
Reprobado (*No Pass*)

### El Sistema De Calificación Por Letras

Las calificaciones son calculadas basadas en el punto de correspondencia que determina el promedio de la nota de un estudiante. La nota más alta recibirá 4 puntos y la más baja 0 puntos usando los siguientes puntos:

A	Excelente	4.0 puntos
A-	Excelente	3.7 puntos
B+	Bien	3.3 puntos
B	Bien	3.0 puntos
B-	Bien	2.7 puntos
C+	Satisfactorio	2.3 puntos
C	Satisfactorio	2.0 puntos
D+	Pasando, menos que satisfactorio	1.3 puntos
D	Pasando, menos que satisfactorio	1.0 punto
D-	Pasando, menos que satisfactorio	0.7 puntos
F	No pasando	0 (cero puntos)

### Aprobado/Reprobado (*Pass/No Pass*)

Cada División de la facultad (Skyline College) puede designar cursos en los cuales un estudiante es evaluado basado solamente en las notas Aprobar (*Pass*)/ Fallar (*No Pass*). No hay puntaje asignado a este método de calificación, como las unidades tampoco son calculadas hacia el promedio del estudiante.

Los símbolos calificativos son los siguientes:

P	Pasando, al menos satisfactoriamente	0 puntos
NP	No Pasando, menos que satisfactorio	0 puntos

*Observación:* Historiales con curso anteriores a 2008-2009 corresponderán a símbolos calificativos de Crédito (CR) y No= Sin Crédito (NC)

### Opción De Modo Calificativo

Algunos cursos ofrecen ambas opciones: Notas por Letras y Aprobar (*Pass*); Fallar (*No Pass*)

Hay dos sistemas de calificación en Skyline College:

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.

- IP – En Curso:** Usado en el registro permanente del estudiante para confirmar su inscripción. 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.

- 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.

- W – Withdrawal** (Ver Retiro de Clases)

- MW – Significa Retiro Militar**

- # – No aplicable a un Diploma.** Aparece con una nota e indica un curso no aplicable a un Diploma.

- E – Excluido** como resultado de procedimientos como Alivio de Notas, Renovación Académica y Repetición de Curso, una anotación E puede aparecer en la columna de la derecha del Record académico del alumno para indicar que el curso es para ser excluido del cálculo de su promedio (*GPA*).

- I – Incluido** como resultado de Procedimientos como Alivio de Notas, Renovación Académica y Repetición de curso, el símbolo I puede aparecer en la columna de la derecha del record académico del estudiante para indicar que el curso es para ser incluido en el cálculo del promedio o *GPA* del estudiante.

## 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.

Cursos transferidos a Skyline College, Credit by Exam, y Advanced Placement no están incluido en el promedio (*GPA*) del Distrito.

## 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 haya 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 alcanza o excede 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 para 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 límite de dos semestres y una sesión de verano los cuales no reflejan la habilidad escolar demostrada actualmente por el estudiante, pudiera ser mitigada y excluirse del 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 debe haber completado los siguientes requisitos antes de pedir mitigación:

Unidades	Promedio
9	3.5
15	3.0
21	2.5
24	2.0

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 anotadas 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.

## 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 empleado de la facultad, 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 con respecto a supuestas violaciones a esta política deberían comunicarse con el Vice Presidente de Asuntos Estudiantiles, en el 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 (DRC) 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 Naturally Speaking), 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 5, Sala 5131A, 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 5, Sala 5131A, 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 5, Sala 5131A, 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 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 9:00 de la mañana a 4:00 de la tarde. 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 hagan solicitud de admisión y 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 antes 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, (800) 807-5799.

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

## REPETICIÓN DE CURSOS

Mire el sitio de la red del Distrito de Facultades del Condado de San Mateo para información actualizada sobre políticas y procedimientos en [www.smccd.edu](http://www.smccd.edu),

## 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 ESOL:** 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 Laboratorio de Idiomas** se ha diseñado para apoyar y ayudar a los estudiantes en lenguas extranjeras, ESOL, Inglés y departamentos de la Lectura. Con 35 estaciones de estudiante y un puesto para el instructor, todas diferentes y con los auriculares, el Laboratorio de Idiomas ofrece muchos programas de software de mejora del idioma para los estudiantes, incluyendo

- Rosetta Stone para los idiomas árabe, chino, filipino y español
- Houghton Mifflin Composición en Inglés y Gramática
- Audacity (software de voz de lectura).

Los estudiantes pueden usar el laboratorio para acceder a materiales audiovisuales para sus cursos.

**El Laboratorio de Matemáticas** 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.

**La Ciencia y Otros Temas en su Laboratorio** ofrece tutoría en química, biología, anatomía, psicología, ciencias sociales, y otros temas. La ciencia / Otros Temas en su Laboratorio ofrece dos opciones de ayuda a través de una entrada de dos cursos abiertos: LSKL 800 – De Consulta de Aprendizaje y Asistencia en ofertas de crédito variable (0.5-3.0) a los estudiantes para trabajar con un profesional de ayudante de instrucción. Los estudiantes que trabajan con los tutores deben inscribirse en LSKL 803 – *Tutoría Supervisada*, un sin crédito con entrada libre en un curso de salida abierta.

**El Laboratorio de Habla y Oratoria** está diseñado para apoyar y ayudar a los estudiantes de comunicación de habla. El Laboratorio de habla está compuesto de dos estudios de alta tecnología equipados con cámaras, HD monitores – incluyendo un gran monitor de pantalla plana para las presentaciones de diapositivas, micrófonos y equipos para la grabación de vídeo simple.

**TRIO/SSS (Servicios de Apoyo Estudiantil)** 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 TRIO es ayudar a los estudiantes a cumplir sus objetivos educativos, para graduarse y transferir 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).

**Habilidades de Estudio y Formación de Tutores** proveen tutoría uno-a-uno y para pequeños grupos en habilidades para el éxito del estudiante y sobre una variedad de temas. El Centro 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 TRIO), ESOL 665 (Suplemento de inglés Como Segunda Lengua) Inglés LSKL 853 (Composición Asistida por el Computador). Los estudiantes se pueden inscribir en esos cursos en cualquier momento hasta dos semanas antes del final del semestre para ayuda extra con tareas de lectura y escritura. Estos cursos ofrecen tutoría en 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 al (650) 738-4146.

## LA MUJER EN TRANSICIÓN (WIT)

El Programa para la Mujer en Transición (WIT) está diseñado 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).

# Instructional Programs



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# 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).

## PHILOSOPHY OF GENERAL EDUCATION

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

## GRADUATION REQUIREMENTS STUDENT CATALOG RIGHTS

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

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

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

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



## REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalog publication, students may earn an Associate Degree for Transfer in Business Administration (AS-T), Kinesiology (AA-T), Mathematics (AS-T), and Psychology (AA-T). Additional majors are being developed. Please see a counselor for more information.

### Requirements

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

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major as detailed in the Degrees/Certificates section of the catalog. All courses in the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis (title 5 § 55063).

4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 283 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 285 for more information).

## 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.

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

5. Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation by the College in which they have taken the majority of their course work. Students who have completed the majority of their course work at a college outside the District must complete a minimum of 12 units and a minimum of 50% of the total units required for the major at one or more the District Colleges in order to be recommended for graduation with the Associate Degree or completion of a Certificate Program.

## **CERTIFICATE REQUIREMENTS**

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

## **SATISFACTION OF GRADUATION REQUIREMENTS BY EXAMINATION**

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

## **CHANGES IN STATE REGULATIONS GOVERNING COMMUNITY COLLEGES**

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

# Associate Degree Requirements – 2013-2014

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

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

## 1. RESIDENCE

Either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at Skyline College.

## 2. 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.

## 3. BASIC COMPETENCY REQUIREMENTS

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

### WRITING/READING

Satisfactory completion of English 100 or equivalent, or higher.

### MATHEMATICS/QUANTITATIVE REASONING

- a. Eligibility for Math 130, 150, 200, 201 or 241 or higher as determined by a Skyline College approved placement test; or
- b. Satisfactory completion of Math 120 or equivalent, or higher; or
- c. Satisfactory completion of any course having at least Math 120 (Intermediate Algebra) as a prerequisite.

### INFORMATION LITERACY

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

## 4. MAJOR REQUIREMENT

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

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

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

## 5. ETHNIC AND CULTURAL DIVERSITY

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

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

### Group A. General:

BUS. 221  
 COMM 150  
 ECE. 272 273 275  
 FASH 119  
 HIST 235 240  
 SOCI 141 143 201

### Group B. Area Studies:

ANTH 110 125 150 155	LIT. 251 265 266 267 370
165 170 180 360	MUS. 250 276
ART 105 120	PHIL 300
BUS. 226	PLSC 335
ENGL 103 104 203 204	PSYC 238 268
HIST 104 106 244 335	SOCI 142 341
420 429 430 432	SOSC 150 270 275
435 436 444 453	

## 6. AMERICAN HISTORY AND INSTITUTIONS

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

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

### Group A: U.S. History & U.S. Government:

HIST 108 201 202 235 244 429\*  
 PLSC 210

### Group B1: State & Local Government:

HIST 240 310  
 PLSC 301

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

PLSC 200

\*HIST 429 meets US-1 (US History) only effective Fall 2012.

## 7. PHYSICAL EDUCATION (KINESIOLOGY)

Two activity courses in PE (Kinesiology) are required.

However, this requirement may be waived or modified for students in the following categories:

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

Continued →

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

**8. GENERAL ELECTIVES**

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

**9. GENERAL EDUCATION**

**19 units required** – See General Education (GE) Areas A through E below.

**Important:** Although a course may be listed in more than one area, a student may use a course to satisfy only one subject area.

**A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING**

(6 units required; 3 units from Area A2 and 3 units from Area A1 or A3)

**A1: Oral Communication**

COMM 110 127 130 140 150

**A2: Written Communication**

ENGL 100 110

**A3: Critical Thinking**

**Note:** The Business, Mathematics and Psychology courses listed here meet CSU GE area B4.

BUS. 120 123  
 COMM 110 127 130 140 150  
 ENGL 100 110 165  
 MATH 130 150 153 200 201 222 241 242 251 252 253 270 275  
 PHIL 103 109 200  
 PSYC 171

**B. SCIENTIFIC INQUIRY**

(4 units required; one course from Area B1 or B2. Must include one lab course as indicated by \*)

**B1: Physical Science** (see notes under \*B3 Lab)

ASTR 100 101\*  
 CHEM 112\* 114\* 210\* 220\* 234 & 237\* 235 & 238\* 410\*  
 GEOG 100 101\*  
 GEOL 100 105 210\* 220\*  
 OCEN 100 101\*  
 PHYS 105 114\* 210\* 220\* 250\* 260\* 270\*

**B2: Life Science** (see notes under \*B3 Lab)

ANTH 125  
 BIOL 101\* 110\* 111\* 130 140 145 150 170 171\* 215\* 230\* 240\* 250\* 260\*  
 ENV5 100

\*B3 Lab: Courses identified with an “\*”. **Note:** All one unit lab courses must be successfully completed concurrently or after 3 unit lecture companion courses.

**C. ARTS AND HUMANITIES**

(3 units required; one course from Area C1 or C2.)

**Note:** ECE. 191 and LIT. 191 are the same course.

**C1: Arts**

ART 101 102 105 107 115 120 130 204 221 248 301 350 351 352 405 411  
 DANC 100  
 FASH 113 119  
 INTD 110  
 MUS. 100 105 111 115 202 204 240 250 275 276 301 470

**C2: Humanities**

ARBC 111 112 121 122  
 ASL 111 112 121 122  
 CHIN 111 112  
 ECE. 191  
 ENGL 110 161

FILI 110 111 112 120  
 FILM 440  
 HIST 100 101 104 106 109 203 335 420 429 430 432 435 444 453 461 462 463 464  
 HUM. 106  
 LIT. 101 151 191 201 202 231 232 251 265 266 267 370 432  
 MUS. 276  
 PHIL 100 160 175 195 240 280 300 312  
 PLSC 280 335  
 SOCI 341  
 SPAN 110 111 112 120 130 140 220

**D. SOCIAL SCIENCES**

(3 units required)

**D1: U.S. History & U.S. Government**

HIST 108 201 202 235 244  
 PLSC 210

**D2a: State & Local Government**

HIST 240 310  
 PLSC 301

**D2b: U.S. Government/State & Local Government**

PLSC 200

**D3: Social Institutions**

ADMJ 100  
 ANTH 110 150 155 165 170 180 360  
 BUS. 100 101 200 210  
 ECE. 201 212  
 ECON 100 102 111 310  
 GEOG 110 150  
 HIST 104 106 203 248 300 335 429 430 432 435 436 444 453  
 JOUR 110  
 PHIL 280  
 PLSC 115 130 150 280 315 320 330 335  
 PSYC 100 110 200 201 238 268 300 301 390 410  
 SOCI 100 105 110 141 142 143 201 341  
 SOSC 150 270 275

**E. LIFELONG LEARNING & SELF DEVELOPMENT**

(Up to 3 units of course work in Area E may be applied towards completion of General Education Requirements, or students may select an additional 3 units of General Education from Areas A-D above.)

**E1:**

CRER 111 132 135 136 137 665  
 COUN 100  
 ECE. 201  
 FCS 310  
 HSCI 100 130 665  
 PSYC 200 201  
 P.E. 105  
 SOCI 160

**E2: Physical Education Activity Courses**

(maximum of 2 units may apply to General Education requirements)

ADAP 358 359  
 COMB 301 302 401.1-401.4 404.1-404.4  
 DANC 121.1-121.4 125.1-125.4 130.1-130.4 140.1-140.4 151.1-151.4 152.1-152.4 161 162 163 164 165 166 167 168 169 172.1-172.4 260 330.1-330.4 350.1-350.4 395.1-395.4 400.1-400.4 410.1-410.4 665  
 FITN 106 112.1-112.4 116.1-116.4 166.1-166.4 199.1-199.4 201.1-201.4 219.1-219.4 301.1-301.4 304.1-304.4 305.1-305.4 308.1-308.4 314.1-314.4 332.1-332.4 334.1-334.4 335.1-335.4 400.1-400.4  
 INDV 101.1-101.4 121.1-121.4 126 160.1-160.4 165.1-165.4 167 168 172 251.1-251.4  
 TEAM 100 111.1-111.4 112 116 117 132.1-132.4 141.1-141.4 148.1-148.4 179 190 191 192 193 195 196 198  
 VARS 100 110 150 340 350 360

# Associate Degree and Certificate Programs

## DEGREE AND CERTIFICATE PROGRAMS AT SKYLINE

Program	Degree	Certificate
Accounting	A.S.	•
Accounting Computer Specialist		•
Administration of Justice	A.A.	•
Allied Health Science	A.S.	
Art	A.A.	
Asian Studies	A.A.	•
Chinese Studies		•
Automotive Technology	A.S.	•
Asian Engine Performance Technology		•
Automotive Entrepreneurship		•
Automotive Technician	A.S.	
Automotive Technician – Entry Level		•
Biotechnology	A.S.	
Business		
Business Administration	AS-T	•
Business Management	A.S.	•
Computer Information Specialist		•
Entrepreneurship and Small Business Management		•
Entrepreneurship		•
General Supervision		•
International Logistics	A.S.	
Customs Broker		•
Ocean Freight Forwarding		•
Air Freight Forwarding		•
International Trade	A.S.	•
Asian Business Practices		•
International Business		•
Import and Export		•
Legal Aspects of International Business		•
Lawyer's Assistant	A.S.	•
Medical Transcriptionist	A.S.	•
Medical Billing and Coding		•
Medical Office Assistant		•
Multimedia Technology	A.S.	•
Office Assistant		•
Office Management	A.S.	•
Warehousing and Logistics		•
Entry-Level Warehousing		•
Communication Studies	A.A.	

Program	Degree	Certificate
Cosmetology	A.S.	•
Cosmetology Entrepreneurship		•
Esthetician		•
Manicuring		•
Dance	A.A.	
Early Childhood Education	A.S./AS-T	•
ECE. Early Intervention Assistant		•
ECE. Entrepreneurship		•
Early Childhood: Special Education		•
Foundations in Early Childhood Education		•
Education		
After School Program Assistant		•
After School Program Associate Teacher		•
Emergency Medical Technology		•
Energy Systems Technology Management		
Solar Energy Technology		•
Solar Installation		•
English	A.A.	
Family & Consumer Sciences	A.S.	•
Fashion Merchandising	A.S.	•
Interdisciplinary Studies	A.A.	
International Studies	A.A.	
Journalism	A.A.	•
Kinesiology	AA-T	
Massage Therapy		•
Mathematics	A.A./AS-T	
Music	A.A.	
Natural Science	A.S.	
Paralegal, Legal Assistant	A.A.	•
Physical Education	A.A.	
Physics	AS-T	
Psychology	A.A./AA-T	
Respiratory Therapy	A.S.	
Spanish	A.A.	
Surgical Technology	A.S.	•
Central Service Technology/ Sterile Processing		•
Telecommunications & Network Information Technology		
Network Engineering	A.S.	•
Networking		•
PC Configuration & Repair		•
Wiring & Installation		•



## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

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

## CERTIFICATES

Skyline College offers three types of certificates. A Certificate of Achievement (generally 12 to 30 units) is awarded in certain occupational fields upon satisfactory completion of a specific course of study in a state-approved program. Students must complete with a grade of "C" or better (or Pass) all courses used to satisfy both core and elective requirements for the certificate. Certificates of Achievement are posted to a student's transcript.

A Certificate of Specialization (generally 12 to 17.5 units) is awarded in certain occupational fields upon satisfactory completion (minimum 2.0 grade point average) of a specific course of study in a locally-approved program. Certificates of Specialization are not posted to a student's transcript.

A Skills or Career Certificate (fewer than 12 units) is awarded upon successful completion of designated courses in a specific occupational field. Skills and Career Certificates are not posted to a student's transcript.

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

Certificate requirements for an individual student shall be those listed in the Skyline College Catalog at the time the student's studies begin. Those requirements may be followed throughout the student's course of study as long as the student remains in continuous enrollment. For the purposes of this requirement, continuous enrollment is defined as enrollment in at least one semester each calendar year. If a break in attendance occurs before the certificate is earned, the certificate requirements shall become those listed in the College Catalog which is 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
Major . . . . .	18
General Education . . . . .	19
Physical Education . . . . .	2 courses
Basic Competency in English, Mathematics, and Information Literacy	
Total units	60

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

## GAINFUL EMPLOYMENT DISCLOSURE INFORMATION

Final regulations published in the Federal Register on October 29, 2010 [75 FR 66665 and FR 66832], by the U.S. Department of Education, require all institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, to report certain information about students who enrolled in Title IV-eligible educational programs that lead to gainful employment in a recognized occupation. Skyline College's report on educational programs leading to gainful employment is available at <http://www.skylinecollege.edu/generalinformation/gainfulemployment.php>.

## ACCOUNTING

**The Accounting Program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).**

The certificate or Associate degree in Accounting prepares students for a variety of positions in the accounting field. Students gain the skills needed for a professional job in Accounting or related fields such as a staff accountant. Many students find part-time employment in the accounting field after completing the first accounting courses in the program and continue to work while fulfilling program requirements.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

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

Required Business Core Courses	Units
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
ECON 100 Principles of Macroeconomics . . . . .	3

**Required Courses for the Major**

ACTG 100 Accounting Procedures . . . . .	3
ACTG 131 Managerial Accounting . . . . .	4
ACTG 194 Introduction to QuickBooks Pro . . . . .	1
BUS. 120 Mathematical Analysis for Business . . . . .	3

**or**

MATH 241 Applied Calculus <b>or</b>	
MATH 251 Calculus with Analytic Geometry I . . . . .	5
BUS 123 Statistics . . . . .	3

**or**

MATH 200 Elementary Probability and Statistics . . . . .	4
BCM. 225 Spreadsheets I: Excel . . . . .	1
ECON 102 Principles of Microeconomics . . . . .	3

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

ACTG 103 Ten Key Skills . . . . .	1
ACTG/BCM. 171 Federal Income Tax . . . . .	3
ACTG/BCM. 172 Business Income Tax . . . . .	3
ACTG 196 Intermediate QuickBooks Pro . . . . .	1

BUS. 100 Introduction to Business . . . . .	3
BCM. 226 Spreadsheets II: Excel . . . . .	2
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>37-40</b>

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

**ACCOUNTING CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	.5
ACTG 121 Financial Accounting . . . . .	4
ACTG 131 Managerial Accounting . . . . .	4
ACTG 194 Introduction to QuickBooks Pro . . . . .	1
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2

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

ACTG/BCM. 171 Federal Income Tax . . . . .	3
ACTG/BCM. 172 Business Income Taxes . . . . .	3
ACTG 196 Intermediate QuickBooks Pro . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 201 Business Law . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>21.5</b>

**ACCOUNTING COMPUTER SPECIALIST CAREER CERTIFICATE**

Required Courses	Units
ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten-Key Skills . . . . .	.5
ACTG 194 Quick Books Pro . . . . .	1
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>10.5</b>

For gainful employment information, see the program's website:

**SkylineCollege.edu/academics/degreescertificates.php?program=ACTGCS-2C8**

## 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.

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Identify and describe the structure and functions of the main components of the criminal justice system: law enforcement, courts, corrections, and juvenile justice.
- Recognize the importance of, and practice, ethical behavior in a professional criminal justice work setting, both within the agency and within the community.
- Exhibit strong and effective written and oral communication skills.
- Critically consider, analyze, and research special issues in criminology and criminal justice and their effects on society.

### 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 134 Traffic Enforcement and Investigation . . . . .	3
ADMJ 135 Narcotics & Special Investigations. . . . .	3
ADMJ 180 Criminal Identification . . . . .	3
ADMJ 665 Selected Topics in Admin. of Justice . . . . .	5-2
ADMJ 670 Criminal Justice Internship . . . . .	1-4
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 OF ACHIEVEMENT

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 134 Traffic Enforcement and Investigation . . . . .	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
ADMJ 670 Criminal Justice Internship . . . . .	1-4
LEGL 252 Principles of Civil & Admin. Process. . . . .	3
TOTAL REQUIRED UNITS . . . . .	27

For gainful employment information, see the program's website:

**SkylineCollege.edu/academics/degreescertificates.php?program=ADMJ-2CB**

*An Associate in Science Degree in Administration of Justice for Transfer is currently being processed for state approval. See the Administration of Justice course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

**SkylineCollege.edu/academics/degreescertificates.php**

## 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.

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Use aseptic technique in clinical and laboratory environments.
- Discuss and understand the role of microorganisms in healthy individuals and in infectious diseases.
- Demonstrate understanding of the structure of the human body.
- Demonstrate an understanding of the functions of the organ systems of the human body.
- Apply the concept of homeostasis to basic principles in medicine.

- Discuss and understand the principles of cellular metabolism, molecular genetics, and immunology.
- Demonstrate the ability to report scientific information appropriately and effectively.
- Utilize the scientific method to analyze and interpret data.
- Use the periodic table and other reference sources to gather information needed to solve chemical problems.
- Identify functional groups or reaction types and understand the role of biologically important molecules (carbohydrates, lipids, proteins, and nucleic acids) in the body.

**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 Human 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
EMC./HSCI 180 Gateway to Health Careers . . . . .	3
EMC. 400 Emergency Medical Responder. . . . .	2.5
FCS 310 Nutrition. . . . .	3
HSCI 420 EKG Technology . . . . .	3
PHYS 210 General Physics I . . . . .	4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>20-21</b>

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

**ANTHROPOLOGY**

**Program Student Learning Outcomes:**

Students completing this program will:

- Summarize and interpret the main theories in Anthropology that offer various explanations and understandings of diverse cultural, archaeological and biological processes that impact societies.
- Critically consider, analyze, and research special issues in Anthropology and their effects on culture and society.
- Recognize the importance of, and practice ethical behavior in a professional anthropological, both within academia and within the community.

- Bring back into the community and apply the skills, abilities and knowledge acquired in the Anthropology Program for the betterment of others and themselves, and to further the objectives of a deeper anthropological understanding of our world.

*An Associate in Arts Degree in Anthropology for Transfer is currently being processed for state approval. See the Anthropology course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

**SkylineCollege.edu/academics/degreescertificates.php**

**ART**

**Program Student Learning Outcomes:**

Students completing this program will:

- Analyze and evaluate artistic and cultural creations as a reflection of certain socio-cultural periods.
- Demonstrate effective communication through written and oral forms, and through other forms as appropriate.

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

Required Core Courses	Units
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**Select two courses (6 units minimum) 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 two courses (4 units minimum) from the following:**

ART 204 Drawing I. . . . .	3
ART 301 Design I . . . . .	3

**Select two courses (4 units minimum) from the following:**

ART 221 Painting I . . . . .	3
ART 351 Black & White Photography I . . . . .	3
ART 405 Sculpture I. . . . .	3
ART 411 Ceramics I . . . . .	3

Plus a selection of two or more courses (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).

An Associate in Arts Degree in Art History for Transfer and an Associate in Arts Degree in Studio Arts for Transfer are currently being processed for state approval. See the Art course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:

[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)

## ASIAN STUDIES: LANGUAGE, COMMERCE, AND CULTURE

The Asian Studies: Language, Commerce and Culture program is designed to strengthen Asian area studies and foreign languages across the curriculum to prepare students to function effectively in the areas of culture, commerce and languages with some of America's biggest trading partners. The program provides an interdisciplinary approach to explore the diverse cultures, languages, societies, history, political economy, and commerce of Asia.

### Program Student Learning Outcomes:

Students completing this program will:

- Exhibit effective oral and written communication.
- Compare and contrast the management styles such as organization structures, competitive strategies, and cultural influences within Asia and the western world.
- Show increased tolerance and cultural understanding through skillful learning about non-western cultures and societies.

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ASIAN STUDIES

Required Core Courses	Units
BUS. 248 Asian Management Systems . . . . .	3
BUS. 468 Asia in the World Today . . . . .	3
ECON 310 Political Economy of Asia . . . . .	3
HIST 432 Modern Asian Civilizations . . . . .	3
SOCI 341 Asian Cultures and Societies . . . . .	3

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

CHIN 111 Elementary Chinese I . . . . .	3
CHIN 112 Elementary Chinese II . . . . .	3
FILI 110 Elementary Filipino . . . . .	5
FILI 111 Elementary Filipino I . . . . .	3
FILI 112 Elementary Filipino II . . . . .	3
FILI 120 Advanced Elementary Filipino . . . . .	5

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

ART 105 Art of Asia and the Near East . . . . .	3
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3

BUS. 670 Business Work Experience . . . . .	3
BUS. 680SB Study Abroad in China . . . . .	3
GEOG 110 Cultural Geography . . . . .	3
HIST 430 Early Asian Civilizations . . . . .	3
HIST 453 History of China . . . . .	3
LIT. 265 Asian American Literature . . . . .	3
PLSC 130 International Relations . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### ASIAN STUDIES CERTIFICATE

Required Core Courses	Units
BUS. 248 Asian Management Systems . . . . .	3
ECON 310 Political Economy of Asia . . . . .	3
HIST 432 Modern Asian Civilizations . . . . .	3
SOCI 341 Asian Cultures and Societies . . . . .	3

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

CHIN 111 Elementary Chinese I . . . . .	3
CHIN 112 Elementary Chinese II . . . . .	3
FILI 110 Elementary Filipino . . . . .	5
FILI 111 Elementary Filipino I . . . . .	3
FILI 112 Elementary Filipino II . . . . .	3
FILI 120 Advanced Elementary Filipino . . . . .	5
JAPN 111 Elementary Japanese I . . . . .	3
JAPN 112 Elementary Japanese II . . . . .	3
JAPN 115 Basic Business Japanese . . . . .	3

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

ART 105 Art of Asia and the Near East . . . . .	3
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3
BUS. 670 Business Work Experience . . . . .	3
BUS. 680SB Study Abroad in China . . . . .	3
GEOG 110 Cultural Geography . . . . .	3
HIST 430 Early Asian Civilizations . . . . .	3
HIST 453 History of China . . . . .	3
LIT. 265 Asian American Literature . . . . .	3
PLSC 130 International Relations . . . . .	3
TOTAL REQUIRED UNITS . . . . .	24

For gainful employment information, see the program's website:

[SkylineCollege.edu/academics/degreescertificates.php?program=ASTUDIES-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=ASTUDIES-2CB)



## CHINESE STUDIES CERTIFICATE OF ACHIEVEMENT

Required Courses	Units
BUS. 246 Doing Business in China . . . . .	3
HIST 453 History of China . . . . .	3
SOCI 432 Chinese Culture and Society . . . . .	3

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

CHIN 111 Elementary Chinese I . . . . .	3
CHIN 112 Elementary Chinese II . . . . .	3

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

ART 105 Art of Asia and the Near East . . . . .	3
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 System . . . . .	3
BUS. 468 Asia in the World Today . . . . .	3
BUS. 680SB Study Abroad in China . . . . .	3
ECON 310 Political Economy of Asia . . . . .	3
GEOG 110 Cultural Geography . . . . .	3
HIST 432 Modern Asian Civilizations . . . . .	3
HIST 430 Early Asian Civilizations . . . . .	3
LIT. 265 Asian American Literature . . . . .	3
PLSC 130 International Relations . . . . .	3
SOCI 341 Asian Cultures and Societies . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

For gainful employment information, see the program's website:

**SkylineCollege.edu/academics/degreescertificates.php?program=CSTUDIES-2CB**

## ATHLETICS

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate an expert knowledge of the strategies and skills of the sport; use critical thinking skills to apply this knowledge to a competitive situation in order to contend to the best of one's ability against outside opponents.
- Embody the traits of good sportsmanship and a sense of team in both competition and practice; and demonstrate commitment to academic achievement through work ethic developed in practice and competition.

## 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). Students completing the program will be prepared to take all 8 Automotive Service Exams (ASE) in the Automotive Technology Program giving them additional certification desired in the industry when they seek employment. In addition, students who complete the program will be able to obtain a California Smog Check Technician License. Visit the National Automotive Technicians Education Foundation (NATEF) website for more information at <http://www.natef.org/Home.aspx> and the California Department of Consumer Affairs, Bureau of Automotive Repair at <http://www.bar.ca.gov/>.

The program is conducted in a well-equipped facility with a large fleet of late model domestic and import vehicles. Automobile manufacturers provide substantial support for the program.

Students can pursue a certificate or degree in Automotive Technology or a specialty degree or certificate in Japanese Automotive Technology. Our partnership with American Honda Motor Co., Inc. provides employment opportunities for students enrolled in our programs. The College also provides numerous classes to update the knowledge and skills of practicing technicians.

Skyline College's Automotive Program is accredited by:

**National Automotive Technicians  
Education Foundation**  
101 Blue Seal Drive S.E., Suite 101  
Leesburg, VA 20175  
Telephone: (703) 669-6650

### ADMISSION PROCEDURES AND REQUIREMENTS

Applications must be received by April 15 for the fall semester and by November 1 for the spring semester. **All documents must be sent to the Office of Admissions and Records.** Applications received after the deadline will be assigned the next available number on a waiting list according to the date received. Applicants will be informed of the status of their applications within six weeks of the application deadline. Applicants are responsible for submitting the following:

1. Completed Automotive Technology Program Application.
2. Completed Skyline College application.

3. Documented proof of prior experience. All statements must be substantiated by attached documents of verification (a transcript or letter from employer). Such documentation may come from one or more of the following:

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 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 846, 100, or ESOL 400, on the Skyline College English Placement Test or qualifying course work. (Submit a copy of your English Placement Test results or final grade report from your qualifying course work with the application.)

**or**

b. Completion of ENGL 828 with a grade of “C” or better. (Submit a copy of your final grade report with the application.)

**Note:** Minimum requirements may be lowered at the discretion of the selection committee depending on the number of available seats and the number of applicants.

Once the applicant has completed items 1 through 5 and met all criteria for admission to the program, he/she will receive the next available number on the admission waiting list to be admitted to the program as opportunities occur. The waiting list will be in effect for the semester in which the applicant is applying. Students who are not accepted may resubmit their application if they wish to be considered for admission to any subsequent semester. For further information on the Automotive Program, please call 738-4438.

#### **Program Student Learning Outcomes:**

Students completing this program will be able to:

- Successfully pass 3 out of 8 Automotive Service Excellence (ASE) exams.
- Apply theories, principles, and concepts to address skills learned that would apply to the NATEF Certified areas of the Automotive Technology Program.
- Exhibit strong and effective written and oral communication skills.
- Exhibit strong electrical and mechanical analytical diagnostic skills.
- Recognize the importance of and practice ethical behavior in a professional work setting, both within the workforce and within the community.
- Successfully complete 100% of P-1 NATEF specific tasks.
- Successfully complete 95% of the P-2 NATEF specific tasks.
- Successfully complete 65% of the P-3 NATEF specific tasks.

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

<b>Required Core Courses</b>	<b>Units</b>
AUTO 713 Automotive Electricity & Electronics . . . . .	15

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

AUTO 716 Automotive Cooling/Heating & Air Cond. . . . .	5
AUTO 721 Automotive Steering, Suspension & Brakes . . . . .	15
AUTO 734 Automotive Engine Diagnosis & Repair . . . . .	15
AUTO 735 Automotive Transmissions & Drive Trains Diagnosis & Repair . . . . .	15
AUTO 751 Automotive Engine Performance . . . . .	15
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>45</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAMS**

**Automotive Electricity/Electronics**

AUTO 710 Fundamentals of Automotive Technology . . . 4  
 AUTO 713 Automotive Electricity/Electronics . . . . . 15  
 TOTAL REQUIRED UNITS . . . . . 19

**Automotive Chassis Technology**

AUTO 710 Fundamentals of Automotive Technology . . . 4  
 AUTO 721 Automotive Steering, Suspension & Brakes . . . . . 15  
 TOTAL REQUIRED UNITS . . . . . 19

**Automotive Engines Technology**

AUTO 710 Fundamentals of Automotive Technology . . . 4  
 AUTO 734 Automotive Engine Diagnosis & Repair . . . 15  
 TOTAL REQUIRED UNITS . . . . . 19

**Automotive Drive Train Technology**

AUTO 710 Fundamentals of Automotive Technology . . . 4  
 AUTO 735 Auto Transmissions & Drive Trains Diagnosis & Repair. . . . . 15  
 TOTAL REQUIRED UNITS . . . . . 19

**Automotive Engine Performance Technology**

AUTO 710 Fundamentals of Automotive Technology . . . 4  
 AUTO 751 Automotive Engine Performance . . . . . 15  
 TOTAL REQUIRED UNITS . . . . . 19

**Automotive Advanced Engine Performance Technology**

AUTO 710 Fundamentals of Automotive Technology . . . 4  
 AUTO 752 Advanced Engine Performance . . . . . 15  
 TOTAL REQUIRED UNITS . . . . . 19

**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 773/840 Automotive Electrical I . . . . .	3
AUTO 777/832 Automatic Transmissions I . . . . .	3
AUTO 786/860 Automotive Air Conditioning I. . . . .	2
AUTO 790/850 Automotive Brakes I . . . . .	2
AUTO 792/853 Automotive Chassis I . . . . .	3

**Plus a selection of 22 units from the following:**

AUTO 510 Basic Hybrid Powertrains . . . . . 4  
 AUTO 511 Principles of Hybrid and Electric Drives . . . . 7  
 AUTO 524/824 Smog Check Inspector Training Level I . . . . . 3.5  
 AUTO 525/825 Smog Check Inspector Training Level II . . . . . 2  
 AUTO 739/839 OBD II Evaporative Emission Systems . . . . . 1.5

AUTO 754/854 High Performance Engines I . . . . . 3  
 AUTO 755/855 High Performance Engines II . . . . . 3  
 AUTO 765/865 Ignition Systems I. . . . . 1.5  
 AUTO 768/868 On-Board Diagnostics II . . . . . 3  
 AUTO 769/822 Head & Valve Service. . . . . 2  
 AUTO 776/830 Drive Lines and Differentials . . . . . 2  
 AUTO 778/878 Manual Transmissions I . . . . . 2  
 AUTO 779/823 Block Service . . . . . 2  
 AUTO 781/881 Electrical III . . . . . 3  
 AUTO 787/887 Automatic Transmissions II. . . . . 3  
 AUTO 791/852 Automotive Chassis II . . . . . 2  
 AUTO 793/893 Engine Performance . . . . . 3  
 TOTAL REQUIRED UNITS IN MAJOR AREA. . . . . 40  
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**AUTOMOTIVE TECHNICIAN – ENTRY LEVEL CAREER CERTIFICATE**

Required Courses	Units
AUTO 709 Automotive Service Orientation . . . . .	2.5
AUTO 710 Fundamentals of Automotive Technology . . . 4	
CRER 650 Guidance Seminar Group . . . . .	1
ENGL 826 Basic Writing Skills . . . . .	3
MATH 111 Elementary Algebra I . . . . .	3
TOTAL REQUIRED UNITS . . . . .	13.5

**AUTOMOTIVE ENTREPRENEURSHIP CAREER CERTIFICATE**

Required Courses	Units
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
MGMT 100 Introduction to Business Management . . . . 3	
AUTO 753/851 Automotive Service Advising . . . . .	3
AUTO 670 Vocational Cooperative Education . . . . .	1
TOTAL REQUIRED UNITS. . . . .	10

*A Certificate for the Asian Engine Performance Technology program is currently being processed for state approval. See the Automotive Technology course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

**SkylineCollege.edu/academics/degreescertificates.php**

## BIOLOGICAL SCIENCES

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate understanding of how the major groups of living organisms are related to each other and of their adaptations for survival.
- Demonstrate understanding of the major concepts in cell biology, and the experimental approaches taken to address them.
- Write clear and well-argued descriptions of topics in biological sciences, based on the course material and articles.
- Master laboratory techniques including microscopy, spectrophotometry, gel electrophoresis, and PCR.
- Design, perform and analyze experiments in biology.
- Continue with upper division coursework in Biology.

## BIOTECHNOLOGY

The Biotechnology degree and certificates prepare graduates for careers in the life science industry and for transfer. Students receive hands-on training in biology and chemistry and master a variety of skills essential to the field of biotechnology.

Biotech technicians perform experiments and assays, manufacture products, or assist with research. Key tasks include testing procedures, material processing, equipment maintenance, inventory control and data collection and evaluation. Technicians also observe and document safe practices, quality assurance, record keeping and compliance with government regulations.

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate the ability to use sound ethical reasoning when discussing biological science and the use of biotechnological techniques.
- Apply the knowledge of biological science to distinguish between observations, inferences, relationships, and testimonials under investigation.
- Employ the appropriate techniques effectively and safely, including the appropriate use of equipment and tools to produce and acceptable outcome when performing a technical laboratory task.
- Illustrate steps: Illustrate the steps in the mechanisms and predict the products of important reactions of organic compounds, including nucleophilic substitutions, eliminations, additions to alkenes and alkynes, and radical reactions.

## ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BIOTECHNOLOGY

Required Core Courses	Units
BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
BIOL 240 General Microbiology . . . . .	4
CHEM 234 Organic Chemistry I . . . . .	3
CHEM 235 Organic Chemistry II . . . . .	3
CHEM 237 Organic Chemistry Lab I . . . . .	2
CHEM 238 Organic Chemistry Lab I . . . . .	2
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## BUSINESS

Skyline College's Business Programs are accredited by:

### Accreditation Council for Business Schools and Programs

11520 West 119th Street  
Overland Park, KS 66213  
Telephone: (913) 339-9356

### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

**ASSOCIATE IN SCIENCE DEGREE IN BUSINESS ADMINISTRATION FOR TRANSFER**

The Associate in Science Degree in Business Administration for Transfer is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

This degree is intended for students who are interested in transferring to a California State University (CSU) campus with a major in Business Administration.

The Associate in Science Degree for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

**A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.**

Required Core Courses	Units
ACTG 121 Financial Accounting . . . . .	4
ACTG 131 Managerial Accounting. . . . .	4
ECON 102* Principles of Microeconomics . . . . .	3
ECON 100* Principles of Macroeconomics . . . . .	3
BUS. 201 Business Law . . . . .	3

**List A: Select one course from the following:**

BUS. 123* Statistics <b>or</b> . . . . .	3
MATH 200* Elementary Probability & Statistics . . . . .	4

**List B: Select two courses from the following:**

BUS. 100* Introduction to Business . . . . .	3
BUS. 103 Introduction to Business Information Systems . . . . .	3
MATH 241* Applied Calculus I <b>or</b>	

MATH 251\* Calculus with Analytic Geometry . . . . . 5  
 BUS. 401 Business Communications . . . . . 3  
**TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 25-28**  
 Plus CSU General Education or IGETC for CSU requirements. \*Up to a total of 12-14 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

**BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
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 Elementary 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/BCM. 172 Business Income Taxes . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Entrepreneurship – Small Business Management. . . . .	3
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication. . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	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. 401 Business Communications . . . . .	3
BCM. 225 Spreadsheets I: Excel. . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 231 Database Applications II: Access. . . . .	2
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
PSYC 300 Social Psychology . . . . .	3
R.E. 100 Real Estate Principles . . . . .	3
COMM 110 Public Speaking <b>or</b>	
COMM 130 Interpersonal Communication <b>or</b>	
COMM 150 Intercultural Communication. . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>29-32</b>



For gainful employment information,  
see the program's website:

**SkylineCollege.edu/academics/degreescertificates.  
php?program=BUSADM-2CC**

### **ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BUSINESS MANAGEMENT**

**The Business Management Program is accredited  
by the Accreditation Council of Business Schools and  
Programs (ACBSP).**

The Business Management degree and certificate program is designed for students who are interested in a baccalaureate or a professional degree in business, marketing, education, or training, as well as for students preparing for career entry positions. The Business Management program combines management, accounting, communication and computer skill courses along with additional business and economic courses to prepare a person to assume a management position.

#### **Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

<b>Required Business Core Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Introduction to Business Information Systems	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
ECON 100 Principles of Macroeconomics . . . . .	3

#### **Required Core Courses for the Major**

ACTG 131 Managerial Accounting . . . . .	4
BUS. 100 Introduction to Business . . . . .	3
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3

BUS. 101 Human Relations at Work . . . . .	3
MGMT 100 Introduction to Business Management . . . . .	3
BUS. 230 Introduction to International Marketing . . . . .	3

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

ACTG 100 Accounting Procedures . . . . .	3
ACTG 194 Introduction to QuickBooks Pro . . . . .	1
ACTG 196 Intermediate QuickBooks Pro . . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 223 Business Presentations II: PowerPoint . . . . .	1
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 400 Internet I . . . . .	1.5
BUS. 120 Mathematical Analysis for Business or . . . . .	3
MATH 241 Applied Calculus I <b>or</b>	
MATH 251 Calculus with Analytic Geometry I . . . . .	5
BUS. 123 Statistics <b>or</b> . . . . .	3
MATH 200 Elementary Probability & Statistics . . . . .	4
BUS. 200 Introduction to International Business . . . . .	3
BUS. 210 International Finance . . . . .	1.5
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3
BUS. 249 Introduction to International Logistics for Customs Brokers and Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value and Entry . . . . .	3
BUS. 262 Introduction to International Forwarding and Cargo Transportation . . . . .	3
BUS. 263 U.S. Export and Destination Country Import Requirements; Foreign Collectors . . . . .	3
BUS. 267 Ocean Forwarder and NVOCC Regulation, Operations and Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations and Work-Flow . . . . .	3
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 400 Business English . . . . .	3
ECON 102 Microeconomics . . . . .	3
ECON 111 The Economy Today . . . . .	3
COMM 110 Public Speaking . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>41</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT**

<b>Required Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting . . . . .	4
BUS. 100 Introduction to Business. . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications. . . . .	3
BUS. 101 Human Relations at Work. . . . .	3
MGMT 100 Introduction to Business Management . . . . .	3
BUS. 230 Introduction to International Marketing . . . . .	3
Electives from Group A. . . . .	6
Electives from Group B. . . . .	3

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

ACTG 100 Accounting Procedures. . . . .	3
ACTG 131 Managerial Accounting <b>or</b> . . . . .	4
ECON 102 Princ. of Microeconomics . . . . .	3
ECON 100 Princ. of Macroeconomics . . . . .	3
BUS. 120 Mathematical Analysis for Business. . . . .	3
MATH 241 Applied Calculus I . . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 200 Introduction to International Business . . . . .	3
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 210 International Finance . . . . .	1.5
BUS. 221 Intercultural Business Communication . . . . .	1.5

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

ACTG 194 Introduction to QuickBooks Pro . . . . .	1
ACTG 196 Intermediate QuickBooks Pro . . . . .	1
BCM. 105 Intro to Computers with Windows II . . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel. . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
BCM. 400 Internet I . . . . .	1.5
BUS. 670 Business Work Experience. . . . .	1
TOTAL REQUIRED UNITS . . . . .	31

For gainful employment information, see the program’s website:

**SkylineCollege.edu/academics/degreescertificates.php?program=BUSMGMT-2CB**

**GENERAL SUPERVISION CERTIFICATE OF ACHIEVEMENT**

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 international 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
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications. . . . .	3
COMM 150 Intercultural Communication . . . . .	3

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

ACTG 100 Accounting Procedures. . . . .	3
ACTG 194 Intro to QuickBooks Pro . . . . .	1
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
BUS. 230 Intro to International Marketing . . . . .	3
BUS. 279 Import/Export Management . . . . .	1.5
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 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

For gainful employment information, see the program’s website:

**SkylineCollege.edu/academics/degreescertificates.php?program=GENSUPV-2CB**

## COMPUTER INFORMATION SPECIALIST CERTIFICATE OF ACHIEVEMENT

### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

### Required Courses

### Units

BCM. 104 Intro to Computers with Windows I . . . . .	1.5
BCM. 201 Integration of MS Office Applications . . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 403 HTML & Web Authoring Applications I . . . . .	1.5
BCM. 412 Flash I . . . . .	1.5
BUS. 401 Business Communications . . . . .	3

### Plus a minimum of 11.5 units from the following:

ACTG 103 Ten Key Skills . . . . .	.5
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BCM. 105 Introduction to Computers with Windows II . . . . .	1
BCM. 200 Introduction to MS Office Suite . . . . .	2
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
BCM. 400 Internet I . . . . .	1.5
BCM. 404 HTML & Web Authoring Applications II . . . . .	1.5
BCM. 413 Flash II . . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3
BCM./TCOM 480 Introduction to Local Area Networks . . . . .	3

BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 400 Business English . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
COMM 130 Interpersonal Communication . . . . .	3
TOTAL REQUIRED UNITS . . . . .	20.5

For gainful employment information,  
see the program's website:

**SkylineCollege.edu/academics/degreescertificates.  
php?program=CIS-2CB**

## ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This program prepares existing or potential entrepreneurs in a wide variety of small business functions. The following key areas are emphasized: Financial Management, Small Business Management, International Marketing and Business Law. Students will Prepare a comprehensive business plan with up-to-date approaches to small business management including: financial management, marketing management, business law, and how to profitably operate a small business.

This certificate is intended for students and non-business majors who have aspirations and goals in business that will require entrepreneurial and small business management skills.

### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

Required Courses	Units
ACTG 100 Accounting Procedures <b>or</b> . . . . .	3
ACTG 121 Financial Accounting . . . . .	4
BUS. 100 Introduction to Business. . . . .	3
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 230 Introduction to International Marketing <b>or</b> BUS. 296 New Economy Marketing . . . . .	3
MGMT 100 Introduction to Business Management . . . . .	3
BUS. 297 Business Planning for Success . . . . .	2
TOTAL REQUIRED UNITS. . . . .	20-21

**ENTREPRENEURSHIP CAREER CERTIFICATE**

Required Courses	Units
BUS. 150 – Entrepreneurship – Small Business Management . . . . .	3
ACTG 100 Accounting Procedures <b>or</b> . . . . .	3
ACTG 121 Financial Accounting . . . . .	4

**Select one course from the following:**

BUS. 201 Business Law . . . . .	3
BUS. 230 Introduction to International Marketing . . . . .	3
BUS. 670 Business Work Experience. . . . .	3
MGMT 100 Introduction to Business Management . . . . .	3
TOTAL REQUIRED UNITS. . . . .	9-10

*An Associate in Science Degree with a Major in Entrepreneurship and Small Business Management and a Green Entrepreneurship Certificate of Achievement are currently being processed for state approval. See the Business course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)

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

**The International Logistics Program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).**

Logistics includes the transportation, freight, warehousing, delivery and support firms specializing in moving goods from producers to customers, including other producers and end users. Skyline’s Logistics Program prepares students for employment, continuing education and advancement in the field of logistics. In addition to the Associate Degree, the program offers fast-track certificates in three areas.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

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

ACTG 100 Accounting Procedures <b>or</b> . . . . .	3
ACTG 121 Financial Accounting. . . . .	4
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications. . . . .	3
ECON 100 Principles of Macroeconomics . . . . .	3

**Required Courses for the Major**

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

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

BUS. 100 Introduction to Business . . . . .	3
BUS. 200 Introduction to International Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 210 International Finance. . . . .	1.5
BUS. 221 Intercultural Business Communication. . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5



BUS. 243 Legal Environment of International Business. . . . .	1.5
COMM 130 Interpersonal Communication. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	39-40

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

### CUSTOMS BROKER CAREER 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 OF SPECIALIZATION

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 OF SPECIALIZATION

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

The International Trade Program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

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.

#### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.



- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

Required Courses	Units
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications. . . . .	3
ECON 100 Principles of Macroeconomics . . . . .	3

**Required Courses for the Major**

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. . . . .	3
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. 120 Math Analysis for Business . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3
BUS. 248 Asian Management Systems. . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 670 Internship in International Trade . . . . .	1-4
ECON 102 Principles of Microeconomics . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>35.5</b>

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

**INTERNATIONAL TRADE CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
BUS. 200 Intro to International Business . . . . .	3
BUS. 210 International Finance . . . . .	1.5
BUS. 221 Intercultural Business Communication. . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	3
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 4.5 units from the following:**

ACTG 121 Financial Accounting. . . . .	4
BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 246 Doing Business in China. . . . .	3
BUS. 248 Asian Management Systems. . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 401 Business Communications. . . . .	3
BUS. 670 Vocational Cooperative Education. . . . .	1-4
ECON 100 Principles of Macroeconomics . . . . .	3
ECON 102 Principles of Microeconomics . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

For gainful employment information, see the program's website:

**SkylineCollege.edu/academics/degreescertificates.php?program=ITRAD-2CB**

**INTERNATIONAL BUSINESS CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
BUS. 200 Intro to International Business . . . . .	3
BUS. 210 International Finance . . . . .	1.5
BUS. 221 Intercultural Business Communications. . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	3
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. 226 Global Business Negotiations . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 670 Vocational Cooperative Education. . . . .	1-4
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>12</b>

**IMPORT & EXPORT CERTIFICATE OF ACHIEVEMENT**

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. 279 Import/Export Management . . . . .	1.5

**Plus a selection of 4.5 units from the following:**

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	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. 670 Vocational Cooperative Education . . . . .	1-4
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>12</b>

**LEGAL ASPECTS OF INTERNATIONAL BUSINESS  
CERTIFICATE OF ACHIEVEMENT**

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

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

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 230 Intro to International Marketing . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
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. 670 Vocational Cooperative Education . . . . .	1-4
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>12</b>

**ASIAN BUSINESS PRACTICES CERTIFICATE OF  
ACHIEVEMENT**

<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. 226 Global Business Negotiations . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	3
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Vocational Cooperative Education . . . . .	1-4
BUS. 680SB Study Abroad in China . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>12</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN  
LAWYER'S ASSISTANT**

**The Lawyer's Assistant Program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).**

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

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

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.

- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

Required Business Core Courses	Units
ACTG 100 Accounting Procedures <b>or</b> . . . . .	3
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications. . . . .	3
ECON 100 Principles of Macroeconomics <b>or</b>	
ECON 111 The Economy Today . . . . .	3

<b>Required Courses for the Major</b>	
BCM. 201 Integration of MS Office Applications . . . . .	1
BUS. 443 Law Office Procedures <b>or</b>	
LEGL 443 Law Office Procedures . . . . .	3
BUS. 445 Law Office Management <b>or</b>	
LEGL 445 Law Office Management. . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3
Electives from Group A. . . . .	5
Electives from Group B. . . . .	5

**Group A – Select a minimum of 5 units from the following:**

BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 223 Business Presentations II: PowerPoint . . . . .	1
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel. . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 400 Internet I . . . . .	1.5

**Group B – Select a minimum of 5 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BCM. 101 Computer Keyboarding Skill Building . . . . .	3
BCM. 400 Business English . . . . .	3
BUS. 670 Business Work Experience. . . . .	1
COMM 130 Interpersonal Communication. . . . .	3
LEGL 240 Introduction to the Law . . . . .	3

LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>38-39</b>

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

**LAWYER'S ASSISTANT CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
BCM. 201 Integration of MS Office Applications . . . . .	1
BUS. 401 Business Communications. . . . .	3
BUS. 443 Law Office Procedures <b>or</b>	
LEGL 443 Law Office Procedures . . . . .	3
BUS. 445 Law Office Management <b>or</b>	
LEGL 445 Law Office Management. . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3
Electives from Group A. . . . .	5
Electives from Group B. . . . .	5

**Group A – Select a minimum of 5 units from the following:**

BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 223 Business Presentations II: PowerPoint . . . . .	1
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel. . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 400 Internet I . . . . .	1.5

**Group B – Select a minimum of 5 units from the following:**

ACTG 194 Introduction to QuickBooks Pro . . . . .	1
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BUS. 400 Business English . . . . .	3
BUS. 670 Business Work Experience. . . . .	1
COMM 130 Interpersonal Communication. . . . .	3
LEGL 240 Introduction to the Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>26</b>

For gainful employment information, see the program's website:  
**SkylineCollege.edu/academics/degreescertificates.php?program=LAWASST-2CB**

### 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.

#### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

Required Core Courses	Units
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
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 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 Human 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
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
BCM. 200 Introduction to MS Office Suite . . . . .	2
BCM. 201 Integration of MS Applications . . . . .	1
BCM. 225 Spreadsheets I: Excel. . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
BCM. 400 Internet I. . . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### MEDICAL TRANSCRIPTIONIST CERTIFICATE OF ACHIEVEMENT

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

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

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

For gainful employment information, see the program's website:

**[SkylineCollege.edu/academics/degreescertificates.php?program=MEDTRAN-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=MEDTRAN-2CB)**



### MEDICAL OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT

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.

