

# Información para Personas de Habla Hispana



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79–92





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## REQUISITOS DE ADMISIÓN

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

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

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

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

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

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

**Estudiante concurrente:** Estudiante de 9-12 grado que cursa estudios simultáneamente en Skyline, CSM o Cañada.

## PROCEDIMIENTOS PARA LA ADMISIÓN

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

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

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

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

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

**Estudiantes internacionales:** Presentar una Solicitud de Inscripción y otros documentos que se requieran. Véase la sección “Estudiantes Internacionales” en la sección de Admisiones de este catálogo.

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

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

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

## ESTUDIANTES INTERNACIONALES

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

1. Las fechas límite para presentar la solicitud son: para el semestre de otoño, las solicitudes deberán presentarse antes de finales de abril. Para el semestre de primavera, las solicitudes deberán presentarse antes de finales de noviembre. **Las fechas límite están sujetas a cambios.**
2. Los estudiantes F-1 deben pagar la inscripción correspondiente a estudiantes internacionales y los cargos de inscripción y servicios de salud. El Horario de Clases de Skyline contiene una lista actualizada de los cargos obligatorios.
3. Los estudiantes con la Visa F-1 deben realizar un programa completo de estudios (un mínimo de 12 unidades cada semestre de otoño y primavera). De acuerdo a las regulaciones SEVIS, el incumplimiento de este requisito resultará en que el estudiante pierda su condición de estudiante internacional.
4. Los estudiantes con la Visa F-1 pueden inscribirse a un máximo de seis semestres.
5. Requisitos de admisión para estudiantes con la Visa F-1:
  - a. Los solicitantes deben completar la Solicitud para Estudiantes Internacionales disponible en la página de Internet de Skyline: [www.smccd.edu/accounts/skyinternational](http://www.smccd.edu/accounts/skyinternational) o pueden obtener una solicitud en la Oficina de Admisión y Archivos.
  - b. Demostrar dominio del inglés al obtener un puntaje mínimo de 480 en el examen TOEFL si se hace el examen en papel, 157 si se hace por computadora 56 por Internet, o IELTS de 55 puntos. Skyline College no ofrece una I-20 por estudios del inglés como segunda lengua.

- c. Los solicitantes tendrán que haber completado el equivalente de los estudios de una escuela secundaria de los Estados Unidos. El estudiante debe presentar expedientes académicos oficiales. Los documentos en lengua extranjera deberán ir acompañados de una traducción certificada en inglés.
- d. Presentar pruebas de responsabilidad financiera. Se requiere una certificación de los padres, propia o de un patrocinador. Los estados de cuenta oficiales de un banco deberán traducirse al inglés y aparecer en moneda estadounidense.
- e. Los solicitantes deberán presentar originales o copias certificadas de las calificaciones escolares de los cursos universitarios que hayan completado. Las calificaciones escolares deberán ir acompañadas de una traducción certificada en inglés.
- f. Los solicitantes con la Visa F-1 que hayan asistido a otras escuelas o colegios en los Estados Unidos podrán ser admitidos siempre y cuando cumplan los requisitos de admisión de Skyline College y sus papeles estén en regla con los Servicios de Inmigración y Ciudadanía de los Estados Unidos.
6. Los estudiantes con la Visa F-1 deberán cumplir los mismos requisitos académicos y las mismas normas y reglamentos del colegio que el resto de los estudiantes.
7. Los estudiantes con la Visa F-1 deberán demostrar que poseen un seguro médico y de hospitalización válido o pueden comprar un plan de seguro médico ofrecido por una compañía privada a través del Distrito de Colegios de la Comunidad del Condado de San Mateo a un costo de US\$1,340.00 por año aproximadamente. **Las tarifas del seguro están sujetas a cambios.**
8. Los estudiantes con la Visa F-1 deberán cumplir las regulaciones del Código Federal de los Estados Unidos (U.S. Federal Code), El Departamento de Seguridad Nacional (Department of Homeland Security, DHS) y los Servicios de Ciudadanía e Inmigración (Citizenship and Immigration Services, CIS) relativas a los estudiantes con la Visa F-1.

### Inscripción concurrente con la Visa F-1

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

## ESTUDIANTES QUE SE TRANSFIEREN

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

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

## REQUISITOS DE RESIDENCIA PARA ADMISIÓN

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

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

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

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

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

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

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

1. El estudiante ha estado presente en California por más de un año antes del semestre de admisión y se ha sostenido independientemente por ese tiempo y presenta los requisitos de residencia.
2. El estudiante extranjero es un residente permanente, mayor de 18 años y ha residido en California como residente permanente por más de un año antes del semestre de admisión.

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

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

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

## DETERMINACIÓN DE RESIDENCIA

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

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

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

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

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

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

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

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

## MATRICULACIÓN

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

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

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

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

## LIMITACIONES EN EL NÚMERO DE UNIDADES

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

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

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

## CAMBIOS EN LA INSCRIPCIÓN/RETIRO

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

## ASISTENCIA AL PRIMER DIA DE CLASE

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

## CUOTA DE LA COPIA DE LOS EXPEDIENTES ACADEMICOS

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

## GASTOS ADICIONALES

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

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

1. CONTABILIDAD, ARTE, TECNOLOGIA AUTOMOTORA, NEGOCIOS, APLICACION DE COMPUTADORAS Y TECNOLOGIA DE OFICINAS, CIENCIAS DE LA COMPUTACION, DESARROLLO DE HABILIDADES, MATEMATICAS, TERAPIA RESPIRATORIA, TERAPIA DE MASAJE – de US\$2 a US\$380 en gastos de material se requieren para ciertos cursos.
2. TECNOLOGIA AUTOMOTORA – Aproximadamente US \$1,000 para herramientas en el primer semestre y US\$900 más para el resto de los semestres.
3. COSMETOLOGIA – Aproximadamente US\$4,000 a lo largo de todo el programa para uniformes y equipo.

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

## POLÍTICA DE REEMBOLSO DE LA CUOTA DE INSCRIPCION

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



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

## CALIFICACIONES Y BECAS

### Calificaciones Y Promedio

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

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

### El Sistema De Calificación Por Letras

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

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

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

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

Los símbolos calificativos son los siguientes:

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

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

### Opción De Modo Calificativo

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

Hay dos sistemas de calificación en Skyline College:

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

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

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

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

### Símbolos no Evaluativos

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

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

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

- IP – En Curso:** Usado en el registro permanente del estudiante para confirmar su inscripción. Esto indica que el trabajo está “en curso” y que la unidad de crédito y calificación se otorgará cuando el curso se haya completado.

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

- RD – Reporte Atrasado:** Usado por Admisión y Archivos con el propósito de indicar que ha habido un retraso en el reporte de la calificación, que va más allá del control del estudiante. Debe ser reemplazado por un símbolo permanente lo más pronto posible.

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

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

- MW – Significa Retiro Militar**

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

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

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

## PROMEDIO – (GPA)

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

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

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

## HONORES ACADÉMICOS

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

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

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

## REPORTES DE CALIFICACIONES FINALES

Cada estudiante es responsable de su propio progreso académico. Los reportes de calificaciones finales no son enviados a los estudiantes pero están disponibles en WebSMART.

**Se requieren todos los pagos para tener acceso a las notas.** La disponibilidad de las calificaciones finales para semestres específicos está publicada en el actual Horario de Clases. Las calificaciones finales están disponibles en

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

Vaya a “WebSMART”

## POLÍTICA DE NORMAS ACADÉMICAS

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

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

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

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

## PERÍODO DE PRUEBA ACADÉMICA

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

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

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

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

## ELIMINACIÓN DEL PERÍODO DE PRUEBA

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

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

## EXPULSIÓN

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

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

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

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

## POLÍTICA DE REANUDACIÓN ACADÉMICA

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

1. Debe haber transcurrido como mínimo un año desde que se completó el curso que va a ser mitigado.
2. Un estudiante debe haber completado los siguientes requisitos antes de pedir mitigación:

Unidades	Promedio
9	3.5
15	3.0
21	2.5
24	2.0

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

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

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

## REGLAMENTOS DE ASISTENCIA

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

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

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

## AUSENCIA TEMPORAL

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

## NORMAS SOBRE ACOSO SEXUAL

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

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

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

## PROGRAMA PARA ESTUDIANTES CON IMPEDIMENTOS

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

### Programa de Tecnología de Asistencia

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

Como parte del Programa de Tecnología de Asistencia, los estudiantes con impedimentos de aprendizaje o físicos pueden solicitar y recibir sus libros de texto y materiales de clase en formatos alternativos (por ejemplo, texto electrónico, Braille o letra grande) de parte del Especialista en Medios de Comunicación Alternativos. Si desea más información, póngase en contacto con la Oficina del Programa de Tecnología de Asistencia, Edificio 5, Sala 5131A, o llame al (650) 738-4497.

## Programa de Aprendizaje de Habilidades Diferenciales

El Programa de Aprendizaje de Habilidades Diferenciales (DSKL) ofrece servicios a estudiantes que se sospecha pueden tener algún impedimento/ o sufran un impedimento documentado de aprendizaje. Los servicios incluyen, pero no están limitados a, revisión y evaluación de la documentación, asistencia con vivienda, desarrollo de la capacidad de abogar, revisión de los estilos de aprendizaje y las estrategias de estudio relacionadas y servicios de tutoría. Para mayor información, visite la Oficina de Aprendizaje de Habilidades, localizada en el Centro de Recursos de Aprendizaje, Edificio 5, Sala 5131A, o llame al (650) 738-4125.

