



**Skyline**  
COLLEGE  
ACHIEVE

SUMMER 2012   
SUMMER 2012

# CLASS SCHEDULE

CLASS SCHEDULE

Day, Evening & Online Classes Begin June 18, 2012



# Skyline College Student Support Services

We're here for you!

Helping you every step of the way—that's what we're all about at Skyline College. We offer an array of support services to assist you here at school and beyond. Our informational workshops, academic counseling and personalized assistance are excellent resources in your quest for careers and knowledge. We can even help you figure out how to pay for your education.

**Your education is our top priority—  
because at Skyline College, your success is our success.**



**Counseling**  
Building 2,  
One Stop Center  
650.738.4318

Comprehensive Counseling and Career Planning Services provide students with:

- Counseling support for Degrees and Certificates
- Student Educational and Career Plans
- Transfer Planning Workshops
- Access to college-wide services including EOPS, DSPS, TRiO and Learning Communities
- New Location! Career Center - Room 1219B
  - Career Interest/Exploration Workshops and Classes
  - A complete Workplace Skills Assessment
  - Assistance in developing resumé and job interview skills

**SparkPoint at Skyline College**  
Building 1, Room 1222  
650.738.7035

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

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

**Financial Aid**  
Building 2,  
One Stop Center  
650.738.4236

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

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



# Skyline COLLEGE

3300 College Dr., San Bruno, CA 94066

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

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

### Board of Trustees, San Mateo County Community College District

Dave Mandelkern, *President*  
Helen Hausman, *Vice President-Clerk*  
Richard Holober / Patricia Miljanich  
Karen Schwarz  
Patiane Gladstone, *Student Trustee*  
Ron Galatolo, *District Chancellor*

### 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 Commission on Recognition of Post secondary Accreditation and the U.S.

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Objection must be made in writing to the Office of Development, Marketing and Public Relations (Building 4, Room 4-329).

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### Accuracy Statement

Skyline College and the San Mateo County Community College District have made every reasonable effort to determine that everything stated in this schedule 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 or level of financial support, or for any other reason, at the discretion of the College. The College and the District further reserve the right to add, amend or repeal any of their rules, regulations, policies and procedures, in conformance with applicable laws.

This publication is available upon request in an alternate format by calling Skyline's Disabled Students Program and Services at (650) 738-4393.

# Summer Session Calendar

## June 18 – July 26

Six-Week Session

## June 18 – August 2

Seven-Week Session

## June 18 – August 9

Eight-Week Session

## July 4

Holiday – Independence Day

## July 5

Last Day to Apply for a Degree  
or Certificate for Summer Award

## Final Examinations

Generally given at the last  
class meeting.  
See class syllabus/instructor  
for specific date.

## IMPORTANT DATES TO KNOW:

### PAY FEES

- All fees are due at the time of registration

### DROP WITH REFUND

- See WebSMART – Class Schedule Summary
- Check with your instructor

### WITHDRAW

- See WebSMART – Class Schedule Summary
- Check with your instructor

## Final Grades

Will be available on WebSMART at  
SkylineCollege.edu as follows:

Spring 2012 – June 1, 2012

Summer 2012 – August 14, 2012



## Important: Refund Policy

*Please see Page 13  
for detailed information regarding  
Refund Policy*

## Attention Students:

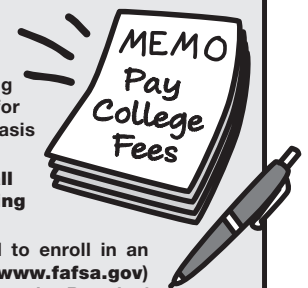
Registration for  
summer and fall terms  
begins on Monday,  
April 30, 2012.  
You will not be able to  
register for classes  
if you have any  
outstanding balances  
on your account.

## NEW CHANGE IN FEE PAYMENT PROCESS FOR SUMMER AND FALL 2012

On Wednesday, May 16, 2012, students who have any outstanding fee balances will be dropped from summer classes at midnight for non-payment of fees. Students will be dropped on a "rolling" basis every Wednesday at midnight for non-payment of fees.

Two weeks prior to the start of the Summer Session and Fall Semester, students will be dropped at midnight the day following their registration for non-payment of fees.

If you need assistance in paying your fees, you are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services.



# Summer Session Registration Calendar

## REGISTRATION DATES/TIMES

Registration Online at: <https://websmart.smccd.edu>

**YOU MUST HAVE AN ASSIGNED APPOINTMENT TO REGISTER**

### CONTINUING STUDENTS EARLY/PRIORITY\* REGISTRATION

Early Registration appointments are assigned to Continuing Students based on cumulative units earned. Students must have a current Student Education Plan on file in order to be eligible for Early Registration. Contact the Counseling Division if you are unsure of your SEP status. Continuing Students may access their registration appointment date in WebSMART on **April 23, 2012**. See page 9 for the definition of "Continuing Student."

*\*The California State Chancellor's Office mandates that Priority Registration be provided to: EOPS, DSPS, CalWorks, Veterans and Foster Youth.*

**WebSMART** – Log in to register  
April 30 – May 7

After 7:00 am on your appointment date  
and any time thereafter

### NEW AND FORMER STUDENTS

New students must submit an Application for Admission for the Summer Session. Former students may also need to submit an Application for Admission if their application has expired. After being admitted/re-admitted, New and Former Students may register:

**WebSMART** – Log in to register

NEW MATRICULANTS: May 8 – June 17

FORMER STUDENTS: May 12 – June 17

After 7:00 am on your appointment date  
and any time thereafter

## ADMISSIONS, CASHIERS and COUNSELING REGULAR OFFICE HOURS

<b>May 28</b>	<b>CLOSED – HOLIDAY</b>	
<b>May 29 – 31</b>	Tuesday – Thursday	8:00 am – 4:30 pm
<b>June 4 – 7</b>	Monday – Thursday	8:00 am – 4:30 pm
<b>June 11 – August 9</b>	Monday – Thursday	8:00 am – 7:00 pm
<b>July 4</b>	<b>CLOSED – HOLIDAY</b>	

## LATE REGISTRATION HOURS

**June 18 – 21**  
Monday – Thursday  
8:00 am – 7:00 pm

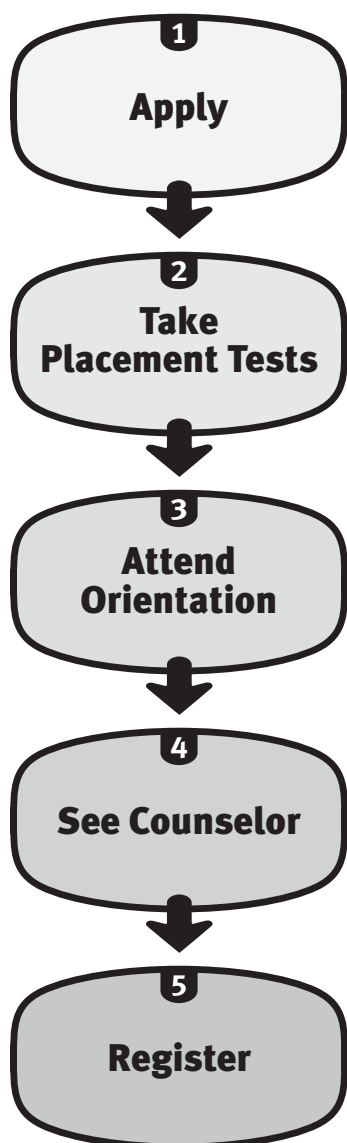
### To add a class:

- Obtain an Authorization Code from the instructor
- Register on WebSMART by entering Course Reference Number (1st screen – Submit) **and** Authorization Code (2nd screen – Validate), then "Submit Changes" (3rd Step)

# 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 processed, you will receive an email confirmation containing an *Enrollment Ticket*. Have your ticket with you 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 7 for information on scheduling your assessment.

## Step 3 COMPLETE ORIENTATION

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

Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals. Refer to page 7 for further information on orientation. (Online orientation is available on a limited basis.)

## Step 4 MEET WITH A COUNSELOR

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

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

## Step 5 REGISTER FOR CLASSES/PAY FEES

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

# New Student Orientation / Placement Tests

## ORIENTATION

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

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

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

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

## ONLINE ORIENTATION OPTION

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

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

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

## HOW TO SCHEDULE A PLACEMENT TEST

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

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

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

### To schedule an assessment:

1. Go to <https://WebSMART.smccd.edu> and use your G# and PIN# to access
2. Click on "Schedule Appointments"
3. Click on "Placement Test Appointment"
4. Click on "Make appointments"
5. Select "Make appointment"
6. Select the appropriate placement test you want to take.
7. Click "Continue"

8. Select day/time that is best for you and then click "Find Appointments"
9. Select the appointment
10. Confirm your appointment by entering your phone number and email address, then click "Continue"
11. You will see your scheduled Placement Test information.

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

## Retest Policy

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

## Exemption

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

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

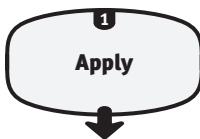
### Retrieving Placement Test Results

You will be provided with a copy of your placement results once you complete the assessment. If you have misplaced your results or need a copy go to <http://websmart.smccd.edu>.

## NEW STUDENTS EXEMPT FROM THE ENROLLMENT STEPS

### Students who are:

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



### Apply for Admission

All students are required to complete the Application for Admission.

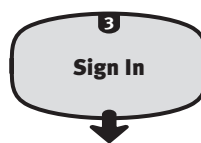
Fill out the Application online at [www.skylinecollege.edu](http://www.skylinecollege.edu).

After your application has been processed, you will receive an email confirmation and information about registering for classes using WebSMART, our online registration system.



### Register for Classes

Access WebSMART from Skyline's homepage to register for classes.



### Sign In and Use Your Campus Email

All college electronic communications will be sent to your [my.smccd.edu](mailto:my.smccd.edu) email.

Log into WebSMART to find your email address and password.

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

**Complete Enrollment Today!**

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

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

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

**Attention Students:**

Registration for summer and fall terms begins on Monday, April 30, 2012. You will not be able to register for classes if you have any outstanding balances on your account.

**NEW CHANGE IN FEE PAYMENT PROCESS FOR SUMMER AND FALL 2012**

On **Wednesday, May 16, 2012**, students who have any outstanding fee balances will be dropped from summer classes at midnight for non-payment of fees. Students will be dropped on a "rolling" basis **every Wednesday at midnight for non-payment of fees.**

**Two weeks prior to the start of the Summer Session and Fall Semester, students will be dropped at midnight the day following their registration for non-payment of fees.**

If you need assistance in paying your fees, you are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services.





# College Connection Concurrent Enrollment Program

## Concurrent Enrollment



### High School Students: Your Future Is Happening Now!

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

#### College Connection

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

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

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

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

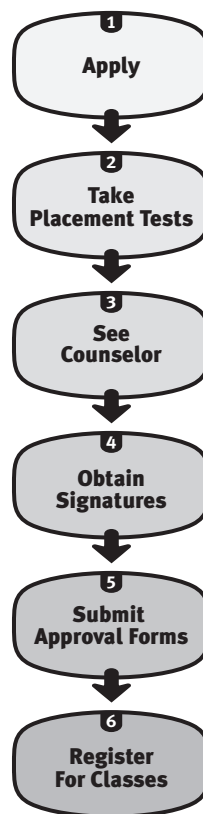
**Fact:** You can save \$20,000 or more when you attend a community college during your first two years. Skyline’s enrollment fees are currently \$46 per unit (FREE for high school students enrolling in less than 11.5 units).

**Contact: Admissions & Records, (650) 738-4251**  
For info on Concurrent Enrollment, visit  
[www.SkylineCollege.edu/ce](http://www.SkylineCollege.edu/ce)

## Steps to Concurrent Enrollment Registration for High School Students

College Connection, the High School Concurrent Enrollment Program, provides current 9th–12th graders the opportunity to get an “early start” on their college experience and earn college credit. **Enrollment fees are free to high school-aged California residents** who are enrolled in less than 11.5 units.

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



#### Step 1

Apply online at  
[www.SkylineCollege.edu/highschool](http://www.SkylineCollege.edu/highschool)

#### Step 2

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

#### Step 3

See your high school counselor to select your college courses.

#### Step 4

Complete and obtain the required signatures on the Concurrent Enrollment Request Form available on [www.SkylineCollege.edu/highschool](http://www.SkylineCollege.edu/highschool) or in your high school counselor’s office.

#### Step 5

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

#### Step 6

Register for classes at  
<https://websmart.smccd.edu>

Questions? Call the Skyline College  
Admissions Office at (650) 738-4251,  
or visit [www.SkylineCollege.edu/ce/](http://www.SkylineCollege.edu/ce/).

# Major Codes

## SUMMER 2012 APPLICATION MAJOR CODE SHEET

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

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

0502 ACCOUNTING	4930 ENGLISH AS A SECOND LANGUAGE (GENERAL STUDIES)	0616 MULTIMEDIA/WEB DESIGN
2105 ADMINISTRATION OF JUSTICE	2136 ENVIRONMENTAL TECHNOLOGY	1004 MUSIC
0950 AERONAUTICS/AVIATION TECH.	2231 ETHNIC STUDIES	0115 NATURAL RESOURCES MANAGEMENT
2140 ALCOHOL & OTHER DRUG STUDIES	1305 FAMILY RELATIONS & CHILD DEVELOPMENT	4902 BIOLOGICAL & PHYSICAL SCIENCES
1260 ALLIED HEALTH	1303 FASHION DESIGN/MERCHANDISING	1203 NURSING
2202 ANTHROPOLOGY	2133 FIRE CONTROL TECHNOLOGY	1238 PRACTICAL & VOCATIONAL NURSING
1112 ARABIC	1101 FOREIGN LANGUAGES	1306 FOODS & NUTRITION
0202 ARCHITECTURE	1102 FRENCH	1919 OCEANOGRAPHY
1002 ART	2206 GEOGRAPHY	0952 CONSTRUCTION CRAFTS TECH
1911 ASTRONOMY	1914 GEOLOGY	1402 PARALEGAL/LEGAL ASSISTANT
0948 AUTOMOTIVE TECHNOLOGY	1030 GRAPHIC ARTS	1221 PHARMACY TECHNICIAN
0504 BANKING/FINANCE	2205 HISTORY	1509 PHILOSOPHY
0408 BIOLOGY	1301 HOME ECONOMICS	1011 PHOTOGRAPHY
0430 BIOTECHNOLOGY	0108 HORTICULTURE: ENVIRONMENTAL	0835 PHYSICAL EDUCATION
0603 BROADCASTING ARTS	1308 HORTICULTURE: FLORISTRY	1901 PHYSICAL SCIENCES, GENERAL
0973 BUILDING INSPECTION	2107 HUMAN DEVELOPMENT	1902 PHYSICS, GENERAL
0501 BUSINESS ADMINISTRATION	4903 HUMANITIES & SOCIAL SCIENCES	0970 PLUMBING
0500 BUSINESS & MANAGEMENT	2104 HUMAN SERVICES	2207 POLITICAL SCIENCE & GOVERNMENT
0504 BUSINESS, BANKING & FINANCE	0799 INFORMATION TECHNOLOGY SPECIALIST	2001 PSYCHOLOGY, GENERAL
0506 BUSINESS MANAGEMENT & ADMINISTRATION	4901 INTERDISCIPLINARY STUDIES	1225 RADIOLOGICAL TECHNOLOGY
0514 BUSINESS INFORMATION SPECIALIST	1302 HOME DECORATION & EQUIPMENT	0511 REAL ESTATE/ESCROW
1219 CENTRAL SERVICE TECHNOLOGY	4933 INTERNATIONAL STUDIES	2107 RECREATION EDUCATION
1905 CHEMISTRY	0549 INTERNATIONAL TRADE	0928 REFRIGERATOR SYSTEMS
1010 CINEMATOGRAPHY	1104 ITALIAN	1210 RESPIRATORY THERAPY
0701 COMPUTER SCIENCES, GENERAL	0602 JOURNALISM	0514 BUSINESS INFORMATION PROCESSING
0704 COMPUTER PROGRAMMING	1401 LAW (GENERAL)	6030 SELF-ENRICHMENT
3007 COSMETOLOGY	0400 LIFE SCIENCES – BIOLOGICAL	2201 SOCIAL SCIENCES, GENERAL
1316 CULINARY SERVICES	0401 LIFE SCIENCES – GENERAL	2208 SOCIOLOGY
1008 DANCE	0499 LIFE SCIENCES	1506 SPEECH, DEBATE & FORENSICS
0703 DATA PROCESSING	0956 MANUFACTURING TECHNOLOGY	1217 SURGICAL TECHNICIAN/ O.R. NURSING
1230 DENTAL ASSISTING	0509 MARKETING & PURCHASING	0935 ELECTROMECHANICAL TECHNOLOGY
0953 DRAFTING TECHNOLOGY	1701 MATHEMATICS	3009 RECREATION & TOURISM
1007 DRAMATIC ARTS	1244 MEDICAL ASSISTANT	0972 WELDING TECHNOLOGY
0801 EARLY CHILDHOOD EDUCATION	1226 MEDICAL CODING & BILLING	6000 UNDECIDED/OTHER
2204 ECONOMICS	0518 MEDICAL TRANSCRIPTION	
0934 ELECTRONICS/ELECTRICAL TECH.	1913 METEOROLOGY	
1250 EMERGENCY MEDICAL TECH.		
0901 ENGINEERING		
1501 ENGLISH		

# Registration Information

## DEFINITIONS OF STUDENT CLASSIFICATIONS

### CONTINUING STUDENT

For registration purposes, a Continuing Student is defined as a student who did not have a break between this term and their previous term in qualifying registration activity. Qualifying activity includes having been Registered, Dropped, Withdrawn, Graded, or having received an Incomplete. If a student was "Waitlisted Only" in the previous term, they do not qualify as "Continuing."

Continuing Students may be eligible for Early Registration. Registration appointments are assigned to Continuing Students based on cumulative units earned.

Continuing Students must have a current SEP (Student Education Plan) on file in order to be eligible for Early Registration. Students are strongly encouraged to meet with a counselor for assistance in selecting appropriate courses to meet their individual goals.

### NEW STUDENT

You are considered a New Student if you have never registered at Skyline College, the College of San Mateo or Cañada College.

- If you were a High School Concurrent Enrollment student, and have, or will, graduate high school before the Summer 2012 term, you are considered a "New" college student. You must reapply for Admission.

### FORMER STUDENT

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

### TRANSFER STUDENT

If you attended a college or university other than Skyline College, College of San Mateo or Cañada College, you are a **transfer student** at Skyline College and must apply for admission. You may be eligible for exemptions from some of the matriculation requirements listed on page 5. Present your unofficial transcript(s) to a counselor for review.

### HIGH SCHOOL STUDENT

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

## OPEN ENROLLMENT

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

## REGISTRATION APPOINTMENT NOTICE

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

## BEFORE REGISTERING

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

For assistance with paying your enrollment fees, go to: [SkylineCollege.edu](http://SkylineCollege.edu) and click on "Financial Aid" or visit the Financial Aid Office in Building 2, second floor.

## HOW TO REGISTER

Check your registration appointment date on **WebSMART** at <https://websmart.smccd.edu> beginning April 23, 2012.

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

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

### IMPORTANT: CLASS ATTENDANCE

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

## REGISTRATION

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

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

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

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

## VARIABLE UNITS

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

## PASS/NO PASS GRADE OPTION

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

## LATE REGISTRATION – ALL STUDENTS

If you were unable to register before the **first day of class**, you may register during the **Late Registration** period beginning **June 18, 2012**. See page 3 for a detailed schedule of late registration dates/hours. If the class has started, obtain permission from the professor to enroll in any course. If allowed to enroll, you will be issued a 4-digit **AUTHORIZATION CODE** by your instructor that will be required to register, along with the CRN (Course Reference Number), by the "Last Day to Add." All Late Registration processes, including adds and drops, should be completed using **WebSMART**. Refund deadlines do not change as a result of late registration.

## SHORT COURSE REGISTRATION

You may register for any short course prior to the first day of the class, or until the class fills, whichever occurs first. Short course registration can be completed using **WebSMART** (available throughout the semester). If you wait to register until the first day of the course, you must obtain the instructor's authorization at the first class meeting. Promptly register using **WebSMART** entering the CRN (Course Reference Number) and Authorization Code.

**Note:** Refund deadlines for short courses differ from term-length courses and are often the date of the first class meeting. For details, check your **WebSMART** Class Schedule Summary, see the "Refund Policy" on page 13, or contact the Cashier's Office, the Student Services Information Center, or Admissions and Records.

## SPECIAL APPLICATION PROGRAMS

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

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

- Print a final copy of all **WebSMART** transactions (Registration, Drops, Payments) for your records.*
- Print your **Summary Class Schedule** after completing your registration. Important deadline dates appear on this schedule.*

## ATTENTION ALL STUDENTS – IMPORTANT CHANGES IN PREREQUISITES/COREQUISITES

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

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

### What are Prerequisites, Corequisites and Recommendations?

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

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

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

### Why Prerequisites and 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).

# Fees

FEE TYPE AND AMOUNT**	REQUIRED OF
<b>Enrollment</b> ( <i>Fees are subject to change.</i> ) \$46 per unit	<b>All Students</b> , except high school students enrolling for less than 11.5 units through the Concurrent Enrollment and College Consortium Programs. These fees are waived for recipients of the Board of Governor's Fee Waiver. See page 17 for more information and the application for a fee waiver. <b>(See disclaimer regarding fees on page 14.)</b>
<b>Health Services*</b> \$16 Summer / \$19 Fall / \$19 Spring	<b>All Students</b> , except those enrolled <b>ONLY</b> in off-campus or weekend classes, Distance Learning courses, or the Concurrent Enrollment Program. <b>(See disclaimer regarding fees on page 14.)</b>
<b>Student Representation</b> \$1	<b>All Students</b> , except those enrolled in the Concurrent Enrollment Program. See Explanation of Fees on page 14.
<b>Nonresident Tuition</b> \$203 per unit + \$9 per unit capital outlay fee (plus \$46 per unit Enrollment Fee)	Nonresidents of California who are residents of other states
<b>International Student Application Fee</b> \$50	International Students (Fall and Spring semesters only.)
<b>Foreign Student Tuition</b> \$203 per unit + \$9 per unit capital outlay fee (plus \$46 per unit Enrollment Fee)	International Students
<b>International Student (F-1 Visa) Health Insurance</b> \$181 Summer / \$453 Fall or Spring \$1,088 Full Year	All F-1 Visa International Students who do not present proof that they have the required level of private health insurance.
<b>Student Body</b> \$8 Fall \$8 Spring	Fall and Spring semesters only.
<b>Student Union</b> \$1 per unit / \$5 max per semester	<b>All Students</b> , except those enrolled in the Concurrent Enrollment Program. Fall and Spring semesters only.
<b>Parking</b> \$20 Summer / \$40 Fall / \$40 Spring \$70 Two Term Permit (Fall & Spring) \$2 per day	All persons who park motor vehicles on campus. Daily permits may be purchased from ticket dispensers. See <i>Parking &amp; Transportation</i> on page 85. Permits are not required on weekends. Replacement permits are available at full price. <b>Permits are nonrefundable.</b>
<b>Audit</b> \$15 per unit	Students approved to audit a course that is on the list of designated courses. (Students enrolling in a variable unit course must register and pay for maximum units.) See Audit Policy on page 84.
<b>Returned Check</b> \$20	Students whose personal checks are returned by the bank. (Only cash, credit card, Cashier's Check or money order will be honored to clear a returned check). The Bookstore fee for a returned check may differ.
<b>Official Transcript</b> (All SMCCCD records will appear on one transcript) \$5 <b>Rush Transcript Request</b> \$10 additional	Students may request a transcript of their academic record from Cañada College, College of San Mateo and/or Skyline College on WebSMART ( <a href="https://websmart.smccd.edu">https://websmart.smccd.edu</a> ). The first two transcripts requested are free of charge. If a rush request is made, an additional \$10 Rush Transcript Request Fee is charged for each transcript. Allow 24 hours for rush transcript processing.

\*Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the health services fee. Contact Admissions and Records for an Academic Standards Petition.

**\*\*Subject to change**

## SUMMER FEES POLICY

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

### Attention Students:

Registration for summer and fall terms begins on Monday, April 30, 2012. You will not be able to register for classes if you have any outstanding balances on your account.

#### NEW CHANGE IN FEE PAYMENT PROCESS FOR SUMMER AND FALL 2012

On **Wednesday, May 16, 2012**, students who have **any** outstanding fee balances will be dropped from summer classes at midnight for non-payment of fees. Students will be dropped on a "rolling" basis **every Wednesday at midnight** for non-payment of fees.

**Two weeks prior to the start of the Summer Session and Fall Semester**, students will be dropped at **midnight the day following their registration** for non-payment of fees.

If you need assistance in paying your fees, you are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid (**www.fafsa.gov**) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services.

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

Review your account on **WebSMART** regularly for current balances.

#### VARIABLE UNIT CLASSES

No Enrollment Fee or Nonresident/International Student Tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.

## SUMMER CREDIT AND REFUND POLICY

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

### THE REFUND DEADLINE FOR SUMMER COURSES VARIES BY CLASS

**In order to be eligible for a refund for Summer courses:**

- Withdrawal must occur within the first 10% of the course (often this is the first day). Check your **WebSMART (<https://websmart.smccd.edu>) Class Schedule Summary** for specific refund dates, **or** contact the Cashier's Office.
1. If you decide not to attend classes, it is **your** responsibility to officially withdraw within published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.
  2. A student may either maintain a credit balance on account or request a refund.
  3. Refunds are not issued automatically. You must contact the Cashier's Office to request a refund.
  4. Credit balances remain on student accounts for a maximum of five (5) years.
  5. Fees paid by personal check(s) require 10 days for bank clearance before refunds can be processed.
  6. A \$10 non-refundable processing fee (plus an additional \$50.00 processing fee for nonresident tuition) will be retained by the College if a refund is issued to a student withdrawing from all classes. A refund processing fee may be charged only once per semester or summer session.
  7. Students who receive financial aid and withdraw from classes are advised to contact the Financial Aid Office at (650) 738-4236 regarding possible repayment of federal funds if received prior to withdrawal.
  8. Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.

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

**PAY FEES BY:**

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

**EXPLANATION OF FEES**

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

**Health Services Fee:** Provides basic campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization may be exempted from paying the health service fee. Contact Admissions & Records for an Academic Standards Petition.

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

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

**Attention Students:**

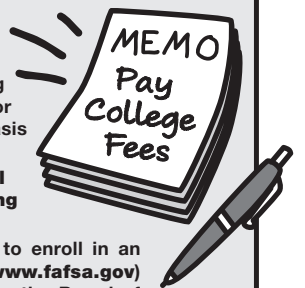
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**NEW CHANGE IN FEE PAYMENT PROCESS FOR SUMMER AND FALL 2012**

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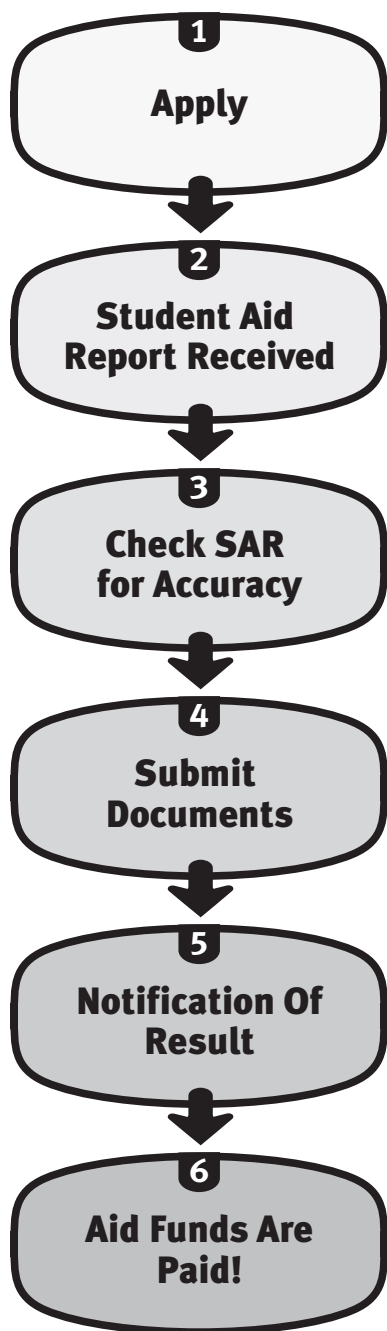
Two weeks prior to the start of the Summer Session and Fall Semester, students will be dropped at midnight the day following their registration for non-payment of fees.

If you need assistance in paying your fees, you are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services.





# Six Steps to Financial Aid at Skyline



## **Step 1: Apply**

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

## **Step 2: Student Aid Report Received**

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

## **Step 3: Check SAR for Accuracy**

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

## **Step 4: Submit Documents**

Student submits all required documents to Skyline College Financial Aid Office. File is complete!

## **Step 5: Notification of Result**

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

## **Step 6: Aid Funds are Paid!**

You will receive an email from Sallie Mae to your [my.smccd.edu](mailto:my.smccd.edu) email account. Follow the steps to choose direct deposit or Sallie Mae Debit MasterCard. For further information, visit our website at: <http://www.SkylineCollege.edu/general/finaid/disbursement.html>.

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

Financial Aid Office Information  
(650) 738-4236 or [skyfaoffice@smccd.edu](mailto:skyfaoffice@smccd.edu)  
and [www.icanaffordcollege.com](http://www.icanaffordcollege.com)

# What Kinds of Financial Aid Can I Receive?

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

## BOARD OF GOVERNOR'S FEE WAIVER (BOGFW)

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

## FEDERAL PELL GRANT

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

Full-time	12 or more units
Half-time	6-8.5 units
Three-quarter time	9-11.5 units
Less than half	.5-5.5 units
Awards range from:	\$555 to \$5,550

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

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

Maximum awards are:

Cal Grant B	\$1,551
Cal Grant C	\$576

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

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

Awards range from:	\$100 to \$800
Priority application date:	May 1, 2012

## CALIFORNIA CHAFEE GRANT (CHAFEE)

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

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

## STUDENT EMPLOYMENT FEDERAL WORK STUDY (FWS)

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

Maximum Annual Award:	\$6,000
Priority application date:	May 1, 2012

## LOANS

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

# APPLY FOR A SCHOLARSHIP

- Scholarship awards range from \$100 – \$20,000
- Scholarships are available from many resources
- Applications are available at <http://www.skylinecollege.edu>
- Contact the Financial Aid Office for more information

# Board of Governors Fee Waiver (BOGFW) Information

## *An Education Lasts a Lifetime...*

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

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

## ***BOGFW is Simple and Fast! Apply Today!***

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

## ***You Will Be Eligible if you are a California resident and...***

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

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

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

# Class Offerings

## How to Read Class Listings

Department, Course Number and Title

Course Reference Number (CRN)

Section

*Note: An "X" in the Section designator, such as AX or JX, indicates a class that is cross-listed. Cross-listed classes are those which are offered under more than one department, or which involve instruction at more than one skill level during the same class period.*

Additional Section Information, where applicable

### ACTG 100 ACCOUNTING PROCEDURES

Prereq: MATH 811 or equivalent. Recommended: BUS. 115 or equivalent; either CAOT 104 or CAOT 225 or equivalent; and eligibility for ENGL 836. Introduction to financial accounting procedures for proprietorships in service and merchandising operations. Plus 2 lab hrs/wk by arrangement. May be repeated for credit up to a maximum of 3 units. **Transfer: CSU.**

#### WEEKDAY

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

#### EVENING

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

#### ONLINE

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

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

Course Prerequisites/ Recommendations and Description

UC and CSU/CSU GE transferability

*Short course dates apply to the single section immediately above the date line; all other courses are semester length.*

Days Class Meets

Time Class Meets

Location

*Building Number before dash, followed by Room Number (Room Number = Building, Floor, and Room)*

Instructor

Number of Units

## Weekly Schedule Worksheet

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

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
Evening							

## ACCOUNTING (ACTG)

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

### ACTG 100 ACCOUNTING PROCEDURES

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

#### WEEKDAY

50001	ACTG 100	A6	MTWTh	8:10-10:20	8-8211	Steinberg	3.0
	TBA Hours:		MTWTh	5.6 Hrs/Wk	8-8209		
	Dates for the A6 section: 6/18-7/26						

#### EVENING

50002	ACTG 100	J7	MW	6:30-9:55	8-8306	Zhang	3.0
	TBA Hours:		MW	5 Hrs/Wk	8-8209		
	Dates for the J7 section: 6/18-8/1						

### ACTG 121 FINANCIAL ACCOUNTING

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

#### WEEKDAY

50003	ACTG 121	A7	MTWTh	8:10-10:25	8-8306	Ho	4.0
	TBA Hours:		MTWTh	2.4 Hrs/Wk	8-8209		
	Dates for the A7 section: 6/18-8/2						

#### EVENING

50004	ACTG 121	J8	TTh	6:00-10:05	8-8211	Bruening	4.0
	TBA Hours:		TTh	2 Hrs/Wk	8-8211		
	Dates for the J8 section: 6/18-8/9						

#### ONLINE

54648	ACTG 121 OL		By Arr	64 Hours	ONLINE	Ortiz	4.0
	Dates for the OL section: 6/18-8/9						

ACTG 121 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [ortiz@smccd.edu](mailto:ortiz@smccd.edu).

### ACTG 131 MANAGERIAL ACCOUNTING

*Prereq: ACTG 121 with a grade of C or better or equivalent.* Recommended: Either BUS. 120 or MATH 241 or equivalent; and CAOT 225 or equivalent. Examination of accounting techniques for managers. Includes forecasting, budgeting, cost accounting, break-even analysis, responsibility accounting, and other practices which facilitate decision making in an ethical business environment. Plus 16 lab hours by arrangement. Transfer: UC; CSU.

#### WEEKDAY

52794	ACTG 131	A7	MTWTh	10:30-12:45	8-8306	Ho	4.0
	TBA Hours:		MTWTh	2.4 Hrs/Wk	8-8209		
	Dates for the A7 section: 6/18-8/2						

#### EVENING

50005	ACTG 131	J8	MW	6:00-10:05	8-8211	Bruening	4.0
	TBA Hours:		MW	2.2 Hrs/Wk	8-8209		
	Dates for the J8 section: 6/18-8/8						

#### ONLINE

54685	ACTG 131 OL		By Arr	64 Hours	ONLINE	Whitten	4.0
	Dates for the OL section: 6/18-8/9						

ACTG 131 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [whitten@smccd.edu](mailto:whitten@smccd.edu).

### ACTG 194 INTRODUCTION TO QUICKBOOKS PRO 2011

Recommended: Eligibility for ENGL 836 and READ 836. Introduction to the financial accounting features of QuickBooks Pro. Transfer: CSU.

#### ONLINE

53333	ACTG 194 OL		By Arr	16 Hours	ONLINE	Richardson	1.0
	Dates for ACTG 194 OL: 6/18-7/5						

ACTG 194 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [richardsonl@smccd.edu](mailto:richardsonl@smccd.edu).

### ACTG 196 INTERMEDIATE QUICKBOOKS PRO 2011

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

#### ONLINE

53628	ACTG 196 OL		By Arr	16 Hours	ONLINE	Richardson	1.0
	Dates for ACTG 196 OL: 7/9-7/26						

ACTG 196 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [richardsonl@smccd.edu](mailto:richardsonl@smccd.edu).

### ACTG 665SB TAXATION & RENTAL REAL ESTATE

This course reviews tax Schedule E, Rental Real Estate. Highlights include vacation homes, part rented personal residences, rules on deducting losses, and AMT considerations. Earn up to 15 CPE units. Plus 8 lab hours by arrangement. Transfer: CSU.

#### EVENING

53918	ACTG 665SB G4		MW	6:30-9:30	8-8222	Miller	1.0
	TBA Hours:		MW	2.8 Hrs/Wk	8-8222		
	Dates for ACTG 665SB: 6/18-7/9						

### ACTG 665SC THE RETIRED TAX PAYER

This course covers the most commonly encountered types of distributions during retirement, including social security, pensions, IRA's, and annuities, and their possible tax consequences. Earn up to 18 CPE units. Plus 8 lab hours by arrangement. Transfer: CSU.

#### EVENING

53920	ACTG 665SC G4		MW	6:30-9:30	8-8222	Miller	1.0
	TBA Hours:		MW	2.8 Hrs/Wk	8-8222		
	Dates for ACTG 665SC: 7/11-7/30						

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.**

## Administration of Justice



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

**Criminal justice professionals enjoy some  
of the highest salary earnings in government.**

Skyline College's program, one of the best, offers opportunities to work in various levels of government, such as federal, state, county and local.

**Careers include:**

- Law Enforcement
- Courts
- Parole
- Criminalistics
- Corrections
- Probation
- Investigations
- Legal

**Designed for:**

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

**Program:**

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

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

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

## ADMINISTRATION OF JUSTICE (ADMJ)

### ADMJ 100 INTRO TO ADMINISTRATION OF JUSTICE

Recommended: Eligibility for ENGL 836. History and philosophy of justice in America; theories of crime, punishment and rehabilitation. Transfer: UC; CSU (D3).