Required Courses	Units
BUS. 400 Business English . . . . .	3
BUS. 485 Medical Terminology . . . . .	3
BUS. 476 Introduction to Medical Office Management. . . . .	3
BUS. 486 Medical Transcription . . . . .	4
BCM. 200 Introduction to MS Office Suite . . . . .	2
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>15</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
- BCM. 101 Computer Keyboarding Skill Building
- BCM. 104 Introduction to Computers with Windows I
- BCM. 214 Word Processing I: Word

### MEDICAL BILLING AND CODING CERTIFICATE OF ACHIEVEMENT

Required Courses	Units
BUS. 476 Introduction to Medical Office Management. . . . .	3
BUS. 485 Medical Terminology . . . . .	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. . . . .	.5
BIOL 130 Human Biology . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5-3
BCM. 104 Introduction to Computers with Windows I. . . . .	1.5
BCM. 200 Introduction to MS Office Suite . . . . .	2
BCM. 201 Integration of MS Office Applications. . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 225 Spreadsheets I: Excel. . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2

BCM. 400 Internet I . . . . .	1
BUS. 401 Business Communications . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>17</b>

For gainful employment information, see the program's website:

**SkylineCollege.edu/academics/degreescertificates.php?program=MEDBLCO-2C4**

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MULTIMEDIA TECHNOLOGY

The Multimedia Technology Program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

The certificate or Associate degree in Multimedia Technology prepares students for a variety of positions in the multimedia field and for transfer into advanced specialized Multimedia degrees. Students develop skills to integrate (audio, video, graphics, and text) to create and publish business, entertainment and educational information. After acquiring skills students may pursue entry level opportunities to work in the multimedia field or they may choose to continue with advanced or specialized training.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

Required Business Core Courses	Units
ACTG 100 Accounting Procedures <b>or</b> . . . . .	3
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications. . . . .	3
ECON 100 Principles of Macroeconomics <b>or</b>	
ECON 111 The Economy Today . . . . .	3



**Required Courses for the Major**

BCM. 400 Internet I . . . . .	1.5
BCM. 403 HTML & Web Authoring Applications I . . .	1.5
BCM. 404 HTML & Web Authoring Applications II . . .	1.5
BCM. 408 Multimedia Project. . . . .	3
BCM. 410 Photoshop Essentials . . . . .	1.5
BCM. 411 Photoshop Portfolio. . . . .	1.5
BCM. 412 Flash I . . . . .	1.5
BCM. 413 Flash II . . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3

**Plus a minimum of 5.5 units from the following:**

ART 214 Color. . . . .	3
ART 301 Design . . . . .	3
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 223 Business Presentations II: PowerPoint . . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	37-38

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

**MULTIMEDIA TECHNOLOGY CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
BCM. 400 Internet I . . . . .	1.5
BCM. 403 HTML & Web Authoring Applications I . . .	1.5
BCM. 404 HTML & Web Authoring Applications II . . .	1.5
BCM. 408 Multimedia Project. . . . .	3
BCM. 410 Photoshop Essentials. . . . .	1.5
BCM. 411 Photoshop Portfolio . . . . .	1.5
BCM. 412 Flash I . . . . .	1.5
BCM. 413 Flash II . . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3

**Plus a minimum of 3.5 units from the following:**

ART 214 Color. . . . .	3
ART 301 Design . . . . .	3
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 Business Presentations I . . . . .	1
BCM. 223 Business Presentations II . . . . .	1
BCM. 301 Maximizing Your Employment Potential . .	1.5
TOTAL REQUIRED UNITS . . . . .	20

For gainful employment information, see the program's website:

**[SkylineCollege.edu/academics/degreescertificates.php?program=MULTTECH-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=MULTTECH-2CB)**

**OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT**

Interested in an office career in an administrative support position? The Office Assistant program can provide you with the necessary tools. Students acquire computer applications skills, strengthen written and oral communication skills, office procedures and practices, html, as well as Internet topics such as searching, email, file management, FTP and discussion groups, and scan for viruses.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

Required Courses	Units
ACTG 103 Ten Key Skills . . . . .	5
BUS. 400 Business English . . . . .	3
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
BCM. 200 Intro to MS Office Suite . . . . .	2
BCM. 400 Internet I . . . . .	1.5
BCM. 403 HTML & Web Authoring Applications I . . .	1.5

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

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
BCM. 105 Intro to Computers with Windows II . . . . .	1
BCM. 201 Integration of MS Office Applications. . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 Business Presentations I . . . . .	1
BCM. 223 Business Presentations II . . . . .	1
BCM. 225 Spreadsheets I: Excel. . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1

BCM. 231 Database Applications II: Access . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . .	1.5
BCM. 404 HTML & Web Authoring Applications II . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18

For gainful employment information, see the program’s website:

**SkylineCollege.edu/academics/degreescertificates.php?program=OFFASST-2CB**

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

The Office Management Program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

The Office Management degree and certificate program prepares graduates for employment and advancement on-the-job to mid-management office positions. The curriculum includes training in business computer programs and software such as Word, Excel, and Access, as well as research skills, accounting, the Internet, html and web authoring software. Students complete this program by developing skills in organizational management, business decision making, problem solving, and business communication including written and oral communications, team-building, leadership, and human relations.

Graduates of the Office Management degree and certificate program are competitively positioned for jobs such as Administrative Assistant, Administrative Support Specialist, Office Manager, Executive Assistant, and Office Support Supervision.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

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

ACTG 100 Accounting Procedures <b>or</b> . . . . .	3
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS 201 Business Law . . . . .	3
BUS 401 Business Communications . . . . .	3
ECON 100 Principles of Macroeconomics <b>or</b> . . . . .	3
ECON 111 The Economy Today . . . . .	3

**Required Core Courses**

ACTG 194 Introduction to QuickBooks Pro . . . . .	1
BUS 101 Human Relations at Work . . . . .	3
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 BUS Presentations I: PPT . . . . .	1
BCM. 223 BUS Presentations II: PPT. . . . .	1
BCM. 225 Spreadsheets I Excel . . . . .	1
BCM. 226 Spreadsheets II Excel . . . . .	2
BCM. 230 Database Apps I: Access . . . . .	1
BCM. 403 HTML & Web Author Apps I . . . . .	1.5
BCM. 410 Photoshop Essentials . . . . .	1.5
COMM 130 Interpersonal Communications . . . . .	3

**Plus a minimum of 4.5 units from the following:**

ACTG 103 Ten Key Skills . . . . .	1
ACTG 194 QuickBooks Pro . . . . .	1
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BCM. 200 Intro to MS Office Suite . . . . .	2
BCM. 231 Database Apps II: Access . . . . .	2
BCM. 301 Maximizing Employment . . . . .	1
BCM. 400 Internet I . . . . .	1.5
BCM. 404 HTML & Web Author Apps . . . . .	1.5
BCM. 411 Photoshop Portfolio. . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	40-41

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

**OFFICE MANAGEMENT CERTIFICATE OF ACHIEVEMENT**

**Required Courses** **Units**

BCM. 200 Introduction to MS Office Suite . . . . .	2
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 226 Spreadsheets II: Excel. . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 400 Internet I . . . . .	1.5
BCM. 403 HTML & Web Authoring Applications I . . . . .	1.5
BUS. 400 Business English . . . . .	3
BUS. 401 Business Communications. . . . .	3

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

ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	5
ACTG 194 Introduction to QuickBooks . . . . .	1
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BCM. 104 Introduction to Computers with Windows I . . . . .	1.5
BCM. 105 Introduction to Computers with Windows II . . . . .	1
BCM. 201 Integration of MS Office Applications . . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 223 Business Presentations II: PowerPoint . . . . .	1
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
BCM. 404 HTML & Web Authoring Applications II . . . . .	1.5
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
COMM 130 Interpersonal Communication . . . . .	3
TOTAL REQUIRED UNITS . . . . .	24

For gainful employment information,  
see the program's website:

**SkylineCollege.edu/academics/degreescertificates.  
php?program=OFFMGMT-2CB**

**WAREHOUSING AND LOGISTICS CERTIFICATE OF SPECIALIZATION**

Required Courses	Units
BUS. 269 Warehousing and Logistics . . . . .	4
BUS. 284 Purchasing and Supply Management . . . . .	3
BUS. 285 Inventory Management . . . . .	3
BUS. 286 Transportation Management . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
BCM. 200 Introduction to MS Office Suite . . . . .	2
CRER 650 Guidance Seminar Group . . . . .	1
TOTAL REQUIRED UNITS . . . . .	17

**ENTRY LEVEL WAREHOUSING SKILLS CERTIFICATE**

BUS. 269 Warehousing and Logistics . . . . .	4
TOTAL REQUIRED UNITS . . . . .	4

**CAREER AND PERSONAL DEVELOPMENT****Program Student Learning Outcomes:**

The Counseling faculty has identified the following Student Learning Outcomes for the Career and Personal Development courses:

- Take personal responsibility for identifying academic and psycho-social needs, determining resources, and accessing appropriate services.
- Effectively locate and access information in numerous formats using a variety of appropriate search tools.
- Comprehend, analyze, and respond appropriately to oral, written, and visual information.

**COMMUNICATION STUDIES****ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN COMMUNICATION STUDIES****Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Effective Communication 1:** Deliver a message using strategies that adapt to the situation; including adapting to the appropriate purpose, the cultural & psychological climate and the specific audience.
- **Effective Communication 2:** Describe the effects of communication, including listening skills, on the perception of human relationships in social & cultural contexts.
- **Critical Thinking:** Demonstrate effective problem-solving communication that leads to successful conflict management by researching verifiable information that supports logically organized main points and claims in a message.
- **Citizenship:** Communicate ethical core values and individual cultural identity in a variety of academic, personal, vocational and civic situations.

Required Core Courses	Units
COMM 110 Public Speaking . . . . .	3
COMM 127 Argumentation . . . . .	3
COMM 130 Interpersonal Communication . . . . .	3
COMM 140 Small Group Communication . . . . .	3
COMM 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
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18

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

An Associate in Arts Degree in Communication Studies for Transfer is currently being processed for state approval. See the Communication Studies course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:

[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)

## COOPERATIVE EDUCATION

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Gain realistic work experience that is meaningfully related to the student's college study program.
- Acquire knowledge, skills, and attitudes essential for successful employment.
- Demonstrate an increase in confidence and positive self-image through a worthwhile on-the-job experience.
- Develop a professional network and clarify career goals.
- Fulfill the "experience required" stipulation associated with many job openings.

## COSMETOLOGY

This program prepares students for licensing as a Cosmetologist, Esthetician and Manicurist. The Cosmetology program involves 1,600 hours of comprehensive training in beauty services. The Esthetician program focuses on training in skin care treatment and techniques. The Manicurist program provides training in various services related to nails.

A program in Spa Technician Training is also available. Students learn skills and knowledge related to therapies and treatments for employment in the rapidly expanding Spa Services Industry.

Courses in the Cosmetology programs focus on theoretical foundation, practical manipulative skills, business knowledge, and the professional and ethical training needed for licensing through the State Board of Barbering and Cosmetology. Prepared with excellent entry-level skills, students are able to work in many facets of the beauty industry.

Skyline College's Cosmetology Program is approved by:

### Board of Barbering and Cosmetology

2420 Del Paso Road, Suite 100  
 Sacramento, CA 95834  
 Telephone: (800) 952-5210  
 Website: [barbercosmo.ca.gov](http://barbercosmo.ca.gov)

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Complete 1600 hours in the Cosmetology Program and 600 hours in the Esthetician Program.
- Successfully pass the California State Board Cosmetology or Esthetician written exam.
- Identify career and continuing educational options in the field of Cosmetology, and Esthetician and plan the action towards achieving those goals and objectives.
- Apply theories, principles, and concepts to address skills learned that would apply to Cosmetology and Esthetician.
- Exhibit strong and effective written and oral communication skills.
- Critically consider, analyze and research special issues in Cosmetology and their effects on society.
- Recognize the importance of and practice ethical behavior in a professional work setting, both within the work force and within the community.

### ADMISSIONS PROCEDURES AND REQUIREMENTS

The Associate in Science degree with a major in Cosmetology or the Cosmetology Certificate program require the completion of a special application packet to be considered for admission. Admission applications are not considered for acceptance until all documents listed have been completed and received by the Office of Admissions and Records. All requirements must be submitted by the deadline date. The following components of the application packet are required.

1. Completed Cosmetology Program application.
2. Completed Skyline College English Placement Tests. The English Placement Tests may be waived for those students who have completed an AA/AS or BS degree.
3. Transcripts from former colleges.
4. Completed college matriculation requirements.
5. Signed Cosmetology Program contract.
6. Completed Skyline College Application

For further information on the Cosmetology Program, please call 738-4165.

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

Required Core Courses	Units
COSM 700 Cosmetology Concepts and Practice . . . .	16
COSM 710 Cosmetology Concepts and Practice II-Facials . . . . .	6
COSM 720 Cosmetology Concepts and Practice III-Chemicals . . . . .	6
COSM 730 Cosmetology Concepts and Practice IV-Nails . . . . .	3



COSM 735 Cosmetology Concepts and Practice V-New Concepts . . . . .	3
COSM 745 Cosmetology Concepts and Practice VI-Senior Practical . . . . .	5-6

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

COSM 665 Selected Topics in Cosmetology	
COSM 690 Individual Study in Cosmetology	
COSM 740 Cosmetology Concepts and Practice	
COSM 750 Cosmetology Brush-Up I	
COSM 782 Advanced Cosmetology Concepts	
WELL 665 Selected Topics in Wellness	
WELL 680SA Everyday Uses of Herbs	
WELL 680SB Self-Help Stress Reduction Techniques	
WELL 680SC Energetic Modalities	
TOTAL REQUIRED UNITS IN MAJOR AREA . . . .	34.5-40
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**COSMETOLOGY CERTIFICATE PROGRAM**

The program is open to both men and women and enables completion in three semesters, including a four-week summer session. Class sessions are from 8:00 am to 5:00 pm, Monday through Friday. New students are admitted at the beginning of the semester. Upon completion of the 1,600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through the California Board of Barbering and Cosmetology. Students completing the program will need to take a licensing exam that is offered through the state board. Visit the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology website for more information at <http://www.barbercosmo.ca.gov/>. 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 require the completion of a special application to be considered for admission.

**COSMETOLOGY CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
COSM 700 Cosmetology Concepts and Practice . . . .	16
COSM 710 Cosmetology Concepts and Practice II-Facials . . . . .	6
COSM 720 Cosmetology Concepts and Practice III-Chemicals . . . . .	6
COSM 730 Cosmetology Concepts and Practice IV-Nails . . . . .	3
COSM 735 Cosmetology Concepts and Practice V-New Concepts . . . . .	3
COSM 745 Cosmetology Concepts and Practice VI-Senior Practical . . . . .	5-6

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

COSM 665 Selected Topics in Cosmetology	
COSM 690 Individual Study in Cosmetology	
COSM 740 Cosmetology Concepts and Practice	
COSM 750 Cosmetology Brush-Up I	
COSM 782 Advanced Cosmetology Concepts	
WELL 665 Selected Topics in Wellness	
WELL 680SA Everyday Uses of Herbs	
WELL 680SB Self-Help Stress Reduction Techniques	
WELL 680SC Energetic Modalities	
TOTAL REQUIRED UNITS IN MAJOR AREA . . . .	34.5-40

For gainful employment information, see the program's website:

**[SkylineCollege.edu/academics/degreescertificates.php?program=COSM-2CC](http://SkylineCollege.edu/academics/degreescertificates.php?program=COSM-2CC)**

**COSMETOLOGY ENTREPRENEURSHIP SKILLS CERTIFICATE**

Required Courses	Units
BUS. 150 – Entrepreneurship – Small Business Management . . . . .	3
COSM 670 Vocational Cooperative Education. . . . .	3
ACTG 194 Introduction to QuickBooks Pro . . . . .	1

**Select a minimum of 2 units from the following:**

WELL 665SA Introduction to Herbal Medicine. . . . .	.5
WELL 665SB Self-Help Stress Reduction Techniques. . . . .	.5
WELL 665SC Introduction to Face & Décolleté Massage . . . . .	.5
WELL 665SD Introduction to Hand Massage. . . . .	.5
WELL 665SE Introduction to Foot Massage . . . . .	.5
WELL 665SF Introduction to Neck and Shoulder Massage . . . . .	.5
WELL 665SG Introduction to Back Massage. . . . .	.5
TOTAL REQUIRED UNITS . . . . .	9

**ESTHETICIAN CERTIFICATE OF ACHIEVEMENT**

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

Required Courses	Units
COSM 775 Esthetician I . . . . .	9
COSM 776 Esthetician II. . . . .	9
TOTAL REQUIRED UNITS. . . . .	18

For gainful employment information, see the program's website:

**[SkylineCollege.edu/academics/degreescertificates.php?program=AESTHETI-](http://SkylineCollege.edu/academics/degreescertificates.php?program=AESTHETI-)**



## COUNSELING

### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Up Your Self-Esteem:** Identify strategies, techniques, and resources that help to build self-esteem.
- **Anxiety and Stress Management:** Identify strategies, techniques, and resources to manage anxiety and stress.
- **Coping with Depression:** Evaluate self help techniques for managing depression.
- **Anger Management:** Upon completion of this course, students will be able to comprehend physical, emotional aspects of anger and how the brain functions when anger is expressed.
- **Hermanas Seminar:** Students will demonstrate the ability to implement life skills & study strategies and techniques that promote and improve their learning.

## DANCE

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Provide a more authentic and individualized interpretation of a given dance form through a demonstration of appropriate levels of technique that incorporate cultural elements\* of this dance form (\*e.g., costume, history, vocabulary, rhythm and music).
- Create and develop unique movement sequences, and collaboratively organize that material into a dance.
- Critically evaluate and objectively discuss dance as a performance art.

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

Required Core Courses	Units
DANC 121.1, 121.2, 121.3 or 121.4 Modern Dance . . . . .	1
DANC 130.1, 130.2, 130.3 or 130.4 Jazz Dance . . . . .	1
DANC 140.1, 140.2, 140.3 or 140.4 Ballet . . . . .	1
DANC 330.1, 330.2, 330.3 or 330.4 Creative Dance . . . . .	1
DANC 391 Dance Composition – Theory and Choreography . . . . .	3
DANC 400.1, 400.2, 400.3 or 400.4 Dance Performance and Production . . . . .	2
BIOL 250 Human Anatomy . . . . .	4
MUS. 100 Fundamentals of Music . . . . .	3
<b>Plus a selection of 6 units from the following:</b>	
BIOL 260 Human Physiology . . . . .	5
DANC 100 Dance Appreciation . . . . .	3
DANC 125.1-125.4 Salsa I-IV . . . . .	5-2
DANC 151.1-151.4 Social Dance I-IV . . . . .	5-2
DANC 152.1-152.4 Cuban Roots of Salsa I-IV . . . . .	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 166 Tango de la Guardia Vieja . . . . .	.5-1
DANC 167 Swing Dance I . . . . .	.5-1
DANC 168 Swing Dance II . . . . .	.5-1
DANC 169 Swing Dance III . . . . .	.5-1
DANC 172.1-172.4 Classical Chinese Dance I-IV . . . . .	.5-2
DANC 260 Tango Teacher Training . . . . .	.5-1
DANC 350.1-350.2 Cardio Dance I-IV . . . . .	.5-2
DANC 395.1-395.4 Dance Workshop I-IV . . . . .	.5-2
DANC 410.1-410.4 Dance for the Musical Theater Production I-IV . . . . .	2
DANC 665 Selected Topics: Dance in Cultural Context . . . . .	1-3*
DRAM 200 Theory of Acting I . . . . .	3
DRAM 201 Advanced Acting I . . . . .	3
DRAM 208 Acting Practicum I (Acting Laboratory) . . . . .	2
DRAM 209 Acting Practicum II (Acting Laboratory) . . . . .	2

\*Note: Each unit of DANC 665 used toward the degree must be a different topic (e.g., Salsa, Flamenco, Afro/Brazilian).

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/EDUCATION

The Early Childhood Education/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.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Analyze major developmental milestones and various theoretical frameworks that relate to early care and education to demonstrate an understanding of the importance of the early years as well as the many influences on development
- Identify best teaching and care practices and the components of early childhood settings, curriculum, and teaching strategies to increase child growth and competence.
- Assess the interrelationship of child, family, and community and how educational, political, socio-economic factors directly impact the lives of children and families.

**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 Principles . . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community . . . . .	3
ECE. 272 Teaching in a Diverse Society . . . . .	3
ECE./HSCI 314 Health, Safety and Nutrition for Young Children . . . . .	3
ECE. 333 Observation and Assessment . . . . .	3
ECE. 366 Practicum in Early Childhood Education . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**ASSOCIATE IN SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER**

The Skyline College Associate in Science Degree in Early Childhood Education for Transfer is designed to facilitate successful transfer to baccalaureate early childhood education/child development programs at a CSU. This degree provides students with the lower division breadth and depth of the field of early childhood education.

The Associate in Science Degree for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. The Associate in Science in Early Childhood Education for Transfer degree acknowledges that the student has established a foundation of knowledge in the field of Early Childhood Education. Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular campus, university, or college that is not part of the CSU system.

**Note:** *Students should consult a Skyline College counselor for further information on university admissions and transfer requirements.*

**A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.**

<b>Required Courses</b>	<b>Units</b>
ECE. 201 Child Development . . . . .	3
ECE. 210 Early Childhood Education Principles . . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family, & Community . . . . .	3
ECE. 366 Practicum in Early Childhood Education . . . . .	3
ECE. 272 Teaching in a Diverse Society . . . . .	3
ECE. 314 Health, Safety, & Nutrition . . . . .	3
ECE. 333 Observation and Assessment . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>

Plus CSU General Education or IGETC for CSU requirements. Up to a total of 6 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective course as needed to reach a total of 60 units.

**EARLY CHILDHOOD EDUCATION CERTIFICATE OF ACHIEVEMENT**

An Early Childhood Education Certificate will be granted upon completion of the required number of units of course-work. 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.

Required Courses	Units
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development . . . . .	3
ECE. 210 Early Childhood Education Principles . . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community . . . . .	3
ECE. 272 Teaching in a Diverse Society . . . . .	3
ECE./HSCI 314 Health, Safety and Nutrition	
for Young Children . . . . .	3
ECE. 333 Observation and Assessment. . . . .	3
ECE. 366 Practicum in Early Childhood Education. . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>24</b>

For gainful employment information, see the program’s website:  
[SkylineCollege.edu/academics/degreescertificates.php?program=ECE-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=ECE-2CB)

**EARLY CHILDHOOD SPECIAL EDUCATION CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development . . . . .	3
ECE. 210 Early Childhood Education Principles . . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family, & Community . . . . .	3
ECE. 260 Children with Special Needs . . . . .	3
ECE. 263 Strategies for Children with Special Needs . . . . .	3
ECE. 333 Observation and Assessment. . . . .	3
ECE. 367 Practicum in Early Childhood	
Education: Special Topics . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>24</b>

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

For gainful employment information, see the program’s website:  
[SkylineCollege.edu/academics/degreescertificates.php?program=ECE%2FSPED-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=ECE%2FSPED-2CB)

**EARLY CHILDHOOD EDUCATION ENTREPRENEURSHIP CAREER CERTIFICATE**

Required Courses	Units
BUS. 150 Entrepreneurship –	
Small Business Management . . . . .	3
ECE. 240 Early Childhood Education	
Administration: Business/Legal . . . . .	3
ECE. 201 Child Development . . . . .	3
ECE. 670 Early Childhood Education Work	
Experience . . . . .	1
<b>TOTAL REQUIRED UNITS.</b> . . . .	<b>10</b>

**EARLY INTERVENTION ASSISTANT CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
ECE 201 Child Development Development <b>or</b> . . . . .	3
PSYC 201 Child Development	
ECE. 210 Early Childhood Education Principles. . . . .	3
ECE. 212 Child, Family, and Community . . . . .	3
ECE. 223 Infant/Toddler Development . . . . .	3
ECE. 225 Infant/Toddler Environments. . . . .	3
ECE. 260 Children with Special Needs. . . . .	3
ECE. 261 Early Intervention . . . . .	3
ECE. 368 Practicum in Early Intervention Practices. . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>24</b>

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

**FOUNDATIONS IN EARLY CHILDHOOD EDUCATION CAREER CERTIFICATE**

Required Courses	Units
ECE. 210 Early Childhood Education Principles . . . . .	3
ECE. 212 Children, Family, and Community . . . . .	3
ECE. 201 Child Development . . . . .	3
ECE. 670 Work Experience. . . . .	1
<b>TOTAL REQUIRED UNITS.</b> . . . .	<b>10</b>

**AFTER SCHOOL PROGRAM ASSISTANT CAREER CERTIFICATE**

The successful completion of this certificate will prepare the student for an entry-level position requiring practical skills and knowledge to work with children in an after-school care, tutoring or mentoring program. Completion of this certificate leads to state certification for a School Age Assistant Permit. *Note: Students who pursue this certificate are strongly urged to also complete English 826 and Mathematics 811 or have the equivalent skills in order to be prepared to move to the next level of certification.*

Required Courses	Units
CRER 139 Careers in Teaching . . . . .	5
ECE./PSYC 201 Child Development. . . . .	3
ECE. 213 The School-Age Child. . . . .	3
ECE. 335 Child Guidance. . . . .	3
TOTAL REQUIRED UNITS . . . . .	9.5

For gainful employment information, see the program's website:

**SkylineCollege.edu/academics/degreescertificates.php?program=ECE%2FASST-2C8**

### AFTER SCHOOL PROGRAM ASSOCIATE TEACHER CERTIFICATE OF SPECIALIZATION

The successful completion of this certificate is intended to prepare the student with advanced skills necessary to work with K-8 students in an after-school setting, provide tutoring/homework assistance in academic enrichment programs, mentoring, and/or assist in an elementary or middle school classroom. *Note: Students who pursue this certificate are strongly urged to also complete English 846 and Mathematics 110 or have the equivalent skills in order to be prepared to move to an Associate Degree program.*

Required Courses	Units
CRER 139 Careers in Teaching . . . . .	5
ECE./LIT. 191 Children's Literature . . . . .	3
ECE./PSYC 201 Child Development <b>or</b>	
ECE. 213 The School-Age Child . . . . .	3
ECE 272. Teaching in a Diverse Society <b>or</b>	
ECE. 212 Child, Family and Community . . . . .	3
ECE. 335 Child Guidance. . . . .	3
ECE. 670 Vocational Cooperative Education . . . . .	1-2
EDUC 100 Introduction to Education . . . . .	3
TOTAL REQUIRED UNITS . . . . .	16.5-17.5

### AREAS OF SPECIALIZATION WITHIN THE EARLY CHILDHOOD EDUCATION PROGRAM

In accordance with the guidelines established by the state's Child Development Permit for the Master Teacher tier, applicants must complete a **specialization** of six (6) semester units in a specific area. A specialization can also be useful to students when seeking work advancement.

#### Infant/Toddler Care

- ECE. 223 Infant/Toddler Development
- ECE. 225 Infant/Toddler Environments

#### School-Age Child Care

- ECE. 213 The School-Age Child
- ECE. 335 Child Guidance

#### Children with Special Needs

- ECE. 260 Children with Special Needs
- ECE. 261 Early Intervention Practices

### Children's Language and Literacy

- ECE./LIT. 191 Children's Literature
- ECE. 275 Children's Language and Literacy Development

### Parent/Family Relationships

- ECE. 214/FCE. 213 Child-Parent Relations
- ECE. 264 The Life Cycle of the Family

### Family Support

- ECE. 262 Introduction to Family Support: Building Respectful Partnerships
- ECE. 264 The Life Cycle of the Family

*An Associate in Arts Degree in Elementary Teacher Education for Transfer is currently being processed for state approval. See the Early Childhood Education/Education course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

**SkylineCollege.edu/academics/degreescertificates.php**

## EARTH SCIENCES (GEOLOGY, OCEANOGRAPHY)

### Program Student Learning Outcomes:

Students completing this program will have the:

- Apply scientific method of thinking to analyze and critically evaluate relevant literature and information, and the use of evidence for support.
- Recognize and accurately articulate how their environment (including the Earth, the atmosphere, ocean, and biosphere) affects humans' lives and how human activities affect their environment.
- Communicate effectively in a variety of ways, such as scientific writing, visualization of data and ideas, or through oral communication
- Solve quantitative problems, analyze results from data and measurements, form hypotheses from data, test hypotheses
- Recognize the interdisciplinary nature of science and enjoy the process of learning science

## ECONOMICS

### Program Student Learning Outcomes:

Students completing this program will have the:

- Ability to measure and interpret the causes and consequences of business cycle fluctuations and formulate appropriate government policies to stabilize the economy.
- Ability to compare and contrast the characteristics and outcomes of perfectly and imperfectly competitive markets and formulate appropriate government policies address imperfect competition and market failures.

- Ability to interpret current economic events and policy in terms of business cycle fluctuations and imperfect competition, and from alternative economic perspectives.

## 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.

**Certification Eligibility Requirements:** Successful completion of a state-approved Emergency Medical Technician (EMT) course that meets or exceeds the National Emergency Medical Services Education Standards for Emergency Medical Technician. Current CPR credential for health care providers and have demonstrated competence in Emergency Medical Technician (EMT) skills. Successful completion of a state-approved Emergency Medical Technician (EMT) psychomotor exam. For more information, visit <http://www.nremt.org/>.

Skyline College's Emergency Medical Technician Program is accredited by:

**San Mateo County Emergency Medical Services Agencies**  
 225 37th Avenue  
 San Mateo, CA 94403  
 Telephone: (650) 573-2564

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate competency in the cognitive, psychomotor, and affective domains when providing emergency medical care.
- Pass their final written exam, which is comprehensive.
- Pass their National Registry written exam, which is administered off-site.
- Pass their National Registry Skills Exam.

## EMERGENCY MEDICAL TECHNOLOGY CAREER CERTIFICATE

Required Course	Units
EMC. 410 Emergency Medical Technician . . . . .	8

## ENERGY SYSTEMS TECHNOLOGY MANAGEMENT

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Conduct energy assessments of residential buildings, develop scopes of work for and to sell and perform home energy upgrades.
- Design and install residential solar systems; and perform basic cost estimation and sales based on utility costs and rebate and tax incentives.
- Develop portfolios based on current marketing and sales techniques, practices, strategies, and technology applied to case studies in various aspects of the construction industry and energy sector.
- Develop performance and productivity-based business and marketing plans, as well as management strategies and techniques for operations, sales, and finance for driving new business in these industries.
- Obtain industry recognized credentials from the Building Performance Institute (BPI) and the North American Board of Certified Energy Practitioners (NABCEP).

## SOLAR ENERGY TECHNOLOGY CERTIFICATE OF SPECIALIZATION

Required Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	4
ESTM 410 Introduction to Solar Installation and Integration <b>or</b> ELEC 410 Introduction to Solar Installation and Integration . . . . .	3.5
ESTM 411 Introduction to Solar PV Systems and Markets . . . . .	2.0
ESTM 412 Solar PV Design Fundamentals <b>or</b> ESTM 413 Solar PV Finance and Sales . . . . .	2.0
ESTM 400 Clean Energy Concepts, Policies and Industries <b>or</b> . . . . .	3
ENVS 100 Introduction to Environmental Science	
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>14.5</b>

For gainful employment information, see the program's website:

[SkylineCollege.edu/academics/degreescertificates.php?program=SOLTECH-2CA](http://SkylineCollege.edu/academics/degreescertificates.php?program=SOLTECH-2CA)



**SOLAR INSTALLATION CAREER CERTIFICATE**

ELEC 110 Fundamentals of Electronics . . . . .	4
ESTM 410 Introduction to Solar Installation and Integration <b>or</b> ELEC 410 Introduction to Solar Installation and Integration. . . . .	3.5
<b>TOTAL REQUIRED UNITS.</b> . . . .	<b>7.5</b>

*Associate in Science Degrees in Energy Systems Technology Management with emphases in Solar Technology and Business, Energy Efficiency, and Entrepreneurship and Small Business Management, and Certificates of Achievement in Residential Energy Efficiency, Solar Technology and Business, and Solar Installation are currently being processed for state approval. See the Energy Systems Technology Management course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

**SkylineCollege.edu/academics/degreescertificates.php**

**ENGLISH**

Course transfer requirements and electives for English majors may be different from course requirements and electives for English majors seeking the Associate Degree. Please check with a counselor or with the English Department for specifics.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

**ENGLISH**

- Write focused, coherent, well-developed, largely text-based expository essays organized into effective paragraphs, which support a clear thesis statement, and demonstrate competence in standard English grammar and usage.
- Demonstrate comprehension, critical reading, and critical thinking skills through analysis and evaluation of ideas from multiple perspectives and sources.
- Apply basic research to locate relevant sources for the task, evaluate their credibility, and document them according to academic conventions.
- Literature: Demonstrate an understanding of important literary movements, literary forms, and the historical, intellectual, social, and cultural contexts of the assigned texts.
- Literature: Analyze major themes and literary techniques in a broad range of literary works.
- Literature: Write essays using the conventions of literary analysis and criticism, including text-based argumentation and documentation in MLA format.

**READING**

- **Literal comprehension:** Demonstrate a literal comprehension of college level readings.
- **Critical comprehension:** Analyze, synthesize, and evaluate college level readings.
- **Application of study-reading strategies:** Determine and apply appropriate study-reading strategies to college-level texts.
- **Metacognition:** Demonstrate awareness of their own competencies as readers, thinkers and scholars engaged in academic discourse in cross-disciplinary contexts.

**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 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 103 Applied English Skills for Cultural Production I . . . . .	3
ENGL 104 Applied English Skills for Cultural Production II . . . . .	3
ENGL 161 Creative Writing I . . . . .	3
ENGL 162 Creative Writing II . . . . .	3
ENGL 203 Applied English Skills for Cultural Production III . . . . .	3
ENGL 204 Applied English Skills for Cultural Production IV . . . . .	3
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. 151 Shakespeare . . . . .	3
LIT./ECE. 191 Children's Literature . . . . .	3
LIT. 201 American Literature I . . . . .	3
LIT. 202 American Literature II . . . . .	3
LIT. 231 Survey of British Literature I . . . . .	3
LIT. 232 Survey of British Literature II . . . . .	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. 416 Modern European Lit in Translation . . . . . 3  
 LIT. 432 Folklore . . . . . 3  
 TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 18  
 Plus General Education and other requirements  
 for the Associate degree (refer to Associate Degree  
 Requirements).

*An Associate in Arts Degree in English for Transfer is currently being processed for state approval. See the English and Literature course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)

**ROTATION OF LITERATURE COURSES – DAY, EVENING AND ONLINE CLASSES**

(Listed below are the tentative Literature offerings for the upcoming semesters.)

**Fall 2013**

Evening	LIT. 101 Contemporary Literature
Online	LIT. 432 Folklore

**Spring 2014**

Evening	LIT. 191 Children’s Literature
Online	LIT. 265 Asian American Literature

**Fall 2014**

Day	LIT. 267 Filipino American Literature
Evening	TBA
Online	TBA

**Spring 2015**

Day	LIT. 266 Black Literature
Evening	LIT. 191 Children’s Literature
Online	TBA

(For information on class meeting days and times for Literature courses, consult the current Class Schedule.)

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Comprehend, analyze, synthesize, and discuss English texts for the purpose of furthering academic, personal, vocational and civic growth.
- Critically evaluate and modify own written language to enhance academic, personal, vocational, and civic communication.
- Listen effectively, and consistently produce comprehensible spoken English in a variety of academic, personal, vocational and civic situations.

*A Certificate of Achievement in Proficiency in American Culture and English (PACE) is currently being processed for state approval. See the English for Speakers of Other Languages course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)

**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.

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Demonstrate a broad based cross-cultural approach to nutrition and show how the pursuit of knowledge concerning nutrition and health is an ongoing issue.
  - Recognize the role of nutrients in the maintenance of life processes and the utilization of food by the body using basic concepts of nutrition and nutrient selection and the principles of nutrition as a unifying theme.
  - Analyze daily nutrition and cross-cultural food practices by emphasizing scientific data and it application to a variety of diet plans.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FAMILY & CONSUMER SCIENCES**

Required Core Courses	Units
FASH 113 Textiles . . . . .	3
FASH119 Clothing, Culture & Society . . . . .	3
ECE.212 Child, Family & Community . . . . .	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 Entrepreneurship – Small Business Management . . . . .	3
COOP 670 Vocational Co-Op Education . . . . .	1-4
FASH 151 Fashion Merchandising . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
MUS. 100 Fundamentals of Music . . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 210 Child Development . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	21

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

**FAMILY & CONSUMER SCIENCES CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
IFASH 113 Textiles . . . . .	3
FASH119 Clothing, Culture & Society . . . . .	3
ECE.212 Child, Family & Community . . . . .	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 Entrepreneurship – Small Business Management . . . . .	3
COOP 670 Vocational Co-Op Ed . . . . .	1-4
FASH 151 Fashion Merchandising . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
MUS. 100 Fundamentals of Music . . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC/SOCI 110 Courtship, Marriage, & Family . . . . .	3
PSYC 210 Child Development . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
TOTAL REQUIRED UNITS . . . . .	21

For gainful employment information, see the program's website:

[SkylineCollege.edu/academics/degreescertificates.php?program=FCS-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=FCS-2CB)

**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.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Summarize the roles the merchant team plays in the procurement and distribution of merchandise.
- Identify entry level positions, career opportunities and related duties in the fashion industry.
- Describe expectations, duties, and realistic challenges that industry professionals face.
- Recognize and identify design elements and trends from key eras of fashion history
- Demonstrate key concepts of fashion merchandising, retail buying, special events and promotions, visual merchandising, and image/fashion consulting.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FASHION MERCHANDISING**

Required Core Courses	Units
BUS. 115 Business Mathematics . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
FASH 100 Principles of Design . . . . .	3
FASH113 Textiles . . . . .	3
FASH/FCS119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 225 Apparel Analysis . . . . .	3
FASH 226 Visual Merchandising and Display . . . . .	3
FASH 228 Fashion Show Production . . . . .	3

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

ACTG 100 Accounting Procedures . . . . .	3
ART 214 Color . . . . .	3
ART 301 Design . . . . .	3
BUS. 100 Introduction to Business . . . . .	3

BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
BUS. 401 Business Communications . . . . .	3
BCM. 200 Introductions to MS Office Suite . . . . .	2
BCM. 201 Integration of MS Office Applications . . . . .	1
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
MGMT 100 Introduction to Business Management . . . . .	3
FASH/COOP 670 Vocational Cooperative Education . . . . .	1-3
INTD 110 Environmental Design . . . . .	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 OF ACHIEVEMENT**

Required Courses	Units
FASH 100 Principles of Design . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 225 Apparel Analysis . . . . .	3
FASH 226 Visual Merchandising and Display . . . . .	3
FASH 228 Fashion Show Production . . . . .	3
BUS. 115 Business Mathematics . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18

For gainful employment information,  
see the program’s website:  
[SkylineCollege.edu/academics/degreescertificates.php?program=FASH-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=FASH-2CB)

**GEOGRAPHY**

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Analyze, synthesize, and apply core geographic principles, concepts, models, and phenomena.
  - Identify examples of human-environmental interaction and assess their past, present, and future impact.
  - Evaluate and apply geographic methods and associated theories used to analyze and advance geographic concepts.

**GEOLOGY**

*An Associate in Science Degree in Geology for Transfer is currently being processed for state approval. See the Geology course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)

**HEALTH SCIENCES**

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Identify factors influencing human health including factors related to public policy, socioeconomics, and the environment that contribute to health disparities and leading causes of morbidity and mortality.
  - Develop strategies for initiating and/or maintaining activities that promote health through individual behavior, civic/community engagement, and/or environmental stewardship
  - Perform the duties expected of specific roles in the health care workforce with proficiency commensurate with training.
  - Critically evaluate popular and scientific literature and other media for its significance and impact on individual and public health.

**HISTORY**

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Demonstrate ability to understand, analyze and evaluate historical processes that affect the United States and other nations, such as nation building, social change, economic development, consolidation of power and geopolitical conflict.

*An Associate in Arts Degree in History for Transfer is currently being processed for state approval. See the History course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)

## INTERDISCIPLINARY STUDIES

The Interdisciplinary Studies degree is designed for students who wish to pursue broad areas of knowledge in arts and sciences plus additional knowledge in an “Areas of Emphasis.” This degree is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer but wish to earn a degree in a particular area of study that interests them.

Option I enables students to complete the requirements for the Associates degree, while options II, III and IV enable students to complete the requirements for the Associates 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. Students are advised to consult with a counselor for further information.

**Note:** A minimum grade of C is required in all courses applied to any area of emphasis in this major.

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at their target transfer institution.

### Degree Requirements

1. Complete Residency, Scholarship, Basic Competency, Specific Area, and General Education requirements for the Skyline College Associate Degree
  - a. Meet the Basic Competency requirements in Writing/Reading, Mathematics/Quantitative Reasoning, and Information Literacy
  - b. Meet the Specific Area requirements in American History and Institutions, English, Physical Education and Ethnic and Cultural Diversity
  - c. Complete one of the following patterns of study listed as Options I-IV below

### Option I: Skyline College Pattern

This option is primarily for those students whose goal is to receive an Associate Degree but who do not have plans to transfer to a four year university. *This option replaces the former Liberal Arts degree.*

1. Complete the Skyline College General Education Requirements (18 units with a minimum of 3 units in each of the following sections – Natural Sciences, Humanities, Social Sciences, Language and Rationality Group A, Language and Rationality Group B, Personal Development.)
2. Eighteen (18) units must be in **one** of the following areas of emphasis.

### Option II: California State University Pattern

This option is primarily for those students whose goal is to receive an Associate Degree and transfer to a California State University campus. *This option replaces Option 1 of the former University Studies degree.*

1. 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.
2. Eighteen (18) units must be in one of the following areas of emphasis.

### Option III: University of California Pattern

This option is primarily for those students whose goal is to receive an Associate Degree and transfer to a University of California campus. *This option replaces Option 2 of the former University Studies degree.*

1. 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 1 or 2 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)
2. Eighteen (18) units must be in one of the following areas of emphasis.



#### Option IV: Independent University Pattern

This option is primarily for those students whose goal is to receive an Associate Degree and transfer to an independent college or university. *This option replaces Option 3 in the former University Studies degree.*

To meet the requirements for this pattern, students must complete a minimum of 60 units including the following:

1. Complete a minimum of 21 units applicable to the GE pattern of intended transfer institution

and

2. Eighteen (18) units must be in one of the following areas of emphasis.

## AREAS OF EMPHASIS FOR INTERDISCIPLINARY STUDIES MAJOR

### Arts & Humanities

This area of emphasis integrates the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will analyze and evaluate the ways in which people through the ages in different cultures have responded to themselves and the world around them in cultural and artistic creation.

#### Program Student Learning Outcomes:

Students completing this program will be able to:

- Analyze and evaluate artistic and cultural creations as a reflection of certain socio-cultural periods.
- Demonstrate effective communication through written and oral forms, and through other forms as appropriate.

#### Select a minimum of 18 units from the following:

ARBC 111, 112, 121, 122  
ART 101, 102, 105, 107\*, 115, 120, 130, 204, 221, 248, 301, 350\*, 351, 352, 354\*, 355\*, 405, 411  
ASL 111, 112  
CHIN 111, 112, DANC 110, 130, 140, 330, 350, 400  
ECE. 191\*  
ENGL 110, 161  
FASH 113, 119\*  
FILI 110, 111, 112  
FILM, 440  
HIST 100, 101, 104, 106, 108, 109, 201, 202, 203, 235, 240, 244, 248, 335\*, 420, 429\*, 430, 432, 435, 436, 453\*, 461, 462, 463, 464  
HUM 106\*, INTD 110\*,  
JAPN 111, 112

LIT 101, 111, 113, 116, 151, 191, 225, 251, 265, 266, 267, 370, 373, 416, 432  
MUS. 100, 110, 111, 115, 202, 204, 250, 275, 301, PHIL 100, 160, 175, 240, 280\*, 300, 312\*,  
PLSC 280\*, 335\*  
SOCL 143, 341, 432\*  
SOSC 270\*, 275\*  
SPAN 110, 111, 112, 120, 130, 140\*, 161\*, 162\*, 220\*

**Note:** *The following pairs are the same course:*

ART 115 and MUS. 115  
FASH 119 HIST 335 and PLSC 335  
PHIL 280 and PLSC 280

### Health and Physical Education

#### (Option I: Skyline College Pattern Only)

The health, family and consumer science, physical education and psychology courses emphasize theoretical and practical knowledge for maintenance of physical and mental health. The physical education and intercollegiate athletic courses provide students with the opportunity to develop active and healthy life styles.

**Note:** *This area of emphasis may only be used with Option I: Skyline College Pattern.*

#### Select a minimum of 18 units as follows:

Choose at least 9 units from courses listed below:

ECE. 201  
FCS 310  
HSCI 100 130 665\*  
KINE 100\*  
P.E. 301\*  
PSYC 100, 200, 201, 390, 410

and

Choose at least 9 units from courses listed below:

COMB 301, 302, 401.1, 401.2, 401.3, 401.4, 404.1, 404.2, 404.3, 404.4  
DANC 121.1, 121.2, 121.3, 121.4, 130.1, 130.2, 130.3, 130.4, 140.1, 140.2, 140.3, 140.4, 152.1, 152.2, 152.3, 152.4, 161, 162, 163, 164, 165, 167, 168, 169, 330.1, 330.2, 330.3, 330.4, 350.1, 350.2, 350.3, 350.4, 400.1, 400.2, 400.3, 400.4, 665  
FITN 106, 112.1, 112.2, 112.3, 112.4, 116.1, 116.2, 116.3, 116.4, 166.1, 166.2, 166.3, 166.4, 201.1, 201.2, 201.3, 201.4, 301.1, 301.2, 301.3, 301.4, 304.1, 304.2, 304.3, 304.4, 305.1, 305.2, 305.3, 305.4, 332.1, 332.2, 332.3, 332.4, 334.1, 334.2, 334.3, 334.4, 335.1, 335.2, 335.3, 335.4, 400.1, 400.2, 400.3, 400.4  
INDV 101.1, 101.2, 101.3, 101.4, 121.1, 121.2, 121.3, 121.4, 126, 160.1, 160.2, 160.3, 160.4, 165.1, 165.2, 165.3, 165.4, 251.1, 251.2, 251.3, 251.4

TEAM 100, 111.1, 111.2, 111.3, 111.4, 112, 116, 117, 132.1, 132.2, 132.3, 132.4, 141.1, 141.2, 141.3, 141.4, 148.1, 148.2, 148.3, 148.4, 179, 190, 191, 192, 193, 195, 196, 198

VARs 100, 110, 150, 200, 310, 340, 350, 360

**Note:** The following pair is the same course:

ECE. 201 and PSYC 201

### Letters & Science

This area of emphasis integrates the study of the world around us by developing analytical skills needed to understand the physical world and the human beings who occupy it, including the artifacts they produce.

#### Program Student Learning Outcomes:

Students completing this program will be able to:

- Apply scientific concepts and principles to explain physical processes in the world.
- Demonstrate effective communication through written and oral forms, and through other forms as appropriate.

#### Select a minimum of 18 units as follows:

Choose at least 9 units from courses listed below:

ANTH 125

ASTR 100, 101

BIOL 101, 110, 111, 130, 140, 145, 150, 215, 230, 240, 250, 260,

BUS. 120, 123

CHEM 112, 210, 220, 234, 235, 237, 238, 410

GEOL 100, 105, 210, 220

MATH 130, 150, 153, 200, 201, 222, 241, 242, 251, 252, 253, 270, 275

OCEN 100, 101

PHYS 105, 210, 220, 250, 260, 270

PSYC 171

and

Choose at least 9 units from courses in this box<sup>1</sup>

ARBC 111\* 112 121 122

ASL 111, 112

CHIN 111, 112

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\*JAPN 111, 112,

LIT. 101, 151, 191\*, 251, 265, 266, 267, 370, 432

PHIL 100, 160, 175, 240, 280\*, 300, 312\*,

PLSC 280\*, 335\*

SOCI 143, 341, 432\*

SPAN 110, 111, 112, 120, 130, 140, 161, 162, 220

**Note:** The following pairs are the same course:

ECE. 191 & LIT. 191

HIST 335 and PLSC 335

PHIL 280 and PLSC 280

OR

Choose at least 9 units from courses in this box<sup>1</sup>

ADMJ 100

ANTH 110, 150, 155, 165, 180, 360

BUS. 100, 101\*, 200\*, 210\*

ECE. 201

ECON 100, 102, 310

GEOG 110, 150

HIST 104, 106, 203, 248, 300, 335\*, 429\*, 430, 432, 435, 436, 453\*

JOUR 110

PHIL 280\*

PLSC 115, 130, 150, 200, 210, 280\*, 315, 320, 330, 335\*

PSYC 100, 110\*, 200, 201, 268, 300, 301\*, 390, 410

SOCI 100, 105, 110, 141, 142, 201, 341\* SOSC 150, 270\*, 275\*

**Note:** The following pairs are the same course:

ECE. 201 and PSYC 201

HIST 335 and PLSC 335

PHIL 280 and PLSC 280

PSYC 110 and SOCI 110

<sup>1</sup> Students must choose at least 9 units from courses listed in either box above. Students may not combine courses from each box to create a total of 9 units.

**Organizational Structures**

This area of emphasis explores social organizations, such as businesses and governments, in terms of their structures, decision making processes and interactions.

**Select a minimum of 18 units as follows:**

*Choose at least 6 units from courses listed below:*

BUS. 120, 123  
 MATH 130\*, 150, 153, 200, 201, 222, 241, 242, 251, 252, 253, 270, 275  
 PSYC 171

**and**

*Choose at least 12 units from courses listed below:*

ADMJ 100  
 ANTH 110, 150, 155, 165, 180, 360  
 BUS. 100, 101\*, 200\*, 210\*  
 ECE. 201  
 ECON 100, 102, 310  
 GEOG 110, 150  
 HIST 104, 106, 203, 248, 300, 335\*, 429\*, 430, 432, 435, 436, 453\*  
 JOUR 110  
 PHIL 280  
 PLSC 115, 130, 150, 280\*, 315, 320, 330, 335\*,  
 PSYC 100, 110\*, 200, 201, 268, 300, 301\*, 390, 410  
 SOCI 100, 105, 110\*, 141, 142, 143, 201\*, 341  
 SOSC 150

**Note:** *The following pairs are the same course:*

ECE. 201 and PSYC 201  
 HIST 335 and PLSC 335  
 PHIL 280 and PLSC 280  
 PSYC 110 and SOCI 110

**Social and Behavioral Sciences**

This area of emphasis studies the systems and institutions human beings in various cultures develop to organize their lives in both individual and group settings.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Contrast the human systems and institutions used by different cultures to organize people in individual and group settings.
- Analyze contemporary ethical or social problems from the perspective of the social or behavioral sciences.

**Select a minimum of 18 units from the following:**

ADMJ 100  
 ANTH 110, 150, 155, 165, 180, 360  
 BUS. 100, 101\*, 200\*, 210\*  
 ECE. 201  
 ECON 100, 102, 310  
 EDUC 200\*

GEOG 110, 150  
 HIST 104, 106, 108, 201, 202, 203, 235, 240, 244, 248, 300, 310, 335\*, 430, 432, 435, 436, 453\*  
 JOUR 110  
 PHIL 280\*  
 PLSC 115, 130, 150, 200, 210, 280\*, 301\*, 315, 320, 330, 335\*,  
 PSYC 100, 110\*, 200, 201, 238\*, 268, 300, 301\*, 390, 410  
 SOCI 100, 105, 110\*, 141, 142, 143, 201\*, 341,  
 SOSC, 150, 270\*, 275\*

**Note:** *The following pairs are the same course:*

ECE. 201 and PSYC 201  
 HIST 335 and PLSC 335  
 PHIL 280 and PLSC 280  
 PSYC 110 and SOCI 110

**Social and Natural Sciences**

This area of emphasis integrates the study and application of scientific methodology from two perspectives, that of the social sciences which consider the human world in several aspects, and that of the natural sciences which consider the world in its physical and biological aspects.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Explain the major concepts, fundamental principles and basic theories of at least one area of science.
- Evaluate proposed solutions to contemporary social issues requiring scientific literacy.

**Select a minimum of 18 units as follows:**

*Choose at least 9 units from courses listed below:*

ANTH 125  
 ASTR 100, 101  
 BIO 101, 110, 111, 130, 140, 145, 150, 215, 230, 240, 250, 260, 365\*  
 CHEM 112, 210, 220, 234, 237, 235, 238, 410\*  
 ELEC 110\*  
 GEOL 100, 105, 210, 220  
 OCEN 100  
 PHYS 105, 210, 220, 250, 260, 270

**and**

*Choose at least 9 units from courses listed below:*

ADMJ 100  
 ANTH 110, 125, 150, 155, 165, 180, 360  
 BUS. 100, 101\*, 200\*, 201, 210\*  
 ECE. 201, 212, 214\*  
 ECON 100, 102, 310, 392\*  
 GEOG 110, 150  
 HIST 108, 201, 202, 203, 235, 240, 244, 248, 300, 310, 420  
 JOUR 110  
 PHIL 280\*

PLSC 115, 130, 150, 200, 210, 280\*, 301\*, 315, 320, 330  
 PSYC 100, 110\*, 200, 201, 268, 300, 301\*, 390, 410  
 SOCI 100, 105, 110\*, 141, 142, 143, 201\*, 341  
 SOSOC 150, 270\*, 275\*

**Note:** *The following pairs are the same course:*

ECE. 201 and PSYC 201  
 PHIL 280 and PLSC 280  
 PSYC 110 and SOCI 110

#### TRANSFER NOTES

- All courses listed in the six areas of emphasis options are transferable to either the University of California (UC), the California State University (CSU), or both UC and CSU. Courses that are transferable **only to CSU** are marked with an asterisk (\*).
- All courses may be applied to the appropriate areas of the CSU General Education Breadth and/or the UC General Education (IGETC) patterns (See Transfer Planning section of this catalog).

## 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
<b>Required core courses in Social Sciences</b>	
PLSC 130 International Relations . . . . .	3
<b>Plus 9 units from the following:</b>	
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
<b>Required core courses in Language and Literature</b>	
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  
 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:

#### African Diaspora

DANC 152 Cuban Roots of Salsa . . . . . 5-1  
 HIST 244 African American History . . . . . 3  
 HIST 444 Survey of Sub-Saharan African History . . . . . 3  
 LIT. 266 Black Literature . . . . . 3  
 PSYC 238 Arab Cultural Psychology . . . . . 3  
 PSYC 268 Black Psychology . . . . . 3  
 SOCI 143 Sociology of Migration and Immigration . . . . . 3

#### 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  
 SOCI 341 Asian Cultures and Societies . . . . . 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

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

HIST 429 History of Latinos in the United States . . . . . 3

LIT. 370 Readings in Literature of the Latino  
in America . . . . . 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

PSYC 238 Arab Cultural Psychology . . . . . 3

**Philippines**

ECON 310 Political Economy of Asia . . . . . 3

FILI\* 110-122 . . . . . 3

HIST 435 History of the Philippines . . . . . 3

HIST 436 Filipinos in America . . . . . 3

LIT. 267 Filipino American Literature . . . . . 3

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.

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Define how convergence has impacted journalism, particularly print journalism, and identify ways to adapt practices and content to that impact.
  - Effectively communicate information through a variety of platforms, including the Internet and mobile computing.
  - Write publishable articles.

**Note:** A grade of C or better is required in all Journalism courses for both the Associate Degree and the Certificate.

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

<b>Required Core Courses</b>	<b>Units</b>
JOUR 110 Mass Media and Society . . . . .	3
JOUR 120 Writing and Reporting for the Media . . . . .	3
JOUR 320 Beginning Newspaper Staff . . . . .	3
JOUR 330 Intermediate Newspaper Staff . . . . .	3

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

ART 351 Black & White Photography I . . . . .	3
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2



BCM. 408 Multimedia Project . . . . .	3
BCM. 410 Photoshop Essentials . . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3
JOUR 121 Advanced Writing and Reporting for the Media . . . . .	3
JOUR 340 Intermediate Advanced Newspaper Staff . . . . .	3
JOUR 350 Advanced Newspaper Staff . . . . .	3
JOUR 690 Individual Study in Journalism. . . . .	1-3
ENGL 161 Creative Writing I . . . . .	3
FILM 380 Basic Video Production . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24

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

### JOURNALISM CERTIFICATE OF ACHIEVEMENT

Required Courses	Units
JOUR 110 Mass Media and Society . . . . .	3
JOUR 120 Writing and Reporting for the Media. . . . .	3
JOUR 320 Beginning Newspaper Staff . . . . .	3
JOUR 330 Intermediate Newspaper Staff . . . . .	3

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

ART 351 Black & White Photography I . . . . .	3
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel. . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 408 Multimedia Project. . . . .	3
BCM. 410 Photoshop Essentials . . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3
JOUR 121 Advanced Writing and Reporting for the Media . . . . .	3
JOUR 340 Intermediate Advanced Newspaper Staff . . . . .	3
JOUR 350 Advanced Newspaper Staff . . . . .	3
JOUR 690 Individual Study in Journalism. . . . .	1-3
ENGL 161 Creative Writing I . . . . .	3
FILM 380 Basic Video Production . . . . .	3
TOTAL REQUIRED UNITS . . . . .	24

For gainful employment information, see the program's website:

**SkylineCollege.edu/academics/degreescertificates.php?program=JOUR-2CB**

*An Associate in Arts Degree in Journalism for Transfer is currently being processed for state approval. See the Journalism course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

**SkylineCollege.edu/academics/degreescertificates.php**

## KINESIOLOGY

### ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY FOR TRANSFER

The Associate in Arts in Kinesiology for Transfer degree (AA-T) prepares students for careers in fitness and health-related fields. Course topics include basic human anatomy and physiology, the field of kinesiology and its sub-disciplines, socio-cultural and historical influences and impacts of kinesiology, athletic injury care, and nutrition. Courses offered are transferable as lower division coursework toward a bachelor's degree in Kinesiology. Upon completion of the degree, students will have a solid foundation of knowledge upon which to build in their selected sub-discipline of Kinesiology.

The Associate in Arts Degree for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

**A grade of "C" or better, or "Pass" if the course is taken on a Pass/No Pass basis, is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.**

#### Program Student Learning Outcomes:

Students completing this program will be able to:

#### ADAP

- Demonstrate increased muscular strength and endurance, or in the presence of a degenerative disease process, demonstrate either maintained or slowed degradation of muscular strength and endurance in areas where given the "normal" course of the disease, decreased muscle strength and endurance would be expected.

#### COMB

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of combative activities.

- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.