## Programa sobre Capacidad para Trabajar III (WAIll)

La misión del Programa de Capacidad para Trabajar III es ayudar a personas con impedimentos a obtener y retener empleo competitivo. WAIll representa un programa de cooperación entre Skyline College y el Departamento de Rehabilitación de California (DOR). WAIll provee servicios a las personas con impedimentos que son clientes de DOR. Para más información y elegibilidad para el programa, comuníquese con la oficina del programa WAIll en el Centro de Servicios para Estudiantes, Edificio 5, Sala 5131A, o llame al (650) 738-4467.

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

## PROGRAMAS Y SERVICIOS DE ASISTENCIA ESPECIALES (EOPS)

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

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

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

La oficina de EOPS está localizada en el Edificio 2, Sala 2212. Las horas de operación son de 9:00 de la mañana a 4:00 de la tarde. Para información adicional, llame al (650) 738-4139, correo electrónico [skyeops@smccd.edu](mailto:skyeops@smccd.edu) o visite la página Internet de EOPS en [www.SkylineCollege.edu](http://www.SkylineCollege.edu).

## AYUDA FINANCIERA

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

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

- Ser ciudadano norteamericano o un no ciudadano que sea residente permanente, residente extranjero, refugiado o asilado. NOTA: El "Waiver" de la Junta de Gobierno puede exigir requisitos menos restrictivos de residencia para ciudadanos no-norteamericanos.
- Estar inscrito o llenar los requisitos para inscribirse en Skyline College
- Haber completado el proceso de matriculación de Skyline College.
- Estar inscrito en una carrera o un programa de certificado o un programa aceptable para ser transferido. Los programas cortos de certificado podrían no calificar para ayuda federal.

- Reunir los requisitos de Ayuda Financiera y progreso académico; estos requisitos no son los mismos que los del progreso académico del colegio.
- Tener necesidad financiera.
- No estar en deuda con el préstamo Federal para estudiantes antes o deber el reembolso una subvención federal.
- Tener un diploma de Secundaria, un GED (General Equivalency Diploma o Diploma de Equivalencia General), o un certificado de haber terminado, o pasar un examen de evaluación para determinar la capacidad de beneficiarse.
- Los estudiantes masculinos se deben registrar con Servicio Selectivo a menos que no se les requiera registrarse.
- No debe haber sido convicto de posesión o venta de drogas.

### Para Solicitar Ayuda Financiera:

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

### Premios y Desembolso de Ayuda Financiera:

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

para ganar los fondos provistos y serán pagados mensualmente. Los estudiantes que deseen un préstamo deben completar papeles adicionales para solicitar el préstamo.

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

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

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

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

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

## VETERANOS Y DEPENDIENTES DE VETERANOS

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

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

El estado de California ofrece programas para los hijos de los veteranos que fallecieron o tienen impedimentos por causas relacionadas al servicio militar. Las solicitudes deben dirigirse al California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (800) 807-5799.

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

## REPETICIÓN DE CURSOS

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

## CENTRO DE ENSEÑANZA (TLC)

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

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

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

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

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

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

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

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

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

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

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

**El Laboratorio de Composición y Lectura (WRL)** ofrece a los estudiantes asistencia en tareas de lectura y composición para cualquier curso de Skyline. Para los estudiantes que requieren más que las visitas ocasionales, el WRL ofrece tres cursos: Inglés 650 (Suplemento de inglés para Estudiantes de TRIO), ESOL 665 (Suplemento de inglés Como Segunda Lengua) Inglés LSKL 853 (Composición Asistida por el Computador). Los estudiantes se pueden inscribir en esos cursos en cualquier momento hasta dos semanas antes del final del semestre para ayuda extra con tareas de lectura y escritura. Estos cursos ofrecen tutoría en un formato de entrada libre, autoregulada, de unidad variable (0.5-3.0 unidades). El WRL además ofrece tutoría, una variedad de materiales autoregulados para permitir al estudiante reforzar sus habilidades en la lectura y la composición, y una serie de talleres de lectura y composición, dirigidos por profesores de Skyline.

## PUENTE

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

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

Para más información, por favor comuníquese con la Coordinadora del Programa Puente al (650) 738-4146.

## LA MUJER EN TRANSICIÓN (WIT)

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



# Instructional Programs



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# Associate Degree Requirements

## ASSOCIATE IN ARTS DEGREE ASSOCIATE IN SCIENCE DEGREE

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

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

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

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

## PHILOSOPHY OF GENERAL EDUCATION

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

## GRADUATION REQUIREMENTS STUDENT CATALOG RIGHTS

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

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

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

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

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

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

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

### Requirements

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

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

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

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

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

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

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

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

## **CERTIFICATE REQUIREMENTS**

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

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

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

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

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

# Associate Degree Requirements – 2013-2014

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

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

## 1. RESIDENCE

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

## 2. SCHOLARSHIP REQUIREMENT

1. A minimum 2.00 is required in all degree-applicable coursework.
2. All coursework transferred into SMCCCD, except non-degree applicable and upper division courses, will be evaluated to meet graduation requirements and will become part of the overall GPA.
3. The GPA from courses taken in SMCCCD and those courses from outside SMCCCD will be used in the calculation for graduation. Honors and Phi Theta Kappa are calculated and recorded at each college.

## 3. BASIC COMPETENCY REQUIREMENTS

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

### WRITING/READING

Satisfactory completion of English 100 or equivalent, or higher.

### MATHEMATICS/QUANTITATIVE REASONING

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

### INFORMATION LITERACY

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

## 4. MAJOR REQUIREMENT

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

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

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

## 5. ETHNIC AND CULTURAL DIVERSITY

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

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

### Group A. General:

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

### Group B. Area Studies:

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

## 6. AMERICAN HISTORY AND INSTITUTIONS

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

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

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

HIST 108 201 202 235 244 429\*  
 PLSC 210

### Group B1: State & Local Government:

HIST 240 310  
 PLSC 301

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

PLSC 200

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

## 7. PHYSICAL EDUCATION (KINESIOLOGY)

Two activity courses in PE (Kinesiology) are required.

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

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

Continued →

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

**8. GENERAL ELECTIVES**

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

**9. GENERAL EDUCATION**

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

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

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

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

**A1: Oral Communication**

COMM 110 127 130 140 150

**A2: Written Communication**

ENGL 100 110

**A3: Critical Thinking**

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

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

**B. SCIENTIFIC INQUIRY**

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

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

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

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

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

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

**C. ARTS AND HUMANITIES**

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

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

**C1: Arts**

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

**C2: Humanities**

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

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

**D. SOCIAL SCIENCES**

(3 units required)

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

HIST 108 201 202 235 244  
 PLSC 210

**D2a: State & Local Government**

HIST 240 310  
 PLSC 301

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

PLSC 200

**D3: Social Institutions**

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

**E. LIFELONG LEARNING & SELF DEVELOPMENT**

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

**E1:**

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

**E2: Physical Education Activity Courses**

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

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

# Associate Degree and Certificate Programs

## DEGREE AND CERTIFICATE PROGRAMS AT SKYLINE

Program	Degree	Certificate	Program	Degree	Certificate
Accounting	A.S.	•	Cosmetology	A.S.	•
Accounting Computer Specialist		•	Cosmetology Entrepreneurship		•
Administration of Justice	A.A.	•	Esthetician		•
Allied Health Science	A.S.		Manicuring		•
Art	A.A.		Dance	A.A.	
Asian Studies	A.A.	•	Early Childhood Education	A.S./AS-T	•
Chinese Studies		•	ECE. Early Intervention Assistant		•
Automotive Technology	A.S.	•	ECE. Entrepreneurship		•
Asian Engine Performance			Early Childhood: Special Education		•
Technology		•	Foundations in Early Childhood		
Automotive Entrepreneurship		•	Education		•
Automotive Technician	A.S.		Education		
Automotive Technician –			After School Program Assistant		•
Entry Level		•	After School Program Associate		
Biotechnology	A.S.		Teacher		•
Business			Emergency Medical Technology		•
Business Administration	AS-T	•	Energy Systems Technology		
Business Management	A.S.	•	Management		
Computer Information Specialist		•	Solar Energy Technology		•
Entrepreneurship and Small			Solar Installation		•
Business Management		•	English	A.A.	
Entrepreneurship		•	Family & Consumer Sciences	A.S.	•
General Supervision		•	Fashion Merchandising	A.S.	•
International Logistics	A.S.		Interdisciplinary Studies	A.A.	
Customs Broker		•	International Studies	A.A.	
Ocean Freight Forwarding		•	Journalism	A.A.	•
Air Freight Forwarding		•	Kinesiology	AA-T	
International Trade	A.S.	•	Massage Therapy		•
Asian Business Practices		•	Mathematics	A.A./AS-T	
International Business		•	Music	A.A.	
Import and Export		•	Natural Science	A.S.	
Legal Aspects of International			Paralegal, Legal Assistant	A.A.	•
Business		•	Physical Education	A.A.	
Lawyer's Assistant	A.S.	•	Physics	AS-T	
Medical Transcriptionist	A.S.	•	Psychology	A.A./AA-T	
Medical Billing and Coding		•	Respiratory Therapy	A.S.	
Medical Office Assistant		•	Spanish	A.A.	
Multimedia Technology	A.S.	•	Surgical Technology	A.S.	•
Office Assistant		•	Central Service Technology/ Sterile Processing		•
Office Management	A.S.	•	Telecommunications & Network		
Warehousing and Logistics		•	Information Technology		
Entry-Level Warehousing		•	Network Engineering	A.S.	•
Communication Studies	A.A.		Networking		•
			PC Configuration & Repair		•
			Wiring & Installation		•