**WEEKDAY**

53227 ADMJ 100 A6 MTWTh 8:10-10:20 1-1304 Aurilio 3.0  
Dates for ADMJ 100 A6: 6/18-7/26

### ADMJ 102 PRINCIPLES & PROCEDURES OF JUSTICE

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

**WEEKDAY**

53239 ADMJ 102 A6 MTWTh 10:30-12:40 1-1304 Aurilio 3.0  
Dates for ADMJ 102 A6: 6/18-7/26

## AMERICAN SIGN LANGUAGE (ASL)

### ASL 111 AMERICAN SIGN LANGUAGE I

A basic course in American Sign Language with focus on everyday communication. Transfer: UC; CSU (C2).

**WEEKDAY**

53359 ASL 111 A6 MTWTh 8:10-10:15 4-272 Yuen 3.0  
Dates for the A6 section: 6/18-7/26

**EVENING**

50025 ASL 111 J7 MW 6:30-9:55 4-272 Wong 3.0  
Dates for the J7 section: 6/18-8/1

## ANTHROPOLOGY (ANTH)

### ANTH 110 CULTURAL ANTHROPOLOGY

Recommended: Eligibility for ENGL 100, 105 or equivalent. A comparative analysis of human cultures with an emphasis on core concepts such as kinship, religion, politics, technology, and an appreciation of our societal variability. Transfer: UC; CSU (D3).

**WEEKDAY**

53414 ANTH 110 A6 MTWTh 8:10-10:20 7-7110 Slicton 3.0  
Dates for the A6 section: 6/18-7/26

**EVENING**

54503 ANTH 110 J7 TTh 6:00-9:30 7-7110 Ulloa 3.0  
Dates for the J7 section: 6/19-8/2

### ANTH 125 PHYSICAL ANTHROPOLOGY

Recommended: Eligibility for ENGL 100, 105 or equivalent. Biological consideration of the origin, development, and potential survival of humans and other primates, including concepts of evolution. Transfer: UC; CSU (B2).

**WEEKDAY**

53697 ANTH 125 A6 MTWTh 10:30-12:40 7-7110 Slicton 3.0  
Dates for ANTH 125: 6/18-7/26

## ART (ART)

(See also: FILM.)

### ART 101 HISTORY OF WESTERN ART I

Recommended: Eligibility for ENGL 100. A survey of Ancient and Medieval art from Prehistoric to Early Renaissance.

Transfer: UC; CSU (C1).

#### ONLINE

53676 ART 101 OL By Arr 48 Hours ONLINE Fischer 3.0  
Dates for ART 101 OL: 6/18-7/26

ART 101 OL is offered in an online format. Requires Internet access and email. Instructor email: [fischer@smccd.edu](mailto:fischer@smccd.edu).

### ART 102 HISTORY OF WESTERN ART II

Recommended: Eligibility for ENGL 100. Survey of art from the Renaissance to modern times. Transfer: UC; CSU (C1).

#### WEEKDAY

54509 ART 102 A6 MTWTh 8:10-10:20 1-1111 Takayama 3.0  
Dates for ART 102 A6: 6/18-7/26

### ART 115 ART, MUSIC AND IDEAS

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

#### WEEKDAY

53079 ART 115 AX MTWTh 10:30-12:40 1-1111 Takayama 3.0  
Dates for ART 115 AX: 6/18-7/28

### ART 130 ART APPRECIATION

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

#### ONLINE

54651 ART 130 OL By Arr 48 Hours ONLINE Fischer 3.0  
Dates for ART 130 OL: 6/18-7/26

ART 130 OL is offered in an online format. Requires Internet access and email. Instructor email: [fischer@smccd.edu](mailto:fischer@smccd.edu).

### ART 204 DRAWING I

Basic introduction to drawing, using both simple and complex forms derived from nature, life and still sources. Plus studio hours. Transfer: UC; CSU (C1).

#### WEEKDAY

51031 ART 204 AX MTWTh 10:30-1:30 1-1320 Crispi 2.0  
TBA Hours: MTWTh 3.6 Hrs/Wk 1-1320  
Dates for the AX section: 6/18-7/26

#### EVENING

50008 ART 204 KX TTh 6:00-10:10 1-1320 Ryan 2.0  
TBA Hours: TTh 2.4 Hrs/Wk 1-1320  
Dates for the KX section: 6/19-8/2

### ART 205 DRAWING II

Prereq: ART 204 or ART 201. Materials and techniques in common use; traditional and contemporary pen, pencil, and conte crayon expression. Plus studio hours. May be repeated twice for credit. Transfer: UC; CSU.

#### WEEKDAY

51046 ART 205 AX MTWTh 10:30-1:30 1-1320 Crispi 2.0  
TBA Hours: MTW 3.6 Hrs/Wk 1-1320  
Dates for the AX section: 6/18-7/26

#### EVENING

50009 ART 205 KX TTh 6:00-10:10 1-1320 Ryan 2.0  
TBA Hours: TTh 2.4 Hrs/Wk 1-1320  
Dates for the KX section: 6/19-8/2

### ART 221 PAINTING I

Basic introduction to form and color through painting. Studio practice and projects. Plus studio hours. Transfer: UC; CSU (C1).

#### WEEKDAY

51717 ART 221 AX MTWTh 10:30-12:50 1-1303 Ryan 2.0  
TBA Hours: MTW 3.3 Hrs/Wk 1-1303  
Dates for ART 221 AX: 6/18-7/26

### ART 222 PAINTING II

Prereq: ART 221. Additional study of form and color through painting. Plus studio hours. May be repeated twice for credit. Transfer: UC; CSU.

#### WEEKDAY

51718 ART 222 AX MTWTh 10:30-12:50 1-1303 Ryan 2.0  
TBA Hours: MTW 3.3 Hrs/Wk 1-1303  
Dates for ART 222 AX: 6/18-7/26

## Attention Students:

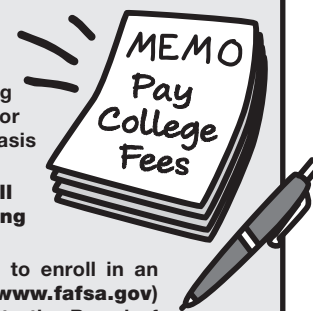
Registration for summer and fall terms begins on Monday, April 30, 2012. You will not be able to register for classes if you have any outstanding balances on your account.

## NEW CHANGE IN FEE PAYMENT PROCESS FOR SUMMER AND FALL 2012

On Wednesday, May 16, 2012, students who have any outstanding fee balances will be dropped from summer classes at midnight for non-payment of fees. Students will be dropped on a "rolling" basis every Wednesday at midnight for non-payment of fees.

Two weeks prior to the start of the Summer Session and Fall Semester, students will be dropped at midnight the day following their registration for non-payment of fees.

If you need assistance in paying your fees, you are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services.



## ART &gt; AUTOMOTIVE TECHNOLOGY

**ART 351 BLACK AND WHITE PHOTOGRAPHY I**

An introductory course in film-based 35mm black and white photography. Students will understand photography as a communication medium, applying the tools and techniques necessary to produce personally meaningful images. Plus 48 studio hours by arrangement for three unit sections and 16 studio hours by arrangement for two unit sections. *NOTE: This course has a non-refundable materials charge of \$12. Students supply their own cameras.* Transfer: UC; CSU (C1).

**WEEKDAY**

51698	ART 351	A6	MTWTh	10:30-2:40	2-2112	Kerr	3.0
TBA Hours:			MTWTh	9.2 Hrs/Wk	2-2112		
Dates for the A6 section: 6/18-7/28							

**EVENING**

50014	ART 351	K8	TTh	6:00-9:35	2-2112	Kerr	2.0
TBA Hours:			TTh	2.2 Hrs/Wk	2-2112		
Dates for the K8 section: 6/19-8/9							

**ART 354 COLOR PHOTOGRAPHY I**

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

**EVENING**

54266	ART 354	JX	MW	6:00-10:30	2-2112	Jones	2.0
TBA Hours:			MW	2.4 Hrs/Wk	2-2112		
Dates for ART 354 JX: 6/18-8/4							

**ART 355 COLOR PHOTOGRAPHY II**

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

**EVENING**

54267	ART 355	JX	MW	6:00-10:30	2-2112	Jones	2.0
TBA Hours:			MW	2.4 Hrs/Wk	2-2112		
Dates for ART 355 JX: 6/18-8/1							

**ART 665SP EXPLORATIONS IN CLAY**

An overview of ceramic techniques. Students will learn different clay techniques for making functional and sculptural ceramic pieces. Course will include electric kiln and raku firings. *NOTE: This course has a non-refundable materials charge of \$10.* Transfer: UC; CSU.

**WEEKDAY**

54316	ART 665SP	A6	TTh	9:00-12:25	1-1103	Schmierer	2.0
LAB			T	1:30-4:30	1-1103		
TBA Hours:			TTh	3 Hrs/Wk	1-1103		
Dates for ART 665SP: 6/18-7/28							

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.**

**ASTRONOMY (ASTR)****ASTR 100 INTRODUCTION TO ASTRONOMY**

Survey of modern astronomy; study of what mankind knows about the universe and our place in it, including planets, stars, galaxies, Quasars, pulsars, black holes, and the beginning and end of the universe. Plus one hr/wk by arrangement. Transfer: UC; CSU (B1).

**EVENING**

53950	ASTR 100	J7	MW	6:30-9:55	8-8304	Prochter	3.0
TBA Hours:			MW	2.6 Hrs/Wk			
Dates for ASTR 100 J7: 6/18-8/1							

**AUTOMOTIVE TECHNOLOGY (AUTO)****AUTO 665SF BAR A6 ALTERNATIVE ELECTRICAL/ELECTRONICS TRAINING**

This course is approved by the Bureau of Automotive Repair as an alternative to meet the ASE A6 certification requirement for obtaining and maintaining a smog check license. BAR regulations require each student to attend 100% of each course to qualify to take the final examination. Course content will focus on electrical/electronics diagnosis. This topic may be repeated once for credit. *NOTE: This course has a non-refundable materials charge of \$55.* Transfer: CSU.

**WEEKEND**

54680	AUTO 665SF	SS	Sat/Sun	9:00-5:00	10-0004	Yee	1.5
Dates for AUTO 665SF SS: 6/9-6/10 and 6/23-6/24							

**AUTO 665SH BAR L1 ALTERNATIVE TRAINING**

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

**WEEKEND**

53921	AUTO 665SH	SS	Sat/Sun	9:00-5:00	10-0004	Yee	1.5
Dates for AUTO 665SH SS: 7/7-7/8 and 7/28-7/29							

**AUTO 665SY 2011 SMOG CHECK UPDATE**

The 2011 Smog Check Update training course includes lecture, homework, laboratory assignments, and a BAR approved final examination. BAR course syllabus and materials will be distributed to students. *NOTE: This course has a non-refundable materials charge of \$45.* Transfer: CSU.

**WEEKEND**

54557	AUTO 665SY	SA	Sat/Sun	9:00-5:00	8-8203	Escalambre	1.0
Dates for the SA section: 6/2-6/3							
54558	AUTO 665SY	SB	Sat/Sun	9:00-5:00	8-8203	Escalambre	1.0
Dates for the SB section: 7/7-7/8							



**AUTO 665S1 OXYGEN/ACETYLENE BASICS FOR THE AUTOMOTIVE TECHNICIAN**

Basic oxygen and acetylene operation and torch safety as it relates to automotive. Students will learn safety, maintenance, usage, cutting and brazing. Transfer: CSU.

**EVENING**

54568 AUTO 665S1 G4 MW 5:30-9:10 11-107 Broxholm 1.0  
 Dates for AUTO 665S1: 6/18-7/9

**AUTO 665S2 LIGHT DUTY DIESEL SYSTEMS**

Course will cover diesel engine operation and emission controls systems. Emphasis will be placed on passenger cars and light duty trucks with a gross vehicle weight under 14,000 lbs. Transfer: CSU.

**EVENING**

54569 AUTO 665S2 J5 MW 6:30-9:30 8-8203 Gleyzer 1.5  
 Dates for AUTO 665S2: 6/18-7/16

**AUTO 709 AUTOMOTIVE SERVICE ORIENTATION**

Teaches entry-level job skills necessary to gain employment in the automotive service industry. Students will learn tire services, oil and filter changes, vehicle lubrication, battery testing, and pre-delivery inspection procedures. May be repeated once for credit. Transfer: CSU.

**WEEKDAY**

53843 AUTO 709 A5 MTWTh 9:00-1:30 10-0004 Johnson 2.5  
 Dates for AUTO 709 A5: 6/18-7/16

**AUTO 710 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY**

An introduction to the automotive technology program and profession; recommended for students desiring entrance into the Automotive Technology Program. Transfer: CSU.

**EVENING**

54140 AUTO 710 J7 MTWTh 6:00-10:00 10-0003 Spakowski 4.0  
 Dates for AUTO 710 J7: 6/18-7/30

*NOTE: AUTO 510 through AUTO 786 do not require a special application – only the Skyline application and standard registration procedures. Enrolled students must attend the first class meeting on time. Any student who is more than 30 minutes late may be dropped from the class roster due to limited space.*

**AUTO 510 BASIC HYBRID POWERTRAINS**

*Prereq: AUTO 713 or 773, and AUTO 751, or equivalent industry experience.* A survey of today's hybrid 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: CSU.

**EVENING**

54650 AUTO 510 J6 TTh 6:00-10:00 11-107 Behravesh 2.5  
 Dates for AUTO 510 J6: 7/3-8/9

**AUTO 781 ELECTRICAL III**

Applied techniques in schematic reading and diagnosis of various body electrical circuits, including power doors, mirrors, windows, and seats; sunroofs, air bags, and semi-conductor logic gates. This course builds on the concepts introduced in Electrical I and II. May be repeated once for credit. Transfer: CSU.

**EVENING**

53721 AUTO 781 J6 TTh 6:00-10:00 10-0004 Salazar 3.0  
 Dates for AUTO 781 J6: 6/19-7/26



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**Study in a new, well-equipped, modern facility**

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

**Work with caring instructors who are experts in the field**

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

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

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

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

**Work in a field with an outstanding future!**

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

## AUTOMOTIVE TECHNOLOGY &gt; BIOLOGY

**AUTO 786 AUTOMOTIVE AIR CONDITIONING I**

*Prereq: Professional experience.* Study of the principles of heat transfer as it relates to cooling and heating of the engine and passenger compartments; proper maintenance of system. May be repeated once for credit. Transfer: CSU.

**WEEKDAY**

54146	AUTO 786	G4	MTWTh	8:00-12:00	8-8103	Ming	2.0
Dates for AUTO 786 G4: 6/18-7/9							

**BIOLOGY (BIOL)****BIOL 110 PRINCIPLES OF BIOLOGY**

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

**WEEKDAY**

50039	BIOL 110	A7	MTWTh	8:30-10:00	4-148	Digennaro	4.0
	LAB		MW	10:45-2:10	7-7238	Digennaro	
Dates for the A7 section: 6/18-8/2							

**WEEKDAY**

51495	BIOL 110	B7	MTWTh	8:30-10:00	4-148	Digennaro	4.0
	LAB		TTh	10:45-2:10	7-7238	Digennaro	
Dates for the B7 section: 6/18-8/2							

**BIOL 130 HUMAN BIOLOGY**

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

**WEEKDAY**

53082	BIOL 130	A7	TTh	12:45-4:00	7-7104	McCarthy	3.0
Dates for the A7 section: 6/18-8/2							

**EVENING**

50040	BIOL 130	J7	MW	6:30-9:55	7-7106	Davis	3.0
Dates for the J7 section: 6/18-8/1							

**BIOL 140 ANIMALS, PEOPLE & ENVIRONMENT**

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

**EVENING**

54516	BIOL 140	J7	TTh	6:30-9:55	7-7106	Del Mundo	3.0
Dates for the J7 section: 6/19-8/2							

**ONLINE**

54397	BIOL 140	OL	By Arr	48 Hours	ONLINE	Bookstaff	3.0
Dates for the OL section: 6/18-8/2							

Biology 140 OL is taught entirely online. Requires Internet access and email. Online orientation is required and must be completed by June 21. Check instructor website at <http://www.smccd.net/accounts/bookstaffs> for orientation and course information. Instructor email contact: [bookstaffs@smccd.edu](mailto:bookstaffs@smccd.edu).

**BIOL 150 INTRODUCTION TO MARINE BIOLOGY**

Recommended: Eligibility for ENGL 836. Natural history of marine animals and plants and their relationships with the oceanic environment. Transfer: UC; CSU (B2).

**WEEKDAY**

53210	BIOL 150	A7	TTh	12:45-4:10	7-7304	Del Mundo	3.0
Dates for BIOL 150 A7: 6/19-8/2							

**BIOL 240 GENERAL MICROBIOLOGY**

*Prereq: Successful completion of a college-level laboratory science course.* Recommended: Eligibility for ENGL 836. Morphology, taxonomy, ecology, and physiology of microorganisms with emphasis on bacteria and viruses. Lecture must be accompanied by a lab session. Plus one hour per week by arrangement. Transfer: UC; CSU (B2, B3).

**WEEKDAY**

50042	BIOL 240	A7	MTWTh	10:30-12:00	4-148	Okonek	4.0
	LAB		MTWTh	8:30-10:00	7-7237	Okonek	
	TBA Hours:		By Arr	2.4 Hrs/Wk			
Dates for the A7 section: 6/18-8/2							

51965	BIOL 240	B7	MTWTh	10:30-12:00	4-148	Okonek	4.0
	LAB		MTWTh	12:30-2:00	7-7237	Okonek	
	TBA Hours:		By Arr	2.4 Hrs/Wk			
Dates for the B7 section: 6/18-8/2							

53352	BIOL 240	C7	MTWTh	10:30-12:00	4-148	Okonek	4.0
	LAB		MTWTh	2:30-4:00	7-7237	Okonek	
	TBA Hours:		By Arr	2.4 Hrs/Wk			
Dates for the C7 section: 6/18-8/2							

**BIOL 250 HUMAN ANATOMY**

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

**WEEKDAY**

53213	BIOL 250	A7	MTWTh	10:30-12:00	7-7304	McDaniel	4.0
	LAB		MTWTh	8:30-10:00	7-7210	McDaniel	
	TBA Hours:		By Arr	2.4 Hrs/Wk			
Dates for the A7 section: 6/18-8/2							

**EVENING**

53958	BIOL 250	J7	MW	2:30-6:00	7-7104	Allen	4.0
	LAB		MW	6:30-10:00	7-7210	Allen	
	TBA Hours:		By Arr	2.6 Hrs/Wk			
Dates for the J7 section: 6/18-8/1							

53962	BIOL 250	K7	TTh	2:30-6:00	7-7106	Smiley	4.0
	LAB		TTh	6:30-10:00	7-7210	Smiley	
	TBA Hours:		By Arr	2.4 Hrs/Wk			
Dates for the K7 section: 6/19-8/2							

**BIOL 260 INTRODUCTION TO PHYSIOLOGY**

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

**WEEKDAY**

53211	BIOL 260	A7	MTWTh	8:30-10:00	7-7304	Lilla	5.0
	LAB		MTWTh	10:30-1:55	7-7210	Lilla	
	TBA Hours:		By Arr	2.4 Hrs/Wk			
Dates for BIOL 260 A7: 6/18-8/2							

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.**

**BIOL 690 SPECIAL PROJECTS IN BIOLOGY**

Recommended: Eligibility for ENGL 836. One hour of supervised work per week per unit. Transfer: UC; CSU.

**WEEKDAY**

<b>52992</b>	BIOL 690	A8	By Arr	1-3 Hrs/Wk	7-7214	Case	1.0-3.0
Dates for the A8 section: 6/18-8/9							
<b>54358</b>	BIOL 690	B8	By Arr	1-3 Hrs/Wk	7-7224	Kapp	1.0-3.0
Dates for the B8 section: 6/18-8/9							
<b>53265</b>	BIOL 690	C8	By Arr	1-3 Hrs/Wk	7-7217	Bookstaff	1.0-3.0
Dates for the C8 section: 6/18-8/9							

**BUSINESS (BUS.)**

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

**BUS. 100 INTRODUCTION TO BUSINESS**

Recommended: Eligibility for ENGL 836. Survey of business functions and terminology; introduces career opportunities. Transfer: UC; CSU (D3).

**ONLINE**

<b>50045</b>	BUS. 100	OL	By Arr	48 Hours	ONLINE	Pate	3.0
Dates for the OL section: 7/9-8/2							

BUS. 100 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

**HYBRID**

<b>54148</b>	BUS. 100	HX	By Arr	42 Hours	HYBRID	Pate	3.0
				M	6:00-9:00	8-8209	
Dates for the HX section: 7/9-8/2							

BUS. 100 HX is offered online and on campus. There are two required on-campus meetings (Mondays 7/9 and 7/23, 6:00 to 9:00 pm in Room 8209). Students must have Internet access and an email address Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

**BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS**

Recommended: CAOT 104 or equivalent; and eligibility for ENGL 836 or equivalent. An introduction to computer systems and their role in building modern business information systems. Topics include computer terminology, architecture, operating systems, applications, hardware, data communications, HTML, computer ethics, intellectual property, copyright infringement, and office software applications. Transfer: UC; CSU.

**ONLINE**

<b>50081</b>	BUS. 103	OL	By Arr	48 Hours	ONLINE	Motipara	3.0
Dates for BUS. 103 OL: 6/18-7/26							

BUS. 103 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [motipara@smccd.edu](mailto:motipara@smccd.edu).

**BUS. 120 MATHEMATICAL ANALYSIS FOR BUSINESS**

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

**EVENING**

<b>50048</b>	BUS. 120	J7	MW	6:30-9:55	8-8224	Robinson	3.0
Dates for BUS. 120 J7: 6/18-8/1							

# International Trade



## Internships and job opportunities available in this growing industry!

Earn \$25,000-\$45,000 a year in the following jobs:

- International Sales Supervisor
- Export Sales Representative
- International Sales Specialist
- Logistics/Transportation Supervisor
- International Shipping Specialist
- Import/Export Specialist
- Customs Specialist
- Import/Export Compliance
- Trade Finance Specialist

**Training:** Learn what you need to know for a career in global business management, global marketing management, supply chain management, legal regulatory compliance, and trade finance. Get technical knowledge and skills vital to the ever-changing global business environment.

**Job market:** Benefit from a wealth of career opportunities at all levels of work experience.

**Convenient online classes:** In addition to on-campus classes, you can complete the entire program online at your convenience with the assistance of expert instructors.

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

**Degree:** A.S. Degree in International Trade

**Certificates:**

- Asian Business Practices
- International Business
- International Trade
- Import and Export
- Legal Aspects of International Business

**Contact: Dr. Hui Pate, (650) 738-4479 or [pate@smccd.edu](mailto:pate@smccd.edu)**

## International Logistics



### Prepare for an exciting career in Logistics! Job openings available in the Bay Area.

Logistics professionals manage production, material and information flows, sourcing and services. International freight forwarders and customs brokers are integral to the worldwide transportation of cargo and the global logistics industry. **Beginning salaries of \$24,000–\$30,000.**

**Certificates in:** Customs Broker  
Air Freight Forwarding  
Ocean Freight Forwarding

**The International Logistics Program offers:**

- *Convenient online classes* that can be completed quickly
- *Short courses* with an industry-specific curriculum designed for rapid career advancement
- *Mentorship Program*
- *Internship Program*
- *Job Bank*

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

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

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

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

### BUS. 123 STATISTICS

*Prereq: MATH 120 or equivalent.* Recommended: BUS. 120 and eligibility for ENGL 836. Introduction to descriptive techniques and methods of inference, probability and probability distributions. Transfer: UC; CSU (B4).

#### EVENING

**50051** BUS. 123 J7 TTh 6:30-9:45 8-8222 Ortiz 3.0  
Dates for BUS. 123 J7: 6/19-8/2

### BUS. 201 BUSINESS LAW

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

#### EVENING

**50777** BUS. 201 J7 TTh 6:30-9:45 8-8224 Robinson 3.0  
Dates for BUS. 201 J7: 6/19-8/2

### BUS. 245 INTRODUCTION TO CUSTOMS BROKERAGE

Recommended: ENGL 836 or equivalent. Introduction to basic regulations, procedures and documentation required in customs brokerage. Students will gain insight into U.S. Customs Brokerage and help prepare for the Customs Broker examination. Transfer: CSU.

#### ONLINE

**53220** BUS. 245 OL By Arr 24 Hours ONLINE Kilmartin 1.5  
Dates for BUS. 245 OL: 6/18-8/2

BUS. 245 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [kilmartin@smccd.edu](mailto:kilmartin@smccd.edu).

### BUS. 485 MEDICAL TERMINOLOGY

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

#### EVENING

**54588** BUS. 485 J7 MW 6:30-9:55 8-8302 Holland 3.0  
Dates for the J7 section: 6/18-8/1

#### ONLINE

**54225** BUS. 485 OL By Arr 48 Hours ONLINE Holland 3.0  
Dates for the OL section: 6/18-8/9

BUS. 485 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [hollandc@smccd.edu](mailto:hollandc@smccd.edu).

### BUS. 665SF CHINESE BUSINESS COMMUNICATION: LANGUAGE APPLICATION, CULTURE AND BUSINESS ETIQUETTE

**NEW!** Provides practical aspects of real world Chinese business application, business etiquette and Chinese culture. Students will learn the essential elements of working in and doing business with contemporary China. Students will also gain insights into today's Chinese negotiation styles and expectations. The course will engage students in communicative, integrated and interactive activities. Students will benefit greatly from this crash course in preparation for ventures in China. Transfer: CSU.

#### SATURDAY

**54683** BUS. 665SF G4 Sat 9:00-3:00 4-273 Pate 1.5  
Dates for BUS. 665SF G4: 6/2-6/23

**BUSINESS OFFICE TECHNOLOGIES**

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

**CAREER AND PERSONAL DEVELOPMENT – COUNSELING (COUN)****COUN 100 COLLEGE SUCCESS**

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

**WEEKDAY**

53120	COUN 100	A6	MTWTh	10:30-12:40	2-2351	Hermosillo	3.0
Dates for COUN 100 A6: 6/18-7/26							

**CHEMISTRY (CHEM)****CHEM 192 INTRODUCTORY CHEMISTRY**

*Prereq:* Satisfactory completion (grade of C or better) of MATH 110, or appropriate placement test scores and other measures as appropriate, or equivalent. Recommended: Eligibility for ENGL 836 or equivalent. Designed to prepare students for CHEM 210. Fundamental concepts of chemistry, emphasizing laboratory investigation and applications of mathematical problem-solving in chemistry. Lab session required. Transfer: UC; CSU.

**WEEKDAY**

50057	CHEM 192	A7	MTWTh	11:00-12:30	7-7106	Leet	4.0
	LAB		MW	1:00-4:25	7-7338	Leet	
Dates for the A7 section: 6/18-8/2							
51310	CHEM 192	B7	MTWTh	11:00-12:30	7-7106	Leet	4.0
	LAB		TTh	1:00-4:25	7-7338	Leet	
Dates for the B7 section: 6/18-8/2							

**CHEM 210 GENERAL CHEMISTRY I**

*Prereq:* Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of CHEM 192 with a grade of C or better, or equivalent. Chemistry for science majors. Includes study of atoms, molecules, chemical reactions, stoichiometry, solutions, gases, thermochemistry, orbital theory, bonding, and laboratory investigation. Lab session required. Transfer: UC; CSU (B1, B3).

**WEEKDAY**

51423	CHEM 210	A7	MTWTh	12:45-2:15	7-7106	Staff	5.0
	LAB		MTWTh	8:30-11:55	7-7333	Staff	
Dates for the A7 section: 6/18-8/2							

**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.

**CHEM 220 GENERAL CHEMISTRY II**

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

**WEEKDAY**

51645	CHEM 220	A7	MTWTh	8:30-10:00	7-7104	Matsumoto	5.0
	LAB		MTWTh	10:40-2:00	7-7341	Matsumoto	
Dates for CHEM 220 A7: 6/18-8/2							

**CHEM 410 CHEMISTRY FOR HEALTH SCIENCES**

*Prereq:* Satisfactory completion (grade of C or better) of MATH 110, or appropriate placement test scores and other measures as appropriate, or equivalent. Recommended: Eligibility for ENGL 836 or equivalent. Survey of general, organic and bio-chemistry. Emphasis on chemicals and processes relating to the human body. Laboratory investigation of related chemical reactions. Lab session required. Transfer: CSU (B1, B3).

**WEEKDAY**

53106	CHEM 410	A7	MTWTh	12:45-2:15	4-148	Ruis	4.0
	LAB		MW	8:30-12:00	7-7338	Ruis	
Dates for the A7 section: 6/18-8/2							
53107	CHEM 410	B7	MTWTh	12:45-2:15	4-148	Ruis	4.0
	LAB		TTh	8:30-12:00	7-7338	Ruis	
Dates for the B7 section: 6/18-8/2							

**COMMUNICATION STUDIES (COMM)****COMM 110 PUBLIC SPEAKING**

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

**WEEKDAY**

53620	COMM 110	A6	MTWTh	8:10-10:15	8-8118	Irigoyen II	3.0
Dates for the A6 section: 6/18-7/26							
53747	COMM 110	B6	MTWTh	10:30-12:35	8-8118	Irigoyen II	3.0
Dates for the B6 section: 6/18-7/26							

**EVENING**

50927	COMM 110	K7	MW	6:30-9:45	8-8308	Hamilton	3.0
Dates for the K7 section: 6/18-8/1							

**COMM 130 INTERPERSONAL COMMUNICATION**

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

**WEEKDAY**

50213	COMM 130	A6	MTWTh	8:10-10:15	4-274	Cunningham	3.0
Dates for the A6 section: 6/18-7/26							
53385	COMM 130	B6	MTWTh	10:30-12:35	4-274	Cunningham	3.0
Dates for the B6 section: 6/18-7/26							

**EVENING**

50214	COMM 130	K7	MW	6:30-9:55	8-8319	Bishow	3.0
Dates for COMM 130 K7: 6/18-8/1							

# COMPUTER APPLICATIONS & OFFICE TECHNOLOGY (CAOT)

(See also: ACCOUNTING and BUSINESS.)

Prepare for an office position in 8-16 weeks. Enroll in CAOT 101, CAOT 104, CAOT 214, CAOT 215, CAOT 225 and CAOT 400. In these courses you will complete the minimum requirements for office assistant positions. For more information, call the Business Division Office at (650) 738-4201.

## CAOT 100 BEGINNING COMPUTER KEYBOARDING

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

**WEEKDAY**

<b>50178</b>	CAOT 100	GX	MTWTh	8:10-10:25	8-8119	Corzonkoff	1.5
	TBA Hours:		MTWTh	3.2 Hrs/Wk	8-8119		

Dates for the GX section: 6/18-7/5

**ONLINE**

<b>50179</b>	CAOT 100	OL	By Arr	24 Hours	ONLINE	Gianoli	1.5
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Dates for the OL section: 6/18-7/26

CAOT 100 OL is offered in an online format. Students must have Internet access and an email address. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

## CAOT 101 COMPUTER KEYBOARDING SKILL BUILDING

Recommended: CAOT 100 or equivalent. Students improve keyboarding speed and accuracy on computers. Typing drills only. Plus 8 lab hours by arrangement. May be repeated for credit up to a maximum of 6 units. *NOTE: With the exception of the online section, this course has a non-refundable materials charge of \$3.* Transfer: CSU.

**WEEKDAY**

<b>50180</b>	CAOT 101	G3	MTWTh	8:10-10:25	8-8119	Corzonkoff	1.5
	TBA Hours:		MTWTh	3.2 Hrs/Wk	8-8119		

Dates for the G3 section: 6/18-7/5

**ONLINE**

<b>50181</b>	CAOT 101	OL	By Arr	24 Hours	ONLINE	Gianoli	1.5
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Dates for the OL section: 6/18-7/26

CAOT 101 OL is offered in an online format. Students must have Internet access and an email address. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

## CAOT 104 INTRO TO COMPUTERS WITH WINDOWS I

Recommended: Eligibility for ENGL 836. Introduction to computers with Windows. Exposure to word processing, spreadsheets, and other business application software. Plus lab hours by arrangement. May be repeated once for credit. *NOTE: This course has a non-refundable materials charge of \$3.* Transfer: CSU.

**WEEKDAY**

<b>53992</b>	CAOT 104	G3	MTWTh	8:10-10:25	8-8121	Roumbanis	1.5
	TBA Hours:		MTWTh	3.2 Hrs/Wk	8-8121		

Dates for CAOT 104 G3: 6/18-7/5

## CAOT 200 INTRODUCTION TO MS OFFICE SUITE

Recommended: CAOT 104 or equivalent. Students learn the essentials of Microsoft Office Suite applications: Word, Excel, PowerPoint and Access. This course provides a basic introduction to MS Office Suite and prepares the student for in-depth learning for the more advanced elements of Word, Excel, PowerPoint and Access. Plus 16 lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**ONLINE**

<b>51653</b>	CAOT 200	OL	By Arr	32 Hours	ONLINE	Gianoli	2.0
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Dates for CAOT 200 OL: 6/18-7/26

CAOT 200 OL is offered in an online format. Requires Internet access and email. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

## CAOT 214 WORD PROCESSING I: WORD

Recommendation: Knowledge of the computer keyboard or completion of a typing class. Hands-on approach using a PC to learn concepts and practical applications of Microsoft Word to create, edit, format, manage and enhance documents. Plus 12 lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**ONLINE**

<b>52708</b>	CAOT 214	OL	By Arr	16 Hours	ONLINE	Roumbanis	1.0
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Dates for CAOT 214 OL: 6/18-7/12

CAOT 214 OL is offered in an online format. Requires Internet access and email. Email instructor at [cervantes@smccd.edu](mailto:cervantes@smccd.edu) before first scheduled class.

## CAOT 222 BUSINESS PRESENTATIONS I: POWERPOINT

Recommended: CAOT 104 or equivalent. Learn Microsoft PowerPoint software to create effective business slide presentations. Course incorporates animation, sound and video clips, clip art and smart art. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**ONLINE**

<b>53852</b>	CAOT 222	OL	By Arr	16 Hours	ONLINE	Motipara	1.0
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Dates for CAOT 222 OL: 6/18-7/12

CAOT 222 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

## CAOT 225 SPREADSHEETS I: EXCEL

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

**WEEKDAY**

<b>51849</b>	CAOT 225	G2	MTWTh	10:30-12:30	8-8121	Roumbanis	1.0
	TBA Hours:		MTWTh	4 Hrs/Wk	8-8121		

Dates for the G2 section: 6/18-6/28

**ONLINE**

<b>52710</b>	CAOT 225	OL	By Arr	16 Hours	ONLINE	Roumbanis	1.0
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Dates for the OL section: 6/18-7/12

CAOT 225 OL is offered in an online format. Requires Internet access and email. Email instructor at [roumbanis@smccd.edu](mailto:roumbanis@smccd.edu) before first scheduled class.

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.**

**CAOT 230 DATABASE APPLICATIONS I: ACCESS**

Recommended: CAOT 104 or equivalent and eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. A hands-on introduction to Access, a Windows database software package for business data handling tasks. Includes database design, business data input, storage, retrieval, editing and reporting. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**ONLINE**

52713 CAOT 230 OL By Arr 16 Hours ONLINE Fraser 1.0  
Dates for CAOT 230 OL: 6/18-7/12

CAOT 230 OL is offered in an online format. Requires Internet access and email. Email instructor at [fraserl@smccd.edu](mailto:fraserl@smccd.edu) before first scheduled class.

**CAOT 301 MAXIMIZING YOUR EMPLOYMENT POTENTIAL****PC/MAC FRIENDLY**

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

**ONLINE**

54664 CAOT 301 OL By Arr 16 Hours ONLINE Cervantes 1.0  
Dates for CAOT 301 OL: 6/18-7/12

CAOT 301 OL is offered in an online format. Requires Internet access and email. Email instructor at [cervantes@smccd.edu](mailto:cervantes@smccd.edu) before first scheduled class.

**CAOT 403 HTML & WEB AUTHORIZING APPLICATIONS I**

Recommended: Completion of, or concurrent enrollment in, either CAOT 104 or CAOT 214, or equivalent. Students will learn how to create, edit, upload and link web pages for use on the Internet using HTML and DreamWeaver. Plus lab hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

**ONLINE**

52294 CAOT 403 OL By Arr 24 Hours ONLINE Motipara 1.5  
Dates for CAOT 403 OL: 6/18-7/26

CAOT 403 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

**CAOT 410 PHOTOSHOP ESSENTIALS****PC/MAC FRIENDLY**

Recommended: CAOT 104 or equivalent. Use Photoshop to digitally convert, edit and design your own scanned photographs and graphics.