### DANC

- Provide a more authentic and individualized interpretation of a given dance form through a demonstration of appropriate levels of technique that incorporate cultural elements\* of this dance form (\*e.g. Costume, history, vocabulary, rhythm and music).
- Create and develop unique movement sequences, and collaboratively organize that material into a dance.
- Critically evaluate and objectively discuss dance as a performance art

### FITN

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes as day.
- Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/cardiovascular fitness/muscular endurance/muscular strength.

### INDV

- Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/cardiovascular fitness/muscular endurance/muscular strength related to performance.
- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.
- Demonstrate and apply the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of individual activities.

### PE/KINE

- Identify risk factors for heart disease and stroke, and apply general fitness/wellness principles to minimize risk.
- Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances.
- Identify career and/or educational options in physical education, and formulate an action plan to successfully pursue and attain those options.

- Demonstrate an understanding of the historical, social and psychological aspects of activity and sport in the context of society.

### TEAM

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of team activities.
- Develop individual and team offensive/defensive programs applicable to specific goals, evaluate various techniques for effectiveness, demonstrate skills at an advanced level and apply concepts into practice.

### VARs

- Demonstrate an expert knowledge of the strategies and skills of the sport; use critical thinking skills to apply this knowledge to a competitive situation in order to contend to the best of one's ability against outside opponents.
- Embody the traits of good sportsmanship and a sense of team in both competition and practice; and demonstrate commitment to academic achievement through work ethic developed in practice and competition.

### Required Core Courses

### Units

Complete the following courses (15 units – See below):

#### Group A (12 units):

KINE 100 Intro to Kinesiology . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
BIOL 260 Human Physiology. . . . .	5

#### Group B (3 units): Movement Based Courses

Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units: **Combatives, Dance, Fitness, Individual Sports and Team Sports.**

#### Combatives

COMB 301 Wrestling, Beginning . . . . .	1
COMB 302 Wrestling, Intermediate. . . . .	1
COMB 401.1-401.4 Self Defense I-IV . . . . .	1
COMB 404.1-404.4 Shotokan Karate I-IV . . . . .	1

#### Dance

DANC 121.1-121.4 Modern Dance I-IV. . . . .	1
DANC 130.1-130.4 Jazz Dance I-IV . . . . .	1
DANC 140.1-140.4 Ballet I-IV . . . . .	1
DANC 152.1-152.4 Cuban Roots of Salsa I-IV . . . . .	1
DANC 161 Tango Argentino . . . . .	1
DANC 162 Tango Milonga . . . . .	1
DANC 163 Tango Buenos Aires . . . . .	1
DANC 164 Tango de la Confiteria . . . . .	1
DANC 165 Tango Performance Improvisation . . . . .	1

DANC 166 Tango de la Guardia Vieja . . . . .	1
DANC 167 Swing Dance I . . . . .	1
DANC 168 Swing Dance II . . . . .	1
DANC 169 Swing Dance III . . . . .	1
DANC 350.1-350.4 Cardio Dance I-IV . . . . .	1

### Fitness

FITN 116.1-116.4 Body Conditioning I-IV . . . . .	1
FITN 201.1-201.4 Weight Training I-IV . . . . .	1
FITN 314.1-314.4 Backpacking for Fitness I-IV . . . . .	1
FITN 334.1-334.4 Yoga I-IV . . . . .	1
FITN 335.1-335.4 Pilates I-IV . . . . .	1

### Individual Sports

INDV 101.1-101.4 Archery I-IV . . . . .	1
INDV 121.1-121.4 Badminton I-IV . . . . .	1
INDV 126 Coed Badminton . . . . .	1
INDV 160.1-160.4 Golf I-IV . . . . .	1
INDV 165.1-165.4 Golf: Short Game I-IV . . . . .	1
INDV 251.1-251.4 Tennis I-IV . . . . .	1

### Team Sports

TEAM 111.1-111.4 Basketball I-IV . . . . .	1
TEAM 132.1-132.4 Flag Football I-IV . . . . .	1
TEAM 141.1-141.4 Soccer I-IV . . . . .	1
TEAM 148.1-148.4 Indoor Soccer I-IV . . . . .	1

### Required Electives (8 units):

#### List A (select two): 7-9 units

MATH 200 Elementary Probability and Statistics . . . . .	4
BIOL 130 Human Biology . . . . .	3
CHEM 410 Chemistry for Health Sciences <b>or</b> . . . . .	4
CHEM 210 General Chemistry I . . . . .	5
PHYS 210 General Physics I . . . . .	4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22-24

Plus CSU General Education or IGETC for CSU requirements. Up to a total of 15 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective courses as needed to reach a total of 60 units.

## LEARNING CENTER

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Increase awareness of strengths and challenges in academic work.
- Seek assistance from various and appropriate services on campus.
- Increase personal development in areas such as self-monitoring, time management, persistence, and academic proficiency.

## LIBRARY

### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Topic choice/focus:** Articulate a focused research question, topic, or information need.
- **Search tool selection:** Identify a variety of types and formats of information sources and select appropriate search tools to find the needed information.
- **Search strategy:** Develop and execute an effective research strategy using a wide range of search tools, accurately interpret results, and find authoritative information pertinent to the topic.
- **Information source evaluation:** Evaluate the relevance, quality, authoritativeness, and credibility of information retrieved.
- **Information source documentation:** Access, cite, and use information ethically and legally.

## MASSAGE THERAPY

### MASSAGE THERAPY CERTIFICATE PROGRAM

The Massage Therapy Program is a two-semester program providing, at minimum, the 500 hours required for students to be eligible for certification with the California Massage Therapy Council (CAMTC). Visit the California Massage Therapy Council (CAMTC) website for more information at <https://www.camtc.org/>.

Skyline College's Massage Therapy Program is approved by:

#### California Massage Therapy Council

One Capitol Mall, Suite 320  
Sacramento, CA 95814  
Telephone: (916) 669-5336  
Website: <https://www.camtc.org/>

Skyline College's Massage Therapy is an assigned program by:

#### National Certification Board for Therapeutic Massage and Bodywork (NCBTMB)

1901 South Meyers Road, Suite 240  
Oakbrook Terrace, IL 60181  
Telephone: (800) 296-0064  
Website: <https://www.ncbtmb.org>

Students must receive a grade of “C” or better in all required coursework to receive a Skyline College Certificate of Achievement.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Qualify for Certified Massage Therapist status with the California Massage Therapy Council (and, if CAMTC has not been renewed, still meet 2012 standards for certification).
- Demonstrate essential skills for safe, ethical, and effective practice of massage therapy.
- Identify career, volunteer, and continuing education options in the field of Massage Therapy and plan actions toward achieving career, volunteer, and education goals.

**ADMISSION PROCEDURES AND REQUIREMENTS**

Admission to the Massage Therapy Certificate program is by special application only. Students are admitted into the program once a year in the Fall semester. Massage Therapy Certificate Program applications and supporting documents (FAQ and resource sheet) are available online through the Wellness page on the College website. Applications are not considered for acceptance until all documents have been completed, received, and accepted by faculty at the address listed on the application. All required elements must be submitted before final (permanent) program entrance is granted. Applications are accepted throughout the year until positions are filled. Additional qualified applicants will be placed on a waitlist.

Admission to the Massage Therapy Program requires the following:

1. Completed Skyline College application/enrollment processes
2. Completed Massage Therapy Program special application, including submission of transcripts indicating completion of EMC 425 or equivalent, or a copy of a valid Healthcare Provider CPR card listing the applicant’s name and certification expiration date (online CPR training is not accepted); and proof of freedom from tuberculosis as established in the 6 months prior to application (negative ppd test result or positive ppd result plus physician’s statement guaranteeing clear chest x-ray).
3. Completion of and acceptance of results from an online background check (specific check required: background check ordering information is provided when special application is submitted).

It is recommended that students are eligible for ENGL 846 or ESOL 400, or equivalent. If a candidate has been convicted of a crime, he or she should contact the California Massage Therapy Council regarding eligibility for certification.

**MASSAGE THERAPY CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
WELL 701 - Massage Therapy I . . . . .	12
WELL 702 - Massage Therapy II. . . . .	12
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>24</b>

For gainful employment information, see the program’s website:  
[SkylineCollege.edu/academics/degreescertificates.php?program=MASSAGET-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=MASSAGET-2CB)

**MATHEMATICS**

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Analyze multiple representations of quantitative information, including graphical, formulaic, numerical and verbal.
- Demonstrate problem-solving skills. Interpret the meaning of numerical answers.
- Use methods of logic to support a claim using data, formulas and mathematical reasoning.

**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
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 Elementary Probability and 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).

## ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER

This degree is intended for students who are interested in transferring to a California State University (CSU) campus with a major in Mathematics.

The Associate in Science Degree for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

**A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.**

Required Core Courses	Units
MATH 251 Calculus with Analytic Geometry I . . . . .	5
MATH 252 Calculus with Analytic Geometry II . . . . .	5
MATH 253 Calculus with Analytic Geometry III . . . . .	5

### List A: Select one course from the following:

MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations . . . . .	3

### List B: Select one additional course from the following:

MATH 200 Elementary Probability and Statistics . . . . .	4
MATH 270 Linear Algebra (if not used in List A) . . . . .	3
MATH 275 Ordinary Differential Equations (if not used in List A) . . . . .	3
PHYS 250 Physics with Calculus I . . . . .	4
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	21-22

Plus CSU General Education or IGETC for CSU requirements. Up to a total of 9 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective courses as needed to reach a total of 60 units.

## MUSIC

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate basic technical fluency, artistic growth, and personal enrichment in musical performance on a given instrument and/or voice in a solo and/or ensemble context along with an introductory keyboard proficiency.
- Demonstrate an understanding of common elements and underlying structures of Western music through written composition and analysis as well as sight-reading and dictation.
- Demonstrate an acquaintance with a range of music cultures through an awareness of the scope, variety, structure, and form of the works in these cultures, a basic understanding of their historical and social contexts of these cultures, and the ability to respond critically to musical works in these cultures by articulating an informed personal reaction.

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

Required Core Courses	Units
MUS. 100 Fundamentals of Music . . . . .	3
MUS. 105 Music Theory I . . . . .	3
MUS. 106 Music Theory II . . . . .	3
MUS. 111 Musicianship I . . . . .	1
MUS. 112 Musicianship II . . . . .	1
MUS. 301 Piano I . . . . .	2

### Select 3 units from the following:

MUS. 115 Music, Art & Ideas . . . . .	3
MUS. 202 Music Appreciation . . . . .	3
MUS. 204 Music History . . . . .	3

### Select 3 units from the following:

MUS. 250 World Music . . . . .	3
MUS. 275 History of Jazz . . . . .	3
MUS. 276 Hip Hop: Culture and Politics . . . . .	3
MUS. 286 Business of Independent Music . . . . .	3
MUS. 290 Introduction to MIDI Music . . . . .	2-3

### Select 4 units from the following:

MUS. 302, 303, 304 Piano II, III, IV . . . . .	2
MUS. 355, 356, 357, 358 Violin/Viola I, 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

### Select 4 units from the following:

MUS. 287.1, 287.2, 287.3, 287.4 Urban Music Ensemble I, II, III, IV . . . . .	1
MUS. 381.1, 381.2, 381.3, 381.4 Guitar Ensemble I, II, III, IV . . . . .	1



MUS. 410.1, 410.2, 410.3, 410.4 Voice for the Musical Theater Production . . . . .	2
MUS. 430.1, 430.2, 430.3, 430.4 Concert Band I, II, III, IV . . . . .	1
MUS. 450.1, 450.2, 450.3, 450.4 Jazz Band I, II, III, IV . . . . .	1
MUS. 470.1, 470.2 470.3, 470.4 Concert Choir I, II, III, IV. . . . .	1
<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).	

**Note:** See your counselor for assistance with regard to transfer requirements.

*An Associate in Arts Degree in Music for Transfer is currently being processed for state approval. See the Music course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)

## NATURAL SCIENCE

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

#### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate understanding of how the major groups of living organisms are related to each other and of their adaptations for survival.
- Demonstrate understanding of the major concepts in cell biology, and the experimental approaches take to address them.
- Write clear and well-argued descriptions of topics in science, based on the course material and articles.
- Master laboratory techniques including microscopy, spectrophotometry, gel electrophoresis, and PCR.
- Design, perform and analyze experiments.
- Continue with upper division coursework in Biology.

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

## PARALEGAL, LEGAL ASSISTANT

The Paralegal, Legal Assistant Associate degree and Paralegal, Legal Assistant certificate programs prepare students for careers as paralegals, legal assistants, and legal support service workers in a variety of settings.

#### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate a foundational knowledge of U.S. law, legal systems, ethical considerations, and/or professional procedures.
- Effectively conduct legal research.
- Proficiently perform legal writing.
- Critically analyze legal arguments.

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PARALEGAL, LEGAL ASSISTANT

Required Core Courses	Units
BUS. 201 Business Law . . . . .	3
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 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
BCM. 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 304 Concepts of Criminal Law . . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-3
LEGL 671 Paralegal Internship I . . . . .	4
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 OF ACHIEVEMENT

Required Courses	Units
BUS. 201 Business Law . . . . .	3
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 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
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 304 Concepts of Criminal Law . . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-3
LEGL 671 Paralegal Internship I . . . . .	4
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

For gainful employment information, see the program's website:

**SkylineCollege.edu/academics/degreescertificates.php?program=PARALEG-2CB**

## PHILOSOPHY

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate familiarity with the history of philosophical thought and contemporary currents in the discipline.
- Assess influential claims and theories in the philosophical tradition using rigorous methods of critical thinking and logic.
- Compose a reasoned essay that responds to a philosophical problem or that applies philosophical theory to a contemporary issue.

## PHYSICAL EDUCATION

### Program Student Learning Outcomes:

Students completing this program will be able to:

#### ADAP

- Demonstrate increased muscular strength and endurance, or in the presence of a degenerative disease process, demonstrate either maintained or slowed degradation of muscular strength and endurance in areas where given the "normal" course of the disease, decreased muscle strength and endurance would be expected.

#### COMB

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of combative activities.
- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.

#### DANC

- Provide a more authentic and individualized interpretation of a given dance form through a demonstration of appropriate levels of technique that incorporate cultural elements\* of this dance form (\*e.g. Costume, history, vocabulary, rhythm and music).
- Create and develop unique movement sequences, and collaboratively organize that material into a dance.
- Critically evaluate and objectively discuss dance as a performance art

#### FITN

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes as day.
- Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/cardiovascular fitness/muscular endurance/muscular strength.

#### INDV

- Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/cardiovascular fitness/muscular endurance/muscular strength related to performance.

- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.
- Demonstrate and apply the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of individual activities.

#### PE/KINE

- Identify risk factors for heart disease and stroke, and apply general fitness/wellness principles to minimize risk.
- Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances.
- Identify career and/or educational options in physical education, and formulate an action plan to successfully pursue and attain those options.
- Demonstrate an understanding of the historical, social and psychological aspects of activity and sport in the context of society.

#### TEAM

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of team activities.
- Develop individual and team offensive/defensive programs applicable to specific goals, evaluate various techniques for effectiveness, demonstrate skills at an advanced level and apply concepts into practice.

#### VARS

- Demonstrate an expert knowledge of the strategies and skills of the sport; use critical thinking skills to apply this knowledge to a competitive situation in order to contend to the best of one's ability against outside opponents.
- Embody the traits of good sportsmanship and a sense of team in both competition and practice; and demonstrate commitment to academic achievement through work ethic developed in practice and competition.

### 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
KINE 100 Introduction to Kinesiology	

**Plus a minimum of 3 units from 3 different subject areas from the following:**

ADAP 358/359 Adaptive Physical Education	
COMB 301/302/401.1/401.2/401.3/401.4/404.1/404.2/ 404.3/404.4 Self Defense	
DANC 121.1/121.2/121.3/121.4/130.1/130.2/130.3/130.4/ 140.1/140.2/140.3/140.4/330.1/330.2/330.3/330.4/ 350.1/350.2/350.3/350.4 Dance/Aerobics	
FITN 106/107//160//182/199/ Conditioning/Fitness/ Strength Training	
FITN 106/107/112.1/112.2/112.3/112.4/116.1/116.2/116.3/ 116.4/166.1/166.2/166.3/166.4/199.1/199.2/199.3/199.4/ 201.1/201.2/201.3/201.4/219.1/219.2/219.3/219.4/301.1/ 301.2/301.3/301.4/304.1/304.2/304.3/304.4/305.1/ 305.2/305.3/305.4/308.1/308.2/308.3/308.4/314.1/314. 2/314.3/314.4/332.1/332.2/332.3/332.4/334.1/334.2/ 334.3/334.4/335.1/335.2/335.3/335.4 Stretch/Yoga/ Cardiovascular Development	
INDV 101.1/101.2/101.3/101.4/121.1/121.2/121.3/121.4/ 126/160.1/160.2/160.3/160.4/165.1/165.2/165.3/165.4/ 251.1/251.2/251.3/251.4 Individual Sports	
P.E. 105 The Student-Athlete Experience	
P.E. 152 Theory of Sport and Fitness Management	
P.E. 301 Personal Training	
TEAM 100/111.1/111.2/111.3/111.4/112/116/117/132.1/ 132.2/132.3/132.4/141.1/141.2/141.3/141.4/148.1/148.2/ 148.3/148.4/179/190/191/192/193/195/196/198 Team Sports	

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

## PHYSICS/ASTRONOMY

### Program Student Learning Outcomes:

Students completing this program will be able to:

#### PHYSICS

- Draw on both conceptual understanding and (as appropriate to course level) mathematical techniques to find exact solutions to real-world physical phenomena.
- Understand the scientific method and principle laws of physics, to sufficiently apply them in their future careers.
- (as applicable) Conduct lab experiments to measure the physical behavior of the real world, and correctly interpret the conceptual and statistical implications of the experimental data.

#### ASTRONOMY

- Understand the theories of formation and evolution for the universe, galaxies, solar systems and planetary bodies.
- Understand the scientific method that leads to these theories and critically evaluate scientific information presented to the lay public.
- (as applicable) Gather, analyze and interpret astronomical data obtained from naked eye and telescopic observation .

### ASSOCIATE DEGREE IN SCIENCE IN PHYSICS FOR TRANSFER

An Associate of Science in Physics for Transfer degree (AS-T) from Skyline College prepares students for transfer to a baccalaureate institution to obtain a degree in Physics or a closely related discipline. The program is designed to teach students analytical skills, mathematical techniques and knowledge of physics in both the theoretical and experimental domains, as appropriate to prepare students for subsequent upper division course work in the same or similar arenas. The theoretical foundation is laid for mechanics, oscillations and waves, thermodynamics, electricity and magnetism, optics and modern physics. In laboratory, students are introduced to various measurement techniques and instruments including computerized data collection, and learn to model data and interpret it statistically to produce appropriate conclusions about the natural world. The program will produce students well prepared to transfer to the California State University system to undertake a study of upper division theoretical and/or experimental course work in Physics.

The Associate of Science in Physics for Transfer degree (AS-T) is intended for students who plan to complete a bachelor's degree in Physics or a closely related discipline at a CSU campus. Students completing this degree are

guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending the transfer to a particular university of college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

**Note:** *Students should consult a Skyline College counselor for further information on university admissions and transfer requirements.*

**A grade of "C" or better is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.**

Required Courses	Units
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
PHYS 270 Physics with Calculus III . . . . .	4
MATH 251 Calculus with Analytical Geometry I . . . . .	5
MATH 252 Calculus with Analytical Geometry II . . . . .	5
MATH 253 Calculus with Analytical Geometry III . . . . .	5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27

Plus CSU General Education or IGETC for CSU requirements. Up to, but no more than 6 units may be double-counted for general education and major. In practice, this means only one major course may be counted; all required major courses are 4 or 5 units, therefore any two courses would exceed the 6 unit limit. As always, consult with a counselor to develop an optimum plan. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective course as need to reach a total of 60 units.

## POLITICAL SCIENCE

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate an understanding of comparative political systems, especially as they relate to cultural components and socio-economic environments.
- Understand and analyze the key approaches to the study of the relationship between nations as it pertains to their military, economic and diplomatic relations.
- Critically evaluate and be familiar with the nature and process of theorizing in political science and be able to distinguish and categorize different types of methodology and theory utilized in the study of political science.



- Demonstrate an understanding of the principles and values that constitute the underpinnings of the American political institutions as they have evolved throughout history.

## PSYCHOLOGY

The Psychology major seeks to expose students to the core principles and practices in the field of Psychology and provides students with an understanding and appreciation of the human mind and behavior. Both the general Psychology degree and the Associate in Arts Degree in Psychology for Transfer meet the needs of students interested in transferring to a four-year college or university in the major of Psychology or a related field, and those interested in learning the principles of psychology as a means of integrating this knowledge into their chosen major and/or profession.

### Program Student Learning Outcomes:

Students completing this program will be able to:

- When students have completed the psychology program, they should be able to explain behavior using learning theory.
- When students have completed the psychology program, they should know that both nature and nurture are important in determining behavior.
- When students have completed the psychology program, they should have the attitude that behavior change is possible.

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

Required Core Courses	Units
PHIL 103 Critical Thinking or PHIL 109 Critical Thinking and Writing or 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 238 Arab Cultural 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).	

### ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER

The Skyline College Associate in Arts Degree in Psychology for Transfer is designed to facilitate successful transfer to baccalaureate psychology degree programs at a CSU. This degree provides students with the lower division breadth and depth in the field of psychology.

This degree is intended for students who are interested in transferring to a California State University (CSU) campus with a major in Psychology.

The Associate in Arts Degree for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or university or a college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

**A grade of "C" or better, or "Pass" if the course is taken on a Pass/No Pass basis, is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.**

Required Core Courses	Units
PSYC 100 General Psychology . . . . .	3
PSYC 105 Experimental Psychology . . . . .	3
PSYC 171 Quantitative Reasoning in Psychology or . . .	3
MATH 200 Elementary Probability and Statistics . . . .	4

#### List A: Select one course from the following:

BIOL 110 Principles of Biology or . . . . .	4
BIOL 130 Human Biology . . . . .	3

#### List B: Select one course from the following:

PSYC 200 Developmental Psychology . . . . .	3
PSYC 201 Child Development . . . . .	3

#### List C: Select one course from the following:

PSYC 110 Courtship, Marriage, & Family . . . . .	3
PSYC 268 Black Psychology . . . . .	3
PSYC 300 Social Psychology. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18-20

Plus CSU General Education or IGETC for CSU requirements. Major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective courses as needed to reach a total of 60 units.



## REAL ESTATE

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate a broad understanding of California real estate laws and regulations in order to effectively perform the duties associated with a real estate salesperson position.
- Describe the various ways of acquiring title of real property and interpret the laws governing contracts in general, including agency.
- Evaluate various types of ownership and financing techniques common to residential real estate.

## 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.

### Licensure/Certification Eligibility Requirements:

Respiratory Therapy education program accredited by the Committee on Accreditation for Respiratory Care, associate degree or greater from a regional accreditation agency, Certified Respiratory Therapy (CRT) credential, and board approved law and ethics course. Visit the Respiratory Care Board of California website for more information <http://www.rcb.ca.gov/>.

Skyline College's Respiratory Therapy Program is accredited by:

#### Committee on Accreditation for Respiratory Therapy (CoARC)

1248 Harwood Road  
Bedford, TX 76021-4244  
Telephone: (817) 283-2835  
Fax: (817) 354-8519  
Fax to Email: (817) 510-1063

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Obtain an Associates of Science degree or certificate of completion.
- Obtain the CRT credential.
- Obtain gainful employment as licensed Respiratory Therapists.
- Demonstrate competency in the cognitive, psychomotor, and affective domains when providing respiratory care.

## ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program once a year only, in the Fall semester. Special Respiratory Therapy application forms are available from the Science/Math/Technology Division Office and on the College website. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately 25 students are admitted to the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Respiratory Therapy Program, please call (650) 738-4457.

Prior to starting classes, students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, a social security referenced background check, and a drug test.

Full-time registration is required, and all courses must be taken in sequence. Credit may be given for previous coursework. **A minimum grade of C is required in all coursework.** An Associate Degree is required to take the Respiratory Care Practitioner Exam administered by the California Respiratory Care Board. To determine specific General Education requirements, applicants are encouraged to contact the Counseling Department.

Admission to the Respiratory Therapy Program requires the following minimum entrance requirements:

1. High school graduation or equivalent.
2. Presently enrolled in or completed with a grade of C or better:
  - a. Algebra equivalent to MATH 110 or 112.
  - b. Chemistry equivalent to CHEM 192 or 410.
  - c. Human Anatomy equivalent to BIOL 250.
  - d. Medical Terminology equivalent to HSCI 484 or BUS. 485.

**(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 . . . . .	1.5
RPTH 410 Intro to Patient Care & Respiratory Assessment Techniques . . . . .	3
RPTH 415 Respiratory Pharmacology. . . . .	1.5
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 . . . . .	3
RPTH 475 Hemodynamic Monitoring/ Selected Topics in Respiratory Care . . . . .	2
RPTH 480 Diagnostic Testing and Outpatient Respiratory Care. . . . .	2
RPTH 485 Clinical Medicine Seminar . . . . .	2
RPTH 488 Clinical Clerkship IV . . . . .	6
RPTH 490 Neonatal and Pediatric Respiratory Care .	2.5
RPTH 495 Respiratory Care Board Exam Prep/Review	2
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	48.5

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.

## SOCIOLOGY

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Evaluate the impact of culture, social class, gender, race/ethnicity and age on people’s life chances, practices and attitudes.
- Have increased critical thinking skills that will enable them to analyze, evaluate and make decisions concerning complex contemporary social issues.
- Integrate the cultural, linguistic, political, religious and economic contributions of several racial and ethnic groups that make up American and global cultures and societies.
- Summarize the interrelationships among the traditional cultural, economic, political and social forces in Asia and discuss how each culture’s worldview impacts past and present globalization patterns.
- Analyze contemporary and historical conditions, which lead to migration by applying sociological, biological, anthropological, economic, political and geographical perspectives.
- Understand the critical role social factors play in determining the health of individuals, groups, and the larger society.

## SPANISH

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Identify and describe language structure and functions of the main components of the linguistic system of the four basic skills: reading, writing, speaking and listening comprehension.
- Summarize, translate and interpret the main grammatical structures in language to offer various explanations and understandings of why and how people communicate.
- Distinguish different forms of dialects and discourse to be interpreted and translated into the target language and into the dominant language - English.
- Critically consider, analyze, and research special issues in sociolinguistics, bilingualism and multiculturalism.
- Apply cultural and grammatical theories, principles, and concepts to address real life problems and situations in the foreign language acquisition and cognition field.
- Exhibit strong and effective written and oral communication skills.
- Identify career and educational options in the field of foreign language acquisition, and then formulate appropriate action plans toward achieving goals and objectives.
- Recognize the importance of, and practice exposure to different native-speakers of the target language for further socio-cultural and linguistic development.
- Bring back into the community and apply the skills, abilities, and knowledge acquired in the SKYFLA Program for the improvement of others and themselves, and to further the objectives of translation, interpretation and communication in different foreign languages in society.

### 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 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).

An Associate in Arts Degree in Spanish for Transfer is currently being processed for state approval. See the Spanish course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:

[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)

## SURGICAL TECHNOLOGY

Surgical Technologists are employed in hospitals, surgery centers, and physician's offices to deliver patient care before, during and after surgery. Skyline's program combines academic and clinical instruction that includes learning to prepare surgical instruments, passing them to the surgeon, and handling specialized equipment. Graduates are eligible to take the national certification exam for Certified Surgical Technologist (CST). The Surgical Technology Program at Skyline College is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP).

**Certification Eligibility Requirements:** Surgical Technology Program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Skyline's program was accredited due to commendations of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting to CAAHEP. For more information, visit [www.arcstsa.org](http://www.arcstsa.org).

Skyline College's Surgical Technology Program is accredited by:

**Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

1361 Park Street  
Clearwater, FL 33756  
Telephone: (727) 210-2350  
Fax: (727) 210-2354  
Email: [mail@caahep.org](mailto:mail@caahep.org)

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Demonstrate knowledge of surgical technology equal to an entry-level surgical technologist.
- Demonstrate competence in clinical skills equal to an entry-level surgical technologist.
- Demonstrate behavior appropriate for an entry-level surgical technologist.

## ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program only once each year. The program will typically start in summer session and complete at the end of the following spring semester. Admission to the Surgical Technology Program is by special application only. Special application forms are available from the Science/Math/Technology Division Office and the College website. See application for submission dates. Applicants who have previously applied, and wish to reapply, must submit new application materials. Selection of students is based on criteria approved by the Skyline College Administration and 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
- Algebra equivalent to MATH 110 or MATH 112
- Human Anatomy equivalent to BIOL 250
- Medical Terminology equivalent to HSCI 484 or BUS. 485

Communication in the operating room is of extreme importance. It is recommended that applicants be eligible for ENGL 846. Prior to starting classes, students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, a social security referenced background check, and drug test. All courses must be taken in sequence. Credit may be given for previous coursework. **A minimum grade of "C" is required in all Surgical Technology courses and prerequisites.**

## 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
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## SURGICAL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

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
TOTAL REQUIRED UNITS . . . . .	30

For gainful employment information, see the program's website: [SkylineCollege.edu/academics/degreescertificates.php?program=SURGTECH-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=SURGTECH-2CB)

## CENTRAL SERVICE TECHNOLOGY/STERILE PROCESSING

The Central Services Technology Program prepares graduates for employment in hospitals, outpatient surgery centers and private industry. Central Service Technicians, also known as Sterile Processing Technicians, process and distribute sterilized equipment and other supplies throughout the medical facility.

**Certification Eligibility Requirements:** Central Service Technician Program using the Core Curriculum of the International Association of Hospital Central Service Materials Management and which requires 400 hours of clinical practice. For more information, visit [www.iahcsmm.org](http://www.iahcsmm.org).

Central Service Technology has certification but does not have an accreditation body.

### International Association of Healthcare Central Service Material Management (IAHCSMM)

213 West Institute Place, Suite 307  
Chicago, IL 60610  
Telephone: (800) 962-8274  
Fax: (312) 440-9474

### ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program only once each year. The program will typically start in fall session and complete at the end of the following spring semester. Admission to the Central Service Technology Program is by special application only. Special application forms are available from the Science, Math, Technology Division Office and the College website. See application for submission dates. Applicants who have previously applied, and wish to reapply, must submit new application materials. Selection of students is based on criteria approved by the Skyline College Administration and consistent with State regulations.

Communication in the health care setting is an important component. It is recommended that applicants be eligible for ENGL 846. Prior to starting classes, students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, a social security referenced background check, and drug test. All courses must be taken in sequence. A minimum grade of "C" is required in all Central Service Technology courses.

For further information on the Central Service Technology Program, please call 738-4221 or 738-4470.

## CENTRAL SERVICE TECHNOLOGY WITH CLINICAL PRACTICE CAREER CERTIFICATE

Required Courses	Units
SURG 445 Introduction to Central Service Technology . . . . .	6.5
SURG 446 Clinical Practice for Central Service Technology . . . . .	3
SURG 448 Clinical Lab Practicum for Central Service Technology . . . . .	2
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>11.5</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 major, the Certificate, and the Skill Endorsements.**

### Program Student Learning Outcomes:

- Students completing this program will be able to:
- Develop the skills and knowledge required for entry level positions within the networking technology field and related fields.
  - Expand their skills and knowledge for possible advancement within their field for those currently employed in the industry.
  - Obtain IT industry-recognized certifications.



**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 Achievement and Associate in 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 scenarios. The Certificate of Achievement 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 . . . . .	4
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM/BCM. 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM/COMP 482 Introduction to Routers . . . . .	3
TCOM/COMP 483 Network Switches – Concepts and Applications . . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3
TCOM/COMP 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3

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

TCOM 100 Telecommunications, Networking and Wireless Technologies . . . . .	3
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking . . . . .	3
TCOM 460 Fiber Optics Technology . . . . .	3
TCOM 465 Wireless Local Area Networks . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	36
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**NETWORK ENGINEERING CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	4
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM/BCM. 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM/COMP 482 Introduction to Routers . . . . .	3
TCOM/COMP 483 Network Switches – Concepts and Applications . . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3

TCOM/COMP 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3

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

TCOM 100 Telecommunications, Networking and Wireless Technologies . . . . .	3
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking . . . . .	3
TCOM 460 Fiber Optics Technology . . . . .	3
TCOM 465 Wireless Local Area Networks . . . . .	3
TOTAL REQUIRED UNITS . . . . .	36

For gainful employment information,  
see the program's website:

**SkylineCollege.edu/academics/degreescertificates.  
php?program=NETWKENG-2CC**

**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.

**CAREER CERTIFICATE IN BASIC NETWORKING**

Required Courses	Units
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking . . . . .	3
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM/CAOT 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TOTAL REQUIRED UNITS . . . . .	15

**CAREER CERTIFICATE IN PC CONFIGURATION AND REPAIR**

Required Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	4
and	
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TOTAL REQUIRED UNITS . . . . .	10

**CAREER CERTIFICATE IN WIRING AND INSTALLATION**

Required Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	4
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking . . . . .	3
TCOM 460 Fiber Optics Technology . . . . .	3
TOTAL REQUIRED UNITS . . . . .	10



## UNIVERSITY TRANSFER

*Certificates of Achievement in University Transfer are currently being processed for state approval. See the California State University General Education and Intersegmental General Education Transfer Curriculum information in the Transfer Planning section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

**[SkylineCollege.edu/academics/degreescertificates.php](http://SkylineCollege.edu/academics/degreescertificates.php)**

- Apply cultural and grammatical theories, principles, and concepts to address real life problems and situations in the foreign language acquisition and cognition field.
- Bring back into the community and apply the skills, abilities, and knowledge acquired in the SKYFLA Program for the improvement of others and themselves, and to further the objectives of translation, interpretation and communication in different foreign languages in society.

## WELLNESS

### **Program Student Learning Outcomes:**

Students completing this program will be able to:

- Students completing the Skyline Massage Therapy Certificate Program will qualify for Certified Massage Therapist status with the California Massage Therapy Council (and, if CAMTC has not been renewed, still meet 2012 standards for certification).
- Students completing the Skyline Massage Therapy Certificate Program will demonstrate essential skills for safe, ethical, and effective practice of massage therapy.
- Students completing WELL courses such as Introduction to “Wholistic” Health will demonstrate familiarity with a variety of alternative and complementary healing modalities and be able to evaluate their appropriateness for further study, client referral, or personal use.
- Students completing the Skyline College Massage Therapy Program will identify career, volunteer, and continuing education options in the field of Massage Therapy and plan actions toward achieving career, volunteer, and education goals.

## WORLD LANGUAGES

### **Program Student Learning Outcomes:**

Students completing this program will be able to:

- Identify and describe language structure and functions exhibiting strong ability in the main components of the linguistic system of the four basic skills: reading, writing, speaking and listening comprehension.
- Summarize, translate and interpret the main grammatical structures in language to offer various explanations and understandings of why and how people communicate.
- Critically consider, analyze, and research special issues in sociolinguistics, bilingualism and multiculturalism.

# 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  
 Chemical Laboratory Technology  
 Drama/Theater Arts  
 Earth Science  
 Engineering  
 Fashion Design  
 Graphic Design  
 Human Services  
 Interior Design  
 Medical Assisting  
 Multimedia  
 Nursing  
 Radiologic Technology

#### Athletics

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  
 Building Inspection  
 Dental Assisting  
 Digital Media  
 Drafting  
 Electronics  
 Engineering  
 Fire Technology  
 Nursing  
 Real Estate

#### 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

158–263



# Announcement of Courses

## LIMITATIONS ON SCHEDULING COURSES

Some courses in this catalog will not be scheduled in 2013-2014. 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 270-273.

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 274-281.

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 6.17.1) in which three types of courses are designated as repeatable:

**Intercollegiate Athletics** — Courses in which student athletes enroll to participate in an organized sport sponsored by the district or a conditioning course which supports the organized competitive sport may be designated as repeatable. (Title 5 Section 55040/55041)

**Intercollegiate Academic or Vocational Competition**

— Courses that are specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. The course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.

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

— Repetition of the course is required by CSU or UC for completion of the bachelor's degree. Courses are limited to four attempts and this enrollment limitation applies even if the student receives a substandard grade or a "W." (Title 5 Section 55041)

These courses will be designated as "may be repeated for credit" in the College Catalog. For more information on this policy, please consult your College counselor.

For further information, see Course Repetition under the Academic Standards section of this Catalog.

**ACCOUNTING (ACTG)****ACTG 100 ACCOUNTING PROCEDURES (3)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Recommended: MATH 811 or equivalent; BUS. 115 or equivalent; either BCM. 104 or BCM. 225 or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.)**

*Minimum of 8 lecture hours plus 16 lab hours by arrangement/semester.*

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. *Transfer credit: CSU.*

**ACTG 121 FINANCIAL ACCOUNTING (4)**

*Minimum of 64 lecture hours plus 16 lab hours by arrangement/semester. Recommended: ACTG 100 (3 units), or equivalent; MATH 120, or equivalent; BCM. 225 or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

Students taking their first course in accounting are strongly encouraged to complete ACTG 100 before enrolling in ACTG 121. Explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation; revenue and expense recognition; cash flow; internal controls; and ethics. *Transfer credit: UC; CSU.*

**ACTG 131 MANAGERIAL ACCOUNTING (4)**

*Minimum of 64 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: ACTG 121, or equivalent. Recommended: Either BUS. 120 or MATH 241, or equivalent; and BCM. 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.*

**ACTG 171 FEDERAL INCOME TAX (3)**

*Minimum of 48 lecture hours and 16 lab hours plus 32 lab hours by arrangement/semester.*

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. *Also listed as BCM. 171. Transfer credit: CSU.*

**ACTG 172 BUSINESS INCOME TAXES (3)**

*Minimum of 48 lecture hours plus 32 lab hours by arrangement/semester. Recommended: ACTG 100 or ACTG 121, or equivalent and ACTG 171 or equivalent.*

Preparation of Federal and California income tax returns for corporations, partnerships and sole proprietorships. Completion of ACTG 172 will enable students to complete most tax returns required of professional tax preparers. *Also listed as BCM. 172. Transfer credit: CSU.*

**ACTG 194 INTRODUCTION TO QUICKBOOKS PRO (1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours plus 16 lab hours by arrangement/semester. 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.)**

*Minimum of 16 lecture hours plus 16 lab hours by arrangement/semester. Recommended: 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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**



**ACTG 665 SELECTED TOPICS IN ACCOUNTING  
(0.5 or 1 or 1.5 or 2 or 3)****(Pass/No Pass or letter grade.)***Minimum of 8 lecture hours plus 4 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 budgeting topics. *Transfer credit: CSU.*

**ADMINISTRATION OF JUSTICE  
(ADMJ)****ADMJ 100 INTRODUCTION TO ADMINISTRATION OF  
JUSTICE (3)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

**ADMJ 102 PRINCIPLES AND PROCEDURES  
OF JUSTICE (3)***Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100, or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)***Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or LEGL 240, or equivalent and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.*

**ADMJ 106 LEGAL ASPECTS OF EVIDENCE (3)***Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or LEGL 240, or equivalent and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)***Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or SOCI 100, or equivalent and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)***Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100, or equivalent and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)***Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100 or LEGL 240, or equivalent and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**ADMJ 123 CONCEPTS OF ENFORCEMENT PRINCIPLES (3)**

*Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100, or equivalent and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100, or equivalent and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 134 TRAFFIC ENFORCEMENT AND INVESTIGATION (3)**

*Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100, or equivalent and eligibility for ENGL 846 or ESOL 400, or equivalent.*

A study of the fundamentals of traffic law enforcement and collision investigations, including traffic laws and regulations; the purposes and methods of traffic enforcement, detecting traffic law violators and DUI drivers; conducting field sobriety tests; investigating traffic collisions; skid mark and evidence analysis, preparing traffic citations, diagrams and collision reports; and testifying in traffic court. *Transfer credit: CSU.*

**ADMJ 135 NARCOTICS AND SPECIAL INVESTIGATIONS (3)**

*Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100, or equivalent and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours/semester. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100, or equivalent; and completion of ADMJ 102 and ADMJ 106 with grades of C or better, or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent. 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 665 SELECTED TOPICS IN ADMINISTRATION OF JUSTICE (.5-2)****(Pass/No Pass.)**

*Minimum of 8 lecture hours per .5 unit. Recommended: Satisfactory completion (grade of C or better) of, or concurrent enrollment in, ADMJ 100, or equivalent.*

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. *Transfer credit: CSU.*

**AMERICAN SIGN LANGUAGE (ASL)****ASL 111 AMERICAN SIGN LANGUAGE I (3)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours /semester.*

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.)**

*Minimum of 48 lecture hours /semester. 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.)**

*Minimum of 48 lecture hours /semester. Prerequisite: Completion of ASL 112 or equivalent curriculum.*

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 (C2).*

**ASL 122 ADVANCED ELEMENTARY AMERICAN SIGN LANGUAGE II (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours /semester. Prerequisite: Completion of ASL 121 or equivalent curriculum.*

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 (C2).*

**ANTHROPOLOGY (ANTH)****ANTH 110 CULTURAL ANTHROPOLOGY (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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).*

**ANTH 125 PHYSICAL ANTHROPOLOGY (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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).*

**ANTH 126 PHYSICAL ANTHROPOLOGY LABORATORY (1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: Completion of or concurrent enrollment in ANTH 125. Recommended: Eligibility for ENGL 100 or equivalent.*

Laboratory designed to assist students to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course include the scientific method, biological variation and forces of evolution, human osteology and variation, comparative osteology of primates, and fossil evidence for human evolution. Field trips may be offered. *Transfer credit: CSU.*

**ANTH 150 INTRODUCTION TO ARCHAEOLOGY: BONES, BEADS AND THE BASICS OF MATERIAL CULTURE (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**ANTH 155 HUMAN PREHISTORY AND THE RISE OF CIVILIZATION (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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 170 ANTHROPOLOGY OF DEATH (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

Examination of cross-cultural perspectives on beliefs and practices around death and dying. Selected topics may include funerary practices, cannibalism, bereavement, and concepts of the afterlife. *Transfer credit: UC; CSU (D3).*

**ANTH 180 MAGIC, WITCHCRAFT AND RELIGION (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)***Minimum of 48 lecture hours /semester.*

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.)***Minimum of 48 lecture hours /semester. Prerequisite: Completion of ARBC 111, 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).*

**ART (ART)**

Art majors should consult the program outlined in "Degree Programs" for a suggested plan of study.

Art activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family. A family of courses may contain more than four courses. If there are more than four courses in a particular family, a student may only enroll in a maximum of four total courses within that family. A course previously taken by a student (prior to the legislation) within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four.

Art activity courses are offered in levels by progression. Courses are listed by title; for example, Black and White Photography, Ceramics, etc, and then by level. Level I is beginning; Level II is intermediate; and Level III is intermediate/advanced.

New students are advised to enroll in the beginning level and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family, must progress to the next level.

**ART 101 HISTORY OF WESTERN ART I (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

Comprehensive survey of the history of arts (architecture, painting, sculpture and other media) in the Western traditions and the understanding of art as reflections of the cultures from which the art emerged. Survey of the arts from the historic periods of the Prehistoric to the late 1300's. *Transfer credit: UC; CSU (C1).*



**ART 102 HISTORY OF WESTERN ART II (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

Comprehensive survey of the history of arts (architecture, painting, sculpture and other media) in the Western traditions and the understanding of art as reflections of the cultures from which the art emerged. Survey of the arts from the historic periods of the Renaissance to contemporary times. *Transfer credit: UC; CSU (C1).*

**ART 105 ART OF ASIA AND THE NEAR EAST (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

Survey of Asian and Near Eastern Art, especially India, China and Japan, and Persia. Investigation of the cultural sources of artwork as well as their aesthetic qualities. *Transfer credit: UC; CSU (C1).*

**ART 107 ART OF OUR TIMES (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent..*

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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent..*

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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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 204 DRAWING I (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester.*

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).*

**ART 205 DRAWING II (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester. Prerequisite: ART 204 or ART 201.*

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. *Transfer credit: UC; CSU.*

**ART 207 LIFE DRAWING (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester.*

The study of the human form as art using the techniques and materials of drawing in several media. Application of fundamental studies of anatomy in the pursuit of expressive representation of the human figure. Studio practice drawing from live models. *Transfer credit: UC; CSU.*

**ART 208 PORTRAIT DRAWING I (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Portrait characterizations using the techniques and materials of drawing in several media. Application of fundamental studies of the anatomy of the head and faces in the pursuit of expressive representations of people. Individualized instruction is emphasized. Studio practice drawing from live models. *Transfer credit: UC; CSU.*



**ART 209 PORTRAIT DRAWING II (3)**  
(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester. Prerequisite: ART 208. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Advanced portrait characterizations expanding upon the drawing techniques of Portrait Drawing I. Further enhancements of drawings based upon astute studies of the anatomy of the head and faces. Individualized instruction is emphasized. Studio drawing sessions of male and female live models. Transfer credit: UC; CSU.

**ART 214 COLOR (3)**  
(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester.

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 PAINTING I (3)**  
(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester. Prerequisite: ART 222 – ART 221.

Fundamentals of image creation with various paint media. An exploration of techniques, materials and approaches to use painting to create artworks which share ideas and perceptions with others. Transfer credit: UC; CSU (C1).

**ART 222 PAINTING II (3)**  
(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester. Prerequisite: ART 221.

Refinement and further development of the art of painting in the creation of works which share ideas and perceptions with others. An intermediate level course in techniques, materials and theories of painting. Transfer credit: UC; CSU.

**ART 231 WATERCOLOR I (3)**  
(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester. Recommended: Satisfactory completion of one or more college level studio art courses.

Introduction to Transparent and Opaque Watercolor. Varied approaches and techniques. Transfer credit: UC; CSU.

**ART 232 WATERCOLOR II (3)**  
(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester. Prerequisite: ART 231 or equivalent.

Additional exploration of watercolor painting as a vehicle for creative art expression. Transfer credit: UC; CSU.

**ART 234 PRINTMAKING I (3)**  
(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 48 lab hours plus 32 studio hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Basic introduction to printmaking using techniques and materials to create limited edition prints in a variety of media. May include Monotype, Drypoint, Collograph, Lithography, and Lino cut. Transfer credit: UC; CSU.

**ART 248 PORTRAITS IN PASTEL (3)**  
(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester. Prerequisite: ART 208 or equivalent.

Introductory course to portraiture in the medium of pastels. Techniques with soft pastels and other related media on a variety of material surfaces will be explored. Emphasis on artistic expressions utilizing the techniques of soft pastels to draw and color portrait images. Transfer credit: UC; CSU (C1).

**ART 301 DESIGN (3)**  
(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 48 lab hours plus 16 studio hours by arrangement/semester.

Introduction to basic design elements and principles including color, line and form. Studio application involving various approaches to subject matter and abstract organization. Transfer credit: UC, CSU (C1).

**ART 350 VISUAL PERCEPTION THROUGH PHOTOGRAPHY (3)**

(Pass/No Pass or letter grade.)

Minimum of 48 lecture hours. Recommended: Eligibility for ENGL 846 or ESOL 400, 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).

All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.

**ART 351 BLACK AND WHITE PHOTOGRAPHY I (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 48 studio hours by arrangement/semester; two unit sections meet a minimum of 32 lecture hours and 32 lab hours plus 32 studio hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

**ART 352 BLACK AND WHITE PHOTOGRAPHY II (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 48 studio hours by arrangement/semester; two unit sections meet a minimum of 32 lecture hours and 32 lab hours plus 32 studio hours by arrangement/semester. Prerequisite: ART 351 or equivalent*

An intermediate course expanding upon concepts and techniques developed in ART 351. Students will enhance skills to produce photographs to better share personal observations and perceptions. 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 (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 48 studio hours by arrangement/semester; two unit sections meet a minimum of 32 lecture hours and 32 lab hours plus 32 studio hours by arrangement/semester. Prerequisites: ART 352 or equivalent.*

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. *Transfer credit: CSU.*

**ART 354 COLOR PHOTOGRAPHY I (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 32 studio hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Introduction to the use of color photography as an alternative means of sharing personal observations and perceptions. In addition to the knowledge and application of the photographic equipment, materials and techniques, students are introduced to the concepts and principles of using images as a means of communication and expression. *Transfer credit: CSU.*

**ART 355 COLOR PHOTOGRAPHY II (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 32 studio hours by arrangement/semester. Prerequisite: ART 354 or equivalent.*

A continuation of Color Photography I, expanding upon the understanding and use of images as an alternative means of sharing personal perspectives and expressions. An important emphasis of course is the production of artworks that reflect upon personal observations, perceptions and considerations of one's world. *Transfer credit: CSU.*

**ART 401 THREE-DIMENSIONAL DESIGN (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 32 hours by arrangement/semester.*

Introduction to fundamental concepts and the historical references of organizing forms in three dimensions. Studio application involving various materials to explore 3-D concepts. *Transfer credit: CSU.*

**ART 405 SCULPTURE I (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 32 studio hours by arrangement/semester.*

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).*

**ART 406 SCULPTURE II (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 32 studio hours by arrangement/semester. Prerequisite: ART 405 or equivalent.*

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. *Transfer credit: UC; CSU.*

**ART 407 SCULPTURE III: DIRECT METAL (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours plus 32 studio hours by arrangement/semester. Prerequisite: ART 405 or equivalent.*

Creation of sculptural form in metal using welding, brazing and soldering techniques for fabrication of line, plane, found-object and mixed-media compositions. *Transfer credit: CSU.*

**ART 411 CERAMICS I (3)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours and 48 lab hours plus 32 studio hours by arrangement/semester.*

An introductory course in ceramics and the creative process. Students will learn ceramic hand-building, glazing and firing methods as a means of self-expression and communication. *Transfer credit: UC; CSU (C1).*

**ART 412 CERAMICS II (3)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours and 48 lab hours plus 32 studio hours by arrangement/semester. Prerequisites: ART 411 or equivalent. Recommended: Completion of or concurrent enrollment in ART 301 recommended.*

Additional study of ceramic processes and their application in art. *Transfer credit: UC; CSU.*

**ART 417 CERAMIC GLAZING TECHNIQUES (3)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours and 48 lab hours plus 32 studio hours by arrangement/semester. Prerequisite: Art 412 or equivalent.*

Advanced glazing techniques including special glazes, glaze composition, and multi-firing techniques. Projects with emphasis on glaze effects. *Transfer credit: UC; CSU.*

**ART 418 CERAMICS III (3)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours and 48 lab hours plus 32 hours by arrangement/semester. Prerequisite: ART 412 or equivalent.*

Advanced study of ceramics with a focus on either sculptural or functional artworks in clay. A series of focused ceramics pieces will culminate in the creation of a portfolio. *Transfer credit: CSU.*

**ART 665, 667 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):** *Minimum of 16, 32 or 48 lecture hours/semester, plus additional hours by arrangement where indicated. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

**Studio-activity sections (.5 or 1 or 2 or 3 units):** *Minimum of 24, 48, 96 or 144 lab hours/semester, 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. *Transfer credit: CSU.*

**ASTRONOMY (ASTR)****ASTR 100 INTRODUCTION TO ASTRONOMY (3)***Minimum of 48 lecture hours/semester.*

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).*

**ASTR 101 ASTRONOMY LABORATORY (1)***Minimum of 48 lab hours/semester. Prerequisite: Completion of or concurrent enrollment in ASTR 100, or equivalent. Recommended: Completion of MATH 110, or equivalent.*

Constellation identification, understanding of right ascension and declination, and basic astronomical measurements of our moon, planets, stars and universe. Telescopic and naked eye observations will be assigned. This course will develop the student's awareness of the scientific method and how to apply it to specific problems and their solutions. *Transfer credit: UC; CSU (B3).*

**AUTOMOTIVE TECHNOLOGY (AUTO)****Asian Automotive Technology****AUTO 745 ASIAN BRAKES AND CHASSIS (15)***Minimum of 180 lecture hours and 180 lab hours/semester. Prerequisite: Admission to the Automotive Technology program.*

Study of mechanical and hydraulic brake systems, steering and suspension systems, tires, and wheel alignment. Emphasis will be placed on system operation, diagnosis, adjustment, testing, and repair. *Transfer credit: CSU.*

**AUTO 749 ASIAN ENGINE PERFORMANCE (15)***Minimum of 185 lecture hours and 175 lab hours/semester. Prerequisite: Admission to the Automotive Technology program.*

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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

## Automotive Technology Program

### AUTO 510 BASIC HYBRID POWERTRAINS (4)

*Minimum of 48 lecture hours and 48 lab hours/semester. Prerequisite: AUTO 713 or AUTO 773, and AUTO 751, or equivalent industry experience.*

A survey of today's hybrid vehicle powertrains. Hands-on experience performing scheduled hybrid maintenance services. Introduction to hybrid vehicle diagnosis and repair. Development of entry-level skills needed to work on hybrid vehicles in a professional environment. *Transfer credit: CSU.*

### AUTO 511 PRINCIPLES OF HYBRID AND ELECTRIC DRIVES (7)

*Minimum of 104 lecture hours and 24 lab hours/semester.*

A comprehensive survey of today's hybrid vehicle powertrains. Lectures on subjects such as battery packs, power electronics, and electric motor theory are supported by labs covering intermediate and advanced diagnosis of hybrids and/or electric drives. This course is a core requirement of the Hybrid and Electric Drives certificate program. *Transfer credit: CSU.*

### AUTO 665 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY (.5-1.5)

**(Pass/No Pass)**

*Minimum of 8 lecture hours per .5 unit plus lab hours by arrangement.*

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. *Transfer credit: CSU.*

### AUTO 708 AUTOMOTIVE PRINCIPLES LAB (1-2) (Pass/No Pass or letter grade.)

*Minimum of 16 lecture hours and 32 lab hours/semester.*

Student is encouraged to perform minor maintenance procedures for own vehicle. A general elective for those desiring a basic knowledge of the automobile. *Transfer credit: CSU.*

### AUTO 709 AUTOMOTIVE SERVICE ORIENTATION (2.5)

*Minimum of 24 lecture hours and 48 lab hours/semester.*

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. *Transfer credit: CSU.*

### AUTO 710 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (4)

*Minimum of 48 lecture hours and 48 lab hours/semester.*

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)

*Minimum of 180 lecture hours and 180 lab hours/semester. 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 721 AUTOMOTIVE STEERING, SUSPENSION AND BRAKES (15)

*Minimum of 180 lecture hours and 180 lab hours/semester. 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. *Transfer credit: CSU.*

### AUTO 734 AUTOMOTIVE ENGINE DIAGNOSIS AND REPAIR (15)

*Minimum of 180 lecture hours and 180 lab hours/semester. 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. *Transfer credit: CSU.*

### AUTO 735 AUTOMOTIVE TRANSMISSION AND DRIVE TRAINS DIAGNOSIS AND REPAIR (15)

*Minimum of 180 lecture hours and 180 lab hours/semester. 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. *Transfer credit: CSU.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**



**AUTO 751 AUTOMOTIVE ENGINE PERFORMANCE (15)**

*Minimum of 154 lecture hours and 206 lab hours/semester. 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)**

*Minimum of 180 lecture hours and 180 lab hours/semester. 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). *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.