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

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

## CERTIFICATES

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

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

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

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

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

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

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

	Units
American History & Institutions . . . . .	6
Major . . . . .	18
General Education . . . . .	19
Physical Education . . . . .	2 courses
Basic Competency in English, Mathematics, and Information Literacy	
Total units	60

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

## GAINFUL EMPLOYMENT DISCLOSURE INFORMATION

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

## ACCOUNTING

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

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



**Program Student Learning Outcomes:**

Students completing this program will be able to:

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

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

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

**Required Courses for the Major**

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

**or**

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

**or**

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

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

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

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

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

**ACCOUNTING CERTIFICATE OF ACHIEVEMENT**

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

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

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

**ACCOUNTING COMPUTER SPECIALIST CAREER CERTIFICATE**

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

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

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

## ADMINISTRATION OF JUSTICE

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

### Program Student Learning Outcomes:

Students completing this program will be able to:

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

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

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

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

ADMJ 120 Criminal Investigation. . . . .	3
ADMJ 123 Concepts of Enforcement Principles . . . . .	3
ADMJ 125 Juvenile Procedures. . . . .	3
ADMJ 134 Traffic Enforcement and Investigation . . . . .	3
ADMJ 135 Narcotics & Special Investigations. . . . .	3
ADMJ 180 Criminal Identification . . . . .	3
ADMJ 665 Selected Topics in Admin. of Justice . . . . .	5-2
ADMJ 670 Criminal Justice Internship . . . . .	1-4
LEGL 252 Princ. of Civil & Admin. Process . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	27

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

### ADMINISTRATION OF JUSTICE CERTIFICATE OF ACHIEVEMENT

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

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

ADMJ 120 Criminal Investigation. . . . .	3
ADMJ 123 Concepts of Enforcement Principles . . . . .	3
ADMJ 125 Juvenile Procedures. . . . .	3
ADMJ 134 Traffic Enforcement and Investigation . . . . .	3
ADMJ 135 Narcotics & Special Investigations. . . . .	3
ADMJ 180 Criminal Identification . . . . .	3
ADMJ 205 Judicial Process in California. . . . .	3
ADMJ 665 Selected Topics in Admin. of Justice . . . . .	5-2
ADMJ 670 Criminal Justice Internship . . . . .	1-4
LEGL 252 Principles of Civil & Admin. Process. . . . .	3
TOTAL REQUIRED UNITS . . . . .	27

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

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

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

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

## ALLIED HEALTH

Careers in Allied Health professions are among the fastest growing in Northern California. The Associate in Science Degree with a major in Allied Health provides foundation courses necessary for health careers and for transfer programs to four-year colleges and universities.

### Program Student Learning Outcomes:

Students completing this program will be able to:

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

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

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

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

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

BIOL 110 Principles of Biology. . . . .	4
BIOL 130 Human Biology . . . . .	3
BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
CHEM 220 General Chemistry II . . . . .	5
EMC./HSCI 180 Gateway to Health Careers . . . . .	3
EMC. 400 Emergency Medical Responder. . . . .	2.5
FCS 310 Nutrition. . . . .	3
HSCI 420 EKG Technology . . . . .	3
PHYS 210 General Physics I . . . . .	4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>20-21</b>

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

**ANTHROPOLOGY**

**Program Student Learning Outcomes:**

Students completing this program will:

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

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

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

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

**ART**

**Program Student Learning Outcomes:**

Students completing this program will:

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

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

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

ART 101 History of Art I . . . . .	3
ART 102 History of Art II . . . . .	3
ART 105 Art of Asia & the Near East . . . . .	3
ART 107 Art of Our Times . . . . .	3
ART 120 Art of the Americas . . . . .	3

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

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

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

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

Plus a selection of two or more courses (4 to 6 units) in any other Art courses.

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

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

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

## ASIAN STUDIES: LANGUAGE, COMMERCE, AND CULTURE

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

### Program Student Learning Outcomes:

Students completing this program will:

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

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

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

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

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

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

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

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

### ASIAN STUDIES CERTIFICATE

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

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

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

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

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

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

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

## CHINESE STUDIES CERTIFICATE OF ACHIEVEMENT

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

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

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

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

ART 105 Art of Asia and the Near East . . . . .	3
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 248 Asian Management System . . . . .	3
BUS. 468 Asia in the World Today . . . . .	3
BUS. 680SB Study Abroad in China . . . . .	3
ECON 310 Political Economy of Asia . . . . .	3
GEOG 110 Cultural Geography . . . . .	3
HIST 432 Modern Asian Civilizations . . . . .	3
HIST 430 Early Asian Civilizations . . . . .	3
LIT. 265 Asian American Literature . . . . .	3
PLSC 130 International Relations . . . . .	3
SOCI 341 Asian Cultures and Societies . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18

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

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

## ATHLETICS

### Program Student Learning Outcomes:

Students completing this program will be able to:

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

## AUTOMOTIVE TECHNOLOGY

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

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

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

Skyline College's Automotive Program is accredited by:

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

### ADMISSION PROCEDURES AND REQUIREMENTS

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

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

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

a. One semester of AUTO 710 at Skyline College (or equivalent from another community college) with a grade of “B” or better. (Submit a copy of your final grade report with your application or a letter from your instructor.)

**or**

b. One year of high school automotive training with a grade of “B” or better (verified by official transcript). Also, a letter of recommendation from an automotive instructor or Tech Prep Certificate of Credit would be important considerations.

**or**

c. One year of ROP automotive training with a grade of “B” or better or equivalent training. (Certificate and letter from instructor must be submitted with application.)

**or**

d. One year of full-time related work experience with accompanying letter of verification from employer specifying employment dates and duties.

4. All students must meet the math proficiency requirements in one of the following ways:

a. Satisfactory completion of the placement test by scoring on the Skyline Placement Test at a pre-algebra level. (Submit a copy of the Math Placement Test results with the application.)

**or**

b. Completion of three units of MATH 811, or equivalent with a grade of “C” or better. (Submit a copy of the college transcript with the application.)

5. All students and must meet the English proficiency requirement by:

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

**or**

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

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

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

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

Students completing this program will be able to:

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

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

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

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

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

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

**AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAMS**

**Automotive Electricity/Electronics**

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

**Automotive Chassis Technology**

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

**Automotive Engines Technology**

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

**Automotive Drive Train Technology**

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

**Automotive Engine Performance Technology**

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

**Automotive Advanced Engine Performance Technology**

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

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

Required Core Courses	Units
AUTO 758/858 Automotive Computer Controls . . . . .	3
AUTO 771/846 Automotive Electrical II . . . . .	2
AUTO 773/840 Automotive Electrical I . . . . .	3
AUTO 777/832 Automatic Transmissions I . . . . .	3
AUTO 786/860 Automotive Air Conditioning I. . . . .	2
AUTO 790/850 Automotive Brakes I . . . . .	2
AUTO 792/853 Automotive Chassis I . . . . .	3

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

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

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

**AUTOMOTIVE TECHNICIAN – ENTRY LEVEL CAREER CERTIFICATE**

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

**AUTOMOTIVE ENTREPRENEURSHIP CAREER CERTIFICATE**

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

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

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

## BIOLOGICAL SCIENCES

### Program Student Learning Outcomes:

Students completing this program will be able to:

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

## BIOTECHNOLOGY

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

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

### Program Student Learning Outcomes:

Students completing this program will be able to:

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

## ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BIOTECHNOLOGY

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

## BUSINESS

Skyline College's Business Programs are accredited by:

### Accreditation Council for Business Schools and Programs

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

### Program Student Learning Outcomes:

Students completing this program will be able to:

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



## ASSOCIATE IN SCIENCE DEGREE IN BUSINESS ADMINISTRATION FOR TRANSFER

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

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

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

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

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

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

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

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

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

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

## BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

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

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

ACTG/BCM. 172 Business Income Taxes . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3
BUS. 248 Asian Management Systems . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 401 Business Communications . . . . .	3
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
PSYC 300 Social Psychology . . . . .	3
R.E. 100 Real Estate Principles . . . . .	3
COMM 110 Public Speaking <b>or</b>	
COMM 130 Interpersonal Communication <b>or</b>	
COMM 150 Intercultural Communication . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>29-32</b>

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

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

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

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

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

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

Students completing this program will be able to:

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

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

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

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

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

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

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

**BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT**

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

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

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

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

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

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

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

**GENERAL SUPERVISION CERTIFICATE OF ACHIEVEMENT**

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

**Required Courses** **Units**

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

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

ACTG 100 Accounting Procedures. . . . .	3
ACTG 194 Intro to QuickBooks Pro . . . . .	1
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
BUS. 230 Intro to International Marketing . . . . .	3
BUS. 279 Import/Export Management . . . . .	1.5
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BUS. 670 Business Work Experience <b>or</b> . . . . .	1-2
COOP 670 Vocational Cooperative Education. . . . .	1-2
TOTAL REQUIRED UNITS . . . . .	22.5-24

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

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

## COMPUTER INFORMATION SPECIALIST CERTIFICATE OF ACHIEVEMENT

### Program Student Learning Outcomes:

Students completing this program will be able to:

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

### Required Courses

### Units

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

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

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

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

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

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

## ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

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

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

### Program Student Learning Outcomes:

Students completing this program will be able to:

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

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

**ENTREPRENEURSHIP CAREER CERTIFICATE**

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

**Select one course from the following:**

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

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

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

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

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

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

**Program Student Learning Outcomes:**

Students completing this program will be able to:

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

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

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

**Required Courses for the Major**

BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations. . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry. . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation. . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections. . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3

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

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

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

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

### CUSTOMS BROKER CAREER CERTIFICATE

At the completion of this program, students will be prepared for an entry level or junior customs broker position within a Customs Brokerage firm. The student will be able to apply basic concepts, components and terminology to international trade, cargo transportation and supply chain logistics; comprehend the services of a customs broker and how these services interrelate with other businesses and government agencies involved in the import process; evaluate products for U.S. customs admissibility, tariff classification and entry value; and describe customs enforcement methods.

Required Courses	Units
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry. . . . .	3
TOTAL REQUIRED UNITS . . . . .	9

### OCEAN FREIGHT FORWARDING CERTIFICATE OF SPECIALIZATION

At the completion of this program, students will be prepared for an entry level or junior freight forwarder position within the offices of an International Freight Forwarder. The student will be able to apply basic concepts and terminology needed to understand and perform basic freight forwarding services, perform entry-level operational tasks related to international forwarding, avoid U.S. export and destination country import violations, assure that proper procedure is applied to foreign collections, explain to a shipper intermodal shipping service alternatives, and perform entry-level ocean forwarding and NVOCC operational tasks.

Required Courses	Units
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation. . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections. . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
TOTAL REQUIRED UNITS. . . . .	12

### AIR FREIGHT FORWARDING CERTIFICATE OF SPECIALIZATION

At the completion of this program, students will be prepared for an entry level or junior freight forwarder position within the offices of an International Freight Forwarder. The student will be able to apply basic concepts and terminology needed to understand and perform basic freight forwarding services, perform entry-level operational tasks related to international forwarding, avoid U.S. export and destination country import violations, assure that proper procedure is applied to foreign collections, explain air shipment service alternatives and the terms and conditions of an air waybill to a shipper, and perform entry-level air forwarding and consolidation operational tasks.

Required Courses	Units
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation. . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections. . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
TOTAL REQUIRED UNITS. . . . .	12

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

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

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

#### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.
- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.

- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

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

**Required Courses for the Major**

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

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

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	3
BUS. 248 Asian Management Systems. . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 670 Internship in International Trade . . . . .	1-4
ECON 102 Principles of Microeconomics . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>35.5</b>

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

**INTERNATIONAL TRADE CERTIFICATE OF ACHIEVEMENT**

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

**Plus a selection of 4.5 units from the following:**

ACTG 121 Financial Accounting. . . . .	4
BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 246 Doing Business in China. . . . .	3
BUS. 248 Asian Management Systems. . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 401 Business Communications. . . . .	3
BUS. 670 Vocational Cooperative Education. . . . .	1-4
ECON 100 Principles of Macroeconomics . . . . .	3
ECON 102 Principles of Microeconomics . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

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

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

**INTERNATIONAL BUSINESS CERTIFICATE OF ACHIEVEMENT**

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

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

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 670 Vocational Cooperative Education. . . . .	1-4
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>12</b>

**IMPORT & EXPORT CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication. . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5

**Plus a selection of 4.5 units from the following:**

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders . . . . .	3
BUS. 258 Customs Broker Services and Regulations . . . . .	3
BUS. 261 Customs Admissibility, Classification, Value & Entry . . . . .	3
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
BUS. 670 Vocational Cooperative Education . . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	12

**LEGAL ASPECTS OF INTERNATIONAL BUSINESS  
CERTIFICATE OF ACHIEVEMENT**

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

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

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 230 Intro to International Marketing . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 262 Intro to International Forwarding & Cargo Transportation . . . . .	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections . . . . .	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow . . . . .	3
BUS. 268 Air Forwarder Operations & Work-Flow . . . . .	3
BUS. 279 Import & Export Management . . . . .	1.5
BUS. 670 Vocational Cooperative Education . . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	12

**ASIAN BUSINESS PRACTICES CERTIFICATE OF  
ACHIEVEMENT**

Required Courses	Units
BUS. 200 Intro to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 248 Asian Management Systems . . . . .	3

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

BUS. 100 Intro to Business . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems . . . . .	3
BUS. 210 International Finance . . . . .	1.5
BUS. 226 Global Business Negotiations . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	3
BUS. 243 Legal Environment of International Business . . . . .	1.5
BUS. 246 Doing Business in China . . . . .	
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Vocational Cooperative Education . . . . .	1-4
BUS. 680SB Study Abroad in China . . . . .	3
TOTAL REQUIRED UNITS . . . . .	12

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN  
LAWYER'S ASSISTANT**

The Lawyer's Assistant Program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

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

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

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Critical Thinking:** Apply critical thinking and analytical skills in decision making and problem solving.
- **Accounting/Financial Accounting:** Understand and apply accounting principles to prepare financial statements.
- **Business Law:** Develop an understanding of the law and the legal environment as it relates to business operations, including its ethical implications.



- **Intro to Business Information Systems:** Identify the basics of information technology and apply software applications to enhance efficiency of business functions.
- **Business Communications:** Create effective oral and written business communications utilizing modern communication technologies.
- **Economics/Macroeconomics:** Demonstrate knowledge of basic economic concepts and how they affect business.

Required Business Core Courses	Units
ACTG 100 Accounting Procedures <b>or</b> . . . . .	3
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications. . . . .	3
ECON 100 Principles of Macroeconomics <b>or</b>	
ECON 111 The Economy Today . . . . .	3

<b>Required Courses for the Major</b>	
BCM. 201 Integration of MS Office Applications . . . . .	1
BUS. 443 Law Office Procedures <b>or</b>	
LEGL 443 Law Office Procedures . . . . .	3
BUS. 445 Law Office Management <b>or</b>	
LEGL 445 Law Office Management. . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3
Electives from Group A. . . . .	5
Electives from Group B. . . . .	5

**Group A – Select a minimum of 5 units from the following:**

BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 223 Business Presentations II: PowerPoint . . . . .	1
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel. . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 400 Internet I . . . . .	1.5

**Group B – Select a minimum of 5 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BCM. 101 Computer Keyboarding Skill Building . . . . .	3
BCM. 400 Business English . . . . .	3
BUS. 670 Business Work Experience. . . . .	1
COMM 130 Interpersonal Communication. . . . .	3
LEGL 240 Introduction to the Law . . . . .	3

LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>38-39</b>

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

**LAWYER'S ASSISTANT CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
BCM. 201 Integration of MS Office Applications . . . . .	1
BUS. 401 Business Communications. . . . .	3
BUS. 443 Law Office Procedures <b>or</b>	
LEGL 443 Law Office Procedures . . . . .	3
BUS. 445 Law Office Management <b>or</b>	
LEGL 445 Law Office Management. . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3
Electives from Group A. . . . .	5
Electives from Group B. . . . .	5

**Group A – Select a minimum of 5 units from the following:**

BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 223 Business Presentations II: PowerPoint . . . . .	1
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel. . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 400 Internet I . . . . .	1.5

**Group B – Select a minimum of 5 units from the following:**

ACTG 194 Introduction to QuickBooks Pro . . . . .	1
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BUS. 400 Business English . . . . .	3
BUS. 670 Business Work Experience. . . . .	1
COMM 130 Interpersonal Communication. . . . .	3
LEGL 240 Introduction to the Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>26</b>

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

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

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

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

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

### Program Student Learning Outcomes:

Students completing this program will be able to:

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

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

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

ACTG 194 Introduction to QuickBooks . . . . .	1
BIOL 130 Human Biology . . . . .	3
BIOL 260 Human Physiology. . . . .	5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3

BUS. 400 Business English . . . . .	3
BUS. 401 Business Communications . . . . .	3
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
BCM. 200 Introduction to MS Office Suite . . . . .	2
BCM. 201 Integration of MS Applications . . . . .	1
BCM. 225 Spreadsheets I: Excel. . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
BCM. 400 Internet I. . . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## MEDICAL TRANSCRIPTIONIST CERTIFICATE OF ACHIEVEMENT

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

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

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

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

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

## MEDICAL OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT

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

Required Courses	Units
BUS. 400 Business English . . . . .	3
BUS. 485 Medical Terminology . . . . .	3
BUS. 476 Introduction to Medical Office Management. . . . .	3
BUS. 486 Medical Transcription . . . . .	4
BCM. 200 Introduction to MS Office Suite . . . . .	2
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>15</b>