See how easy it is to organize, clean up old photos and create exciting new images for the web, print and other current digital media formats. Plus lab hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

**ONLINE**

54164 CAOT 410 OL By Arr 24 Hours ONLINE Cervantes 1.5  
Dates for CAOT 410 OL: 6/18-7/26

**Computer Applications & Office Technology (CAOT)****Step up to a Business Career!**

**Be competitive in today's job market, in one or two semesters.**

**You can enter the workforce in the following jobs:**

- Administrative Assistant
- Computer Information Specialist
- Legal Administrative Assistant
- Medical Office Assistant
- Medical Transcriptionist
- Office Assistant
- Office Information Systems Professional
- Multimedia Technology Professional

CAOT provides courses to meet the requirements for A.S. degrees, certificates, and today's office workers' needs.

**Your business training includes:**

- Highest level of instruction and state-of-the-art equipment
- Instructors who are highly-trained and experienced
- The most current in-demand software used in industry
- Flexible online courses as well as traditional classes

**Learn on the job:**

Students can also enroll in the *Skyline College Cooperative Education* program to apply their new CAOT course skills and earn units for their current on-the-job training or internship.

**Your future:**

Office technology professionals can earn \$15-30 per hour or more! The skills and training you'll receive can lead to lucrative and flexible self-employment, such as Medical Transcriptionist and Multimedia Technology Professional.

**Contact: Alma Cervantes, (650) 738-4368 or [cervantes@smccd.edu](mailto:cervantes@smccd.edu)**

## Cosmetology, Esthetics & Massage Therapy



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

**Job Opportunities**

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

**NEW!**

Earn a Massage Therapy Certificate

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

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

**CAOT 416 ADOBE INDESIGN ESSENTIALS**

Recommended: CAOT 104 and CAOT 214, or equivalent. Explore the amazing features of Adobe InDesign the new industry standard for page layout and design. Create professional looking newsletters, advertisements, magazine articles, brochures, flyers and other documents. Plus 16 lab hours by arrangement. *NOTE: This course has a non-refundable materials charge of \$3.* Transfer: CSU.

**WEEKDAY**

54438	CAOT 416	A6	MTWTh	10:40-12:50	8-8119	Weeks	3.0
TBA Hours:			MTWTh	2.8 Hrs/Wk	8-8119		
Dates for CAOT 416 A6: 6/18-7/26							

## COOPERATIVE EDUCATION (COOP)

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

**COOP 670 VOCATIONAL COOPERATIVE EDUCATION**

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

**WEEKDAY**

54674	COOP 670	AV	By Arr	1-4 Hrs/Wk	1-1208	Cooney	1.0-4.0
Dates for COOP 670 AV: 6/18-8/9							

**COOP 671 GENERAL COOPERATIVE EDUCATION**

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

**WEEKDAY**

54686	COOP 671	AV	By Arr	1-3 Hrs/Wk	1-1207	Cooney	1.0-3.0
Dates for COOP 671 AV: 6/18-8/9							

## COSMETOLOGY (COSM) & WELLNESS (WELL)

(Admission to Cosmetology 700-740 and 775 courses is by special application only. Admission to WELL 701 is by special application only.)

**COSM 740 COSMETOLOGY CONCEPTS/PRACTICE II**

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

**WEEKDAY**

54430	COSM 740	G5	MTWTh	8:00-4:30	4-201B	Biagi	3.0
Dates for the G5 section: 6/18-7/16							

**EVENING/SATURDAY**

54432	COSM 740	J8	MTWTh	6:00-10:00	4-201B	Pelayo	5.0
			Sat	8:00-4:30	4-201B	Smith	
Dates for the J8 section: 6/18-8/11							



**COSM 760 COSMETOLOGY INSTRUCTOR PREPARATION**

*Prereq: Valid California Cosmetologist's license and a minimum of one year's full-time practical experience.* Designed for experienced, licensed cosmetologists interested in teaching cosmetology courses with a focus on teaching methodologies and techniques that emphasize theoretical and practical subject matter using a four-step lesson plan. May be repeated for credit up to a maximum of 28 units.

**EVENING**

53249	COSM 760	G5	M	5:30-8:45	4-201A	Biagi	1.0
TBA Hours:		M		3.2 Hrs/Wk	4-201A		
Dates for COSM 760 G5: 6/18-7/16							

**WELL 665SA INTRODUCTION TO HERBS**

This short course will explore herbs and ways to use them for health and well-being. Historical background of herbs will be provided along with information for several herbs that can be incorporated into daily life in the form of massage oils, tinctures, poultices, teas, etc. Students will take home massage oils infused with herbs for their own use. May be repeated twice for credit. *NOTE: This course has a non-refundable materials charge of \$15.*

**SUNDAY**

54667	WELL 665SA	US	Sun	9:00-5:00	4-102	Leary	0.5
Dates for WELL 665SA US: 7/1							

**WELL 665SB SELF-HELP STRESS REDUCTION TECHNIQUES**

Students will explore self-help healing tools that will support the practitioner when working with clients. These tools are beneficial for anyone working with the public, particularly work that requires sensitive awareness and communication. Students will learn simple practices that help to center and ground ourselves as we open our hearts compassionately. Each participant will leave the class knowing straightforward processes they can follow to achieve balance and clarity as they work with people who are in need of thoughtful attention. May be repeated twice for credit. *NOTE: This course has a non-refundable materials charge of \$15. Students are required to bring a yoga mat or large towel to class.*

**SUNDAY**

54669	WELL 665SB	US	Sun	9:00-5:00	6-6202A	Leary	0.5
Dates for WELL 665SB US: 7/22							

**WELL 665SC INTRODUCTION TO FACE & DECOLLETE MASSAGE**

Introduction to massage movements used specifically for the face and décolleté. The course will examine the therapeutic value of non-threatening touch, the anatomy of the chest, upper arms and face, and proper hygiene and sanitation for the safety of the therapist and recipient. Students will learn techniques to enhance their esthetics massage or spa technician skills and explore proper posture and body mechanics. May be repeated twice for credit. *NOTE: This course has a non-refundable materials charge of \$15. Students are required to bring 2 clean sheets to class.*

**SATURDAY**

54581	WELL 665SC	SS	Sat	9:00-5:00	4-102	Leary	0.5
Dates for WELL 665SC SS: 6/23							

**WELL 665SD INTRODUCTION TO HAND MASSAGE**

Introduction to beginning massage movements used specifically for the hands. Emphasis on the therapeutic value of non-threatening touch, anatomy of the hands, proper hygiene and sanitation, reflex points that can be stimulated to maintain physical well being, proper body mechanics, exposure to massage products and contraindications. May be repeated twice for credit. *NOTE: This course has a non-refundable materials charge of \$15. Students are required to bring 2 clean sheets to class.*

**SATURDAY**

54584	WELL 665SD	SS	Sat	9:00-5:00	4-102	Leary	0.5
Dates for WELL 665SD SS: 7/14							

**WELL 665SE INTRODUCTION TO FOOT MASSAGE**

Introduction to beginning massage movements used specifically for the feet. Emphasis on the therapeutic value of non-threatening touch, anatomy of the feet, proper hygiene and sanitation, reflex points that can be stimulated to maintain physical well being, proper body mechanics, exposure to massage products and contraindications. May be repeated twice for credit. *NOTE: This course has a non-refundable materials charge of \$15. Students are required to bring 2 clean sheets to class.*

**SATURDAY**

54585	WELL 665SE	SS	Sat	9:00-5:00	4-102	Leary	0.5
Dates for WELL 665SE SS: 7/21							

**WELL 665SF INTRODUCTION TO NECK AND SHOULDER MASSAGE**

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

**SATURDAY**

54583	WELL 665SF	SS	Sat	9:00-5:00	4-102	Leary	0.5
Dates for WELL 665SF SS: 7/7							

**WELL 665SG INTRODUCTION TO BACK MASSAGE**

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

**SATURDAY**

54582	WELL 665SG	SS	Sat	9:00-5:00	4-102	Leary	0.5
Dates for 665SG SS: 6/30							

## COSMETOLOGY &amp; WELLNESS &gt; EARLY CHILDHOOD EDUCATION

**WELL 665SH INTRODUCTION TO FLOWER ESSENCES**

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

**SUNDAY**

54666 WELL 665SH US Sun 9:00-5:00 4-102 Leary 0.5  
Dates for 665SH US: 7/8

**WELL 665SI INTRODUCTION TO AROMATHERAPY**

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

**SUNDAY**

54665 WELL 665SI US Sun 9:00-5:00 6-6202A Leary 0.5  
Dates for WELL 665SI US: 6/24

**WELL 665SJ INTRODUCTION TO GEM ELIXIRS**

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

**SUNDAY**

54668 WELL 665SJ US Sun 9:00-5:00 4-102 Leary 0.5  
Dates for WELL 665SJ US: 7/15

**WELL 760 INTRODUCTION TO "WHOLISTIC" HEALTH**

Recommended: Eligibility for ENGL 836 or equivalent. Introduction to a variety of "wholistic" health modalities, including massage therapy, yoga, breath work, herbology, aromatherapy, flower essences, gem elixirs, and Ayurvedic and Chinese health systems. Transfer: CSU.

**ONLINE**

54670 WELL 760 OL By Arr 48 Hours ONLINE Leary 3.0  
Dates for WELL 760 OL: 6/18-8/2

WELL 760 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [learym@smccd.edu](mailto:learym@smccd.edu).

**DANCE**

(Refer to course listings under KINESIOLOGY – DANCE.)

**DATA PROCESSING**

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

**EARLY CHILDHOOD EDUCATION (ECE.)**

(See also: PSYCHOLOGY.)

Funding from First 5 San Mateo County to the Early Childhood Education Program is providing a textbook loan program, administered through individual classes once instruction begins.

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

**ECE. 201 CHILD DEVELOPMENT**

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

**WEEKDAY**

52303 ECE. 201 AX MTWTh 10:30-12:40 8-8211 Francisco 3.0  
Dates for the AX section: 6/18-7/26

**EVENING**

53433 ECE. 201 KX MW 6:30-9:55 2-2305 Magidoff 3.0  
Dates for the KX section: 6/18-8/1

**ONLINE**

54672 ECE. 201 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0  
Dates for the OL section: 6/18-7/26

ECE. 201 OL is taught in an online format. Requires Internet access and email. Instructor email: [mccclairnochak@smccd.edu](mailto:mccclairnochak@smccd.edu).

**ECE. 210 ECE PRINCIPLES**

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

**EVENING**

52085 ECE. 210 J7 TTh 6:30-9:45 4-102 Browne 3.0  
Dates for ECE. 210 J7: 6/19-8/2

**ECE. 211 ECE CURRICULUM**

Recommended: Eligibility for ENGL 836 and READ 836, or 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 eight. Students will examine the teacher's role in supporting the development of young children. Transfer: CSU.

**EVENING**

52736 ECE. 211 J7 MW 6:30-9:55 14-0006 Ford 3.0  
Dates for ECE. 211 J7: 6/18-8/1

**ECE. 212 CHILD, FAMILY & COMMUNITY**

Recommended: Eligibility for ENGL 836. Patterns of family living, roles, interaction of family members, factors affecting family life, community resources; a cross-cultural approach. Transfer: UC; CSU.

**EVENING**

51842	ECE. 212	J7	MW	6:30-9:55	8-8117	Genevro	3.0
Dates for ECE. 212 J7: 6/18-8/1							

**ECE. 272 TEACHING IN A DIVERSE SOCIETY**

Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Examination of the development of social identities in diverse societies including theoretical and practical implications of culture, ethnicity, stereotyping and bias as they apply to young children, families, programs, classrooms and teaching. Transfer: CSU.

**EVENING**

54673	ECE. 272	J7	TTh	6:30-9:45	8-8117	Yung	3.0
Dates for the ECE. 272 J7: 6/19-8/2							

**ECE. 314 HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN**

Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. An overview of health practices and safety regulations as they pertain to licensed childcare settings. Major topics include infectious disease prevention, establishing safe environments for young children, emergency and disaster preparedness, and community resources. Transfer: CSU.

**EVENING**

54570	ECE. 314	J7	TTh	6:30-9:45	14-0006	Whitney	3.0
Dates for ECE. 314 J7: 6/19-8/2							

**ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION**

Prereq: ECE./PSYC 201, 210, 211 and 212, or equivalent. Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Supervised field experience in early childhood settings that includes 96 hours of student teaching in approved ECE sites, and 16 hours of seminar. ECE. 366 is a core course required for the ECE certificate and Associate degree. Transfer: CSU.

**EVENING**

53854	ECE. 366	J7	T	6:30-8:55	8-8226	Wiggins-Dowler	3.0
				By Arr	96 Hours	8-8226	
Dates for ECE. 366 J7: 6/19-7/31							

**ECONOMICS (ECON)**

**ECON 100 PRINCIPLES OF MACROECONOMICS**

Recommended: Eligibility for ENGL 836 and MATH 110. The economic system and its problems; determination of the level of output; prices, monetary theory, government policies and economic growth. Transfer: UC; CSU (D3).

**WEEKDAY**

50792	ECON 100	A6	MTWTh	12:45-2:55	1-1107	Nelson	3.0
Dates for the A6 section: 6/18-7/26							
53416	ECON 100	B6	MTWTh	10:30-12:40	1-1206	Speight	3.0
Dates for the B6 section: 6/18-7/26							

**EVENING**

50088	ECON 100	J7	MW	6:00-9:45	1-1115	Speight	3.0
Dates for the J7 section: 6/18-8/1							

**HYBRID**

53100	ECON 100	H8	By Arr	48 Hours	HYBRID	Kress	3.0
				T	4:00-5:15	2-2306	
Dates for the H8 section: 6/18-8/9							

ECON 100 H8 will be held online and on campus. There are four required on-campus meetings for orientation and testing (Tuesdays, 6/19, 7/10, 7/31, and 8/7). Mandatory orientation meeting on campus on Tuesday, June 19, from 4:00 to 5:15 pm, in Room 2306.

**ECON 102 PRINCIPLES OF MICROECONOMICS**

Prereq: ECON 100. Recommended: Eligibility for ENGL 836 and MATH 110. The economic system and its problems; the functioning of the market, pricing of products, the determination of wages, international trade. Transfer: UC; CSU (D3).

**WEEKDAY**

51441	ECON 102	A6	MTWTh	10:30-12:40	1-1124	Nelson	3.0
Dates for the A6 section: 6/18-7/26							
53415	ECON 102	B6	MTWTh	10:30-12:40	2-2305	Sanford	3.0
Dates for the A6 section: 6/18-7/26							

**EVENING**

50089	ECON 102	J7	TTh	6:00-9:15	2-2305	Speight	3.0
Dates for the J7 section: 6/19-8/2							

**HYBRID**

53101	ECON 102	H8	By Arr	48 Hours	HYBRID	Kress	3.0
				T	5:30-6:45	2-2306	
Dates for the H8 section: 6/18-8/9							

ECON 102 H8 will be held online and on campus. There are four required on-campus meetings for orientation and testing (Tuesdays, 6/19, 7/10, 7/31, and 8/7). Mandatory orientation meeting on campus on Tuesday, June 19, from 5:30 to 6:45 pm, in Room 2306.



**Attention Students:**

Registration for summer and fall terms begins on Monday, April 30, 2012. You will not be able to register for classes if you have any outstanding balances on your account.

**NEW CHANGE IN FEE PAYMENT PROCESS FOR SUMMER AND FALL 2012**

On **Wednesday, May 16, 2012**, students who have any outstanding fee balances will be dropped from summer classes at midnight for non-payment of fees. Students will be dropped on a "rolling" basis **every Wednesday at midnight** for non-payment of fees.

**Two weeks prior to the start of the Summer Session and Fall Semester**, students will be dropped at **midnight the day following their registration** for non-payment of fees.

If you need assistance in paying your fees, you are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services.

## EMERGENCY MEDICAL CARE (EMC.)

### EMC. 410 EMERGENCY MEDICAL TECHNICIAN B

*Prereq:* Completion of EMC. 425 or a valid Healthcare Provider CPR card. The first phase of training in the Emergency Medical Technician Career Structure. Covers all techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician. Upon successful completion of the course, students will be eligible to receive EMT-B certification. Students will spend additional time outside of the scheduled class hours to complete the ambulance and hospital rotations. Please obtain important Registration and Course information by visiting the college website at [www.SkylineCollege.edu](http://www.SkylineCollege.edu).

**WEEKDAY**

54241	EMC. 410	A8	MW	10:00-3:10	7-7115	Crawford	7.0
	LAB		TTh	10:00-4:00	7-7115	Phillips	
	TBA Hours:		By Arr	6.4 Hrs/Wk		Crawford	

Dates for EMC. 410 A8: 6/18-8/9

### EMC. 415 EMERGENCY MEDICAL TECHNICIAN I – REFRESHER

*Prereq:* Must possess EMT I certificate valid in the State of California which is current, or which has not been expired for over 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. Please note: for a student to be eligible for certification, a current CPR/AED card will be required. Students must bring a valid EMT-I certificate to the first class meeting. For those taking the written and skills testing, a \$50.00 (cash only) testing fee will be required. May be repeated for credit as necessary to meet certification requirements. *NOTE: This course has a non-refundable materials charge of \$17.*

**EVENING**

53432	EMC. 415	J1	TWThF	4:00-10:00	7-7115	Crawford	1.5-2.0
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Dates for EMC. 415 J1: 7/17-7/20

### EMC. 425 CPR: HEALTH CARE PROVIDER

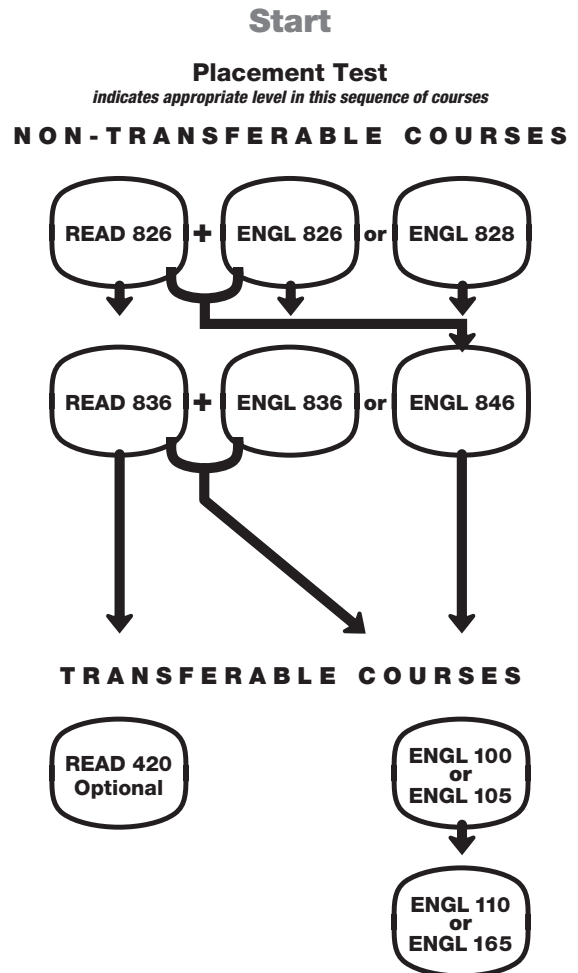
This course will qualify students for CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. *NOTE: A \$10 (cash only) materials charge will be due at the first class meeting. Please purchase AHA Health Care Provider Manual in the College Bookstore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

**EVENING**

54577	EMC. 425	J1	MT	6:00-10:00	7-7115	Miller	0.5
	Dates for the B1 section: 6/25-6/26						
54576	EMC. 425	K1	MT	6:00-10:00	7-7115	Miller	0.5
	Dates for the J1 section: 7/23-7/24						

## ENGLISH (ENGL)

### English/Reading Course Sequence



### ENGL 100 COMPOSITION

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

**WEEKDAY**

53361	ENGL 100	A6	MTWTh	8:10-10:15	8-8220	Smith	3.0
	Dates for the A6 section: 6/18-7/26						
50091	ENGL 100	B6	MTWTh	8:10-10:15	7-7303	Riedel	3.0
	Dates for the B6 section: 6/18-7/26						
53362	ENGL 100	C6	MTWTh	8:10-10:15	8-8116	Fuller	3.0
	Dates for the C6 section: 6/18-7/26						
53739	ENGL 100	E6	MTWTh	10:30-12:35	8-8220	Smith	3.0
	Dates for the E6 section: 6/18-7/26						
52197	ENGL 100	F6	MTWTh	10:30-12:35	8-8116	Fuller	3.0
	Dates for the F6 section: 6/18-7/26						

**EVENING**

<b>54066</b>	ENGL 100	J7 MW	6:30-9:55	8-8118	Mahler	3.0
Dates for the J7 section: 6/18-8/1						
<b>50092</b>	ENGL 100	K7 MW	6:30-9:55	8-8116	Bowsher	3.0
Dates for the K7 section: 6/18-8/1						
<b>50093</b>	ENGL 100	L7 TTh	6:30-9:45	8-8116	Bowsher	3.0
Dates for the L7 section: 6/19-8/2						

**ONLINE**

<b>53661</b>	ENGL 100	OL By Arr	48 Hours	ONLINE	Powers	3.0
Dates for the OL section: 6/18-7/26						

ENGL 100 OL is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu).

<b>54050</b>	ENGL 100	OM By Arr	48 Hours	ONLINE	Tindall	3.0
Dates for the OM section: 6/18-7/26						

ENGL 100 OM is offered in an online format. Requires Internet access and email. Instructor email: [tindallr@smccd.edu](mailto:tindallr@smccd.edu).

**ENGL 110 COMPOSITION, LITERATURE & CRITICAL THINKING**

*Prereq: ENGL 100 or 105 with grade C or better.* Introduction to the major imaginative genres of poetry, drama, and fiction. Students will write expository essays and other kinds of assignments employing methods of literary analysis and demonstrative skill in critical thinking. Transfer: UC; CSU (A2, A3, C2).

**WEEKDAY**

<b>53748</b>	ENGL 110	A6 MTWTh	8:10-10:15	8-8224	Jones	3.0
Dates for the A6 section: 6/18-7/26						
<b>53740</b>	ENGL 110	B6 MTWTh	8:10-10:15	4-271	Gibson	3.0
Dates for the B6 section: 6/18-7/26						
<b>50094</b>	ENGL 110	C6 MTWTh	10:30-12:35	8-8224	Jones	3.0
Dates for the C6 section: 6/18-7/26						
<b>54049</b>	ENGL 110	D6 MTWTh	10:30-12:35	4-271	Gibson	3.0
Dates for the D6 section: 6/18-7/26						
<b>54059</b>	ENGL 110	E6 MTWTh	10:30-12:35	7-7307	Doreen	3.0
Dates for the E6 section: 6/18-7/26						
<b>53363</b>	ENGL 110	G6 MTWTh	10:30-12:35	8-8222	Zollo	3.0
Dates for the G6 section: 6/18-7/26						

**EVENING**

<b>54067</b>	ENGL 110	J7 TTh	6:30-9:45	8-8118	Zollo	3.0
Dates for the J7 section: 6/19-8/2						
<b>50097</b>	ENGL 110	K7 MW	6:30-9:55	8-8220	McClung	3.0
Dates for the K7 section: 6/18-8/1						
<b>52125</b>	ENGL 110	L7 TTh	6:30-9:45	8-8220	McClung	3.0
Dates for the L7 section: 6/19-8/2						

**ONLINE**

<b>53899</b>	ENGL 110	OL By Arr	48 Hours	ONLINE	Powers	3.0
Dates for the OL section: 6/18-7/26						

ENGL 110 OL is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu).

<b>54053</b>	ENGL 110	OM By Arr	48 Hours	ONLINE	Powers	3.0
Dates for the OM section: 6/18-7/26						

ENGL 110 OM is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu).

**ENGL 161 CREATIVE WRITING I**

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

**HYBRID**

<b>54513</b>	ENGL 161	HX By Arr	48 Hours	HYBRID	Erwert	3.0
Dates for ENGL 161 HX: 6/18-7/26						

ENGL 161 HX will be held online and on campus. Requires Internet access and email. Instructor email: [erwerta@smccd.edu](mailto:erwerta@smccd.edu). Orientation meeting on Monday, June 18, 6:00-6:50 pm, in Room 2117A.

**ENGL 162 CREATIVE WRITING II**

*Prereq: 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: UC; CSU.

**HYBRID**

<b>54514</b>	ENGL 162	HX By Arr	48 Hours	HYBRID	Erwert	3.0
Dates for ENGL 162 HX: 6/18-7/26						

ENGL 162 HX is offered in an online format. Requires Internet access and email. Instructor email: [erwerta@smccd.edu](mailto:erwerta@smccd.edu). Orientation meeting on Monday, June 18, 6:00-6:50 pm, in Room 2117A.

**ENGL 165 CRITICAL THINKING & ADVANCED COMPOSITION**

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

**ONLINE**

<b>54279</b>	ENGL 165	OL By Arr	48 Hours	ONLINE	Tindall	3.0
Dates for ENGL 165 OL: 6/18-7/26						

ENGL 165 OL is offered in an online format. Requires Internet access and email. Instructor email: [tindallr@smccd.edu](mailto:tindallr@smccd.edu).

**ENGL 846 READING AND WRITING CONNECTIONS**

*Prereq: Completion of ENGL 826 and READ 826, or ENGL 828, or ESOL 840, or ESOL 841 and ESOL 842, or ESOL 864 and ESOL 874 with Pass or a grade of C or better; or eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400 on approved college placement test, or equivalent.* Integrates ENGL 836 and READ 836, satisfying requirements for both. Prepares students to write college-level essays and teaches effective reading strategies to improve comprehension, analysis and vocabulary.

**WEEKDAY**

<b>53367</b>	ENGL 846	A7 MTWTh	10:30-1:20	4-272	Zoughbie	5.0
Dates for the A7 section: 6/18-8/2						
<b>54504</b>	ENGL 846	B7 MTWTh	8:30-11:20	8-8319	Powers	5.0
Dates for the B7 section: 6/18-8/2						
<b>53073</b>	ENGL 846	C7 MTWTh	8:30-11:20	8-8308	Urquidez	5.0
Dates for the C7 section: 6/18-8/2						

**ENGL 875 ENGLISH GRAMMAR**

Review of English grammar with emphasis on practicing standard English skills and correctness for use in academic papers. Appropriate for all levels of English. (Units do not count toward the Associate Degree.)

**HYBRID**

<b>53660</b>	ENGL 875	H6 By Arr	48 Hours	HYBRID	Westfall	3.0
Dates for ENGL 875 H6: 6/18-7/26						

ENGL 875 H6 will be held online and on campus. Requires Internet access and email. Instructor email: [westfall@smccd.edu](mailto:westfall@smccd.edu). Orientation meeting on Monday, June 18, 5:30 to 6:20 pm, in Room 2117B.

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.**

## English for Speakers of Other Languages



Get a better job  
and improve your  
family's future.

¡Aprenda Inglés en Skyline College!  
学习英文

Skyline College offers flexible classes in English for Speakers of Other Languages

English skills make you more successful

- Prepare to get a college degree
- Prepare for business and trade certification
- Make your English professional and powerful
- Get a higher-paying job
- Advocate for your family in English
- Increase your speaking and negotiation skills
- Speak and write with confidence

Beginning, intermediate and  
advanced learners welcome!

¡Clases de noche y también los fines de semana!  
¡Matricúlese ahora!

现在开始  
我们有夜间和周末的课程

Convenient classes (evening and weekends)!

Contact: Connie Beringer, (650) 738-4202  
or [beringer@smccd.edu](mailto:beringer@smccd.edu)

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

### ESOL Program Sequence and Supplemental Courses

Start

#### Placement Test

*indicates appropriate level in this sequence of courses*

Recommended Supplemental Courses (for each level)  
*non-transferable, not part of sequence*

**1**  
High-Beginning  
ESOL 851+861  
+871

**Level 1**  
ESOL 801 Basic Conversational English

**2**  
Pre-Intermediate  
ESOL 852+862  
+872

**Level 2**  
ESOL 802 Pre-Intermediate Conversational English

**3**  
Intermediate  
ESOL 830 or  
863+873

**Level 3**  
ESOL 655 ESL Supplement (self-paced lab course)  
ESOL 853 Intermediate Listening & Speaking

**4**  
High-Intermediate  
ESOL 840 or  
864+874

**Level 4**  
ESOL 655 ESL Supplement (self-paced lab course)  
ESOL 854 High-Intermediate Listening & Speaking

#### TRANSFERABLE COURSES

ESOL 400

**Level 5 and beyond**  
ESOL 875 Advanced ESL Grammar & Editing

ENGL 100

**ESOL 802 PRE-INTERMEDIATE CONVERSATIONAL ENGLISH**

Recommended: Eligibility for ESOL 820 or equivalent. Pre-intermediate English speakers eligible for ESOL 820 will increase fluency, flexibility and accuracy in conversational standard English and will develop an understanding of and appreciation for American culture. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

**WEEKDAY**

54507 ESOL 802 G4 MTWTh 10:30-12:35 7-7303 O'Connor 2.0  
Dates for ESOL 802 G4: 6/18-7/12

**ESOL 854 HIGH-INTERMEDIATE ESL LISTENING & SPEAKING**

Recommended: Satisfactory completion of ESOL 830, or both ESOL 831 and 832, or ESOL 853, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 864 and ESOL 874. Development of listening comprehension and oral proficiency at the high-intermediate level of English. Focus on note-taking, comprehension of unmodified standard English, and oral fluency development. (Units do not count toward the Associate Degree.)

**EVENING**

54646 ESOL 854 J7 MW 6:30-9:45 7-7307 Carey 3.0  
Dates for ESOL 854 J7: 6/18-8/1

**ESOL 864 HIGH-INTERMEDIATE ESL READING & WRITING**

Recommended: Satisfactory completion of ESOL 830, or ESOL 831 and 832, or ESOL 863, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to enroll concurrently in ESOL 854 and ESOL 874. Development of reading and writing skills at the high-intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, paragraph and essay writing. (Units do not count toward the Associate Degree.)

**WEEKDAY**

54645 ESOL 864 A7 MTWTh 10:30-12:40 8-8317 Hertig 4.0  
Dates for ESOL 864 A7: 6/18-8/2

**ESOL 874 HIGH-INTERMEDIATE ESL GRAMMAR**

Recommended: Satisfactory completion of ESOL 830, or both ESOL 831 and 832, or ESOL 873, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the high-intermediate level. (Units do not count toward the Associate Degree.)

**WEEKDAY**

54644 ESOL 874 A6 MTWTh 8:10-10:15 8-8317 Hertig 3.0  
Dates for ESOL 874 A6: 6/18-7/26

## English Language Institute



## For Help Getting Started at Skyline!

**Nonnative speakers of English** can get assistance with understanding and navigating the college experience. **The English Language Institute** provides:

- ESOL counseling, registration, and placement test appointments
- Vital information in many languages
- Financial coaching, nutrition assistance, and career planning
- Help with financial aid, BOG waiver, and fee payment plan
- Language courses in ESOL for the workplace
- ESOL workshops and software

**Building 1, Room 1218**

**Contact: Leigh Anne Shaw, (650) 738-7089  
or [skyeli@smccd.edu](mailto:skyeli@smccd.edu)**

# Asian Studies



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

**Program Overview:**

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

**Program Benefits:**

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

**Job Opportunities:**

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

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

**Certificates:** Asian Studies  
Chinese Studies

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

**ESOL 875 ADVANCED ESL GRAMMAR AND EDITING**

Recommended: Eligibility for ESOL 400, or completion of ESOL 840, or both ESOL 841 and ESOL 842, or ESOL 874, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. ESL students learn grammar and editing strategies for academic writing. This course assumes advanced study of ESL up to the reading and writing level of ESOL 400. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**EVENING**

52541	ESOL 875	J7	TTh	6:30-9:45	7-7307	Carey	3.0
Dates for ESOL 875 J7: 6/19-8/2							

## ETHNIC AND CULTURAL DIVERSITY

(Courses in this section meet the Ethnic and Cultural Diversity requirement for the Associate Degree.)

**ANTH 110 CULTURAL ANTHROPOLOGY**

Recommended: Eligibility for ENGL 100, 105 or equivalent. A comparative analysis of human cultures with an emphasis on core concepts such as kinship, religion, politics, technology, and an appreciation of our societal variability. Transfer: UC; CSU (D3).

**WEEKDAY**

53414	ANTH 110	A6	MTWTh	8:10-10:20	7-7110	Slicton	3.0
Dates for the A6 section: 6/18-7/26							

**EVENING**

54503	ANTH 110	J7	TTh	6:00-9:30	7-7110	Ulloa	3.0
Dates for the J7 section: 6/19-8/2							

**ANTH 125 PHYSICAL ANTHROPOLOGY**

Recommended: Eligibility for ENGL 100, 105 or equivalent. Biological consideration of the origin, development, and potential survival of humans and other primates, including concepts of evolution. Transfer: UC; CSU (B2).

**WEEKDAY**

53697	ANTH 125	A6	MTWTh	10:30-12:40	7-7110	Slicton	3.0
Dates for ANTH 125: 6/18-7/26							

**ECE. 272 TEACHING IN A DIVERSE SOCIETY**

Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Examination of the development of social identities in diverse societies including theoretical and practical implications of culture, ethnicity, stereotyping and bias as they apply to young children, families, programs, classrooms and teaching. Transfer: CSU.

**EVENING**

54673	ECE. 272	J7	TTh	6:30-9:45	8-8117	Yung	3.0
Dates for the ECE. 272 J7: 6/19-8/2							

**HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA**

Recommended: Eligibility for ENGL 836. A survey of the social, economic and political history of ethnic groups in California, with particular emphasis on minority communities. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

**WEEKDAY**

53905	HIST 240	A6	MTWTh	8:10-10:20	4-170	Wong	3.0
Dates for the A6 section: 6/18-7/26							

**EVENING**

53108	HIST 240	J7	TTh	6:00-9:30	4-170	Bolick	3.0
Dates for the J7 section: 6/19-8/2							



**MUS. 250 WORLD MUSIC**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. Survey of selected listening and readings from the music of Asia, Southeast Asia, Pacific Islands, Americas, Africa, and the Middle East. Required concert attendance. Transfer: UC; CSU (C1).

**WEEKDAY**

51630	MUS. 250	A6	MTWTh	8:10-10:20	1-1111	Hansen	3.0
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Dates for MUS. 250 A6: 6/18-7/26

**FAMILY AND CONSUMER SCIENCES (FCS)****FCS 310 NUTRITION**

Recommended: Eligibility for ENGL 836. Basic concepts of nutrition; role of nutrients in maintenance of life processes, utilization of food by body, personal nutrition evaluation, community nutrition education. Transfer: UC; CSU (E1).

**EVENING**

54675	FCS 310	J8	MTWTh	4:00-5:30	3C	Whitney	3.0
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Dates for the J8 section: 6/18-8/9

54676	FCS 310	K8	MW	6:30-9:55	3C	Whitney	3.0
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Dates for the J8 section: 6/18-8/8

**FILM (FILM)****FILM 440 FILM STUDY AND APPRECIATION**

Recommended: ENGL 100 or 105, or equivalent. The motion picture as a significant contemporary art form. Screening of films followed by discussion and/or written analysis. Transfer: UC; CSU (C2).

**EVENING**

54441	FILM 440	J7	MW	6:30-9:55	4-170	Uyehara	3.0
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Dates for the FILM 440 J7: 6/18-8/1

**GEOLOGY (GEOL)****GEOL 100 SURVEY OF GEOLOGY**

Recommended: Eligibility for ENGL 836. Study of rocks and minerals, processes acting at the surface and within the earth, earth structure, principles of geologic investigation. Transfer: UC; CSU (B1).

**EVENING**

52731	GEOL 100	J7	MW	6:30-9:55	7-7104	James	3.0
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Dates for GEOL 100 J7: 6/18-8/1

**Environmental Science and Technology****Energize and expand your skills for the growing green economy!**

**Environmental Science and Technology** courses provide students with knowledge of building science, energy systems, solar energy, and environmental science. These practical, hands-on, business-based courses result in industry-recognized certificates valuable for pursuing technical and sales-oriented careers in clean energy.

**Free training opportunities in new classes for qualified participants:**

- Building Performance, Assessment and Sales
- Effective Green Business Marketing
- Building Performance for Real Estate
- Home Energy Upgrade Installation

**Obtain your Solar Energy Technology Certificate**

- ENVS 410 Solar Installation and Integration
- ENVS 411 Solar Design, Estimation and Sales
- ENVS 400/100 Introduction to Environmental Science
- ELEC 110 Fundamentals of Electronics

*"The ENVS 411 class built a great foundation for talking about solar and communicating solar concepts to an audience. My advice to students pursuing a career in solar sales is to continue learning sales AND solar technology."*

—Eric W., Solar Sales Consultant, Sungevity

Contact: Rita Gulli, (650) 738-4491  
or gullir@smccd.edu

## HEALTH SCIENCE (HSCI)

(See listings under EMERGENCY MEDICAL CARE for the EMT program; see listings under SURGICAL TECHNOLOGY for the Surgical Technology program.)

### HSCI 100 GENERAL HEALTH EDUCATION

Investigation of contemporary health issues with emphasis on detection, treatment and prevention of personal and social health problems. A survey of today's most prevalent health problems, including heart disease, venereal disease, birth control, drug abuse, and emotional disorders. Role of social and psychological factors in achieving a lifelong healthful lifestyle. Transfer: UC; CSU (E1).