**AUTO 822/769 HEAD AND VALVE SERVICE (2)**

*Minimum of 36 lecture hours and 12 lab hours/semester. Recommended: Professional experience.*

In-depth study of all aspects of cylinder head components, diagnosing, disassembly, repair, reassembly, and use of various tools and equipment. *Transfer credit: AUTO 769 – CSU.*

**AUTO 823/779 BLOCK SERVICE (2)**

*Minimum of 36 lecture hours and 12 lab hours/semester. 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. *Transfer credit: AUTO 779 – CSU.*

**AUTO 824/524 SMOG CHECK INSPECTOR TRAINING LEVEL I (3.5)**

*Minimum of 56 lecture hours and 16 lab hours/semester.*

Intended to provide students with fundamental knowledge of engine and emission control theory, design and operation. Students who successfully complete this course will have met the first of two requirements for the Smog Check Inspector license. This course is not required for students who hold ASE or BAR A6, A8, and L1 certifications. *Transfer credit: AUTO 524 – CSU.*

**AUTO 825/525 SMOG CHECK INSPECTOR TRAINING LEVEL II (2)**

*Minimum of 32 lecture hours and 8 lab hours/semester.*

*Prerequisite: See above. Recommended: BAR Specified Criteria: ASE A6, A8 and L1, or Associate Degree/Certificate in Automotive Technology and one year of experience, or two years of experience and BAR Alternative/ASE equivalency training.*

Intended to provide students with the knowledge, skills and abilities needed to perform Smog Check inspections. Students who successfully complete this course will have met step two of the Bureau of Automotive Repair's training requirements to qualify to take the Smog Check Inspector state licensing examination if they have met the recommended course preparations. *Transfer credit: AUTO 525 – CSU.*

**AUTO 830/776 DRIVE LINES AND DIFFERENTIALS (2)**

*Minimum of 36 lecture hours and 12 lab hours/semester.*

*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. *Transfer credit: AUTO 776 – CSU.*

**AUTO 832/777 AUTOMATIC TRANSMISSIONS I (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: See above.*

A study of the operating principles of automatic transmissions and transaxles used on domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Preventive maintenance, diagnosis and repair procedures are included. *Transfer credit: AUTO 777 – CSU.*

**AUTO 839/739 OBD II EVAPORATIVE EMISSION SYSTEMS (1.5)**

*Minimum of 24 lecture hours and 12 lab hours/semester.*

*Prerequisite: See above.*

In-depth study of evaporative emission systems used on OBD II vehicles. Topics include the operation, diagnosis and repair of vacuum decay, leak detection pumps, natural vacuum leak detection, and on-board refueling vapor recovery systems. *Transfer credit: AUTO 739 – CSU.*

**AUTO 840/773 AUTOMOTIVE ELECTRICAL I (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: See above.*

A study of basic electricity and solid state electronics. Emphasis is placed on the use of analog and digital multi-meters required to test electrical circuits and solid state components. Preparation for the State Lamp Test is included. *Transfer credit: AUTO 773 – CSU.*



**AUTO 846/771 AUTOMOTIVE ELECTRICAL II (2)**

*Minimum of 36 lecture and 12 lab hours/semester. 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. *Transfer credit: AUTO 771 – CSU.*

**AUTO 850/790 AUTOMOTIVE BRAKES I (2)**

*Minimum of 36 lecture hours and 12 lab hours/semester. 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. *Transfer credit: AUTO 790 – CSU.*

**AUTO 851/753 AUTOMOTIVE SERVICE ADVISING (3)**

*Minimum of 48 lecture hours/semester. 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)**

*Minimum of 36 lecture hours and 12 lab hours/semester. 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. *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. *Transfer credit: AUTO 792 – CSU.*

**AUTO 854/754 HIGH PERFORMANCE ENGINES I (3)**

*Minimum of 48 lecture hours/semester. 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. *Transfer credit: AUTO 754 – CSU.*

**AUTO 855/755 HIGH PERFORMANCE ENGINES II (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: See above. Recommended: AUTO 854/754.*

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. *Transfer credit: AUTO 755 – CSU.*

**AUTO 858/758 AUTOMOTIVE COMPUTER CONTROLS (3)**

*Minimum of 48 lecture hours and 16 lab hours/semester. 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 the State of California Smog License and the ASE L1 exams. *Transfer credit: AUTO 758 – CSU.*

**AUTO 860/786 AUTOMOTIVE AIR CONDITIONING I (2)**

*Minimum of 36 lecture hours and 12 lab hours/semester. 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. *Transfer credit: AUTO 786 – CSU.*

**AUTO 865/765 IGNITION SYSTEMS I (1.5)**

*Minimum of 24 lecture hours/semester. 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. *Transfer credit: AUTO 765 – CSU.*

**AUTO 868/768 ON-BOARD DIAGNOSTICS II (OBD-II) (3)**

*Minimum of 40 lecture hours and 24 lab hours/semester. Prerequisite: See above.*

Tailored for automotive professionals, an in-depth study of generic On-Board Diagnostics II. Content includes history of OBD-II, comparison of OBD-I and OBD-II, J1930 Common Terminology, Flash Programming, Enhanced Monitors, Fuel Trim Strategies, MIL Strategies and Enabling Criteria, Drive Cycles, I/M Readiness flags, and Diagnostic Trouble Codes. *Transfer credit: AUTO 768 – CSU.*

**AUTO 878/778 MANUAL TRANSMISSIONS I (2)**

Minimum of 36 lecture hours and 12 lab hours/semester.  
Prerequisite: See above.

A detailed study of the clutch assembly, manual transmissions and transaxles. Topics of study include theory of operation, gear trains and ratios, diagnosis, repair and overhaul. *Transfer credit: AUTO 778 – CSU.*

**AUTO 881/781 ELECTRICAL III (3)**

Minimum of 48 lecture hours/semester. Prerequisite: See above.

Emphasis on 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. *Transfer credit: AUTO 781 – CSU.*

**AUTO 887/787 AUTOMATIC TRANSMISSIONS II (3)**

Minimum of 48 lecture hours/semester. Prerequisite: See above. Recommended: AUTO 758, AUTO 771, AUTO 773, and AUTO 777; and the ability to use a personal computer to access online training modules and take exams.

Study of diagnosing and problem solving techniques on automatic transmission/transaxle for domestic and import vehicles. A thorough understanding of mechanical power flow, hydraulics, electrical, electronic and computer controls will be emphasized. Hands-on exercises will be used to reinforce all of the classroom theory. *Transfer credit: AUTO 787 – CSU.*

**AUTO 893/793 ENGINE PERFORMANCE (3)**

Minimum of 48 lecture hours/semester. 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. *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 OUR BIOLOGICAL WORLD (4)**

Minimum of 48 lecture hours and 48 lab hours/semester.  
Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

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)**

Minimum of 48 lecture hours and 48 lab hours/semester.  
Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent..

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).*

**BIOL 111 NATURAL HISTORY OF CALIFORNIA (4)**

Minimum of 48 lecture hours and 48 lab hours/semester with frequent field trips. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

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)**

Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent..

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).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

## BIOLOGY

### **BIOL 140 ANIMALS, PEOPLE AND ENVIRONMENT (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 170 PRINCIPLES OF APPLIED BIOSCIENCE (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A survey of the principles that govern the living world, from molecules to cells and tissues, to organs and whole organisms, to populations and ecosystems, to the entire biosphere. Special emphasis is placed upon experimental approaches, current issues, and practical application of the scientific method and biological principles to issues affecting public health, agriculture, and socioeconomic change. Current news and developments in relevant areas of biological sciences and biotechnology will be reviewed and discussed. *Transfer credit: UC; CSU (B2).*

### **BIOL 171 LABORATORY PRINCIPLES OF APPLIED BIOSCIENCE (1)**

*Minimum of 48 lab hours plus 16 hours by arrangement/semester. Prerequisite: Completion of or concurrent enrollment in BIOL 170. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Laboratory course introducing students to practical methods in preparing materials, reagents and media for conducting biological investigations and products of genetic engineering. Students will learn to measure and prepare solutions of various concentrations and pH, how to use basic chemistry and biological instrumentation such

as digital scales, pipettes and micropipettes, centrifuges, and vertical and horizontal electrophoresis apparatuses. Students will plan and conduct biological experiments using the scientific method and employing modern laboratory methods and instrumentation. Data will be analyzed using spreadsheet software for tabulation and graphing. Teamwork, responsible lab technique, and proper and thorough notebook keeping will be emphasized. *Transfer credit: UC; CSU (B3).*

### **BIOL 215 ORGANISMAL BIOLOGY: CORE I (5)**

*Minimum of 48 lecture hours and 96 lab hours plus 16 hours by arrangement/semester. Prerequisite: MATH 120 or MATH 123, or appropriate math placement test score and other measures as appropriate, or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 230 INTRODUCTION TO CELL BIOLOGY: CORE II (5)**

*Minimum of 48 lecture hours and 96 lab hours plus 16 hours by arrangement/semester. Prerequisite: CHEM 210; and BIOL 210 (College of San Mateo), or 215, or 220 (College of San Mateo), or 225 (Cañada College). Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

As part of a two-course core program, BIOL 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 240 GENERAL MICROBIOLOGY (4)**

*Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement/semester. Prerequisite: Successful completion of a college-level laboratory science course. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**BIOL 250 HUMAN ANATOMY (4)**

Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement/semester. Prerequisite: BIOL 101 or BIOL 110 or BIOL 130, or equivalent; and completion of or concurrent enrollment in ENGL 100 or equivalent; and completion of or concurrent enrollment in MATH 120 or equivalent.

Students learn the gross and microscopic structure of the human body through lecture and laboratory study of dissections, histology slides, anatomy models, and prosected human cadavers. This course is intended for students in allied health areas such as nursing, radiologic technology, respiratory therapy, surgical technology, physical therapy, hygiene, and physical education. This course is an elective for pre-dental, pre-medical, and pre-veterinary students. Recommended for general life science, respiratory therapy and physical education majors. *Transfer credit: UC; CSU (B2, B3).*

**BIOL 260 HUMAN PHYSIOLOGY (5)**

Minimum of 48 lecture hours and 96 lab hours/semester. Prerequisite: BIOL 250 or equivalent; and CHEM 192, or CHEM 210, or CHEM 410, or equivalent; and completion of or concurrent enrollment in ENGL 100 or equivalent; and completion of or concurrent enrollment in MATH 120 or equivalent.

Students learn through lecture and laboratory experiences how the organ systems function in maintaining homeostasis – regulating change and growth processes in humans. Recommended for students in allied health areas such as nursing, physical therapy, respiratory therapy, radiology, and related fields such as physical education and psychology. This course is an elective for pre-dental and pre-medical students. *Transfer credit: UC; CSU (B2, B3).*

**BIOL 422 FOUNDATIONS OF BIOTECHNOLOGY (1)  
(Pass/No Pass or letter grade.)**

Minimum of 16 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

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.)**

Minimum of 16 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

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.)**

Minimum of 16 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

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.)**

Minimum of 16 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Overview of the origin and development of industrial fermentations. Course will use fermentation of beverages, food ingredients, enzymes, chemicals and pharmaceuticals to demonstrate microbial metabolism.

**BIOL 665 SELECTED TOPICS IN BIOLOGY  
(5 or 1 or 1.5 or 2)**

(Pass/No Pass or letter grade.)

Minimum of 8 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. *Transfer credit: CSU.*

**BIOL 675 HONORS COLLOQUIUM IN BIOLOGY (1)**

Minimum of 16 lecture hours/semester. 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. *Honors credit will be earned for both Biology 675 and the concurrently enrolled course. Transfer credit: CSU.*

**BUSINESS (BUS.)**

See also listings under Accounting, Business Computer Systems and Management, Computer Science, Fashion Merchandising and Management.

The Business, Education and Professional Programs Division of Skyline College offers courses that lead to either a transfer program or a career program with an AA/AS degree, AS-T degree, and/or certificate 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)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Recommended: BCM. 104 or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

An introduction to computer systems and software applications and their impact on the business environment. Topics include computer architecture, hardware, software, computer terminology and theory. Students use software applications as problem solving tools for business projects. *Transfer credit: UC; CSU.*

**BUS. 115 BUSINESS MATHEMATICS (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: MATH 811 or equivalent.*

A study of mathematics as applied to business, with emphasis on word problems involving interest, discount, negotiable instruments, financial statements and ratios, inventory pricing, depreciation, payroll, income tax, annuities, and amortization. *Transfer credit: CSU.*

**BUS. 120 MATHEMATICAL ANALYSIS FOR BUSINESS (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: MATH 120 or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

To give students the mathematical tools they will need to succeed in the core courses in the business curriculum at the state universities. Includes an introduction to calculus, including applications; probability, including expected monetary value and decision making; and mathematics of finance, including amortization. *Transfer credit: UC, CSU (B4).*

**BUS. 123 STATISTICS (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: MATH 120 or equivalent. Recommended: BUS. 120; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

Introduction to descriptive techniques and methods of inference. Includes classification of data, measures of central tendency and dispersion, normal curve, hypothesis testing, correlation, regression analysis, and trend analysis. Also provides an introduction to probability and probability distributions. *Transfer credit: UC; CSU (B4).*

**BUS. 150 ENTREPRENEURSHIP – SMALL BUSINESS MANAGEMENT (3)**

*Minimum of 48 lecture hours/semester. Recommended: Completion of MATH 811; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

For potential or present entrepreneurs. Emphasis on organization and operation of a small business in the political, social and economic environment. Includes problems of raising capital, establishing an effective business plan, marketing, and directing and motivating employees. *Transfer credit: CSU.*

**BUS. 190 RETAILING, E-COMMERCE AND BUYING (3)**

*Minimum of 48 lecture hours/semester. Recommended: Completion of BUS. 115 or MATH 811; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**



**BUS. 210 INTERNATIONAL FINANCE (1.5)**

*Minimum of 24 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.)**

*Minimum of 24 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. 226 GLOBAL BUSINESS NEGOTIATION (1.5)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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. 230 INTRODUCTION TO INTERNATIONAL MARKETING (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

An in-depth analysis of the economic, cultural, political and legal environments in which domestic and international marketing occurs. It is designed to examine marketing functions and their adaptations to those environments, such as identification of target market and development of product, promotion, price and place (four P's). The course will introduce a set of conceptual and analytical tools to teach students to apply the "Four P's" to international marketing, which reflect the swift changes of an expanding competitive global market as well as technology's impact on the international market arena. *Transfer credit: CSU.*

**BUS. 241 DOING BUSINESS IN ASIA (1.5)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 24 lecture hours plus 8 lab hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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. 243 LEGAL ENVIRONMENT OF INTERNATIONAL BUSINESS (1.5)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24 lecture hours plus 8 lab hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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. 246 DOING BUSINESS IN CHINA (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours plus 12 lab hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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.)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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.)***Minimum of 48 lecture hours/semester.*

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.)***Minimum of 48 lecture hours/semester.*

Custom brokers' relationship with importers, government agencies and transportation carriers, government import requirements and restrictions, broker work-flow and customs "entries." *Transfer credit: CSU.*

**BUS. 261 CUSTOMS ADMISSIBILITY, CLASSIFICATION, VALUE AND ENTRY (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester.*

U.S. import admissibility, tariff classification and value, how to prepare a customs entry, and additional processing required for certain types of products. *Transfer credit: CSU.*

**BUS. 262 INTRODUCTION TO INTERNATIONAL FORWARDING AND CARGO TRANSPORTATION (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester.*

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. *Transfer credit: CSU.*

**BUS. 263 U.S. EXPORT AND DESTINATION COUNTRY IMPORT REQUIREMENTS; FOREIGN COLLECTIONS (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester.*

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. *Transfer credit: CSU.*

**BUS. 267 OCEAN FORWARDER AND NVOCC REGULATION, OPERATIONS AND WORK-FLOW (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester.*

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.)***Minimum of 48 lecture hours/semester.*

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. 269 WAREHOUSING AND LOGISTICS (4)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours and 48 lab hours/semester.*

Introduces students to warehouse operations and logistics. Topics include warehousing, software information systems used in warehousing, and warehouse safety. The class will include hands-on activities in relation to logistics and warehousing. *Transfer credit: CSU.*

**BUS. 279 IMPORT/EXPORT MANAGEMENT (1.5)****(Pass/No Pass or letter grade.)***Minimum of 24 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. 284 PURCHASING AND SUPPLY MANAGEMENT (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester.*

Introduction to the basic principles of purchasing and supply chain management; its authority, responsibility, and expectations. Emphasis on understanding the purchasing and supply processes, organizational concepts, policy, price and value analysis, and effects of purchasing functions on a company's profit or loss. *Transfer credit: CSU.*

**BUS. 285 INVENTORY MANAGEMENT (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: BCM. 200*

Introduction to inventory and materials management. Topics include inventory and materials management: types of inventory, forecasting and market analysis, types of demand systems, inventory changes, single order quantities, in-process and just-in-time inventory, distribution inventory systems, inventory control, valuation and measurement, simulation, and aggregate inventory control. The course will include hands-on activities in relation to inventory management. *Transfer credit: CSU.*

**BUS. 286 TRANSPORTATION MANAGEMENT (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester.*

Introduction to basic transportation concepts and the relevance of transportation in our economy. Characteristics of each mode of transportation including rail, highway, carrier pricing, pipelines, air and water will be discussed and evaluated. *Transfer credit: CSU.*

**BUS. 296 NEW ECONOMY MARKETING (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester.*

Overview of marketing trends in the new economy that includes: social media, branding new economy businesses, social responsibility and sustainability as marketing initiatives, small business “guerrilla” marketing, customer relationship marketing, demographics and psychographics and targeting as a strategy for localized marketing. *Transfer credit: CSU.*

**BUS. 297 BUSINESS PLANNING FOR SUCCESS (2)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: BUS. 150 or equivalent.*

Conceive, develop and present a business plan that supports an entrepreneurial or small business idea. Work alongside other students as you learn about and implement a successful business plan. This capstone event to E-ship courses will culminate in a competition with other student’s business plans. *Transfer credit: CSU.*

**BUS. 400 BUSINESS ENGLISH (3)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)***Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 or equivalent.*

Development of writing and communication skills for a variety of business situations. Students develop current business communication technology skills including writing, presenting, and delivering information. Emphasis is on planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. *Transfer credit: CSU.*

**BUS. 443 LAW OFFICE PROCEDURES (1-3)***Minimum of 16 lecture hours plus 24 lab hours by arrangement per unit. Prerequisites: BCM. 212 or 214 and BUS. 400 or equivalent skills. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. Transfer credit: CSU.*

**BUS. 445 LAW OFFICE MANAGEMENT (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Prerequisite: BCM. 212 or 214, or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, 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. Transfer credit: CSU.*

**BUS. 476 INTRODUCTION TO MEDICAL OFFICE MANAGEMENT (3)***Minimum of 48 lecture hours plus 24 lab hours by arrangement/semester.*

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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**BUS. 485 MEDICAL TERMINOLOGY (3)**

*Minimum of 48 lecture hours. Recommended: Eligibility for ENGL 846 or ESOL 400, 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 (4)**

*Minimum of 48 lecture hours and 48 lab hours plus 32 lab hours by arrangement/semester. Prerequisites: Concurrent enrollment in BUS. 485/HSCI 484; ability to type 50 net wpm. Recommended: ENGL 846 or ESOL 400, 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. *Transfer credit: CSU.*

**BUS. 487 MEDICAL TRANSCRIBER INTERNSHIP (1-4)**

*Minimum of 51 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. *Transfer credit: CSU.*

**BUS. 489 MEDICAL CODING ICD-9 (3)**

*Minimum of 48 lecture hours plus 24 lab hours by arrangement/semester.*

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)**

*Minimum of 48 lecture hours plus 24 lab hours by arrangement/semester.*

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)**

*Minimum of 48 lecture hours plus 48 lab hours by arrangement/semester.*

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. *Transfer credit: CSU.*

**BUS. 665 SELECTED TOPICS IN BUSINESS (.5 or 1 or 1.5)**

**(Pass/No Pass or letter grade.)**

*Minimum of 8 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. *Transfer credit: CSU.*

**BUS. 670 BUSINESS WORK EXPERIENCE (1-4)**

**(Pass/No Pass.)**

*Three to four meetings with instructor and 75 to 300 hours/semester on-the-job. Prerequisite: Employment in a college approved job directly related to the student's BCM. 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 BCM. Program. *Transfer credit: CSU.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**



## BUSINESS COMPUTER SYSTEMS AND MANAGEMENT (BCM.)

See also listings under Computer Science and Telecommunications & Network Information Technology.

### BCM. 100 BEGINNING COMPUTER KEYBOARDING (1.5)

(Pass/No Pass.)

Minimum of 24 lecture hours plus 8 lab hours by arrangement/semester.

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. *Transfer credit: CSU.*

### BCM. 101 COMPUTER KEYBOARDING SKILL BUILDING (1.5-3)

(Pass/No Pass.)

Minimum of 24 to 48 lecture hours plus 8 lab hours by arrangement/semester. Recommended: BCM. 100 or equivalent.

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. *Transfer credit: CSU.*

### BCM. 104 INTRODUCTION TO COMPUTERS WITH WINDOWS I (1.5)

(Pass/No Pass or letter grade.)

Minimum of 24 lecture hours plus 8 lab hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

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. *Transfer credit: CSU.*

### BCM. 105 INTRODUCTION TO COMPUTERS WITH WINDOWS II (1)

(Pass/No Pass or letter grade.)

Minimum of 16 lecture hours plus 8 lab hours by arrangement/semester. Recommended: BCM. 104 or equivalent.

Students acquire skills to become digitally literate and independent computer users. Topics include personalizing computer configuration, multimedia features, and using the performance and security features of the operating system. Information will be provided on configuring and purchasing Windows computers. *Transfer credit: CSU.*

### BCM. 171 FEDERAL INCOME TAX (3)

Minimum of 48 lecture hours and 16 lab hours plus 32 hours by arrangement/semester.

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. Also listed as ACTG 171. *Transfer credit: CSU.*

### BCM. 172 BUSINESS INCOME TAXES (3)

Minimum of 48 lecture plus 32 lab hours by arrangement/semester. Recommended: ACTG 100 or ACTG 121, or equivalent; and ACTG 171 or equivalent.

Preparation of Federal and California income tax returns for corporations, partnerships and sole proprietorships. Completion of ACTG 172 will enable students to complete most tax returns required of professional tax preparers. Also listed as ACTG 172. *Transfer Credit: CSU.*

### BCM. 200 INTRODUCTION TO MS OFFICE SUITE (2) (Pass/No Pass or letter grade.)

Minimum of 32 lecture hours plus 16 lab hours by arrangement/semester. Recommended: BCM. 104 or equivalent.

Introduction to the basic features available in the Microsoft Office Suite Applications using Word, Excel, PowerPoint and Access. Students will be prepared for learning the in-depth individual courses available in the BCM. department. *Transfer credit: CSU.*

### BCM. 201 INTEGRATION OF MS OFFICE APPLICATIONS (1)

(Pass/No Pass or letter grade.)

Minimum of 16 lecture hours plus 10 lab hours by arrangement/semester. Recommended: BCM. 200 or equivalent.

Integrate the four Microsoft Office applications (Word, Excel, Access and PowerPoint) by linking information, inserting documents and embedding objects. Microsoft Office's Internet features are also covered and students will learn how to convert documents to HTML and create Web presentations. *Transfer credit: CSU.*

### BCM. 214 WORD PROCESSING I: WORD (1) (Pass/No Pass or letter grade.)

Minimum of 16 lecture hours plus 12 lab hours by arrangement/semester. Recommended: 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. *Transfer credit: CSU.*



**BCM. 215 WORD PROCESSING II: WORD (2)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: BCM. 214 or equivalent.*

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. *Transfer credit: CSU.*

**BCM. 222 BUSINESS PRESENTATIONS I:  
POWERPOINT (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours plus 8 lab hours by arrangement/semester. Recommended: BCM. 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. *Transfer credit: CSU.*

**BCM. 223 BUSINESS PRESENTATIONS II:  
POWERPOINT (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours plus 8 lab hours by arrangement/semester. Recommended: BCM. 222 or equivalent.*

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. *Transfer credit: CSU.*

**BCM. 225 SPREADSHEETS I: EXCEL (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours plus 8 lab hours by arrangement/semester. Recommended: BCM. 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. *Transfer credit: CSU.*

**BCM. 226 SPREADSHEETS II: EXCEL (2)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours plus 16 lab hours by arrangement/semester. Recommended: BCM. 225 or equivalent.*

Students advance their knowledge of spreadsheets using Microsoft Excel software by learning how to design, enhance, link and consolidate worksheets, as well as apply statistical and financial functions. Additional topics include database management, working with templates, Pivot Charts, PivotTables, and macros. *Transfer credit: CSU.*

**BCM. 230 DATABASE APPLICATIONS I: ACCESS (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours plus 16 lab hours by arrangement/semester. Recommended: BCM. 104 or equivalent; and eligibility for ENGL 846 or ESOL 400, 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. *Transfer credit: CSU.*

**BCM. 231 DATABASE APPLICATIONS II: ACCESS (2)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: BCM. 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. *Transfer credit: CSU.*

**BCM. 301 MAXIMIZING YOUR EMPLOYMENT  
POTENTIAL (1.5)  
(Pass/No Pass or letter grade.)**

*Minimum of 24 lecture hours plus 8 lab hours by arrangement/semester.*

A culminating course to assist students in compiling a professional portfolio (job related interview questions, resumes, cover and thank you letters) which can be used to obtain employment and qualify for promotions. The focus is on online job seeking strategies, employment resources, interviewing techniques, and goal setting. *Transfer credit: CSU.*

**BCM. 400 INTERNET I (1.5)  
(Pass/No Pass or letter grade.)**

*Minimum of 24 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: BCM. 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. *Transfer credit: CSU.*

**BCM. 403 HTML & WEB AUTHORIZING APPLICATIONS I (1.5)****(Pass/No Pass or letter grade.)**

Minimum of 24 lecture hours plus 16 lab hours by arrangement/semester. Recommended: Completion of, or concurrent enrollment in, either BCM. 104 or BCM. 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 and tables with current version of HTML. Principles of color, line, and design for screen presentations will be included. *Transfer credit: CSU.*

**BCM. 404 HTML & WEB AUTHORIZING APPLICATIONS II (1.5)****(Pass/No Pass or letter grade.)**

Minimum of 24 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: BCM. 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. *Transfer credit: CSU.*

**BCM. 408 MULTIMEDIA PROJECT (3)****(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Recommended: BCM. 104 or equivalent.

Students learn to work in teams/groups and individually to develop and publish a multimedia project. Areas of focus include digital media publication formats such as DVD, YouTube, and current online socio-educational environments. Utilizes the most current software in PC and MAC platforms for video, audio, graphic editing and page layout software. *Transfer credit: CSU.*

**BCM. 410 PHOTOSHOP ESSENTIALS (1.5)****(Pass/No Pass or letter grade.)**

Minimum of 24 lecture hours plus 12 lab hours by arrangement/semester. Recommended: BCM. 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. *Transfer credit: CSU.*

**BCM. 411 PHOTOSHOP PORTFOLIO (1.5)****(Pass/No Pass or letter grade.)**

Minimum of 24 lecture hours plus 12 lab hours by arrangement/semester. Prerequisite: BCM. 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. *Transfer credit: CSU.*

**BCM. 412 FLASH I (1.5)****(Pass/No Pass or letter grade.)**

Minimum of 24 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: BCM. 403 or equivalent.

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 this course students will publish a basic Flash movie that includes ActionScript buttons. *Transfer credit: CSU.*

**BCM. 413 FLASH II (1.5)****(Pass/No Pass or letter grade.)**

Minimum of 24 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: BCM. 412 or equivalent.

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. *Transfer credit: CSU.*

**BCM. 416 ADOBE INDESIGN ESSENTIALS (3)****(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Recommended: BCM. 104 and BCM. 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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**BCM. 480 NETWORK FUNDAMENTALS (LAN) (3)**

Minimum of 48 lecture hours plus 16 hours by arrangement/semester.

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.*

**BCM. 665 SELECTED COMPUTER TOPICS**

(.5 or 1 or 1.5 or 2)

(Pass/No Pass)

Minimum of 8 lecture hours for each .5 unit, plus a minimum of 4 lab hours by arrangement for each .5 unit for some topics.

Short course used to introduce, develop, or review business computer system topics, office management, or applications. The course will focus on a specific topic: the introduction of basic computer skills, introduction of applications packages, upgrades of software packages, office management related topics, or a particular segment of a semester-length course. *Transfer credit: CSU.*

## CAREER AND PERSONAL DEVELOPMENT (CRER)

See also listings under Counseling.

These courses offer students the opportunity to gain knowledge about themselves and their behavior and to develop techniques for successful educational, career and personal planning.

**CRER 100 HOW TO SUCCEED IN COLLEGE (1)**

(Pass/No Pass.)

Minimum of 16 lecture hours/semester.

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 116 DECIDING ON A MAJOR (.5)**

(Pass/No Pass or letter grade.)

Minimum of 8 lecture hours/semester.

Designed to assist students who are undecided about their career goals and direction. This course will explore the connection between majors and careers and cover common major and academic course work required for these majors. Provides students with personal success tools for identifying their interests, personality and skills and identifying them towards successful major choice. *Transfer credit: CSU.*

**CRER 132 JOB SEARCH (.5 or 1)**

(Pass/No Pass.)

Minimum of 8 or 16 lecture hours/semester.

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 136 CAREER PLANNING (.5 – 1)**

(Pass/No Pass.)

Minimum of 8 or 16 lecture hours/semester.

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.)

Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

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.)

Minimum of 8 lecture hours/semester.

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 145 SOFT SKILLS FOR ALLIED HEALTH PROFESSIONS (1)****(Pass/No Pass or letter grade.)***Minimum of 16 lecture hours/semester.*

An examination of the soft skills (self-management and people skills) Allied Health employers feel recent college graduates are lacking. Some of these skills include, but are not limited to, active listening skills, cultural sensitivity, customer service, empathy, and work ethic. *Transfer credit: CSU.*

**CRER 410 COLLEGE AND CAREER ORIENTATION (.5 or 1 or 2)****(Pass/No Pass.)***Minimum of 8, 16 or 32 lecture hours/semester.*

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.)***Minimum of 8, 16 or 32 lecture hours/semester.*

Designed to help students explore and understand academic, career, personal, and cross-cultural topics and issues that influence their educational experiences. Topics and course descriptions may differ each semester and will be designated in the current class schedule. *Transfer credit: CSU.*

**CRER 665 LIFE STYLES HEALTH ISSUES (.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 8, 16, 24 or 32 lecture hours/semester.*

Explores contemporary topics or lifestyles as they relate to the health of individuals or society. *Transfer credit: CSU (E1).*

**CHEMISTRY (CHEM)****CHEM 112 CHEMISTRY IN ACTION (4)***Minimum of 48 lecture hours and 48 lab hours/semester.*

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 114 SURVEY OF CHEMISTRY AND PHYSICS (4)***Minimum of 48 lecture hours and 48 lab hours/semester.*

*Prerequisite: MATH 110, or MATH 111 and MATH 112, or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A conceptual survey of physical science (physics and chemistry) intended for non-science majors at the General Education level. A general discussion of the scientific method and techniques will be followed by physics, chemistry, and integrated topics. The laboratory portion will cover a hands-on exploration of phenomena discussed in lecture. The physics component of the course will discuss motion, force, energy, electricity and magnetism, waves and light. The chemistry component of the course will focus on chemicals and reactions common in everyday life. Concepts relating to the nature and interactions of atoms, ions, and molecules will be presented. Students will also learn to use and evaluate information presented on product labels, in advertisement, and available through the internet. *Also listed as PHYS 114. Transfer credit: CSU (B1, B3).*

**CHEM 192 INTRODUCTORY CHEMISTRY (4)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours and 48 lab hours/semester.**Prerequisite: MATH 110 or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**



**CHEM 210 GENERAL CHEMISTRY I (5)**

Minimum of 48 lecture hours and 96 lab hours/semester. Prerequisite: Completion of MATH 120 or MATH 123, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of CHEM 192, 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).

**CHEM 220 GENERAL CHEMISTRY II (5)**

Minimum of 48 lecture hours and 96 lab hours/semester. Prerequisite: 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).

**CHEM 234 ORGANIC CHEMISTRY I (3)**

Minimum of 48 lecture hours/semester. Prerequisite: CHEM 220 or equivalent. 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)**

Minimum of 48 lecture hours/semester. 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)**

Minimum of 96 lab hours/semester. 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)**

Minimum of 96 lab hours/semester. 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)**

Minimum of 48 lecture hours and 48 lab hours/semester. Prerequisite: MATH 110 or appropriate placement test scores and other measures as appropriate, or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, 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.)

Minimum of 48 lecture hours /semester.

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.)

Minimum of 48 lecture hours /semester. 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).

## COMMUNICATION STUDIES (COMM)

### COMM 110 PUBLIC SPEAKING (3) (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

### COMM 127 ARGUMENTATION AND DEBATE (3) (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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).*

### COMM 130 INTERPERSONAL COMMUNICATION (3) (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for 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).*

### COMM 140 SMALL GROUP COMMUNICATION (3) (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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).*

### COMM 150 INTERCULTURAL COMMUNICATION (3)

*Minimum of 48 lecture hours/semester. Recommended: Completion of or concurrent enrollment in ENGL 846 or ESOL 400, or equivalent.*

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).*

### COMM 813 SPEECH FOR NON-NATIVE SPEAKERS (3) (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester.*

Designed to develop fluency in basic presentational skills in spoken English. Practice speaking with others and conversing in varying communication experiences. Recommended for ESOL 830 or ESOL 831/832 level students. *(Units do not count toward the Associate Degree.)*

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY (CAOT)

See listings under Business Computer Systems and Management.

## COMPUTER SCIENCE (COMP)

See also listings under Business Computer Systems and Management and Telecommunications & Network Information Technology.

### COMP 155 COMPUTER PROGRAMMING VISUAL BASIC (3)

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours plus 24 lab hours by arrangement/semester. Prerequisite: MATH 110 or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. *Transfer credit: UC; CSU.*

### COMP 451 PC CONFIGURATION AND REPAIR (6)

*Minimum of 80 lecture hours and 48 lab hours plus 16 hours by arrangement/semester. Prerequisite: BCM. 105 or equivalent; and completion 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)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: 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 482 INTRODUCTION TO ROUTERS (3)**

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: TCOM/BCM. 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. Also listed as TCOM 482. Transfer credit: CSU.

**COMP 483 NETWORK SWITCHES – CONCEPTS  
AND APPLICATIONS (3)**

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: TCOM/BCM. 480, or equivalent training or experience. Recommended: TCOM/COMP 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. Also listed as TCOM 483. Transfer credit: CSU.

**COMP 484 ADVANCED ROUTING CONCEPTS AND  
APPLICATIONS (3)**

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: TCOM 482, or equivalent training or experience. Recommended: 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 485 TROUBLESHOOTING THE  
INTERNETWORK (3)**

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: TCOM/COMP 483 and TCOM/COMP 484, or equivalent training or experience.*

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. The course is patterned after Cisco training guidelines. Also listed as TCOM 485. Transfer credit: CSU.

**COMP 486 NETWORK SECURITY (3)**

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: TCOM 482, or equivalent training or experience.*

This course introduces students to network security using firewall and VPN (virtual private network) technology. Students will be exposed to the theory and application of both firewall and VPN network architecture. Students will have the opportunity for hands-on practice to administer security policy and VPN configuration using Checkpoint software. Also listed as TCOM 486. Transfer credit CSU.

**COMP 665 SELECTED TOPICS IN COMPUTER  
SCIENCE (.5-2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 8 lecture hours for each .5 unit. Recommended: MATH 120 or equivalent; and eligibility for ENGL 846 or ESOL 400, 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. Transfer credit: CSU.

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

## COOPERATIVE EDUCATION (COOP)

Repeatability of Cooperative Education, Title 5 Reference—§55040(b) (6) and 55253

Students may enroll in Occupational Work Experience (Cooperative Education 670) up to a total of 16 units of credit (no more than 8 units in a given term).

### COOP 670 VOCATIONAL COOPERATIVE EDUCATION (1-4)

**(Pass/No Pass.) (VA Institutional Rates.)**

*75 to 300 paid job hours/semester. 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. *May be repeated for credit up to 16 units. This limitation applies to Occupational Cooperative Education work experience courses offered within the SMCCCD. Transfer credit: CSU.*

### COOP 671 GENERAL COOPERATIVE EDUCATION (1-3)

**(Pass/No Pass.)**

*75 to 225 paid job hours/semester or 60 to 180 volunteer hours/semester.*

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. *Transfer credit: CSU.*

## COSMETOLOGY (COSM)

See also listings under Wellness.

### COSM 665 SELECTED TOPICS IN COSMETOLOGY (.5 or 1 or 1.5)

**(Pass/No Pass.)**

*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.

### COSM 700 COSMETOLOGY CONCEPTS AND PRACTICE I (.5-16)

*Minimum of 80 lecture hours and 560 lab hours for day students to earn 16 units/semester; minimum of 80 lecture hours and 304 lab hours for evening students to earn 11 units/semester.*

Topics include basic and advanced manipulative skills in hair design, hair analysis, hair coloring, hair cutting, hair scalp and conditioning treatments, chemical straightening, permanent waving, manicuring, and pedicuring. Material Safety Data Sheets and State Board Rules and Regulations.

### COSM 710 COSMETOLOGY CONCEPTS AND PRACTICE II: FACIALS (6)

*Minimum of 32 lecture hours and 224 lab hours/semester. Prerequisite: Completion of COSM 700 or equivalent.*

Designed for continuing cosmetology students working toward a Skyline College Certificate or Associate in Science Degree. Students work toward California State requirements on student's applied effort tickets of required minimum theory hours and operations with a focus on skin types, facial techniques, and facial products.

### COSM 720 COSMETOLOGY CONCEPTS AND PRACTICE III: CHEMICALS (6)

*Minimum of 32 lecture hours and 224 lab hours/semester. Prerequisite: Completion of COSM 700 or equivalent.*

Designed for continuing cosmetology students working toward a Skyline College Certificate or Associate in Science Degree. The course allows students to work toward California State requirements accruing applied effort ticket requirements.

### COSM 730 COSMETOLOGY CONCEPTS AND PRACTICE IV: NAILS (3)

*Minimum of 16 lecture hours and 112 lab hours/semester. Prerequisite: Completion of COSM 700 or equivalent.*

Develop manipulative skills in nail wrap, plastic tips, and sculptured nails. Learn about hazardous chemicals in the workplace and State Board testing with artificial nail applications.



**COSM 735 COSMETOLOGY CONCEPTS AND PRACTICE V: NEW CONCEPTS (3)**

*Minimum of 16 lecture hours and 112 lab hours/semester. Prerequisite: Completion of COSM 700 or equivalent.*

Designed for continuing cosmetology students working toward a Skyline College Certificate or Associate in Science Degree. The course allows students to work toward California State requirements accruing applied effort ticket requirements in advanced hair cutting techniques, braiding, advanced permanent waving, and evening and day up do styling.

**COSM 740 COSMETOLOGY CONCEPTS AND PRACTICE II (.5-16)**

*Minimum of 80 lecture hours and 560 lab hours for day students to earn 16 units/semester; minimum of 48 lecture hours and 336 lab hours for evening students to earn 10 units/semester. Prerequisite: Completion of COSM 700 or equivalent.*

Topics include skin histology and diseases, facials, hair removal, chemistry, electricity, artificial nail applications, hazardous materials, MSDS, advanced hair cutting and styling, relaxing, bleaching, highlighting, advanced hair coloring, thermal press and curl, anatomy, State Board review, speed and accuracy.

**COSM 745 COSMETOLOGY CONCEPTS AND PRACTICE VI: SENIOR PRACTICAL (.5-6)**

*Minimum of 32 lecture hours and 224 lab hours/semester to earn 6 units. Prerequisite: Completion of COSM 700 or equivalent.*

Designed for continuing cosmetology students to complete classes and earn a Skyline College Certificate or Associate in Science Degree. The course allows students to complete California State requirements accruing applied effort ticket requirements focusing on speed, accuracy and styling services for the salon environment.

**COSM 750 COSMETOLOGY BRUSH-UP I (.5-10)**

*Minimum of 80 lecture hours and 240 lab hours/semester to earn 10 units. Prerequisite: State of California Barbering or Cosmetology license, or valid out-of-state Cosmetology license, or upon recommendation of Cosmetology faculty.*

To satisfy supplemental or out-of-state training requirements, including basic and advanced instruction on in-salon processes with emphasis on performance and efficiency. Applicable to students who need assistance in passing the California State Board exam and students who are returning to the workplace and need to brush up on skills, technique and development to qualify for job placement or advancement.

**COSM 751 COSMETOLOGY BRUSH-UP II (.5-10)**

*Minimum of 80 lecture hours and 240 lab hours/semester to earn 10 units. Prerequisite: Completion of COSM 750; and State of California Barbering or Cosmetology license or valid out-of-state Cosmetology license, or upon recommendation of Cosmetology faculty.*

Continue to meet additional hours to complete needed requirements for State regulations and to satisfy supplemental or out-of-state requirements, including basic and advanced instruction in-salon processes with emphasis on performance and efficiency. Applicable to students who need assistance in passing the California State Board exam and students who are returning to the workplace and need to brush up on skills, technique and development to qualify for job placement or advancement.

**COSM 760 COSMETOLOGY INSTRUCTOR PREPARATION I (1-7)**

*Minimum of 16 lecture hours and 16 lab hours by arrangement for each unit; a minimum of 112 lecture hours and 112 lab hours to earn 7 units. Prerequisite: Valid California Cosmetologist's license and a minimum of one year's full-time practical experience.*

Designed for experienced, licensed cosmetologists, barbers, estheticians and manicurists interested in teaching specific cosmetology courses with a focus on teaching methodologies and techniques that emphasize theoretical and practical subject matter using the four-step lesson plan.

**COSM 761 COSMETOLOGY INSTRUCTOR PREPARATION II (1-7)**

*Minimum of 16 lecture hours and 16 lab hours by arrangement for each unit; a minimum of 112 lecture hours and 112 lab hours to earn 7 units. Prerequisite: Valid California Cosmetology license and a minimum of one year full-time practical experience; and completion of COSM 760.*

Designed for experienced, licensed cosmetologists, barbers, estheticians, and manicurists interested in teaching specific cosmetology courses with a focus on teaching methodologies and techniques that emphasize theoretical and practical subject matter using the four-step lesson plan. *Transfer credit: CSU.*

**COSM 762 COSMETOLOGY INSTRUCTOR PREPARATION III (1-7)**

Minimum of 16 lecture hours and 16 lab hours by arrangement for each unit; a minimum of 112 lecture hours and 112 lab hours to earn 7 units. Prerequisite: Valid California Cosmetology license and a minimum of one year full-time practical experience; and completion of COSM 760 and COSM 761.

Designed for experienced, licensed cosmetologists, barbers, estheticians, and manicurists interested in teaching specific cosmetology courses with a focus on teaching methodologies and techniques that emphasize theoretical and practical subject matter using the four-step lesson plan. This course completes the 600 hour requirement for the Skyline College Cosmetology Teaching Certificate. *Transfer credit: CSU.*

**COSM 775 ESTHETICIAN I (9)**

Minimum of 64 lecture hours and 240 lab hours/semester.

Students will develop basic knowledge and skill development in skin care techniques, make-up application, and hair removal. Upon successful completion of both COSM 775 and COSM 776 (a minimum of 600 hours), the student will be eligible to apply for the Esthetician examination at the California State Board of Cosmetology.

**COSM 776 ESTHETICIAN II (9)**

Minimum of 64 lecture hours and 240 lab hours/semester.

Prerequisite: COSM 775 or equivalent.

The second of two courses in which students continue to develop advanced skills and knowledge in skin care techniques, hair removal, and makeup application. Upon successful completion of COSM 775 and COSM 776 (a minimum of 600 hours), the student will be eligible for a Certificate of Achievement from Skyline College and will be able to apply for the Esthetician examination at the California State Board of Cosmetology for licensure.

**COUNSELING (COUN)**

See also listings under Career and Personal Development.

**COUN 100 COLLEGE SUCCESS (3)  
(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours/semester.

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 102 STUDENT SUCCESS STRATEGIES (.5)  
(Pass/No Pass or letter grade.)**

Minimum of 8 lecture hours/semester.

Designed to help students explore and understand issues that determine their academic success. Students will learn about strategies to help them succeed in college. *Transfer credit: CSU.*

**COUN 104 UNDERSTANDING TRANSFER (1)  
(Pass/No Pass or letter grade.)**

Minimum of 16 lecture hours/semester.

A comprehensive study of the university transfer process as it relates to community college students. Topics include an overview of higher education systems, transfer admissions requirements, college research, transfer resources, the college application process, and transitional issues. *Transfer credit: CSU.*

**COUN 105 UP YOUR SELF-ESTEEM (.5)  
(Pass/No Pass or letter grade.)**

Minimum of 8 lecture hours/semester.

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.)**

Minimum of 8 lecture hours/semester.

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.)**

Minimum of 8 lecture hours/semester.

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.)**

Minimum of 8 lecture hours/semester.

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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**COUN 640 MONEY MANAGEMENT FOR ACADEMIC SUCCESS (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours/semester.*

An introduction to the basics of personal money management principles as they relate to budgeting, savings, credit establishment, credit improvement and debt reduction. Students will gain tools to implement and practice positive financial behaviors and explore how one's own personal relationship with finances directly relates to academic and career success. A focus on goal setting strategies will be emphasized and personal academic and financial goals will be explored. *Transfer: CSU.*

**COUN 651 PUENTE SEMINAR (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours/semester.*

Designed to assist students in exploring and understanding academic, career, personal, and cross-cultural topics and issues that influence their educational success. *Transfer credit: CSU.*

**COUN 652 HONORS SEMINAR – APPLYING TO COMPETITIVE UNIVERSITIES (.5)****(Pass/No Pass or letter grade.)***Minimum of 8 lecture hours/semester.*

Preparation for transfer to competitive colleges and universities. Topics will include understanding the transfer process, financial aid and scholarships, completing the UC and Common Application and writing your personal statement. *Transfer credit: CSU.*

**COUN 655.1 HERMANOS SEMINAR – COLLEGE SUCCESS FACTORS (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours/semester.*

An overview of the concepts and significance of factors that contribute to success in education. Factors to be explored include social awareness, cultural identity, motivation, leadership, and goals setting. Designed to help students in understanding and dealing with their personal, social, and cross-cultural concerns and on understanding of the relationship of cultural experiences and educational success. *Transfer credit: CSU.*

**COUN 655.2 HERMANOS SEMINAR – TRANSITION TO COLLEGE (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours/semester.*

Course explores student's attitudes toward learning and college. Designed to facilitate the transition from high school to college. Focus on understanding the college/university systems, college resources, and developing key student skills such as time management, self-esteem, and goal setting. *Transfer credit: CSU.*

**COUN 656.1 HERMANAS SEMINAR – COLLEGE SUCCESS FACTORS (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours/semester.*

This course is designed to help students in understanding and dealing with their personal, social, professional, and cross-cultural concerns in relation to personal development. Additionally, this course will focus on the lives and experiences of Latinas in the United States and abroad. *Transfer credit: CSU.*

**COUN 656.2 HERMANAS SEMINAR – TRANSITION TO COLLEGE (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours/semester.*

This course is designed to help students in understanding and dealing with their personal, social, professional, and cross-cultural concerns in relations to personal development. *Transfer credit: CSU.*

**COUN 657 AUTO GUIDANCE SEMINAR – CAREER ADVANCEMENT ACADEMY (1)****(Pass/No Pass or letter grade.)***Minimum of 16 lecture hours/semester.*

Designed to help students explore and understand academic, career, personal, and cross-cultural topics and issues that influence their education experiences. Topics covered include college success, campus resources, resume writing and interview skills for Automotive Technology professional. *Transfer credit: CSU.*

**COUN 658 ALLIED HEALTH GUIDANCE SEMINAR – CAREER ADVANCEMENT ACADEMY (1)****(Pass/No Pass or letter grade.)***Minimum of 16 lecture hours/semester.*

Designed to help students explore and understand academic, career, personal, and cross-cultural topics and issues that influence their educational experiences. Topics covered include college success, campus resources, resume writing and interview skills for Allied Health Professions. *Transfer credit: CSU.*

**DATA PROCESSING**

See listings under Business Computer Systems and Management.

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

## DEVELOPMENTAL SKILLS (DSKL)

### DSKL 817 ASSISTIVE COMPUTER ACCESS (.5-3) (Pass/No Pass.)

*Minimum of 24 lab hours for each .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.*) (*Units do not count toward the Associate Degree.*)

### DSKL 820 COMPUTER-BASED COGNITIVE RETRAINING (.5)

**(Pass/No Pass.)**

*Minimum of 24 lab hours/semester.*

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. (*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.)**

*Minimum of 8 lecture hours/semester.*

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 825.1 ASSISTIVE COMPUTER TECHNOLOGY – KURZWEIL 3000 I (1)

**(Pass/No Pass.)**

*Minimum of 16 lecture hours/semester.*

Designed primarily for students with disabilities; provides training in the use of the text-to-speech program Kurzweil 3000, which supports students' learning styles and/or physical needs in the area of reading and studying their textbooks. Students will learn how to use this assistive technology tool as an accommodation for reading and studying electronic versions of their textbooks and completing tests/exams from concurrent subject area classes. No previous computer experience is required. (*Units do not count toward the Associate Degree.*)

### DSKL 826.1 ASSISTIVE COMPUTER TECHNOLOGY – DRAGON NATURALLYSPEAKING I (1)

**(Pass/No Pass.)**

*Minimum of 16 lecture hours/semester.*

Designed primarily for students with disabilities; provides training in the use of the speech recognition program Dragon NaturallySpeaking, which supports students' learning styles and/or physical needs in the area of written expression. Students will learn how to use this assistive technology tool as an accommodation for completing written assignments and essay-based tests/exams from concurrent subject area classes. No previous computer experience is required. (*Units do not count toward the Associate Degree.*)

## DRAMA (DRAM)

### DRAM 200 THEORY OF ACTING I (3) (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester.*

Develop beginning level performance skills through emotional and sense memory techniques; physical exercises designed to increase body awareness, authentic expression, and control; and vocal exercises focusing on articulation, projection, and creative expression. Acquire confidence, range, and subtlety through improvisation, monologue, and scene work. Gain insight and inspiration through text-based critical analysis. *Transfer credit: CSU.*

### DRAM 201 ADVANCED ACTING I (3) (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Prerequisite: DRAM 200 or equivalent.*

Continuing development of performance skills/knowledge through methods and techniques explored in DRAM 200. Employment of more complex physical, psychological and emotionally challenging monologues and scenes involving both classical and contemporary text, and short plays. Deepening of emotional authenticity and refinement of creative expression as an ensemble player. Use of advanced text-based critical analysis for the building of ensemble work. *Transfer credit: CSU.*

### DRAM 208 ACTING PRACTICUM I (ACTING LABORATORY) (2)

**(Pass/No Pass or letter grade.)**

*Minimum of 96 lab hours/semester. Prerequisite: Completion of or concurrent enrollment in DRAM 200, or equivalent.*

Supervised rehearsals of improvisations, monologue/oral readings and short scenes. Forms and styles of acting at a beginning level. Exercises in the use of mind, emotions, voice, and body in acting. Acting scenes for drama classes and others. Emphasis on coaching by the instructor and the students preparing of scenes for performance. *Transfer credit: CSU.*



**DRAM 209 ACTING PRACTICUM II  
(ACTING LABORATORY) (2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 96 lab hours/semester. Prerequisite: Completion of or concurrent enrollment in DRAM 201, or equivalent.*

An intermediate level course in which students will build upon the skills attained in DRAM 208. Supervised rehearsals of improvisations, monologues and scenes. Exercises in the use of mind, emotions, voice, and body in acting. Acting scenes for drama classes and the public. Emphasis on coaching by the instructor and student preparation of scenes for performance. *Transfer credit: CSU.*

**DRAM 310 TECHNICAL PRODUCTION/  
STAGECRAFT (3)**

*Minimum of 16 lecture hours and 96 lab hours by arrangement/semester.*

Designed to teach the basic principles, history and practice of Technical Production for the performing arts and help students acquire a general understanding of the functional process behind the production and development of live performances. This course requires working on actual productions on weekends and evenings. *Transfer credit: CSU.*

**EARLY CHILDHOOD EDUCATION  
(ECE.)/EDUCATION (EDUC)**

**ECE. 191 CHILDREN'S LITERATURE (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Examination of the major physical, psychosocial and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages. *Also listed as PSYC 201. Transfer credit: UC; CSU (D3, E1).*

**ECE. 210 EARLY CHILDHOOD EDUCATION  
PRINCIPLES (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

An overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 8. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include, but not be limited to, language and literacy, social and emotional learning, sensory learning, art and creativity, and math and science. *Transfer credit: CSU.*

**ECE. 212 CHILD, FAMILY, AND COMMUNITY (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. *Transfer credit: UC; CSU (D3).*

**ECE. 213 THE SCHOOL-AGE CHILD (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester.*

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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**ECE. 223 INFANT/TODDLER DEVELOPMENT (3)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

An introduction to the development of children from birth to three years with an emphasis on social, emotional and physical milestones, early learning and brain development, atypical development, temperament, child behavior, and behavior issues related to varied impairments, and the importance of family partnerships. It covers trends in early care and education, the variances of child abilities between children and due to developmental delays and the influences of families and the environment. *Transfer credit: CSU.*

**ECE. 225 INFANT/TODDLER ENVIRONMENTS (3)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

An introduction to the design, maintenance and evaluation of quality infant/toddler and early intervention environments for children birth to three years of age. Emphasis is placed on the California State Department of Education "Infant Toddler Learning and Development Program Guidelines." *Transfer credit: CSU.*

**ECE. 240 EARLY CHILDHOOD EDUCATION**  
**ADMINISTRATION: BUSINESS/LEGAL (3)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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.)**

*Minimum of 32 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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. 244 PREKINDERGARTEN LEARNING AND**  
**DEVELOPMENT GUIDELINES (3)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A review of the criteria for high quality prekindergarten/preschool experiences for young children. Students will examine program and curriculum guidelines that are necessary in order to support children's emerging foundational skills and their transition to kindergarten. Topics covered include the political, economic, developmental and current issues related to kindergarten readiness and later school success. *Transfer credit: CSU.*

**ECE. 260 CHILDREN WITH SPECIAL NEEDS (3)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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. 261 EARLY INTERVENTION PRACTICES (3)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: ECE. 260 or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

Major elements of Early Intervention programs for children birth to three years, with an emphasis on partnerships with families, assessment, health and safety issues, typical and atypical development, and the individual family school plan (IFSP) process, Infant-Toddler learning foundations and the referral process are included. *Transfer credit: CSU.*

**ECE. 263 STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: ECE. 260 or equivalent; and eligibility for ENGL 846 or ESOL 400 or equivalent.*

Focus on practical applications of best practices in Early Childhood Special Education. Topics covered include curriculum modification strategies to facilitate the development of cognitive, motor, social, emotional and language skills in young children with special needs (preschool, TK, and kindergarten age). Specific course foci include developing positive behavior management plans, collaborative teaching, integrative lesson planning that embed intervention strategies across routines and activities in both inclusive and self-contained classrooms, and methods for working with and parents of young children with special needs. *Transfer credit: CSU.*

**ECE. 272 TEACHING IN A DIVERSE SOCIETY (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Examination of the development of social identities in diverse societies, including theoretical and practical implications of culture, ethnicity, stereotyping and bias as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues relate to social identity, stereotypes and bias. *Transfer credit: CSU.*

**ECE. 273 SUPPORTING YOUNG BILINGUAL LEARNERS (1)****(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours/semester. 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)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A concentration on children's language and literacy development in early childhood settings with diverse learners. Primary topic areas are: the building blocks of language and literacy development including oral language, phonological awareness, alphabet knowledge and print awareness; meaningful social conversations including language involved in peer interactions; the process of second language acquisition; culturally inclusive teacher-family partnerships; and culturally and linguistically responsive classroom strategies for supporting children's language and literacy development. *Transfer credit: CSU.*

**ECE. 314 HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. *Also listed as HSCI 314. Transfer credit: CSU.*

**ECE. 333 OBSERVATION AND ASSESSMENT (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Focus on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Required course for the ECE Certificate and A.S. Degree program; also useful for Psychology and other Social Science majors who will be observing human behavior. *Transfer credit: CSU.*

**ECE. 335 CHILD GUIDANCE (3)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

An introductory course in child guidance and discipline for teachers, caregivers and parents provides an overview of the complexity of children's behavior and how to address it constructively. Theories and trends concerning child guidance are introduced to help students understand the purposes for children's behavior. Students will gain a developmental outlook on children, increase their repertoire of strategies in how they interact with them, explore methods of planning and setting goals for children, and evaluate their behavior through observation. Emphasis on the important relationship between child development and guidance strategies and the value of play as it relates to children's learning. *Transfer credit: CSU.*

**ECE. 339 SOCIAL EMOTIONAL LEARNING FUNDAMENTALS (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

This course assists early childhood professionals and parents in understanding and addressing children's challenging behaviors. The main areas of focus will be defining challenging behaviors, exploring prevention and intervention strategies, and understanding the behavioral planning process. The teaching pyramid will be presented as a model for promoting children's social emotional development and preventing challenging behaviors. This course, along with ECE. 335, is required for a Master Teacher specialization, as noted in the Child Development Permit matrix. *Transfer credit: CSU.*

**ECE. 360 ADVOCACY IN THE EARLY CHILDHOOD FIELD (1)****(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A focus on the importance of advocacy for early childhood professionals to improve the lives of children, to determine how the public and public policies affect the field of education, and to realize the need of a strong united voice to foster change. The course includes an introduction to labor organizing and information on the path of legislation. *Transfer credit: CSU.*

**ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION (3)****(Pass/No Pass or letter grade)**

*Minimum of 16 lecture hours and 96 lab hours/semester. Prerequisite: ECE. 201, ECE. 210, ECE. 211 and ECE. 212. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision at approved sites. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. It is required for the ECE certificate and AS degree program, meets the supervised teaching requirement for the California State Child Development teaching permit, and provides student teaching experience in qualified settings that serve children from infancy through middle childhood. Placements at approved sites only. *Transfer credit: CSU.*

**ECE. 367 PRACTICUM IN EARLY CHILDHOOD EDUCATION: SPECIAL TOPICS (3)****(Pass/No Pass or letter grade)**

*Minimum of 16 lecture hours and 96 lab hours/semester. Prerequisite: ECE. 201, ECE. 210, ECE. 260 and ECE. 263, or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Required for the ECSE certificate; meets the supervised teaching requirement for the California State CD teaching permit, and provides student teaching experience in qualified settings that serve children from infancy through middle childhood. *Transfer credit: CSU.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**



**ECE. 368 PRACTICUM IN EARLY INTERVENTION (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours and 96 lab hours/semester. Prerequisite: ECE. 223, ECE. 225, ECE. 260 and ECE. 261, or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Required for the Early Intervention Assistant Certificate, this course provides student teaching experience in qualified settings that serve children from infancy to age three. *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.)**

*Minimum of 8 lecture hours for each .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. *Transfer credit: CSU.*

**ECE. 804 ENGLISH FOR CHILDCARE PROVIDERS (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Completion of or concurrent enrollment in ESOL 830, or ESOL 863 and ESOL 873, or eligibility for ESOL 840, or equivalent.*

Basic listening, speaking, reading and writing skills in standard English within the context of child care. Intended for parents, grandparents, child care providers, and preschool teachers who are learning English as a second language. *Also listed as ESOL 804. (Units do not count toward the Associate Degree.)*

**EDUC 200 INTRODUCTION TO CLASSROOM TEACHING (3)**

*Minimum of 32 lecture hours and 48 fieldwork hours/semester. Recommended: Completion of, or concurrent enrollment in, EDUC 120; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

A survey of the teaching profession including: pedagogical methods; theories of learning; planning, delivering and assessing instruction; classroom management, professional and ethical considerations; diversity; and standards for the teaching profession. A total of 48 hours of fieldwork in schools is required. *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)**

*Minimum of 48 lecture hours/semester. Prerequisite: MATH 110, or MATH 111 and MATH 112, or equivalent. Recommended: Eligibility for ENGL 100 or equivalent.*

Introduction to the U.S. economy and its institutions in a global context. Measuring output, unemployment, and inflation. Theory of the determination of output and prices for individual markets and the economy as a whole. Analysis of money, banking, and interest rates. Government fiscal and monetary stabilization policies. Current economic topics. *Transfer credit: UC; CSU (D3).*

**ECON 102 PRINCIPLES OF MICROECONOMICS (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: ECON 100 or equivalent; and MATH 110, or MATH 111 and MATH 112, or equivalent. Recommended: Eligibility for ENGL 100 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 in response to imperfect competition and market failures. Current economic topics such as international trade and labor markets. *Transfer credit: UC; CSU (D3).*

**ECON 111 THE ECONOMY TODAY (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

Non-theoretical consideration of current economic issues. Introduction to basic economic concepts and alternative perspectives. Current issues include unemployment, inflation, banking, immigration, social security, international trade, and war. *NOTE: Students who have received credit for ECON 100 or 102 may not receive credit for ECON 111. Transfer credit: CSU (D3).*

**ECON 310 POLITICAL ECONOMY OF ASIA (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: 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)

See listings under Early Childhood Education/ Education.