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

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

## MEDICAL BILLING AND CODING CERTIFICATE OF ACHIEVEMENT

Required Courses	Units
BUS. 476 Introduction to Medical Office Management. . . . .	3
BUS. 485 Medical Terminology . . . . .	3
BUS. 489 Medical Coding ICD-9 . . . . .	3
BUS. 491 Medical Coding CPT . . . . .	3
BUS. 499 Computerized Medical Billing and Information Management . . . . .	3

### Plus a minimum of 2 units from the following:

ACTG 103 Ten-Key Skills. . . . .	.5
BIOL 130 Human Biology . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5-3
BCM. 104 Introduction to Computers with Windows I. . . . .	1.5
BCM. 200 Introduction to MS Office Suite . . . . .	2
BCM. 201 Integration of MS Office Applications. . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 225 Spreadsheets I: Excel. . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2

BCM. 400 Internet I . . . . .	1
BUS. 401 Business Communications . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>17</b>

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

**SkylineCollege.edu/academics/degreescertificates.php?program=MEDBLCO-2C4**

## ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MULTIMEDIA TECHNOLOGY

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

The certificate or Associate degree in Multimedia Technology prepares students for a variety of positions in the multimedia field and for transfer into advanced specialized Multimedia degrees. Students develop skills to integrate (audio, video, graphics, and text) to create and publish business, entertainment and educational information. After acquiring skills students may pursue entry level opportunities to work in the multimedia field or they may choose to continue with advanced or specialized training.

### Program Student Learning Outcomes:

Students completing this program will be able to:

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

Required Business Core Courses	Units
ACTG 100 Accounting Procedures <b>or</b> . . . . .	3
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications. . . . .	3
ECON 100 Principles of Macroeconomics <b>or</b>	
ECON 111 The Economy Today . . . . .	3

**Required Courses for the Major**

BCM. 400 Internet I . . . . .	1.5
BCM. 403 HTML & Web Authoring Applications I . . .	1.5
BCM. 404 HTML & Web Authoring Applications II . . .	1.5
BCM. 408 Multimedia Project. . . . .	3
BCM. 410 Photoshop Essentials . . . . .	1.5
BCM. 411 Photoshop Portfolio. . . . .	1.5
BCM. 412 Flash I . . . . .	1.5
BCM. 413 Flash II . . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3

**Plus a minimum of 5.5 units from the following:**

ART 214 Color. . . . .	3
ART 301 Design . . . . .	3
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 223 Business Presentations II: PowerPoint . . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	37-38

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

**MULTIMEDIA TECHNOLOGY CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
BCM. 400 Internet I . . . . .	1.5
BCM. 403 HTML & Web Authoring Applications I . . .	1.5
BCM. 404 HTML & Web Authoring Applications II . . .	1.5
BCM. 408 Multimedia Project. . . . .	3
BCM. 410 Photoshop Essentials. . . . .	1.5
BCM. 411 Photoshop Portfolio . . . . .	1.5
BCM. 412 Flash I . . . . .	1.5
BCM. 413 Flash II . . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3

**Plus a minimum of 3.5 units from the following:**

ART 214 Color. . . . .	3
ART 301 Design . . . . .	3
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 Business Presentations I . . . . .	1
BCM. 223 Business Presentations II . . . . .	1
BCM. 301 Maximizing Your Employment Potential . .	1.5
TOTAL REQUIRED UNITS . . . . .	20

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

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

**OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT**

Interested in an office career in an administrative support position? The Office Assistant program can provide you with the necessary tools. Students acquire computer applications skills, strengthen written and oral communication skills, office procedures and practices, html, as well as Internet topics such as searching, email, file management, FTP and discussion groups, and scan for viruses.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

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

Required Courses	Units
ACTG 103 Ten Key Skills . . . . .	.5
BUS. 400 Business English . . . . .	3
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
BCM. 200 Intro to MS Office Suite . . . . .	2
BCM. 400 Internet I . . . . .	1.5
BCM. 403 HTML & Web Authoring Applications I . . .	1.5

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

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
BCM. 105 Intro to Computers with Windows II . . . . .	1
BCM. 201 Integration of MS Office Applications. . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 Business Presentations I . . . . .	1
BCM. 223 Business Presentations II . . . . .	1
BCM. 225 Spreadsheets I: Excel. . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1

BCM. 231 Database Applications II: Access . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . .	1.5
BCM. 404 HTML & Web Authoring Applications II . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18

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

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

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

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

The Office Management degree and certificate program prepares graduates for employment and advancement on-the-job to mid-management office positions. The curriculum includes training in business computer programs and software such as Word, Excel, and Access, as well as research skills, accounting, the Internet, html and web authoring software. Students complete this program by developing skills in organizational management, business decision making, problem solving, and business communication including written and oral communications, team-building, leadership, and human relations.

Graduates of the Office Management degree and certificate program are competitively positioned for jobs such as Administrative Assistant, Administrative Support Specialist, Office Manager, Executive Assistant, and Office Support Supervision.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

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

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

ACTG 100 Accounting Procedures <b>or</b> . . . . .	3
ACTG 121 Financial Accounting . . . . .	4
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS 201 Business Law . . . . .	3
BUS 401 Business Communications . . . . .	3
ECON 100 Principles of Macroeconomics <b>or</b> . . . . .	3
ECON 111 The Economy Today . . . . .	3

**Required Core Courses**

ACTG 194 Introduction to QuickBooks Pro . . . . .	1
BUS 101 Human Relations at Work . . . . .	3
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 222 BUS Presentations I: PPT . . . . .	1
BCM. 223 BUS Presentations II: PPT. . . . .	1
BCM. 225 Spreadsheets I Excel . . . . .	1
BCM. 226 Spreadsheets II Excel . . . . .	2
BCM. 230 Database Apps I: Access . . . . .	1
BCM. 403 HTML & Web Author Apps I . . . . .	1.5
BCM. 410 Photoshop Essentials . . . . .	1.5
COMM 130 Interpersonal Communications . . . . .	3

**Plus a minimum of 4.5 units from the following:**

ACTG 103 Ten Key Skills . . . . .	1
ACTG 194 QuickBooks Pro . . . . .	1
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BCM. 200 Intro to MS Office Suite . . . . .	2
BCM. 231 Database Apps II: Access . . . . .	2
BCM. 301 Maximizing Employment . . . . .	1
BCM. 400 Internet I . . . . .	1.5
BCM. 404 HTML & Web Author Apps . . . . .	1.5
BCM. 411 Photoshop Portfolio. . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	40-41

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

**OFFICE MANAGEMENT CERTIFICATE OF ACHIEVEMENT**

**Required Courses** **Units**

BCM. 200 Introduction to MS Office Suite . . . . .	2
BCM. 215 Word Processing II: Word . . . . .	2
BCM. 226 Spreadsheets II: Excel. . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 400 Internet I . . . . .	1.5
BCM. 403 HTML & Web Authoring Applications I . . . . .	1.5
BUS. 400 Business English . . . . .	3
BUS. 401 Business Communications. . . . .	3

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

ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	5
ACTG 194 Introduction to QuickBooks . . . . .	1
BCM. 101 Computer Keyboarding Skill Building . . . . .	1.5
BCM. 104 Introduction to Computers with Windows I . . . . .	1.5
BCM. 105 Introduction to Computers with Windows II . . . . .	1
BCM. 201 Integration of MS Office Applications . . . . .	1
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 222 Business Presentations I: PowerPoint . . . . .	1
BCM. 223 Business Presentations II: PowerPoint . . . . .	1
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
BCM. 404 HTML & Web Authoring Applications II . . . . .	1.5
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Introduction to Business Information Systems . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
COMM 130 Interpersonal Communication . . . . .	3
TOTAL REQUIRED UNITS . . . . .	24

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

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

**WAREHOUSING AND LOGISTICS CERTIFICATE OF SPECIALIZATION**

Required Courses	Units
BUS. 269 Warehousing and Logistics . . . . .	4
BUS. 284 Purchasing and Supply Management . . . . .	3
BUS. 285 Inventory Management . . . . .	3
BUS. 286 Transportation Management . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
BCM. 200 Introduction to MS Office Suite . . . . .	2
CRER 650 Guidance Seminar Group . . . . .	1
TOTAL REQUIRED UNITS . . . . .	17

**ENTRY LEVEL WAREHOUSING SKILLS CERTIFICATE**

BUS. 269 Warehousing and Logistics . . . . .	4
TOTAL REQUIRED UNITS . . . . .	4

**CAREER AND PERSONAL DEVELOPMENT****Program Student Learning Outcomes:**

The Counseling faculty has identified the following Student Learning Outcomes for the Career and Personal Development courses:

- Take personal responsibility for identifying academic and psycho-social needs, determining resources, and accessing appropriate services.
- Effectively locate and access information in numerous formats using a variety of appropriate search tools.
- Comprehend, analyze, and respond appropriately to oral, written, and visual information.