#### WEEKDAY

53375 HSCI 100 A6 MTWTh 10:30-12:35 8-8304 Rueckhaus 3.0  
Dates for HSCI 100 A6: 6/18-7/26

### HSCI 130 HUMAN SEXUALITY

Recommended: Eligibility for ENGL 836 or equivalent. Information about sexuality and its impact on interpersonal relationships. Anatomy and physiology, psychosexual development, dating, marriage, sex roles, pregnancy, childbirth, parenting contraction, sexually transmitted diseases, sexual behavior, myths, misconceptions, sexual value systems, and communication skills. Transfer: UC; CSU (E1).

#### WEEKDAY

52716 HSCI 130 A6 MTWTh 1:15-3:20 8-8304 Rueckhaus 3.0  
Dates for the A6 section: 6/18-7/26

#### EVENING

53354 HSCI 130 J7 MW 6:30-9:55 7-7111 Epp 3.0  
Dates for the J7 section: 6/18-8/1

### HSCI 484 MEDICAL TERMINOLOGY

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

#### EVENING

54549 HSCI 484 J7 MW 6:30-9:55 8-8302 Holland 3.0  
Dates for the J7 section: 6/18-8/1

#### ONLINE

54317 HSCI 484 OL By Arr 48 Hours ONLINE Holland 3.0  
Dates for the OL section: 6/18-8/9

HSCI 484 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [hollandc@smccd.edu](mailto:hollandc@smccd.edu).

## HISTORY (HIST)

### HIST 100 HISTORY OF WESTERN CIVILIZATION I

Recommended: Eligibility for ENGL 836. Cultural, political, and economic survey of Western history from the beginnings in the Near East to the Renaissance. Transfer: UC; CSU (C2).

#### WEEKDAY

52292 HIST 100 A6 MTWTh 10:30-12:40 4-180 Phipps 3.0  
Dates for the A6 section: 6/18-7/26

#### EVENING

51032 HIST 100 J7 TTh 6:30-9:45 1-1304 Greedy 3.0  
Dates for the J7 section: 6/18-8/2

### HIST 108 SURVEY OF AMERICAN HISTORY

Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History from the colonial period to the present. Emphasis on the development of political institutions. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

#### WEEKDAY

53906 HIST 108 A6 MTWTh 10:30-12:40 2-2306 Buckingham 3.0  
Dates for the A6 section: 6/18-7/26

#### EVENING

53221 HIST 108 J8 MW 7:00-10:15 8-8213 Reidy 3.0  
Dates for the J8 section: 6/18-8/8

### HIST 201 UNITED STATES HISTORY I

Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History to the mid-19th century. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

#### WEEKDAY

51440 HIST 201 A6 MTWTh 8:10-10:20 4-180 Erion 3.0  
Dates for the A6 section: 6/18-7/26

#### EVENING

51628 HIST 201 J7 MW 6:00-9:45 4-180 Bolick 3.0  
Dates for the J7 section: 6/18-8/1

#### HYBRID

53943 HIST 201 H6 By Arr 48 Hours HYBRID Ulloa 3.0  
Dates for the H6 section: 6/18-7/26

HIST 201 H6 will be held online and on campus. Requires Internet access and email. Orientation meeting on Monday, June 18, 12:45 to 1:45pm, in Building 4, Room 180. Instructor email: [ulloaj@smccd.edu](mailto:ulloaj@smccd.edu).

### HIST 202 UNITED STATES HISTORY II

Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History from the mid-19th century to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

#### WEEKDAY

53907 HIST 202 A6 MTWTh 10:30-12:40 4-170 Wong 3.0  
Dates for the A6 section: 6/18-7/26

#### EVENING

53908 HIST 202 J7 TTh 6:30-10:00 4-180 Swanson 3.0  
Dates for the J7 section: 6/19-8/2

#### HYBRID

54519 HIST 202 H6 By Arr 48 Hours HYBRID Ulloa 3.0  
Dates for the H6 section: 6/18-7/26

HIST 202 H6 will be held online and on campus. Requires Internet access and email. Orientation meeting on Monday, June 18, 2:00 to 3:00 pm, in Building 4, Room 180. Instructor email: [ulloaj@smccd.edu](mailto:ulloaj@smccd.edu).

### HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA

Recommended: Eligibility for ENGL 836. A survey of the social, economic and political history of ethnic groups in California, with particular emphasis on minority communities. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

#### WEEKDAY

53905 HIST 240 A6 MTWTh 8:10-10:20 4-170 Wong 3.0  
Dates for the A6 section: 6/18-7/26

#### EVENING

53108 HIST 240 J7 TTh 6:00-9:30 4-170 Bolick 3.0  
Dates for the J7 section: 6/19-8/2

**HIST 310 CALIFORNIA HISTORY**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. An historical survey of the social, economic, political, and cultural development of California from the Indian and Spanish period to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

**WEEKDAY**

51041 HIST 310 A6 MTWTh 8:10-10:20 2-2306 Buckingham 3.0  
Dates for the A6 section: 6/18-7/26

**EVENING**

54239 HIST 310 J8 TTh 7:00-10:10 8-8213 Reidy 3.0  
Dates for the J8 section: 6/19-8/9

**HYBRID**

54240 HIST 310 H6 By Arr 48 Hours HYBRID Messner 3.0  
Dates for the H6 section: 6/18-7/26

HIST 310 H6 will be held online and on campus. Requires Internet access and email. Orientation meeting on Monday, June 18, 5:45 to 6:45 pm, in Building 2, Room 2306. Instructor email: messnerm@smccd.edu.

**HOME ECONOMICS**

(Refer to course listings under FAMILY & CONSUMER SCIENCES.)

**KINESIOLOGY – ADAPTED (ADAP)****ADAP 358 ADAPTED STRENGTH DEVELOPMENT**

*Prereq: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor). Coreq: Concurrent enrollment in ADAP 349, 357 or 359.* Students will review and apply basic exercise physiology and strength development concepts in the context of their own disability to develop and/or maintain their muscular strength and endurance. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

**WEEKDAY**

54109 ADAP 358 A6 MTWTh 10:30-12:40 3-3102 Chandler 1.0  
Dates for ADAP 358 A6: 6/18-7/26

**ADAP 359 BALANCE AND FUNCTIONAL MOVEMENT FOR THE PHYSICALLY LIMITED**

*Coreq: Concurrent enrollment in ADAP 348, 356 or 358.* Designed to identify, assess and improve balance and physical functioning for individuals with physical limitations. Prescriptive programs are developed for groups and individuals. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

**WEEKDAY**

54111 ADAP 359 B6 By Arr 9 Hrs/Wk 3-3102 Chandler 1.0  
Dates for ADAP 359 B6: 6/18-7/26

**KINESIOLOGY – DANCE (DANC)****DANC 130 JAZZ DANCE**

Introduction to various movement forms with emphasis on rhythm and style. Students will choreograph a jazz dance at the end of the semester. Transfer: UC; CSU (C1, E2).

**EVENING**

54436 DANC 130 J6 MTWTh 10:30-12:40 1-1250 Steele 1.0  
Dates for DANC 130 J6: 6/18-7/26

**DANC 152 CUBAN ROOTS OF SALSA**

Designed to introduce students to the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. Transfer: UC; CSU (E2).

**EVENING**

53875 DANC 152 J6 T 7:10-11:00 3-3201 Delmar 0.5  
Dates for DANC 152 J6: 6/19-7/24

**DANC 161 TANGO ARGENTINO**

Designed to introduce students to the essence of Argentine tango. Students will be able to dance in social settings comfortably and confidently. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

**EVENING**

53353 DANC 161 JX Th 7:10-11:00 3-3201 Delmar 0.5  
Dates for DANC 161 JX: 6/21-7/26

**DANC 162 TANGO MILONGA**

Recommended: DANC 161 or equivalent. Designed for students with previous tango experience (knowledge of basic skills). Students will learn exciting new steps to bring their tango dancing to new levels. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

**EVENING**

53355 DANC 162 JX Th 7:10-11:00 3-3201 Delmar 0.5  
Dates for DANC 162 JX: 6/21-7/26

**DANC 163 TANGO BUENOS AIRES**

Recommended: DANC 161 and DANC 162, or equivalent. Designed for students who have previous tango experience (knowledge of basic and intermediate tango skills). In addition to furthering their tango skills, student will participate in tango performances. Open entry. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**EVENING**

53554 DANC 163 J8 M 7:10-11:00 3-3201 Delmar 0.5  
Dates for DANC 163 J8: 6/18-7/23

**DANC 350 CARDIO DANCE**

Fitness can be achieved through vigorous steps, stretches and toning movements from many sources – jazz, rock, folk, ballet, modern dance, hip hop. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**

54113 DANC 350 A6 TTh 12:45-2:50 3-3201 Steele 0.5  
Dates for DANC 350 A6: 6/19-7/26

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.**

# Fitness



Sit behind a desk all day?  
Get moving with  
a fitness class!

**Courses are designed for students  
of all levels, ages and abilities**

For less than you'd pay at local gyms, Skyline College offers a variety of courses that will help you learn, develop and maintain a healthy lifestyle. Among courses offered this summer are:

- FITN 112: Cross Training
- FITN 205: Weight Conditioning
- FITN 304: Walking Fitness
- FITN 305: Running for Fitness
- FITN 332: Stretching and Flexibility
- FITN 334: Yoga
- FITN 335: Pilates

Achieve your fitness goals! Learn technique and the basics related to managing exercise habits while taking part in the physical activity that is essential to keeping you healthy. Skyline's environment is supportive and non-intimidating. Courses focus on all of the five fitness components (muscular strength, muscular endurance, cardiovascular endurance, body composition, and flexibility).

**Benefits:**

- Feel more alert and concentrate better when studying or at work
- Have more energy
- Enjoy a better quality of life
- Enjoy the camaraderie that develops when working out with others in the class
- Be more accountable to yourself in maintaining an exercise program while enrolled in a class

**Contact: Joe Morello, (650) 738-4271  
or [morelloj@smccd.edu](mailto:morelloj@smccd.edu)**

## KINESIOLOGY – FITNESS (FITN)

**FITN 106 VARSITY CONDITIONING**

Intended for out-of-season varsity athletes to provide fitness and strength programs that will prepare them for intercollegiate competition. This class will include cardiovascular, strength, agility, speed and sport-specific training. Plus 16 hours/semester by arrangement for sections less than or equal to 1.0 unit and 32 hours/semester by arrangement for sections greater than 1.0 unit. May be repeated for credit a maximum of three times. *NOTE: FITN 106 A6 (53556) is designed for Baseball athletes and will be held in the Field House, located at the running track. Transfer: CSU.*

**WEEKDAY**

53556	FITN 106	A6	MTWTh	1:00-3:10	Fld Hse	Nomicos	1.0
	TBA Hours:		MTWTh	2.8 Hrs/Wk			
	Dates for FITN 106 A6: 6/18-7/26						

**FITN 107 INTERCOLLEGIATE FITNESS**

Intended for in-season varsity athletes to maintain fitness during their intercollegiate season. Strength training, cardiovascular conditioning, flexibility, injury prevention, psychological preparation, and nutrition will be emphasized. Plus 16 hours/semester by arrangement for sections less than or equal to 1.0 unit and 32 hours/semester by arrangement for sections greater than 1.0 unit. May be repeated for credit a maximum of three times. *NOTE: FITN 107 A2 (54654) is designed to prepare intercollegiate women's soccer players for VARS 360, FITN 107 B2 (54655) is designed to prepare intercollegiate men's soccer players for VARS 150; and FITN 107 C2 (54656) is designed to prepare intercollegiate wrestlers for VARS 200. For more information, contact Kevin Corsiglia at (650) 738-4214 or [corsigliak@smccd.edu](mailto:corsigliak@smccd.edu), Daniel Link at (650) 738-4272 or [linkd@smccd.edu](mailto:linkd@smccd.edu), or James Haddon at (650) 738-4395 or [haddonj@smccd.edu](mailto:haddonj@smccd.edu). Transfer: UC; CSU.*

**WEEKDAY**

54654	FITN 107	A2	Daily	9:00-11:30	Field	Corsiglia	1.0
			Daily	1:00-3:30	Field	Corsiglia	
	TBA Hours:		Daily	8 Hrs/Wk			
	Dates for the A2 section: 7/30-8/10						
54655	FITN 107	B2	Daily	9:00-11:30	Field	Link	1.0
			Daily	1:00-3:30	Field	Link	
	TBA Hours:		Daily	8 Hrs/Wk			
	Dates for the B2 section: 7/30-8/10						
54656	FITN 107	C2	Daily	11:00-1:30	3-3106	Haddon	1.0
			Daily	3:00-5:30	3-3106	Haddon	
	TBA Hours:		Daily	8 Hrs/Wk			
	Dates for the C2 section: 7/30-8/10						

**FITN 110 ADULT CONDITIONING**

Designed to introduce students to various modes of physical activities such as stretching, walking and jogging, weight training, and informal games for the development of personal fitness programs. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**

53182	FITN 110	B8	By Arr	7 Hrs/Wk	3-3102	Harris	1.0
	Dates for FITN 110 B8: 6/18-8/9						

**FITN 112 CROSS TRAINING**

Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities such as Spinning, weight training or resistance exercises, yoga, pilates, hiking, running, and/or fitness walking. May be repeated for credit a maximum of three times.

Transfer: UC; CSU.

**EVENING**

53886	FITN 112	J6 MW	5:15-7:20	3-3102	Fosberg	0.5
Dates for FITN 112 J6: 6/18-7/25						

**FITN 199 INTERACTIVE CARDIOVASCULAR FITNESS**

An online fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will learn to improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

**ONLINE**

54657	FITN 199	OL By Arr	64 Hours	ONLINE	Corsiglia	2.0
Dates for FITN 199 OL: 6/18-8/9						

FITN 199 OL is taught in an online format. For more information on the class and orientation, please contact Kevin Corsiglia at (650) 738-4214, or email [corsigliak@smccd.edu](mailto:corsigliak@smccd.edu).

**FITN 205 WEIGHT CONDITIONING**

A complete course in weight conditioning, including instruction on how to design an individual training program for strength, tone and endurance. Coeducational class format. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**

53887	FITN 205	A6 TTh	8:10-10:15	3-3102	Chandler	0.5
Dates for the A6 section: 6/19-7/26						

**EVENING**

53366	FITN 205	J6 TTh	5:15-7:20	3-3102	Marquez	0.5
Dates for the A6 section: 6/19-7/26						

**FITN 301 SPINNING®**

Aerobic exercise on a stationary racing bicycle. This workout is done to high cadence music. Exercise heart rate and individual goals are assessed for maximum benefit. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**

53607	FITN 301	A6 TWTh	9:00-10:20	3B	Corsiglia	0.5
Dates for the A6 section: 6/19-7/26						

53171	FITN 301	B6 MTWTh	10:30-12:40	3B	Corsiglia	1.0
Dates for the B6 section: 6/18-7/26						

**EVENING**

53183	FITN 301	J6 MW	5:00-7:15	3B	Harris	0.5
Dates for the J6 section: 6/18-7/25						

**FITN 304 WALKING FITNESS**

Students will gain understanding of cardiovascular fitness through walking and develop a personal walking program based on individual needs. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2)

**WEEKDAY**

54660	FITN 304	A6 MTWTh	10:30-12:40	Track	Nomicos	1.0
Dates for FITN 304 A6: 6/18-7/26						

## Interactive Cardiovascular Training



## Utilize technology to learn and make yourself fit!

**Interactive Cardiovascular Training** (FITN 199, CRN 54657) is an online fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will learn to improve fitness through the use of cardiovascular exercise such as, but not limited to, walking, hiking, jogging, etc. Students at all levels of fitness can participate. This course requires that a student have an IPOD Nano and Nike + IPOD Sport Kit or Nike + Sportband. It also requires that a student have internet access and an email address.

**Benefits:**

- Feel more alert and concentrate better when studying or at work
- Have more energy
- Enjoy a better quality of life
- Receive feedback via technology about performance
- Be able to engage in activity around your schedule

**Contact: Kevin Corsiglia, (650) 738-4214 or [corsigliak@smccd.edu](mailto:corsigliak@smccd.edu)**

## KINESIOLOGY – FITNESS &gt; KINESIOLOGY – INDIVIDUAL SPORTS

**FITN 305 RUNNING FOR FITNESS**

Methods to achieve total fitness through cardiovascular activities with emphasis on running. May be repeated for credit a maximum of three times. Repeat students must submit semester objectives. *NOTE: The first class meeting will be held in the Gymnasium (Room 3200).* Transfer: UC; CSU (E2).

**WEEKDAY**

52266	FITN 305	A6	MTWTh	8:10-10:20	Field	Fitzgerald	1.0
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Dates for FITN 305 A6: 6/18-7/26

**FITN 332 STRETCHING AND FLEXIBILITY**

Designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, create basic understanding of what is necessary for good health. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**

53976	FITN 332	A6	MTWTh	12:45-2:55	3-3106	Watters	1.0
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Dates for FITN 332 A6: 6/18-7/26

**FITN 334 YOGA**

Various Yoga styles and exercises to increase flexibility, improve posture, and assist in stress reduction. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**

52435	FITN 334	A6	MTWTh	8:10-10:20	3-3201	Simmers	1.0
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Dates for the A6 section: 6/18-7/26

**EVENING**

52268	FITN 334	J6	MW	7:15-9:30	3-3106	Simmers	0.5
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Dates for the J6 section: 6/18-7/25

53172	FITN 334	K6	TTh	5:10-7:00	3-3201	Roby	0.5
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Dates for the K6 section: 6/19-7/26

**FITN 335 PILATES**

Training muscles of the torso through controlled exercises that increase core strength and postural stability to optimize performance in athletics, dance and everyday activities. May be repeated for credit a maximum of three times. Transfer: UC; CSU (E2).

**WEEKDAY**

53053	FITN 335	A6	MTWTh	10:30-12:40	3-3201	Simmers	1.0
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Dates for the A6 section: 6/18-7/26

52906	FITN 335	B6	MW	1:35-3:50	3-3201	Simmers	0.5
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Dates for the B6 section: 6/18-7/25

**EVENING**

53066	FITN 335	J6	MW	5:00-7:05	3-3201	Simmers	0.5
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Dates for the J6 section: 6/18-7/25

## KINESIOLOGY – INDIVIDUAL SPORTS (INDV)

**INDV 101 BEGINNING ARCHERY**

Fundamentals of target archery, types of competition, rules, scoring, care and selection of equipment. *NOTE: The first class will be held in Portable 3A.* Transfer: UC; CSU (E2).

**WEEKDAY**

54126	INDV 101	AX	MW	12:45-3:00	Field	Fosberg	0.5
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Dates for INDV 101 AX: 6/18-7/25

**INDV 105 INTERMEDIATE ARCHERY**

*Prereq: INDV 101 or equivalent.* Continued instruction in techniques with increasing distances, games and competitions, team and individual competition. May be repeated twice for credit. *NOTE: The first class will be held in Portable 3A.* Transfer: UC; CSU (E2).

**WEEKDAY**

54127	INDV 105	AX	MW	12:45-3:00	Field	Fosberg	0.5
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Dates for INDV 105 AX: 6/18-7/25

**INDV 165 GOLF: SHORT GAME**

Designed to improve the skills of pitching, chipping, putting and greenside sand play. Class will incorporate practice facility sessions and course play. May be repeated for credit a maximum of three times. *NOTE: The first class meeting will be held at the Cypress Golf Course, 2001 Hillsdale Boulevard, Colma. Subsequent class meetings will be held at various local driving ranges and golf courses. Students should expect to spend approximately \$200 in golf course greens fees, short game area usage fees, and the purchase of range ball cards for this course. For more information, contact instructor Jan Fosberg at (650) 738-4215, or email fosberg@smccd.edu.* Transfer: CSU (E2).

**WEEKDAY**

53610	INDV 165	AZ	MW	9:00-11:15	Glf Crse	Fosberg	0.5
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Dates for INDV 165 AZ: 6/18-7/25

**INDV 251 BEGINNING TENNIS**

Instruction in service, forehand, backhand, strategy, rules. Automatic ball machine is used. Transfer: UC; CSU (E2).

**WEEKDAY**

50141	INDV 251	AX	MTWTh	10:30-12:40	Tn Crt	Fitzgerald	1.0
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Dates for the AX section: 6/18-7/26

53184	INDV 251	BX	MTWTh	12:45-2:55	Tn Crt	Fitzgerald	1.0
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Dates for the BX section: 6/18-7/26

**INDV 253 INTERMEDIATE TENNIS**

*Prereq: INDV 251 or demonstration of equivalent skills.*

Continued skills instruction in tennis. Competition tournaments will be held. Transfer: UC; CSU (E2).

**WEEKDAY**

50142	INDV 253	AX	MTWTh	10:30-12:40	Tn Crt	Fitzgerald	1.0
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Dates for the AX section: 6/18-7/26

53185	INDV 253	BX	MTWTh	12:45-2:55	Tn Crt	Fitzgerald	1.0
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Dates for the BX section: 6/18-7/26

**INDV 255 ADVANCED TENNIS**

*Prereq: INDV 253 or demonstration of equivalent skills.*

Continued skills instruction in tennis. Competition tournaments will be held. May be repeated once for credit. Transfer: UC; CSU (E2).

**WEEKDAY**

53056	INDV 255	AX	MTWTh	10:30-12:40	Tn Crt	Fitzgerald	1.0
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Dates for the AX section: 6/18-7/26

53186	INDV 255	BX	MTWTh	12:45-2:55	Tn Crt	Fitzgerald	1.0
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Dates for the BX section: 6/18-7/26

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.**

## KINESIOLOGY – PHYSICAL EDUCATION (P.E.)

### P.E. 152 THEORY OF SPORT & FITNESS MANAGEMENT

Recommended: Eligibility for ENGL 836 or equivalent. An overview of sport management at the professional, collegiate and recreational levels. Career opportunities in the field of sport management are discussed. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree.* Transfer: CSU.

#### ONLINE

54433 P.E. 152 OL By Arr 48 Hours ONLINE Piergrossi 3.0  
Dates for P.E. 152 OL: 6/18-7/26

P.E. 152 OL is taught in an online format. For more information on the class and orientation, please contact Justin Piergrossi at (650) 738-4367, or email [piergrossij@smccd.edu](mailto:piergrossij@smccd.edu).

### P.E. 301 INTRODUCTION TO PERSONAL TRAINING

Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. Prepares students to take the National Council of Strength and Fitness Certified Personal Trainer Exam. Transfer: CSU.

#### EVENING

54661 P.E. 301 J6 MW 6:00-9:30 4-271 Fitzgerald 3.0  
Dates for P.E. 301 J6: 6/18-8/8

## KINESIOLOGY – TEAM SPORTS (TEAM)

### TEAM 111 BEGINNING BASKETBALL

Instruction in rules, strategies and fundamentals. Round-robin play during last half of semester. Transfer: UC; CSU (E2).

#### WEEKDAY

53378 TEAM 111 BX MTWTh 8:10-10:20 3-3200 Watters 1.0  
Dates for TEAM 111 BX: 6/18-7/26

### TEAM 112 BASKETBALL: ADVANCED COMPETITION STRATEGIES

*Prereq: TEAM 111, or competitive experience, or equivalent.* Geared toward intermediate level basketball players interested in learning basketball philosophy, competitive strategies and techniques. Plus one hr/wk by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

#### WEEKDAY

53893 TEAM 112 A6 MTWTh 2:10-4:20 3-3200 Piergrossi 1.0  
TBA Hours: MTWTh 2.8 Hrs/Wk  
Dates for TEAM 112 A6: 6/18-7/26

### TEAM 115 ADVANCED BASKETBALL

*Prereq: TEAM 111 or equivalent.* Advanced instruction in fundamentals of basketball. Team play accented. May be repeated twice for credit. Transfer: UC; CSU (E2).

#### WEEKDAY

53379 TEAM 115 BX MTWTh 8:10-10:20 3-3200 Watters 1.0  
Dates for TEAM 115 BX: 6/18-7/26

## Personal Training



## Prepare for a career as a Personal Trainer!

This course prepares students to take the National Council of Strength and Fitness (NCSF) Certified Personal Trainer exam, although a student may opt not to take the certification exam at the end of the course. PE 301 is offered in the evening (MW from 6:00-9:30pm, CRN 54661) starting June 18th through August 8th.

Also designed for those looking at advanced study or careers in teaching, coaching, exercise science, sports management or sports medicine.

#### Benefits:

- Get ready for a job as a personal trainer at fitness clubs
- Pursue educational goals in health, fitness or coaching
- Learn more about exercise and pursuing a healthy lifestyle

Learn more about anatomy, nutrition, assessment, exercise prescription, weight management, and special populations!

Contact: Mike Fitzgerald, (650) 738-4323 or [fitzgerald@smccd.edu](mailto:fitzgerald@smccd.edu)

## KINESIOLOGY – TEAM SPORTS &gt; LEARNING SKILLS

**TEAM 116 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT**

*Prereq:* TEAM 115 or equivalent. Focus on mastering individual skills rather than team concepts. Students will participate in numerous competitive drills and basketball conditioning. Plus one hr/wk by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU (E2).

**EVENING**

53609	TEAM 116	J6	MW	5:00-9:30	3-3200	Hosley	1.0
TBA Hours:			MW	3 Hrs/Wk			
Dates for TEAM 116 J6: 6/18-7/25							

**TEAM 145 ADVANCED SOCCER**

Recommended: TEAM 141 or equivalent. Instruction in offensive and defensive play; specific positions. Emphasis on individual and team tactics. May be repeated twice for credit. Transfer: UC; CSU (E2).

**WEEKDAY**

53175	TEAM 145	A6	MTWTh	12:45-2:55	Field	Link	1.0
Dates for TEAM 145 A6: 6/18-7/26							

**TEAM 179 TOURNAMENT VOLLEYBALL**

Recommended: TEAM 171 or equivalent. A course for intermediate and advanced level players emphasizing team play in a tournament setting. Introduction to offensive and defensive systems. Plus 16 hours by arrangement/semester. May be repeated for credit a maximum of three times. *NOTE: TEAM 179 J5 (53612) is designed to prepare intercollegiate women's volleyball players for VARS 340. For more information, contact Rayannah Salahuddin at (650) 738-4151 or salahuddinr@smccd.edu.*

Transfer: UC; CSU (E2)

**EVENING**

53612	TEAM 179	J5	See Below	5:30-9:30	3-3200	Salahuddin	1.0
TBA Hours:			By Arr	3.5 Hrs/Wk			

TEAM 179 J5 will meet on Tuesday, 7/10; Tuesday through Friday, 7/17-7/27; and Monday through Friday, 8/1-8/10.

**TEAM 191 BASEBALL THEORY, OFFENSE**

Recommended: Concurrent enrollment in TEAM 100 or VARS 100. Designed to develop knowledge and skills related to playing or coaching the sport of baseball. Individual and team skill development will be stressed. Plus 32 hours by arrangement/semester. May be repeated for credit a maximum of three times. Transfer: CSU.

**EVENING**

53897	TEAM 191	J6	MTWTh	3:15-5:25	3-BBF	Nomicos	2.0
TBA Hours:			MTW	5:30-6:30	3A		

Dates for TEAM 191 J6: 6/18-7/23

**LEARNING SKILLS (LSKL)****LSKL 800 SUPERVISED SUPPLEMENTAL INSTRUCTION**

*Coreq:* Concurrent enrollment in another course for which the student needs academic support in order to succeed.

Individual and/or group instruction by faculty and instructional aides in the Learning Center to reinforce learning in the parent course from which the student was referred. Faculty and/or counselors will refer students based on learning needs. Open entry. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

**WEEKDAY**

51773	LSKL 800	A8	By Arr	3-18 Hrs/Wk	5-5100	Corral	0.5-3.0
Dates for LSKL 800 A8: 6/18-8/9							

**LSKL 803 SUPERVISED PEER TUTORING**

*Coreq:* Enrollment in a course for which academic support is needed in order for the student to succeed. Individual and/or group instruction by peer tutors in the Learning Center to reinforce learning in the basic skills or job training course from which the student is referred. Faculty and/or counselors will refer students based on their learning needs. Open entry. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

**WEEKDAY**

54341	LSKL 803	A6	By Arr	4-9 Hrs/Wk	5-5100	Corral	0.0
Dates for the A6 section: 6/18-8/9							

**LSKL 803 SUPERVISED PEER TUTORING – MESA**

*Coreq:* Enrollment in a course for which academic support is needed in order for the student to succeed. Individual and/or group instruction by peer tutors in the Learning Center to reinforce learning in the basic skills or job training course from which the student is referred. Faculty and/or counselors will refer students based on their learning needs. Open entry. May be repeated for credit a maximum of three times. *NOTE: This section is designed primarily for students in the MESA program.* (Units do not count toward the Associate Degree.)

**WEEKDAY**

53672	LSKL 803	A8	By Arr	3-12 Hrs/Wk	7-7309	Fredricks	0.0
Dates for the A8 section: 6/18-8/9							

**Attention Students:**

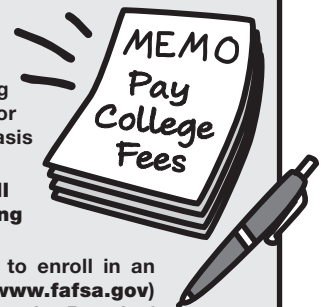
Registration for summer and fall terms begins on Monday, April 30, 2012. You will not be able to register for classes if you have any outstanding balances on your account.

**NEW CHANGE IN FEE PAYMENT PROCESS FOR SUMMER AND FALL 2012**

On **Wednesday, May 16, 2012**, students who have any outstanding fee balances will be dropped from summer classes at midnight for non-payment of fees. Students will be dropped on a "rolling" basis every Wednesday at midnight for non-payment of fees.

**Two weeks prior to the start of the Summer Session and Fall Semester**, students will be dropped at midnight the day following their registration for non-payment of fees.

If you need assistance in paying your fees, you are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services.





# MATHEMATICS (MATH)

## MATH 110 ELEMENTARY ALGEBRA

*Prereq:* Completion of MATH 806 or 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. An introduction to elementary algebra emphasizing basic algebra concepts and those skills necessary to apply the concepts to real life problem solving. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics including: real numbers, order of operations, linear equations and graphs, and systems of linear equations will be presented. *NOTE: TI-83 or TI-84 Graphing Calculator required.* (Units do not count toward the Associate Degree.)

**WEEKDAY**

50148 MATH 110 A7 MTWTh 8:10-11:00 7-7111 Fredricks 5.0  
 Dates for the A7 section: 6/18-8/2

**EVENING**

50147 MATH 110 J7 MTWTh 6:30-9:45 4-273 Staff 5.0  
 Dates for the J7 section: 6/18-8/2

## MATH 111 ELEMENTARY ALGEBRA I

*Prereq:* Completion of MATH 806 or 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. Course is equivalent to first half of MATH 110. *NOTE: TI-83 or TI-84 Graphing Calculator required.* (Units do not count toward the Associate Degree.)

**EVENING**

50149 MATH 111 J7 TTh 6:30-9:45 7-7111 Garcia Jr 3.0  
 Dates for MATH 111 J7: 6/19-8/2

## MATH 112 ELEMENTARY ALGEBRA II

*Prereq:* Completion of MATH 111 with a grade of C or better, or equivalent. Recommended: Completion of READ 836 with a grade of C or better, or equivalent. Course is equivalent to the second half of MATH 110. *NOTE: TI-83 or TI-84 Graphing Calculator required.* (Units do not count toward the Associate Degree.)

**EVENING**

50150 MATH 112 J7 MW 6:30-9:55 7-7304 Garcia Jr 3.0  
 Dates for MATH 112 J7: 6/18-8/1

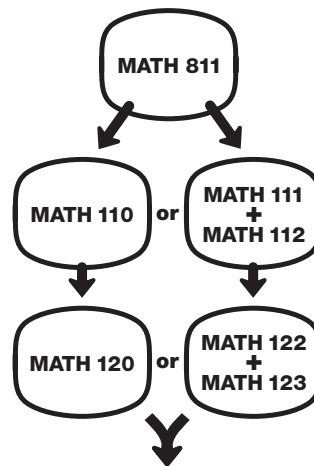
## MATH 115 GEOMETRY

*Prereq:* Completion of MATH 110 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Geometric properties of plane/solid figures, the Cartesian coordinate system, and formal logic.

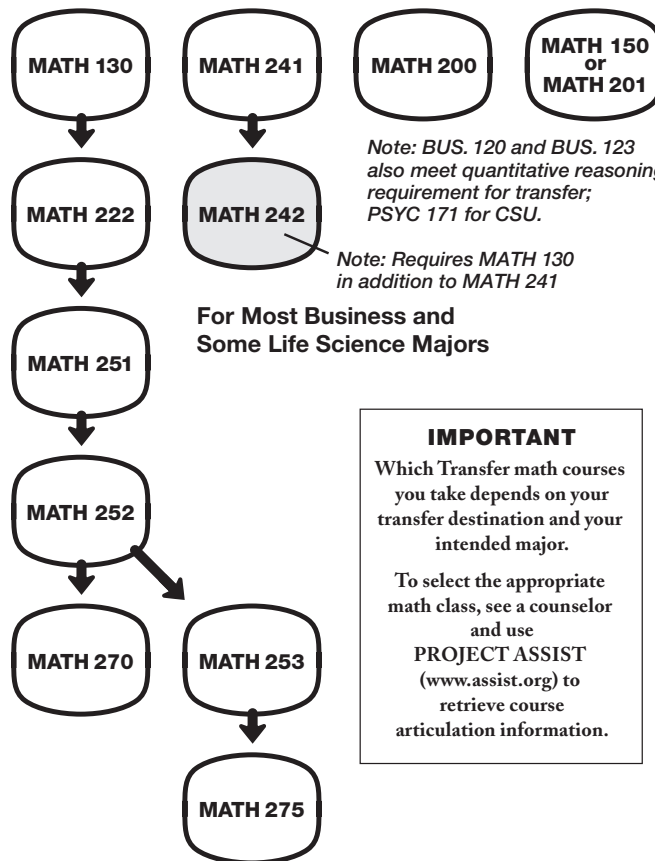
**WEEKDAY**

53420 MATH 115 A7 MTWTh 1:10-3:20 5-5132B Loeffler 4.0  
 Dates for MATH 115 A7: 6/18-8/2

## Pre-Algebra and Algebra Sequence



## TRANSFER CLASSES



## MATHEMATICS

**MATH 120 INTERMEDIATE ALGEBRA**

*Prereq: Completion of MATH 110 or MATH 112 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.* Review/extension of elementary algebra through exponential, logarithmic, polynomial, radical, and rational functions. An emphasis on modeling real life situations. Plus 16 hours by arrangement. **NOTE: TI-83 or TI-84 Graphing Calculator required.**

**WEEKDAY**

<b>50153</b>	MATH 120	A7	MTWTh	8:10-11:00	4-273	Miranda	5.0
	TBA Hours:		By Arr	2.4 Hrs/Wk			
	Dates for the A7 section: 6/18-8/2						
<b>54083</b>	MATH 120	B7	MTWTh	11:40-2:30	4-273	Miranda	5.0
	TBA Hours:		MTWTh	2.4 Hrs/Wk			
	Dates for the B7 section: 6/18-8/2						
<b>50891</b>	MATH 120	C7	MTWTh	8:10-11:00	7-7109	Kwok	5.0
	TBA Hours:		By Arr	2.4 Hrs/Wk			
	Dates for the C7 section: 6/18-8/2						

**HYBRID**

<b>54273</b>	MATH 120	H7	By Arr	80 Hours	HYBRID	Moss	5.0
	Dates for the H7 section: 6/18-8/2						

MATH 120 H7 will be held online and on campus. Requires Internet access and email. Exams will be taken on-campus. Orientation is required and done online on or before June 18. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. Instructor email contact: [moss@smccd.edu](mailto:moss@smccd.edu).

**MATH 122 INTERMEDIATE ALGEBRA I**

*Prereq: Completion of MATH 110 or MATH 112 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.* Course is equivalent to first half of MATH 120. Plus 16 hours by arrangement. **NOTE: TI-83 or TI-84 Graphing Calculator required.**

**EVENING**

<b>50154</b>	MATH 122	J7	MW	6:30-9:55	7-7109	Kuan	3.0
	TBA Hours:		By Arr	2.6 Hrs/Wk			
	Dates for MATH 122 J7: 6/18-8/1						

**MATH 130 TRIGONOMETRY**

*Prereq: Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.* Recommended: MATH 115 or equivalent. Trigonometric functions of real numbers and angles; solution of triangles; radian measure; graphs of trigonometric functions; trigonometric equations and identities; inverse trigonometric functions; complex numbers; applications of trigonometry. Plus 16 hours by arrangement. **NOTE: TI-83 or TI-84 Graphing Calculator required.** Transfer: CSU (B4).