## ELECTRONICS TECHNOLOGY (ELEC)

### ELEC 110 FUNDAMENTALS OF ELECTRONICS (4)

Minimum of 48 lecture hours and 48 lab hours plus 16 hours by arrangement/semester.

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 (3.5)

(Pass/No Pass or letter grade.)

Minimum of 48 lecture hours and 24 lab hours plus 16 lab hours by arrangement/semester. Recommended: Completion of , or concurrent enrollment in, ELEC 110, or equivalent.

An introductory course targeted to junior-level photovoltaic installers to provide a foundation of skills necessary in solar installation. Topics include electrical theory and practice, photovoltaic theory and integration, and solar installation skills. The course is a balance of theory, hands-on practice and real world examples. Also listed as ESTM 410. *Transfer credit: CSU.*

## EMERGENCY MEDICAL CARE (EMC.)

### EMC. 180 GATEWAY TO HEALTH CAREERS (3)

Minimum of 48 lecture hours/semester.

Introduction of skills, attributes and basic knowledge required for entry into various health care professions. Includes basic assessment, CPR, and math calculations used in health care. Emphasis on providing a foundation for future health career courses. *Transfer credit: CSU.*

### EMC. 400 EMERGENCY MEDICAL RESPONDER (2.5)

(Pass/No Pass or letter grade.)

Minimum of 32 lecture hours and 24 lab hours/semester.

Develops manipulative and problem solving skills necessary for the initial evaluation and stabilization of victims of emergency illness or trauma. First responder-level training for fire service, emergency, law enforcement, civil, and industrial personnel. Upon completion, student receives a CPR for Healthcare Provider card, a Skyline College course completion certificate and is eligible for the National Registry Emergency Medical Responder written examination.

### EMC. 410 EMERGENCY MEDICAL TECHNICIAN (8)

Minimum of 96 lecture hours and 96 lab hours, plus 20 hours by arrangement (which will include a minimum of 8 hours in a local Emergency Department and 12 hours riding with a local ambulance company)/semester. Prerequisite: Completion of EMC. 425 or a valid Healthcare Provider CPR card.

This course represents the first phase of training in the Emergency Medical Technician Career Structure. The course covers all techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician, as well as all operational aspects of the job the EMT will be expected to perform. Meets National EMS Education Standards and 2010 AHA guidelines.

### EMC. 415 EMERGENCY MEDICAL TECHNICIAN I – REFRESHER (1.5-2)

Minimum of 24 or 32 lecture hours/semester. 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.

### EMC. 425 CPR: HEALTH CARE PROVIDER (.5)

(Pass/No Pass.)

Minimum of 8 lecture hours/semester.

This course will qualify students for CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. *Transfer credit: CSU.*

### EMC. 665 SELECTED TOPICS IN EMERGENCY MEDICAL CARE (.5 or 1 or 1.5 or 2)

Minimum of 8 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.

## ENERGY SYSTEMS TECHNOLOGY MANAGEMENT (ESTM)

### ESTM 400 CLEAN ENERGY CONCEPTS, POLICIES AND INDUSTRIES (3)

(Pass/No Pass or letter grade.)

Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Fundamental energy and sustainability concepts in the regional, state, and federal context including: climate change; greenhouse gas emissions calculation and management; historical, current, and emerging policies and regulations for greenhouse gas and energy generation and use, including economic impacts; alternative energy technology; industry practices and careers across energy and construction sectors. *Transfer credit: CSU.*

**ESTM 402 INTRODUCTION TO RESIDENTIAL CONSTRUCTION (3)****(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 48 lab hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 400 or equivalent.*

Fundamental residential construction concepts, terminology, and practices, including framing, HVAC, insulation, electrical, plumbing, materials, and hands-on construction basics. Emphasis on green and sustainable building practices and renovations. Main issues in California and Bay Area codes and historical building trends regarding energy and environmental standards. *Transfer credit: CSU.*

**ESTM 410 INTRODUCTION TO SOLAR INSTALLATION AND INTEGRATION (3.5)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours and 24 lab hours plus 16 hours by arrangement/semester. Recommended: Completion of or concurrent enrollment in ELEC 110, or equivalent.*

An introductory course targeted to junior-level photovoltaic installers to provide a foundation of skills necessary in solar installation. Topics include electrical theory and practice, photovoltaic theory and integration, and solar installation skills. The course is a balance of theory, hands-on practice, and real world examples. *Also listed as ELEC 410. Transfer credit: CSU.*

**ESTM 411 INTRODUCTION TO SOLAR PHOTOVOLTAICS (PV) SYSTEMS AND MARKETS (2)****(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 400 or equivalent.*

Provides a foundation of knowledge and skills to understand the solar photovoltaics market and technology. Includes introduction to the global solar PV market, fundamentals of electricity and PV technology, introduction to incentive programs related to solar systems and fundamentals of the site survey process for a residential solar PV array. *Transfer credit: CSU.*

**ESTM 412 SOLAR PHOTOVOLTAICS (PV) DESIGN FUNDAMENTALS (2)****(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 400, ESTM 410 or ESTM 411, or equivalent.*

Foundation of knowledge and skills to understand the site survey and to translate survey data into estimation and design of solar photovoltaics systems. Includes detailed methodology for site surveys, shade analysis, system sizing, string and inverter sizing, the use of software system design tools, graphical PV system design aids. *Transfer credit: CSU*

**ESTM 413 SOLAR PHOTOVOLTAICS (PV) FINANCE AND SALES (2)****(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 400, ESTM 410, ESTM 411 or ESTM 412, or equivalent.*

Economics and sales methodologies for residential solar PV energy systems. Methods and analysis of financing and investment for solar PV systems, including incentive programs and utility tariffs. Customer service and presentation skills and sales best practices. Focus on student's marketability in the renewable energy job marketplace. *Transfer credit: CSU*

**ESTM 421 PRINCIPLES OF BUILDING SCIENCE, HOW HOUSES WORK (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 400 or equivalent.*

Exploration of how air flow, heat flow and moisture flow affect the health, comfort, durability and energy efficiency of the building. Students learn to identify, classify, and compare residential building components, systems, materials and understand and explain sustainable building practices and building science fundamentals. *Transfer credit: CSU.*

**ESTM 425 BUILDING PERFORMANCE ASSESSMENT (4)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours and 48 lab hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 400, ESTM 402 or ESTM 421, or equivalent.*

Provides a foundation to conduct home energy audits and sell home energy upgrade products and services. Topics include fundamental building science concepts, best practices for auditing and data analysis, BPI standards and the Title 24 energy code. Prepares students for the Building Performance Institute certification exam. *Transfer credit: CSU.*



**ESTM 426 BUILDING PERFORMANCE  
RETROFITTING (4)****(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours and 48 lab hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 400, ESTM 402, ESTM 421, ESTM 425 or ESTM 427, or equivalent.

Provides a foundation to perform “whole-house” retrofits for energy/water efficiency. Students apply theory to conduct hands-on retrofitting. Topics include building science, energy assessment reports, developing work scope, HVAC and envelope upgrades, air leakage and sealing, insulation installation, moisture remediation, and quality control. Preparation for Building Performance Institute certification exam. *Transfer credit: CSU.*

**ESTM 427 INTRODUCTION TO WHOLE HOME  
HEATING, VENTILATION, AND COOLING  
(HVAC) (3)****(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 400, ESTM 402 or ESTM 421, or equivalent.

Overview of equipment, design, operation of residential heating, ventilation, and cooling systems. Appliance nameplates are decoded and the role of ducts and registers is explored. Students learn to use industry software to size equipment and ducts and design a simple space-conditioning system. Major challenges to energy use in new and existing systems. *Transfer credit: CSU.*

**ESTM 428 FIELD TRAINING AND EXAM PREPARATION FOR ENERGY EFFICIENCY (.5)****(Pass/No Pass or letter grade.)**

Minimum of 24 lab hours/semester. Recommended: ESTM 425 or equivalent.

Hands-on, advanced field training course builds on fundamental knowledge, skills, and abilities for conducting home performance energy efficiency assessments. Students hone best practices for building systems assessment and data analysis, and producing technical reports with energy upgrade recommendations. Advanced preparation for Building Performance Institute (BPI) field certification exam. *Transfer credit: CSU.*

**ESTM 441 SOLAR THERMAL TECHNOLOGY AND  
DESIGN (3)****(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 400, ESTM 410 or ESTM 411, or equivalent.

Introduction to technology, concepts, and methods of sizing and designing solar hot water systems. Includes site survey, load analysis, rebates and permitting issues, and safety. Methods for identifying and selecting appropriate thermal systems, installation and operation practices, and use of balance-of-system components. Emphasis on student's marketability in the renewable energy job marketplace. *Transfer credit: CSU.*

**ESTM 445 COMMERCIAL SOLAR PHOTVOLTAICS  
(PV) FINANCE AND SALES (2)****(Pass/No Pass or letter grade.)**

Minimum of 32 lecture hours/semester. Prerequisite: MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent; and ESTM 410, ESTM 411, ESTM 412 or ESTM 413, or equivalent. Recommended: ESTM 400 or equivalent.

Advanced training in sales, finance, policy, and technology for commercial, institutional, and utility-scale PV solar installations. Includes best practices for sales and bidding, proposal analysis, finance options, incentives analysis, and case studies in project approval and development. *Transfer credit: CSU*

**ESTM 665 SELECTED TOPICS IN ENVIRONMENTAL  
SCIENCE AND TECHNOLOGY  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)**

Minimum of 8 lecture hours or 24 lab hours/semester for each .5 unit. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; and MATH 110, or MATH 111 and MATH 112, or BUS. 115, or equivalent.

Short course for development of knowledge, skills and abilities in environmental technology – energy efficiency, solar, and business management. Special topics may include public policies, business tactics, currents in new technology, market trends in clean energy, software skills, energy modeling, and field training. *Transfer credit: CSU.*

**ESTM 490 CAPSTONE PROJECT IN ENERGY  
SYSTEMS TECHNOLOGY MANAGEMENT  
(1.5-3)****(Pass/No Pass or letter grade.)**

Minimum of 8-16 lecture hours/semester and 30-120 work experience hours/semester. Prerequisite: At least 10 units of ESTM coursework, or equivalent.

Seminar format course emphasizing fieldwork, case study project, internship, or other advanced, special topic. Focus on completing a portfolio piece for a client or employer, demonstrating breadth and depth of knowledge in ESTM, taken as one of the final courses in the certificate or degree program. *Transfer credit: CSU.*

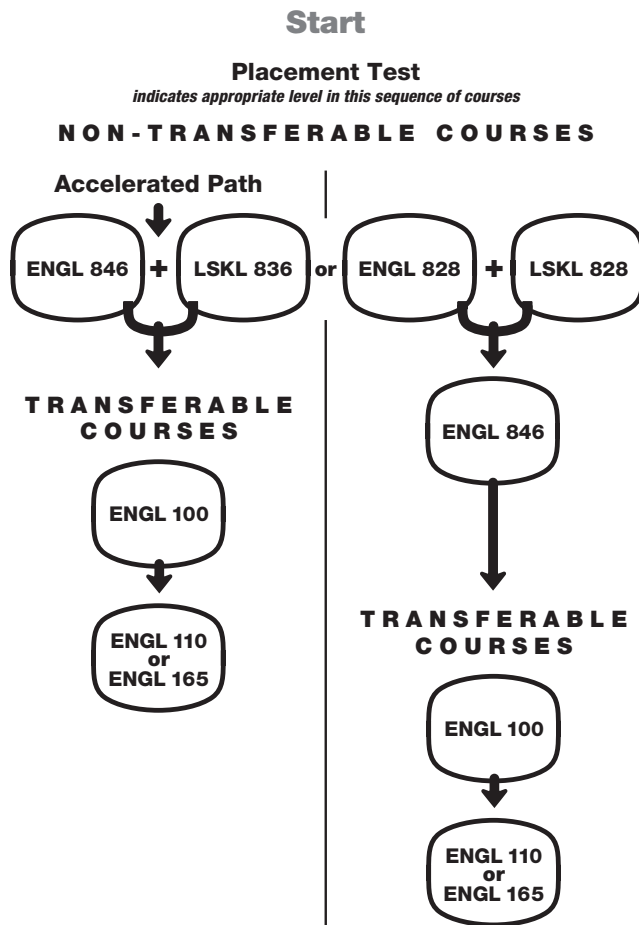


## ENGLISH (ENGL)

Literature courses are listed under **LITERATURE**. Courses for non-native speakers of English are listed under **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**.

Students are required to take the English/Reading placement tests prior to initial placement in courses. English/Reading placement tests are given to students to assist the counselor and the division in guiding them to the appropriate English course. Proper placement in English/Reading assures that students will begin their college studies in courses where they will have the best chance of success. The tests are given on announced dates throughout the year. Students who transfer to Skyline College and have taken a college English course equivalent to ENGL 100 or ENGL 846 at another institution need not take the test.

### English Course Sequence



### ENGL 100 COMPOSITION (3)

Minimum of 48 lecture hours/semester. *WRITING PREREQUISITE: ENGL 846 or ESOL 400, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. READING PREREQUISITE: READ 836, or ENGL 846, or ESOL 400, 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).*

### ENGL 103 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION I (3)

**(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours/semester. *Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Designed for students who want to develop critical thinking skills in the writing of a Pilipino Cultural Night (PCN) and will focus on writing the script for PCN. Students will research other PCN's, read and evaluate cultural literary texts related to the theme for content and composition, and work collaboratively to write a script to celebrate the Filipino and Filipino American experience. *Transfer credit: CSU.*

### ENGL 104 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION II (3)

**(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours/semester. *Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Transfer credit: CSU.*

Designed for students who want to develop critical thinking skills in the production of a Pilipino Cultural Night (PCN) and will focus on the creation of a PCN, including producing, advertising, acting, singing, dancing, stage/technical crew, and prop/set design and construction. Rehearsal times will be arranged by the instructor. All students will be required to participate in and work collaboratively for the PCN performances at the end of the semester.

### ENGL 110 COMPOSITION, LITERATURE AND CRITICAL THINKING (3)

Minimum of 48 lecture hours/semester. *Prerequisite: ENGL 100 or equivalent.*

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).*

**ENGL 161, 162 CREATIVE WRITING I AND II (3, 3)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 161: Eligibility for ENGL 100 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); ENGL 162 – UC; CSU.*

**ENGL 165 CRITICAL THINKING AND ADVANCED COMPOSITION (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 or equivalent 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 203 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION III (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Designed for students who want to develop advanced critical thinking skills in the writing of a Pilipino Cultural Night (PCN) and will primarily focus on developing the management roles of the production. Students will research other PCN's, read and evaluate cultural literary texts related to the theme for content and composition, and work collaboratively to write a script to celebrate the Filipino and Filipino American experience. In addition, these students will be meeting outside of class time to develop and advance their leadership skills in preparation for the upcoming Pilipino Cultural Night performances. *Transfer credit: CSU.*

**ENGL 204 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION IV (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Designed for students who want to develop advanced critical thinking skills in the production of a Pilipino Cultural Night (PCN) by serving in the management roles of the production. Course will focus on the creation of a PCN, including producing, advertising, acting, singing, dancing, stage/technical crew, and prop/set design and construction. Rehearsal times will be arranged by the instructor. All students will be required to participate in and work collaboratively for the PCN performances at the end of the semester. In addition, the students enrolled in this course will be

meeting outside of class time to demonstrate and further develop and advance their leadership skills in preparation for the upcoming Pilipino Cultural Night performances. *Transfer credit: CSU.*

**ENGL 650 ENGLISH SUPPLEMENT FOR TRIO STUDENTS (.5-3)**

**(Pass/No Pass.)**

*Minimum of 24 lab hours by arrangement for each .5 unit.*

Individual instruction in reading and writing skills for TRIO/STAARS students based on TRIO English instructor's assessment of each student's reading and writing skills. Students are assigned a personal tutor/mentor based in The Learning Center. *(Open entry.) (Units do not count toward the Associate Degree.)*

**ENGL 819 ENGLISH DEVELOPMENT (3)**

*Minimum of 48 lecture hours/semester.*

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 828 BASIC COMPOSITION AND READING (5)**

*Minimum of 80 lecture hours/semester. Recommended: Eligibility for ENGL 826 and READ 826 by appropriate scores on college placement tests and other measures as necessary.*

Practice in composition and reading based on the study of essays and other reading material. Composition of short essays, with focused work on reading, paragraph development, and sentence structure. *(Units do not count toward the Associate Degree.)*

**ENGL 846 READING AND WRITING CONNECTIONS (5)**

*Minimum of 80 lecture hours/semester. Prerequisite: Completion of ENGL 826 and READ 826, or ENGL 828, or ESOL 840 or ESOL 841/842, or ESOL 864 and 874 with Pass or a grade of C or better; or eligibility for ENGL 846 or ESOL 400, or equivalent on approved college placement test or multiple measures.*

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.*

## 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)

*Minimum of 80 lecture hours/semester. Prerequisite: ESOL 840, or ESOL 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. *Transfer credit: UC; CSU.*

### ESOL 655 ENGLISH AS A SECOND LANGUAGE SUPPLEMENT (.5-3)

**(Pass/No Pass.)**

*Minimum of 24 lab hours by arrangement for each .5 unit. 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.) (Units do not count toward the Associate Degree.)*

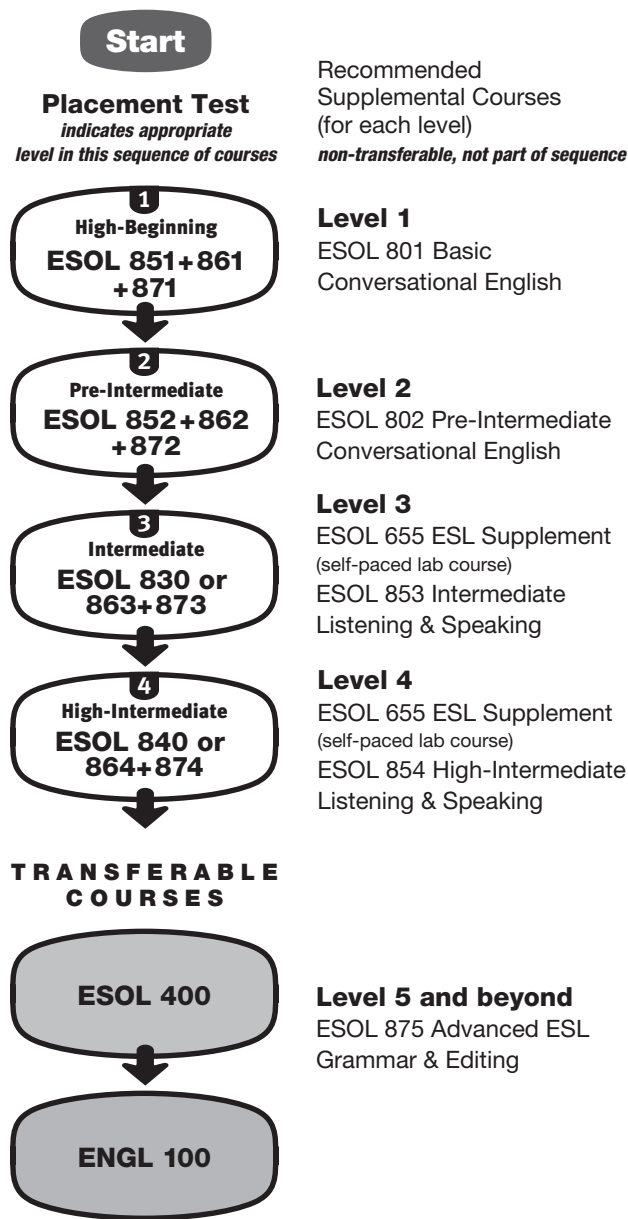
### ESOL 801 BASIC CONVERSATIONAL ENGLISH (2)

**(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours/semester. Recommended: ESOL placement test.*

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 Program Sequence and Supplemental Courses



**ESOL 802 PRE-INTERMEDIATE CONVERSATIONAL ENGLISH (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours/semester. Recommended: ESOL 851 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. Appropriate for pre-intermediate speakers of English eligible for ESOL 852, or equivalent. *(Units do not count toward the Associate Degree.)*

**ESOL 803 WORKPLACE ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours plus 32 hours by arrangement/semester. Recommended: ESOL 851 or equivalent.*

Professional greetings, dress and customs, conversation, customer service, and other skills to work successfully in an office environment. Practice in staffing a professional office. *(Units do not count toward the Associate Degree.)*

**ESOL 804 ENGLISH FOR CHILDCARE PROVIDERS (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Completion of or concurrent enrollment in ESOL 830, or ESOL 863 and ESOL 873, or eligibility for ESOL 840, or equivalent.*

Basic listening, speaking, reading and writing skills in standard English within the context of child care. Intended for parents, grandparents, child care providers, and pre-school teachers who are learning English as a second language. Also listed as ECE. 804. *(Units do not count toward the Associate Degree.)*

**ESOL 805 ENGLISH FOR HEALTH CARE I: PATIENTS AND HEALTH CARE PROFESSIONALS (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: ESOL 840, or eligibility for ESOL 400, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent.*

Designed for health care professionals in all health fields with high-intermediate English language proficiency. Integrated language skills on themes such as career options and requirements in health care, patient-centered communication, interaction patterns on health care teams, assertive communication, health care systems and traditions, and cultural diversity in health care. *(Units do not count toward the Associate Degree.)*

**ESOL 806 ENGLISH FOR HEALTH CARE II: HEALTH CARE PRACTICES (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours/semester. Recommended: ESOL 840, or eligibility for ESOL 400, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent.*

Designed for health care professionals in all health fields with intermediate English language proficiency. Integrated language skills on themes such as interviews in health care, interaction patterns on health care teams, discussion of treatment options with patients, alternative health perspectives, and communication strategies among culturally diverse patients and health workers. *(Units do not count toward the Associate Degree.)*

**ESOL 807 ENGLISH FOR HEALTH CARE III: CHALLENGES IN HEALTH CARE (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: ESOL 840, or eligibility for ESOL 400, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent.*

Designed for health care professionals in all health fields with high-intermediate English language proficiency. Integrated language skills on themes such as professional behavior and development, supervisory and collegial challenges, safety issues, special needs patients, telephone and electronic communication, underserved communities, and legal and ethical issues in health care. *(Units do not count toward the Associate Degree.)*

**ESOL 830 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III (6)****(Pass/No Pass or letter grade.)***Minimum of 144 lecture hours/semester. Recommended: Satisfactory completion of ESOL 862 and ESOL 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.)*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**



**ESOL 840 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES IV (6)****(Pass/No Pass or letter grade.)**

*Minimum of 144 lecture hours/semester. Recommended: ESOL 830, 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 851 HIGH-BEGINNING ESL LISTENING AND SPEAKING (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: ESOL placement test.*

Development of listening comprehension and oral proficiency of standard spoken English at the high-beginning level. Listening focuses on comprehension of verbal instructions, vocabulary in context, and ideas in sentences, speeches, and dialogues. Speaking focuses on clear pronunciation of common words and phrases and development of fluency in conversation. *(Units do not count toward the Associate Degree.)*

**ESOL 852 PRE-INTERMEDIATE ESL LISTENING AND SPEAKING (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: ESOL 851 or equivalent.*

Development of listening comprehension and oral proficiency of standard spoken English at the pre-intermediate level. Listening focuses on comprehension of modified spoken English, vocabulary in context, and ideas in speeches and discussions. Speaking focuses on clear pronunciation of common words and phrases, continued development of fluency in conversation, and proficiency in initiating, sustaining, and ending oral communication in a variety of contexts. ESOL 852, when taken with ESOL 862 and ESOL 872, is equivalent to ESOL 820. *(Units do not count toward the Associate Degree.)*

**ESOL 853 INTERMEDIATE ESL LISTENING AND SPEAKING (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: ESOL 852 or equivalent.*

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.)**

*Minimum of 48 lecture hours/semester. Recommended: ESOL 853, or appropriate skill level 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-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. *(Units do not count toward the Associate Degree.)*

**ESOL 861 HIGH-BEGINNING ESL READING AND WRITING (4)****(Pass/No Pass or letter grade.)**

*Minimum of 64 lecture hours/semester. Recommended: ESOL placement test.*

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.)**

*Minimum of 64 lecture hours/semester. Recommended: ESOL 861 and ESOL 871, or equivalent.*

Development of reading and writing skills at the pre-intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, and short paragraph writing. *(Units do not count toward the Associate Degree.)*

**ESOL 863 INTERMEDIATE ESL READING AND WRITING (4)****(Pass/No Pass or letter grade.)**

*Minimum of 64 lecture hours/semester. Recommended: ESOL 862 and ESOL 872, or equivalent.*

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.)***Minimum of 64 lecture hours/semester. Recommended: ESOL 863 or equivalent.*

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. *(Units do not count toward the Associate Degree.)*

**ESOL 871 HIGH-BEGINNING ESL GRAMMAR (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. 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.)***Minimum of 48 lecture hours/semester. Recommended: 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.)***Minimum of 48 lecture hours/semester. Recommended: ESOL 872 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.)***Minimum of 48 lecture hours/semester. Recommended: ESOL 830 or ESOL 873, 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.)***Minimum of 48 lecture hours/semester. Recommended: ESOL 840 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. *(Units do not count toward the Associate Degree.)*

**ENVIRONMENTAL SCIENCE AND TECHNOLOGY (ENVS)****ENVS 100 INTRODUCTION TO ENVIRONMENTAL SCIENCE (3)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

An interdisciplinary introduction to aspects of environmental and natural resource issues and their impact on human welfare. Exploration of causes of environmental issues in a natural sciences, social sciences, business and engineering context. Study of sustainability and potential solutions to environmental problems. *Transfer credit: UC; CSU (B2).*

**FAMILY AND CONSUMER SCIENCES (FCS)****FCS 310 NUTRITION (3)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Basic concepts of nutrition. Role of nutrients in maintenance of life processes; utilization of food by the body; hunger and appetite; personal nutrition evaluation, the relation between proper nutrition and healthy lifestyle. Special emphasis given to nutrition education and community, national and world nutrition problems. *Transfer credit: UC; CSU (E1).*

**FCS 311 CHILDREN'S NUTRITION (1)***Minimum of 16 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. *Transfer credit: CSU.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**FCS 665 SELECTED TOPICS IN FAMILY AND CONSUMER SCIENCES (.5 or 1 or 1.5) (Pass/No Pass or letter grade.)**

*Minimum of 8 lecture hours for each .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. *Transfer credit: CSU.*

**FASHION MERCHANDISING (FASH)**

**FASH 100 PRINCIPLES OF DESIGN (3) (Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

An overview of design principles and elements used in fashion to create effective and successful garment designs. Focus is on the recognition, analysis and evaluation of good design in both ready to wear and student's original designs. Other topics include sketching and presentation techniques. *Transfer credit: CSU.*

**FASH 113 TEXTILES (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. *Transfer credit: UC; CSU (C1).*

**FASH 119 CLOTHING, CULTURE AND SOCIETY (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. *Transfer credit: CSU (C1).*

**FASH 151 FASHION MERCHANDISING (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 225 APPAREL ANALYSIS (3) (Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Provides students with an overview of the apparel production cycle: how apparel products are designed, created, and distributed. Students analyze garment design and construction features in order to understand their relationship to apparel cost and quality. Style terminology, sizing, price points, fabric choices, sustainability and other factors in apparel production are also discussed. *Transfer Credit: CSU.*

**FASH 226 VISUAL MERCHANDISING AND DISPLAY (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Explores the visual merchandising and display methods used within the fashion and related industries and the role each method plays in these industries. Introduces the equipment, materials and techniques used to create dynamic visual displays. Students critique and create visual displays and visual merchandising materials. *Transfer credit: CSU.*

**FASH 228 FASHION SHOW PRODUCTION (3) (Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Plan, prepare and present fashion information through a variety of methods including informal and formal runway shows and written communication. Become aware of the decision making necessary to produce small and large scale fashion events. Allows students to discuss and experience all aspects of a professional fashion show: set design, lighting, music, advertising and public relations, ticket sales and seating, organization of garments and accessories, choreography, models, judging, and hospitality. *Transfer credit: CSU.*

**FASH 665 SELECTED TOPICS IN FASHION****(.5 or 1 or 1.5)****(Pass/No Pass or letter grade.)***Minimum of 8 lecture hours for each .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. *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)**

*Minimum of 80 lecture hours/semester. Recommended: Eligibility for 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.)**

*Minimum of 48 lecture hours /semester. FILI 111 – Recommended: Eligibility for ENGL 846 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)**

*Minimum of 80 lecture hours /semester. 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: UC; CSU (C2).*

**FILM (FILM)****FILM 375 SCRIPTWRITING FOR TELEVISION  
AND FILM (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.)**

*Minimum of 32 lecture hours and 48 lab hours/semester.*

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. *Transfer credit: CSU.*

**FILM 385 INTERMEDIATE FILM/VIDEO  
WORKSHOP (2)****(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 32 lab hours/semester. 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. *Transfer credit: CSU.*

**FILM 440 FILM STUDY AND APPRECIATION (3)**

*Minimum of 48 lecture hours/semester. Recommended: ENGL 100 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).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**



**FILM 450 GREAT FILM DIRECTORS (3)**  
(Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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 100 PHYSICAL GEOGRAPHY (3)**  
(Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Corequisite: GEOG 101.*

Study of the basic characteristics and distributions of Earth’s physical features, natural systems (such as global winds, ocean circulations, and the rock cycle) and phenomena (such as hurricanes, earthquakes and volcanoes). Includes basic characteristics of maps, seasons, weather, climate, ecosystems, biomes, water processes and landforms. This course must be taken with GEOG 101. *Transfer credit: CSU (B1).*

**GEOG 101 PHYSICAL GEOGRAPHY LAB (1)**  
(Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Corequisite: GEOG 101. Recommended: Eligibility for ENGL 100 or equivalent.*

Practical application of the basic concepts of Physical Geography. Students will use the tools of geography, such as maps and field observations, to enrich their understanding of the Earth’s physical processes. Topics include Earth-Sun relationships, weather, climate, landforms, water, ecosystems, and their spatial relationships. *Transfer credit: CSU (B3).*

**GEOG 110 CULTURAL GEOGRAPHY (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

**GEOG 150 WORLD REGIONAL GEOGRAPHY (3)**  
(Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 300 GEOGRAPHIC INFORMATION SCIENCE (GIS) (3)**

(Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent; and skill in using Windows operating system and internet, such as acquired in BCM. 104 and BCM. 400, or equivalent.*

An introduction to the rapidly expanding field of Geographic Information Systems (GIS) and the broader discipline of Geographic Information Science. Includes both theory and software training, and provides a framework to understand how spatial data is gathered, integrated, interpreted, manipulated and analyzed. *Transfer credit: UC; CSU.*

**GEOLOGY (GEOL)**

**GEOL 100 SURVEY OF GEOLOGY (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 210 GENERAL GEOLOGY (4)**

*Minimum of 48 lecture hours and 48 lab hours/semester plus field trips by arrangement. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

**GEOL 220 HISTORICAL GEOLOGY (4)**

*Minimum of 48 lecture hours and 48 lab hours/semester. Prerequisite: GEOL 100 or GEOL 210, or equivalent.*

Origin and history of the Earth and its development through geologic time. The formation of continents and ocean basins and their modifications through time. The evolution of plants and animals as seen through the fossil record. Emphasis on the geologic history of North America. *Transfer credit: UC; CSU (B1, B3).*

**HEALTH SCIENCE (HSCI)****HSCI 100 GENERAL HEALTH SCIENCE (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A broad and comprehensive survey of factors that influence individual and community health. Examines the interaction between personal health choices & behaviors, social determinants of health, and environmental influences in community and personal health. Topics include chronic diseases, health disparities, mental health, drugs and addiction, stress management, sexual health, nutrition, exercise, healthcare systems and services, alternative medicine, grief and loss, and environmental health. *Transfer credit: UC; CSU (E1).*

**HSCI 130 HUMAN SEXUALITY (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Students explore and expand their understanding about the biological, interpersonal and socio-cultural dimensions of sex and sexuality. Topics include anatomy and physiology; psychosexual development; dating and relationships; gender expression; sexual orientations; pregnancy, childbirth and parenting; contraceptive methods; sexually transmitted infections; pleasure, arousal and sexual behavior; sexual violence and exploitation; commercial sex work; myths and misconceptions; and communication skills. *Transfer credit: UC; CSU (E1).*

**HSCI 180 GATEWAY TO HEALTH CAREERS (3)**

*Minimum of 48 lecture hours/semester.*

Introduction of skills, attributes and basic knowledge required for entry into various health care professions. Includes basic assessment, CPR, and math calculations used in health care. Emphasis on providing a foundation for future health career courses. *Also listed as EMC. 180. Transfer credit: CSU.*

**HSCI 314 HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Introduction to the laws, regulations, standards, policies, procedures and early childhood education curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. *Also listed as ECE. 314. Transfer credit: CSU.*

**HSCI 420 EKG TECHNOLOGY (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester and one eight-hour day 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 484 MEDICAL TERMINOLOGY (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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 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.)**

*Minimum of 8 lecture hours for each .5 unit. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Explores contemporary topics or life styles as they relate to the health of individuals or society. *Transfer credit: CSU (E1).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

## HISTORY (HIST)

### HIST 100 HISTORY OF WESTERN CIVILIZATION I (3)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

### HIST 101 HISTORY OF WESTERN CIVILIZATION II (3)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

### HIST 104 WORLD CIVILIZATIONS I (3)

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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)

*Minimum of 48 lecture hours/semester. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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)

*Minimum of 48 lecture hours/semester. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 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).*

### HIST 202 UNITED STATES HISTORY II (3)

*Minimum of 48 lecture hours/semester. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 or equivalent.*

U.S. History from Reconstruction to the present. *Transfer credit: UC; CSU (D1).*

### HIST 203 THE UNITED STATES SINCE 1945 (3)

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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)

*Minimum of 48 lecture hours/semester. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)

*Minimum of 48 lecture hours/semester. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 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.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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)***Minimum of 48 lecture hours/semester. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 100 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.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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: UC; CSU (C2, D3).*

**HIST 420 SURVEY OF LATIN AMERICAN HISTORY (3)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 429 HISTORY OF LATINOS IN THE UNITED STATES (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

Examination of the impact of the Latino/a Diaspora on the culture, identity and politics in the United States from Spanish exploration in the Americas to the contemporary period. Emphasis on the Latino/a effect on American political, cultural, and economic systems and institutions. *Transfer credit: UC; CSU (C2, D3).*

**HIST 430 EARLY ASIAN CIVILIZATIONS (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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: CSU (C2, D3).*

**HIST 432 MODERN ASIAN CIVILIZATIONS (3)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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 (C2, D3).*

**HIST 435 HISTORY OF THE PHILIPPINES (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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 436 FILIPINOS IN AMERICA (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

A historical and cultural survey of Filipinos in America from early settlements in Louisiana, Hawaii and the west coast to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that shaped the various Filipino communities in the United States. *Transfer credit: UC; CSU (D3).*



**HIST 444 SURVEY OF SUB-SAHARAN HISTORY (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

Survey of Sub-Saharan African history. Topics include the origins and impact of the slave trade; European colonialism; political, social and economic development; and contemporary issues. *Transfer credit: UC; CSU (C2, D3).*

**HIST 453 HISTORY OF CHINA (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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: UC; CSU (C2, D3).*

**HIST 461 GREAT CITIES OF THE WORLD: PARIS, MADRID AND ISTANBUL (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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).*

**INTERIOR DESIGN (INTD)****INTD 110 ENVIRONMENTAL DESIGN (3)**

*Minimum of 48 lecture hours/semester.*

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 665 SELECTED TOPICS IN INTERIOR DESIGN  
(.5 or 1 or 1.5 or 2 or 3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 8 lecture hours for each .5 unit.*

Short course designed to enhance interest and develop skills in the areas of interior design. Focus on one of the following specific topics such as: environmental design, sustainable/ green design for interiors, computer applications for creating interior design plans, color and design, development of interior design portfolios, furniture design, basics of interior design for home and business, and designing for multicultural populations. *Transfer credit: CSU.*

## JOURNALISM (JOUR)

### JOUR 110 MASS MEDIA AND SOCIETY (3)

Minimum of 48 lecture hours/semester. Prerequisite: Eligibility for ENGL 846 or ESOL 400, or equivalent.

A general-interest survey course that 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).*

### JOUR 120 WRITING AND REPORTING FOR THE MEDIA (3)

Minimum of 48 lecture hours/semester. Prerequisite: Eligibility for ENGL 100 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.*

### JOUR 121 ADVANCED WRITING AND REPORTING FOR THE MEDIA (3)

Minimum of 48 lecture hours/semester. Prerequisite: Completion of JOUR 120, or equivalent.

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: UC; CSU.*

### JOUR 300 NEWSPAPER STAFF (3)

Minimum of 48 lecture hours and 48 lab hours by arrangement/semester. Prerequisite: Eligibility for 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. *Transfer credit: CSU.*

### JOUR 320 BEGINNING NEWSPAPER STAFF (3)

Minimum of 48 lecture hours plus 48 hours by arrangement/semester. Prerequisite: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Focus on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students concentrate their work in one of the following: report, write and edit articles for the print and online versions of The Skyline View; take and edit photographs; research for and create informational graphics; develop multimedia stories; design and layout pages of the print newspaper, including in-house advertising; post to and maintain social media sites. Ethical and legal issues are also covered. *Transfer: CSU.*

### JOUR 330 INTERMEDIATE NEWSPAPER STAFF (3)

Minimum of 48 lecture hours plus 48 hours by arrangement/semester. Prerequisite: JOUR 320 or equivalent.

Focus on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students take a leadership or management role on the paper, while they also concentrate their work in one of the following: report, write and edit articles for the print and online versions of The Skyline View; take and edit photographs; research for and create informational graphics; develop multimedia stories; design and layout pages of the print newspaper, including in-house advertising; post to and maintain social media sites. Ethical and legal issues are also covered. *Transfer: CSU.*

### JOUR 340 INTERMEDIATE ADVANCED NEWSPAPER STAFF (3)

Minimum of 48 lecture hours plus 48 hours by arrangement/semester. Prerequisite: JOUR 330 or equivalent.

Focus on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students take a training and leadership or management role on the paper, while they also concentrate their work in one of the following: report, write and edit articles for the print and online versions of The Skyline View; take and edit photographs; research for and create informational graphics; develop multimedia stories; design and layout pages of the print newspaper, including in-house advertising; post to and maintain social media sites. Ethical and legal issues are also covered. *Transfer credit: CSU.*

All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.

**JOUR 350 ADVANCED NEWSPAPER STAFF (3)**

*Minimum of 48 lecture hours plus 48 hours by arrangement/semester. Prerequisite: JOUR 340 or equivalent.*

Focus on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students take a training and leadership or management role on the paper. They also do advanced reporting for the paper in one of the following areas: investigative and in-depth stories, public affairs reporting; or data-driven reporting. Students also coordinate one special add-on section for the newspaper. *Transfer credit: CSU.*

**KINESIOLOGY, ATHLETICS AND DANCE (Previously Physical Education)**

The majority of courses offered by the San Mateo County Community College District are now leveled to show progression from the most fundamental (level 1) to the most advanced (level 4). Course levels can be identified by a .1, .2, .3, or .4 system or by the course title. Course levels may be scheduled simultaneously. Students are advised to enroll initially at the fundamental level (.1) regardless of previous experience and be placed at the appropriate level based on instructor assessment. Adapted Physical Education and intercollegiate sport related courses are not affected by the repeatability legislation.

Kinesiology and Dance activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family listed below. If there is more than one course in a particular family, a student may only enroll in a maximum of four total courses within that family. After four courses within a family have been taken, a student has the option to audit should they wish to continue enrolling in courses within that family. Students who audit do not count toward meeting local minimum enrollment requirements. Thus, a class may be cancelled if enough credit seeking students are not enrolled no matter how many students wish to audit. For information about how to audit, students should refer to the audit policy in the catalog.

A course previously taken by a student, prior to course leveling within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four combined. Below is a matrix which identifies the previous courses (based on the 2012-2013 catalog) and the equivalent with levels. This limitation on enrollment applies to all coursework attempted by the student. Students not having previously taken a Kinesiology or Dance activity course may have the opportunity to enroll in courses within a particular family for a maximum of four times.

**Adaptive Physical Education (ADAP)**

**(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section.)**

**ADAP 358 ADAPTED STRENGTH DEVELOPMENT (.5-1 or .5 or 1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24 lab hours for each .5 unit for variable sections; minimum of 24 lab hours for .5 unit sections; minimum of 48 lab hours for 1 unit 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 competency and continued evaluation of improvement. Transfer credit: UC; CSU (E2).*

**ADAP 359 BALANCE AND FUNCTIONAL MOVEMENT FOR THE PHYSICALLY LIMITED (.5-1 or 1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours for 1 unit sections; minimum of 24 lab hours for each .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 competency and continued evaluation of improvement. Transfer credit: UC; CSU (E2).*

**Combatives (COMB)**

**(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section.)**

**COMB 301, 302 WRESTLING, BEGINNING AND INTERMEDIATE (.5 or 1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours plus 16 hours by arrangement/semester. Recommended: Intermediate – COMB 301 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. *(The combination of COMB 301 and 302 may be taken four times for a maximum of four units.) Transfer credit: UC; CSU (E2).*

## List Of Kinesiology Families Across The District

<b>AQUATICS:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Aquatic Conditioning Family:	AQUA 127	AQUA 127.1, 127.2, 127.3, 127.4
Resistance Training Family:	AQUA 135	AQUA 135.1, 135.2, 135.3, 135.4
Stroke Skill Development Family:	AQUA 133	AQUA 133.1, 133.2, 133.3, 133.4
Water Polo Family:	AQUA 109	AQUA 109.1, 109.2, 109.3, 109.4
<b>COMBATIVES:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Karate Family:	COMB 404, 405	COMB 404.1, 404.2, 404.3, 404.4
Self-defense Family:	COMB 401	COMB 401.1, 401.2, 401.3, 401.4
<b>FITNESS:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Cardiovascular Training Family: (High Impact)	FITN 151, 305, 314; DANC 350	FITN 151 FITN 305.1, 305.2, 305.3, 305.4 FITN 314.1, 314.2, 314.3, 314.4 DANC 350.1, 350.2, 350.3, 350.4
Cardiovascular Training Family: (Low Impact)	FITN 123, 127, 134, 199, 301, 303, 304, 308, 312, 320	FITN, 134, FITN 199.1, 199.2, 199.3, 199.4 FITN 301.1, 301.2, 301.3, 301.4 FITN 304.1, 304.2, 304.3, 304.4 FITN 308.1, 308.2, 308.3, 308.4
Cross Training Family:	FITN 110, 112, 117, 118, 119, 166, 235, 400	FITN 112.1, 112.2, 112.3, 112.4 FITN 117, 118, 119 FITN 166.1, 166.2, 166.3, 166.4 FITN 235, 235.1, 235.2, 235.3, 235.4 FITN 400.1, 400.2, 400.3, 400.4
Core Training Family:	FITN 116, 128, 129, 219, 237	FITN 116.1, 116.2, 116.3, 116.4 FITN 128, 129 FITN 219.1, 219.2, 219.3, 219.4 FITN 237.1, 237.2, 237.3, 237.4
Pilates Family:	FITN 124, 335, 339	FITN 335.1, 335.2, 335.3, 335.4
Resistance Training Family:	FITN 122, 201, 202, 205, 206, 207	FITN 122, 201.1, 201.2, 201.3, 201.4 FITN 206
Yoga Family:	FITN 332, 334, 337, 338	FITN 332.1, 332.2, 332.3, 332.4 FITN 334.1, 334.2, 334.3, 334.4
<b>INDIVIDUAL SPORTS:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Archery Family:	INDV 101, 105	INDV 101.1, 101.2, 101.3, 101.4
Badminton Family:	INDV 120, 121, 125	INDV 121.1, 121.2, 121.3, 121.4
Golf Family:	INDV 160, 161, 164, 165, 166, 167, 168, 169, 171, 172	INDV 160.1, 160.2, 160.3, 160.4 INDV 165.1, 165.2, 165.3, 165.4
Tennis Family:	INDV251, 252, 253, 254, 255, 256	INDV 251.1, 251.2, 251.3, 251.4
<b>TEAM SPORTS:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Basketball Family:	TEAM 110, 111, 115, 117	TEAM 111.1, 111.2, 111.3, 111.4, 117
Football Family:	TEAM 132	TEAM 132.1, 132.2, 132.3, 132.4
Soccer Family:	TEAM 141, 143, 145, 148	TEAM 141.1, 141.2, 141.3, 141.4 TEAM 148, 148.1, 148.2, 148.3, 148.4
Volleyball Family:	TEAM 171, 173, 174, 175,	TEAM 171, 171.1, 171.2, 171.3, 171.4



**List Of Dance Families**

<b>DANCE:</b>	<b>PREVIOUS/EQUIVALENT COURSES(S)</b>	<b>LEVELED/CURRENT COURSES</b>
Ballroom Family:	DANC 116, 151, 153, 156, 167, 168, 169, 665SF	DANC 116.1, 116.2, 116.3, 116.4 DANC 151.1, 151.2, 151.3, 151.4 DANC 167.1, 167.2, 167.3, 167.4 DANC 168, 169 DANC 172.1, 172.2, 172.3, 172.4
Choreography Family:	DANC 390, 395	DANC 395.1, 395.2, 395.3, 395.4
Composition Family:	DANC 330	DANC 330.1, 330.2, 330.3, 330.4
Classical Family:	DANC 140, 141, 143, 172	DANC 140.1, 140.2, 140.3, 140.4
Dance Accompaniment Family:	DANC 410	DANC 410.1, 410.2, 410.3, 410.4
Dance Production Family:	DANC 400, 450	DANC 400.1, 400.2, 400.3, 400.4
Hip Hop Family:	DANC 150	DANC 150.1, 150.2, 150.3, 150.4
Jazz Family:	DANC 117, 130, 131, 132, 205, 210, 215	DANC 130.1, 130.2, 130.3, 130.4 DANC 117.1, 117.2, 117.3, 117.4
Modern Family:	DANC 110, 121, 122, 330	DANC 121.1, 121.2, 121.3, 121.4
Salsa Family:	DANC 125, 126, 127, 152, 665SB	DANC 125.1, 125.2, 125.3, 125.4
Tango Family:	DANC 161, 162, 163, 164, 165, 166, 260	DANC 162, 161, 162, 163, 164, 165 DANC 166, 260 DANC 152.1, 152.2, 152.3, 152.4

**COMB 401.1 SELF DEFENSE I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

A beginning level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. This course includes instruction in both non-violent and violent defenses. *Transfer: UC; CSU.*

**COMB 401.2 SELF DEFENSE II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An intermediate level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. This course includes instruction in both non-violent and violent defenses. *Transfer: UC; CSU.*

**COMB 401.3 SELF DEFENSE III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced intermediate level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. This course includes instruction in both non-violent and violent defenses. *Transfer: UC; CSU (E2).*

**COMB 401.4 SELF DEFENSE IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. This course includes instruction in both non-violent and violent defenses. *Transfer: UC; CSU (E2).*

**COMB 404.1 SHOTOKAN KARATE I  
(.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course will introduce the student at a beginning level 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. *Transfer credit: UC; CSU (E2).*

**COMB 404.2 SHOTOKAN KARATE II  
(.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course will introduce the student at an intermediate level 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. *Transfer credit: UC; CSU (E2).*

**COMB 404.3 SHOTOKAN KARATE III  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced intermediate level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. This course includes instruction in both non-violent and violent defenses. *Transfer credit: UC; CSU (E2).*

**COMB 404.4 SHOTOKAN KARATE IV  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course will introduce the student at an advanced level 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. *Transfer credit: UC; CSU (E2).*

**Dance (DANC)****(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section.)****DANC 100 DANCE APPRECIATION (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Designed to give the student an overview of dance history. Beginning with classical era folk and ethnic dance, this course will survey the development of Modern, Ballet, Jazz and other dance forms. Focusing largely on the 20th Century, students will read, write and watch videos to form an overview of the history of dance and the historical events that influenced the major choreographers of the 20th Century. *Transfer credit: UC; CSU (C1).*

**DANC 121.1 MODERN DANCE I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Beginning level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Transfer credit: CSU (E2).*

**DANC 121.2 MODERN DANCE II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Transfer credit: CSU (E2).*

**DANC 121.3 MODERN DANCE III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Transfer credit: CSU (E2).*

**DANC 121.4 MODERN DANCE IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. *Transfer credit: UC; CSU (E2).*

**DANC 125.1 SALSA I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Beginning techniques of partner salsa dancing. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. Shine steps are covered. Dance etiquette and rhythm of salsa music covered. *Transfer credit: CSU (E2).*

**DANC 125.2 SALSA II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continuation of DANC 125.1. A thorough review of Salsa I is provided. Intermediate salsa patterns including more complex turns, patterns, and shines are introduced. Greater emphasis on the development of dance stylization, timing, and safety. Student choreography and presentation is encouraged. *Transfer credit: CSU (E2).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

## KINESIOLOGY, ATHLETICS AND DANCE (DANCE)

### **DANC 125.3 SALSA III (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continuation of DANC 125.2. Includes a quick review of DANC 125.1 and a thorough review of DANC 125.2. More complex patterns are demonstrated and practiced, with emphasis on dance pattern design at the Intermediate/Advanced level. Student choreography and “learning by teaching” is required. Includes emphasis on partner dancing safety and core body awareness, and improving balance, strength, and flexibility in preparation for advanced patterns and stage performance. *Transfer credit: CSU (E2).*

### **DANC 125.4 SALSA IV (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continuation of DANC 125.3. Designed for the advanced student who has already demonstrated Intermediate/Advanced ability in lead/follow technique, dance pattern complexity, and proper timing. Longer and more difficult dance combinations are covered without introduction or emphasis of the basics. Choreography of intermediate/advanced shines and partner patterns required. Student learning by teaching required. Performance required. *Transfer credit: CSU (E2).*

### **DANC 130.1 JAZZ DANCE I (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the introductory level by the end of the semester. *Transfer credit: CSU (E2).*

### **DANC 130.2 JAZZ DANCE II (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the intermediate level by the end of the semester. *Transfer credit: CSU (E2).*

### **DANC 130.3 JAZZ DANCE III (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced intermediate level by the end of the semester. *Transfer credit: CSU (E2).*

### **DANCE 130.4 JAZZ DANCE IV (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced level by the end of the semester. *Transfer credit: CSU (E2).*

### **DANC 140.1 BALLET I (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Beginning barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Transfer credit: CSU (E2).*

### **DANC 140.2 BALLET II (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Transfer credit: CSU (E2).*

### **DANC 140.3 BALLET III (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Transfer credit: CSU (E2).*

### **DANC 140.4 BALLET IV (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. *Transfer credit: CSU (E2).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**DANC 151.1 SOCIAL DANCE I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

This is an introductory Social Dance course geared to beginners and taught with an emphasis on the social aspects of dance. The basics of several dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. *Transfer credit: CSU (E2).*

**DANC 151.2 SOCIAL DANCE II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

This Social Dance course is taught with an emphasis on the social aspects of dance. The basics of several dance styles are emphasized, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha Cha, Night Club, Two-Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. *Transfer credit: CSU (E2).*

**DANC 151.3 SOCIAL DANCE III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

This Social Dance course is taught with an emphasis on the social aspects of dance. The basics of several dance styles are emphasized, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha Cha, Night Club, Two-Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. *Transfer credit: CSU (E2).*

**DANC 151.4 SOCIAL DANCE IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

This Social Dance course is taught with an emphasis on the social aspects of dance. The basics of several dance styles are emphasized, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required. *Transfer credit: CSU (E2).*

**DANC 152.1 CUBAN ROOTS OF SALSA I  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

A beginning level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha cha cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. *Transfer credit: CSU (E2).*

**DANC 152.2 CUBAN ROOTS OF SALSA II  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

An intermediate level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha cha cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. *Transfer credit: CSU (E2).*

**DANC 152.3 CUBAN ROOTS OF SALSA III  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced intermediate level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha cha cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. *Transfer credit: CSU (E2).*

**DANC 152.4 CUBAN ROOTS OF SALSA IV  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha cha cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. *Transfer credit: CSU (E2).*

**DANC 161 TANGO ARGENTINO (.5 or 1)  
(Pass/No Pass or letter grade.)***Minimum of 24 or 48 lab hours/semester.*

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. *Transfer credit: UC; CSU (E2).*



## KINESIOLOGY, ATHLETICS AND DANCE (DANCE)

### **DANC 162 TANGO MILONGA (.5 or 1) (Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours/semester. Recommended: 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. *Transfer credit: UC; CSU (E2).*

### **DANC 163 TANGO BUENOS AIRES (.5-1) (Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours/semester. Recommended: 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.) Transfer credit: UC; CSU (E2).*

### **DANC 164 TANGO DE LA CONFITERIA (.5 or 1) (Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours/semester. Recommended: DANC 161 or equivalent and 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. *Transfer credit: UC; CSU (E2).*

### **DANC 165 TANGO PERFORMANCE IMPROVISATION (.5 or 1) (Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours/semester. Recommended: DANC 162 or DANC 164, or equivalent and 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. *Transfer credit: UC; CSU (E2).*