**COMMUNICATION STUDIES****ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN COMMUNICATION STUDIES****Program Student Learning Outcomes:**

Students completing this program will be able to:

- **Effective Communication 1:** Deliver a message using strategies that adapt to the situation; including adapting to the appropriate purpose, the cultural & psychological climate and the specific audience.
- **Effective Communication 2:** Describe the effects of communication, including listening skills, on the perception of human relationships in social & cultural contexts.
- **Critical Thinking:** Demonstrate effective problem-solving communication that leads to successful conflict management by researching verifiable information that supports logically organized main points and claims in a message.
- **Citizenship:** Communicate ethical core values and individual cultural identity in a variety of academic, personal, vocational and civic situations.

Required Core Courses	Units
COMM 110 Public Speaking . . . . .	3
COMM 127 Argumentation . . . . .	3
COMM 130 Interpersonal Communication . . . . .	3
COMM 140 Small Group Communication . . . . .	3
COMM 150 Intercultural Communication . . . . .	3

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

ENGL 110 Composition, Literature & Critical Thinking . . . . .	3
ENGL 165 Critical Thinking/Adv. Composition . . . . .	3
PHIL 200 Intro to Logic . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18

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

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

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

## COOPERATIVE EDUCATION

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Gain realistic work experience that is meaningfully related to the student's college study program.
- Acquire knowledge, skills, and attitudes essential for successful employment.
- Demonstrate an increase in confidence and positive self-image through a worthwhile on-the job experience.
- Develop a professional network and clarify career goals.
- Fulfill the "experience required" stipulation associated with many job openings.

## COSMETOLOGY

This program prepares students for licensing as a Cosmetologist, Esthetician and Manicurist. The Cosmetology program involves 1,600 hours of comprehensive training in beauty services. The Esthetician program focuses on training in skin care treatment and techniques. The Manicurist program provides training in various services related to nails.

A program in Spa Technician Training is also available. Students learn skills and knowledge related to therapies and treatments for employment in the rapidly expanding Spa Services Industry.

Courses in the Cosmetology programs focus on theoretical foundation, practical manipulative skills, business knowledge, and the professional and ethical training needed for licensing through the State Board of Barbering and Cosmetology. Prepared with excellent entry-level skills, students are able to work in many facets of the beauty industry.

Skyline College's Cosmetology Program is approved by:

### Board of Barbering and Cosmetology

2420 Del Paso Road, Suite 100  
 Sacramento, CA 95834  
 Telephone: (800) 952-5210  
 Website: [barbercosmo.ca.gov](http://barbercosmo.ca.gov)

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Complete 1600 hours in the Cosmetology Program and 600 hours in the Esthetician Program.
- Successfully pass the California State Board Cosmetology or Esthetician written exam.
- Identify career and continuing educational options in the field of Cosmetology, and Esthetician and plan the action towards achieving those goals and objectives.
- Apply theories, principles, and concepts to address skills learned that would apply to Cosmetology and Esthetician.
- Exhibit strong and effective written and oral communication skills.
- Critically consider, analyze and research special issues in Cosmetology and their effects on society.
- Recognize the importance of and practice ethical behavior in a professional work setting, both within the work force and within the community.

### ADMISSIONS PROCEDURES AND REQUIREMENTS

The Associate in Science degree with a major in Cosmetology or the Cosmetology Certificate program require the completion of a special application packet to be considered for admission. Admission applications are not considered for acceptance until all documents listed have been completed and received by the Office of Admissions and Records. All requirements must be submitted by the deadline date. The following components of the application packet are required.

1. Completed Cosmetology Program application.
2. Completed Skyline College English Placement Tests. The English Placement Tests may be waived for those students who have completed an AA/AS or BS degree.
3. Transcripts from former colleges.
4. Completed college matriculation requirements.
5. Signed Cosmetology Program contract.
6. Completed Skyline College Application

For further information on the Cosmetology Program, please call 738-4165.

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

Required Core Courses	Units
COSM 700 Cosmetology Concepts and Practice . . . .	16
COSM 710 Cosmetology Concepts and Practice II-Facials . . . . .	6
COSM 720 Cosmetology Concepts and Practice III-Chemicals . . . . .	6
COSM 730 Cosmetology Concepts and Practice IV-Nails . . . . .	3

COSM 735 Cosmetology Concepts and Practice V-New Concepts . . . . .	3
COSM 745 Cosmetology Concepts and Practice VI-Senior Practical . . . . .	5-6

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

COSM 665 Selected Topics in Cosmetology	
COSM 690 Individual Study in Cosmetology	
COSM 740 Cosmetology Concepts and Practice	
COSM 750 Cosmetology Brush-Up I	
COSM 782 Advanced Cosmetology Concepts	
WELL 665 Selected Topics in Wellness	
WELL 680SA Everyday Uses of Herbs	
WELL 680SB Self-Help Stress Reduction Techniques	
WELL 680SC Energetic Modalities	
TOTAL REQUIRED UNITS IN MAJOR AREA . . . .	34.5-40
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**COSMETOLOGY CERTIFICATE PROGRAM**

The program is open to both men and women and enables completion in three semesters, including a four-week summer session. Class sessions are from 8:00 am to 5:00 pm, Monday through Friday. New students are admitted at the beginning of the semester. Upon completion of the 1,600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through the California Board of Barbering and Cosmetology. Students completing the program will need to take a licensing exam that is offered through the state board. Visit the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology website for more information at <http://www.barbercosmo.ca.gov/>. Suggested High School preparation: Art, Chemistry, Business courses, General Science, and Speech.

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

**COSMETOLOGY CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
COSM 700 Cosmetology Concepts and Practice . . . .	16
COSM 710 Cosmetology Concepts and Practice II-Facials . . . . .	6
COSM 720 Cosmetology Concepts and Practice III-Chemicals . . . . .	6
COSM 730 Cosmetology Concepts and Practice IV-Nails . . . . .	3
COSM 735 Cosmetology Concepts and Practice V-New Concepts . . . . .	3
COSM 745 Cosmetology Concepts and Practice VI-Senior Practical . . . . .	5-6

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

COSM 665 Selected Topics in Cosmetology	
COSM 690 Individual Study in Cosmetology	
COSM 740 Cosmetology Concepts and Practice	
COSM 750 Cosmetology Brush-Up I	
COSM 782 Advanced Cosmetology Concepts	
WELL 665 Selected Topics in Wellness	
WELL 680SA Everyday Uses of Herbs	
WELL 680SB Self-Help Stress Reduction Techniques	
WELL 680SC Energetic Modalities	
TOTAL REQUIRED UNITS IN MAJOR AREA . . . .	34.5-40

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

**[SkylineCollege.edu/academics/degreescertificates.php?program=COSM-2CC](http://SkylineCollege.edu/academics/degreescertificates.php?program=COSM-2CC)**

**COSMETOLOGY ENTREPRENEURSHIP SKILLS CERTIFICATE**

Required Courses	Units
BUS. 150 – Entrepreneurship – Small Business Management . . . . .	3
COSM 670 Vocational Cooperative Education. . . . .	3
ACTG 194 Introduction to QuickBooks Pro . . . . .	1

**Select a minimum of 2 units from the following:**

WELL 665SA Introduction to Herbal Medicine. . . . .	.5
WELL 665SB Self-Help Stress Reduction Techniques. . . . .	.5
WELL 665SC Introduction to Face & Décolleté Massage . . . . .	.5
WELL 665SD Introduction to Hand Massage. . . . .	.5
WELL 665SE Introduction to Foot Massage . . . . .	.5
WELL 665SF Introduction to Neck and Shoulder Massage . . . . .	.5
WELL 665SG Introduction to Back Massage. . . . .	.5
TOTAL REQUIRED UNITS . . . . .	9

**ESTHETICIAN CERTIFICATE OF ACHIEVEMENT**

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

Required Courses	Units
COSM 775 Esthetician I . . . . .	9
COSM 776 Esthetician II. . . . .	9
TOTAL REQUIRED UNITS. . . . .	18

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

**[SkylineCollege.edu/academics/degreescertificates.php?program=AESTHETI-](http://SkylineCollege.edu/academics/degreescertificates.php?program=AESTHETI-)**



## COUNSELING

### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Up Your Self-Esteem:** Identify strategies, techniques, and resources that help to build self-esteem.
- **Anxiety and Stress Management:** Identify strategies, techniques, and resources to manage anxiety and stress.
- **Coping with Depression:** Evaluate self help techniques for managing depression.
- **Anger Management:** Upon completion of this course, students will be able to comprehend physical, emotional aspects of anger and how the brain functions when anger is expressed.
- **Hermanas Seminar:** Students will demonstrate the ability to implement life skills & study strategies and techniques that promote and improve their learning.

## DANCE

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Provide a more authentic and individualized interpretation of a given dance form through a demonstration of appropriate levels of technique that incorporate cultural elements\* of this dance form (\*e.g., costume, history, vocabulary, rhythm and music).
- Create and develop unique movement sequences, and collaboratively organize that material into a dance.
- Critically evaluate and objectively discuss dance as a performance art.