**WEEKDAY**

<b>54261</b>	MATH 130	A7	MTWTh	8:10-10:20	5-5132B	Nguyen	4.0
	TBA Hours:		By Arr	2.4 Hrs/Wk			
	Dates for the A7 section: 6/18-8/2						
<b>54260</b>	MATH 130	B7	MTWTh	10:30-12:40	5-5132B	Loeffler	4.0
	TBA Hours:		By Arr	2.4 Hrs/Wk			
	Dates for the B7 section: 6/18-8/2						

**EVENING**

<b>54262</b>	MATH 130	J7	TTh	5:30-9:50	7-7310	Kuan	4.0
	TBA Hours:		By Arr	2.4 Hrs/Wk			
	Dates for the J7 section: 6/19-8/2						

**MATH 200 PROBABILITY & STATISTICS**

*Prereq: Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.* Measures of central tendency and dispersion, sampling distributions and statistical inference, regression and correlation. Plus 16 hours by arrangement. **NOTE: TI-83 or TI-84 Graphing Calculator required.** Transfer: UC; CSU (B4).

**WEEKDAY**

<b>51103</b>	MATH 200	A6	MTWTh	8:10-10:40	7-7106	Maoujoudi	4.0
	TBA Hours:		By Arr	2.8 Hrs/Wk			
	Dates for the A6 section: 6/18-7/26						
<b>51491</b>	MATH 200	A7	MTWTh	10:30-12:40	2-2117A	Deamer	4.0
	TBA Hours:		By Arr	2.4 Hrs/Wk			
	Dates for the A7 section: 6/18-8/2						
<b>53393</b>	MATH 200	B6	MTWTh	11:10-1:40	7-7310	Broxholm	4.0
	TBA Hours:		By Arr	2.8 Hrs/Wk			
	Dates for the B6 section: 6/18-7/26						
<b>53217</b>	MATH 200	B7	MTWTh	1:10-3:20	2-2117A	Deamer	4.0
	TBA Hours:		By Arr	2.4 Hrs/Wk			
	Dates for the B7 section: 6/18-8/2						

**EVENING**

<b>50157</b>	MATH 200	J7	MW	5:30-10:10	7-7310	Maoujoudi	4.0
	TBA Hours:		By Arr	2.6 Hrs/Wk			
	Dates for the J7 section: 6/18-8/1						

**HYBRID**

<b>53951</b>	MATH 200	H7	By Arr	64 Hours	HYBRID	Kazaryan	4.0
	Dates for the H7 section: 6/18-8/2						

MATH 200 H7 will be held online and on campus. Requires internet access, [my.smccd.edu](http://my.smccd.edu) email and CourseCompass code. Exams will be taken on-campus or via approved proctored arrangements. Syllabus and testing information will be sent to registered students at their [my.smccd.edu](http://my.smccd.edu) email account. Instructor email: [kazaryan@smccd.edu](mailto:kazaryan@smccd.edu).

<b>50898</b>	MATH 200	HY	By Arr	64 Hours	HYBRID	Moss	4.0
	Dates for the HY section: 6/18-8/2						

MATH 200 HY will be held online and on campus. Requires Internet access and email. Exams will be taken on-campus. Orientation is required and done online on or before June 18. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. Instructor email contact: [moss@smccd.edu](mailto:moss@smccd.edu).

**MATH 222 PRECALCULUS**

*Prereq: Completion of MATH 130 with grade C or better, or equivalent.* Functional and graphing approach to concepts and skills necessary as background for success in calculus. Plus 16 hours by arrangement. **NOTE: TI-83 or TI-84 Graphing Calculator required.** Transfer: UC; CSU (B4).

**WEEKDAY**

<b>50158</b>	MATH 222	A7	MTWTh	8:10-11:00	7-7310	Araica	5.0
	TBA Hours:		By Arr	2.4 Hrs/Wk			
	Dates for the A7 section: 6/18-8/2						
<b>54442</b>	MATH 222	B7	MTWTh	11:10-2:00	7-7109	Fredricks	5.0
	TBA Hours:		By Arr	2.4 Hrs/Wk			
	Dates for the B7 section: 6/18-8/2						

**MATH 242 APPLIED CALCULUS II**

*Prereq:* Completion of MATH 130 and MATH 241 with a grade of C or better, or equivalent. Basic techniques of integral calculus. Definition, calculation and application of the integral; logarithmic and exponential functions. Plus 16 hours by arrangement. *NOTE: TI-83 or TI-84 Graphing Calculator required.* Transfer: UC; CSU (B4).

**EVENING**

52166	MATH 242	J7	MW	6:30-9:55	5-5132B	Miranda	3.0
TBA Hours:		By Arr		2.6 Hrs/Wk			
Dates for the J7 section: 6/18-8/1							

**MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I**

*Prereq:* Completion of MATH 222 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Limits and continuity, the derivatives and applications, the differential and anti-differentiation, the definite integral and conic sections. Plus 16 hours by arrangement. *NOTE: TI-83 or TI-84 Graphing Calculator required.* Transfer: UC; CSU (B4).

**WEEKDAY**

52040	MATH 251	A7	MTWTh	11:10-2:00	8-8302	Kotsishevskaya	5.0
TBA Hours:		By Arr		2.4 Hrs/Wk			
Dates for the A7 section: 6/18-8/2							
51250	MATH 251	B7	MTWTh	8:10-11:00	8-8302	Nguyen	5.0
TBA Hours:		By Arr		2.4 Hrs/Wk			
Dates for the B7 section: 6/18-8/2							

**MATH 270 LINEAR ALGEBRA**

*Prereq:* Completion of MATH 252 with a grade of C or better, or equivalent. Study of systems of linear equations, the algebra of matrices, determinants, vector spaces, linear transformations. Plus 16 hours by arrangement. Transfer: UC; CSU (B4).

**WEEKDAY**

53421	MATH 270	A6	MTWTh	8:10-10:15	8-8304	Leach	3.0
TBA Hours:		By Arr		2.8 Hrs/Wk			
Dates for the A6 section: 6/18-7/26							

**MATH 270 LINEAR ALGEBRA – HONORS**

*Prereq:* Completion of MATH 252 with a grade of C or better, or equivalent. Study of systems of linear equations, the algebra of matrices, determinants, vector spaces, linear transformations. Plus 16 hours by arrangement. *NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all eligible students. All students in this section will be required to do Honors-level work.* Transfer: UC; CSU (B4).

**WEEKDAY**

54362	MATH 270	AH	MTWTh	8:10-10:15	8-8304	Leach	3.0
TBA Hours:		By Arr		2.8 Hrs/Wk			
Dates for the AH section: 6/18-7/26							

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS**

*Prereq:* Completion of MATH 253 with a grade of C or better, or equivalent. Differential equations and applications of first and better order with emphasis on second order. Topics include power series solutions, Laplace transforms, operator techniques. Plus 16 hours by arrangement. Transfer: UC; CSU (B4).

**EVENING**

50159	MATH 275	J7	TTh	6:30-9:45	5-5132B	Reuterdahl	3.0
TBA Hours:		By Arr		2.4 Hrs/Wk			
Dates for MATH 275 6/19-8/2							

**MATH 811 FUNDAMENTALS OF MATHEMATICS**

Basic skills in mathematics, including whole numbers, decimals, fractions, and limited geometry and statistics. Using these ideas and skills to solve real life word problems is emphasized. Plus 16 hours by arrangement. (Units do not count toward the Associate Degree.)

**WEEKDAY**

51622	MATH 811	A7	MTWTh	11:10-2:00	7-7111	Nguyen	3.0
TBA Hours:		By Arr		2.4 Hrs/Wk			
Dates for MATH 811 A7: 6/18-8/2							

**MUSIC (MUS.)**

(Dance courses are offered through the Kinesiology/Athletics/Dance Division.)

**MUS. 100 FUNDAMENTALS OF MUSIC**

Establishes a basic musical vocabulary for students who wish to begin the study of music. Transfer: UC; CSU (C1).

**WEEKDAY**

52490	MUS. 100	A6	MTWTh	8:10-10:20	1-1115	Conrad	3.0
Dates for the A6 section: 6/18-7/26							

**ONLINE**

53194	MUS. 100	OL	By Arr	48 Hours	ONLINE	Millar	3.0
Dates for the OL section: 6/18-8/2							
MUS. 100 OL is taught in an online format. Students should review the information on the online bulletin board for this class before enrolling: <a href="http://www.smccd.edu/accounts/millar/music_100ol.htm">http://www.smccd.edu/accounts/millar/music_100ol.htm</a> .							

**MUS. 115 MUSIC, ART AND IDEAS**

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

**WEEKDAY**

53080	MUS. 115	AX	MTWTh	10:30-12:40	1-1111	Takayama	3.0
Dates for MUS. 115 AX: 6/18-7/26							

**MUS. 202 MUSIC APPRECIATION**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The learning of effective music listening skills to enhance musical enjoyment. Transfer: UC; CSU (C1).

**WEEKDAY**

50164	MUS. 202	A6	MTWTh	10:30-12:40	1-1107	Williams	3.0
Dates for the A6 section: 6/18-7/26							

**EVENING**

50165	MUS. 202	J7	TTh	6:30-9:45	1-1111	Williams	3.0
Dates for the J7 section: 6/19-8/2							

**ONLINE**

52939	MUS. 202	OL	By Arr	48 Hours	ONLINE	Millar	3.0
Dates for the OL section: 6/18-8/2							
MUS. 202 OL is taught in an online format. Students should review the information on the online bulletin board for this class before enrolling: <a href="http://www.smccd.edu/accounts/millar/new_page_2.htm">http://www.smccd.edu/accounts/millar/new_page_2.htm</a> .							

**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.

**MUSIC > NONNATIVE SPEAKERS****MUS. 250 WORLD MUSIC**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. Survey of selected listening and readings from the music of Asia, Southeast Asia, Pacific Islands, Americas, Africa, and the Middle East. Required concert attendance. Transfer: UC; CSU (C1).

**WEEKDAY**

51630	MUS. 250	A6	MTWTh	8:10-10:20	1-1111	Hansen	3.0
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Dates for MUS. 250 A6: 6/18-7/26

**MUS. 301 PIANO I**

Recommended: MUS. 100 or equivalent. Beginning piano with emphasis on music reading, keyboard harmony, improvisation and keyboard technique. Plus three hrs/wk by arrangement. Transfer: UC; CSU (C1).

**WEEKDAY**

53081	MUS. 301	A6	MTWTh	10:30-12:35	1-1109	Hansen	2.0
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TBA Hours: MTWTh 8.4 Hrs/Wk  
Dates for the A6 section: 6/18-7/26

**EVENING**

50167	MUS. 301	JX	TTh	6:30-9:50	1-1109	Hicks	2.0
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TBA Hours: TTh 7 Hrs/Wk  
Dates for the JX section: 6/19-8/2

**MUS. 302 PIANO II**

Prereq: MUS. 301 or equivalent. Continuation of Piano I with increased emphasis on sightreading, technique and piano literature. Plus three hrs/wk by arrangement. Transfer: UC; CSU.

**EVENING**

50170	MUS. 302	JX	TTh	6:30-9:50	1-1109	Hicks	2.0
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TBA Hours: TTh 7 Hrs/Wk  
Dates for MUS. 302 JX: 6/19-8/2

**MUS. 303 PIANO III**

Prereq: MUS. 302 or equivalent. Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. Plus three hrs/wk by arrangement. Transfer: UC; CSU.

**EVENING**

53405	MUS. 303	JX	TTh	6:30-9:50	1-1109	Hicks	2.0
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TBA Hours: TTh 7 Hrs/Wk 1-1109  
Dates for MUS. 303 JX: 6/19-8/2

**MUS. 304 PIANO IV**

Prereq: MUS. 303 or equivalent. Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. Plus three hrs/wk by arrangement. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

**EVENING**

53406	MUS. 304	JX	TTh	6:30-9:50	1-1109	Hicks	2.0
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TBA Hours: TTh 7 Hrs/Wk  
Dates for MUS. 304 JX: 6/19-8/2

**MUS. 377 GUITAR I**

Recommended: MUS. 100 or equivalent. Basic guitar instruction. Playing techniques, notation, chords, reading, strum techniques, fingerpicking. Emphasis on popular music literature. Individual and group instruction. Plus three hrs/wk by arrangement. Transfer: UC; CSU.

**EVENING**

50173	MUS. 377	J7	TTh	6:30-9:45	1-1115	Markovich	2.0
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TBA Hours: TTh 7 Hrs/Wk 1-1115  
Dates for MUS. 377 J7: 6/18-8/2

**NONNATIVE SPEAKERS**

(The following courses are designed for nonnative speakers of English.)

**ESOL 802 PRE-INTERMEDIATE CONVERSATIONAL ENGLISH**

Recommended: Eligibility for ESOL 820 or equivalent. Pre-intermediate English speakers eligible for ESOL 820 will increase fluency, flexibility and accuracy in conversational standard English and will develop an understanding of and appreciation for American culture. May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)

**WEEKDAY**

54507	ESOL 802	G4	MTWTh	10:30-12:35	7-7303	O'Connor	2.0
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Dates for ESOL 802 G4: 6/18-7/12

**ESOL 854 HIGH-INTERMEDIATE ESL LISTENING & SPEAKING**

Recommended: Satisfactory completion of ESOL 830, or both ESOL 831 and 832, or ESOL 853, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 864 and ESOL 874. Development of listening comprehension and oral proficiency at the high-intermediate level of English. Focus on note-taking, comprehension of unmodified standard English, and oral fluency development. (Units do not count toward the Associate Degree.)

**EVENING**

54646	ESOL 854	J7	MW	6:30-9:45	7-7307	Carey	3.0
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Dates for ESOL 854 J7: 6/18-8/1

**Attention Students:**

Registration for summer and fall terms begins on Monday, April 30, 2012. You will not be able to register for classes if you have any outstanding balances on your account.

**NEW CHANGE IN FEE PAYMENT PROCESS FOR SUMMER AND FALL 2012**

On **Wednesday, May 16, 2012**, students who have any outstanding fee balances will be dropped from summer classes at midnight for non-payment of fees. Students will be dropped on a "rolling" basis **every Wednesday at midnight** for non-payment of fees.

**Two weeks prior to the start of the Summer Session and Fall Semester**, students will be dropped at **midnight the day following their registration** for non-payment of fees.

If you need assistance in paying your fees, you are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services.



**ESOL 864 HIGH-INTERMEDIATE ESL READING & WRITING**

Recommended: Satisfactory completion of ESOL 830, or ESOL 831 and 832, or ESOL 863, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to enroll concurrently in ESOL 854 and ESOL 874. Development of reading and writing skills at the high-intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, paragraph and essay writing. (Units do not count toward the Associate Degree.)

**WEEKDAY**

54645	ESOL 864	A7	MTWTh	10:30-12:40	8-8317	Hertig	4.0
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Dates for ESOL 864 A7: 6/18-8/2

**ESOL 874 HIGH-INTERMEDIATE ESL GRAMMAR**

Recommended: Satisfactory completion of ESOL 830, or both ESOL 831 and 832, or ESOL 873, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the high-intermediate level. (Units do not count toward the Associate Degree.)

**WEEKDAY**

54644	ESOL 874	A6	MTWTh	8:10-10:15	8-8317	Hertig	3.0
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Dates for ESOL 874 A6: 6/18-7/26

**ESOL 875 ADVANCED ESL GRAMMAR AND EDITING**

Recommended: Eligibility for ESOL 400, or completion of ESOL 840, or both ESOL 841 and ESOL 842, or ESOL 874, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent. ESL students learn grammar and editing strategies for academic writing. This course assumes advanced study of ESL up to the reading and writing level of ESOL 400. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**EVENING**

52541	ESOL 875	J7	TTh	6:30-9:45	7-7307	Carey	3.0
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Dates for ESOL 875 J7: 6/19-8/2

**NUTRITION**

(Refer to course listings under FAMILY & CONSUMER SCIENCES.)

**OCEANOGRAPHY (OCEN)****OCEN 100 SURVEY OF OCEANOGRAPHY**

Recommended: Eligibility for ENGL 836. An introduction to the physical, chemical, biological, and geological aspects of the world's oceans. Transfer: UC; CSU (B1).

**WEEKDAY**

53422	OCEN 100	A6	MTWTh	10:30-12:35	7-7104	Zucker	3.0
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Dates for OCEN 100 A6: 6/18-7/26

**OFFICE ADMINISTRATION**

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

**PHILOSOPHY (PHIL)****PHIL 100 INTRODUCTION TO PHILOSOPHY**

Recommended: Eligibility for ENGL 100 or ENGL 105. A general introduction to the methods, problems and types of philosophy from various times and cultures. Transfer: UC; CSU (C2).

**WEEKDAY**

53624	PHIL 100	A6	MTWTh	12:45-2:55	8-8213	Colombetti	3.0
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Dates for the A6 section: 6/18-7/26

**EVENING**

51230	PHIL 100	J7	MW	6:00-9:45	1-1105	Zoughbie	3.0
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Dates for the J7 section: 6/18-8/1

**PHIL 103 CRITICAL THINKING**

Recommended: Eligibility for ENGL 836. An informal logic and language course that develops general learning skills, aids to understanding, and creative problem solving. Plus one lab hr/wk by arrangement. Transfer: UC; CSU (A3).

**EVENING**

51629	PHIL 103	J7	TTh	6:00-9:30	1-1105	Zoughbie	3.0
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Dates for the J7 section: 6/19-8/2

**HYBRID**

54520	PHIL 103	H6	By Arr	48 Hours	HYBRID	Colombetti	3.0
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Dates for the H6 section: 6/18-7/26

PHIL 103 H6 will be held online and on campus. Orientation meeting on Monday, June 18, from 4:00 to 5:00 pm, in Building 8, Room 8213. Instructor email: [colombetti@smccd.edu](mailto:colombetti@smccd.edu).

**PHIL 240 INTRODUCTION TO ETHICS**

Recommended: Eligibility for ENGL 100 or ENGL 105. Major philosophic views of ethical behavior; discussion of what we can do, should do, and when we may judge one another. Transfer: UC; CSU (C2).

**WEEKDAY**

52941	PHIL 240	A6	MTWTh	8:10-10:20	2-2305	Colombetti	3.0
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Dates for PHIL 240 A6: 6/18-7/26

**PHYSICAL EDUCATION**

(Refer to course listings under KINESIOLOGY.)

**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.

## Associated Students of Skyline College



# Get Ready... Get Set... Lead!

Develop your leadership skills by joining the Associated Students of Skyline College (ASSC)

The ASSC is Skyline College's student government organization, representing all Skyline College students. ASSC members plan, coordinate and sponsor campus activities, help to establish student clubs and organizations, and participate in college committees.

**Benefits:**

- Scholarship opportunities
- Conference travel
- Be part of college decisions
- Strengthen your resume and ability to transfer

**Learn:**

Leadership	Team Building	Communication
Mediation	Facilitation	Mentoring
Budget Planning	Marketing	Lobbying
Event Planning	Time Management	

Contact: Amory Cariadus, (650) 738-4327  
or [cariadusa@smccd.edu](mailto:cariadusa@smccd.edu)

## POLITICAL SCIENCE (PLSC)

**PLSC 200 NATIONAL, STATE & LOCAL GOVERNMENT**

Recommended: Eligibility for ENGL 100. A study of national, state and local governmental institutions. Examination of power relationship between the branches of government and constitutional relationship between the national, state and local governments. *NOTE: Students who have received credit for either PLSC 210 or PLSC 301 may not receive credit for PLSC 200.* Transfer: UC; CSU (D2b).

**WEEKDAY**

<b>53410</b>	PLSC 200	A6	MTWTh	8:10-10:20	8-8117	Masare	3.0
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Dates for the A6 section: 6/18-7/26

**EVENING**

<b>52299</b>	PLSC 200	J7	MW	6:00-9:45	1-1304	Nelson	3.0
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Dates for the J7 section: 6/18-8/1

**PLSC 210 AMERICAN POLITICS**

Recommended: Eligibility for ENGL 836. Foundation of U.S. political institutions and the dynamics of governmental policy-making. Partially satisfies the American History and Institutions requirement. *NOTE: Students who have received credit for PLSC 200 may not receive credit for PLSC 210.* Transfer: UC; CSU (D1).

**WEEKDAY**

<b>52428</b>	PLSC 210	A6	MTWTh	10:30-12:40	8-8117	Masare	3.0
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Dates for PLSC 210 A6: 6/18-7/26

**PLSC 301 CALIFORNIA STATE AND LOCAL GOVERNMENT**

Recommended: Eligibility for ENGL 836. Examination of state and local governments. Population growth, cultural diversity, and social programs. California legislature, the plural executive and the judiciary. Local and regional governments. Partially satisfies the American History and Institutions requirement. *NOTE: Students who have received credit for PLSC 200 may not receive credit for PLSC 301.* Transfer: CSU (D2a).

**WEEKDAY**

<b>53651</b>	PLSC 301	A6	MTWTh	12:45-2:55	7-7110	Diamond	3.0
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Dates for PLSC 301 A6: 6/18-7/26

## PSYCHOLOGY (PSYC)

**PSYC 100 GENERAL PSYCHOLOGY**

Recommended: Eligibility for ENGL 836 or equivalent. Introduction to the scientific study of animal and human behavior including habits, perception, motives, emotions, cognition and personality. Transfer: UC; CSU (D3).

**WEEKDAY**

<b>50193</b>	PSYC 100	A6	MTWTh	8:10-10:20	8-8213	Jackson	3.0
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Dates for the A6 section: 6/18-7/26

<b>54226</b>	PSYC 100	B6	MTWTh	10:30-12:40	8-8213	Jackson	3.0
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Dates for the B6 section: 6/18-7/26

**EVENING**

<b>50195</b>	PSYC 100	J7	TTh	6:00-9:30	1-1107	McCoy	3.0
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Dates for the J8 section: 6/19-8/2

**ONLINE**

<b>53670</b>	PSYC 100	OL	By Arr	48 Hours	ONLINE	McClain-Rocha	3.0
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Dates for the OL section: 6/18-7/26

PSYC 100 OL is taught in an online format. Requires internet access and email. Instructor email: [mcclainrochak@smccd.edu](mailto:mcclainrochak@smccd.edu).

**PSYC 110 COURTSHIP, MARRIAGE & FAMILY**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as SOCI 110. Transfer: UC; CSU (D3).

**ONLINE**

**54151** PSYC 110 OL By Arr 48 Hours ONLINE Lynn 3.0  
Dates for PSYC 110 OL: 6/18-7/26

PSYC 110 OL is taught in an online format. Requires Internet access and email. Instructor email: [lynnd@smccd.edu](mailto:lynnd@smccd.edu).

**PSYC 171 QUANTITATIVE REASONING IN PSYCHOLOGY**

*Prereq: MATH 120 or equivalent.* Recommended: Eligibility for ENGL 836. Introduction to understanding quantitative arguments and information presented in news accounts, advertising, political campaigns, and popular treatment of psychological research. Transfer: CSU (B4).

**WEEKDAY**

**54521** PSYC 171 A6 MTWTh 12:45-2:55 4-170 McCoy 3.0  
Dates for PSYC 171 A6: 6/18-7/26

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY**

Recommended: Eligibility for ENGL 100. Survey course examining physical, cognitive and psychological changes that occur across the life span. Models, influences and research relevant to human development will be presented. Transfer: UC; CSU (D3, E1).

**WEEKDAY**

**52824** PSYC 200 A6 MTWTh 10:30-12:40 1-1105 Eljarrari 3.0  
Dates for the A6 section: 6/18-7/26

**EVENING**

**53237** PSYC 200 J7 MW 6:00-9:30 1-1107 McCoy 3.0  
Dates for the J7 section: 6/18-8/1

**ONLINE**

**54144** PSYC 200 OL By Arr 48 Hours ONLINE Lynn 3.0  
Dates for the OL section: 6/18-7/26

PSYC 200 OL is taught in an online format. Requires Internet access and email. Instructor email: [lynnd@smccd.edu](mailto:lynnd@smccd.edu).

**PSYC 201 CHILD DEVELOPMENT**

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

**WEEKDAY**

**50199** PSYC 201 AX MTWTh 10:30-12:40 8-8211 Francisco 3.0  
Dates for the AX section: 6/18-7/26

**EVENING**

**53411** PSYC 201 KX MW 6:30-9:55 2-2305 Magidoff 3.0  
Dates for the KX section: 6/18-8/1

**ONLINE**

**54662** PSYC 201 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0  
Dates for the OL section: 6/18-7/26

PSYC 201 OL is taught in an online format. Requires Internet access and email. Instructor email: [mccclairnochak@smccd.edu](mailto:mccclairnochak@smccd.edu).

**PSYC 410 ABNORMAL PSYCHOLOGY**

Recommended: Eligibility for ENGL 836. Symptoms, causes and treatments of psychological disorders are examined. Topics include personality disorders, depression, bipolar disorder, anxiety, schizophrenia, and other related disorders. Transfer: UC; CSU (D3).

**WEEKDAY**

**54440** PSYC 410 A6 MTWTh 8:10-10:20 1-1105 Eljarrari 3.0  
Dates for the A6 section: 6/18-7/26

**ONLINE**

**54529** PSYC 410 OL By Arr 48 Hours ONLINE Merrill-Sinarle 3.0  
Dates for the OL section: 6/18-7/26

PSYC 410 OL is taught in an online format. Requires Internet access and email. Instructor email: [merrill@smccd.edu](mailto:merrill@smccd.edu).

**REAL ESTATE (R.E.)****R.E. 100 REAL ESTATE PRINCIPLES**

Recommended: Eligibility for ENGL 836 and MATH 110. Study of real and personal property, joint tenancies, partnerships, sales contracts, homesteads, deeds and taxes; financing real estate practices; industry regulation. Transfer: CSU.

**ONLINE**

**53208** R.E. 100 OL By Arr 48 Hours ONLINE Nuttall 3.0  
Dates for R.E. 100 OL: 6/18-8/9

R.E. 100 OL is offered in an online format. Requires Internet access and email. Email instructor at [nuttalla@aol.com](mailto:nuttalla@aol.com) before first scheduled class.

**R.E. 110 REAL ESTATE PRACTICE**

Practical application of real estate skills in the field and office environments. Course is designed to meet the needs of buyers, seller, lessors and lessees to ensure success as a realtor. Transfer: CSU.

**ONLINE**

**53349** R.E. 110 OL By Arr 48 Hours ONLINE Nuttall 3.0  
Dates for R.E. 110 OL: 6/18-8/9

R.E. 110 OL is offered in an online format. Requires Internet access and email. Email instructor at [nuttalla@aol.com](mailto:nuttalla@aol.com) before first scheduled class.

**R.E. 665SA PREPARATION COURSE FOR THE CALIFORNIA REAL ESTATE EXAM**

This course is for students who have passed the Real Estate Principles course. It is designed to maximize learning and preparation for the California Real Estate Exam. Topics include real and personal property, tax implications, appraisal, financing, transfer of property, contracts, and broker responsibility. Transfer: CSU.

**EVENING**

**53678** R.E. 665SA G4 MW 6:30-8:00 8-8226 Nuttall 1.5  
Dates for R.E. 665 SA G4: 7/16-8/8

# Allied Health



## Allied Health Careers are in Demand!

**Earn a Healthcare Certificate and start working in as little as 2 semesters!**

The Skyline College **Career Advancement Academy**, in collaboration with the San Mateo County Workforce Investment Board, is offering a Career Certificate in the Allied Health areas of Medical Office Assistant, Sterile Processing and Emergency Medical Technician (EMT). By completing the first semester's Bridge program (Math, English, Counseling, and Introduction to Health Careers) you will be prepared for the healthcare program of your choice.

Contact Lorraine DeMello, demello1@smccd.edu or call (650) 378-7301 x19526 for more information.

**Opportunities** for Allied Health Care providers continue to expand as people live longer lives. Shortages exist throughout the healthcare industry and wages are excellent.

Skyline College graduates are sought after by employers for their skills. Expert faculty are experienced and provide **exceptional education** integrating real-life examples and best practices used in local hospitals. Programs work with leaders in the healthcare industry to teach real-world skills that students need to gain employment in local healthcare organizations.

### Come experience our programs:

Respiratory Therapy • Emergency Medical Technology  
Surgical Technology • CPR and First Aid • Biotechnology  
Central Service Technology/Sterile Processing

Are you interested in a career  
in which you help and nurture people?  
As a healthcare professional, you will enjoy  
great challenges – and great fulfillment.

*What are you waiting for?*

**Contact: Science, Math & Technology  
Division, (650) 738-4221**

### R.E. 680SA REAL ESTATE FINANCE

Explore all aspects of real estate financing, which include the mortgage industry, finance instruments, loan applications, the financing process, qualifying the buyer and property, conventional and government loan programs, and Fair Lending and Consumer Protection and Risk Analysis. Real Estate License core course. Transfer: CSU.

#### ONLINE

54579 R.E. 680SA OL By Arr 48 Hours ONLINE Nuttall 3.0  
Dates for R.E. 680SA OL: 6/18-8/9

R.E. 680SA OL is offered in an online format. Requires Internet access and email. Email instructor at [nuttalla@aol.com](mailto:nuttalla@aol.com) before first scheduled class.

## RESPIRATORY THERAPY (RPTH)

### RPTH 448 CLINICAL CLERKSHIP II

*Prereq: Admission to the Respiratory Therapy Program.*

Practical clinical experience in the respiratory therapy department of local hospital. Emphasis on mastery of technical level skills; patient care. Transfer: CSU.

#### WEEKDAY

50204 RPTH 448 GZ By Arr 120 Hours TBA Daniel 2.0  
Dates for RPTH 448 GZ: 5/29-7/6

## SOCIOLOGY (SOCI)

### SOCI 100 INTRODUCTION TO SOCIOLOGY

Recommended: Eligibility for ENGL 100 or 105, or equivalent. Introduction to the scientific study of the behavior of people in groups and the study of individual behavior as it reflects group membership. Transfer: UC; CSU (D3).

#### WEEKDAY

50206 SOCI 100 A6 MTWTh 8:10-10:20 5132A Moynihan 3.0  
Dates for the A6 section: 6/18-7/26

#### EVENING

50207 SOCI 100 J7 MW 6:00-9:45 7-7110 Murajda 3.0  
Dates for the J7 section: 6/18-8/1

### SOCI 110 COURTSHIP, MARRIAGE AND FAMILY

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as PSYC 110. Transfer: UC; CSU (D3).

#### ONLINE

54188 SOCI 110 OL By Arr 48 Hours ONLINE Lynn 3.0  
Dates for SOCI 110 OL: 6/18-7/26

SOCI 110 OL is taught in an online format. Requires Internet access and email. Instructor email: [lynd@smccd.edu](mailto:lynd@smccd.edu).



## SPANISH (SPAN)

### SPAN 110 ELEMENTARY SPANISH

Recommended: Eligibility for ENGL 836 or ESOL 400. Spanish structures and active vocabulary practiced in oral and written pattern drills. Conversation based on short dialogues. Transfer: UC; CSU (C2).

#### WEEKDAY

50208	SPAN 110	A7	MTWTh	10:30-1:20	5-5132A	Zuniga	5.0
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Dates for SPAN 110 A7: 6/18-8/2

## SPEECH

(Refer to course listings under COMMUNICATION STUDIES.)

## SURGICAL TECHNOLOGY (SURG)

### SURG 440 BASIC SCIENCES FOR SURGICAL TECHNOLOGY

*Prereq:* Admission to the Surgical Technology program. This course reviews 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.

#### WEEKDAY

53952	SURG 440	A8	MTWTh	8:10-11:15	7-7205	Erskine	6.0
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TBA Hours: By Arr 6 Hrs/Wk  
Dates for SURG 440 A8: 6/18-8/9

### SURG 446 CLINICAL PRACTICE FOR CENTRAL SERVICE TECHNOLOGY

*Prereq:* Completion of SURG 445 with a grade of C or better, or equivalent. The second of two courses in Central Service Technology. Supervised experience in sterile processing, supply distribution and inventory control.

#### WEEKDAY

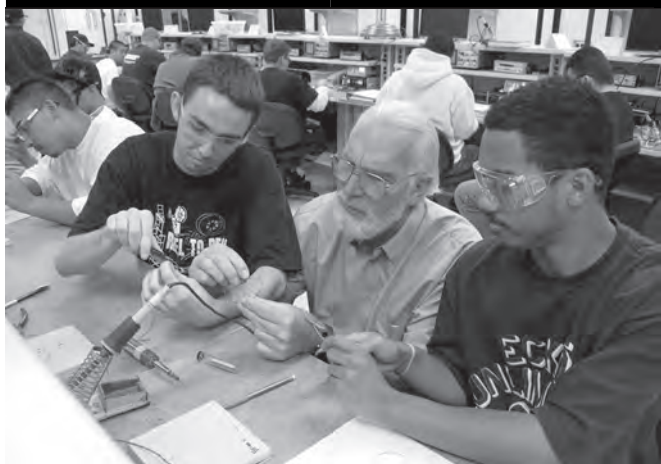
53679	SURG 446	GZ	By Arr	192 Hours	TBA	Wasilewski	3.0
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Dates for SURG 446 GZ: 5/29-8/15

## TAGALOG

(Refer to course listings under FILIPINO.)

## Telecommunications & Network Information Technology



## Connect to careers in the new Telecommunications/ Electronics Education and Training Center

Learn in our new state-of-the-art Telecommunications/ Electronic laboratories with industry-standard equipment and design. Gain skills and training in the fast-paced world of computers, networks and cell phones.

Earn \$40,000-\$45,000 per year or more:

- Wireless Field/Switch Technician
- Wiring and Installation Technician
- Fiber Optic Installation Technician
- Maintenance Technician
- PC Support Technician
- Network Technician/Engineer
- Network Security Support Technician

The program is industry-backed, hands-on, and designed for students to keep current with changing technology. The program is developed in direct response to the needs of the industry and focuses on the skills employers want.

#### Degrees and certificates offered:

- Telecommunications and Wireless Technology A.S. Degree
- Telecommunications and Wireless Technology Certificate
- Network Engineering A.S. Degree
- Network Engineering Certificate
- Skill Endorsements
- CompTIA A+ and Checkpoint Certifications

#### On the job:

Paid internships are available for advanced students.

**Contact: Norm del Prado, (650) 738-4495  
or delpradon@smccd.edu**

## TELECOMMUNICATIONS & NETWORK INFORMATION TECHNOLOGY (TCOM)

### TCOM 100 TELECOMMUNICATIONS, NETWORKING AND WIRELESS TECHNOLOGIES

This introductory course is 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 to the workings and opportunities of this dynamic and exciting fields. Transfer: CSU.

#### EVENING

50217	TCOM 100	J7	TTh	6:30-9:55	2-2122	Petromilli	3.0
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Dates for TCOM 100 J7: 6/19-8/2

### TCOM 465 WIRELESS LOCAL AREA NETWORKS

*Prereq: Satisfactory completion (grade of C or better) of TCOM 480, or equivalent training or experience.* A hands-on technical introduction to wireless 802 networks for LAN, PAN and WAN applications. Focus is on 802.11 (WLAN) and includes installation and configuration, introduction to WLAN standards, MAC and PHY layer operation and radio frequency, and WLAN security standards for SOHO and enterprise environments. The usage and operation of 802.11 is compared with wireless technologies for WPAN (Bluetooth) and WMAN (Wi-Max). Plus one hr/wk by arrangement. Transfer: CSU.

#### EVENING

53963	TCOM 465	J7	MW	6:30-9:45	2-2108	Cortes	3.0
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TBA Hours: By Arr 2.6 Hrs/Wk  
Dates for TCOM 465 J7: 6/18-8/1

## WELLNESS (WELL)

(Refer to course listings under COSMETOLOGY & WELLNESS.)

**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 11 for more information.

# Distance Learning

If you have email and Internet access, you have everything you need to take advantage of the opportunity to learn online! Enrolling in online courses allows you to enjoy the benefits of a traditional classroom education in a non-traditional way. Online courses provide you with the freedom to plan your coursework around your personal schedule while maintaining interaction with faculty and fellow students. Enter the "virtual classroom" at any time of the day or night to participate in meaningful class discussions, access course information and lectures, work on challenging assignments, and take part in exciting group activities.

Skyline offers two different types of distance learning. Online courses are those in which no on-campus meetings are required. Hybrid courses are those which require one or more on-campus meetings.

## We Respect Your Privacy

Skyline College helps protect its students' privacy and authenticates its students' identity by requiring secure login and password whenever a student registers for classes, review his/her enrollment information, or logs in to any other secure SMCCCD site. The District will not share student login and password information with anyone, and students are advised not to share their login and password information. A statement to this effect is posted prominently for students each time they login to WebSMART, the San Mateo County Community College District's electronic registration system.

## Online Courses

Online courses are those in which the instructor and student are separated by distance for the entire course and can interact exclusively (100%) through the assistance of communication technology. The course is conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done online, via proctoring arrangements, or other means. Instructors require no mandatory on-campus meetings. If an instructor wishes to incorporate on-campus meetings into the course, the instructor/student will provide for alternative distance education means of student participation.

### ACTG 121 FINANCIAL ACCOUNTING

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

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**54648** ACTG 121 OL By Arr 64 Hours ONLINE Ortiz 4.0  
Dates for the OL section: 6/18-8/9

ACTG 121 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [ortiz@smccd.edu](mailto:ortiz@smccd.edu).