### **DANC 166 TANGO DE LA GUARDIA VIEJA (.5 or 1) (Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours/semester. Recommended: DANC 161 or equivalent.*

With an emphasis on rhythmic precision, students will discover the sweetness of tango. Designed to teach and enforce students' understanding, appreciation and execution of authentic salon style tango, the mother of all tango styles. *Transfer credit: UC; CSU (E2).*

### **DANC 167 SWING DANCE I (.5 or 1) (Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours/semester.*

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 SWING DANCE II (.5 or 1) (Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours/semester. 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 SWING DANCE III (.5 or 1) (Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours/semester. 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. *Transfer credit: UC; CSU (E2).*

### **DANC 172.1 CLASSICAL CHINESE DANCE I (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

A beginning level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance. *Transfer credit: CSU (E2).*

### **DANC 172.2 CLASSICAL CHINESE DANCE II (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An intermediate level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance. *Transfer credit: CSU (E2).*

### **DANC 172.3 CLASSICAL CHINESE DANCE III (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced intermediate level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance. *Transfer credit: CSU (E2).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**DANC 172.4 CLASSICAL CHINESE DANCE IV  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance. *Transfer credit: CSU (E2).*

**DANC 260 TANGO TEACHER TRAINING (.5 or 1)  
(Pass/No Pass or letter grade.)***Minimum of 24 or 48 lab hours/semester. Recommended: DANC 162 or equivalent.*

Designed to prepare intermediate and advanced tango students to become tango teachers. Under supervision, the student teachers learn to teach beginning dancers the art of Argentine Tango while developing their own skills. Guidance is provided for students seeking employment as tango teachers. *Transfer credit: CSU (E2).*

**DANC 330.1 CREATIVE DANCE I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Beginning level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *Transfer credit: CSU (E2).*

**DANC 330.2 CREATIVE DANCE II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Intermediate level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *Transfer credit: CSU (E2).*

**DANC 330.3 CREATIVE DANCE III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced intermediate level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *Transfer credit: CSU (E2).*

**DANC 330.4 CREATIVE DANCE IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *Transfer credit: CSU (E2).*

**DANC 350.1 CARDIO DANCE I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at a beginning level. *Transfer credit: CSU (E2).*

**DANC 350.2 CARDIO DANCE II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at an intermediate level. *Transfer credit: CSU (E2).*

**DANC 350.3 CARDIO DANCE III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at an advanced intermediate level. *Transfer credit: CSU (E2).*

**DANC 350.4 CARDIO DANCE IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at an advanced level. *Transfer credit: CSU (E2).*

**DANC 391 DANCE COMPOSITION –  
THEORY AND CHOREOGRAPHY (3)  
(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Provides the student with basic skills and knowledge of the choreographic principles. Through discussion and practical experience, the students develop a basic understanding of dance as a performing art form. Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. *Transfer credit: CSU.*

**DANC 395.1 DANCE WORKSHOP I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to provide a structured workshop for students to collaborate and develop choreographic works at the beginning level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance. *Transfer credit: CSU (E2).*

**DANC 395.2 DANCE WORKSHOP II**  
(.5 or 1 or 1.5 or 2)

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to provide a structured workshop for students to collaborate and develop choreographic works at the intermediate level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance. *Transfer credit: CSU (E2).*

**DANC 395.3 DANCE WORKSHOP III**  
(.5 or 1 or 1.5 or 2)

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to provide a structured workshop for students to collaborate and develop choreographic works at the advanced intermediate level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance. *Transfer credit: CSU (E2).*

**DANC 395.4 DANCE WORKSHOP IV**  
(.5 or 1 or 1.5 or 2)

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to provide a structured workshop for students to collaborate and develop choreographic works at the advanced level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance. *Transfer credit: CSU (E2).*

**DANC 400.1 DANCE PERFORMANCE & PRODUCTION I (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Beginning level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. *NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units. Transfer credit: CSU (E2).*

**DANC 400.2 DANCE PERFORMANCE & PRODUCTION II (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. *NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units. Transfer credit: CSU (E2).*

**DANC 400.3 DANCE PERFORMANCE & PRODUCTION III (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. *NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units. Transfer credit: CSU (E2).*

**DANC 400.4 DANCE PERFORMANCE & PRODUCTION IV (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. *NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units. Transfer credit: CSU (E2).*

**DANC 410.1 DANCE FOR THE MUSICAL THEATER PRODUCTION I (2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 16 lab hours plus 16 hours by arrangement/semester.*

Beginning level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production. *Transfer credit: CSU (E2).*

**DANC 410.2 DANCE FOR THE MUSICAL THEATER PRODUCTION II (2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 16 lab hours plus 16 hours by arrangement/semester.*

Intermediate level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production. *Transfer credit: CSU (E2).*

**DANC 410.3 DANCE FOR THE MUSICAL THEATER  
PRODUCTION III (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours and 16 lab hours plus 16 hours by arrangement/semester.*

Advanced intermediate level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production. *Transfer credit: CSU (E2).*

**DANC 410.4 DANCE FOR THE MUSICAL THEATER  
PRODUCTION IV (2)****(Pass/No Pass or letter grade.)***Minimum of 32 lecture hours and 16 lab hours plus 16 hours by arrangement/semester.*

Advanced level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production. *Transfer credit: CSU (E2).*

**DANC 665 SELECTED TOPICS: DANCE IN  
CULTURAL CONTEXT (.5 or 1)****(Pass/No Pass or letter grade.)***Minimum of 24 or 48 lab hours/semester.*

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. *Transfer credit: CSU (E2).*

**Fitness (FITN)****(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section.)****FITN 106 VARSITY CONDITIONING (.5 or 1 or 1.5 or 2)***Minimum of 24 class hours for each .5 unit plus 16 hours by arrangement for classes less than or equal to 1.0 unit and 32 hours by arrangement for classes greater than 1.0 unit.*

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 taken four times for a maximum of eight units.) Transfer credit: UC; CSU (E2).*

**FITN 107 INTERCOLLEGIATE FITNESS  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester plus 16 hours by arrangement/semester for classes less than or equal to 1.0 unit and 32 hours by arrangement/semester for classes greater than 1.0 unit.*

Intended for in-season varsity athletes to maintain fitness during their intercollegiate season. Strength training, cardiovascular conditioning, flexibility, injury prevention, psychological preparation and nutrition will be emphasized. *(May be taken four times for a maximum of eight units.) Transfer credit: UC; CSU.*

**FITN 112.1 CROSS TRAINING I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

A beginning level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Course may include Spinning, weight training or resistance exercises, yoga, Pilates, hiking, running, and/or fitness walking. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Transfer credit: UC; CSU (E2)*

**FITN 112.2 CROSS TRAINING II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

An intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Transfer credit: UC; CSU (E2)*

**FITN 112.3 CROSS TRAINING III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Transfer credit: UC; CSU (E2)*

**FITN 112.4 CROSS TRAINING IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities. *Transfer credit: UC; CSU (E2)*



**FITN 116.1 BODY CONDITIONING I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction and personal fitness program development on a beginning level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at a beginning level. *Transfer credit: UC; CSU (E2)*

**FITN 116.2 BODY CONDITIONING II  
(.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction and personal fitness program development on an intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an intermediate level. *Transfer credit: UC; CSU (E2)*

**FITN 116.3 BODY CONDITIONING III  
(.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

*Instruction and personal fitness program development on an advanced intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced intermediate level. Transfer credit: UC; CSU (E2)*

**FITN 116.4 BODY CONDITIONING IV  
(.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continued instruction and personal fitness program development on an advanced level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced level. *Transfer credit: UC; CSU (E2)*

**FITN 166.1 GOLF FITNESS I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Intended for golfers of all ages and beginning fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in activities and exercises geared towards improving golf performance. Beginning level individualized programs will be created. *Transfer credit: UC; CSU (E2)*

**FITN 166.2 GOLF FITNESS II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in intermediate level activities and exercises geared towards improving golf performance. Intermediate level individualized programs will be created. *Transfer credit: UC; CSU (E2)*

**FITN 166.3 GOLF FITNESS III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in advanced intermediate level activities and exercises geared towards improving golf performance. Advanced intermediate level individualized programs will be created. *Transfer credit: UC; CSU (E2)*

**FITN 166.4 GOLF FITNESS IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in advanced level activities and exercises geared towards improving golf performance. Advanced level individualized programs will be created. *Transfer credit: UC; CSU (E2)*

**FITN 199 INTERACTIVE CARDIOVASCULAR  
FITNESS (2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours and 48 lab hours/semester.*

A fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will learn to improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike+ iPod Sport Kit or Nike+ Sportband. *Transfer credit: UC; CSU.*

**FITN 199.1 INTERACTIVE CARDIOVASCULAR  
FITNESS I (2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours and 48 lab hours/semester.*

A beginning level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will learn to improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband. *Transfer credit: UC; CSU (E2).*

**FITN 199.2 INTERACTIVE CARDIOVASCULAR  
FITNESS II (2)****(Pass/No Pass or letter grade.)***Minimum of 16 lecture hours and 48 lab hours/semester.*

An intermediate level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband. *Transfer credit: UC; CSU (E2).*

**FITN 199.3 INTERACTIVE CARDIOVASCULAR  
FITNESS III (2)****(Pass/No Pass or letter grade.)***Minimum of 16 lecture hours and 48 lab hours/semester.*

An advanced intermediate level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband. *Transfer credit: UC; CSU (E2).*

**FITN 199.4 INTERACTIVE CARDIOVASCULAR  
FITNESS IV (2)****(Pass/No Pass or letter grade.)***Minimum of 16 lecture hours and 48 lab hours/semester.*

An advanced level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband. *Transfer credit: UC; CSU (E2).*

**FITN 201.1 WEIGHT TRAINING I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction at a beginning level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Transfer credit: UC; CSU (E2).*

**FITN 201.2 WEIGHT TRAINING II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction at an intermediate level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Transfer credit: UC; CSU (E2).*

**FITN 201.3 WEIGHT TRAINING III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction at an advanced intermediate level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Transfer credit: UC; CSU (E2).*

**FITN 201.4 WEIGHT TRAINING IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction at an advanced level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment. *Transfer credit: UC; CSU (E2).*

**FITN 219.1 CORE FITNESS TRAINING I  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at a beginning level to improve athletic performance, activities of daily living, and injury prevention. *Transfer credit: UC; CSU (E2).*

**FITN 219.2 CORE FITNESS TRAINING II  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at an intermediate level to improve athletic performance, activities of daily living, and injury prevention. *Transfer credit: UC; CSU (E2).*

**FITN 219.3 CORE FITNESS TRAINING III  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at an advanced intermediate level to improve athletic performance, activities of daily living, and injury prevention. *Transfer credit: UC; CSU (E2).*

**FITN 219.4 CORE FITNESS TRAINING IV  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at an advanced level to improve athletic performance, activities of daily living, and injury prevention. *Transfer credit: UC; CSU (E2).*

## KINESIOLOGY, ATHLETICS AND DANCE (FITNESS)

### **FITN 301.1 SPINNING I (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

A beginning level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning. *Transfer credit: UC; CSU (E2).*

### **FITN 301.2 SPINNING II (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning. *Transfer credit: UC; CSU (E2).*

### **FITN 301.3 SPINNING III (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning. *Transfer credit: UC; CSU (E2).*

### **FITN 301.4 SPINNING IV (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning. *Transfer credit: UC; CSU (E2).*

### **FITN 304.1 WALKING FITNESS I (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Students gain a beginning level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop a beginning level personal walking program. *Transfer credit: UC; CSU (E2).*

### **FITN 304.2 WALKING FITNESS II (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Students gain an intermediate level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop an intermediate level personal walking program. *Transfer credit: UC; CSU (E2).*

### **FITN 304.3 WALKING FITNESS III (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Students gain an advanced intermediate level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop a advanced intermediate level personal walking program. *Transfer credit: UC; CSU (E2).*

### **FITN 304.4 WALKING FITNESS IV (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Students gain an advanced level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop a advanced level personal walking program. *Transfer credit: UC; CSU (E2).*

### **FITN 305.1 CARDIOVASCULAR DEVELOPMENT – RUNNING EMPHASIS I (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction in methods to achieve total fitness through beginning level cardiovascular activities with emphasis on running. *Transfer credit: UC; CSU (E2).*

### **FITN 305.2 CARDIOVASCULAR DEVELOPMENT – RUNNING EMPHASIS II (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction in methods to achieve total fitness through intermediate level cardiovascular activities with emphasis on running. *Transfer credit: UC; CSU (E2).*

### **FITN 305.3 CARDIOVASCULAR DEVELOPMENT – RUNNING EMPHASIS III (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction in methods to achieve total fitness through advanced intermediate level cardiovascular activities with emphasis on running. *Transfer credit: UC; CSU (E2).*

### **FITN 305.4 CARDIOVASCULAR DEVELOPMENT – RUNNING EMPHASIS IV (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction in methods to achieve total fitness through advanced level cardiovascular activities with emphasis on running. *Transfer credit: UC; CSU (E2).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**FITN 308.1 HIKING AND TREKKING FOR FITNESS I (.5 or 1 or 1.5 or 2)****(Pass/No Pass.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Introduction to the cardiovascular and weight loss benefits of the use of trekking poles while hiking. A fitness course for the outdoor enthusiast; classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required. *Transfer credit: UC; CSU (E2).*

**FITN 308.2 HIKING AND TREKKING FOR FITNESS II (.5 or 1 or 1.5 or 2)****(Pass/No Pass.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continued experience in the use of trekking poles while hiking; cardiovascular and weight loss benefits of the use of trekking poles while hiking. Classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required. *Transfer credit: UC; CSU (E2).*

**FITN 308.3 HIKING AND TREKKING FOR FITNESS III (.5 or 1 or 1.5 or 2)****(Pass/No Pass.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continued experience in the use of trekking poles at an advanced intermediate level while hiking; cardiovascular and weight loss benefits of the use of trekking poles while hiking. Classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required. *Transfer credit: UC; CSU (E2).*

**FITN 308.4 HIKING AND TREKKING FOR FITNESS IV (.5 or 1 or 1.5 or 2)****(Pass/No Pass.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continued experience in the use of trekking poles at an advanced level while hiking; cardiovascular and weight loss benefits of the use of trekking poles while hiking. Classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required. *Transfer credit: UC; CSU (E2).*

**FITN 314.1 BACKPACKING FOR FITNESS I (.5 or 1 or 1.5 or 2)****(Pass/No Pass.)***Minimum of 24, 48, 72 or 96 lab hours plus 4 hours by arrangement/semester.*

Designed to increase fitness and strength, this course will introduce students to many aspects of backpacking. Upon successful completion of this course students will, at a beginning level, be able to identify necessary backpacking equipment and supplies, develop a trip plan, investigate and avoid potential safety risks, and complete a safe overnight backpacking excursion. *Transfer credit: UC; CSU (E2).*

**FITN 314.2 BACKPACKING FOR FITNESS II (.5 or 1 or 1.5 or 2)****(Pass/No Pass.)***Minimum of 24, 48, 72 or 96 lab hours plus 4 hours by arrangement/semester.*

Designed to increase fitness and strength, this course will introduce students to many aspects of backpacking. Upon successful completion of this course students will, at an intermediate level, be able to identify necessary backpacking equipment and supplies, develop a trip plan, investigate and avoid potential safety risks, and complete a safe overnight backpacking excursion. *Transfer credit: UC; CSU (E2).*

**FITN 314.3 BACKPACKING FOR FITNESS III (.5 or 1 or 1.5 or 2)****(Pass/No Pass.)***Minimum of 24, 48, 72 or 96 lab hours plus 4 hours by arrangement/semester.*

Designed to increase fitness and strength, this course will introduce students to many aspects of backpacking. Upon successful completion of this course students will, at an advanced intermediate level, be able to identify necessary backpacking equipment and supplies, develop a trip plan, investigate and avoid potential safety risks, and complete a safe overnight backpacking excursion. *Transfer credit: UC; CSU (E2).*

**FITN 314.4 BACKPACKING FOR FITNESS IV (.5 or 1 or 1.5 or 2)****(Pass/No Pass.)***Minimum of 24, 48, 72 or 96 lab hours plus 4 hours by arrangement/semester.*

Designed to increase fitness and strength, this course will introduce students to many aspects of backpacking. Upon successful completion of this course students will, at an advanced level, be able to identify necessary backpacking equipment and supplies, develop a trip plan, investigate and avoid potential safety risks, and complete a safe overnight backpacking excursion. *Transfer credit: UC; CSU (E2).*

**FITN 332.1 STRETCHING AND FLEXIBILITY I (.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

A beginning course designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Transfer credit: UC; CSU (E2).*



**FITN 332.2 STRETCHING AND FLEXIBILITY II**  
(.5 or 1 or 1.5 or 2)

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An intermediate level course designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Transfer credit: UC; CSU (E2).*

**FITN 332.3 STRETCHING AND FLEXIBILITY III**  
(.5 or 1 or 1.5 or 2)

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced intermediate level course designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Transfer credit: UC; CSU (E2).*

**FITN 332.4 STRETCHING AND FLEXIBILITY IV**  
(.5 or 1 or 1.5 or 2)

**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

An advanced level course designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health. *Transfer credit: UC; CSU (E2).*

**FITN 334.1 YOGA I (.5 or 1 or 1.5 or 2)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for all ages and abilities. *Transfer credit: UC; CSU (E2).*

**FITN 334.2 YOGA II (.5 or 1 or 1.5 or 2)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to educate students in Hatha Yoga at an intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for continuing yoga students. *Transfer credit: UC; CSU (E2).*

**FITN 334.3 YOGA III (.5 or 1 or 1.5 or 2)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to educate students in Hatha Yoga at an advanced intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. *Transfer credit: UC; CSU (E2).*

**FITN 334.4 YOGA IV (.5 or 1 or 1.5 or 2)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Designed to educate students in Hatha Yoga at an advanced level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. *Transfer credit: UC; CSU (E2).*

**FITN 335.1 PILATES I (.5 or 1 or 1.5 or 2)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Training of the muscles in the torso through controlled exercises taught at a beginning level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Transfer credit: UC; CSU (E2).*

**FITN 335.2 PILATES II (.5 or 1 or 1.5 or 2)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Training of the muscles in the torso through controlled exercises taught at an intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Transfer credit: UC; CSU (E2).*

**FITN 335.3 PILATES III (.5 or 1 or 1.5 or 2)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Training of the muscles in the torso through controlled exercises taught at an advanced intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Transfer credit: UC; CSU (E2).*

**FITN 335.4 PILATES IV (.5 or 1 or 1.5 or 2)**  
**(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Training of the muscles in the torso through controlled exercises taught at an advanced level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility. *Transfer credit: UC; CSU (E2).*

**FITN 400.1 FITNESS ACADEMY I (1 or 2 or 3)**  
**(Pass/No Pass or letter grade)**

*Minimum of 48, 96 or 144 lab hours/semester.*

Various fitness activities designed to raise students' individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *Transfer Credit: UC; CSU (E2).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**FITN 400.2 FITNESS ACADEMY II (1 or 2 or 3)  
(Pass/No Pass or letter grade)***Minimum of 48, 96 or 144 lab hours/semester.*

Building on concepts learned in FITN 400.1, students will participate in various fitness activities designed to raise their individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, intermediate level personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *Transfer Credit: UC; CSU (E2).*

**FITN 400.3 FITNESS ACADEMY III (1 or 2 or 3)  
(Pass/No Pass or letter grade)***Minimum of 48, 96 or 144 lab hours/semester.*

Building on concepts from FITN 400.2, students will participate in various fitness activities designed to raise their individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, advanced intermediate level personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *Transfer Credit: UC; CSU (E2).*

**FITN 400.4 FITNESS ACADEMY IV (1 or 2 or 3)  
(Pass/No Pass or letter grade)***Minimum of 48, 96 or 144 lab hours/semester.*

Building on concepts from FITN 400.3, students will participate in various fitness activities designed to raise their individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, advanced level personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *Transfer Credit: UC; CSU (E2).*

**Individual Sports (INDV)**

(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section.)

**INDV 101.1 ARCHERY I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Introduction to target archery including technique practice and application, scoring at a beginning level, vocabulary, and care and selection of equipment. *Transfer Credit: UC; CSU (E2).*

**INDV 101.2 ARCHERY II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continuing instruction in the sport of target archery. Includes further technique instruction, use of a bow sight, scoring, care of a bow and arrows, and vocabulary. *Transfer credit: UC; CSU (E2).*

**INDV 101.3 ARCHERY III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continuing instruction in the sport of target archery. Includes advanced intermediate technique and bow sight instruction, scoring, care of a bow and arrows, vocabulary and competition. *Transfer credit: UC; CSU (E2).*

**INDV 101.4 ARCHERY IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continuing instruction in the sport of target archery. Includes advanced technique instruction, scoring, vocabulary and competition. *Transfer credit: UC; CSU (E2).*

**INDV 121.1 BADMINTON I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Rules and beginning strategies of badminton; instruction and practice in fundamentals of grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. *Transfer Credit: UC; CSU (E2).*

**INDV 121.2 BADMINTON II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Rules and strategies of intermediate badminton; instruction and further practice in grips, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles. *Transfer Credit: UC; CSU (E2).*

**INDV 121.3 BADMINTON III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced intermediate instruction with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles. *Transfer Credit: UC; CSU (E2).*

**INDV 121.4 BADMINTON IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Advanced instruction with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles. *Transfer Credit: UC; CSU (E2).*

**INDV 126 COED CLUB BADMINTON (.5 or 1)  
(Pass/No Pass or letter grade.)***Minimum of 24 or 48 lab hours/semester. Prerequisite: INDV 121 or equivalent.*

Coed class which prepares students for badminton competition through drills and physical training; in class competition. *Transfer credit: UC; CSU (E2).*

**INDV 160.1 GOLF I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Techniques, rules, etiquette, and strategy for beginning golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at a beginning level. *Transfer credit: UC; CSU (E2).*

**INDV 160.2 GOLF II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Technique, rules, etiquette, and strategy for intermediate golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an intermediate level. *Transfer credit: UC; CSU (E2).*

**INDV 160.3 GOLF III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Technique, rules, etiquette, and strategy for advanced intermediate golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced intermediate level. *Transfer credit: UC; CSU (E2).*

**INDV 160.4 GOLF IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Technique, rules, etiquette, and strategy for advanced golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced level. *Transfer credit: UC; CSU (E2).*

**INDV 165.1 GOLF: SHORT GAME I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Introduces pitching, chipping, putting and greenside bunker play at a beginning level. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills. *Transfer credit: UC; CSU (E2).*

**INDV 165.2 GOLF: SHORT GAME II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

At an intermediate level, skill improvement on pitching, chipping, putting and greenside bunker play. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills. *Transfer credit: UC; CSU (E2).*

**INDV 165.3 GOLF: SHORT GAME III  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

At an advanced intermediate level, skill improvement on pitching, chipping, putting and greenside bunker play. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills. *Transfer credit: UC; CSU (E2).*

**INDV 165.4 GOLF: SHORT GAME IV  
(.5 or 1 or 1.5 or 2)****(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

At an advanced level, skill improvement on pitching, chipping, putting and greenside bunker play. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills. *Transfer credit: UC; CSU (E2).*

**INDV 167 GOLF COURSE STRATEGIES (.5 or 1)  
(Pass/No Pass or letter grade.)***Minimum of 24 or 48 lab hours/semester. 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. *Transfer credit: UC; CSU (E2).*

**INDV 168 TOURNAMENT GOLF (.5 or 1)  
(Pass/No Pass or letter grade.)***Minimum of 24 or 48 lab hours/semester. 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. *Transfer credit: UC; CSU (E2).*

**INDV 172 GOLF: IMPROVING THE MENTAL GAME  
(.5 or 1)****(Pass/No Pass or letter grade.)***Minimum of 24 or 48 lab hours/semester. Recommended: Successful completion of INDV 160, or equivalent.*

An introduction to various mental tools to improve one's performance on the golf course. Includes visualization, anxiety management, goal setting, positive affirmations, overcoming self-fulfilling negative thought processes, and more. Course will include practical application in drills and in on-course tournament play. *Transfer credit: UC; CSU (E2).*

**INDV 251.1 TENNIS I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction in the fundamental skills of the service, fore-hand 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 251.2 TENNIS II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Transfer credit: UC; CSU (E2).*

**INDV 251.3 TENNIS III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continued instruction on the skills of tennis at the advanced intermediate level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Transfer credit: UC; CSU (E2).*

**INDV 251.4 TENNIS IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Continued instruction on the skills of tennis at the advanced level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. *Transfer credit: UC; CSU (E2).*

**Kinesiology (KINE)**

**KINE 100 INTRODUCTION TO KINESIOLOGY (3)**

*Minimum of 48 lecture hours/semester.*

Exploration of the broad spectrum of kinesiology as an academic discipline, fundamental concepts and meaning of movement/physical activity, diversity of humans as moving beings, professional/career options, current/social issues, personal characteristics/professional responsibilities. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree. Transfer credit: CSU.*

**Physical Education (P.E.)**

**P.E. 105 THE STUDENT-ATHLETE EXPERIENCE (2)  
(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours/semester.*

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. 152 THEORY OF SPORT AND FITNESS  
MANAGEMENT (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent.*

An introductory course emphasizing basic management principles as they relate to the business of sport. In particular, this course will examine such topics as sport governance, facilities management, sports law, the economics of sport, and sports marketing. In addition, this course will provide an overview of the many careers available in the sports management industry. *Transfer credit: CSU.*

**P.E. 301 INTRODUCTION TO PERSONAL  
TRAINING (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, 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)**

**(See repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section.)**

**TEAM 100 MEN'S BASEBALL (2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 96 lab hours plus 32 hours by arrangement/semester.*

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 taken four times for a maximum of eight units.) Transfer credit: UC; CSU (E2).*

**TEAM 111.1 BASKETBALL I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Transfer credit: UC; CSU (E2).*



## KINESIOLOGY, ATHLETICS AND DANCE (TEAM SPORTS)

### **TEAM 111.2 BASKETBALL II (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Transfer credit: UC; CSU (E2).*

### **TEAM 111.3 BASKETBALL III (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Transfer credit: UC; CSU (E2).*

### **TEAM 111.4 BASKETBALL IV (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction at an advanced level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester. *Transfer credit: UC; CSU (E2).*

### **TEAM 112 BASKETBALL: ADVANCED COMPETITION STRATEGIES (.5 or 1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours plus 16 hours by arrangement/semester. 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 taken four times for a maximum of four units.) Transfer credit: UC; CSU (E2).*

### **TEAM 116 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT (.5 or 1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours plus 16 hours by arrangement/semester. 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 taken four times for a maximum of four units.) Transfer credit: UC; CSU (E2).*

### **TEAM 117 BASKETBALL: TOURNAMENT BASKETBALL (.5 or 1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 24 or 48 lab hours/semester. Recommended 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. *Transfer credit: UC; CSU (E2).*

### **TEAM 132.1 FLAG FOOTBALL I (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course will provide beginning skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions will be used. *Transfer credit: UC; CSU (E2).*

### **TEAM 132.2 FLAG FOOTBALL II (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course will provide intermediate skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions will be used. *Transfer credit: UC; CSU (E2).*

### **TEAM 132.3 FLAG FOOTBALL III (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course will provide advanced intermediate skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions will be used. *Transfer credit: UC; CSU (E2).*

### **TEAM 132.4 FLAG FOOTBALL IV (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

This course will provide advanced skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions will be used. *Transfer credit: UC; CSU (E2).*

### **TEAM 141.1 SOCCER I (.5 or 1 or 1.5 or 2) (Pass/No Pass or letter grade.)**

*Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at a beginning level. *Transfer credit: UC; CSU (E2).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**TEAM 141.2 SOCCER II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an intermediate level. *Transfer credit: UC; CSU (E2).*

**TEAM 141.3 SOCCER III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced intermediate level. *Transfer credit: UC; CSU (E2).*

**TEAM 141.4 SOCCER IV(.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced level. *Transfer credit: UC; CSU (E2).*

**TEAM 148.1 INDOOR SOCCER I (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

A course designed to provide instruction and practice at a beginning level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Transfer credit: UC; CSU (E2).*

**TEAM 148.2 INDOOR SOCCER II (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

A course designed to provide instruction and practice at an intermediate level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Transfer credit: UC; CSU (E2).*

**TEAM 148.3 INDOOR SOCCER III (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

A course designed to provide instruction and practice at an advanced intermediate level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Transfer credit: UC; CSU (E2).*

**TEAM 148.4 INDOOR SOCCER IV (.5 or 1 or 1.5 or 2)  
(Pass/No Pass or letter grade.)***Minimum of 24, 48, 72 or 96 lab hours/semester.*

A course designed to provide instruction and practice at an advanced level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game. *Transfer credit: UC; CSU (E2).*

**TEAM 179 TOURNAMENT VOLLEYBALL (.5 or 1)  
(Pass/No Pass.)***Minimum of 24 or 48 lab hours plus 16 hours by arrangement/semester. Recommended: 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 taken four times for a maximum of four units.) Transfer credit: UC; CSU (E2).*

**TEAM 190 BASEBALL THEORY, DEFENSE  
(1.5 or 2 or 2.5 or 3)  
(Pass/No Pass or letter grade.)***Minimum of 16 lecture hours and 24, 48, 72 or 96 lab hours plus 32 hours by arrangement/semester. 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 taken four times for a maximum of 12 units.) Transfer credit: UC; CSU (E2).*

**TEAM 191 BASEBALL THEORY, OFFENSE  
(1.5 or 2 or 2.5 or 3)  
(Pass/No Pass or letter grade.)***Minimum of 16 lecture hours and 24, 48, 72 or 96 lab hours plus 32 hours by arrangement/semester. 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 taken four times for a maximum of 12 units.) Transfer credit: UC; CSU (E2).*

## KINESIOLOGY, ATHLETICS AND DANCE (TEAM SPORTS – VARSITY SPORTS)

### **TEAM 192 MEN'S BASKETBALL THEORY, DEFENSE (1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours and 24, 48, 72 or 96 lab hours plus 32 hours by arrangement/semester. 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 taken four times for a maximum of 12 units.) Transfer credit: UC; CSU (E2).*

### **TEAM 193 MEN'S BASKETBALL THEORY, OFFENSE (1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours and 24, 48, 72 or 96 lab hours plus 32 hours by arrangement/semester. 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 taken four times for a maximum of 12 units.) Transfer credit: UC; CSU (E2).*

### **TEAM 195 WOMEN'S BASKETBALL THEORY, OFFENSE (1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours and 24, 48, 72 or 96 lab hours plus 32 hours by arrangement/semester. 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 taken four times for a maximum of 12 units.) 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.)**

*Minimum of 16 lecture hours and 24, 48, 72 or 96 lab hours plus 32 hours by arrangement/semester. 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 taken four times for a maximum of 12 units.) Transfer credit: UC; CSU (E2).*

### **TEAM 198 WOMEN'S SOCCER THEORY, DEFENSE (1.5 or 2 or 2.5 or 3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 16 lecture hours and 24, 48, 72 or 96 lab hours plus 32 hours by arrangement/semester. 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 taken four times for a maximum of 12 units.) Transfer credit: UC; 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 VARSITY BASEBALL (2)**

*Total of 175 activity hours/semester.*

In accordance with California Community College Athletic Association (CCCCAA) rules, intercollegiate men's varsity baseball practice and competition in games, tournaments and post-season. *May be taken four times for a maximum of eight units. However, for eligibility purposes, students may only compete intercollegiate for two years. Transfer credit: UC; CSU (E2).*

### **VARS 110 MEN'S VARSITY BASKETBALL (1)**

*Total of 175 activity hours/semester.*

In accordance with California Community College Athletic Association (CCCCAA) rules, intercollegiate men's varsity basketball practice and competition in games, tournaments and post-season. *May be taken four times for a maximum of four units. However, for eligibility purposes, students may only compete intercollegiate for two years. Transfer credit: UC; CSU (E2).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**VARS 150 MEN'S VARSITY SOCCER (2)**

Total of 175 activity hours/semester.

In accordance with California Community College Athletic Association (CCCAA) rules, intercollegiate men's varsity soccer practice and competition in games, tournaments and post-season. *May be taken four times for a maximum of eight units. However, for eligibility purposes, students may only compete intercollegiately for two years. Transfer credit: UC; CSU (E2).*

**VARS 200 VARSITY WRESTLING (2)**

Total of 175 activity hours/semester.

In accordance with California Community College Athletic Association (CCCAA) rules, intercollegiate men's varsity wrestling practice and competition in games, tournaments and post-season. *May be taken four times for a maximum of eight units. However, for eligibility purposes, students may only compete intercollegiately for two years. Transfer credit: UC; CSU.*

**VARS 300 WOMEN'S VARSITY BASKETBALL (1)**

Total of 175 activity hours/semester.

In accordance with California Community College Athletic Association (CCCAA) rules, intercollegiate women's varsity basketball practice and competition in games, tournaments and post-season. *May be taken four times for a maximum of four units. However, for eligibility purposes, students may only compete intercollegiately for two years. Transfer credit: UC; CSU.*

**VARS 340 WOMEN'S VARSITY VOLLEYBALL (2)**

Total of 175 activity hours/semester.

In accordance with California Community College Athletic Association (CCCAA) rules, intercollegiate women's varsity volleyball practice and competition in games, tournaments and post-season. *May be taken four times for a maximum of eight units. However, for eligibility purposes, students may only compete intercollegiately for two years. Transfer credit: UC; CSU (E2).*

**VARS 350 WOMEN'S VARSITY BADMINTON (2)**

Total of 175 activity hours/semester.

In accordance with California Community College Athletic Association (CCCAA) rules, intercollegiate women's varsity badminton practice and competition in games, tournaments and post-season. *May be taken four times for a maximum of eight units. However, for eligibility purposes, students may only compete intercollegiately for two years. Transfer credit: UC; CSU (E2).*

**VARS 360 WOMEN'S VARSITY SOCCER (2)**

Total of 175 activity hours/semester.

In accordance with California Community College Athletic Association (CCCAA) rules, intercollegiate women's varsity soccer practice and competition in games, tournaments and post-season. *May be taken four times for a maximum of eight units. However, for eligibility purposes, students may only compete intercollegiately for two years. Transfer credit: UC; CSU (E2).*

**LEARNING SKILLS (LSKL)****LSKL 109 SUPPLEMENTAL LEARNING ASSISTANCE FOR ELEMENTARY ALGEBRA (.5)**

**(Pass/No Pass)**

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. *(Units do not count toward the Associate Degree.)*

**LSKL 110 DIRECTED EXPERIENCE IN TUTORING (.5-3)**

**(Pass/No Pass.)**

Minimum of 8-16 lecture hours plus 24-144 lab hours by arrangement/semester. Prerequisite: Minimum grade of B in subject to be tutored and letter of recommendation from instructor in the subject area to be tutored.

This course enables students to serve as tutors and provide academic assistance to other students (learners or tutees). Student tutors help tutee study partners to: 1) understand the concepts of specific courses and 2) apply effective study skills. *(Open entry.) Transfer credit: CSU.*

**LSKL 800 SUPPLEMENTAL LEARNING ASSISTANCE (.5-3)**

**(Pass/No Pass.)**

Minimum of 24 lab hours by arrangement for each .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.) (Units do not count toward the Associate Degree.)*

**LSKL 801 APPLIED STUDY SKILLS ASSISTANCE (.5-3)**

**(Pass/No Pass.)**

Minimum of 16 lecture hours plus 16-96 lab hours by arrangement/semester.

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.) (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*). (*Not applicable to the Associate Degree.*)

**LSKL 811 SUPPLEMENTAL LEARNING ASSISTANCE  
FOR FUNDAMENTALS OF MATH (.5)  
(Pass/No Pass.)**

*Minimum of 24 lab hours/semester. 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. (*Units do not count toward the Associate Degree.*)

**LSKL 828 SUPPLEMENTAL LEARNING ASSISTANCE  
FOR BASIC WRITING SKILLS (.5)  
(Pass/No Pass)**

*Minimum of 24 lab hours/semester. Corequisite: Concurrent enrollment in ENGL 828.*

Provides supplementary learning assistance to students enrolled in ENGL 828. Under the supervision of qualified faculty, course instructors reinforce concepts and skills learned in ENGL 828. (*Units do not count toward the Associate Degree.*)

**LSKL 830 THE SENTENCE (.5)  
(Pass/No Pass.)**

*Minimum of eight lecture hours/semester.*

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. (*Units do not count toward the Associate Degree.*)

**LSKL 831 EDITING AND PROOFREADING (.5)  
(Pass/No Pass.)**

*Minimum of eight lecture hours/semester.*

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. (*Units do not count toward the Associate Degree.*)

**LSKL 832 SENTENCE COMBINING (.5)  
(Pass/No Pass.)**

*Minimum of eight lecture hours/semester.*

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. (*Units do not count toward the Associate Degree.*)

**LSKL 853 WRITING AND READING ASSISTANCE  
LAB (.5-3)**

**(Pass/No Pass.)**

*Minimum of 24 hours of computer lab instruction for each .5 unit.*

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.*) (*Units do not count toward the Associate Degree.*)

**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.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 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. 151 SHAKESPEARE (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 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. 191 CHILDREN'S LITERATURE (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for 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 ECE. 191. *Transfer credit: CSU (C2).*

**LIT. 201 AMERICAN LITERATURE I (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 or equivalent.*

Study of American Literature from the European conquest of the Americas through the 18th and 19th centuries. Lectures, discussions, reading of primary and secondary works, and writing of critical papers. *Transfer credit: CSU (C2).*

**LIT. 202 AMERICAN LITERATURE II (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 or equivalent.*

Study of American Literature from the mid 19th century to the present. Lectures, discussions, reading of primary and secondary works, and writing of critical papers. *Transfer credit: CSU (C2).*

**LIT. 231 SURVEY OF BRITISH LITERATURE I (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 or equivalent.*

Study of the typical works of major British writers from Chaucer to the 18th Century. Lectures, discussions, related readings, and writing of critical papers. *Transfer credit: CSU (C2).*

**LIT. 232 SURVEY OF BRITISH LITERATURE II (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 or equivalent.*

Study of the typical works of major English writers from the 19th Century to the present. Lectures, discussions, related readings, and writing of critical papers. *Transfer credit: CSU (C2).*

**LIT. 251 WOMEN IN LITERATURE (3)****(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 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).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**LIT. 370 READINGS IN LITERATURE OF THE LATINO IN THE UNITED STATES (3)**

(Pass/No Pass or letter grade.)

Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 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. 432 FOLKLORE (3)**

(Pass/No Pass or letter grade.)

Minimum of 48 lecture hours/semester. Prerequisite: ENGL 100 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).

**MANAGEMENT (MGMT)**

See also listings under Business.

**MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT (3)**

Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

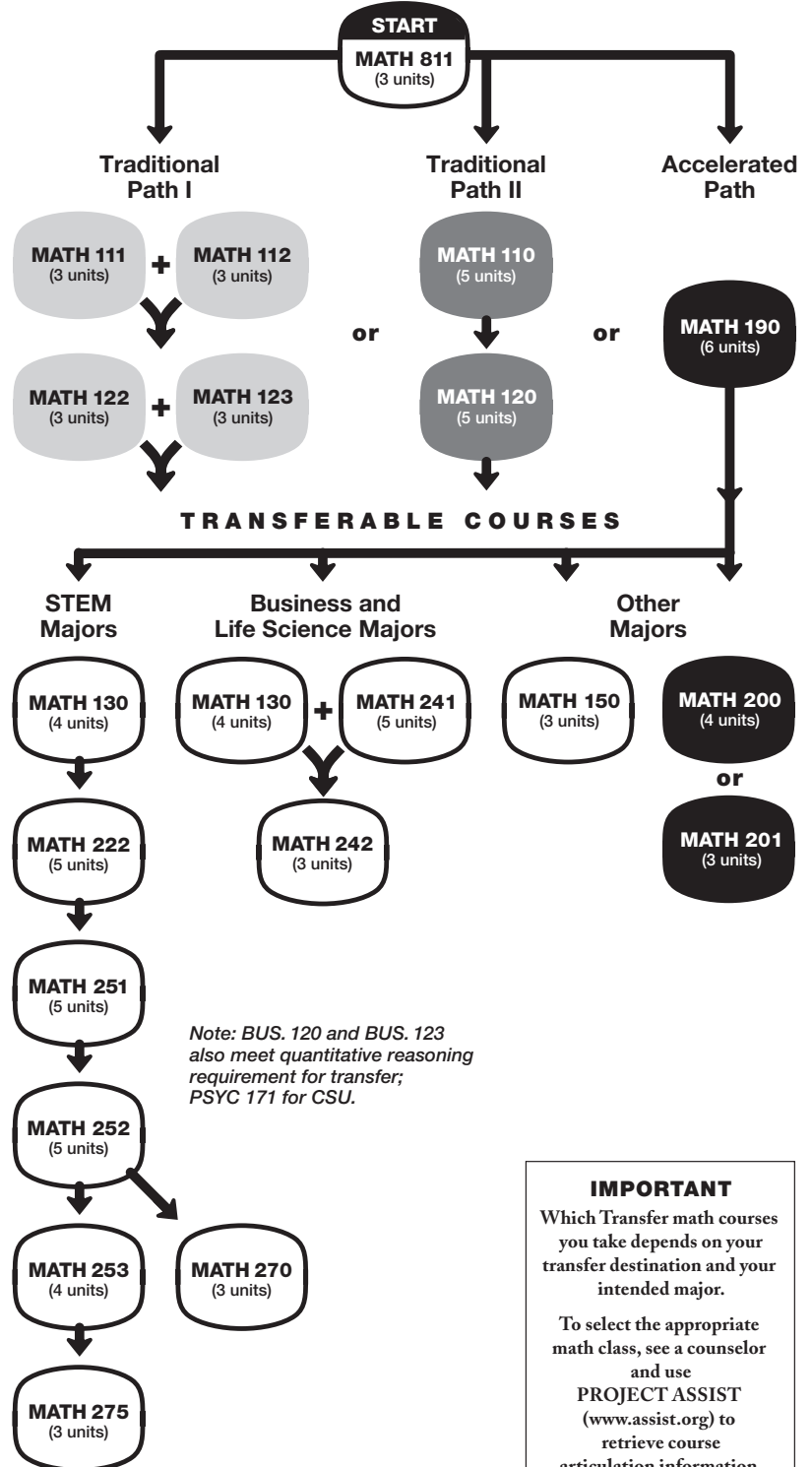
Introduction to the principles and functions of contemporary management. The functional areas of management include planning, organizing, leadership, operations management and control, and legal and ethical issues affecting decision making in business today. Transfer credit: CSU.

**MASSAGE THERAPY**

See listings under Wellness.

**Algebra and Pre-Statistics Sequence**

Placement Test indicates appropriate level in this sequence of courses



**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.

COURSE DESCRIPTIONS

## 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)

*Minimum of 80 lecture hours/semester. Prerequisite: Completion of MATH 806 or MATH 811, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of ENGL 846 or ESOL 400, or equivalent.*

An introduction to elementary algebra emphasizing basic algebraic concepts and those skills necessary to apply the concepts to real life problem solving. Topics will provide an introduction to symbol manipulation and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics, including real numbers, order of operations, linear equations and graphs, and systems of linear equations will be presented. *NOTE: A TI graphing calculator is required for the course. (Units do not count toward the Associate Degree).*

### MATH 111 ELEMENTARY ALGEBRA I (3)

*Minimum of 48 lecture hours/semester. Prerequisite: Completion of MATH 806 or MATH 811, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of ENGL 846 or ESOL 400, 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 will be presented. *This course is equivalent to the first half of MATH 110 – Elementary Algebra. NOTE: A TI graphing calculator is required for the course. (Units do not count toward the Associate Degree).*

### MATH 112 ELEMENTARY ALGEBRA II (3)

*Minimum of 48 lecture hours/semester. Prerequisite: Completion of MATH 111 or equivalent. Recommended: Completion of ENGL 846 or ESOL 400, 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 will be presented. *This course is equivalent to the second half of MATH 110 – Elementary Algebra. NOTE: A TI graphing calculator is required for the course. (Units do not count toward the Associate Degree).*

### MATH 115 GEOMETRY (4)

*Minimum of 64 lecture hours/semester. 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)

*Minimum of 80 lecture hours plus 16 hours by arrangement/semester. 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. *NOTE: A TI 83 or 84 graphing calculator is required for the course.*

### MATH 122 INTERMEDIATE ALGEBRA I (3)

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: Completion of MATH 110 or MATH 112, 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.



## MATHEMATICS

### **MATH 123 INTERMEDIATE ALGEBRA II (3)**

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: Completion of MATH 122 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)**

*Minimum of 64 lecture hours plus 16 hours by arrangement/semester. Prerequisites: Completion of MATH 120 or MATH 123, 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. *NOTE: A TI 83 or 84 graphing calculator is required for the course. Transfer credit: CSU (B4).*

### **MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (3)**

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: Completion of MATH 120, 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 190 PATH TO STATISTICS (6)**

*Minimum of 96 lecture hours/semester. Prerequisite: MATH 811 with a minimum grade of C, or appropriate score on District math placement test and other measures as appropriate.*

An accelerated course to prepare students for transfer-level Statistics (MATH 200), Quantitative Reasoning (MATH 201), and Quantitative Reasoning in Psychology (PSYC 171). It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data.

This course is designed for students who do not want to major in fields such as math, science, computer science, and business. *NOTE: This course is NOT intended for students who plan to study science, technology, engineering, math, as well as business and other non-STEM majors. Students are advised to meet with a counselor to discuss whether placement in this course is appropriate for their intended major.*

### **MATH 200 ELEMENTARY PROBABILITY AND STATISTICS (4)**

*Minimum of 64 lecture hours plus 16 hours by arrangement/semester. Prerequisite: Completion of MATH 120 or MATH 123, 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).*

### **MATH 201 QUANTITATIVE REASONING (3)**

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester. 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.*

Development of the necessary concepts and skills for reasoning logically and quantitatively and application of these concepts to practical, real-life situations. Topics include number systems, logic, geometry, probability and statistics, exponential modeling, and patterns.. *Transfer credit: UC; CSU (B4).*

### **MATH 222 PRECALCULUS (5)**

*Minimum of 80 lecture hours plus 16 hours by arrangement/semester. Prerequisite: Completion of MATH 130 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).*

**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)**

Minimum of 80 lecture hours plus 16 hours by arrangement/semester. Prerequisite: Completion of MATH 120 or MATH 123, 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).

**MATH 242 APPLIED CALCULUS II (3)**

Minimum of 48 lecture hours plus 16 hours by arrangement/semester. 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).

**MATH 251, 252, 253 CALCULUS WITH ANALYTIC GEOMETRY I, II & III (5, 5, 5)**

Minimum of 80 lecture hours plus 16 hours by arrangement/semester.

**MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I**

Prerequisite: Completion of MATH 222, 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).

**MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II**

Prerequisite: Completion of MATH 251 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).

**MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III**

Prerequisite: Completion of MATH 252 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).

**MATH 270 LINEAR ALGEBRA (3)**

Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: Completion of MATH 252 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).

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (3)**

Minimum of 48 lecture hours plus 16 hours by arrangement/semester. Prerequisite: Completion of MATH 253 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).

**MATH 650 MATHEMATICS SUPPLEMENT (.5-2) (Pass/No Pass.)**

Minimum of 24 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. (Open entry.) (Units do not count toward the Associate Degree.)

**MATH 811 FUNDAMENTALS OF MATHEMATICS (3)**

Minimum of 32 lecture hours and 48 lab hours/semester.

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.)

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**MATH 819 MATHEMATICS DEVELOPMENT (3)**

*Minimum of 48 lecture hours plus 16 hours by arrangement/semester.*

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.

Music activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family. A family of courses may contain more than four courses. If there are more than four courses in a particular family, a student may only enroll in a maximum of four total courses within that family. A course previously taken by a student (prior to the legislation) within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four.

Music activity courses are offered in levels by progression. Courses are listed by title; for example, Piano, Guitar, etc., and then by level. Level I is beginning; Level II is intermediate; Level III is intermediate/ advanced; and Level IV is advanced. The course number also indicates the level. For example, a beginning Piano class would be listed as MUS. 301.1, Piano I while an advanced Piano class would be MUS. 301.4, Piano IV.

New students are advised to enroll in the beginning level and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family, must progress to the next level.

**MUS. 100 FUNDAMENTALS OF MUSIC (3)**

*Minimum of 48 lecture hours/semester.*

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. 105 MUSIC THEORY I (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: MUS. 100, 301, 377 or 401, or equivalent. Recommended: Concurrent enrollment in MUS. 111.*

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. 106 MUSIC THEORY II (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: MUS. 105 or equivalent.*

Incorporates and builds on concepts introduced in MUS. 105. Through four-part chorale writing, analysis and music composition, students continue studies in functional tonal harmony. Topics include non-dominant seventh chords, III and VII chords, diatonic sequences, applied chords, diatonic modulation, and formal analysis of binary and ternary forms. *Transfer credit: UC; CSU.*

**MUS. 107 MUSIC THEORY III (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: MUS. 106 or equivalent.*

Incorporates and builds on concepts introduced in MUS. 106. Through four-part chorale writing, analysis and music composition, students continue studies in functional tonal harmony. Topics include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords. *Transfer credit: UC; CSU.*

**MUS. 108 MUSIC THEORY IV (3)**

*Minimum of 48 lecture hours/semester. Prerequisite: MUS. 107 or equivalent.*

Incorporates and builds on concepts introduced in MUS. 107. Through four-part chorale writing, analysis and music composition, students study post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants. Through analysis and music composition, students study twentieth-century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, and advanced approaches to meter and rhythm. *Transfer credit: UC; CSU.*

**MUS. 111 MUSICIANSHIP I (1)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 100, 301, 377, or 401, or equivalent. Recommended: Concurrent enrollment in MUS. 105.*

Extended practice and application of rhythmic, melodic and harmonic materials of Music Theory I through ear training, sight singing, analysis, and dictation skills. Topics include: tonality, meter, rhythmic and pitch notation, intervals, triads. *Transfer credit: UC; CSU (C1).*

**MUS. 112 MUSICIANSHIP II (1)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 111 or equivalent.*

Incorporates and builds on concepts introduced in MUS. 111. Further development of ear training and sight singing skills. Topics include: sight singing of triads and seventh chords, second-layer subdivision, and harmonic dictation of diatonic progressions. *Transfer credit: UC; CSU.*

**MUS. 113 MUSICIANSHIP III (1)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 112 or equivalent.*

Incorporates and builds on concepts introduced in MUS. 112. Further development of ear training and sight singing skills. Topics include: triplets/duplets, syncopations, chromatic alterations, and modulation to closely-related keys. *Transfer credit: UC; CSU.*

**MUS. 114 MUSICIANSHIP IV (1)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 113 or equivalent.*

Incorporates and builds on concepts introduced in MUS. 113. Further development of ear training and sight singing skills. Topics include: advanced chromaticism including modulation to distantly-related keys, diatonic modes, non-diatonic and synthetic scales, pitch sets and tone rows, irregular beat division, polyrhythms, asymmetrical meters, mixed meters. *Transfer credit: UC; CSU.*

**MUS. 115 MUSIC, ART AND IDEAS (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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. 202 MUSIC APPRECIATION (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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).*

**MUS. 204 MUSIC HISTORY (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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. 250 WORLD MUSIC (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. 276 HIP HOP: CULTURE AND POLITICS (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Examination of all aspects of the culture and politics of Hip Hop through the lens of Urban Music. Influences from Funk and Jazz are covered. *Transfer credit: UC; CSU (C1, C2).*



**MUS. 286 BUSINESS OF INDEPENDENT MUSIC (3)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Exploration of the business side of music industry. Appropriate for students looking to start careers in the music business such as musician, recording artist, artist manager and booking agent. Topics include booking gigs, promotions, publishing, copyright, social media and branding. *Transfer credit: CSU.*

**MUS. 287.1 URBAN MUSIC ENSEMBLE I (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester.*

This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop Themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform within a musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice. *Transfer credit: CSU.*

**MUS. 287.2 URBAN MUSIC ENSEMBLE II (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 287.1 or equivalent.*

This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop-themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform at the advanced beginning level within the musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice. *Transfer credit: CSU.*

**MUS. 287.3 URBAN MUSIC ENSEMBLE III (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 287.2 or equivalent.*

This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop-themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform at the intermediate level within a musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice. *Transfer credit: CSU.*

**MUS. 287.4 URBAN MUSIC ENSEMBLE IV (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 287.3 or equivalent.*

This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop-themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform at the advanced intermediate level within a musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice. *Transfer credit: CSU.*

**MUS. 290 INTRODUCTION TO MIDI (MUSICAL  
INSTRUMENT DIGITAL INTERFACE) MUSIC  
(2 or 3)**

*Minimum of 16 lecture hours and 48 lab hours plus 16 lab hours by arrangement/semester for 2 units; minimum of 32 lecture hours and 48 lab hours plus 32 lab hours by arrangement/semester 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  
(2, 2, 2, 2)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 lab hours by arrangement/semester.*

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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**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. *Transfer credit: UC; CSU.*

**MUS. 355 VIOLIN/VIOLA I (2)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 hours by arrangement/semester. Recommended: MUS. 100 or equivalent.*

This course will introduce students to the fundamentals of playing the violin or viola. Students will learn proper posture and basic playing techniques through the practice of exercises and short pieces. Elements of music notation and music theory will be introduced. *Transfer credit: UC; CSU.*

**MUS. 356 VIOLIN/VIOLA II (2)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 hours by arrangement/semester. Prerequisite: MUS. 355 or equivalent, or by audition.*

This course will introduce skills appropriate for the advancing beginner. Students will expand upon and strengthen skills (bowing and left hand technique) learned in MUS. 355. Musical expression, sight-reading, and ensemble skills will be introduced. Skills will be developed through exercises and short pieces. *Transfer credit: UC; CSU.*

**MUS. 357 VIOLIN/VIOLA III (2)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 hours by arrangement/semester. Prerequisite: MUS. 356 or equivalent, or by audition.*

This course will introduce skills appropriate for the intermediate player. Students will expand upon and strengthen skills (bowing and left hand technique) learned in MUS. 356. Technique, musical expression, sight-reading, and ensemble skills will be developed through exercises and short pieces. *Transfer credit: CSU.*

**MUS. 358 VIOLIN/VIOLA IV (2)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 hours by arrangement/semester. Prerequisite: MUS. 357 or equivalent, or by audition.*

This course will introduce skills appropriate for the advanced intermediate player. Students will expand upon and strengthen skills (bowing and left hand technique) learned in MUS. 357. Musical expression, sight-reading, and ensemble skills will be developed through exercises and short pieces. *Transfer credit: CSU.*

**MUS. 377 GUITAR I (2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 lab hours by arrangement/semester. 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.)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 lab hours by arrangement/semester. 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.)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 lab hours by arrangement/semester. 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. *Transfer credit: UC; CSU.*

**MUS. 380 GUITAR IV (2)**

**(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 lab hours by arrangement/semester. 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. *Transfer credit: UC; CSU.*

**MUS. 383.1 GUITAR ENSEMBLE I (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester.*

A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the beginning level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *Transfer credit: CSU.*

**MUS. 383.2 GUITAR ENSEMBLE II (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 383.1 or equivalent.*

A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the advanced beginning level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *Transfer credit: CSU.*

**MUS. 383.3 GUITAR ENSEMBLE III (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 383.2 or equivalent.*

A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the intermediate level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *Transfer credit: CSU.*

**MUS. 383.4 GUITAR ENSEMBLE IV (1)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 383.3 or equivalent.*

A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the advanced intermediate level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required. *Transfer credit: CSU.*

**MUS. 401, 402, 403, 404 VOICE I, II, III and IV  
(2, 2, 2, 2)**

*Minimum of 32 lecture hours and 16 lab hours plus 48 lab hours by arrangement/semester. 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.

**MUS. 410.1 VOICE FOR THE MUSICAL THEATER  
PRODUCTION I (1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 16 lab hours plus 16 hours by arrangement/semester.*

Beginning level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, acting technique, and song repertoire that will be utilized in performance. Lecture subjects include the historical context of the libretto and the musical style and song structure specific to the production. All levels of vocal skill are welcome. *Transfer credit: CSU.*

**MUS. 410.2 VOICE FOR THE MUSICAL THEATER  
PRODUCTION II (1)**

**(Pass/No Pass or letter grade.)**

*Minimum of 32 lecture hours and 16 lab hours plus 16 hours by arrangement/semester. Prerequisite: MUS. 410.1 or equivalent.*

Intermediate level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, acting technique, and song repertoire that will be utilized in performance. Lecture subjects include the historical context of the libretto and the musical style and song structure specific to the production. *Transfer credit: CSU.*

**MUS. 410.3 VOICE FOR THE MUSICAL THEATER  
PRODUCTION III (1)****(Pass/No Pass or letter grade.)**

Minimum of 32 lecture hours and 16 lab hours plus 16 hours by arrangement/semester. Prerequisite: MUS. 410.2 or equivalent.