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

Required Core Courses	Units
DANC 121.1, 121.2, 121.3 or 121.4 Modern Dance . . . . .	1
DANC 130.1, 130.2, 130.3 or 130.4 Jazz Dance . . . . .	1
DANC 140.1, 140.2, 140.3 or 140.4 Ballet . . . . .	1
DANC 330.1, 330.2, 330.3 or 330.4 Creative Dance . . . . .	1
DANC 391 Dance Composition – Theory and Choreography . . . . .	3
DANC 400.1, 400.2, 400.3 or 400.4 Dance Performance and Production . . . . .	2
BIOL 250 Human Anatomy . . . . .	4
MUS. 100 Fundamentals of Music . . . . .	3
<b>Plus a selection of 6 units from the following:</b>	
BIOL 260 Human Physiology . . . . .	5
DANC 100 Dance Appreciation . . . . .	3
DANC 125.1-125.4 Salsa I-IV . . . . .	5-2
DANC 151.1-151.4 Social Dance I-IV . . . . .	5-2
DANC 152.1-152.4 Cuban Roots of Salsa I-IV . . . . .	5-1

DANC 161 Tango Argentino . . . . .	.5-1
DANC 162 Tango Milonga . . . . .	.5-1
DANC 163 Tango Buenos Aires . . . . .	.5-1
DANC 164 Tango De La Confiteria . . . . .	.5-1
DANC 165 Tango Performance Improvisation . . . . .	.5-1
DANC 166 Tango de la Guardia Vieja . . . . .	.5-1
DANC 167 Swing Dance I . . . . .	.5-1
DANC 168 Swing Dance II . . . . .	.5-1
DANC 169 Swing Dance III . . . . .	.5-1
DANC 172.1-172.4 Classical Chinese Dance I-IV . . . . .	.5-2
DANC 260 Tango Teacher Training . . . . .	.5-1
DANC 350.1-350.2 Cardio Dance I-IV . . . . .	.5-2
DANC 395.1-395.4 Dance Workshop I-IV . . . . .	.5-2
DANC 410.1-410.4 Dance for the Musical Theater Production I-IV . . . . .	2
DANC 665 Selected Topics: Dance in Cultural Context . . . . .	1-3*
DRAM 200 Theory of Acting I . . . . .	3
DRAM 201 Advanced Acting I . . . . .	3
DRAM 208 Acting Practicum I (Acting Laboratory) . . . . .	2
DRAM 209 Acting Practicum II (Acting Laboratory) . . . . .	2

\*Note: Each unit of DANC 665 used toward the degree must be a different topic (e.g., Salsa, Flamenco, Afro/Brazilian).

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 22  
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## EARLY CHILDHOOD EDUCATION/EDUCATION

The Early Childhood Education/Education program is designed to meet the needs of individuals planning a career working with preschool aged children and/or are currently working with preschool aged children. The child from birth to school age is the primary focus. Current research and practical applications are combined in order to assist students in planning their most effective role with children. Children's growth, developmentally appropriate practice, cultural diversity, family support and professional development within the ECE field are major components of the program in order to meet the varied needs of ECE students, courses are offered mornings, afternoons, evenings and weekends. The program makes every effort to schedule classes to meet the diversity of students' needs and to encourage students to plan ahead in order to complete specific program requirements.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Analyze major developmental milestones and various theoretical frameworks that relate to early care and education to demonstrate an understanding of the importance of the early years as well as the many influences on development
- Identify best teaching and care practices and the components of early childhood settings, curriculum, and teaching strategies to increase child growth and competence.
- Assess the interrelationship of child, family, and community and how educational, political, socio-economic factors directly impact the lives of children and families.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN EARLY CHILDHOOD EDUCATION**

An Associate degree with 24 ECE units and at least 16 general education units qualifies a student for a Teacher Permit issued by the Commission on Teacher Credentialing. This permit is required of all teachers working in child care and development programs operating under Title 5, (state-funded programs). A grade of C or better is required in all of the courses used to satisfy the requirements for the major. A minimum of 50% of the ECE units must be taken at Skyline College in order to receive the AS degree with a major in ECE from Skyline.

<b>Required Core Courses</b>	<b>Units</b>
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development . . . . .	3
ECE. 210 Early Childhood Education Principles . . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community . . . . .	3
ECE. 272 Teaching in a Diverse Society . . . . .	3
ECE./HSCI 314 Health, Safety and Nutrition for Young Children . . . . .	3
ECE. 333 Observation and Assessment . . . . .	3
ECE. 366 Practicum in Early Childhood Education . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**ASSOCIATE IN SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER**

The Skyline College Associate in Science Degree in Early Childhood Education for Transfer is designed to facilitate successful transfer to baccalaureate early childhood education/child development programs at a CSU. This degree provides students with the lower division breadth and depth of the field of early childhood education.

The Associate in Science Degree for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. The Associate in Science in Early Childhood Education for Transfer degree acknowledges that the student has established a foundation of knowledge in the field of Early Childhood Education. Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular campus, university, or college that is not part of the CSU system.

**Note:** *Students should consult a Skyline College counselor for further information on university admissions and transfer requirements.*

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

<b>Required Courses</b>	<b>Units</b>
ECE. 201 Child Development . . . . .	3
ECE. 210 Early Childhood Education Principles . . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family, & Community . . . . .	3
ECE. 366 Practicum in Early Childhood Education . . . . .	3
ECE. 272 Teaching in a Diverse Society . . . . .	3
ECE. 314 Health, Safety, & Nutrition . . . . .	3
ECE. 333 Observation and Assessment . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>

Plus CSU General Education or IGETC for CSU requirements. Up to a total of 6 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective course as needed to reach a total of 60 units.

### EARLY CHILDHOOD EDUCATION CERTIFICATE OF ACHIEVEMENT

An Early Childhood Education Certificate will be granted upon completion of the required number of units of course-work. A grade of C or better is required in all of the courses used to satisfy the requirements for the certificate. ECE 670: Cooperative Education in ECE is strongly recommended for those students planning to work in early childhood settings. Completion of the certificate requirements qualifies students as teachers in child care and development programs operating under Title 22, (non-state-funded programs) and/or for an Assistant or Associate Teacher Permit issued by the Commission on Teacher Credentialing. This permit is required of all assistant and associate teachers working in child care and development programs operating under Title 5, (state-funded programs). A minimum of 50% of the ECE units must be taken at Skyline College in order to receive the ECE Certificate from Skyline.

Required Courses	Units
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development . . . . .	3
ECE. 210 Early Childhood Education Principles . . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community . . . . .	3
ECE. 272 Teaching in a Diverse Society . . . . .	3
ECE./HSCI 314 Health, Safety and Nutrition	
for Young Children . . . . .	3
ECE. 333 Observation and Assessment. . . . .	3
ECE. 366 Practicum in Early Childhood Education. . . . .	3
TOTAL REQUIRED UNITS . . . . .	24

For gainful employment information, see the program's website:  
[SkylineCollege.edu/academics/degreescertificates.php?program=ECE-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=ECE-2CB)

### EARLY CHILDHOOD SPECIAL EDUCATION CERTIFICATE OF ACHIEVEMENT

Required Courses	Units
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development . . . . .	3
ECE. 210 Early Childhood Education Principles . . . . .	3
ECE. 211 Early Childhood Education Curriculum . . . . .	3
ECE. 212 Child, Family, & Community . . . . .	3
ECE. 260 Children with Special Needs . . . . .	3
ECE. 263 Strategies for Children with Special Needs . . . . .	3
ECE. 333 Observation and Assessment. . . . .	3
ECE. 367 Practicum in Early Childhood	
Education: Special Topics . . . . .	3
TOTAL REQUIRED UNITS . . . . .	24

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

For gainful employment information, see the program's website:  
[SkylineCollege.edu/academics/degreescertificates.php?program=ECE%2FSPED-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=ECE%2FSPED-2CB)

### EARLY CHILDHOOD EDUCATION ENTREPRENEURSHIP CAREER CERTIFICATE

Required Courses	Units
BUS. 150 Entrepreneurship –	
Small Business Management . . . . .	3
ECE. 240 Early Childhood Education	
Administration: Business/Legal . . . . .	3
ECE. 201 Child Development . . . . .	3
ECE. 670 Early Childhood Education Work	
Experience . . . . .	1
TOTAL REQUIRED UNITS. . . . .	10

### EARLY INTERVENTION ASSISTANT CERTIFICATE OF ACHIEVEMENT

Required Courses	Units
ECE 201 Child Development Development <b>or</b> . . . . .	3
PSYC 201 Child Development	
ECE. 210 Early Childhood Education Principles. . . . .	3
ECE. 212 Child, Family, and Community . . . . .	3
ECE. 223 Infant/Toddler Development . . . . .	3
ECE. 225 Infant/Toddler Environments. . . . .	3
ECE. 260 Children with Special Needs. . . . .	3
ECE. 261 Early Intervention . . . . .	3
ECE. 368 Practicum in Early Intervention Practices. . . . .	3
TOTAL REQUIRED UNITS . . . . .	24

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

### FOUNDATIONS IN EARLY CHILDHOOD EDUCATION CAREER CERTIFICATE

Required Courses	Units
ECE. 210 Early Childhood Education Principles . . . . .	3
ECE. 212 Children, Family, and Community . . . . .	3
ECE. 201 Child Development . . . . .	3
ECE. 670 Work Experience. . . . .	1
TOTAL REQUIRED UNITS. . . . .	10