### ACTG 131 MANAGERIAL ACCOUNTING

*Prereq:* ACTG 121 with a grade of C or better or equivalent. Recommended: Either BUS. 120 or MATH 241 or equivalent; and CAOT 225 or equivalent. Examination of accounting techniques for managers. Includes forecasting, budgeting, cost accounting, break-even analysis, responsibility accounting, and other practices which facilitate decision making in an ethical business environment. Plus 16 lab hours by arrangement. Transfer: UC; CSU.

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**54685** ACTG 131 OL By Arr 64 Hours ONLINE Whitten 4.0  
Dates for the OL section: 6/18-8/9

ACTG 131 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [whitten@smccd.edu](mailto:whitten@smccd.edu).

### ACTG 194 INTRODUCTION TO QUICKBOOKS PRO 2011

Recommended: Eligibility for ENGL 836 and READ 836. Introduction to the financial accounting features of QuickBooks Pro. Transfer: CSU.

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**53333** ACTG 194 OL By Arr 16 Hours ONLINE Richardson 1.0  
Dates for ACTG 194 OL: 6/18-7/5

ACTG 194 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [richardsonl@smccd.edu](mailto:richardsonl@smccd.edu).

### ACTG 196 INTERMEDIATE QUICKBOOKS PRO 2011

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

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**53628** ACTG 196 OL By Arr 16 Hours ONLINE Richardson 1.0  
Dates for ACTG 196 OL: 7/9-7/26

ACTG 196 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [richardsonl@smccd.edu](mailto:richardsonl@smccd.edu).

### ART 101 HISTORY OF WESTERN ART I

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

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**53676** ART 101 OL By Arr 48 Hours ONLINE Fischer 3.0  
Dates for ART 101 OL: 6/18-7/26

ART 101 OL is offered in an online format. Requires Internet access and email. Instructor email: [fischer@smccd.edu](mailto:fischer@smccd.edu).

### ART 130 ART APPRECIATION

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

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**54651** ART 130 OL By Arr 48 Hours ONLINE Fischer 3.0  
Dates for ART 130 OL: 6/18-7/26

ART 130 OL is offered in an online format. Requires Internet access and email. Instructor email: [fischer@smccd.edu](mailto:fischer@smccd.edu).

**BIOL 140 ANIMALS, PEOPLE & ENVIRONMENT**

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

**54397** BIOL 140 OL By Arr 48 Hours ONLINE Bookstaff 3.0  
Dates for the OL section: 6/18-8/2

Biology 140 OL is taught entirely online. Requires Internet access and email. Online orientation is required and must be completed by June 21. Check instructor website at <http://www.smccd.net/accounts/bookstaffs> for orientation and course information. Instructor email contact: [bookstaffs@smccd.edu](mailto:bookstaffs@smccd.edu).

**BUS. 100 INTRODUCTION TO BUSINESS**

Recommended: Eligibility for ENGL 836. Survey of business functions and terminology; introduces career opportunities. Transfer: UC; CSU (D3).

**50045** BUS. 100 OL By Arr 48 Hours ONLINE Pate 3.0  
Dates for the OL section: 7/9-8/2

BUS. 100 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

**BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS**

Recommended: CAOT 104 or equivalent; and eligibility for ENGL 836 or equivalent. An introduction to computer systems and their role in building modern business information systems. Topics include computer terminology, architecture, operating systems, applications, hardware, data communications, HTML, computer ethics, intellectual property, copyright infringement, and office software applications. Transfer: UC; CSU.

**50081** BUS. 103 OL By Arr 48 Hours ONLINE Motipara 3.0  
Dates for BUS. 103 OL: 6/18-7/26

BUS. 103 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [motipara@smccd.edu](mailto:motipara@smccd.edu).

**BUS. 245 INTRODUCTION TO CUSTOMS BROKERAGE**

Recommended: ENGL 836 or equivalent. Introduction to basic regulations, procedures and documentation required in customs brokerage. Students will gain insight into U.S. Customs Brokerage and help prepare for the Customs Broker examination. Transfer: CSU.

**53220** BUS. 245 OL By Arr 24 Hours ONLINE Kilmartin 1.5  
Dates for BUS. 245 OL: 6/18-8/2

BUS. 245 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [kilmartin@smccd.edu](mailto:kilmartin@smccd.edu).

**BUS. 485 MEDICAL TERMINOLOGY**

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

**54225** BUS. 485 OL By Arr 48 Hours ONLINE Holland 3.0  
Dates for the OL section: 6/18-8/9

BUS. 485 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [hollandc@smccd.edu](mailto:hollandc@smccd.edu).

**CAOT 100 BEGINNING COMPUTER KEYBOARDING**

Short course for students who want to learn how to type and develop skill using the computer keyboard. Typing drills only. Plus 8 lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**50179** CAOT 100 OL By Arr 24 Hours ONLINE Gianoli 1.5  
Dates for the OL section: 6/18-7/26

CAOT 100 OL is offered in an online format. Students must have Internet access and an email address. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

**CAOT 101 COMPUTER KEYBOARDING SKILL BUILDING**

Recommended: CAOT 100 or equivalent. Students improve keyboarding speed and accuracy on computers. Typing drills only. Plus 8 lab hours by arrangement. May be repeated for credit up to a maximum of 6 units. Transfer: CSU.

**50181** CAOT 101 OL By Arr 24 Hours ONLINE Gianoli 1.5  
Dates for the OL section: 6/18-7/26

CAOT 101 OL is offered in an online format. Students must have Internet access and an email address. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

**CAOT 200 INTRODUCTION TO MS OFFICE SUITE**

Recommended: CAOT 104 or equivalent. Students learn the essentials of Microsoft Office Suite applications: Word, Excel, PowerPoint and Access. This course provides a basic introduction to MS Office Suite and prepares the student for in-depth learning for the more advanced elements of Word, Excel, PowerPoint and Access. Plus 16 lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**51653** CAOT 200 OL By Arr 32 Hours ONLINE Gianoli 2.0  
Dates for CAOT 200 OL: 6/18-7/26

CAOT 200 OL is offered in an online format. Requires Internet access and email. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

**CAOT 214 WORD PROCESSING I: WORD**

Recommendation: Knowledge of the computer keyboard or completion of a typing class. Hands-on approach using a PC to learn concepts and practical applications of Microsoft Word to create, edit, format, manage and enhance documents. Plus 12 lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**52708** CAOT 214 OL By Arr 16 Hours ONLINE Roumbanis 1.0  
Dates for CAOT 214 OL: 6/18-7/12

CAOT 214 OL is offered in an online format. Requires Internet access and email. Email instructor at [cervantes@smccd.edu](mailto:cervantes@smccd.edu) before first scheduled class.

**CAOT 222 BUSINESS PRESENTATIONS I: POWERPOINT**

Recommended: CAOT 104 or equivalent. Learn Microsoft PowerPoint software to create effective business slide presentations. Course incorporates animation, sound and video clips, clip art and smart art. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**53852** CAOT 222 OL By Arr 16 Hours ONLINE Motipara 1.0  
Dates for CAOT 222 OL: 6/18-7/12

CAOT 222 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

**CAOT 225 SPREADSHEETS I: EXCEL**

Recommended: CAOT 104 or equivalent. Discover the power and speed that the MS Office Excel spreadsheet software program brings to creating worksheets, building formulas and built-in functions, and presenting data in graphic form with charts. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**52710** CAOT 225 OL By Arr 16 Hours ONLINE Roumbanis 1.0  
Dates for the OL section: 6/18-7/12

CAOT 225 OL is offered in an online format. Requires Internet access and email. Email instructor at [roumbanis@smccd.edu](mailto:roumbanis@smccd.edu) before first scheduled class.

**CAOT 230 DATABASE APPLICATIONS I: ACCESS**

Recommended: CAOT 104 or equivalent and eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. A hands-on introduction to Access, a Windows database software package for business data handling tasks. Includes database design, business data input, storage, retrieval, editing and reporting. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**52713** CAOT 230 OL By Arr 16 Hours ONLINE Fraser 1.0  
Dates for CAOT 230 OL: 6/18-7/12

CAOT 230 OL is offered in an online format. Requires Internet access and email. Email instructor at [fraserl@smccd.edu](mailto:fraserl@smccd.edu) before first scheduled class.

**CAOT 301 MAXIMIZING YOUR EMPLOYMENT POTENTIAL****PC/MAC FRIENDLY**

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

**54664** CAOT 301 OL By Arr 16 Hours ONLINE Cervantes 1.0  
Dates for CAOT 301 OL: 6/18-7/12

CAOT 301 OL is offered in an online format. Requires Internet access and email. Email instructor at [cervantes@smccd.edu](mailto:cervantes@smccd.edu) before first scheduled class.

**CAOT 403 HTML & WEB AUTHORING APPLICATIONS I**

Recommended: Completion of, or concurrent enrollment in, either CAOT 104 or CAOT 214, or equivalent. Students will learn how to create, edit, upload and link web pages for use on the Internet using HTML and DreamWeaver. Plus lab hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

**52294** CAOT 403 OL By Arr 24 Hours ONLINE Motipara 1.5  
Dates for CAOT 403 OL: 6/18-7/26

CAOT 403 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

**CAOT 410 PHOTOSHOP ESSENTIALS****PC/MAC FRIENDLY**

Recommended: CAOT 104 or equivalent. Use Photoshop to digitally convert, edit and design your own scanned photographs and graphics. See how easy it is to organize, clean up old photos and create exciting new images for the web, print and other current digital media formats. Plus lab hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

**54164** CAOT 410 OL By Arr 24 Hours ONLINE Cervantes 1.5  
Dates for CAOT 410 OL: 6/18-7/26

**GO ONLINE***24 hours a day, 7 days a week*

If you have email and Internet access, you have everything you need to take advantage of the opportunity to learn online! Enrolling in online courses allows you to enjoy the benefits of a traditional classroom education in a non-traditional way. Online courses provide you with the freedom to plan your coursework around your personal schedule while maintaining interaction with faculty and fellow students. Enter the "virtual classroom" at any time of the day or night to participate in meaningful class discussions, access course information and lectures, work on challenging assignments, and take part in exciting group activities.

Students who have tried online classes tell us they prefer the independence of completing quality college courses via the Internet. Consider joining us on the Web!



*Select courses are offered online or hybrid\* in the following departments this summer*

Accounting ~ Art ~ Biology ~ Business  
Computer Applications & Office Technology  
Early Childhood Education ~ Economics  
English ~ Fitness ~ Health Science ~ History  
Mathematics ~ Music ~ Philosophy  
Physical Education ~ Psychology ~ Real Estate  
Sociology ~ Wellness

*\*will include one or more on-campus meetings*

**ECE. 201 CHILD DEVELOPMENT**

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

**54672** ECE. 201 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0  
Dates for the OL section: 6/18-7/26

ECE. 201 OL is taught in an online format. Requires Internet access and email. Instructor email: [mcclainrochak@smccd.edu](mailto:mcclainrochak@smccd.edu).

**ENGL 100 COMPOSITION**

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

**53661** ENGL 100 OL By Arr 48 Hours ONLINE Powers 3.0  
Dates for the OL section: 6/18-7/26

ENGL 100 OL is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu).

**54050** ENGL 100 OM By Arr 48 Hours ONLINE Tindall 3.0  
Dates for the OM section: 6/18-7/26

ENGL 100 OM is offered in an online format. Requires Internet access and email. Instructor email: [tindallr@smccd.edu](mailto:tindallr@smccd.edu).

**ENGL 110 COMPOSITION, LITERATURE & CRITICAL THINKING**

*Prereq:* ENGL 100 or 105 with grade C or better. Introduction to the major imaginative genres of poetry, drama, and fiction. Students will write expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. Transfer: UC; CSU (A2, A3, C2).

**53899** ENGL 110 OL By Arr 48 Hours ONLINE Powers 3.0  
Dates for the OL section: 6/18-7/26

ENGL 110 OL is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu).

**54053** ENGL 110 OM By Arr 48 Hours ONLINE Powers 3.0  
Dates for the OM section: 6/18-7/26

ENGL 110 OM is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu).

**ENGL 165 CRITICAL THINKING & ADVANCED COMPOSITION**

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

**54279** ENGL 165 OL By Arr 48 Hours ONLINE Tindall 3.0  
Dates for ENGL 165 OL: 6/18-7/26

ENGL 165 OL is offered in an online format. Requires Internet access and email. Instructor email: [tindallr@smccd.edu](mailto:tindallr@smccd.edu).

**FITN 199 INTERACTIVE CARDIOVASCULAR FITNESS**

An online fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will learn to improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband. May be repeated for credit a maximum of three times. Transfer: UC; CSU.

**54657** FITN 199 OL By Arr 64 Hours ONLINE Corsiglia 2.0  
Dates for FITN 199 OL: 6/18-8/9

FITN 199 OL is taught in an online format. For more information on the class and orientation, please contact Kevin Corsiglia at (650) 738-4214, or email [corsigliak@smccd.edu](mailto:corsigliak@smccd.edu).

**HSCI 484 MEDICAL TERMINOLOGY**

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

**54317** HSCI 484 OL By Arr 48 Hours ONLINE Holland 3.0  
Dates for the OL section: 6/18-8/9

HSCI 484 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [hollandc@smccd.edu](mailto:hollandc@smccd.edu).

**MUS. 100 FUNDAMENTALS OF MUSIC**

Establishes a basic musical vocabulary for students who wish to begin the study of music. Transfer: UC; CSU (C1).

**53194** MUS. 100 OL By Arr 48 Hours ONLINE Millar 3.0  
Dates for the OL section: 6/18-8/2

MUS. 100 OL is taught in an online format. Students should review the information on the online bulletin board for this class before enrolling: [http://www.smccd.edu/accounts/millar/music\\_100ol.htm](http://www.smccd.edu/accounts/millar/music_100ol.htm).

**MUS. 202 MUSIC APPRECIATION**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The learning of effective music listening skills to enhance musical enjoyment. Transfer: UC; CSU (C1).

**52939** MUS. 202 OL By Arr 48 Hours ONLINE Millar 3.0  
Dates for the OL section: 6/18-8/2

MUS. 202 OL is taught in an online format. Students should review the information on the online bulletin board for this class before enrolling: [http://www.smccd.edu/accounts/millar/new\\_page\\_2.htm](http://www.smccd.edu/accounts/millar/new_page_2.htm).

**P.E. 152 THEORY OF SPORT & FITNESS MANAGEMENT**

Recommended: Eligibility for ENGL 836 or equivalent. An overview of sport management at the professional, collegiate and recreational levels. Career opportunities in the field of sport management are discussed. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree.* Transfer: CSU.

**54433** P.E. 152 OL By Arr 48 Hours ONLINE Piergrossi 3.0  
Dates for P.E. 152 OL: 6/18-7/26

P.E. 152 OL is taught in an online format. For more information on the class and orientation, please contact Justin Piergrossi at (650) 738-4367, or email [piergrossij@smccd.edu](mailto:piergrossij@smccd.edu).

**PSYC 100 GENERAL PSYCHOLOGY**

Recommended: Eligibility for ENGL 836 or equivalent. Introduction to the scientific study of animal and human behavior including habits, perception, motives, emotions, cognition and personality. Transfer: UC; CSU (D3).

**53670** PSYC 100 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0  
Dates for the OL section: 6/18-7/26

PSYC 100 OL is taught in an online format. Requires internet access and email. Instructor email: [mccclairnochak@smccd.edu](mailto:mccclairnochak@smccd.edu).

**PSYC 110 COURTSHIP, MARRIAGE & FAMILY**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as SOCI 110. Transfer: UC; CSU (D3).

**54151** PSYC 110 OL By Arr 48 Hours ONLINE Lynn 3.0  
Dates for PSYC 110 OL: 6/18-7/26

PSYC 110 OL is taught in an online format. Requires Internet access and email. Instructor email: [lynnd@smccd.edu](mailto:lynnd@smccd.edu).

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY**

Recommended: Eligibility for ENGL 100. Survey course examining physical, cognitive and psychological changes that occur across the life span. Models, influences and research relevant to human development will be presented. Transfer: UC; CSU (D3, E1).

**54144** PSYC 200 OL By Arr 48 Hours ONLINE Lynn 3.0  
Dates for the OL section: 6/18-7/26

PSYC 200 OL is taught in an online format. Requires Internet access and email. Instructor email: [lynnd@smccd.edu](mailto:lynnd@smccd.edu).

**PSYC 201 CHILD DEVELOPMENT**

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

**54662** PSYC 201 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0  
Dates for the OL section: 6/18-7/26

PSYC 201 OL is taught in an online format. Requires Internet access and email. Instructor email: [mcclainrochak@smccd.edu](mailto:mcclainrochak@smccd.edu).

**PSYC 410 ABNORMAL PSYCHOLOGY**

Recommended: Eligibility for ENGL 836. Symptoms, causes and treatments of psychological disorders are examined. Topics include personality disorders, depression, bipolar disorder, anxiety, schizophrenia, and other related disorders. Transfer: UC; CSU (D3).

**54529** PSYC 410 OL By Arr 48 Hours ONLINE Merrill-Sinarle 3.0  
Dates for the OL section: 6/18-7/26

PSYC 410 OL is taught in an online format. Requires Internet access and email. Instructor email: [merrill@smccd.edu](mailto:merrill@smccd.edu).

**R.E. 100 REAL ESTATE PRINCIPLES**

Recommended: Eligibility for ENGL 836 and MATH 110. Study of real and personal property, joint tenancies, partnerships, sales contracts, homesteads, deeds and taxes; financing real estate practices; industry regulation. Transfer: CSU.

**53208** R.E. 100 OL By Arr 48 Hours ONLINE Nuttall 3.0  
Dates for R.E. 100 OL: 6/18-8/9

R.E. 100 OL is offered in an online format. Requires Internet access and email. Email instructor at [nuttalla@aol.com](mailto:nuttalla@aol.com) before first scheduled class.

**R.E. 110 REAL ESTATE PRACTICE**

Practical application of real estate skills in the field and office environments. Course is designed to meet the needs of buyers, seller, lessors and lessees to ensure success as a realtor. Transfer: CSU.

**53349** R.E. 110 OL By Arr 48 Hours ONLINE Nuttall 3.0  
Dates for R.E. 110 OL: 6/18-8/9

R.E. 110 OL is offered in an online format. Requires Internet access and email. Email instructor at [nuttalla@aol.com](mailto:nuttalla@aol.com) before first scheduled class.

**R.E. 680SA REAL ESTATE FINANCE**

Explore all aspects of real estate financing, which include the mortgage industry, finance instruments, loan applications, the financing process, qualifying the buyer and property, conventional and government loan programs, and Fair Lending and Consumer Protection and Risk Analysis. Real Estate License core course. Transfer: CSU.

**54579** R.E. 680SA OL By Arr 48 Hours ONLINE Nuttall 3.0  
Dates for R.E. 680SA OL: 6/18-8/9

R.E. 680SA OL is offered in an online format. Requires Internet access and email. Email instructor at [nuttalla@aol.com](mailto:nuttalla@aol.com) before first scheduled class.

**SOCI 110 COURTSHIP, MARRIAGE AND FAMILY**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as PSYC 110. Transfer: UC; CSU (D3).

**54188** SOCI 110 OL By Arr 48 Hours ONLINE Lynn 3.0  
Dates for SOCI 110 OL: 6/18-7/26

SOCI 110 OL is taught in an online format. Requires Internet access and email. Instructor email: [lynnd@smccd.edu](mailto:lynnd@smccd.edu).

**WELL 760 INTRODUCTION TO "WHOLISTIC" HEALTH**

Recommended: Eligibility for ENGL 836 or equivalent. Introduction to a variety of "wholistic" health modalities, including massage therapy, yoga, breath work, herbology, aromatherapy, flower essences, gem elixirs, and Ayurvedic and Chinese health systems. Transfer: CSU.

**54670** WELL 760 OL By Arr 48 Hours ONLINE Leary 3.0  
Dates for WELL 760 OL: 6/18-8/2

WELL 760 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [learym@smccd.edu](mailto:learym@smccd.edu).

**Hybrid Courses**

Hybrid courses are those that substitute more than half of the face-to-face instructional hours with online work. The course may have some regularly scheduled on-campus meetings without alternative distance education means of student participation.

**BUS. 100 INTRODUCTION TO BUSINESS**

Recommended: Eligibility for ENGL 836. Survey of business functions and terminology; introduces career opportunities. Transfer: UC; CSU (D3).

**54148** BUS. 100 HX By Arr 42 Hours HYBRID Pate 3.0  
M 6:00-9:00 8-8209  
Dates for the HX section: 7/9-8/2

BUS. 100 HX is offered online and on campus. There are two required on-campus meetings (Mondays 7/9 and 7/23, 6:00 to 9:00 pm in Room 8209). Students must have Internet access and an email address Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

**ECON 100 PRINCIPLES OF MACROECONOMICS**

Recommended: Eligibility for ENGL 836 and MATH 110. The economic system and its problems; determination of the level of output; prices, monetary theory, government policies and economic growth. Transfer: UC; CSU (D3).

<b>53100</b>	ECON 100	H8	By Arr	48 Hours	HYBRID	Kress	3.0
		T		4:00-5:15		2-2306	

Dates for the H8 section: 6/18-8/9

ECON 100 H8 will be held online and on campus. There are four required on-campus meetings for orientation and testing (Tuesdays, 6/19, 7/10, 7/31, and 8/7). Mandatory orientation meeting on campus on Tuesday, June 19, from 4:00 to 5:15 pm, in Room 2306.

**ECON 102 PRINCIPLES OF MICROECONOMICS**

*Prereq: ECON 100.* Recommended: Eligibility for ENGL 836 and MATH 110. The economic system and its problems; the functioning of the market, pricing of products, the determination of wages, international trade. Transfer: UC; CSU (D3).

<b>53101</b>	ECON 102	H8	By Arr	48 Hours	HYBRID	Kress	3.0
		T		5:30-6:45		2-2306	

Dates for the H8 section: 6/18-8/9

ECON 102 H8 will be held online and on campus. There are four required on-campus meetings for orientation and testing (Tuesdays, 6/19, 7/10, 7/31, and 8/7). Mandatory orientation meeting on campus on Tuesday, June 19, from 5:30 to 6:45 pm, in Room 2306.

**ENGL 161 CREATIVE WRITING I**

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

<b>54513</b>	ENGL 161	HX	By Arr	48 Hours	HYBRID	Erwert	3.0

Dates for ENGL 161 HX: 6/18-7/26

ENGL 161 HX will be held online and on campus. Requires Internet access and email. Instructor email: [erwerta@smccd.edu](mailto:erwerta@smccd.edu). Orientation meeting on Monday, June 18, 6:00-6:50 pm, in Room 2117A.

**ENGL 162 CREATIVE WRITING II**

*Prereq: 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: UC; CSU.

<b>54514</b>	ENGL 162	HX	By Arr	48 Hours	HYBRID	Erwert	3.0

Dates for ENGL 162 HX: 6/18-7/26

ENGL 162 HX is offered in an online format. Requires Internet access and email. Instructor email: [erwerta@smccd.edu](mailto:erwerta@smccd.edu). Orientation meeting on Monday, June 18, 6:00-6:50 pm, in Room 2117A.

**ENGL 875 ENGLISH GRAMMAR**

Review of English grammar with emphasis on practicing standard English skills and correctness for use in academic papers. Appropriate for all levels of English. (Units do not count toward the Associate Degree.)

<b>53660</b>	ENGL 875	H6	By Arr	48 Hours	HYBRID	Westfall	3.0

Dates for ENGL 875 H6: 6/18-7/26

ENGL 875 H6 will be held online and on campus. Requires Internet access and email. Instructor email: [westfall@smccd.edu](mailto:westfall@smccd.edu). Orientation meeting on Monday, June 18, 5:30 to 6:20 pm, in Room 2117B.

**HIST 201 UNITED STATES HISTORY I**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History to the mid-19th century. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

<b>53943</b>	HIST 201	H6	By Arr	48 Hours	HYBRID	Ulloa	3.0

Dates for the H6 section: 6/18-7/26

HIST 201 H6 will be held online and on campus. Requires Internet access and email. Orientation meeting on Monday, June 18, 12:45 to 1:45pm, in Building 4, Room 180. Instructor email: [ulloaj@smccd.edu](mailto:ulloaj@smccd.edu).

**HIST 202 UNITED STATES HISTORY II**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History from the mid-19th century to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

<b>54519</b>	HIST 202	H6	By Arr	48 Hours	HYBRID	Ulloa	3.0

Dates for the H6 section: 6/18-7/26

HIST 202 H6 will be held online and on campus. Requires Internet access and email. Orientation meeting on Monday, June 18, 2:00 to 3:00 pm, in Building 4, Room 180. Instructor email: [ulloaj@smccd.edu](mailto:ulloaj@smccd.edu).

**HIST 310 CALIFORNIA HISTORY**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. An historical survey of the social, economic, political, and cultural development of California from the Indian and Spanish period to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

<b>54240</b>	HIST 310	H6	By Arr	48 Hours	HYBRID	Messner	3.0

Dates for the H6 section: 6/18-7/26

HIST 310 H6 will be held online and on campus. Requires Internet access and email. Orientation meeting on Monday, June 18, 5:45 to 6:45 pm, in Building 2, Room 2306. Instructor email: [messnerm@smccd.edu](mailto:messnerm@smccd.edu).

**MATH 120 INTERMEDIATE ALGEBRA**

*Prereq: Completion of MATH 110 or MATH 112 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.* Review/extension of elementary algebra through exponential, logarithmic, polynomial, radical, and rational functions. An emphasis on modeling real life situations. Plus 16 hours by arrangement. *NOTE: TI-83 or TI-84 Graphing Calculator required.*

<b>54273</b>	MATH 120	H7	By Arr	80 Hours	HYBRID	Moss	5.0

Dates for the H7 section: 6/18-8/2

MATH 120 H7 will be held online and on campus. Requires Internet access and email. Exams will be taken on-campus. Orientation is required and done online on or before June 18. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. Instructor email contact: [moss@smccd.edu](mailto:moss@smccd.edu).



**MATH 200 PROBABILITY & STATISTICS**

*Prereq:* Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent. Measures of central tendency and dispersion, sampling distributions and statistical inference, regression and correlation. Plus 16 hours by arrangement. *NOTE: TI-83 or TI-84 Graphing Calculator required.* Transfer: UC; CSU (B4).

**53951** MATH 200 H7 By Arr 64 Hours HYBRID Kazaryan 4.0  
Dates for the H7 section: 6/18-8/2

MATH 200 H7 will be held online and on campus. Requires internet access, my.smccd.edu email and CourseCompass code. Exams will be taken on-campus or via approved proctored arrangements. Syllabus and testing information will be sent to registered students at their my.smccd.edu email account. Instructor email: [kazaryan@smccd.edu](mailto:kazaryan@smccd.edu).

**50898** MATH 200 HY By Arr 64 Hours HYBRID Moss 4.0  
Dates for the HY section: 6/18-8/2

MATH 200 HY will be held online and on campus. Requires Internet access and email. Exams will be taken on-campus. Orientation is required and done online on or before June 18. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. Instructor email contact: [moss@smccd.edu](mailto:moss@smccd.edu).

**PHIL 103 CRITICAL THINKING**

Recommended: Eligibility for ENGL 836. An informal logic and language course that develops general learning skills, aids to understanding, and creative problem solving. Plus one lab hr/wk by arrangement. Transfer: UC; CSU (A3).

**54520** PHIL 103 H6 By Arr 48 Hours HYBRID Colombetti 3.0  
Dates for the H6 section: 6/18-7/26

PHIL 103 H6 will be held online and on campus. Orientation meeting on Monday, June 18, from 4:00 to 5:00 pm, in Building 8, Room 8213. Instructor email: [colombetti@smccd.edu](mailto:colombetti@smccd.edu).



## Skyline College Catalog

The catalog is available for free at the Skyline College Bookstore. If you would like the catalog sent to you by mail, please order online at <http://bookstore.skylinecollege.edu> or complete this form and send it with a check for \$5 to: Skyline College Bookstore, 3300 College Drive, San Bruno, CA 94066

Please email the Bookstore at [skylinebookstore@smccd.edu](mailto:skylinebookstore@smccd.edu) for international postage rates.

Please make your check payable to "Skyline College Bookstore." Allow 1-2 weeks for delivery.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# Summer Classes By Session

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
<b>SIX-WEEK SESSION (Classes begin the week of June 18th)</b>						
50001	ACTG 100 A6	Accounting Procedures	MTWTh	8:10-10:20	3.0	6/18-7/26
54109	ADAP 358 A6	Adapted Strength Development	MTWTh	10:30-12:40	1.0	6/18-7/26
54111	ADAP 359 B6	Balance/Functional Movement for the Physically Limited	By Arr	9 Hrs/Wk	1.0	6/18-7/26
53227	ADMJ 100 A6	Introduction to Administration of Justice	MTWTh	8:10-10:20	3.0	6/18-7/26
53239	ADMJ 102 A6	Principles and Procedures of Justice	MTWTh	10:30-12:40	3.0	6/18-7/26
53414	ANTH 110 A6	Cultural Anthropology	MTWTh	8:10-10:20	3.0	6/18-7/26
53697	ANTH 125 A6	Physical Anthropology	MTWTh	10:30-12:40	3.0	6/18-7/26
53676	ART 101 OL	History of Western Art I	By Arr	48 Hours	3.0	6/18-7/26
54509	ART 102 A6	History of Western Art II	MTWTh	8:10-10:20	3.0	6/18-7/26
53079	ART 115 AX	Art, Music and Ideas	MTWTh	10:30-12:40	3.0	6/18-7/26
54651	ART 130 OL	Art Appreciation	By Arr	48 Hours	3.0	6/18-7/26
51717	ART 221 AX	Painting I	MTWTh	10:30-12:50	2.0	6/18-7/26
51718	ART 222 AX	Painting II	MTWTh	10:30-12:50	2.0	6/18-7/26
51698	ART 351 A6	Black & White Photography I	MTWTh	10:30-2:40	3.0	6/18-7/26
54316	ART 665SP A6	Explorations in Clay	TTh	9:00-12:25	2.0	6/19-7/26
53359	ASL 111 A6	American Sign Language I	MTWTh	8:10-10:15	3.0	6/18-7/26
50081	BUS. 103 OL	Introduction to Business Information Systems	By Arr	48 Hours	3.0	6/18-7/26
50179	CAOT 100 OL	Beginning Computer Keyboarding	By Arr	24 Hours	1.5	6/18-7/26
50181	CAOT 101 OL	Computer Keyboarding Skill Building	By Arr	24 Hours	1.5	6/18-7/26
51653	CAOT 200 OL	Introduction to MS Office Suite	By Arr	32 Hours	2.0	6/18-7/26
52294	CAOT 403 OL	HTML & Web Authoring Applications I	By Arr	24 Hours	1.5	6/18-7/26
54164	CAOT 410 OL	Photoshop Essentials	By Arr	24 Hours	1.5	6/18-7/26
54438	CAOT 416 A6	Adobe InDesign Essentials	MTWTh	10:40-12:50	3.0	6/18-7/26
53620	COMM 110 A6	Public Speaking	MTWTh	8:10-10:15	3.0	6/18-7/26
53747	COMM 110 B6	Public Speaking	MTWTh	10:30-12:35	3.0	6/18-7/26
50213	COMM 130 A6	Interpersonal Communication	MTWTh	8:10-10:15	3.0	6/18-7/26
53385	COMM 130 B6	Interpersonal Communication	MTWTh	10:30-12:35	3.0	6/18-7/26
53120	COUN 100 A6	College Success	MTWTh	10:30-12:40	3.0	6/18-7/26
54436	DANC 130 J6	Jazz Dance	MTWTh	10:30-12:40	1.0	6/18-7/26
53875	DANC 152 J6	Cuban Roots of Salsa	T	7:10-11:00	0.5	6/19-7/24
53353	DANC 161 JX	Tango Argentino	Th	7:10-11:00	0.5	6/21-7/26
53355	DANC 162 JX	Tango Milonga	Th	7:10-11:00	0.5	6/21-7/26
53554	DANC 163 J8	Tango Buenos Aires	M	7:10-11:00	0.5	6/18-7/23
54113	DANC 350 A6	Cardio Dance	TTh	12:45-2:50	0.5	6/19-7/26
52303	ECE. 201 AX	Child Development	MTWTh	10:30-12:40	3.0	6/18-7/26
54672	ECE. 201 OL	Child Development	By Arr	48 Hours	3.0	6/18-7/26
50792	ECON 100 A6	Principles of Macroeconomics	MTWTh	12:45-2:55	3.0	6/18-7/26
53416	ECON 100 B6	Principles of Macroeconomics	MTWTh	10:30-12:40	3.0	6/18-7/26
51441	ECON 102 A6	Principles of Microeconomics	MTWTh	10:30-12:40	3.0	6/18-7/26
53415	ECON 102 B6	Principles of Microeconomics	MTWTh	10:30-12:40	3.0	6/18-7/26
53361	ENGL 100 A6	Composition	MTWTh	8:10-10:15	3.0	6/18-7/26
50091	ENGL 100 B6	Composition	MTWTh	8:10-10:15	3.0	6/18-7/26
53362	ENGL 100 C6	Composition	MTWTh	8:10-10:15	3.0	6/18-7/26

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
53739	ENGL 100 E6	Composition	MTWTh	10:30-12:35	3.0	6/18-7/26
52197	ENGL 100 F6	Composition	MTWTh	10:30-12:35	3.0	6/18-7/26
53661	ENGL 100 OL	Composition	By Arr	48 Hours	3.0	6/18-7/26
54050	ENGL 100 OM	Composition	By Arr	48 Hours	3.0	6/18-7/26
53748	ENGL 110 A6	Composition, Literature & Critical Thinking	MTWTh	8:10-10:15	3.0	6/18-7/26
53740	ENGL 110 B6	Composition, Literature & Critical Thinking	MTWTh	8:10-10:15	3.0	6/18-7/26
50094	ENGL 110 C6	Composition, Literature & Critical Thinking	MTWTh	10:30-12:35	3.0	6/18-7/26
54049	ENGL 110 D6	Composition, Literature & Critical Thinking	MTWTh	10:30-12:35	3.0	6/18-7/26
54059	ENGL 110 E6	Composition, Literature & Critical Thinking	MTWTh	10:30-12:35	3.0	6/18-7/26
53363	ENGL 110 G6	Composition, Literature & Critical Thinking	MTWTh	10:30-12:35	3.0	6/18-7/26
53899	ENGL 110 OL	Composition, Literature & Critical Thinking	By Arr	48 Hours	3.0	6/18-7/26
54053	ENGL 110 OM	Composition, Literature & Critical Thinking	By Arr	48 Hours	3.0	6/18-7/26
54513	ENGL 161 HX	Creative Writing I	By Arr	48 Hours	3.0	6/18-7/26
54514	ENGL 162 HX	Creative Writing II	By Arr	48 Hours	3.0	6/18-7/26
54279	ENGL 165 OL	Critical Thinking & Advanced Composition	By Arr	48 Hours	3.0	6/18-7/26
53660	ENGL 875 H6	English Grammar	By Arr	48 Hours	3.0	6/18-7/26
54644	ESOL 874 A6	High-Intermediate ESL Grammar	MTWTh	8:10-10:15	3.0	6/18-7/26
53556	FITN 106 A6	Varsity Conditioning	MTWTh	1:00-3:10	1.0	6/18-7/26
53886	FITN 112 J6	Cross Training	MW	5:15-7:20	0.5	6/18-7/25
53887	FITN 205 A6	Weight Conditioning	TTh	8:10-10:15	0.5	6/19-7/26
53366	FITN 205 J6	Weight Conditioning	TTh	5:15-7:20	0.5	6/19-7/26
53607	FITN 301 A6	Spinning®	TWTh	9:00-10:20	0.5	6/19-7/26
53171	FITN 301 B6	Spinning®	MTWTh	10:30-12:40	1.0	6/18-7/26
53183	FITN 301 J6	Spinning®	MW	5:00-7:15	0.5	6/18-7/25
54660	FITN 304 A6	Walking Fitness	MTWTh	10:30-12:40	1.0	6/18-7/26
52266	FITN 305 A6	Running for Fitness	MTWTh	8:10-10:20	1.0	6/18-7/26
53976	FITN 332 A6	Stretching and Flexibility	MTWTh	12:45-2:55	1.0	6/18-7/26
52435	FITN 334 A6	Yoga	MTWTh	8:10-10:20	1.0	6/18-7/26
52268	FITN 334 J6	Yoga	MW	7:15-9:30	0.5	6/18-7/25
53172	FITN 334 K6	Yoga	TTh	5:10-7:00	0.5	6/19-7/26
53053	FITN 335 A6	Pilates	MTWTh	10:30-12:40	1.0	6/18-7/26
52906	FITN 335 B6	Pilates	MW	1:35-3:50	0.5	6/18-7/25
53066	FITN 335 J6	Pilates	MW	5:00-7:05	0.5	6/18-7/25
52292	HIST 100 A6	History Western Civilization I	MTWTh	10:30-12:40	3.0	6/18-7/26
53906	HIST 108 A6	Survey of American History	MTWTh	10:30-12:40	3.0	6/18-7/26
51440	HIST 201 A6	United States History I	MTWTh	8:10-10:20	3.0	6/18-7/26
53943	HIST 201 H6	United States History I	By Arr	48 Hours	3.0	6/18-7/26
53907	HIST 202 A6	United States History II	MTWTh	10:30-12:40	3.0	6/18-7/26
54519	HIST 202 H6	United States History II	By Arr	48 Hours	3.0	6/18-7/26
53905	HIST 240 A6	History of Ethnic Groups in California	MTWTh	8:10-10:20	3.0	6/18-7/26
51041	HIST 310 A6	California History	MTWTh	8:10-10:20	3.0	6/18-7/26
54240	HIST 310 H6	California History	By Arr	48 Hours	3.0	6/18-7/26
53375	HSCI 100 A6	General Health Education	MTWTh	10:30-12:35	3.0	6/18-7/26
52716	HSCI 130 A6	Human Sexuality	MTWTh	1:15-3:20	3.0	6/18-7/26
54126	INDV 101 AX	Beginning Archery	MW	12:45-3:00	0.5	6/18-7/25
54127	INDV 105 AX	Intermediate Archery	MW	12:45-3:00	0.5	6/18-7/25