Advanced intermediate level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, acting technique, and song repertoire that will be utilized in performance. Lecture subjects include the historical context of the libretto and the musical style and song structure specific to the production. *Transfer credit: CSU.*

**MUS. 410.4 VOICE FOR THE MUSICAL THEATER  
PRODUCTION IV (1)****(Pass/No Pass or letter grade.)**

Minimum of 32 lecture hours and 16 lab hours plus 16 hours by arrangement/semester. Prerequisite: MUS. 410.3 or equivalent.

Advanced level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, acting technique, and song repertoire that will be utilized in performance. Lecture subjects include the historical context of the libretto and the musical style and song structure specific to the production. *Transfer credit: CSU.*

**MUS. 430.1 CONCERT BAND I (1)****(Pass/No Pass or letter grade.)**

Minimum of 48 lab hours/semester. Recommended: MUS. 100 or equivalent.

Study and performance of music for concert band at the beginning level. Performance is required. Open to all students of the College. *Transfer credit: CSU.*

**MUS. 430.2 CONCERT BAND II (1)****(Pass/No Pass or letter grade.)**

Minimum of 48 lab hours/semester. Prerequisite: MUS. 430.1 or equivalent.

Study and performance of music for concert band at the advanced beginning level. Performance is required. Open to all students of the College. *Transfer credit: CSU.*

**MUS. 430.3 CONCERT BAND II (1)****(Pass/No Pass or letter grade.)**

Minimum of 48 lab hours/semester. Prerequisite: MUS. 430.2 or equivalent.

Study and performance of music for concert band at the advanced beginning level. Performance is required. Open to all students of the College. *Transfer credit: CSU.*

**MUS. 430.4 CONCERT BAND II (1)****(Pass/No Pass or letter grade.)**

Minimum of 48 lab hours/semester. Prerequisite: MUS. 430.3 or equivalent.

Study and performance of music for concert band at the advanced beginning level. Performance is required. Open to all students of the College. *Transfer credit: CSU.*

**MUS. 450.1 JAZZ BAND I (1)****(Pass/No Pass or letter grade.)**

Minimum of 48 lab hours/semester. Recommended: MUS. 100 or equivalent.

Study, performance, organization, arranging, vocals, and other phases of dance band work at the beginning level. Performance is required. *Transfer credit: CSU.*

**MUS. 450.2 JAZZ BAND II (1)****(Pass/No Pass or letter grade.)**

Minimum of 48 lab hours/semester. Prerequisite: MUS. 450.1 or equivalent.

Study, performance, organization, arranging, vocals, and other phases of dance band work at the advanced beginning level. Performance is required. *Transfer credit: CSU.*

**MUS. 450.3 JAZZ BAND III (1)****(Pass/No Pass or letter grade.)**

Minimum of 48 lab hours/semester. Prerequisite: MUS. 450.2 or equivalent.

Study, performance, organization, arranging, vocals, and other phases of dance band work at the intermediate level. Performance is required. *Transfer credit: CSU.*

**MUS. 450.4 JAZZ BAND IV (1)****(Pass/No Pass or letter grade.)**

Minimum of 48 lab hours/semester. Prerequisite: MUS. 450.3 or equivalent.

Study, performance, organization, arranging, vocals, and other phases of dance band work at the advanced intermediate level. Performance is required. *Transfer credit: CSU.*

**MUS 470.1 CONCERT CHOIR I (1)****(Pass/No Pass or letter grade.)**

Minimum of 48 lab hours/semester. Recommended: MUS. 100 or equivalent.

Performance of choral music for accompanied and/or unaccompanied choir at the beginning level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. Open to all students of the College. *Transfer credit: CSU.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**



## MUSIC

### **MUS. 470.2 CONCERT CHOIR II (1) (Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 470.1 or equivalent.*

Performance of choral music for accompanied and/or unaccompanied choir at the advanced beginning level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Transfer credit: CSU.*

### **MUS. 470.3 CONCERT CHOIR III (1) (Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 470.2 or equivalent.*

Performance of choral music for accompanied and/or unaccompanied choir at the intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Transfer credit: CSU.*

### **MUS. 470.4 CONCERT CHOIR IV (1) (Pass/No Pass or letter grade.)**

*Minimum of 48 lab hours/semester. Prerequisite: MUS. 470.3 or equivalent.*

Performance of choral music for accompanied and/or unaccompanied choir at the advanced intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. *Transfer credit: CSU.*

### **MUS. 501 STUDIO LESSONS I (APPLIED MUSIC I) (1)**

*Minimum of 16 lecture hours plus 7.5 hours by arrangement/semester. Prerequisite: MUS. 304 or 358 or 380 or 404, or equivalent. Beginning undergraduate transfer-level performance ability (and equivalency) will be confirmed through placement audition. Corequisite: MUS. 105 or 106 or 107 or 108, and MUS. 111 or 112 or 113 or 114, or equivalent.*

This course is individualized study of the appropriate beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. Enrollment eligibility determined by audition. *Transfer credit: CSU.*

### **MUS. 502 STUDIO LESSONS II (APPLIED MUSIC II) (1)**

*Minimum of 16 lecture hours plus 7.5 hours by arrangement/semester. Prerequisite: MUS. 501 or equivalent. Corequisite: MUS. 105 or 106 or 107 or 108, and MUS. 111 or 112 or 113 or 114, or equivalent.*

This course is individualized study of the appropriate advanced-beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. *Transfer credit: CSU.*

### **MUS. 503 STUDIO LESSONS III (APPLIED MUSIC III) (1)**

*Minimum of 16 lecture hours plus 7.5 hours by arrangement/semester. Prerequisite: MUS. 502 or equivalent. Corequisite: MUS. 105 or 106 or 107 or 108, and MUS. 111 or 112 or 113 or 114, or equivalent.*

This course is individualized study of the appropriate intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. *Transfer credit: CSU.*

### **MUS. 504 STUDIO LESSONS IV (APPLIED MUSIC IV) (1)**

*Minimum of 16 lecture hours, plus 7.5 hours by arrangement/semester. Prerequisite: MUS. 503 or equivalent. Corequisite: MUS. 105 or 106 or 107 or 108, and MUS. 111 or 112 or 113 or 114, or equivalent.*

This course is individualized study of the appropriate advanced-intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. *Transfer credit: CSU.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**MUS. 665, 667 SPECIAL TOPICS IN MUSIC  
PERFORMANCE (.5-2 or .5 or 1 or 2)  
(Pass/No Pass or letter grade.)**

*Minimum of 8-32 lecture hours and 8-32 lab hours/semester for variable unit sections; minimum of 8 lecture hours and 8-32 lab hours/semester for .5 unit; minimum of 16 lecture hours and 32 lab hours plus 16-48 lab hours by arrangement/semester for 1 unit; minimum of 32 lecture hours and 16-32 lab hours plus 16-48 lab hours by arrangement/semester for 2 units. 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.) *Transfer credit: CSU.*

## NUTRITION

See listings under Family and Consumer Sciences.

## OCEANOGRAPHY (OCEN)

### OCEN 100 SURVEY OF OCEANOGRAPHY (3)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)

*Minimum of 48 laboratory/field hours/semester. 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 Business Computer Systems and Management.

## PARALEGAL STUDIES (LEGL)

### LEGL 240 INTRODUCTION TO LAW (3)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 AND WRITING (3)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)

*Minimum of 48 lecture hours/semester. 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 304 CONCEPTS OF CRIMINAL LAW (3)**

*Minimum of 48 lecture hours/semester. Recommended: Completion of, or concurrent enrollment in, LEGL 240 or ADMJ 100, or equivalent; and eligibility for ENGL ENGL 846 or ESOL 400, or equivalent.*

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 306 LEGAL ASPECTS OF EVIDENCE (3)**

*Minimum of 48 lecture hours/semester. Recommended: Completion of, or concurrent enrollment in, LEGL 240 or ADMJ 100, or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 48 lecture hours/semester. Recommended: Completion of, or concurrent enrollment in, LEGL 240 or ADMJ 100, or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)**

*Minimum of 16 lecture hours plus 24 lab hours by arrangement for each unit. Prerequisites: BCM. 212 or 214 and BUS. 400 or equivalent skills. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. Transfer credit: CSU.

**LEGL 445 LAW OFFICE MANAGEMENT (3)  
(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Prerequisite: BCM. 214, or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, 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 under-

standing 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. Transfer credit: CSU.

**LEGL 671 PARALEGAL INTERNSHIP I (4)**

*Minimum of 48 lecture hours and 75 volunteer work hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. Students are strongly advised to complete or enroll concurrently in LEGL 443 or LEGL 445.*

Paralegal students gain practical hands-on experience through unpaid volunteer internships at public and private legal organizations. Internships bridge classroom learning with real world experience and offer students professional career development. Interns are supervised on-site by professional legal personnel and off site by a paralegal instructor. Transfer credit: CSU.

**PHILOSOPHY (PHIL)****PHIL 100 INTRODUCTION TO PHILOSOPHY (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

A survey of philosophical vies 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).

**PHIL 103 CRITICAL THINKING (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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 160 HISTORY OF WESTERN PHILOSOPHY:  
ANCIENT AND MEDIEVAL (3)**

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100.*

The history of Western Philosophy from Descartes through Kant, set in the context of the scientific revolution, the Protestant Reformation, and the emergence of modern political institutions. Specifics include Erasmus, Bacon, Pascal, Hobbes, Spinoza, Locke, Leibniz, Berkeley, Hume and Rousseau. *Transfer credit: UC; CSU (C2).*

**PHIL 200 INTRODUCTION TO LOGIC (3)***Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Recommended: Eligibility for ENGL 100 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).*

**PHIL 240 INTRODUCTION TO ETHICS (3)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

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).*

**PHIL 280 INTRODUCTION TO POLITICAL  
PHILOSOPHY (3)****(Pass/No Pass or letter grade.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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: UC; CSU (C2, D3).*

**PHIL 300 INTRODUCTION TO WORLD RELIGIONS (3)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

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.)***Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

An introduction to philosophical thinking about religion, with an emphasis on issues central to traditional monotheism. This course teaches how to critically examine arguments concerning the origin of religion, the existence of God, the historicity of miracles, the veridicality of religious and mystical experience, the existence of spirits or souls, the possibility of life after death, the equal validity of all religions, and other topics. *Transfer credit: UC; CSU (C2).*

**PHYSICAL EDUCATION**

See listings under Kinesiology, Athletics and Dance.

**PHYSICS (PHYS)****PHYS 105 CONCEPTUAL PHYSICS (3)***Minimum of 48 lecture hours/semester. Recommended: MATH 110 or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

A conceptual introduction to physics intended to foster scientific understanding of the world. Stresses important and applicable topics in motion, force, oscillations, fluids, thermodynamics, waves, electricity, magnetism, light and modern physics. Some students may wish to use this course as extra preparation for algebra-based physics. *Transfer credit: UC; CSU (B1).*

**PHYS 106 CONCEPTUAL PHYSICS LABORATORY (1)  
(Pass/No Pass or letter grade.)***Minimum of 48 lab hours/semester. Corequisite: Completion of or concurrent enrollment in PHYS 105. Recommended: Completion of MATH 110, or MATH 111 and MATH 112, or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

A laboratory exploration of physical phenomena covered in Conceptual Physics (PHYS 105) lecture. Intended to reinforce those topics through hands-on investigation and develop an understanding of the scientific method. May be taken concurrently with, or after completion of, PHYS 105. *Transfer credit: CSU.*



**PHYS 114 SURVEY OF CHEMISTRY AND PHYSICS (4)**

*Minimum of 48 lecture hours and 48 lab hours/semester. Prerequisite: MATH 110, or MATH 111 and MATH 112, or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

A conceptual survey of physical science (physics and chemistry) intended for non-science majors at the General Education level. A general discussion of the scientific method and techniques will be followed by physics, chemistry, and integrated topics. The laboratory portion will cover a hands-on exploration of phenomena discussed in lecture. The physics component of the course will discuss motion, force, energy, electricity and magnetism, waves and light. The chemistry component of the course will focus on chemicals and reactions common in everyday life. Concepts relating to the nature and interactions of atoms, ions, and molecules will be presented. Students will also learn to use and evaluate information presented on product labels, in advertisement, and available through the internet. Also listed as CHEM 114. *Transfer credit: CSU (B1, B3).*

**PHYS 210 GENERAL PHYSICS I (4)**

*Minimum of 48 lecture hours and 48 lab hours/semester. Prerequisite: MATH 130, 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. Covers mechanics, fluids, waves and thermodynamics. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Transfer credit: UC; CSU (B1, B3).*

**PHYS 211 GENERAL PHYSICS I –  
CALCULUS SUPPLEMENT (1)**

*Minimum of 16 lecture hours/semester. Prerequisite: Concurrent enrollment in or completion of MATH 242 or MATH 252, or appropriate placement test score and other measures as appropriate, or equivalent; and concurrent enrollment in or completion of PHYS 210 or equivalent.*

Further depth and application of calculus to topics in PHYS 210. Examples include derivatives and integrals of equations of motion, work done by a variable force, and torque as a cross product. Required of some pre-medical, biology and architecture students. *Transfer credit: UC; CSU.*

**PHYS 220 GENERAL PHYSICS II (4)**

*Minimum of 48 lecture hours and 48 lab hours/semester. Prerequisite: 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. Covers electricity, magnetism, light and modern physics. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Transfer credit: UC; CSU (B1, B3).*

**PHYS 221 GENERAL PHYSICS II –  
CALCULUS SUPPLEMENT (1)**

*Minimum of 16 lecture hours/semester. Prerequisite: Concurrent enrollment in or completion of MATH 242 or MATH 252, or appropriate placement test score and other measures as appropriate, or equivalent; and concurrent enrollment in or completion of PHYS 220 or equivalent.*

Further depth and application of calculus to topics in PHYS 220. Examples include surface integrals for Gauss's Law, line integrals for Ampere's Law, and classical wave equation. 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)**

*Minimum of 48 lecture hours and 48 lab hours/semester. Prerequisite: PHYS 250 – MATH 251 and concurrent enrollment in or completion of MATH 252, or appropriate placement test score and other measures as appropriate, or equivalent; PHYS 260 – PHYS 250 and MATH 252, or equivalent. PHYS 270 – PHYS 250 and MATH 252, or equivalent.*

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** – The first semester of a three-semester sequence of calculus-based physics. Designed to give students majoring in engineering, physics or chemistry a thorough foundation in the fundamentals of physics. Covers Newtonian mechanics, including gravitation and mechanical oscillations. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Transfer credit: UC; CSU (B1, B3).*

**PHYS 260 PHYSICS WITH CALCULUS II** – The second semester of a three-semester sequence of calculus-based physics (may also be taken as the third semester). Designed to give students majoring in engineering, physics or chemistry a thorough foundation in the fundamentals of physics. Covers electricity, magnetism and electromagnetic waves. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Transfer credit: UC; CSU (B1, B3).*

**PHYS 270 PHYSICS WITH CALCULUS III** – The third semester of a three-semester sequence of calculus-based physics (may also be taken directly after PHYS 250). Designed to give students majoring in engineering, physics or chemistry a thorough foundation in the fundamentals of physics. Covers fluids, thermodynamics, waves and light, and modern physics. The laboratory portion covers measurement and analysis of phenomena discussed in lecture. *Transfer credit: UC; CSU (B1, B3).*

## POLITICAL SCIENCE (PLSC)

### PLSC 115 COMPARATIVE GOVERNMENT (3)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL ENGL 846 or ESOL 400, or equivalent.*

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)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Survey of the basic elements of international relations, including the factors of sovereignty, nationalism, and national policies; the international struggle for power and order; the role of the United Nations and other supranational organizations. *Transfer credit: UC; CSU (D3).*

### PLSC 150 INTRODUCTION TO POLITICAL THEORY (3)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)

*Minimum of 48 lecture hours/semester. 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. *Transfer credit: UC; CSU (D2b).*

### PLSC 210 AMERICAN POLITICS (3)

*Minimum of 48 lecture hours/semester. Partially satisfies the American History and Institutions requirement. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. *Transfer credit: UC; CSU (D1).*

### PLSC 280 INTRODUCTION TO POLITICAL PHILOSOPHY (3)

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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: UC; CSU (C2, D3).*

### PLSC 301 CALIFORNIA STATE AND LOCAL GOVERNMENT (3)

*Minimum of 48 lecture hours/semester. Partially satisfies the American History and Institutions requirement. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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. *Transfer credit: CSU (D2a).*

### PLSC 335 HISTORY AND POLITICS OF THE MIDDLE EAST (3)

**(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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: UC; CSU (C2, D3).*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

## PSYCHOLOGY (PSYC)

### PSYC 100 GENERAL PSYCHOLOGY (3)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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).*

### PSYC 105 EXPERIMENTAL PSYCHOLOGY (3)

*Minimum of 48 lecture hours/semester. Prerequisite: PSYC 100; and PSYC 171 or MATH 200 or BUS. 123, or equivalent.*

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.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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: UC; CSU (D3).*

### PSYC 171 QUANTITATIVE REASONING IN PSYCHOLOGY (3)

*Minimum of 48 lecture hours/semester. Prerequisite: MATH 120 or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)

*Minimum of 48 lecture hours/semester. 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)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Examination of the major physical, psychosocial and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages. *Also listed as ECE. 201. Transfer credit: UC; CSU (D3, E1).*

### PSYC 238 ARAB CULTURAL PSYCHOLOGY (3) (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

Examination of how Arab culture shapes thought, feeling, and the development of personality. Survey topics in cultural psychology including culture and personality, child rearing, gender relations, identity, family structure and religion. Study of the core value systems associated with the etiquettes, beliefs and practices of Arab culture and influences on psychological development in the region. The course will also examine some non-native perspectives of these core values. *Transfer credit: CSU (D3).*

### PSYC 268 BLACK PSYCHOLOGY (3)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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)

*Minimum of 48 lecture hours/semester. 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)

*Minimum of 48 lecture hours/semester. Prerequisite: PSYC 100, or 108, or equivalent. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.)**

Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, 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)**

Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Examination of disorders listed in the Diagnostic and Statistical Manual of Mental Disorders. Topics include personality disorders, depression, bipolar disorder, anxiety, schizophrenia, and other related disorders. Symptoms, causes and treatments of each disorder are examined. *Transfer credit: UC; CSU (D3).*

**PSYC 665 SPECIAL TOPICS IN PSYCHOLOGY (.5-2)**  
**(Pass/No Pass or letter grade.)**

Minimum of 8 lecture hours for each .5 unit. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.

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. *Transfer credit: CSU.*

**REAL ESTATE (R.E.)****R.E. 100 REAL ESTATE PRINCIPLES (3)**

Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent; 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)**

Minimum of 48 lecture hours/semester.

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)**

Minimum of 48 lecture hours/semester.

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.)**

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. *Transfer credit: CSU.*

**R.E. 801 REAL ESTATE LICENSE EXAM PREPARATION (1.5)**

**(Pass/No Pass or letter grade.)**

Minimum of 24 lecture hours/semester. Recommended: Knowledge of real estate principles or equivalent experience.

Intended for students who have passed the Real Estate Principles course. Designed to prepare students for the California Real Estate Exam. Topics include real and personal property, tax implications, appraisal, financing, transfer of property, contracts, and broker responsibility. *(Units do not count toward the Associate Degree.)*

**RESPIRATORY THERAPY (RPTH)**

Admission to this program is by special application only.

**RPTH 400 PATIENT AND HEALTH CARE CONCERNS (1.5)**

Minimum of 24 lecture hours/semester. 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)**

Minimum of 32 lecture hours and 48 lab hours/semester. 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.*



## RESPIRATORY THERAPY

### **RPTH 415 RESPIRATORY PHARMACOLOGY (1.5)**

*Minimum of 24 lecture hours/semester. Prerequisite: Admission to the Respiratory Therapy program.*

Study of general pharmacology principles, basic terminology, drug action, dosage, adverse reactions, and drug toxicity. Emphasis will include physiologic actions/interactions and cardio-respiratory medication categorization. *Transfer credit: CSU.*

### **RPTH 420 APPLICATION OF CARDIOPULMONARY ANATOMY AND PHYSIOLOGY (3)**

*Minimum of 48 lecture hours/semester. 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)**

*Minimum of 64 lecture hours and 96 lab hours/semester. Prerequisite: Admission to the Respiratory Therapy program.*

Study and laboratory practice of basic respiratory care procedures. Oxygen and aerosol therapy, alveolar recruitment therapy, airway clearance procedures, advanced airway management, cleaning and care of respiratory therapy equipment, and introduction to ventilation concepts are included. *Transfer credit: CSU.*

### **RPTH 438 CLINICAL CLERKSHIP I – SPRING (1) (Pass/No Pass.)**

*Minimum of 64 hours of 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)**

*Minimum of 32 lecture hours/semester. Prerequisite: Admission to the Respiratory Therapy program.*

Using the obstructive pulmonary diseases (asthma, chronic bronchitis and emphysema) as a model, the student will learn disease terminology, disease classification, history taking and physical examination. Also included will be basic radiologic, clinical and pulmonary diagnostics. *Transfer credit: CSU.*

### **RPTH 448 CLINICAL CLERKSHIP II – SUMMER (2) (Pass/No Pass.)**

*Minimum of 128 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)**

*Minimum of 48 lecture hours/semester. 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.)**

*Minimum of 16 lecture hours and 320 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 (3)**

*Minimum of 32 lecture hours and 48 lab hours plus 16 hours by arrangement/semester. Prerequisite: Completion of the first year Respiratory Therapy program.*

Study and practice of techniques necessary to provide respiratory care to patients in adult critical care areas. Emphasis includes advanced airway management; ventilator care; respiratory assessment, monitoring and management; and effective communication. *Transfer credit: CSU.*

### **RPTH 475 HEMODYNAMIC MONITORING AND SELECTED TOPICS IN RESPIRATORY CARE (2)**

*Minimum of 32 lecture hours/semester. 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.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**RPTH 480 DIAGNOSTIC TESTING AND OUTPATIENT RESPIRATORY CARE (2)**

Minimum of 32 lecture hours/semester. 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 485 CLINICAL MEDICINE SEMINAR (2)**

Minimum of 32 lecture hours/semester. 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.)**

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 (2.5)**

Minimum of 32 lecture hours and 24 lab hours/semester. 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.)**

Minimum of 32 lecture hours/semester. 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. *Transfer credit: CSU.*

**RPTH 665 SELECTED TOPICS IN RESPIRATORY THERAPY (.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade.)**

Minimum of 8 lecture 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. *Transfer credit: CSU.*

**SOCIAL SCIENCE (SOSC)****SOSC 150 GENDER, SOCIETY AND CULTURE (3)**

Minimum of 48 lecture hours/semester. 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.)**

Minimum of 16 lecture hours/semester.

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 270 THE CIVIL RIGHTS MOVEMENT (3)  
(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours/semester Recommended: Eligibility for ENGL 100 or equivalent.

A survey of the social, economic and political history of the Civil Rights Movement in the United States through the perspective of major events that took place within this movement in the 1950's and 1960's. Study of the principles of non-violence and their application in the movement. An examination of how bigotry, discrimination, hatred and violence affect society. *Transfer credit: UC; CSU (D3).*

**SOSC 275 STRUGGLE FOR CIVIL RIGHTS IN CALIFORNIA (3)**

**(Pass/No Pass or letter grade.)**

Minimum of 48 lecture hours and 9 field experience hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.

A study of the struggle for civil rights experienced by various groups in California. This study will include an examination of the nature of prejudice and discrimination and how these factors affect society. Perspectives through social, economic and political histories will be offered, as well as on-site-tours of places associated with efforts to achieve equity in California Society. *Transfer credit: CSU (D3).*

## SOCIOLOGY (SOCI)

### **SOCI 100 INTRODUCTION TO SOCIOLOGY (3)** (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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).*

### **SOCI 105 CONTEMPORARY SOCIAL ISSUES (3)** (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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).*

### **SOCI 108 COMMUNITY RELATIONS (3)**

*Minimum of 48 lecture hours/semester. Recommended: Completion of, or concurrent enrollment in, SOCI 100 or ADMJ 100, or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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: UC; CSU (D3).*

### **SOCI 141 RACE AND ETHNICITY (3)** (Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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.)

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Recommended: Eligibility for ENGL 100 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 143 SOCIOLOGY OF MIGRATION AND IMMIGRATION (3)**

#### **(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 or equivalent.*

An introduction to the interdisciplinary study of human migratory movement and immigrant settlement. Using sociological perspectives and research from biology, anthropology, geography history sociology, psychology and political science, the course will examine human migration patterns, environmental conditions, political context, economic factors and cultural identity. *Transfer credit: UC; CSU (D3).*

### **SOCI 201 SOCIOLOGY OF HEALTH AND MEDICINE (3)**

#### **(Pass/No Pass or letter grade.)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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)**

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 100 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).*

## 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 110 ELEMENTARY SPANISH (5)

*Minimum of 80 lecture hours /semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

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.)

*Minimum of 48 lecture hours /semester. SPAN 111 – Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent. 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)

*Minimum of 80 lecture hours /semester. Prerequisite: SPAN 110, 112, or equivalent college-level course.*

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)

*Minimum of 48 lecture hours /semester. Prerequisite: SPAN 120 or 122, or equivalent.*

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)

*Minimum of 48 lecture hours /semester. Prerequisite: SPAN 130 with a passing grade.*

Further practice of conversation and composition based on class readings of works of modern Spanish and Latin-American authors; review of grammar; collateral reading of Latin-American literature. *Transfer credit: UC; CSU (C2).*

### SPAN 220 SPANISH FOR SPANISH SPEAKERS I (5) (Pass/No Pass or letter grade.)

*Minimum of 80 lecture hours /semester. Recommended: Completion of SPAN 110 or 112, 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 230 SPANISH FOR SPANISH SPEAKERS II (4) (Pass/No Pass or letter grade.)

*Minimum of 64 lecture hours/semester. Recommended: Completion of SPAN 220 or equivalent.*

Designed primarily for Spanish speaking students who are comfortable with oral communication. This course includes vocabulary development, spelling and accents, registers, dialectal variation, cultural readings and introduction to Spanish language literature of South America. Students expand on their own experience and values, and develop an appreciation of the diversity of the various Latino cultures and their influence in the United States. This course is conducted entirely in Spanish. *Transfer credit: CSU.*

## SPEECH COMMUNICATION

See listings under Communication Studies.

## STUDENT GOVERNMENT (SGOV)

### SGOV 111 STUDENT GOVERNMENT I – FALL (1-2)

*Minimum of 16 lecture hours/semester for one unit. In addition, attendance at weekly Student Council meetings (minimum of 16 hours) 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.*) *Transfer credit: CSU.*

### SGOV 112 STUDENT GOVERNMENT II – SPRING (1-2)

*Minimum of 16 lecture hours/semester for one unit. In addition, attendance at weekly Student Council meetings (minimum of 16 hours) is required to earn two units.*

Continuation of SGOV 111. (*Open entry.*) *Transfer credit: CSU.*



**SGOV 115 COMMUNITY SERVICE & LEADERSHIP PRACTICUM (1)****(Pass/No Pass.)**

Minimum of 8 lecture hours and 24 hours of structured and verified community service in an established and approved service organization/semester.

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. *Transfer credit: CSU.*

**SURGICAL TECHNOLOGY (SURG)****SURG 440 BASIC SCIENCES FOR SURGICAL TECHNOLOGY (6)**

Minimum of 96 lecture hours and 48 lab hours by arrangement/semester. *Prerequisite: Admission to the Surgical Technology program.*

Review of human anatomy for surgical procedures and common disease states requiring surgical intervention. The course also covers microbiology and operating room medications pertinent to the surgical technologist.

**SURG 441 SURGICAL PATIENT CARE CONCEPTS (10)**

Total of 90 lecture hours and 255 lab hours plus 48 hours by arrangement/semester. *Prerequisite: Admission to the Surgical Technology program and completion of SURG 440. Recommended: Completion of MATH 110 or equivalent; and eligibility for ENGL 846 or ESOL 400, 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)**

Minimum of 96 lecture hours/semester. *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.)**

Total of 512 clinical practice hours/semester. *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 (6.5)**

Minimum of 64 lecture hours and 120 lab hours/semester. *Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

The first of three courses providing an introduction to concepts and practical applications of central service processing, distribution and instrumentation. This includes basics of human anatomy, infection control, aseptic technique, sterile processing decontamination and disinfection.

**SURG 446 CLINICAL PRACTICE FOR CENTRAL SERVICE TECHNOLOGY (3)****(Pass/No Pass.)**

Total of 192 hours by arrangement in a clinical setting/semester. *Prerequisite: SURG 448.*

The third of three courses in Central Service Technology. Provides the student with supervised experience in sterile processing, supply distribution and inventory control.

**SURG 448 CLINICAL LAB PRACTICUM FOR CENTRAL SERVICE TECHNOLOGY (2)****(Pass/No Pass.)**

Minimum of 96 lab hours/semester. *Prerequisite: SURG 445.*

The second of three courses provides the student with hands-on experience in the processing of surgical instruments and medical supplies for disinfection and/or sterilization in a simulated lab and prepares them for the program's clinical phase. The student will practice decontamination, disinfection, inspection, packaging, and sterilization of selected items.

**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.)**

Minimum of 8, 16, 24 or 32 lecture hours/semester.

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.

## TAGALOG

See listings under Filipino.

### TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY (TCOM)

#### TCOM 100 TELECOMMUNICATIONS, NETWORKING AND WIRELESS TECHNOLOGIES (3)

*Minimum of 48 lecture hours/semester.*

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 410 STRUCTURED WIRING AND CABLING FOR TELECOMMUNICATIONS AND NETWORKING (3)

*Minimum of 40 lecture hours and 24 lab hours plus 16 lab hours by arrangement/semester. Prerequisite: Completion of, or concurrent enrollment in, TCOM 405 or ELEC 110, or equivalent training or experience.*

Technical introduction with hands on experience in the standards and practices of Telecommunications and Networking structured wiring and cabling. Course includes coverage of 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 451 PC CONFIGURATION AND REPAIR (6)

*Minimum of 80 lecture hours and 48 lab hours plus 16 lab hours by arrangement/semester. Recommended: BCM. 105 or equivalent, and completion 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 (2)

**(Pass/No Pass.)**

*Minimum of 32 lecture hours plus 48 lab hours by arrangement/semester. Recommended: Completion of, or concurrent enrollment in, TCOM 451, or equivalent training or experience.*

Designed to assist students in preparing to take the A+ certification test for Computer Repair. *Transfer credit: CSU.*

#### TCOM 460 FIBER OPTICS TECHNOLOGY (3)

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester.*

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 465 WIRELESS LOCAL AREA NETWORKS (3)

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: TCOM/BCM. 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)

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester.*

*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 BCM. 480. Transfer credit: CSU.*

**All prerequisite and recommended courses must be completed with a grade of C (or Pass) or better.**

**TCOM 481 NETWORK SYSTEMS  
ADMINISTRATION (3)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite TCOM/BCM. 480, or equivalent training or experience.*

An application-based course in Network Administration specific to LAN's. Coverage includes the functions and concepts of a wide area network, Microsoft server, designing LAN user accounts and their network administration. Hands-on experience provided in setting up and troubleshooting servers, workstations, network and peripheral devices. Course is patterned after Microsoft networking guidelines. *Also listed as COMP 481. Transfer credit: CSU.*

**TCOM 482 INTRODUCTION TO ROUTERS (3)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: TCOM/BCM. 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. *Also listed as COMP 482. Transfer credit: CSU.*

**TCOM 483 NETWORK SWITCHES –  
CONCEPTS AND APPLICATIONS (3)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: TCOM/BCM. 480, or equivalent training or experience. Recommended: TCOM/COMP 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. *Also listed as COMP 483. Transfer credit: CSU.*

**TCOM 484 ADVANCED ROUTING CONCEPTS AND  
APPLICATIONS (3)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: TCOM 482, or equivalent training or experience. Recommended: 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)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Prerequisites: TCOM/COMP 483 and TCOM/COMP 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. *Also listed as COMP 485. Transfer credit: CSU.*

**TCOM 486 NETWORK SECURITY (3)**

*Minimum of 48 lecture hours plus 16 lab hours by arrangement/semester. Prerequisite: 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 665 SELECTED TOPICS IN  
TELECOMMUNICATIONS  
(.5 or 1 or 1.5 or 2)**

**(Pass/No Pass or letter grade)**

*Minimum of 8, 16, 24 or 32 lecture hours/semester.*

Designed to develop specific skills that are utilized in the telecommunications or the Network Information industry. *Transfer credit: CSU.*

## WELLNESS (WELL)

See also listings under Cosmetology.

### WELL 665 SELECTED TOPICS IN WELLNESS

(.5 or 1 or 1.5 or 2)

(Pass/No Pass or letter grade.)

*Minimum of 8, 16, 24 or 32 lecture hours/semester.*

Short courses designed to increase or develop new skills and knowledge related to self enhancement; information for students interested in exploring career opportunities in the Massage/Spa/Wellness fields. Some classes may go beyond the introductory level to assist students and working professionals in expanding current knowledge and skills.

### WELL 701 MASSAGE THERAPY I (12)

*Minimum of 152 lecture hours and 120 lab hours/semester. Prerequisite: Admission to the Massage Therapy Program. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Development of skills and knowledge in massage therapy techniques. Topics include massage theory, practical experience, anatomy and physiology. Upon completion of WELL 701 and WELL 702, students will be eligible for a Certificate of Achievement from Skyline College and will also be eligible for a 500-hour certification in the state of California as a Massage Therapist.

### WELL 702 MASSAGE THERAPY II (12)

*Minimum of 152 lecture hours and 120 lab hours/semester. Prerequisite: WELL 701 or equivalent.*

Develop additional skills and knowledge in massage therapy techniques and various wellness modalities. Topics include massage theory, practical experience, anatomy, physiology, with emphasis upon business practices, and ethics. Students will work in the massage clinic to gain mastery of the skills learned in the classroom. Upon completion of WELL 701 and WELL 702, students will be eligible for a Certificate of Achievement from Skyline College and will also be eligible to apply for a 500-hour certification in the state of California as a Massage Therapist.

### WELL 760 INTRODUCTION TO "WHOLISTIC" HEALTH (3)

(Pass/No Pass or letter grade.)

*Minimum of 48 lecture hours/semester. Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*

Introduction to a variety of "wholistic" health modalities, including massage therapy, yoga, breath work, herbology, aromatherapy, flower essences, gem elixirs, Ayurvedic and Chinese health care systems. Structured to benefit students who wish to take the course for personal or professional purposes. Students will learn to evaluate personal lifestyle habits and be introduced to various natural healing modalities they can incorporate into their daily lives. *Transfer credit: CSU.*





# Transfer Planning



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# Transfer Planning

Skyline College can help students plan an educational program which will prepare them to transfer to the University of California, California State University, or to a private college or university to earn a bachelor's degree. Students are encouraged to meet regularly with a Skyline College counselor and use the resources of Skyline College's Transfer Center to develop an educational plan which will assure a smooth transition to the transfer institution of their choice. While completing transfer requirements, students may also want to earn units toward an Associate in Arts or an Associate in Science degree at Skyline College. With careful planning, both objectives can be reached by taking essentially the same set of transferable courses.

## Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example C-ID/COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID/COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information. Courses at Skyline College with approved C-ID numbers are noted below.

## Transfer of Credit

Students planning to transfer can complete their freshman and sophomore level (lower-division) transfer classes at Skyline College and transfer to a baccalaureate institution with junior (upper-division) standing. Students must complete a minimum of 60 transferable semester units in order to transfer as juniors. Typically, students must complete units that apply to an approved general education pattern and lower division major preparation as transfer preparation.

## New Associate Degree for Transfer Can Benefit Students Intending to Transfer to the CSU System

Skyline College offers associate degrees (AA-T and AS-T) designed to support transfer to the California State University system. Students who complete the requirements for an Associate Degree for Transfer are eligible to apply for an associate degree AND meet minimum admissions requirements for transfer with junior standing to a California State University. Although earning an Associate Degree for Transfer does not guarantee a student admission to all California State University campuses or majors, it does secure priority admission consideration to his/her local CSU campus. To enhance a student's competitiveness and success as a CSU applicant, in addition to completing the requirements for the associate degree for transfer, it is strongly recommended that students meet with their Skyline College counselor and utilize [www.assist.org](http://www.assist.org) to see if there are additional courses suggested or required for a particular major at a specific campus.

At the time of printing this catalog, Skyline College offers associate degrees for transfer in six majors: Business Administration, Early Childhood Education, Kinesiology, Mathematics, Psychology and Physics. Additional majors are pending.

## Skyline College Transfer ([SkylineCollege.edu/transfercenter](http://SkylineCollege.edu/transfercenter))

Skyline College's Transfer Center provides information and offers workshops on choosing a college, transfer admission requirements, completing transfer admission application forms and writing the application essay. Transfer Center staff can provide details about special Transfer Admission Guarantees that Skyline College has developed with a number of four-year UC and private institutions which can guarantee student's transfer admission.



Students with a clear transfer objective stand the best chance of meeting requirements in a timely manner. They can make the best use of their time and course work by deciding on a transfer institution and major as soon as possible. Students unable to make these decisions when they enter Skyline College may follow a general transfer pattern of courses while taking advantage of the Counseling Division and Transfer Center resources in making transfer plans.

Once students choose a major and the university to which they plan to transfer, they should use [www.assist.org](http://www.assist.org), an online student transfer information system, to see how courses completed at Skyline College are applied when transferring to a university. This website also lists courses required for majors. Skyline College counselors and the Transfer Center staff can assist students in planning for transfer, and four-year university representatives often visit Skyline College to meet with students interested in transferring to their institutions. It is wise for students to consult the catalog of the university to which they plan to transfer to become familiar with specific transfer admission requirements. Many college and university catalogs are available for reference both in the Transfer Center and online. Students may also write directly to the admissions office of the institution to obtain an information bulletin which outlines requirements for admission as a transfer student.

The Transfer Center is located with the Counseling Center in Building 2, Room 2227.

### Requirements for Transfer Students

A student can transfer from Skyline College to a four-year college or university as a junior without loss of time or credits by completing the following:

#### 1. Lower Division Preparation for the Major

These courses provide the necessary background to prepare the transfer student to enter the major as a junior. Students can access [www.assist.org](http://www.assist.org) for lower-division major requirements for the California State University (CSU) and University of California (UC) colleges. For lower-division major preparation for private colleges, visit the Transfer Center website at [skylinecollege.edu/transfercenter](http://skylinecollege.edu/transfercenter), meet with a Skyline College counselor, or visit the website of respective college that you are interested in transferring to.

#### 2. General Education Requirements

(Sometimes called "Breadth Requirements")

These are the courses required to obtain bachelor's degree regardless of major. Courses in writing, critical thinking, sciences, humanities and social sciences are included in general education.

#### 3. Electives

Upon completion of major and general education requirements, elective courses can be taken to bring the total number of transferable units to the required 60 units for transfer to UC and CSU.

### Certification of Completion of General Education

Prior to transfer, students transferring to a CSU and UC system may request verification of completion of the lower division general education requirements. To accomplish this, students must request the Admissions and Records Office (the request can be made on WebSMART) to send a CSU GE or IGETC Certification with the final transcript to the transfer institution. This certification is used by the transfer destination, in addition to the official transcripts, to confirm full or partial completion of CSU GE or IGETC requirements. Students who transfer without CSU GE or IGETC Certification will be required to meet the general education requirements of the specific UC or CSU campus (local requirements) to which they transfer. Meeting these local general education requirements requires taking additional general education courses after transfer.

### Transfer Admission Procedures

Students should take the following steps to apply for admission as a transfer student to a four-year college or university:

1. Request an application from the Admissions Office of the transfer institution approximately one year in advance of planned transfer. Applications for the University of California and the California State University are available online at the following web sites:

#### UC applications

[www.ucop.edu/pathways](http://www.ucop.edu/pathways)

#### CSU applications

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

2. Submit completed application during the specified filing period. Students are discouraged from sending them early as they will not be accepted before the initial filing date.
3. If an entrance exam (SAT, ACT) is required for transfer admission, register for the exam at least six months in advance of transfer.
4. Submit a request to the Skyline College Office of Admissions and Records to have a transcript of your academic record sent to the transfer institution at the time(s) specified by that institution. Transcripts must be requested well in advance of the date required. Four-year colleges and universities will also require transcripts of work completed at ALL educational institutions.

5. After admitted to a CSU or UC campus, request a CSU GE or IGETC certification to be sent with your final transcript.

### **Transcript Evaluation and Course Substitution Service**

Students are strongly advised to use the transcript evaluation service to determine how course work from other colleges/universities can be incorporated into their transfer planning. The Transcript Evaluation Service is available to students who are currently registered in 6 or more units in the San Mateo Community College District. A transcript evaluation provides important information to the student and counselor about how course work completed at other colleges and universities will be applied to the following Skyline College educational goals.

1. California State University General Education Certification – CSU GE
2. Intersegmental General Education Transfer Curriculum – IGETC Certification
3. Skyline College Associate Degree General Education requirements
4. Skyline College Major or Certificate requirements

Detailed instructions for students on how to use this service can be found at <http://smccd.edu/transeval>.

### **California State University**

The California State University offers instruction to undergraduate and master's degree students in the liberal arts and sciences, applied fields, and professions, including teaching. Nearly 1,500 degree programs in 240 subject areas are offered. CSU assigns high priority to California community college transfer students who have completed the first two years of their baccalaureate program, including those applying for impacted programs.

The California State University has twenty three campuses: Bakersfield, California Maritime Academy, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, East Bay (Hayward), Humboldt, Long Beach, Los Angeles, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma and Stanislaus.

### **University of California**

The University of California offers bachelor's, master's and doctoral degree programs in a broad array of subject areas. Last year, more than 6,000 students transferred from California's community colleges to the University, and more than one-fifth of UC's bachelor degrees were awarded to students who started out at a community college. The University is encouraging even more community college students to take this step in the coming years.

The University of California has a long-established relationship with Skyline College and has developed several special programs to help community college students with the transfer process. The University's articulation agreements with Skyline College make it possible for prospective transfer students to select appropriate courses, receive priority consideration for transfer admission. The Intersegmental General Education Transfer Curriculum allows prospective transfer students to satisfy the lower division breadth/general education requirements of any UC campus before transferring.

While all of the campuses have similar requirements for undergraduate admission, they differ in size, enrollment, and in academic programs offered. In addition, the campuses vary in styles of campus life, with student populations reflecting a variety of cultures from the United States and abroad. The University of California includes nine general campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. A tenth campus in San Francisco offers graduate and professional programs in the health sciences.

### **California Independent Colleges and Universities**

There are more than 300 privately supported (or independent) degree-granting colleges and universities in California. Independent institutions enroll about one-quarter of all students attending four-year colleges and universities in California. The most distinctive feature of California's accredited independent colleges and universities is their diversity of character, academic emphasis, and programs.

# 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, 2013. Please check with the Counseling Office or the Transfer Center for more up-to-date information.

### TRANSFERS TO UNIVERSITY OF CALIFORNIA (UC) CAMPUSES

In order to qualify for transfer to the eight undergraduate University of California campuses, students should complete the IGETC (if applicable) or campus specific breadth requirements. To transfer as a junior, students must complete 60 transferable semester (90 quarter) units, including prerequisites for the intended major. Since each campus is unique, contact your counselor or the Transfer 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 Special Needs  
†358 Adapted Strength Development  
†359 Balance/Functional Movement for the Physically Limited

#### 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  
170 Anthropology of Death  
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, 667 Special Topics in Art  
+690 Individual Study in Art

#### ASTRONOMY

100 Introduction to Astronomy  
101 Astronomy Laboratory

#### BIOLOGY

†101 Our Biological World  
†110 Principles of Biology  
†111 Natural History of California  
†130 Human Biology  
140 Animals, People & Environment  
145 Plants, People & Environment  
150 Intro to Marine Biology  
170 Principles of Applied Bioscience  
171 Laboratory Principles of Applied Bioscience  
215 Organismal Biology  
230 Intro to Cell Biology  
240 General Microbiology  
250 Human Anatomy

260 Human Physiology  
+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  
468 Asia in the World Today

#### 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  
130 Intermediate Chinese

#### COMBATIVES

†301 Beginning Wrestling  
†302 Intermediate Wrestling  
†401 Self Defense  
†401.1 Self Defense I  
†401.2 Self Defense II  
†401.3 Self Defense III  
†401.4 Self Defense IV  
†404 Beginning Shotokan Karate  
†404.1 Shotokan Karate I  
†404.2 Shotokan Karate II  
†404.3 Shotokan Karate III  
†404.4 Shotokan Karate IV  
†405 Intermediate & Adv. Shotokan Karate

#### COMMUNICATION STUDIES

1110 Public Speaking  
111 Oral Interpretation of Literature  
127 Argumentation  
†130 Interpersonal Communication  
140 Small Group Communication  
†150 Intercultural Communication  
+690 Individual Study in Communication Studies

#### COMPUTER SCIENCE

118 Intro to Object-Oriented Program Design  
155 Computer Programming – VISUAL BASIC  
156 Intermediate Programming in VISUAL BASIC  
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

100 Dance Appreciation  
105 Dance & Wellness  
110 Modern Dance  
130 Jazz Dance  
140 Ballet  
152 Cuban Roots of Salsa  
161 Tango Argentino  
162 Tango Milonga  
163 Tango Buenos Aires  
164 Tango de la Confiteria  
165 Tango Performance Improvisation  
166 Tango de la Guardia Vieja  
167 Swing Dance I  
168 Swing Dance II  
169 Swing Dance III  
171 Chinese Dance Workout  
330 Creative Dance  
†350 Cardio Dance  
390 Dance Composition/  
Theory/Choreography  
400 Dance Production  
410 Dance for the Musical Theater  
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

### EDUCATION

120 Historical, Socio-Cultural, and  
Philosophical Foundations of Education

### 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

### ENVIRONMENTAL SCIENCE & TECHNOLOGY

100 Intro to Environmental Science

### 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  
120 Adv. Elementary Filipino  
†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  
†107 Intercollegiate Fitness  
†110 Adult Conditioning  
†112 Cross Training  
†112.1 Cross Training I  
†112.2 Cross Training II  
†112.3 Cross Training III  
†112.4 Cross Training IV  
†116 Body Conditioning  
†116.1 Body Conditioning I  
†116.2 Body Conditioning II  
†116.3 Body Conditioning III  
†116.4 Body Conditioning IV  
†160 Women's Conditioning  
†166 Golf Fitness  
†166.1 Golf Fitness I  
†166.2 Golf Fitness II  
†166.3 Golf Fitness III  
†166.4 Golf Fitness IV  
†182 Introduction to Tai Chi  
†199 Interactive Cardiovascular Fitness  
†199.1 Interactive Cardiovascular Fitness I  
†199.2 Interactive Cardiovascular Fitness II  
†199.3 Interactive Cardiovascular Fitness III  
†199.4 Interactive Cardiovascular Fitness IV  
†201 Beginning Weight Training  
†201.1 Weight Training I  
†201.2 Weight Training II  
†201.3 Weight Training III  
†201.4 Weight Training IV  
†202 Intermediate Weight Training  
†205 Weight Conditioning  
†219 Core Fitness Training  
†219.1 Core Fitness Training I  
†219.2 Core Fitness Training II  
†219.3 Core Fitness Training III  
†219.4 Core Fitness Training IV  
†235 Cross Training Boot Camp

†301 Spinning  
†301.1 Spinning I  
†301.2 Spinning II  
†301.3 Spinning III  
†301.4 Spinning IV  
†303 Trail Hiking  
†304 Walking Fitness  
†304.1 Walking Fitness I  
†304.2 Walking Fitness II  
†304.3 Walking Fitness III  
†304.4 Walking Fitness IV  
†305 Cardiovascular Development –  
Running Emphasis  
†305.1 Cardiovascular Development –  
Running Emphasis I  
†305.2 Cardiovascular Development –  
Running Emphasis II  
†305.3 Cardiovascular Development –  
Running Emphasis III  
†305.4 Cardiovascular Development –  
Running Emphasis IV  
†308 Hiking & Trekking for Fitness  
†308.1 Hiking and Trekking For Fitness I  
†308.2 Hiking and Trekking For Fitness II  
†308.3 Hiking and Trekking For Fitness III  
†308.4 Hiking and Trekking For Fitness IV  
†314 Backpacking for Fitness  
†314.1 Backpacking for Fitness I  
†314.2 Backpacking for Fitness II  
†314.3 Backpacking for Fitness III  
†314.4 Backpacking for Fitness IV  
†332 Stretching & Flexibility  
†332.1 Stretching and Flexibility I  
†332.2 Stretching and Flexibility II  
†332.3 Stretching and Flexibility III  
†332.4 Stretching and Flexibility IV  
†334 Yoga  
†334.1 Yoga I  
†334.2 Yoga II  
†334.3 Yoga III  
†334.4 Yoga IV  
†335 Pilates  
†335.1 Pilates I  
†335.2 Pilates II  
†335.3 Pilates III  
†335.4 Pilates IV  
†336 Yoga for Fitness and Wellness  
†400 Fitness Academy  
†400.1 Fitness Academy I  
†400.2 Fitness Academy II  
†400.3 Fitness Academy III  
†400.4 Fitness Academy IV

### GEOGRAPHY

110 Cultural Geography  
150 World Regional Geography  
300 Geographic Information Science (GIS)  
+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  
 335 History and Politics of the Middle East  
 420 Survey of Latin American History  
 429 History of Latinos in the United States  
 432 Modern Asian Civilizations  
 435 History of the Philippines  
 436 Filipinos in America  
 444 Survey of Sub-Saharan African History  
 453 History of China  
 †461 Great Cities of the World: Paris, Madrid & Istanbul  
 †462 Great Cities of the World: London, Cairo & Rome  
 †463 Great Cities of the World: Florence, Tokyo & Jerusalem  
 †464 Great Cities of the World: New York, Beijing & Granada  
 +690 Individual Study in History

**HUMANITIES**

115 Intro to the Arts – Live!  
 +690 Individual Study in Humanities

**INDIVIDUAL ACTIVITIES**

†101 Beginning Archery  
 †101.1 Archery I  
 †101.2 Archery II  
 †101.3 Archery III  
 †101.4 Archery IV  
 †105 Intermediate Archery  
 †121 Beginning Badminton  
 †121.1 Badminton I  
 †121.2 Badminton II  
 †121.3 Badminton III

†121.4 Badminton IV  
 †125 Advanced Badminton  
 †126 Coed Club Badminton  
 †141 Bowling  
 †160 Golf  
 †160.1 Golf I  
 †160.2 Golf II  
 †160.3 Golf III  
 †160.4 Golf IV  
 †165 Golf: Short Game  
 †165.1 Golf: Short Game I  
 †165.2 Golf: Short Game II  
 †165.3 Golf: Short Game III  
 †165.4 Golf: Short Game IV  
 †167 Golf Course Strategies  
 †168 Tournament Golf  
 †169 Golf Swing Analysis  
 †172 Golf: Improving the Mental Game  
 †251 Beginning Tennis  
 †251.1 Tennis I  
 †251.2 Tennis II  
 †251.3 Tennis III  
 †251.4 Tennis IV  
 †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  
 121 Adv. Writing and Reporting for the Media

**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 Elementary 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  
 105 Music Theory I  
 106 Music Theory II  
 107 Music Theory III  
 108 Music Theory IV  
 111 Musicianship I  
 112 Musicianship II  
 113 Musicianship III  
 114 Musicianship IV  
 115 Music, Art & Ideas  
 202 Music Appreciation  
 204 Music History  
 240 Music of the Americas  
 250 World Music  
 275 History of Jazz  
 276 Hip Hop: Culture and Politics  
 301 Piano I  
 302 Piano II  
 303 Piano III  
 304 Piano IV  
 350 The Art of Rock, Rhythm & Blues I  
 351 The Art of Rock, Rhythm & Blues II  
 355 Violin/Viola I  
 356 Violin/Viola II  
 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, 667 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  
 195 History of Western Philosophy:  
 19th-20th Century  
 200 Intro to Logic  
 240 Intro to Ethics  
 280 Intro to Political Philosophy  
 300 Intro to World Religions  
 312 Intro to Philosophy of Religion  
 320 Asian Philosophy  
 +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  
 +690 Individual Study in Physical Education

**PHYSICS**

105 Conceptual 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  
 280 Intro to Political Philosophy  
 315 Introduction to Revolutionary Thought  
 320 Latin America in the International  
 Political Economy  
 330 Middle East Politics: US & Israeli-  
 Palestinian Conflict  
 335 History and Politics of the Middle East  
 +690 Individual Study in Political Science

**PSYCHOLOGY**

100 General Psychology  
 105 Experimental Psychology  
 110 Courtship, Marriage and Family  
 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  
 270 The Civil Rights Movement  
 +690 Individual Study in Social Science

**SOCIOLOGY**

100 Intro to Sociology  
 105 Contemporary Social Issues  
 108 Community Relations  
 110 Courtship, Marriage and Family  
 141 Race & Ethnicity  
 142 Filipina/o Community Issues  
 143 Sociology of Migration/Immigration  
 160 Sociology of Sex and Gender  
 341 Asian Cultures and Societies  
 432 Chinese Culture and Society  
 +665 Selected Topics in Sociology  
 +690 Individual Study in Sociology

**SPANISH**

110 Elementary Spanish  
 †111, 112 Elementary Spanish I & II  
 120 Adv. Elementary Spanish  
 †121, 122 Adv. Elementary Spanish I & II  
 130 Intermediate Spanish  
 140 Adv. Intermediate Spanish  
 161 Readings in Spanish American Lit. I  
 162 Readings in Spanish American Lit. II  
 220 Spanish for Spanish Speakers I  
 +690 Individual Study in Spanish

**TEAM SPORTS**

†100 Baseball  
 †111 Beginning Basketball  
 †111.1 Basketball I  
 †111.2 Basketball II  
 †111.3 Basketball III  
 †111.4 Basketball IV  
 †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  
 †132.1 Flag Football I  
 †132.2 Flag Football II  
 †132.3 Flag Football III  
 †132.4 Flag Football IV  
 †141 Beginning Soccer  
 †141.1 Soccer I  
 †141.2 Soccer II  
 †141.3 Soccer III  
 †141.4 Soccer IV  
 †145 Advanced Soccer  
 †146 Men's Soccer Theory  
 †148 Indoor Soccer  
 †148.1 Indoor Soccer I  
 †148.2 Indoor Soccer II  
 †148.3 Indoor Soccer III  
 †148.4 Indoor Soccer IV  
 †149 Women's Soccer Theory

†171 Beginning Volleyball  
 †173 Intermediate Volleyball  
 †175 Advanced Volleyball  
 †176 Volleyball Theory  
 †179 Tournament Volleyball  
 †188 Volleyball Theory, Defense  
 †189 Volleyball Theory, Offense  
 †190 Baseball Theory, Defense  
 †191 Baseball Theory, Offense  
 †192 Men's Basketball Theory, Defense  
 †193 Men's Basketball Theory, Offense  
 †194 Women's Basketball Theory, Defense  
 †195 Women's Basketball Theory, Offense  
 †196 Men's Soccer Theory, Defense  
 †197 Men's Soccer Theory, Offense  
 †198 Women's Soccer Theory, Defense  
 †199 Women's Soccer Theory, Offense  
 †201 Wrestling Theory

**VARSITY**

†100 Varsity Baseball  
 †110 Men's Varsity Basketball  
 †120 Men's Varsity Cross Country  
 †150 Men's Varsity Soccer  
 †200 Varsity Wrestling  
 †300 Women's Varsity Basketball  
 †310 Women's Varsity Cross Country  
 †340 Women's Varsity Volleyball  
 †350 Women's Varsity Badminton  
 †360 Women's Varsity Soccer

**NOTES:**

† Courses listed with a dagger:  
 Credit limitation – See your counselor.  
 + Credit for courses numbered 665/667 and  
 690 is contingent upon a review of the  
 course outline by a UC campus, generally  
 after transfer.

# 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, 2013. Please check with the Counseling Office or the Transfer Center for more up-to-date information.