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
53610	INDV 165 AZ	Golf: Short Game	MW	9:00-11:15	0.5	6/18-7/25
50141	INDV 251 AX	Beginning Tennis	MTWTh	10:30-12:40	1.0	6/18-7/26
53184	INDV 251 BX	Beginning Tennis	MTWTh	12:45-2:55	1.0	6/18-7/26
50142	INDV 253 AX	Intermediate Tennis	MTWTh	10:30-12:40	1.0	6/18-7/26
53185	INDV 253 BX	Intermediate Tennis	MTWTh	12:45-2:55	1.0	6/18-7/26
53056	INDV 255 AX	Advanced Tennis	MTWTh	10:30-12:40	1.0	6/18-7/26
53186	INDV 255 BX	Advanced Tennis	MTWTh	12:45-2:55	1.0	6/18-7/26
51103	MATH 200 A6	Probability and Statistics	MTWTh	8:10-10:40	4.0	6/18-7/26
53393	MATH 200 B6	Probability and Statistics	MTWTh	11:10-1:40	4.0	6/18-7/26
53421	MATH 270 A6	Linear Algebra	MTWTh	8:10-10:15	3.0	6/18-7/26
54362	MATH 270 AH	Linear Algebra-Honors	MTWTh	8:10-10:15	3.0	6/18-7/26
52490	MUS. 100 A6	Fundamentals of Music	MTWTh	8:10-10:20	3.0	6/18-7/26
53080	MUS. 115 AX	Music, Art and Ideas	MTWTh	10:30-12:40	3.0	6/18-7/26
50164	MUS. 202 A6	Music Appreciation	MTWTh	10:30-12:40	3.0	6/18-7/26
51630	MUS. 250 A6	World Music	MTWTh	8:10-10:20	3.0	6/18-7/26
53081	MUS. 301 A6	Piano I	MTWTh	10:30-12:35	2.0	6/18-7/26
53422	OCEN 100 A6	Survey of Oceanography	MTWTh	10:30-12:35	3.0	6/18-7/26
54433	P.E. 152 OL	Theory of Sport and Fitness Management	By Arr	48 Hours	3.0	6/18-7/26
53624	PHIL 100 A6	Introduction to Philosophy	MTWTh	12:45-2:55	3.0	6/18-7/26
54520	PHIL 103 H6	Critical Thinking	By Arr	48 Hours	3.0	6/18-7/26
52941	PHIL 240 A6	Introduction to Ethics	MTWTh	8:10-10:20	3.0	6/18-7/26
53410	PLSC 200 A6	National, State and Local Government	MTWTh	8:10-10:20	3.0	6/18-7/26
52428	PLSC 210 A6	American Politics	MTWTh	10:30-12:40	3.0	6/18-7/26
53651	PLSC 301 A6	California State and Local Government	MTWTh	12:45-2:55	3.0	6/18-7/26
50193	PSYC 100 A6	General Psychology	MTWTh	8:10-10:20	3.0	6/18-7/26
54226	PSYC 100 B6	General Psychology	MTWTh	10:30-12:40	3.0	6/18-7/26
53670	PSYC 100 OL	General Psychology	By Arr	48 Hours	3.0	6/18-7/26
54151	PSYC 110 OL	Courtship, Marriage and Family	By Arr	48 Hours	3.0	6/18-7/26
54521	PSYC 171 A6	Quantitative Reasoning in Psychology	MTWTh	12:45-2:55	3.0	6/18-7/26
52824	PSYC 200 A6	Developmental Psychology	MTWTh	10:30-12:40	3.0	6/18-7/26
54144	PSYC 200 OL	Developmental Psychology	By Arr	48 Hours	3.0	6/18-7/26
50199	PSYC 201 AX	Child Development	MTWTh	10:30-12:40	3.0	6/18-7/26
54662	PSYC 201 OL	Child Development	By Arr	48 Hours	3.0	6/18-7/26
54440	PSYC 410 A6	Abnormal Psychology	MTWTh	8:10-10:20	3.0	6/18-7/26
54529	PSYC 410 OL	Abnormal Psychology	By Arr	48 Hours	3.0	6/18-7/26
50206	SOCI 100 A6	Introduction to Sociology	MTWTh	8:10-10:20	3.0	6/18-7/26
54188	SOCI 110 OL	Courtship, Marriage and Family	By Arr	48 Hours	3.0	6/18-7/26
53378	TEAM 111 BX	Beginning Basketball	MTWTh	8:10-10:20	1.0	6/18-7/26
53893	TEAM 112 A6	Basketball: Advanced Competition Strategies	MTWTh	2:10-4:20	1.0	6/18-7/26
53379	TEAM 115 BX	Advanced Basketball	MTWTh	8:10-10:20	1.0	6/18-7/26
53609	TEAM 116 J6	Basketball: Individual Skill Development	MW	5:00-9:30	1.0	6/18-7/25
53175	TEAM 145 A6	Advanced Soccer	MTWTh	12:45-2:55	1.0	6/18-7/26
53897	TEAM 191 J6	Baseball Theory, Offense	MTWTh MTW	3:15-5:25 5:30-6:30	2.0	6/18-7/23

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
<b>SEVEN-WEEK SESSION (Classes begin the week of June 18th)</b>						
50002	ACTG 100 J7	Accounting Procedures	MW	6:30-9:55	3.0	6/18-8/1
50003	ACTG 121 A7	Financial Accounting	MTWTh	8:10-10:20	4.0	6/18-8/2
52794	ACTG 131 A7	Managerial Accounting	MTWTh	10:30-12:40	4.0	6/18-8/2
54503	ANTH 110 J7	Cultural Anthropology	TTh	6:00-9:30	3.0	6/19-8/2
50008	ART 204 KX	Drawing I	TTh	6:00-10:10	2.0	6/19-8/2
50009	ART 205 KX	Drawing II	TTh	6:00-10:10	2.0	6/19-8/2
54266	ART 354 JX	Color Photography I	MW	6:00-10:30	2.0	6/18-8/1
54267	ART 355 JX	Color Photography II	MW	6:00-10:30	2.0	6/18-8/1
50025	ASL 111 J7	American Sign Language I	MW	6:30-9:55	3.0	6/18-8/1
53950	ASTR 100 J7	Introduction To Astronomy	MW	6:30-9:55	3.0	6/18-8/1
54140	AUTO 710 J7	Fundamentals of Automotive Technology	MTWTh	6:00-10:00	4.0	6/18-7/30
50039	BIOL 110 A7	Principles of Biology	MTWTh	8:30-10:00	4.0	6/18-8/2
		LAB	MW	10:45-2:10		
51495	BIOL 110 B7	Principles of Biology	MTWTh	8:30-10:00	4.0	6/18-8/2
		LAB	TTh	10:45-2:10		
53082	BIOL 130 A7	Human Biology	TTh	12:45-4:00	3.0	6/18-8/2
50040	BIOL 130 J7	Human Biology	MW	6:30-9:55	3.0	6/18-8/1
54516	BIOL 140 J7	Animals, People and Environment	TTh	6:30-9:55	3.0	6/19-8/2
54397	BIOL 140 OL	Animals, People and Environment	By Arr	48 Hours	3.0	6/18-8/2
53210	BIOL 150 A7	Introduction to Marine Biology	TTh	12:45-4:10	3.0	6/19-8/2
50042	BIOL 240 A7	General Microbiology	MTWTh	10:30-12:00	4.0	6/18-8/2
		LAB	MTWTh	8:30-10:00		
51965	BIOL 240 B7	General Microbiology	MTWTh	10:30-12:00	4.0	6/18-8/2
		LAB	MTWTh	12:30-2:00		
53352	BIOL 240 C7	General Microbiology	MTWTh	10:30-12:00	4.0	6/18-8/2
		LAB	MTWTh	2:30-4:00		
53213	BIOL 250 A7	Human Anatomy	MTWTh	10:30-12:00	4.0	6/18-8/2
		LAB	MTWTh	8:30-10:00		
53958	BIOL 250 J7	Human Anatomy	MW	2:30-6:00	4.0	6/18-8/1
		LAB	MW	6:30-10:00		
53962	BIOL 250 K7	Human Anatomy	TTh	2:30-6:00	4.0	6/19-8/2
		LAB	TTh	6:30-10:00		
53211	BIOL 260 A7	Introduction to Physiology	MTWTh	8:30-10:00	5.0	6/18-8/2
		LAB	MTWTh	10:30-1:55		
50048	BUS. 120 J7	Mathematical Analysis for Business	MW	6:30-9:55	3.0	6/18-8/1
50051	BUS. 123 J7	Statistics	TTh	6:30-9:45	3.0	6/19-8/2
50777	BUS. 201 J7	Business Law	TTh	6:30-9:45	3.0	6/19-8/2
53220	BUS. 245 OL	Introduction to Customs Brokerage	By Arr	24 Hours	1.5	6/18-8/2
54588	BUS. 485 J7	Medical Terminology	MW	6:30-9:55	3.0	6/18-8/1
50057	CHEM 192 A7	Introductory Chemistry	MTWTh	11:00-12:30	4.0	6/18-8/2
		LAB	MW	1:00-4:25		
51310	CHEM 192 B7	Introductory Chemistry	MTWTh	11:00-12:30	4.0	6/18-8/2
		LAB	TTh	1:00-4:25		
51423	CHEM 210 A7	General Chemistry I	MTWTh	12:45-2:15	5.0	6/18-8/2
		LAB	MTWTh	8:30-11:55		
51645	CHEM 220 A7	General Chemistry II	MTWTh	8:30-10:00	5.0	6/18-8/2
		LAB	MTWTh	10:40-2:00		

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
53106	CHEM 410 A7	Chemistry For Health Sciences LAB	MTWTh MW	12:45-2:15 8:30-12:00	4.0	6/18-8/2
53107	CHEM 410 B7	Chemistry For Health Sciences LAB	MTWTh TTh	12:45-2:15 8:30-12:00	4.0	6/18-8/2
50927	COMM 110 K7	Public Speaking	MW	6:30-9:45	3.0	6/18-8/1
50214	COMM 130 K7	Interpersonal Communications	MW	6:30-9:55	3.0	6/18-8/1
53433	ECE. 201 KX	Child Development	MW	6:30-9:55	3.0	6/18-8/1
52085	ECE. 210 J7	Early Childhood Education Principles	TTh	6:30-9:45	3.0	6/19-8/2
52736	ECE. 211 J7	Early Childhood Education Curriculum	MW	6:30-9:55	3.0	6/18-8/1
51842	ECE. 212 J7	Child, Family and Community	MW	6:30-9:55	3.0	6/18-8/1
54673	ECE. 272 J7	Teaching in a Diverse Society	TTh	6:30-9:45	3.0	6/19-8/2
54570	ECE. 314 J7	Health, Safety and Nutrition for Young Children	TTh	6:30-9:45	3.0	6/19-8/2
53854	ECE. 366 J7	Practicum in Early Childhood Education	T	6:30-8:55	3.0	6/19-7/31
50088	ECON 100 J7	Principles of Macroeconomics	MW	6:00-9:45	3.0	6/18-8/1
50089	ECON 102 J7	Principles of Microeconomics	TTh	6:00-9:15	3.0	6/19-8/2
54066	ENGL 100 J7	Composition	MW	6:30-9:55	3.0	6/18-8/1
50092	ENGL 100 K7	Composition	MW	6:30-9:55	3.0	6/18-8/1
50093	ENGL 100 L7	Composition	TTh	6:30-9:45	3.0	6/19-8/2
54067	ENGL 110 J7	Composition, Literature & Critical Thinking	TTh	6:30-9:45	3.0	6/19-8/2
50097	ENGL 110 K7	Composition, Literature & Critical Thinking	MW	6:30-9:55	3.0	6/18-8/1
52125	ENGL 110 L7	Composition, Literature & Critical Thinking	TTh	6:30-9:45	3.0	6/19-8/2
53367	ENGL 846 A7	Reading and Writing Connections	MTWTh	10:30-1:20	5.0	6/18-8/2
54504	ENGL 846 B7	Reading and Writing Connections	MTWTh	8:30-11:20	5.0	6/18-8/2
53073	ENGL 846 C7	Reading and Writing Connections	MTWTh	8:30-11:20	5.0	6/18-8/2
54646	ESOL 854 J7	High-Intermediate ESL Listening and Speaking	MW	6:30-9:45	3.0	6/18-8/1
54645	ESOL 864 A7	High-Intermediate ESL Reading and Writing	MTWTh	10:30-12:40	4.0	6/18-8/2
52541	ESOL 875 J7	Advanced ESL Grammar and Editing	TTh	6:30-9:45	3.0	6/19-8/2
54441	FILM 440 J7	Film Study and Appreciation	MW	6:30-9:55	3.0	6/18-8/1
52731	GEOL 100 J7	Survey of Geology	MW	6:30-9:55	3.0	6/18-8/1
51032	HIST 100 J7	History Western Civilization I	TTh	6:30-9:45	3.0	6/19-8/2
51628	HIST 201 J7	United States History I	MW	6:00-9:45	3.0	6/18-8/1
53908	HIST 202 J7	United States History II	TTh	6:30-10:00	3.0	6/19-8/2
53108	HIST 240 J7	History of Ethnic Groups in California	TTh	6:00-9:30	3.0	6/19-8/2
53354	HSCI 130 J7	Human Sexuality	MW	6:30-9:55	3.0	6/18-8/1
54549	HSCI 484 J7	Medical Terminology	MW	6:30-9:55	3.0	6/18-8/1
50148	MATH 110 A7	Elementary Algebra	MTWTh	8:10-11:00	5.0	6/18-8/2
50147	MATH 110 J7	Elementary Algebra	MTWTh	6:30-9:45	5.0	6/18-8/2
50149	MATH 111 J7	Elementary Algebra I	TTh	6:30-9:45	3.0	6/19-8/2
50150	MATH 112 J7	Elementary Algebra II	MW	6:30-9:55	3.0	6/18-8/1
53420	MATH 115 A7	Geometry	MTWTh	1:10-3:20	4.0	6/18-8/2
50153	MATH 120 A7	Intermediate Algebra	MTWTh	8:10-11:00	5.0	6/18-8/2
54083	MATH 120 B7	Intermediate Algebra	MTWTh	11:40-2:30	5.0	6/18-8/2
50891	MATH 120 C7	Intermediate Algebra	MTWTh	8:10-11:00	5.0	6/18-8/2
54273	MATH 120 H7	Intermediate Algebra	By Arr	80 Hours	5.0	6/18-8/2

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
50154	MATH 122 J7	Intermediate Algebra I	MW	6:30-9:55	3.0	6/18-8/1
54261	MATH 130 A7	Trigonometry	MTWTh	8:10-10:20	4.0	6/18-8/2
54260	MATH 130 B7	Trigonometry	MTWTh	10:30-12:40	4.0	6/18-8/2
54262	MATH 130 J7	Trigonometry	TTh	5:30-9:50	4.0	6/19-8/2
51491	MATH 200 A7	Probability and Statistics	MTWTh	10:30-12:40	4.0	6/18-8/2
53217	MATH 200 B7	Probability and Statistics	MTWTh	1:10-3:20	4.0	6/18-8/2
53951	MATH 200 H7	Probability and Statistics	By Arr	64 Hours	4.0	6/18-8/2
50898	MATH 200 HY	Probability and Statistics	By Arr	64 Hours	4.0	6/18-8/2
50157	MATH 200 J7	Probability and Statistics	MW	5:30-10:10	4.0	6/18-8/1
50158	MATH 222 A7	Precalculus	MTWTh	8:10-11:00	5.0	6/18-8/2
54442	MATH 222 B7	Precalculus	MTWTh	11:10-2:00	5.0	6/18-8/2
52166	MATH 242 J7	Applied Calculus II	MW	6:30-9:55	3.0	6/18-8/1
52040	MATH 251 A7	Calculus with Analytic Geometry I	MTWTh	11:10-2:00	5.0	6/18-8/2
51250	MATH 251 B7	Calculus with Analytic Geometry I	MTWTh	8:10-11:00	5.0	6/18-8/2
50159	MATH 275 J7	Ordinary Differential Equations	TTh	6:30-9:45	3.0	6/19-8/2
51622	MATH 811 A7	Fundamentals of Mathematics	MTWTh	11:10-2:00	3.0	6/18-8/2
53194	MUS. 100 OL	Fundamentals of Music	By Arr	48 Hours	3.0	6/18-8/2
50165	MUS. 202 J7	Music Appreciation	TTh	6:30-9:45	3.0	6/19-8/2
52939	MUS. 202 OL	Music Appreciation	By Arr	48 Hours	3.0	6/18-8/2
50167	MUS. 301 JX	Piano I	TTh	6:30-9:50	2.0	6/19-8/2
50170	MUS. 302 JX	Piano II	TTh	6:30-9:50	2.0	6/19-8/2
53405	MUS. 303 JX	Piano III	TTh	6:30-9:50	2.0	6/19-8/2
53406	MUS. 304 JX	Piano IV	TTh	6:30-9:50	2.0	6/19-8/2
50173	MUS. 377 J7	Guitar I	TTh	6:30-9:45	2.0	6/19-8/2
51230	PHIL 100 J7	Introduction to Philosophy	MW	6:00-9:45	3.0	6/18-8/1
51629	PHIL 103 J7	Critical Thinking	TTh	6:00-9:30	3.0	6/19-8/2
52299	PLSC 200 J7	National, State and Local Government	MW	6:00-9:45	3.0	6/18-8/1
50195	PSYC 100 J7	General Psychology	TTh	6:00-9:30	3.0	6/19-8/2
53237	PSYC 200 J7	Developmental Psychology	MW	6:00-9:30	3.0	6/18-8/1
53411	PSYC 201 KX	Child Development	MW	6:30-9:55	3.0	6/18-8/1
50207	SOCI 100 J7	Introduction to Sociology	MW	6:00-9:45	3.0	6/18-8/1
50208	SPAN 110 A7	Elementary Spanish	MTWTh	10:30-1:20	5.0	6/18-8/2
50217	TCOM 100 J7	Telecommunications, Networking & Wireless Technologies	TTh	6:30-9:55	3.0	6/19-8/2
53963	TCOM 465 J7	Wireless Local Area Networks	MW	6:30-9:45	3.0	6/18-8/1
54670	WELL 760 OL	Introduction to "Wholistic" Health	By Arr	48 Hours	3.0	6/18-8/2

### **EIGHT-WEEK SESSION (Classes begin the week of June 18th)**

50004	ACTG 121 J8	Financial Accounting	TTh	6:00-10:05	4.0	6/19-8/9
54648	ACTG 121 OL	Financial Accounting	By Arr	64 Hours	4.0	6/18-8/9
50005	ACTG 131 J8	Managerial Accounting	MW	6:00-10:05	4.0	6/18-8/8
54685	ACTG 131 OL	Managerial Accounting	By Arr	64 Hours	4.0	6/18-8/9
50014	ART 351 K8	Black & White Photography I	TTh	6:00-9:35	2.0	6/19-8/9
52992	BIOL 690 A8	Special Projects In Biology	By Arr	16 Hours	1.0	6/18-8/9
54358	BIOL 690 B8	Special Projects In Biology	By Arr	1-3 Hrs/Wk	1.0-3.0	6/18-8/9

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
53265	BIOL 690 C8	Special Projects In Biology	By Arr	1-3 Hrs/Wk	1.0-3.0	6/18-8/9
54225	BUS. 485 OL	Medical Terminology	By Arr	48 Hours	3.0	6/18-8/9
54674	COOP 670 AV	Vocational Cooperative Education	By Arr	1-4 Hrs/Wk	1.0-4.0	6/18-8/9
54686	COOP 671 AV	General Cooperative Education	By Arr	1-3 Hrs/Wk	1.0-3.0	6/18-8/9
53100	ECON 100 H8	Principles of Macroeconomics	By Arr	48 Hours	3.0	6/18-8/9
53101	ECON 102 H8	Principles of Microeconomics	By Arr	48 Hours	3.0	6/18-8/9
54241	EMC. 410 A8	Emergency Medical Technician B LAB	MW TTh	10:00-3:10 10:00-4:00	7.0	6/18-8/9
54675	FCS 310 J8	Nutrition	MTWTh	4:00-5:30	3.0	6/18-8/9
54676	FCS 310 K8	Nutrition	MW	6:30-9:55	3.0	6/18-8/8
53182	FITN 110 B8	Adult Conditioning	By Arr	16 Hours	1.0	6/18-8/9
54657	FITN 199 OL	Interactive Cardiovascular Fitness	By Arr	64 Hours	2.0	6/18-8/10
53221	HIST 108 J8	Survey of American History	MW	7:00-10:15	3.0	6/18-8/8
54239	HIST 310 J8	California History	TTh	7:00-10:10	3.0	6/19-8/9
54317	HSCI 484 OL	Medical Terminology	By Arr	48 Hours	3.0	6/18-8/9
51773	LSKL 800 A8	Supplemental Learning Assistance	By Arr	3-18 Hrs/Wk	0.5-3.0	6/18-8/9
54341	LSKL 803 A6	Supervised Peer Tutoring	By Arr	4-9 Hrs/Wk	0.0	6/18-8/9
53672	LSKL 803 A8	Supervised Tutoring -MESA	By Arr	3-12 Hrs/Wk	0.0	6/18-8/9
54661	P.E. 301 J6	Introduction to Personal Training	MW	6:00-9:30	3.0	6/18-8/8
53208	R.E. 100 OL	Real Estate Principles	By Arr	48 Hours	3.0	6/18-8/9
53349	R.E. 110 OL	Real Estate Practice	By Arr	48 Hours	3.0	6/18-8/9
53678	R.E. 665SA G4	Preparation Course for the California Real Estate Exam	MW	6:30-8:00	1.5	7/16-8/8
54579	R.E. 680SA OL	Real Estate Finance	By Arr	48 Hours	3.0	6/18-8/9

### ADDITIONAL SUMMER CLASSES (Classes with varying start dates and lengths)

#### Classes Beginning in June

53333	ACTG 194 OL	Intro to QuickBooks Pro	By Arr	16 Hours	1.0	6/18-7/5
53918	ACTG 665SB G4	Taxation & Rental Real Estate	MW	6:30-9:30	1.0	6/18-7/9
51031	ART 204 AX	Drawing I	MTWTh	10:30-1:30	2.0	6/18-7/19
51046	ART 205 AX	Drawing II	MTWTh	10:30-1:30	2.0	6/18-7/19
54557	AUTO 665SY SA	2011 Smog Check Update	Sat/Sun	9:00-5:00	1.0	6/2-6/3
54680	AUTO 665SF SS	BAR A6 Alternative Electrical/ Electronics Training	Sat/Sun	9:00- 5:00	1.5	6/9, 6/10, 6/23 & 6/24
54568	AUTO 665S1 G4	Oxygen/Acetylene Basics for the Automotive Technician	MW	5:30-9:10	1.0	6/18-7/9
54569	AUTO 665S2 J5	Light Duty Diesel Systems	MW	6:30-9:30	1.5	6/18-7/16
53843	AUTO 709 A5	Automotive Service Orientation	MTWTh	9:00-1:30	2.5	6/18-7/16
54683	BUS. 665SF G4	Chinese Business Communication	Sat	9:00-3:00	1.5	6/2-6/23
50178	CAOT 100 GX	Beginning Computer Keyboarding	MTWTh	8:10-10:25	1.5	6/18-7/5
50180	CAOT 101 G3	Computer Keyboarding Skill Building	MTWTh	8:10-10:25	1.5	6/18-7/5
53992	CAOT 104 G3	Introduction to Computers with Windows I	MTWTh	8:10-10:25	1.5	6/18-7/5
52708	CAOT 214 OL	Word Processing I: Word	By Arr	16 Hours	1.0	6/18-7/12
53852	CAOT 222 OL	Business Presentations I: PowerPoint	By Arr	16 Hours	1.0	6/18-7/12
51849	CAOT 225 G2	Spreadsheets I: Excel	MTWTh	10:30-12:30	1.0	6/18-6/28



CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
52710	CAOT 225 OL	Spreadsheets I: Excel	By Arr	16 Hours	1.0	6/18-7/12
52713	CAOT 230 OL	Database Applications I: Access	By Arr	16 Hours	1.0	6/18-7/12
54664	CAOT 301 OL	Maximizing Your Employment Potential	By Arr	16 Hours	1.0	6/18-7/12
54577	EMC. 425 J1	CPR: Health Care Provider	MT	6:00-10:00	0.5	6/25-6/26
54507	ESOL 802 G4	Pre-Intermediate Conversational English	MTWTh	10:30-12:35	2.0	6/18-7/12
54581	WELL 665SC SS	Introduction to Face & Décolleté Massage	Sat	9:00-5:00	0.5	6/23
54665	WELL 665SI US	Introduction to Aromatherapy	Sun	9:00-5:00	0.5	6/24
54582	WELL 665SG SS	Introduction to Back Massage	Sat	9:00-5:00	0.5	6/30

### Classes Beginning in July

53628	ACTG 196 OL	Intermediate QuickBooks Pro	By Arr	16 Hours	1.0	7/9-7/26
53920	ACTG 665SC G4	The Retired Tax Payer	MW	6:30-9:30	1.0	7/11-7/30
54650	AUTO 510 J6	Basic Hybrid Powertrains	TTh	6:00-10:00	2.5	7/3-8/9
54558	AUTO 665SY SB	2011 Smog Check Update	Sat/Sun	9:00-5:00	1.0	7/7-7/8
53921	AUTO 665SH SS	BAR L1 Alternative Training	Sat/Sun	9:00-5:00	1.5	7/7, 7/8, 7/28 & 7/29
54148	BUS. 100 HX	Introduction to Business	By Arr	48 Hours	3.0	7/9-8/2
50045	BUS. 100 OL	Introduction To Business	By Arr	48 Hours	3.0	7/9-8/2
53432	EMC. 415 J1	EMT I - Refresher	TWThF	4:00-10:00	1.5-2.0	7/17-7/20
54576	EMC. 425 K1	CPR: Health Care Provider	MT	6:00-10:00	0.5	7/23-7/24
54654	FITN 107 A2	Intercollegiate Fitness	MTWThF MTWThF	9:00-11:30 1:00-3:30	1.0	7/30-8/10
54655	FITN 107 B2	Intercollegiate Fitness	MTWThF MTWThF	9:00-11:30 1:00-3:30	1.0	7/30-8/12
54656	FITN 107 C2	Intercollegiate Fitness	MTWThF MTWThF	11:00-1:30 3:00-5:30	1.0	7/30-8/12
54667	WELL 665SA US	Introduction to Herbs	Sun	9:00-5:00	0.5	7/1
54583	WELL 665SF SS	Introduction to Neck & Shoulder Massage	Sat	9:00-5:00	0.5	7/7
54666	WELL 665SH US	Introduction to Flower Essences	Sun	9:00-5:00	0.5	7/8
54584	WELL 665SD SS	Introduction to Hand Massage	Sat	9:00-5:00	0.5	7/14
54668	WELL 665SJ US	Introduction to Gem Elixirs	Sun	9:00-5:00	0.5	7/15
54585	WELL 665SE SS	Introduction to Foot Massage	Sat	9:00-5:00	0.5	7/21
54669	WELL 665SB US	Self-Help Stress Reduction Techniques	Sun	9:00-5:00	0.5	7/22

## COURSE REPETITION (District Policy)

### NEW LIMITATION ON COURSE REPETITION BEGINNING WITH SUMMER 2012 ENROLLMENT

*Please note that as of the Summer 2012 term, the San Mateo County Community College District has adopted new repeat limitations, per changes mandated by the California State Chancellor's Office. This change will affect the number of times you will be allowed to repeat certain courses.*

#### Enrollment Limitations for Courses NOT Designated As Repeatable

A student may **attempt** a course designated as non-repeatable a maximum of three times. A "course attempt" occurs when a student receives an evaluative or non-evaluative symbol for the course. All symbols (A, B, C, D, F, W, P, NP, C, NC, I) are identified as a "course attempt." Beginning with Summer 2012, enrollment limitations (**maximum of three attempts**) apply to student enrollment. Furthermore, all prior course attempts in a student's academic record count toward the limit. As a result of limitations on course attempts, students' decisions to repeat or withdraw from courses may have serious implications and affect their educational planning.

Please meet with a counselor if you need additional information or further clarification on this change in policy and how it may impact your enrollment and Academic Standing.

One additional attempt (a fourth attempt) may be considered for approval under the following circumstances:

1. **Recency:** A student may enroll one additional time if he/she successfully completed the course and the following conditions have been met:
  - a. A significant lapse of time of at least three years has occurred since the course was taken.
  - b. The enrollment is for the purpose of establishing recency in the course content, but not for the purpose of improving an established grade.

***If the fourth enrollment is approved, the units and grade of the most recent attempt are not included as part of the student's grade point average or cumulative units.***

2. **Extenuating Circumstances:** A student may only enroll for one additional attempt if documentable extenuating circumstances exist. Examples of extenuating circumstances are fire, flood, accident, or other extraordinary documentable conditions beyond the student's control.

### Repetition for the Purpose of Grade Improvement (Grade Alleviation) for a Course NOT Designated as Repeatable

A student who has received a grade of D, F, NP or NC in a non-repeatable course taken in the San Mateo County Community College District may attempt the course up to two additional times for the purpose of Grade Alleviation and improvement. The enrollment limitation of not more than three attempts as noted above is applicable.

## WITHDRAWAL/DROP

1. Withdrawal from a class **MUST** be initiated by the student through WebSMART. Students who are blocked from withdrawal due to Academic Standing may withdraw in-person at the Office of Admissions and Records.

### 2. IMPORTANT WITHDRAWAL/DROP TIMELINES:

#### ***Drop with a refund***

Semester-length Courses	First 2 weeks of instruction
Short Courses	First 10% of instruction

#### ***Drop without notation of the enrollment shown on record***

Semester-length Courses	First 4 weeks of instruction
Short Courses	Prior to completion of the first 30% of instruction

#### ***Withdrawal with the notation of "W" shown on record***

Semester-length Courses	After the 4th week of instruction and before the last day of the 14th week of instruction
Short Courses	Prior to completion of the first 75% of instruction

3. The academic record of a student who remains in class beyond the last day to withdraw will reflect a grade. A student who does not attend class and follow the established Withdrawal procedures may be assigned a failing grade of "F" by the professor.

## STATEMENT ON PRIVACY

Skyline College helps protect its students' privacy and authenticates its students' identity by requiring secure login and password whenever a student registers for classes, reviews his/her enrollment information, or logs in to any other secure SMCCCD site. The District will not share student login and password information with anyone, and students are advised not to share their login and password information. A statement to this effect is posted prominently for students each time they login to WebSMART, the San Mateo County Community College District's electronic registration system.

## STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Colleges are required to publish and make available certain crime statistics and completion rates. For crime statistics, contact the Public Safety Office, Building 6, or call 738-4199, or check online at [www.skylinecollege.edu/facstaff/HealthSafety/publicsafetysecurity/statistic.html](http://www.skylinecollege.edu/facstaff/HealthSafety/publicsafetysecurity/statistic.html). For completion or graduation rates, contact the Public Information Office, Building 4, Room 329, or call 738-4324.

## STUDENT RECORDS Privacy Rights of Students

The Family Education Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide access to official educational records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. These rights extend to present and former students of the college. The college must obtain the written consent of the student before releasing personally identifiable information, except to those persons or agencies specified in the Act. For more detailed information, consult the College Catalog or contact the Admissions and Records Office.

## POLICY ON SEXUAL ASSAULT EDUCATION AND PREVENTION

In accordance with California Education Code, Section 67382, and District Rules and Regulations 2.29, the San Mateo County Community College District is committed to providing information, services and resources to all students, faculty and staff on the prevention of sexual assault. In partnership with various community agencies, individuals who are victims of sexual assault or have concerns related to sexual assault shall receive support and assistance. Students, faculty and staff who need information or assistance related to sexual assault prevention, sexual assault services, and procedures related to the reporting and processing of sexual assault incidents on campus may contact the Student Health Center, the Public Safety Office, or call the Public Safety Dispatch at (650) 738-4199. Information may also be obtained on the Skyline College Public Safety website at [www.skylinecollege.edu](http://www.skylinecollege.edu).

## POLICY AND PROCEDURES FOR SEXUAL HARASSMENT COMPLAINTS

The policy of San Mateo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of employment contract.

Pursuant to Title V of the California Education Code, the designated Officer for handling and investigating employee and student complaints of sexual harassment is the Vice-Chancellor of Human Resources and Employee Relations. Copies of the complaint procedures, including procedures for both informal and formal resolution, can be obtained by contacting the Office of Human Resources at the District Office, (650) 358-6767, or Vice-President for Student Services at Skyline, (650) 738-4333.

Authority: Cal. Code Regs., tit. 5 59326; Ed.Code, § 66282.5; 20 U.S.C. § 1681 et seq.

## POLICY ON A DRUG-FREE CAMPUS

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

Students found to be in violation of the drug-free campus policy will be subject to disciplinary actions up to and including suspension and expulsion.

## MEDICAL MARIJUANA

The above policy **includes** the use of medical marijuana/cannabis.

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



Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Based on this commitment, the College implemented a new smoking policy beginning Fall Semester 2009. Smoking is now only permitted in designated areas in or near parking lots around campus. Designated areas are clearly marked and ashtrays are located nearby.

The active participation and cooperation of all students, faculty, staff and guests in promoting a healthy and safe environment at Skyline College is greatly appreciated. All college constituencies and guests are expected to observe the smoking policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, Room 2209, (650) 738-4270, and on the Skyline College website.

For additional information regarding the new smoking policy and designated areas, please contact the Vice President of Student Services at (650) 738-4333, or the Chief of Public Safety at (650) 738-4455.

## POLICY AND PROCEDURES FOR UNLAWFUL DISCRIMINATION COMPLAINTS

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

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

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

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

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

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

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

## POLÍTICA DE NO DISCRIMINACIÓN

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

## 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。

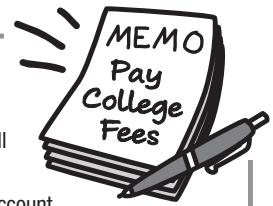
聖馬刁縣社區學院教區依法制定以上政策並履行以下法案：加利福尼亞政府法規第 11135 至 11139.5 部分的規定、教育法案中的男女平權法（教規，§ 66250 et seq.）、1964 年頒布的民權法案第六項（42 U. S. C. § 2000d）、1972 年通過的教育修正案中之第九條（20 U. S. C. § 1681）、1973 年制定的復興法中的第 504 章（29 U. S. C. § 794）、1990 年美國殘障人法案（42 U. S. C. § 12100），et seq.）、以及年齡歧視法案（42 U. S. C. § 6101）。

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。

### Attention Students:

Registration for summer and fall terms begins on Monday, April 30, 2012. You will not be able to register for classes if you have any outstanding balances on your account.



### NEW CHANGE IN FEE PAYMENT PROCESS FOR SUMMER AND FALL 2012

On **Wednesday, May 16, 2012**, students who have any outstanding fee balances will be dropped from summer classes at midnight for non-payment of fees. Students will be dropped on a “rolling” basis **every Wednesday at midnight** for non-payment of fees.

**Two weeks prior to the start of the Summer Session and Fall Semester**, students will be dropped at **midnight the day following their registration** for non-payment of fees.

If you need assistance in paying your fees, you are encouraged to enroll in an inexpensive payment plan via WebSMART, apply for financial aid ([www.fafsa.gov](http://www.fafsa.gov)) at least five days prior to registering for your classes, or complete the Board of Governors Fee Waiver via WebSMART to prevent being dropped from classes. If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services.

# Services

## 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

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

For operating hours or more information, please visit our website at [www.SkylineCollege.edu/bookstore/GAP](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).

### WORLD CUP COFFEE & TEA

Located in the Dining Hall of Building 6 and operated by the friendly SMCCCD Bookstores staff, World Cup Coffee & Tea is a great place to warm up with a Starbucks coffee drink on a cold day, to cool down with a Tazo iced tea on a hot day, or to meet with friends and study.