### TRANSFERS TO THE CALIFORNIA STATE UNIVERSITY (CSU) CAMPUSES

There are 23 CSU campuses located from Humboldt County to San Diego. The General Education requirements for all lower division campuses are located on pages 283-284. In addition to the General Education requirements, there may be major requirements that will need to be completed prior to transferring with junior status. Meet with your counselor or the Transfer/Career Center to get further information on the CSU GE and major requirements.

#### ACCOUNTING

- 100 Accounting Procedures
- 103 Ten Key Skills
- 121 Financial Accounting
- 131 Managerial Accounting
- 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 ..... E2
- 359 Balance and Functional Movement for the Physically Limited ..... E2

#### 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
- 134 Traffic Enforcement and Investigation
- 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 ..... C2
- 122 Adv. Elementary Sign Language II ..... C2

#### ANTHROPOLOGY

- 110 Cultural Anthropology ..... D3
- 125 Physical Anthropology ..... B2
- 126 Physical Anthropology Laboratory
- 150 Intro to Archaeology ..... D3
- 170 Anthropology of Death ..... 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
- 355 Color Photography II
- 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
- 401 Three-Dimensional Design
- 407 Sculpture III: Direct Metal
- 408 Bronze Casting
- 411 Ceramics I ..... C1
- 412 Ceramics II
- 417 Ceramic Glazing Techniques
- 418 Ceramics III
- 665 Special Topics in Art

#### ASTRONOMY

- 100 Introduction to Astronomy ..... B1
- 101 Astronomy Laboratory

#### AUTOMOTIVE TECHNOLOGY

- 510 Basic Hybrid Powertrains
- 511 Principles of Hybrid and Electric Drives
- 524 Smog Check Inspector Training Level I
- 525 Smog Check Inspector Training Level II
- 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
- 734 Auto Engine Diagnosis/Repair
- 735 Auto Transmission/Drive Trains Diagnosis/Repair
- 739 OBD II Evaporative Emission Systems

745 Asian Brakes & Chassis  
 748 Japanese Adv. Electrical  
 749 Asian Engine Performance  
 751 Automotive Engine Performance  
 752 Adv. Engine Performance  
 753 Auto Service Advising  
 754 High Performance Engines I  
 755 High Performance Engines II  
 756 Chrysler Electronic Engine Controls  
 758 Automotive Computer Controls  
 759 Computer Controls: GM  
 760 History of the Automobile  
 761 Auto Brakes II  
 762 Toyota/Mazda Electronic Engine Controls  
 764 Emissions Control Systems I  
 765 Ignition Systems I  
 768 On-Board Diagnostics II  
 769 Head & Valve Service  
 771 Automotive Electrical II  
 773 Automotive Electrical I  
 774 European Electronic Engine Controls  
 776 Drive Lines & Differentials  
 777 Automatic Transmissions I  
 778 Manual Transmissions I  
 779 Block Service  
 781 Electrical III  
 783 Precision Measurement  
 784 Tools of the Automotive Industry  
 785 Automotive Hazardous Materials  
 786 Automotive Air Conditioning I  
 787 Automatic Transmissions II  
 788 Apprenticeship Systems  
 789 Shop Regulations & Operations  
 790 Automotive Brakes I  
 791 Automotive Chassis II  
 792 Automotive Chassis I  
 793 Engine Performance  
 794 Carbureted Fuel Systems  
 796 Japanese Engines  
 797 Japanese Transmissions  
 798 Alternative Fuels I  
 799 Alternative Fuels II

**BIOLOGY**

101 Our Biological World ..... **B2, B3**  
 110 Principles of Biology ..... **B2, B3**  
 111 Natural History of California ..... **B2, B3**  
 130 Human Biology ..... **B2**  
 140 Animals, People & Environment..... **B2**  
 145 Plants, People & Environment ..... **B2**  
 150 Intro to Marine Biology ..... **B2**  
 170 Principles of Applied Bioscience..... **B2**  
 171 Laboratory Principles of Applied Bio-science..... **B3**  
 215 Organismal Biology ..... **B2, B3**  
 230 Intro to Cell Biology ..... **B2, B3**  
 240 General Microbiology..... **B2, B3**  
 250 Human Anatomy ..... **B2, B3**  
 260 Human Physiology ..... **B2, B3**  
 365 Intertidal Interpretation  
 415 Intro to Biotechnology Manufacturing  
 416 Laboratory Skills for Biotechnology Technicians

422 Foundations of Biotechnology  
 426 Genetic Engineering  
 430 Intro to Immunology  
 432 Fermentation Technology  
 665 Selected Topics in Biology  
 675 Honors Colloquium in Biology

**BUSINESS**

100 Intro to Business..... **D3**  
 101 Human Relations at Work ..... **D3**  
 103 Intro to Business Information Systems  
 109 Working with People Worldwide  
 111 Crash Course to Success in Online Learning  
 120 Mathematical Analysis for Business ..... **B4**  
 123 Statistics ..... **B4**  
 140 Security Investments  
 150 Entrepreneurship – Small Business Management  
 153 Planning a Business Startup  
 170 Selling Fundamentals  
 180 Fundamentals of Marketing  
 182 Techniques of Promotion  
 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  
 269 Warehousing and Logistics  
 278 Distribution Management  
 279 Import/Export Management  
 284 Purchasing And Supply Management  
 285 Inventory Management

286 Transportation Management  
 290 Introduction to Marketing Strategy  
 292 Introduction to Marketing Promotions  
 293 Internet Marketing Strategies  
 296 New Economy Marketing  
 297 Business Planning for Success  
 326 Filing & Records Management  
 352 Introduction to Insurance  
 353 Property & Liability Insurance Principles  
 400 Business English  
 401 Business Communications  
 443 Law Office Procedures  
 445 Law Office Management  
 468 Asia in the World Today  
 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

**BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**

100 Beginning Computer Keyboarding  
 101 Computer Keyboarding Skill Building  
 104 Intro to Computers w/Windows I  
 105 Intro to Computers w/Windows II  
 171 Federal Income Tax  
 172 Business Income Taxes  
 200 Intro to MS Office Suite  
 201 Integration of MS Office Applications  
 214 Word Processing I: Word  
 215 Word Processing II: Word  
 220 Desktop Publishing: PageMaker  
 222 Business Presentations I: PowerPoint  
 223 Business Presentations II: PowerPoint  
 225 Spreadsheets I: Excel  
 226 Spreadsheets II: Excel  
 227 Spreadsheets III: Excel  
 230 Database Applications I: Access  
 231 Database Applications II: Access  
 235 Computer Illustration  
 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 Multimedia Project  
 410 Photoshop Essentials  
 411 Photoshop Portfolio  
 412 Flash I  
 413 Flash II  
 416 Adobe InDesign Essentials  
 417 Adobe Illustrator Essentials  
 480 Intro to Local Area Networks (LAN)  
 665 Selected Computer Topics



**CAREER AND PERSONAL DEVELOPMENT**

100 How to Succeed in College  
 111 Decision Making ..... **E1**  
 116 Deciding On a Major  
 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  
 145 Soft Skills for Allied Health Professions  
 410 College/Career Orientation  
 650 Seminar Groups  
 665 Life Styles Health Issues..... **E1**

**CHEMISTRY**

112 Chemistry in Action..... **B1, B3**  
 114 Survey of Chemistry and Physics.....**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**  
 416 Chemistry Lab Skills for Biotechnology Technicians

**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**  
 401.1 Self Defense I.....**E2**  
 401.2 Self Defense II .....**E2**  
 401.3 Self Defense III .....**E2**  
 401.4 Self Defense IV.....**E2**  
 404 Beginning Shotokan Karate..... **E2**  
 404.1 Shotokan Karate I .....**E2**  
 404.2 Shotokan Karate II .....**E2**  
 404.3 Shotokan Karate III .....**E2**  
 404.4 Shotokan Karate IV.....**E2**  
 405 Intermediate & Adv. Shotokan Karate.....**E2**

**COMMUNICATION STUDIES**

110 Public Speaking ..... **A1**  
 127 Argumentation & Debate..... **A1**  
 130 Interpersonal Communication ..... **A1**  
 128 Forensics  
 140 Small Group Communication ..... **A1**  
 150 Intercultural Communication..... **A1**  
 160 Basic Skills in Public Speaking

**COMPUTER SCIENCE**

155 Computer Programming VISUAL BASIC  
 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  
 412 Flash I  
 413 Flash II  
 451 PC Configuration & Repair  
 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  
 665 Selected Topics in Computer Science

**COOPERATIVE EDUCATION**

670 Vocational Cooperative Education  
 671 General Cooperative Education

**COUNSELING**

100 College Success ..... **E1**  
 102 Student Success Strategies  
 104 Understanding Transfer  
 105 Up Your Self-Esteem  
 106 Anxiety Management  
 107 Coping with Depression  
 108 Anger Management  
 640 Money Management for Academic Success  
 651 Puente Seminar  
 652 Honors Seminar – Applying to Competitive Universities  
 655.1 Hermanos Seminar – College Success Factors  
 655.2 Hermanos Seminar – Transition to College  
 656.1 Hermanas Seminar – College Success Factors  
 656.2 Hermanas Seminar – Transition to College  
 657 Auto Guidance Seminar – Career Advancement Academy  
 658 Allied Health Guidance Seminar – Career Advancement

**DANCE**

100 Dance Appreciation ..... **C1**  
 105 Dance & Wellness ..... **E2**  
 110 Modern Dance..... **E2**  
 121.1 Modern Dance I .....**E2**  
 121.2 Modern Dance II .....**E2**  
 121.3 Modern Dance III.....**E2**  
 121.4 Modern Dance IV.....**E2**  
 125.1 Salsa I.....**E2**  
 125.2 Salsa II .....**E2**  
 125.3 Salsa III.....**E2**  
 125.4 Salsa IV .....**E2**  
 130 Jazz Dance..... **E2**  
 130.1 Jazz Dance I .....**E2**  
 130.2 Jazz Dance II.....**E2**  
 130.3 Jazz Dance III.....**E2**  
 130.4 Jazz Dance IV .....**E2**  
 140 Ballet ..... **E2**  
 140.1 Ballet I.....**E2**  
 140.2 Ballet II .....**E2**  
 140.3 Ballet III .....**E2**  
 140.4 Ballet IV .....**E2**  
 151.1 Social Dance I .....**E2**  
 151.2 Social Dance II.....**E2**  
 151.3 Social Dance III.....**E2**  
 151.4 Social Dance IV .....**E2**  
 152 Cuban Roots of Salsa ..... **E2**  
 152.1 Cuban Roots of Salsa I.....**E2**  
 152.2 Cuban Roots of Salsa II .....**E2**  
 152.3 Cuban Roots of Salsa III .....**E2**  
 152.4 Cuban Roots of Salsa IV.....**E2**  
 161 Tango Argentino ..... **E2**  
 162 Tango Milonga..... **E2**  
 163 Tango Buenos Aires ..... **E2**  
 164 Tango de la Confiteria ..... **E2**  
 165 Tango Performance Improvisation .... **E2**  
 166 Tango de la Guardia Vieja ..... **E2**  
 167 Swing Dance I ..... **E2**  
 168 Swing Dance II ..... **E2**  
 169 Swing Dance III ..... **E2**  
 171 Chinese Dance Workout.....**E2**  
 172.1 Classical Chinese Dance I.....**E2**  
 172.2 Classical Chinese Dance II .....**E2**  
 172.3 Classical Chinese Dance III.....**E2**  
 172.4 Classical Chinese Dance IV .....**E2**  
 260 Tango Teacher Training ..... **E2**  
 330 Creative Dance ..... **E2**  
 330.1 Creative Dance I.....**E2**  
 330.2 Creative Dance II .....**E2**  
 330.3 Creative Dance III .....**E2**  
 330.4 Creative Dance IV .....**E2**  
 350 Cardio Dance..... **E2**  
 350.1 Cardio Dance I  
 350.2 Cardio Dance II  
 350.3 Cardio Dance III  
 350.4 Cardio Dance IV  
 390 Dance Composition/Theory/Choreography

391 Dance Composition – Theory and Choreography

395 Dance Workshop ..... **E2**

395.1 Dance Workshop I ..... **E2**

395.2 Dance Workshop II ..... **E2**

395.3 Dance Workshop III ..... **E2**

395.4 Dance Workshop IV ..... **E2**

400 Dance Production ..... **E2**

400.1 Dance Performance & Production I ..... **E2**

400.2 Dance Performance & Production II ..... **E2**

400.3 Dance Performance & Production III ..... **E2**

400.4 Dance Performance & Production IV ..... **E2**

410 Dance for the Musical Theater Production ..... **E2**

410.1 Dance for the Musical Theater Production I ..... **E2**

410.2 Dance for the Musical Theater Production II ..... **E2**

410.3 Dance for the Musical Theater Production III ..... **E2**

410.4 Dance for the Musical Theater Production IV ..... **E2**

440 Principles of Dance Co./ Arts Program Management

450 Intermediate/Adv. Dance Production ..... **E2**

665 Selected Topics in Dance ..... **E2**

**DRAMA**

200 Theory of Acting I

201 Advanced Acting I

208 Acting Practicum I (Acting Laboratory)

209 Acting Practicum II (Acting Laboratory)

310 Technical Production/Stagecraft

**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 ..... **D3**

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

244 Prekindergarten Learning & Development Guidelines

260 Children with Special Needs

261 Early Intervention Practices

262 Introduction to Family Support: Building Respectful Partnerships

263 Intervention and Support Strategies for Children With Special Needs

264 The Life Cycle of the Family

270 Intro to Infant/Toddler Child Care

272 Teaching in a Diverse Society

273 Supporting Young Bilingual Learners

275 Children’s Language & Literacy Development

311 Children’s Nutrition

314 Health, Safety & Nutrition for Young Children

333 Observation and Assessment

335 Child Guidance

339 Social Emotional Learning Fundamentals

360 Advocacy in the Early Childhood Field

366 Practicum in Early Childhood Education

367 Practicum in Early Childhood Education: Special Topics

368 Practicum in Early Intervention

665 Selected Topics in ECE

**ECONOMICS**

100 Principles of Macroeconomics ..... **D3**

102 Principles of Microeconomics ..... **D3**

111 The Economy Today ..... **D3**

310 Political Economy of Asia ..... **D3**

**EDUCATION**

100 Introduction to Education ..... **D3**

120 Historical, Socio-Cultural, and Philosophical Foundations of Education

200 Introduction to Classroom Teaching

**ELECTRONICS TECHNOLOGY**

110 Intro to Fundamentals of Electronics

410 Intro to Solar Installation & Integration

**EMERGENCY MEDICAL CARE**

180 Gateway To Health Careers

425 CPR: Health Care Provider

**ENERGY SYSTEMS TECHNOLOGY MANAGEMENT**

400 Clean Energy Concepts, Policies and Industries

402 Introduction to Residential Construction

411 Introduction to Solar Photovoltaics (PV) Systems And Markets

412 Solar Photovoltaics (PV) Design Fundamentals

413 Solar Photovoltaics (PV) Finance and Sales

421 Principles of Building Science, How Houses Work

426 Building Performance Retrofitting

427 Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC)

428 Field Training and Exam Preparation for Energy Efficiency

441 Solar Thermal Technology and Design

445 Commercial Solar Photovoltaics (PV) Finance and Sales

490 Capstone Project in Energy Systems Technology Management

**ENGLISH**

100 Composition ..... **A2, A3**

103 Applied English Skills for Cultural Production I

104 Applied English Skills for Cultural Production II

105 Intensive Composition ..... **A2, A3**

110 Composition, Literature, & Critical Thinking ..... **A2, A3, C2**

161 Creative Writing I ..... **C2**

162 Creative Writing II

165 Critical Thinking & Adv. Composition ..... **A3**

166 Women on Writing

195 Term Paper

203 Applied English Skills for Cultural Production III

204 Applied English Skills for Cultural Production IV

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

400 English Composition for Nonnative Speakers

**ENVIRONMENTAL SCIENCE AND TECHNOLOGY**

100 Intro to Environmental Science ..... **B2**

**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**

100 Principles of Design

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

225 Apparel Analysis

226 Visual Merchandising and Display

228 Fashion Show Production

665 Selected Topics in Fashion

**FILIPINO**

110 Elementary Filipino..... **C2**  
 111 Elementary Filipino I..... **C2**  
 112 Elementary Filipino II..... **C2**  
 120 Adv. Elementary Filipino ..... **C2**  
 121 Adv. Elementary Filipino I  
 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**  
 107 Intercollegiate Fitness  
 110 Adult Conditioning..... **E2**  
 112 Cross Training..... **E2**  
 112.1 Cross Training I..... **E2**  
 112.2 Cross Training II..... **E2**  
 112.3 Cross Training III..... **E2**  
 112.4 Cross Training IV..... **E2**  
 116 Body Conditioning..... **E2**  
 116.1 Body Conditioning I ..... **E2**  
 116.2 Body Conditioning II ..... **E2**  
 116.3 Body Conditioning III ..... **E2**  
 116.4 Body Conditioning IV ..... **E2**  
 160 Women’s Conditioning..... **E2**  
 166 Golf Fitness..... **E2**  
 166.1 Golf Fitness I ..... **E2**  
 166.2 Golf Fitness II ..... **E2**  
 166.3 Golf Fitness III ..... **E2**  
 166.4 Golf Fitness IV..... **E2**  
 182 Intro to Tai Chi..... **E2**  
 199 Interactive Cardiovascular Fitness  
 199.1 Interactive Cardiovascular  
     Fitness I..... **E2**  
 199.2 Interactive Cardiovascular  
     Fitness II ..... **E2**  
 199.3 Interactive Cardiovascular  
     Fitness III ..... **E2**  
 199.4 Interactive Cardiovascular  
     Fitness IV ..... **E2**  
 201 Beginning Weight Training ..... **E2**  
 201.1 Weight Training I ..... **E2**  
 201.2 Weight Training II..... **E2**  
 201.3 Weight Training III..... **E2**  
 201.4 Weight Training IV ..... **E2**  
 202 Intermediate Weight Training ..... **E2**  
 205 Weight Conditioning ..... **E2**  
 219 Core Fitness Training ..... **E2**  
 219.1 Core Fitness Training I ..... **E2**  
 219.2 Core Fitness Training II..... **E2**  
 219.3 Core Fitness Training III..... **E2**  
 219.4 Core Fitness Training IV ..... **E2**  
 235 Cross Training Boot Camp ..... **E2**  
 301 Spinning..... **E2**

301.1 Spinning I..... **E2**  
 301.2 Spinning II ..... **E2**  
 301.3 Spinning III ..... **E2**  
 301.4 Spinning IV..... **E2**  
 303 Trail Hiking ..... **E2**  
 304 Walking Fitness..... **E2**  
 304.1 Walking Fitness I ..... **E2**  
 304.2 Walking Fitness II ..... **E2**  
 304.3 Walking Fitness III ..... **E2**  
 304.4 Walking Fitness IV ..... **E2**  
 305 Cardiovascular Development –  
     Running Emphasis, Beginning to  
     Advanced..... **E2**  
 305.1 Cardiovascular Development –  
     Running Emphasis I ..... **E2**  
 305.2 Cardiovascular Development –  
     Running Emphasis II ..... **E2**  
 305.3 Cardiovascular Development –  
     Running Emphasis III ..... **E2**  
 305.4 Cardiovascular Development –  
     Running Emphasis IV..... **E2**  
 308 Hiking & Trekking for Fitness ..... **E2**  
 308.1 Hiking and Trekking for Fitness I ..... **E2**  
 308.2 Hiking and Trekking for Fitness II ..... **E2**  
 308.3 Hiking and Trekking for Fitness III ..... **E2**  
 308.4 Hiking and Trekking for Fitness IV ..... **E2**  
 314 Backpacking for Fitness ..... **E2**  
 314.1 Backpacking for Fitness I..... **E2**  
 314.2 Backpacking for Fitness II ..... **E2**  
 314.3 Backpacking for Fitness III ..... **E2**  
 314.4 Backpacking for Fitness IV ..... **E2**  
 332 Stretching & Flexibility ..... **E2**  
 332.1 Stretching and Flexibility I ..... **E2**  
 332.2 Stretching and Flexibility II ..... **E2**  
 332.3 Stretching and Flexibility III..... **E2**  
 332.4 Stretching and Flexibility IV ..... **E2**  
 334 Yoga..... **E2**  
 334.1 Yoga I ..... **E2**  
 334.2 Yoga II..... **E2**  
 334.3 Yoga III ..... **E2**  
 334.4 Yoga IV ..... **E2**  
 335 Pilates..... **E2**  
 335.1 Pilates I..... **E2**  
 335.2 Pilates II ..... **E2**  
 335.3 Pilates III ..... **E2**  
 335.4 Pilates IV..... **E2**  
 336 Yoga for Fitness & Wellness ..... **E2**  
 400 Fitness Academy ..... **E2**  
 400.1 Fitness Academy I ..... **E2**  
 400.2 Fitness Academy II ..... **E2**  
 400.3 Fitness Academy III ..... **E2**  
 400.4 Fitness Academy IV..... **E2**

**GEOGRAPHY**

100 Physical Geography..... **B1**  
 101 Physical Geography Lab ..... **B3**  
 110 Cultural Geography ..... **D3**  
 150 World Regional Geography ..... **D3**

300 Geographic Information  
 Science (GIS)  
 301 Intro to Map Reading for GIS  
 302 Intro to GIS & ArcView  
 303 GIS Applications

**GEOLOGY**

100 Survey of Geology ..... **B1**  
 105 Environmental Earth Science..... **B1**  
 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**  
 180 Gateway to Health Careers  
 314 Health, Safety and Nutrition for  
     Young Children  
 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**  
 429 History of Latinos in the  
     United States ..... **C2, D3**  
 430 Early Asian Civilizations ..... **C2, D3**  
 432 Modern Asian Civilizations ..... **C2, D3**  
 435 History of the Philippines ..... **C2, D3**  
 436 Filipinos in America ..... **D3**  
 444 Survey of Sub-Saharan African  
     History ..... **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**
- 101.1 Archery I..... **E2**
- 101.2 Archery II ..... **E2**
- 101.3 Archery III ..... **E2**
- 101.4 Archery IV ..... **E2**
- 105 Intermediate Archery..... **E2**
- 121 Beginning Badminton..... **E2**
- 121.1 Badminton I..... **E2**
- 121.2 Badminton II ..... **E2**
- 121.3 Badminton III ..... **E2**
- 121.4 Badminton IV ..... **E2**
- 125 Intermediate/Adv. Badminton ..... **E2**
- 126 Coed Club Badminton ..... **E2**
- 141 Bowling ..... **E2**
- 160 Golf ..... **E2**
- 160.1 Golf I ..... **E2**
- 160.2 Golf II..... **E2**
- 160.3 Golf III ..... **E2**
- 160.4 Golf IV ..... **E2**
- 165 Golf: Short Game ..... **E2**
- 165.1 Golf: Short Game I ..... **E2**
- 165.2 Golf: Short Game II ..... **E2**
- 165.3 Golf: Short Game III ..... **E2**
- 165.4 Golf: Short Game IV ..... **E2**
- 167 Golf Course Strategies..... **E2**
- 168 Tournament Golf ..... **E2**
- 169 Golf Swing Analysis ..... **E2**
- 171 Golf: On-Course Playing Lessons ..... **E2**
- 172 Golf: Improving the Mental Game..... **E2**
- 251 Beginning Tennis..... **E2**
- 251.1 Tennis I..... **E2**
- 251.2 Tennis II ..... **E2**
- 251.3 Tennis III ..... **E2**
- 251.4 Tennis IV ..... **E2**
- 253 Intermediate Tennis ..... **E2**
- 255 Advanced Tennis ..... **E2**

**INTERIOR DESIGN**

- 110 Environmental Design ..... **C1**
- 310 Housing
- 665 Selected Topics in Interior Design

**ITALIAN**

- 103 Italian for Travelers
- 111 Elementary Italian I..... **C2**
- 112 Elementary Italian II..... **C2**
- 121 Adv. Elementary Italian I ..... **C2**
- 122 Adv. Elementary Italian II ..... **C2**

**JAPANESE**

- 111 Elementary Japanese I..... **C2**
- 112 Elementary Japanese II..... **C2**

**JOURNALISM**

- 110 Mass Media & Society ..... **D3**
- 120 Writing & Reporting for the Media
- 121 Adv. Writing & Reporting for the Media
- 300 Newspaper Staff
- 301 Online Newspaper Staff
- 302 Newspaper Workshop
- 320 Beginning Newspaper Staff
- 330 Intermediate Newspaper Staff
- 340 Intermediate Advanced Newspaper Staff
- 350 Advanced Newspaper Staff

**KINESIOLOGY**

- 100 Introduction to Kinesiology

**LEARNING SKILLS**

- 110 Directed Experience in Tutoring

**LIBRARY SCIENCE**

- 100 Intro to Information Research ..... **E1**
- 110 Digital Oral Research Project

**LITERATURE**

- 100 Introduction to Literature..... **C2**
- 101 Contemporary Literature..... **C2**
- 151 Shakespeare ..... **C2**
- 166 Women on Writing
- 191 Children’s Literature..... **C2**
- 201 American Literature I ..... **C2**
- 202 American Literature II ..... **C2**
- 231 Survey of British Literature I ..... **C2**
- 232 Survey of British Literature II ..... **C2**
- 251 Women in Literature..... **C2**
- 265 Asian American Literature ..... **C2**
- 266 Black Literature ..... **C2**
- 267 Filipino American Literature..... **C2**
- 370 Literature of the Latino in U.S. .... **C2**
- 432 Folklore..... **C2**
- 441 Film Study & Appreciation  
(see FILM 440) ..... **C2**

**MANAGEMENT**

- 100 Intro to Business Management

**MATHEMATICS**

- 130 Trigonometry..... **B4**
- 150 Mathematics for Elementary School Teachers I ..... **B4**
- 153 Mathematics for Elementary School Teachers II ..... **B4**
- 200 Elementary Probability & Statistics ... **B4**
- 201 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**
- 105 Music Theory I ..... **C1**
- 106 Music Theory II
- 107 Music Theory III
- 108 Music Theory IV
- 111 Musicianship I ..... **C1**
- 112 Musicianship II
- 113 Musicianship III
- 114 Musicianship IV
- 115 Music, Art & Ideas ..... **C1**
- 144 Concert Enjoyment ..... **C1**
- 202 Music Appreciation ..... **C1**
- 204 Music History ..... **C1**
- 240 Music of the Americas..... **C1**
- 250 World Music ..... **C1**
- 275 History of Jazz ..... **C1**
- 276 Hip Hop: Culture and Politics..... **C1, C2**
- 286 Business of Independent Music
- 287.1 Urban Music Ensemble I
- 287.2 Urban Music Ensemble II
- 287.3 Urban Music Ensemble III
- 287.4 Urban Music Ensemble IV
- 290 Intro to MIDI Music
- 301 Piano I..... **C1**
- 302 Piano II
- 303 Piano III
- 304 Piano IV
- 350 The Art of Rock, Rhythm & Blues I
- 351 The Art of Rock, Rhythm & Blues II
- 355 Violin/Viola I
- 356 Violin/Viola II
- 357 Violin/Viola III
- 358 Violin/Viola IV
- 377 Guitar I
- 378 Guitar II
- 379 Guitar III
- 380 Guitar IV
- 383 Guitar Ensemble I
- 383.1 Guitar Ensemble I
- 383.2 Guitar Ensemble II
- 383.3 Guitar Ensemble III
- 383.4 Guitar Ensemble IV
- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV
- 410.1 Voice for the Musical Theater Production I
- 410.2 Voice for the Musical Theater Production II
- 410.3 Voice for the Musical Theater Production III
- 410.4 Voice for the Musical Theater Production IV
- 420 Traditional Kulintang Music
- 430 Concert Band
- 430.1 Concert Band I
- 430.2 Concert Band II
- 430.3 Concert Band II
- 430.4 Concert Band II
- 450 Jazz Band
- 450.1 Jazz Band I



450.2 Jazz Band II  
 450.3 Jazz Band III  
 450.4 Jazz Band IV  
 470 Concert Choir ..... **C1**  
 470.1 Concert Choir I  
 470.2 Concert Choir II  
 470.3 Concert Choir III  
 470.4 Concert Choir IV  
 475 Jazz Choir  
 501 Studio Lessons I (Applied Music I)  
 502 Studio Lessons II (Applied Music II)  
 503 Studio Lessons III (Applied Music III)  
 504 Studio Lessons IV (Applied Music IV)  
 665 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 & Writing  
 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  
 671 Paralegal Internship I

**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**  
 152 Theory of Sport & Fitness Management  
 212 Prevention and Care of Athletic Injuries Lab  
 270 Introduction to Human Performance ..... **E1**  
 301 Introduction to Personal Training

**PHYSICS**

105 Conceptual Physics ..... **B1**  
 106 Conceptual Physics Laboratory  
 114 Survey of Chemistry and Physics ..... **B1, B3**  
 210 General Physics I ..... **B1, B3**  
 211 General Physics I – Calculus Supplement  
 220 General Physics II ..... **B1, B3**  
 221 General Physics II – Calculus Supplement  
 250 Physics with Calculus I ..... **B1, B3**  
 260 Physics with Calculus II ..... **B1, B3**  
 270 Physics with Calculus III ..... **B1, B3**

**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 ..... **C2, D3**  
 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 ..... **C2, D3**

**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**  
 238 Arab Cultural Psychology  
 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

**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  
 415 Respiratory Pharmacology  
 420 Application of Cardiopulmonary Anatomy & Physiology  
 430 Intro to Respiratory Therapeutics  
 438 Clinical Clerkship I  
 445 Respiratory Diseases I  
 448 Clinical Clerkship II  
 450 Respiratory Diseases II  
 458 Clinical Clerkship III  
 460 Respiratory Critical Care  
 475 Hemodynamic Monitoring & Selected Topics in Respiratory Care  
 480 Diagnostic Testing and Outpatient Respiratory Care  
 484 Medical Terminology for Respiratory Therapy  
 485 Clinical Medicine Seminar  
 488 Clinical Clerkship IV  
 490 Neonatal and Pediatric Respiratory Care  
 495 Respiratory Care Board Examination Preparation & Review  
 665 Selected Topics in Respiratory Therapy

**SOCIAL SCIENCE**

140 Media & Society ..... **D3**  
 150 Gender, Society and Culture ..... **D3**  
 160 Women in Transition Seminar  
 270 The Civil Rights Movement ..... **D3**  
 275 Struggle for Civil Rights in California ..... **D3**

**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**  
 143 Sociology of Migration and Immigration ..... **D3**  
 160 Sociology of Sex and Gender ..... **D3, E1**  
 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**  
 230 Spanish for Spanish Speakers II

**STUDENT GOVERNMENT**

111 Student Government I  
 112 Student Government II  
 115 Community Service & Leadership Practicum

**TEAM SPORTS**

100 Baseball ..... **E2**  
 111 Beginning Basketball..... **E2**  
 111.1 Basketball I.....**E2**  
 111.2 Basketball II.....**E2**  
 111.3 Basketball III.....**E2**  
 111.4 Basketball IV .....**E2**  
 112 Basketball: Adv. Competition Strategies ..... **E2**  
 115 Advanced Basketball..... **E2**  
 116 Basketball: Individual Skill Development ..... **E2**  
 117 Basketball: Tournament Basketball .... **E2**  
 125 Non-Traditional Outdoor Games..... **E2**  
 132 Flag Football .....**E2**  
 132.1 Flag Football I.....**E2**  
 132.2 Flag Football II .....**E2**  
 132.3 Flag Football III .....**E2**  
 132.4 Flag Football IV .....**E2**  
 141 Beginning Soccer ..... **E2**  
 141.1 Soccer I .....**E2**  
 141.2 Soccer II.....**E2**  
 141.3 Soccer III.....**E2**  
 141.4 Soccer IV .....**E2**  
 145 Advanced Soccer..... **E2**  
 146 Men’s Soccer Theory ..... **E2**  
 148 Indoor Soccer ..... **E2**  
 148.1 Indoor Soccer I.....**E2**  
 148.2 Indoor Soccer II .....**E2**  
 148.3 Indoor Soccer III.....**E2**  
 148.4 Indoor Soccer IV .....**E2**  
 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 Structured Wiring and Cabling 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  
 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  
 300 Women’s Varsity Basketball  
 310 Women’s Varsity Cross Country..... **E2**  
 340 Women’s Varsity Volleyball .....**E2**  
 350 Women’s Varsity Badminton.....**E2**  
 360 Women’s Varsity Soccer.....**E2**

**WELLNESS**

760 Intro to “Wholistic” Health



# CSU General Education Requirements

Upon completion of the full pattern of courses listed below, Skyline College will certify that a student's lower division general education requirements are completed for any of the 23 campuses within the CSU system (partial certification also available). Certification is not automatic. You may request certification with your final transcript online via WebSMART. For further information, please consult with a Skyline College counselor or the Skyline College Admissions & Records Office.

**Attention: This checklist is a guide to help you in selecting courses and keeping track of your progress. You are strongly encouraged to meet with your counselor to determine which general education pattern is best for you to follow, review your course selections, and complete a Student Education Plan. The general education pattern you select is based on a variety of factors, including your major and the institution to which you plan to transfer.**

## TO BE ELIGIBLE FOR TRANSFER AS A JUNIOR TO A CSU CAMPUS, YOU MUST:

1. Complete at least 60 CSU transferable units with a "C" average (2.0).
2. Complete at least 30 of the 39 units from the GE courses listed below, including one course from each of the following areas: ■ A1, ■ A2, ■ A3, and ■ B4 with grades of "C" or higher. Please be aware that for some campuses and majors, you may not complete Areas A1, A2, A3 and B4 during your last term prior to enrolling at a CSU campus. Please see a counselor for specifics.
3. While a course may be listed in more than one area, it may be used to satisfy only **ONE** subject requirement.
4. While an AP test may be listed in more than one area, it may be used to satisfy only **ONE** subject requirement.

<p><b>AREA A: ENGLISH LANGUAGE COMMUNICATION &amp; CRITICAL THINKING</b></p> <p>9 units required</p> <p>One course each from <b>A1</b> Oral Communication, <b>A2</b> Written Communication, and <b>A3</b> Critical Thinking.</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p>■ <b>A1 ORAL COMMUNICATION</b></p> <p>COMM (formerly SPCH prior to F11) 110, 127*, 130, 140, 150</p> <p>*conditional approval</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p>■ <b>A2 WRITTEN COMMUNICATION</b></p> <p>ENGL 100, 105, 110</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p>■ <b>A3 CRITICAL THINKING</b></p> <p>ENGL 100, 105, 110*, 165</p> <p>PHIL 103, 109, 200</p> <p>Note: *ENGL 110 must be taken Fall 1997 or thereafter to meet A3 requirement.</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p><b>AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b></p> <p>9 units required</p> <p>One course each from <b>B1</b> Physical Science, <b>B2</b> Life Science, and <b>B4</b> Mathematics. At least one of the science courses listed in B1 or B2 must include a lab (B3) as part of the course or as a separate lab course as identified by an asterisk (*) next to the course.</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p><b>B1 PHYSICAL SCIENCE</b></p> <p>ASTR 100, 101*♦</p> <p>(approved to meet lab requirement F10 and thereafter)</p> <p>CHEM 112*, 114*★, 210*, 220*, 234, 235, 237*♦, 238*♦, 410*</p> <p>GEOG 100, 105, 180, 210*, 220*</p> <p>GEOG 100, 101*♦</p> <p>OCEN 100, 101*♦</p> <p>PHYS 105 (approved to meet B1 F11 and thereafter), 114*★, 210*, 220*, 250*, 260*, 270*</p> <p>♦ Although listed under Area B1, courses meet Area B3 requirement only.</p> <p>★ CHEM 114 same as PHYS 114.</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		

<p><b>B2 LIFE SCIENCE</b></p> <p>ANTH 125</p> <p>BIOL 101*, 110*, 111*, 130, 140, 145, 150, 170, 171*♦, 215*, 230*, 240*, 250*, 260*</p> <p>ENVS 100 (approved to meet B2 F10 and thereafter)</p> <p>♦ Although listed under Area B2, course meets Area B3 requirement only.</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p><b>B3 LABORATORY ACTIVITY</b></p> <p>Identified by * above in areas B1 and B2</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p>■ <b>B4 MATHEMATICS / QUANTITATIVE REASONING</b></p> <p>BUS. 120, 123</p> <p>MATH 130, 150, 153, 200, 201, 222, 241, 242, 251, 252, 253, 270, 275</p> <p>PSYC 171</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p><b>AREA C: ARTS AND HUMANITIES</b></p> <p>9 units required</p> <p>One course from <b>C1</b> Arts, one course from <b>C2</b> Humanities, and one course from either <b>C1</b> Arts or <b>C2</b> Humanities. Must complete a total of nine units combined from each area.</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p><b>C1 ARTS</b></p> <p>ART 101, 102, 105, 107, 115♦, 120, 130, 201, 204, 221, 248, 301, 350, 351, 352, 405, 411</p> <p>DANC 100</p> <p>FCS 113♣, 119♣</p> <p>FASH 113♣, 119♣</p> <p>FILM 370, 450</p> <p>HUM 117</p> <p>INTD 110</p> <p>MUS 100, 105 (formerly MUS 110 prior to F10), 111, 115♦, 144, 202, 204, 240, 250, 275, 276, 301, 470</p> <p>♦ ART 115 same as MUS 115</p> <p>♣ FCS 113 same as FASH 113; FCS 119 same as FASH 119</p>	<table border="1"> <tr> <td>C</td> <td>IP</td> </tr> </table>	C	IP
C	IP		
<p style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">X</span> <b>C = Completed</b>                  <span style="border: 1px solid black; padding: 2px;">X</span> <b>IP = In Progress</b> </p>			



**C2 HUMANITIES**



ARBC 111, 112, 121, 122  
 ASL 111, 112, 121, 122  
 CHIN 111, 112, 121, 122, 130  
 ECE. 191●  
 ENGL 110, 161  
 FILI (formerly TAGA prior to S08) 110, 111, 112, 120  
 FILM 440  
 HIST 100, 101, 104, 106, 109, 203, 248, 335■, 420, 429, 430, 432, 435, 444, 453, 461, 462, 463, 464  
 HUM 106, 115, 116  
 ITAL 111, 112, 121, 122  
 JAPN 111, 112  
 LIT 100, 101, 151, 191●, 201, 202, 231, 232, 251, 265, 266, 267, 370, 432  
 MUS 276  
 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  
 ●ECE 191 same as LIT 191 ▲PHIL 280 same as PLSC 280  
 ■HIST 335 same as PLSC 335

**AREA D: SOCIAL SCIENCES**



**9 units required**

Area D courses must be selected from at least two different subject areas. Must include one course from D1 US History/US Govt. (Areas US 1 & 2) and one course from either D2A State/Local Govt. or D2B US Govt./State/Local Govt. (Area US 3) to satisfy the CSU U.S. History, Constitution & American ideals requirement.

**D1 U.S. History/U.S. Government (Areas US 1 & 2)**



HIST 108, 201, 202, 235, 244  
 PLSC 210  
 Notes: HIST 429 has been approved to meet US-1 (U.S. History) only effective Fall 2012. For the 2004–2005 academic year, HIST 248 is acceptable for certification in combination with HIST 240, HIST 310, PLSC 200 or PLSC 301.

**D2A State/Local Government (Area US 3)**



HIST 240, 310 PLSC 301

**OR**

**D2B U.S. Government/State/Local Government (Areas US 2 & 3)**



PLSC 200\*  
 \* Note: PLSC 200 completes the US Government (US 2) AND State and Local Government (US 3) requirement for students who have satisfied the US History (US 1) requirement only at another institution.

**D3 SOCIAL INSTITUTIONS**



ADMJ 100  
 ANTH 110, 150, 155, 165, 170, 180, 360  
 BUS. 100, 101, 200, 210  
 ECE. 201♦, 212▲  
 ECON 100, 102, 111, 310  
 EDUC 100  
 FCS 212▲  
 GEOG 110, 150  
 HIST 104, 106, 108, 201, 202, 203, 235, 240, 244, 248, 300, 310, 335■, 429, 430, 432, 435, 436, 444, 453  
 JOUR 110  
 PHIL 280▼  
 PLSC 115, 130, 150, 200, 210, 280▼, 301, 315, 320, 335■  
 PSYC 100, 110♥, 200, 201♦, 238 (approved to meet D3 F11 and thereafter), 268, 300, 301, 390, 410  
 SOCI 100, 105, 110♥, 141, 142, 143, 160, 201, 341, 432, 665  
 SOSC 110, 140, 150, 270, 275  
 ▲ECE 212 same as FCS 212 ♥PSYC 110 same as SOCI 110  
 ■HIST 335 same as PLSC 335 ♦ECE 201 same as PSYC 201  
 ▼PHIL 280 same as PLSC 280

**AREA E: LIFELONG LEARNING & SELF DEVELOPMENT**



**3 units required**

Complete three units from **E1** or complete three units from **E1** and **E2** combined (Note: Maximum one unit applicable from Area E2. Must complete a minimum of two units in Area E1).

**E1**



BCM. 110 (formerly CAOT prior to F12)  
 COUN 100  
 CRER 111, 132, 135, 136, 137, 665  
 ECE. 201♦, 214♣  
 FCS 213♣, 310, 313, 320, 392  
 GERO 101  
 HSCI 100, 130, 150, 665  
 LSCI 100  
 P.E. 105, 270  
 PSYC 200, 201♦  
 SOCI 160  
 ♦ECE 201 same as PSYC 201  
 ♣ECE 214 same as FCS 213

**OR E1 + E2 (Must include at least 2 units from E1)**

**E2**



ADAP 349, 356, 357, 358, 359  
 COMB 301, 302, 401, 401.1 – 401.4, 404, 404.1 – 404.4, 405  
 DANC 105, 110, 121.1 – 121.4, 125.1 – 125.4, 130, 130.1 – 130.4, 140, 140.1 – 140.4, 151.1 – 151.4, 152, 152.1 – 154.4, 161, 162, 163, 164, 165, 166, 167, 168, 169, 171, 172.1 – 172.4, 260, 330, 330.1 – 330.4, 350, 350.1 – 350.4, 395, 395.1 – 395.4, 400, 400.1 – 400.4, 410, 410.1 – 410.4, 450, 665  
 FITN 106, 110, 112, 112.1 – 112.4, 116, 116.1 – 116.4, 160, 166, 166.1 – 166.4, 182 (formerly INDV 182 prior to F08), 199.1 – 199.4, 201, 201.1 – 201.4, 202, 205, 210, 219, 219.1 – 219.4, 235, 301, 301.1 – 301.4, 303, 304, 304.1 – 304.4, 305, 305.1 – 305.4, 308, 308.1 – 308.4, 314, 314.1 – 314.4, 332, 332.1 – 332.4, 334, 334.1 – 334.4, 335, 335.1 – 335.4, 336, 400, 400.1 – 400.4  
 INDV 101, 101.1 – 101.4, 105, 121, 121.1 – 121.4, 125, 126, 141, 160, 160.1 – 160.4, 165, 165.1 – 165.4, 167, 168, 169, 171, 172, 251, 251.1 – 251.4, 253, 255  
 TEAM 100, 111, 111.1 – 111.4, 112, 115, 116, 117, 125, 132, 132.1 – 132.4, 141, 141.1 – 141.4, 145, 146, 148, 148.1 – 148.4, 149, 171, 173, 175, 176, 179, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 201  
 VARS 100, 110, 120, 150, 310, 340, 350 (approved to meet E1 F11 and thereafter), 360

**AP Notes:**

**Areas A1 & A3:** AP Test scores may not be used to meet these areas.

**Area C1:** AP Art History\* and AP Music Theory\* exams with a score of 3 or higher may be applied to meet this requirement.

**Area C2:** The following AP exams earned with a score of 3 or higher may be applied to meet this requirement: Art History\*, Chinese Language and Culture; English Literature, European History, French Language\*, French Literature\*, German Language\*, Italian Language and Culture\*, Japanese Language and Culture, Latin Literature\*, Latin, Vergil, Spanish Language\*, Spanish Literature\*, U.S. History, World History.

**Areas D1 & D2:** AP U.S. History\* and U.S. Government & Politics\* exams earned with a score of 3 or higher may be applied to meet these requirement.

**Area D3:** The following AP exams earned with a score of 3 or higher may be applied to meet requirements in this area: Comparative Government, European History\*, Human Geography, Macroeconomics, Microeconomics, Psychology, World History\*.

\*Limitations apply – please consult with a counselor.

# Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education pattern that fulfills all lower-division general education requirements at all California State University (CSU) and most University of California (UC) campuses/majors. It is also accepted by some private/independent or out of state universities. IGETC is usually recommended for students who intend to transfer to a CSU or UC campus, or who are not yet sure of their intended transfer university. Completion of the IGETC is not a requirement for transfer to the CSU or UC, nor is it the only way to fulfill the lower division general education requirements. Students transferring to CSU campuses may find it advantageous to follow CSU-GE requirements. Students transferring to UC may also complete campus specific breadth requirements. Please note: IGETC is not recommended and/or acceptable for some colleges and majors within the UC system. Please consult with your counselor.

## Note:

- IGETC does not guarantee admission to any CSU or UC campus. Please consult with a counselor regarding limitations or restrictions on IGETC acceptance.
- All courses for IGETC must be completed with “C” or better grades. A “C-” is not acceptable.
- Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English (AREA 6 LOTE), which can be certified in both areas 3B and 6.

**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.

<b>AREA 1: ENGLISH COMMUNICATION</b> 6 – 9 semester units <b>CSU: 3 courses required</b> – one each from 1A, 1B and 1C. <b>UC: 2 courses required</b> – one each from 1A and 1B.	<input type="checkbox"/> C <input type="checkbox"/> IP
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<b>1A ENGLISH COMPOSITION</b> ENGL 100, 105	<input type="checkbox"/> C <input type="checkbox"/> IP
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<b>1B CRITICAL THINKING – ENGLISH COMPOSITION</b> <b>AP exam not accepted</b> ENGL 110♦, 165      PHIL 109 ♦ ENGL 110 must be taken Fall 1997 or thereafter to meet this requirement.	<input type="checkbox"/> C <input type="checkbox"/> IP
--	--

<b>1C ORAL COMMUNICATION (CSU requirement only)</b> <b>AP exam not accepted</b> COMM (formerly SPCH prior to F11) 110, 127♥, 130, 140, 150 ♥ conditional approval	<input type="checkbox"/> C <input type="checkbox"/> IP
--	--

<b>AREA 2: MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING</b> 3 semester units    One course required.	<input type="checkbox"/> C <input type="checkbox"/> IP
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BUS. 120■, 123■ MATH 200■, 201, 222, 241■, 242■, 251■, 252■, 253■, 270, 275	<input type="checkbox"/> C <input type="checkbox"/> IP
--	--

<b>AREA 3: ARTS and HUMANITIES</b> 9 semester units <b>Three courses required:</b> One from 3A (ARTS), one from the 3B (HUMANITIES), and one from either 3A or 3B.	<input type="checkbox"/> C <input type="checkbox"/> IP
--	--

<b>3A ARTS</b> ART 101, 102, 105, 115♦, 120, 130 DANC 100 FILM 440, 450 MUS 100, 115♦, 202, 204, 240, 250, 276 ♦ ART 115 same as MUS 115	<input type="checkbox"/> C <input type="checkbox"/> IP
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<b>3B HUMANITIES</b> CHIN 122, 130● HIST 100, 101, 104, 106, 108■, 109, 201■, 202■, 203, 235, 240, 244, 248, 310, 335♣, 420, 429, 432, 435, 444, 453, 461■, 462■, 463■, 464■ LIT 101, 151, 251, 265, 266, 267, 370, 432 MUS 276 PHIL 100, 160, 175, 195, 240, 280♦, 300, 312, 320 PLSC 280♦, 335♣ SOCI 341, 432 SPAN 130●, 140●, 161, 162 ♣ HIST 335 same as PLSC 335 ● CHIN 130, SPAN 130, and SPAN 140 may also be applied to Area 6 ♦ PHIL 280 same as PLSC 280	<input type="checkbox"/> C <input type="checkbox"/> IP
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<b>AREA 4: SOCIAL and BEHAVIORAL SCIENCES</b> 9 semester units <b>Three courses required.</b> Choose from at least two disciplines or an interdisciplinary sequence.	<input type="checkbox"/> C <input type="checkbox"/> IP
--	--

ANTH 110, 150, 155, 165, 170, 180, 360 ECE. 201▲ ECON 100, 102 GEOG 110 HIST 100, 101, 104, 106, 108■, 109, 201■, 202■, 203, 235, 240, 244, 248, 300, 310, 335♣, 420, 429, 432, 435, 436, 444, 453, 461■, 462■, 463■, 464■ JOUR 110 PHIL 280♦ PLSC 115, 130, 150, 200■, 210■, 280♦, 315, 320, 335♣ PSYC 100, 200, 201▲, 268, 300, 390, 410 SOSOC 150, 270, 275 SOCI 100, 105, 141, 142, 143, 160, 341, 432 ▲ ECE 201 same as PSYC 201 ♣ HIST 335 same as PLSC 335 ♦ PHIL 280 same as PLSC 280	<input type="checkbox"/> C <input type="checkbox"/> IP
--	--

C = Completed       IP = In Progress

■ Transfer credit is limited by either UC or CSU or both. Please consult with a counselor.

**AREA 5: PHYSICAL and BIOLOGICAL SCIENCES** C IP  
 7 – 9 semester units

Choose one course from 5A Physical Science and one from 5B Biological Science. At least one of the science courses listed in B1 or B2 must include a lab (5C) as part of the course or as a separate lab course as identified by an asterisk (\*) next to the course.

**5A PHYSICAL SCIENCE** C IP  
 ASTR 100  
 CHEM 112\*■, 210\*, 220\*, 234, 235  
 GEOL 100■, 105, 180, 210\*■, 220\*  
 OCEN 100  
 PHYS 105, 210\*■, 220\*■, 250\*■, 260\*■, 270\*■

**5B BIOLOGICAL SCIENCE** C IP  
 ANTH 125  
 BIOL 101\*■, 110\*■, 111\*, 130■, 140, 145, 150, 170, 215\*, 230\*, 240\*,  
 250\*, 260\*  
 ENVS 100 (meets 5B if taken F10 or thereafter)

**5C SCIENCE LABORATORY** C IP  
 ASTR 101\*  
 BIOL 101\*■, 110\*■, 111\*, 171\*, 215\*, 230\*, 240\*, 250\*, 260\*  
 CHEM 112\*■, 210\*, 220\*, 237\*, 238\*  
 GEOL 210\*■, 220\*  
 OCEN 101\*  
 PHYS 210\*■, 220\*■, 250\*■, 260\*■, 270\*■

**AREA 6: LANGUAGE OTHER THAN ENGLISH (LOTE)** C IP  
 (UC Requirement Only)

To demonstrate proficiency, one of the following must be completed:

- Two years of high school study in one language with a grade of “C” or better (verified by official high school transcript);
- Satisfactory completion of a course at a college or university, with a “C” grade or better, that is considered equivalent to 2 years of high school language;
- Satisfactory completion of a course listed below;
- Satisfactory score on the College Board Subject Test (formerly SAT II) in language other than English (Check with your counselor for required scores);
- Score of 3 or better on the College Board Advanced Placement (AP) Exams in a language other than English
- Score of 5 or higher on the International Baccalaureate Higher Level Examination in a language other than English
- Satisfactory completion of a proficiency test administered by a community college, university, or other college in a language other than English
- Completion, with “C” grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is NOT English (confirmed by appropriate documentation).

ARBC 122  
 ASL 122 C IP  
 CHIN 130  
 FILI 120, 122  
 ITAL 122  
 SPAN 120, 122, 130, 140, 220  
 Note: CHIN 130, SPAN 130, and SPAN 140 may also be applied to Area 3B.  
 Note: A student whose native language is NOT English, and who has completed at least nine years of education conducted in that language, will NOT receive lower-division language credit for college courses in that language taken in the United States (including AP or IB Higher Level exam credit).

**U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS** C IP  
 (CSU Requirement Only)

Choose one course from Group A and one course from either Group B1 or Group B2. Although not part of IGETC, may be completed prior to transfer. Some courses may count in AREAS 3B or 4.

**GROUP A U.S. History & Government (US 1 & US 2)** C IP  
 HIST 108, 201, 202, 235, 244  
 PLSC 210  
 Notes:  
 – HIST 429 has been approved to meet US-1 (U.S. History) only effective Fall 2012.  
 – For the 2004–2005 academic year, HIST 248 is acceptable for certification in combination with HIST 240, HIST 310, PLSC 200 or PLSC 301. Certification signifies full completion of the US History, Constitution, and American Ideals requirement.

**GROUP B1 State & Local Government (US 3)** C IP  
 HIST 240, 310  
 PLSC 301

**OR**  
**GROUP B2 U.S. Government/State & Local Government (US 2 & 3)** C IP  
 PLSC 200\*

\*Note: PLSC 200 completes the US Government (US 2) AND State and Local Government (US 3) requirement for students who have satisfied the US History (US 1) requirement only at another institution.

# Faculty & Administration



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# Skyline College Administration

PRESIDENT  
**Regina Stanback Stroud**

VICE PRESIDENT, INSTRUCTION  
**Sarah F. Perkins**

VICE PRESIDENT, STUDENT SERVICES  
**Joi Lin Blake**

VICE PRESIDENT, ADMINISTRATIVE SERVICES  
**Eloisa Briones**



- Donna Bestock** . . . . . *Dean, Social Science/Creative Arts Division*
- Donald Carlson** . . . . . *Business, Education, and Professional Programs Division*
- Cherie Colin** . . . . . *Director, Marketing, Communications and Public Relations*
- Nohel Corral** . . . . . *Interim Dean, Counseling, Advising and Matriculation*
- Robert Dean** . . . . . *Chief Public Safety Officer*
- John Doctor** . . . . . *Facilities Operations Manager*
- Mary Gutierrez** . . . . . *Dean, Language Arts/Learning Resources Division*
- Raymond Hernandez** . . . . . *Dean, Science/Math/Technology Division*
- Thomas Hewitt** . . . . . *Director, Library Services*
- Raymond Jones** . . . . . *Interim Director, TRiO/Student Support Services*
- Joseph Morello, Jr.** . . . . . *Dean, Kinesiology/Athletics/Dance Division*
- John Mosby** . . . . . *Dean, Enrollment Services*
- James Petromilli** . . . . . *Coordinator, Distance Education and Technology*
- Richard Soyombo** . . . . . *Director, International Trade Development*
- David Ulate** . . . . . *Interim Dean, Planning, Research and Institutional Effectiveness*
- William Watson** . . . . . *Director, SparkPoint at Skyline College*
- Mike Williamson** . . . . . *Interim Director, Center for Workforce Development*



# Faculty and Other Academic Personnel

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### **Bates, Alec (2002)**

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### **Browne, Kathryn W. (2005)**

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### **Carlson, Donald A. (2010)**

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- Robinson, Billy E. (2004)**  
*Music*
- Rodriguez, Joe A. (2006)**  
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# Campus Map



OFFICE	BLDG #
Administration	4
Admissions & Records	2
Art Gallery	1
Automotive	9-11
Baseball Press Box	18
Bookstore	6
Business	8
Career Services	1
Cashier's Office	2
Center for International Trade Development	1
Center for Student Life and Leadership Development	6
Center for Transformative Teaching and Learning	1
Center for Workforce Development	1
Cosmetology	4
Counseling	2
Disability Resource Center	5
Distance Education Center	1
Early Childhood Learning Center	14
Facilities Maintenance Center	21-24
Field House	17
Field Restrooms	15
Financial Aid	2
Fireside Dining Room	6
Gymnasium	3
Health Center	2
Kinesiology(PE)/Athletics/Dance	3
Language Arts	8
Learning Center	5
Library	5
Pacific Heights (PH)	19
Portable Classrooms	3A-E
Portable Restroom	20
Public Safety	6
Sciences & Allied Health	7
Smog Referee	9
Social Science/Creative Arts	1
SparkPoint at Skyline College	1
Student & Community Center	6
Student Services/One-Stop Center	2
Theater	1
Wellness	4
Veterans Resource Center	2

- Legend**
- Student Parking
  - Staff Parking
  - Visitor Parking
  - P Parking Permit Dispenser
  - B Bus Stop
  - S Smoking Area
  - ♿ Accessible Parking
  - R Reserved Parking
  - ♿ Accessible Elevator
  - ♿ Redi-Wheels Stop
  - 🚲 Bicycle Parking
  - ☎ Pay Phone
  - Universal Access Route
  - 🚗 Carpool/Vanpool Parking
  - 🚗 Energy Efficient Vehicle Parking
  - D Drop-Off



# SKYLINE COLLEGE

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## *Mission*

To empower and transform a global community of learners.

## *Vision*

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