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

## DINING SERVICE

### SKY CAFÉ

Located in the Dining Hall of Building 6 and operated by the friendly and experienced staff of Pacific Dining, Sky Café offers burgers, fresh deli sandwiches, Mexican fare, salads, fresh baked goods and much more.

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 PROGRAM

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

The CalWORKs office is located in Building 2. Hours are Monday – Thursday, 9:00 am – 5:00 pm and Friday, 9:00 am – Noon. For more information, please call (650) 738-4480 or email [urena@smccd.edu](mailto:urena@smccd.edu).

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

Cooperative Agencies Resources for Education (CARE), a program within EOPS, is specifically designed for students who are single head of households, are receiving AFDC/TANF or CalWORKs, and who have a child under 14 years of age. CARE provides additional support services over those provided by EOPS, such as child care, transportation assistance, vocational grants, meal tickets, and special workshops designed to meet the needs of CARE students.

The CARE office is located in Building 2. For more information call (650) 738-4480 or send an email to [urena@smccd.edu](mailto:urena@smccd.edu).

## CAREER CENTER

The Career Center has career resources that provide information about employment opportunities, training requirements, job trends, and wage/salary surveys through reference materials and computerized career information systems such as Eureka. A variety of career assessment inventories, individualized career counseling, career courses and workshops are available to students in planning their educational and career goals. Our Online Employment Services assist students in searching for available job openings. Students can place their resume online by registering on our interactive website: <http://skylinejobs.com>. Employers listing job openings can register on the same website.

The Career Center, located in Building 1, Room 1219B, has both day and evening hours. Students are encouraged to stop by and take advantage of the variety of career services, or call (650) 738-4337 for more information.

Comprehensive career information is also posted on the center's web page at [www.SkylineCollege.edu/general/careercenter/index.html](http://www.SkylineCollege.edu/general/careercenter/index.html).

## CHILD CARE SERVICES

The Skyline College Child Development Center (CDC) is a laboratory program that provides a comprehensive child care and early education program for students, staff and faculty of Skyline College and community members. The program provides the following services for children two (2) years of age until entry into kindergarten: child care and early education experiences from 7:30 am to 5:00 pm during the calendar year, 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.

## COUNSELING SERVICES

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

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

## DISABLED STUDENTS PROGRAM

Skyline College's Disabled Students Program and Services (DSPS) is designed to equalize the educational opportunities of students with verified disabilities. Services include, but are not limited to, Learning Differences Assessment, ASL interpreting, registration assistance, extended time testing, lockers, adaptive physical education classes, adaptive computer classes and software, and alternate formats of textbooks.

Skyline College and the DSPS program are committed to providing services that will enhance the educational experience of its disabled student population. For a more detailed description of the Disabled Students Program, stop by the Disabled Students Program and Services Office, Building 2, third floor, Room 2350, call (650) 738-4280, or email [vansciver@smccd.edu](mailto:vansciver@smccd.edu).

## ENROLLMENT OR DEGREE VERIFICATION

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

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

EOPS offers a variety of services such as:

- Counseling in English and Spanish
- Transfer assistance to four-year colleges and universities
- UC and CSU application fee waivers for transferring students
- Book Service Program
- Vocational grants
- Calculator Loan Program
- Priority registration

The EOPS office is located in Building 2. Hours are 9:00 am - 5:00 pm, Monday-Thursday; and 9:00 am - Noon, Fridays. 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).

## HEALTH SERVICES

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

- Emergency care and first aid
- Health screening for blood pressure, hearing, vision, Tuberculosis, and pregnancy
- Consultation and evaluation of present health condition
- Nutrition and stress counseling
- Counseling and referrals for problems related to alcohol and drugs, eating disorders, acquaintance/date rape, and other related matters
- Anonymous HIV counseling and referral
- Immunizations for measles, mumps, rubella, tetanus, flu and Hepatitis A and B
- Vision testing
- Physicals
- Birth Control

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

The Skyline Health Center is located in Building 2, Room 2205. College Health Center personnel are available to assist you with any health issues. Feel free to drop in, or call (650) 738-4270.

### PSYCHOLOGICAL SERVICES

Psychological Services offers short-term, individual personal counseling to all currently enrolled Skyline College students. Counseling can help students address and manage personal issues, alleviate distressing symptoms, make positive changes, and transition into college life. All sessions are confidential and provided by licensed mental health professionals. Community referrals, assessments, consultation, and crisis intervention services are also available through the Psychological Services department.

Appointments can be made by contacting Psychological Services in Building 2, or by calling (650) 738-4270.

### INTERNATIONAL STUDENTS

Skyline College is authorized under Federal Law to enroll non-immigrant international students. This program serves students possessing or seeking F-1 student visas. Skyline College participates in the Student Exchange and Visitor Information System (SEVIS). All information regarding international students is processed through SEVIS.

Foreign students interested in attending Skyline College must complete the Skyline International Application at <http://www.skylinecollege.edu/international/>. Applicants are required to submit original documents in English or certified English translations that demonstrate satisfaction of the following requirements:

1. Provide proof of completion of the equivalent of a United States high school education with a satisfactory grade point average of 2.0 or above.
2. Provide all official high school transcripts and college transcripts.
3. Submit an Original Financial Data Form and Bank Verification of Funds. All bank documents must be current, written in English, include the amount in U.S. Dollars, and must include a signature from a Bank Official. Estimated college expenses are \$18,000.00 US Dollars. **Fees are subject to change.**

4. Submit an original copy of the Test of English as a Foreign Language (TOEFL) Score Report. A minimum score of 480 (paper-based) or 56 (internet-based) is required. Information about TOEFL can be obtained from [www.ets.org/toefl](http://www.ets.org/toefl). The Test Code Number for Skyline College is **4647**.

or

Complete the International English Language Testing System (IELTS). A minimum qualifying level of Band 5.5 is required for admission. Information about IELTS can be obtained from [www.ielts.org](http://www.ielts.org). Please have your IELTS test results sent directly to Skyline College.

5. Copy of your Passport Bio-Page.
6. Application fee of \$50.

**For applicants attending U.S. schools, please attach the following:**

7. Copies of Visa page from Passport, I-94, Passport Bio-Page, and copies of all I-20s.
8. Certificate of Eligibility to Transfer - Must be completed by the student and current institution.

Students accepted into the International Student Program will be expected to enroll in and complete a minimum of 12 units each semester with a minimum of a "C" (2.0) grade point average to remain in good standing. Complete information about the International Student Program is available from the International Student Program, (650) 738-4430, in Building 4, Room 4-248.

### THE LEARNING CENTER

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

For more information about The Learning Center, please call (650) 738-4144 or stop by the Center in Building 5, Room 5100 (below the Library). You can also learn more about the TLC at our website: <http://www.skylinecollege.edu/general/learningcenter/index.html>.



## LEARNING COMMUNITIES

### *What is a Learning Community?*

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

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

### ASTEP PROGRAM

#### **African American Success Through Excellence and Persistence**

The ASTEP program is designed to provide African American students with greater opportunities for remaining and succeeding in college. ASTEP provides a learning community, mentoring, counseling and other support services to assist students in graduating and transferring to a four-year college.

For additional information, call Patricia Deamer at (650) 738-4217, or email [deamer@smccd.edu](mailto:deamer@smccd.edu).

### FIRST YEAR EXPERIENCE

The First Year Experience (FYE) Learning Community is designed to assist students new to Skyline College. Students, faculty and counselors collaborate through a set of chosen classes to establish a strong foundation for success in college. By enrolling in all the FYE classes, the student is joining a community of learners with a common goal of progressing through math and English courses while learning important skills for student success.

Two distinct First Year Experience learning communities are available. For those students placing into MATH 110 and ENGL 846, please contact FYE Coordinator Vanson Nguyen at [nguyenv@smccd.edu](mailto:nguyenv@smccd.edu), or call (650) 738-4147.

The Latinos Excelling in Academics Program (FYE-LEAP) is designed to support the educational achievement of Latino students enrolled in basic skills courses. FYE-LEAP is open to all students who place into MATH 811. For more information about this program or to enroll, contact Cecelia Gutierrez at [gutierrezc@smccd.edu](mailto:gutierrezc@smccd.edu).

## HONORS TRANSFER PROGRAM

The Honors Transfer Program offers honors-level courses to any student seeking an academically challenging educational experience in all IGETC areas of the curriculum. To graduate from the program, students must achieve a 3.25 g.p.a. in at least 15 units of Honors courses and fulfill 16 hours of community service. Program graduates receive recognition at graduation and on their transcripts and degrees, and are also eligible for special consideration for admission and scholarships at colleges and universities that have agreements with the program. The Honors Transfer Program is a member of the Transfer Alliance Program of UCLA.

For more information and an application, go to [Skyline College.edu](http://SkylineCollege.edu), or phone Katharine Harer at (650) 738-4412, or send an email to [harer@smccd.edu](mailto:harer@smccd.edu).

### KABABAYAN PROGRAM

The Kababayan Program is a transfer and support program with the goal of increasing proficiency in English skills for success in college, work, and life. The Kababayan Program focuses on the Filipino/Filipino-American student experience and is open to all students. The three primary components of the program are English instruction (integrated composition and reading), counseling and peer mentoring.

For more information about the Kababayan Program, please call the program coordinator at (650) 738-4119, or visit the program's website at [www.smccd.edu/accounts/skykab](http://www.smccd.edu/accounts/skykab).

### PUEENTE PROGRAM

The Puente Program is a UC affiliated transfer and support program, the goal of which is to increase the number of educationally underrepresented students transferring to four-year colleges and universities. Three components of the Puente Program work together to prepare Puente students for transfer:

- **Counseling**
- **English Instruction**
- **Mentoring**

The Puente Program's curriculum focuses on the Chicano/Latino experience. Puente is open to all students. For more information on how to join the Puente Program, please call (650) 738-4146.

### **WOMEN IN TRANSITION PROGRAM (WIT)**

The goal of the Women in Transition (WIT) program at Skyline College is to encourage students who are returning to school after a break in their education to expand their horizons and reach their intellectual, professional and personal goals. WIT offers a variety of services and classes to help ease students back into the academic environment. WIT students form close connections to one another so that they support and encourage each other's success. For more information about WIT, please call the program coordinator, Lori Slicton, at (650) 738-4157 or email [slicton@smccd.edu](mailto:slicton@smccd.edu).

### **LIBRARY**

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 50,000 volumes and subscriptions to 235 magazines, journals and newspapers. Through a local area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and other research databases. The Library's web address is [SkylineCollege.edu/library](http://SkylineCollege.edu/library).

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

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

Contact information: (650) 738-4312 (reference), (650) 738-4311 (circulation), (650) 638-0399 (book renewal).

Summer Session Hours: June 18 – July 26, Monday through Thursday, 8:00 am – 8:00 pm; July 30 – August 9, Monday through Thursday, 3:00 pm – 8:00 pm. Closed Fridays, Saturdays and Sundays.

### **STUDENT LIFE**

#### **ASSOCIATED STUDENTS OF SKYLINE COLLEGE (ASSC) (STUDENT GOVERNMENT)**

As a student enrolled at Skyline College, you are also a member of the Associated Students of Skyline College (ASSC). The ASSC Governing Council (Student Government) is the elected body that represents all Skyline students and helps ensure that students have a voice in the College's and District's decision making processes. As your representative, the ASSC Governing Council encourages students to be actively involved in student government.

Students who participate in ASSC Governing Council represent a variety of ages, backgrounds, interests and academic majors. Some students have had previous experience in student government, but many are looking for the opportunity to gain valuable leadership, planning and communication skills.

The ASSC Governing Council coordinates and facilitates the following activities: lobbying at the state and federal level, planning activities, adopting and supervising the ASSC budget, participating in college committees, and sharing in the development of college policies. The ASSC also sponsors a wide variety of cultural, social and educational events throughout the year, for example, a Welcome Week at the beginning of the Fall semester.

For complete information regarding the ASSC Events Calendar, contact the Associated Students of Skyline College at (650) 738-4327, or stop by the Center for Student Life & Leadership Development, Building 6, Room 6212.

#### **How can I become an officer of the ASSC Governing Council?**

The ASSC Governing Council is always looking for students who wish to take on leadership responsibilities. If you are interested in political activism, increasing cultural awareness, and developing communication and leadership skills, please visit the Center for Student Life & Leadership Development, Building 6, Room 6212, for an application and additional information. Any interested student with a minimum GPA of 2.05 who is enrolled in at least six units is eligible to participate as a member of the ASSC Governing Council. Positions on the Governing Council are obtained through elections or by appointments.

Copies of the Associated Students of Skyline College Constitution and Constitutional Codes are available to students on the ASSC web page.

#### **STUDENT BODY CARD**

The \$8.00 student body fee and other fund raising activities support the ASSC and help fund scholarships, educational and social programming, and many other worthy facets of campus life. Students who pay the student body fee are entitled to a student body card. The student body card provides discounts at campus events and at quality local businesses. The card is available throughout the fall and spring semesters. To obtain your student body card, present a valid picture identification card or passport, proof of current registration, and a receipt for payment of the \$8 fee at the Center for Student Life & Leadership Development, Building 6, Room 6212.

## CAMPUS CLUBS AND ORGANIZATIONS

A wide variety of leadership and volunteer opportunities are available within campus clubs and organizations. Becoming part of a campus organization is a great way to enhance your experience at Skyline College. These groups focus on a wide variety of student interests such as career options, academics, social events, political service and religion. Students are also encouraged to start new clubs and organizations to suit their interests. For more information regarding student groups, contact the Center for Student Life & Leadership Development.

**Starting a New Club/Organization:** In order to start a new club or organization, you must file a petition for charter with the Associated Students of Skyline College Governing Council and the Skyline Organizations and Club Council. Instructions for filing a petition are listed in the Club and Organization Manual. Copies of the Club and Organization Manual are available on the ASSC web page. The manual also lists instructions for reserving space on campus, posting materials, student club and organizations accounts, event planning, conference attendance, and request for funding procedures.

The following is a list of chartered clubs and organizations. If you would like additional information regarding these or other student groups that were formed after the publication of this schedule, call the Center for Student Life & Leadership Development at (650) 738-4275 or stop by Building 6, Room 6212.

Administration of Justice Club	Pre-Med Osteopathic Medical Association
American Medical Student Association (AMSA)	Respiratory Therapy Club
Anthropology Club	S.A.C.N.A.S. (Society for the Advancement of Chicanos and Native Americans in Science)
Black Student Union (BSU)	Skyline Fellowship (Christian)
Ceramics Club	Society of Hispanic Professional Engineers (SHPE)
Cheer and Dance Squad	Quantitative Science Club
Cosmetology Club	Student's and Parent's Association for Children's Enrichment (SPACE)
Environmental Club	Surgical Technology Club
Extended Opportunity Programs & Services (EOPS)	Theater Club
Filipino Student Union (FSU)	TRIO Club
Gay, Straight Alliance (GSA)	Urban Youth Society
Heart Wrenchers	Utaku Nation (Japanese Anime Club)
Honors Club	Veterans Club
Journalism Club	Women in Transition (WIT)
Kababayan Dance Troupe	
Latino American Student Organization (LASO)	
Phi Theta Kappa (Academic Honor Society)	
Photography Club	
P.O.D.E.R.	
Political Science Assoc.	

## CENTER FOR STUDENT LIFE & LEADERSHIP DEVELOPMENT

The Center for Student Life & Leadership Development, located in Building 6, Room 6212, is an excellent resource center for students interested in participating in student government and campus activities. Student life includes clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting activities. The Center for Student Life & 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 & Leadership Development at (650) 738-4275.

### Housing

Skyline College does not provide campus housing. The College occasionally receives calls and rental listings from rental agencies, landlords or individuals who are looking for roommates. All of the rental information that we receive is posted on the second floor of Building 6. For posting rental information, please contact the Center for Student Life & Leadership Development, (650) 738-4275.

### Event Planning

All student clubs and organizations, off-campus groups, or vendors who want to host a special event, hold a fundraising event, sell products, or distribute information must make a space reservation at the Center for Student Life & Leadership Development by calling (650) 738-4275. Additional information is in the Time, Place and Manner Policy available in the Student Handbook, and the Club and Organization Manual available online and in the Center for Student Life & Leadership Development. College policy questions, facilities reservations, security, insurance requirements and other considerations for special events are coordinated through this office.

**Please note that facilities reservations must be made at least three weeks in advance of the event.**

### Vending Complaints and Refunds

All complaints regarding vendor service or malfunctioning vending machines and refund requests should be reported to the Center for Student Life & Leadership Development during regular business hours.

### PHI THETA KAPPA (ACADEMIC HONOR SOCIETY)

Eligible students may join Skyline's chapter of the Phi Theta Kappa honor society. Members receive recognition on their transcript and are eligible for transfer scholarships. Go to [SkylineCollege.edu/boo](http://SkylineCollege.edu/boo) for further information and an application.

## TRANSCRIPTS

Official transcripts may be requested at **websmart.smccd.edu** from the **Student Records** menu. Unofficial transcripts may be reviewed or printed at the same site.

An official transcript, summarizing a student's complete academic record at Skyline College, will be sent directly to colleges, employers and other agencies upon a student's web request. Courses taken at any of the colleges in the San Mateo County Community College District will appear on the transcript. Transcripts from high school and other colleges will not be forwarded. The first two transcripts processed are free; there is a \$5.00 charge for each additional copy. If a rush request is made, an additional \$10 Rush Transcript Request Fee is charged for each transcript.

Foreign transcript evaluation services are available. Contact Admissions and Records at (650) 738-4252 for more information.

**Note:** Transcript request(s) will not be processed if a financial hold exists. The hold must be cleared before the transcript is issued.

## TRANSFER CENTER

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

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

Sign up to be on the transfer eNews mailing list to keep informed about on/off campus transfer-related events and activities. Transfer information and a calendar of ongoing events are posted on the Center's webpage at **www.SkylineCollege.edu/general/transfercenter**. Please visit us in Building 2, Room 2227, or call (650) 738-4232 if we can be of assistance.

## TRIO/STUDENT SUPPORT SERVICES

TRiO/Student Support Services (TRiO/SSS) is a federally funded program designed to help its students achieve their educational goals by supporting academic success at Skyline College and assisting with transfer. To participate, students must meet at least one of the TRiO criteria: low-income, first generation to attend college, physically disabled or learning disabled. TRiO/SSS offers the following services:

- Academic, career, transfer and personal counseling
- Individual assistance with setting and meeting educational goals
- Financial aid and scholarship assistance
- Academic support, including tutoring, student success workshops, and access to computers
- Lab-based courses in English, Math and Learning Skills
- Cultural enrichment activities
- Visits to four-year colleges

To apply for the TRiO/SSS program, please call (650) 738-4144; or stop by the Learning Center, located in Building 5, Room 5100 (below the Library); or fill out an application online at our web page: **http://www.skylinecollege.edu/general/LearningCenter/TRiO/index.html**.

## VETERANS AND VETERANS' DEPENDENTS Welcome Veterans!

Skyline College offers approved instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an AA/AS degree program, or certain certificate and transfer programs, for benefits under the Montgomery GI Bill, Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), Chapter 1606 (Selected Reserve), and the Post-9/11 GI Bill, Chapter 33. All Veterans, except those under Chapters 31 and 33, pay for their own college fees, books and supplies. Veterans who have previously attended college must file official copies of all college transcripts with the Office of Admissions and Records. Veterans may check the status of benefits at **www.va.gov**.

The State of California provides a program for the children of Veterans who are deceased or disabled from service connected causes. Applications are available at **www.cdva.ca.gov/service** or from the California Department of Veteran's Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

You will automatically be certified and eligible for VA benefits during your first semester. Please submit your transcript(s) and education plan during this time in order to be eligible for recertification for the following semester.

Some reminders:

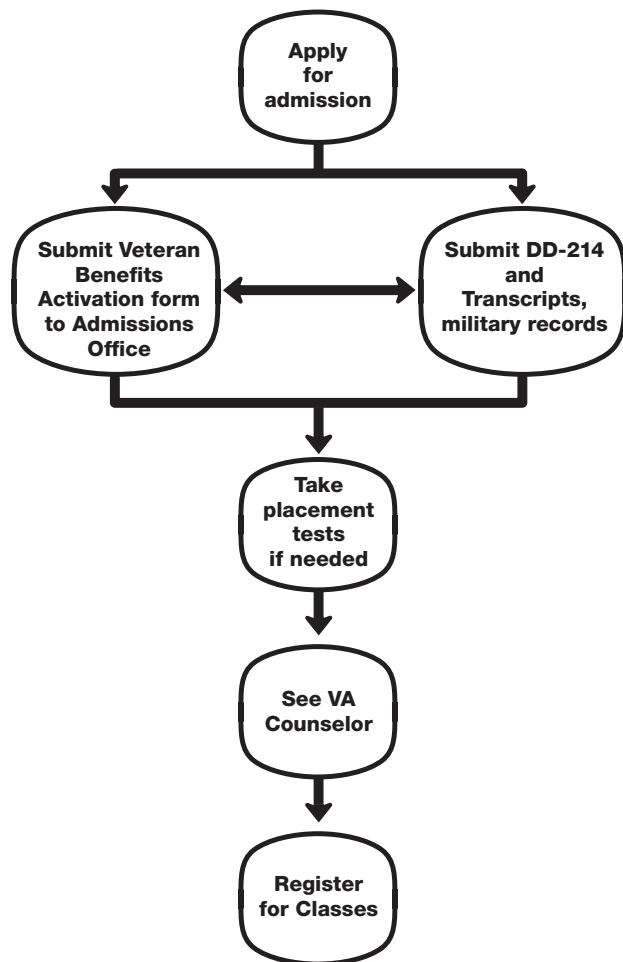
- Apply for federal financial aid for additional resources to meet expenses, [www.fafsa.gov](http://www.fafsa.gov).
- Maintain a 2.0 (C) overall grade point average.
- Register and maintain enrollment in at least six (6) units to be eligible for benefits.
- Take advantage of Financial Aid, Counseling, Health Center, tutoring and other Student Services that are available to assist you.

## WebSMART Registration and Services for Students

Your student WebSMART account is the vehicle to use to manage enrollment, view academic records, and maintain up-to-date student information. Using [skylinecollege.edu](http://skylinecollege.edu), access the Quick Link to WebSMART. You can:

- View the College Catalog
- View the most up-to-date Schedule of Classes (WebSchedule)
- Update address, phone number, and other personal information
- Customize your PIN
- Schedule an appointment to complete placement testing
- Check registration appointment and status
- Register for classes
- Add/drop classes within the published deadlines
- Confirm and print your schedule of classes
- View and pay enrollment fees
- Purchase or pre-order a parking permit
- Purchase textbooks
- Apply for financial aid
- View status of financial aid awards
- View grades
- View/print an unofficial transcript
- Order an official transcript
- Monitor academic standing
- Secure enrollment and/or degree verifications
- Obtain an evaluation of your progress toward CSU GE or IGETC certification
- Update educational goals
- View any holds on your records
- Obtain annual tax information
- Obtain an evaluation of your progress toward an associate degree or certificate. Students can use WebSMART to review progress toward the following educational goals: associate degree, certificate, CSU GE certification, and IGETC certification. Find this degree evaluation tool under Student Services and Student Records. Be sure to consult with a college counselor to review and confirm the information at the degree evaluation site and to discuss the evaluation process for coursework completed outside of the SMCCCD.

## Veterans Admission Process



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

# Other Educational Opportunities

## AUDIT POLICY

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

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

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

## IF YOU DON'T FIND IT AT SKYLINE

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. In addition to offering comprehensive general education, vocational, transfer and remedial programs, Cañada College and College of San Mateo offer a number of special programs not available at Skyline.

### COLLEGE OF SAN MATEO

1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
(650) 574-6161

#### Programs

Alcohol & Other Drug Studies  
Architecture  
Astronomy  
Building Inspection  
Chemical Laboratory  
Technology  
Dental Assisting  
Digital Media  
Drafting  
Electronics  
Engineering  
Fire Technology  
Floristry  
Horticulture  
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

### CAÑADA COLLEGE

4200 Farm Hill Blvd.  
Redwood City, CA 94061  
(650) 306-3100

#### 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

# Parking and Transportation

## CAMPUS PARKING REGULATIONS

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

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee and display a campus parking permit in their vehicle at all times while parked on the Skyline College campus. (Motorcycles are excluded if parked in designated motorcycle parking.) Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$40.00 for fall and spring semesters and \$20.00 for the summer session, or a two-term permit may be purchased for \$70.00 (fall and spring together.) These fees are nonrefundable except by action of the college. **Parking permits may be transferred from one vehicle to another.**

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

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

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

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

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

## PARKING GRACE PERIODS

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

## VISITOR PARKING

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

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

## DISABLED STUDENT PARKING

Physically disabled students who drive vehicles to campus must have a valid state-issued DMV disabled person parking placard. This placard allows parking in designated disabled parking spaces on campus. **Students must ALSO purchase a student parking permit issued through Skyline College.** Disabled parking is available in student and staff lots.

## CAR/VAN POOL PARKING APPLICATION PROCESS

Students who wish to participate in the Car Pool parking program can pick up an application at the Skyline College Public Safety Office. To qualify for the program, each student on the application must have paid for a semester or dual semester student parking permit(s). Each student must be enrolled in at least one class at Skyline College and there must be a minimum total of **THREE** students on the application.

The Public Safety Department is currently limited to 12 Car/Van Pool parking permits per semester. Each permit is valid only for the semester for which it is issued. The Public Safety Department will begin taking applications on the first day of every new semester. Permits are issued on a first come, first served basis upon submission of a fully completed permit application to the Public Safety Department.

## CAR/VAN POOL PARKING REGULATIONS

Any vehicle parking in any Car/Van Pool parking stall without a visible Car/Van Pool parking permit issued by the Public Safety Department may receive a citation. Car/Van Pool parking permits are valid ONLY in designated Car/Van Pool parking spaces.

In order for a vehicle to park in a Car/Van Pool designated space, the vehicle MUST display a valid Car/Van Pool parking permit and a valid, student parking permit or valid daily parking permit, as well as have a minimum of two (2) occupants in the vehicle when it is parked. Car/Van Pool parking permits are valid only for the driver(s) and vehicle(s) listed on the application.

It is a violation of law to copy, duplicate, manufacture or otherwise reproduce Car/Van Pool parking permits as well as a violation of the Student Code of Conduct. Violators may be arrested and prosecuted for forgery and theft pursuant to California Penal Code sections 470 and 484, as well as face immediate student disciplinary action.

Car/Van Pool parking permits may not be transferred or loaned to another person or another vehicle that is not on the application. If a person displays a valid Car/Van Pool parking permit issued to another person or vehicle, that vehicle is subject to a citation. The Car/Van Pool parking permit will be seized and a report will be forwarded to the Vice President of Student Services for a violation of the Student Code of Conduct. The seized Car/Van Pool parking permit will not be returned to the person(s) who applied for the permit.

## RIDE SAMTRANS TO SKYLINE

SamTrans provides bus service along several routes to the Skyline College campus. SamTrans information specialists can help you plan your trip for the shortest possible route: Call toll free **1-800-660-4BUS** or visit **www.samtrans.com**. You may purchase SamTrans passes at Skyline College in the Cashier's Office, Building 2, Student Services Center. All SamTrans buses are wheelchair accessible. Frequent riders receive a discount on their rides by using tokens or a monthly pass.

SamTrans Routes 121, 123 and 140 provide weekday service to Skyline College. Route 121 (limited service) starts at Lowell and Hanover streets, then serves the Daly City BART Station, Colma BART, Seton Medical Center, Serramonte, Fairmont and Westview on its way to the college. Route 123 originates at the Colma BART Station and serves stops between Metro Center, Serra Center, Serramonte and King Plaza on its way to campus. Route 140 delivers students traveling from Pacifica (Palmetto and West Manor) and San Bruno BART.

**Weekend Note:** The 121 and 123 lines do not provide service to Skyline College on the weekends. The 140 is the only line that provides service to the college on weekends.

## NON-DISTRICT SPONSORED TRANSPORTATION

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

## FIELD TRIP/EXCURSION GUIDELINES

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





## Campus Directory

Main Line (650) 738-4100

For Information About	Ext.	Bldg-Room
Admissions and Records . . . . .	4251/4252	2-2225
Fax (Admissions and Records) . . . . .	4200	
Asian Studies Program . . . . .	4479	4-252
ASSC (Student Government) . . . . .	4327	6-6214
Assessment/Placement Testing . . . . .	4150	2-2233
ASTEP Program . . . . .	4217	7-7322
Automotive Technology . . . . .	4126	8-8101
Bookstore . . . . .	4211	6-6101
Business Division . . . . .	4201	8-8305
CalWORKs . . . . .	4480	2-2212
Career Advancement Academy . . . . .	4424	1-1314
Career Center . . . . .	4337	1-1219B
Cashier's Office . . . . .	4101	2-2225
Center for International Trade Development . . . . .	7098	5-5130
Child Development Center . . . . .	7070	Bldg. 14
Cooperative Education Office . . . . .	4261	1-1210
Cosmetology . . . . .	4168/4165	4-224
Counseling . . . . .	4318	2-2200
Disabled Students Program . . . . .	4280	2-2350
Distance Education and Technology . . . . .		1-1316
Emergency Medical Technology . . . . .	4284	7-7108A
English Language Institute (ELI) . . . . .	7089	1-1218
EOPS/CARE . . . . .	4139	2-2212
Evening College Office . . . . .	4206	2-2225
Monday – Thursday, 5:00 to 9:30 pm		
Financial Aid . . . . .	4236	2-2234
Fax (Financial Aid) . . . . .	4425	
First Year Experience . . . . .	4147	4-4245
Gallery . . . . .	4294	1-1132
Health Center . . . . .	4270	2-2209
Hermanas/Hermanos Program . . . . .	7072	2-2321

For Information About	Ext.	Bldg-Room
Honors Transfer Program . . . . .	4412	4-242
International Students Program . . . . .	4430	4-248
Kababayan Program . . . . .	4119	4-244
Kinesiology (Physical Education)/ Athletics/Dance Division . . . . .	4271	3-3126
Language Arts Division . . . . .	4202	8-8112
Learning Center, The . . . . .	4144	5-5100
Library . . . . .	4311	5-5200
Massage Therapy . . . . .	4168	4-224
MESA Program . . . . .	4244	7-7309
Microcomputer Lab (CALT) . . . . .	4105	2-2116
Parking . . . . .	4199	6-6106
Physical Education (Kinesiology)/ Athletics/Dance Division . . . . .	4271	3-3126
Public Information Office . . . . .	4346	4-329
Public Safety . . . . .	4199	6-6106
Puente Program . . . . .	4146	4-248
Respiratory Therapy . . . . .	4457	7-7219
Scholar-Athlete Program . . . . .	4409	7-7308
Scholarships . . . . .	7011	2-2234
Science/Math/Technology Division . . . . .	4221	7-7130
Skyline View, The (Student Newspaper) . . . . .	4377	8-8110
Social Science/Creative Arts Division . . . . .	4121	1-1108
SparkPoint Center . . . . .	7035	1-1221A
Student Life & Leadership Development, Center for . . . . .	4275	6-6212
Student Services Information . . . . .	4465	2-2225
Surgical Technology . . . . .	4470	7-7209
Telecommunications Technology . . . . .	4495	2-2102
Theater . . . . .	4154	1-1108
Transcript Information . . . . .	4254	2-2225
Transfer Center . . . . .	4232	2-2227
TRiO/SSS . . . . .	4144	5-5100
Veterans' Affairs . . . . .	4462	2-2225
Vice President of Instruction . . . . .	4321	4-311A
Vice President of Student Services . . . . .	4333	4-311B
Women in Transition Program . . . . .	4157	2-2313
Workability III Program . . . . .	4467	2-2340
Workforce Development, Center for . . . . .	7035	1-1221

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

### SUPPORT SKYLINE COLLEGE

Donate your used vehicle to benefit Skyline students

SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION

- Specify:  Scholarships  President's Innovation Fund  
 Where the Need is Greatest



Call (650) 574-6229 for details

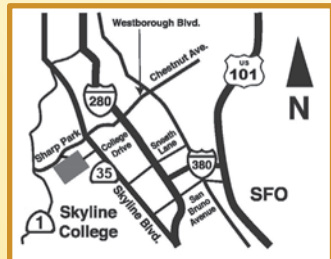
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# Campus Map



### Legend

- Student Parking
- Staff Parking
- Visitor Parking
- P Parking Permit Dispenser
- B Bus Stop
- S Smoking Area
- A Accessible Parking
- R Reserved Parking
- A Accessible Elevator
- S Redi-Wheels Stop
- B Bicycle Parking
- P Pay Phone
- A Universal Access Route
- C Carpool/Vanpool Parking
- E Energy Efficient Vehicle Parking
- D Drop-Off

OFFICE	BLDG #
Administration	4
Admissions & Records	2
Automotive	9-11
Baseball Press Box	18
Bookstore	6
Business Division	8
Cashier's Office	2
Child Development Center	14
Cosmetology	4
Counseling	2
Dining Hall	6
Facilities Maintenance Center	21-24
Field House	17
Field Restrooms	15
Financial Aid	2
Gallery	1
Gymnasium	3
Health Center	2
Info/One Stop Center	2
Language Arts	8
Learning Center	5
Library	5
Pacific Heights (PH)	19
Kinesiology (PE)/Athletics/Dance	3
Portable Classrooms	3A-E
Portable Restroom	20
Public Safety	6
Sciences & Allied Health	7
Smog Referee	9
Social Science/Creative Arts	1
Student Activities	6
Student & Community Center	6
Student Services	2
Theater	1

3300 College Drive  
San Bruno, CA 94066  
(650) 738-4100  
www.SkylineCollege.edu

## Residential Customer Local



**Skyline College Early Learning & Child Development Center – Quality Care for Children and Families:** The Early Learning and Child Development Center has moved to a newly remodeled and expanded facility in the Loma Chica building on campus. Contact Child Development Center Coordinator Tina Watts at (650) 738-7070 for more information and a tour.

**Get Connected to a Career in the Glamorous Beauty Industry:** Enroll in Skyline's five star, prestigious Cosmetology programs and prepare yourself for employment in the rapidly growing field of work in nail and hair salons. For more information

or to receive a personalized tour of our new facilities in Building 4, call (650) 738-4168. Summer hours of operation are Monday through Thursday, 9 am to 4 pm.

**Health Care Professionals Are In Demand:** Central Service Technologist/Sterile Processor, Emergency Medical Technician, Respiratory Therapist, Surgical Technologist. Prepare for these and other health careers by joining the new Career Advancement Academy. Contact Lorraine DeMello at (650) 738-4424 or [demello@smccd.edu](mailto:demello@smccd.edu).

**Careers in Emerging Green Industries:** *Solar Design, Estimation and Sales; Solar Installation; Energy Efficiency; Building Performance and Assessment.* For information, contact Rita Gulli at (650) 738-4491 or [gullir@smccd.edu](mailto:gullir@smccd.edu).

**Fitness is An Educational Investment:** Physical activity, combined with a healthy diet, is the best investment you can make for improving and/or maintaining your health and aiding your cognitive functioning. Skyline offers a rich variety of classes geared toward teaching skills, enhancing fitness, and providing an educational framework for students to engage in a meaningful exercise program. This summer enjoy classes such as *Walking and Running for Fitness, Weight Conditioning, Stretching and Flexibility, Yoga and Pilates*, as well as team and individual activities.

**SparkPoint at Skyline College** offers services and resources that lead to financial stability. SparkPoint features individualized financial coaching. Work one-on-one with your personal financial coach to improve your finances and utilize benefits and other resources to reach your career and educational goals. For more information, please stop by the center located in Building 1, Room 1222, call (650) 738-7035, or visit [www.skylinecollege.edu/sparkpoint](http://www.skylinecollege.edu/sparkpoint).

**The Center for International Trade Development (CITD)** offers a variety of services for individuals interested in international trade/business. For more information, contact Allison Mello at (650) 738-7098 or [melloa@smccd.edu](mailto:melloa@smccd.edu).

**The Youth Entrepreneurship Program (YEP)** provides practical entrepreneurship skills development to youth between the ages of 16 and 27. For more information, please contact Pcyeta Jackson at (650) 738-7097 or [jacksonp@smccd.edu](mailto:jacksonp@smccd.edu).



**Financial Aid** offers free weekly workshops to help students complete the Free Application for Federal Student Aid (FAFSA), and provides information about various grants, scholarships, fee waivers, loans, and the work study program. Call (650) 738-4236, or visit the office in the One-Stop Center, Building 2.

### Summer Counseling

Monday through Thursday, 8:00 am to 7:00 pm

- **New Students for Summer Session and Fall Semester** will meet with a counselor during New Student IN-PERSON Orientation Workshops scheduled throughout the summer. Students will receive a student educational plan, which completes the enrollment process. The Orientation schedule will be available both in Building 2 and online. For further information visit [www.skylinecollege.edu/counseling](http://www.skylinecollege.edu/counseling) or call (650) 738-4318.
- **Online Orientation** will be available throughout the summer but will require a follow-up counseling appointment that completes the enrollment process.
- **New Transfer and Returning Students** can meet with a counselor by appointment or on a walk-in basis throughout the summer.