### AFTER SCHOOL PROGRAM ASSISTANT CAREER CERTIFICATE

The successful completion of this certificate will prepare the student for an entry-level position requiring practical skills and knowledge to work with children in an after-school care, tutoring or mentoring program. Completion of this certificate leads to state certification for a School Age Assistant Permit. *Note: Students who pursue this certificate are strongly urged to also complete English 826 and Mathematics 811 or have the equivalent skills in order to be prepared to move to the next level of certification.*

Required Courses	Units
CRER 139 Careers in Teaching . . . . .	5
ECE./PSYC 201 Child Development. . . . .	3
ECE. 213 The School-Age Child. . . . .	3
ECE. 335 Child Guidance. . . . .	3
TOTAL REQUIRED UNITS . . . . .	9.5

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

**SkylineCollege.edu/academics/degreescertificates.php?program=ECE%2FASST-2C8**

### AFTER SCHOOL PROGRAM ASSOCIATE TEACHER CERTIFICATE OF SPECIALIZATION

The successful completion of this certificate is intended to prepare the student with advanced skills necessary to work with K-8 students in an after-school setting, provide tutoring/homework assistance in academic enrichment programs, mentoring, and/or assist in an elementary or middle school classroom. *Note: Students who pursue this certificate are strongly urged to also complete English 846 and Mathematics 110 or have the equivalent skills in order to be prepared to move to an Associate Degree program.*

Required Courses	Units
CRER 139 Careers in Teaching . . . . .	5
ECE./LIT. 191 Children's Literature . . . . .	3
ECE./PSYC 201 Child Development <b>or</b>	
ECE. 213 The School-Age Child . . . . .	3
ECE 272. Teaching in a Diverse Society <b>or</b>	
ECE. 212 Child, Family and Community . . . . .	3
ECE. 335 Child Guidance. . . . .	3
ECE. 670 Vocational Cooperative Education . . . . .	1-2
EDUC 100 Introduction to Education . . . . .	3
TOTAL REQUIRED UNITS . . . . .	16.5-17.5

### AREAS OF SPECIALIZATION WITHIN THE EARLY CHILDHOOD EDUCATION PROGRAM

In accordance with the guidelines established by the state's Child Development Permit for the Master Teacher tier, applicants must complete a **specialization** of six (6) semester units in a specific area. A specialization can also be useful to students when seeking work advancement.

#### Infant/Toddler Care

- ECE. 223 Infant/Toddler Development
- ECE. 225 Infant/Toddler Environments

#### School-Age Child Care

- ECE. 213 The School-Age Child
- ECE. 335 Child Guidance

#### Children with Special Needs

- ECE. 260 Children with Special Needs
- ECE. 261 Early Intervention Practices

#### Children's Language and Literacy

- ECE./LIT. 191 Children's Literature
- ECE. 275 Children's Language and Literacy Development

#### Parent/Family Relationships

- ECE. 214/FCE. 213 Child-Parent Relations
- ECE. 264 The Life Cycle of the Family

#### Family Support

- ECE. 262 Introduction to Family Support: Building Respectful Partnerships
- ECE. 264 The Life Cycle of the Family

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

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

## EARTH SCIENCES (GEOLOGY, OCEANOGRAPHY)

### Program Student Learning Outcomes:

Students completing this program will have the:

- Apply scientific method of thinking to analyze and critically evaluate relevant literature and information, and the use of evidence for support.
- Recognize and accurately articulate how their environment (including the Earth, the atmosphere, ocean, and biosphere) affects humans' lives and how human activities affect their environment.
- Communicate effectively in a variety of ways, such as scientific writing, visualization of data and ideas, or through oral communication
- Solve quantitative problems, analyze results from data and measurements, form hypotheses from data, test hypotheses
- Recognize the interdisciplinary nature of science and enjoy the process of learning science

## ECONOMICS

### Program Student Learning Outcomes:

Students completing this program will have the:

- Ability to measure and interpret the causes and consequences of business cycle fluctuations and formulate appropriate government policies to stabilize the economy.
- Ability to compare and contrast the characteristics and outcomes of perfectly and imperfectly competitive markets and formulate appropriate government policies address imperfect competition and market failures.

- Ability to interpret current economic events and policy in terms of business cycle fluctuations and imperfect competition, and from alternative economic perspectives.

## EMERGENCY MEDICAL TECHNOLOGY

This program represents the first phase of training in the Emergency Medical Technician career structure. The course covers all techniques of emergency equipment and supplies considered within the responsibilities of the EMT-I. In addition to didactic and skills training on campus, the course includes observation in a local hospital Emergency Room and a ride-along rotation with a local ambulance company.

To receive a certificate students must achieve a minimum grade of C in the course and satisfactory completion of the clinical component and required skills testing.

**Certification Eligibility Requirements:** Successful completion of a state-approved Emergency Medical Technician (EMT) course that meets or exceeds the National Emergency Medical Services Education Standards for Emergency Medical Technician. Current CPR credential for health care providers and have demonstrated competence in Emergency Medical Technician (EMT) skills. Successful completion of a state-approved Emergency Medical Technician (EMT) psychomotor exam. For more information, visit <http://www.nremt.org/>.

Skyline College's Emergency Medical Technician Program is accredited by:

**San Mateo County Emergency Medical Services Agencies**  
 225 37th Avenue  
 San Mateo, CA 94403  
 Telephone: (650) 573-2564

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate competency in the cognitive, psychomotor, and affective domains when providing emergency medical care.
- Pass their final written exam, which is comprehensive.
- Pass their National Registry written exam, which is administered off-site.
- Pass their National Registry Skills Exam.

## EMERGENCY MEDICAL TECHNOLOGY CAREER CERTIFICATE

Required Course	Units
EMC. 410 Emergency Medical Technician . . . . .	8

## ENERGY SYSTEMS TECHNOLOGY MANAGEMENT

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Conduct energy assessments of residential buildings, develop scopes of work for and to sell and perform home energy upgrades.
- Design and install residential solar systems; and perform basic cost estimation and sales based on utility costs and rebate and tax incentives.
- Develop portfolios based on current marketing and sales techniques, practices, strategies, and technology applied to case studies in various aspects of the construction industry and energy sector.
- Develop performance and productivity-based business and marketing plans, as well as management strategies and techniques for operations, sales, and finance for driving new business in these industries.
- Obtain industry recognized credentials from the Building Performance Institute (BPI) and the North American Board of Certified Energy Practitioners (NABCEP).

## SOLAR ENERGY TECHNOLOGY CERTIFICATE OF SPECIALIZATION

Required Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	4
ESTM 410 Introduction to Solar Installation and Integration <b>or</b> ELEC 410 Introduction to Solar Installation and Integration. . . . .	3.5
ESTM 411 Introduction to Solar PV Systems and Markets. . . . .	2.0
ESTM 412 Solar PV Design Fundamentals <b>or</b> ESTM 413 Solar PV Finance and Sales . . . . .	2.0
ESTM 400 Clean Energy Concepts, Policies and Industries <b>or</b> . . . . .	3
ENVS 100 Introduction to Environmental Science	
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>14.5</b>

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

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

**SOLAR INSTALLATION CAREER CERTIFICATE**

ELEC 110 Fundamentals of Electronics . . . . .	4
ESTM 410 Introduction to Solar Installation and Integration <b>or</b> ELEC 410 Introduction to Solar Installation and Integration. . . . .	3.5
<b>TOTAL REQUIRED UNITS.</b> . . . .	<b>7.5</b>

*Associate in Science Degrees in Energy Systems Technology Management with emphases in Solar Technology and Business, Energy Efficiency, and Entrepreneurship and Small Business Management, and Certificates of Achievement in Residential Energy Efficiency, Solar Technology and Business, and Solar Installation are currently being processed for state approval. See the Energy Systems Technology Management course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

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

**ENGLISH**

Course transfer requirements and electives for English majors may be different from course requirements and electives for English majors seeking the Associate Degree. Please check with a counselor or with the English Department for specifics.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

**ENGLISH**

- Write focused, coherent, well-developed, largely text-based expository essays organized into effective paragraphs, which support a clear thesis statement, and demonstrate competence in standard English grammar and usage.
- Demonstrate comprehension, critical reading, and critical thinking skills through analysis and evaluation of ideas from multiple perspectives and sources.
- Apply basic research to locate relevant sources for the task, evaluate their credibility, and document them according to academic conventions.
- Literature: Demonstrate an understanding of important literary movements, literary forms, and the historical, intellectual, social, and cultural contexts of the assigned texts.
- Literature: Analyze major themes and literary techniques in a broad range of literary works.
- Literature: Write essays using the conventions of literary analysis and criticism, including text-based argumentation and documentation in MLA format.

**READING**

- **Literal comprehension:** Demonstrate a literal comprehension of college level readings.
- **Critical comprehension:** Analyze, synthesize, and evaluate college level readings.
- **Application of study-reading strategies:** Determine and apply appropriate study-reading strategies to college-level texts.
- **Metacognition:** Demonstrate awareness of their own competencies as readers, thinkers and scholars engaged in academic discourse in cross-disciplinary contexts.

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ENGLISH****Required Core Courses** **Units****Select a minimum of 6 units from the following:**

ENGL 100 Composition . . . . .	3
ENGL 110 Composition, Literature & Critical Thinking . . . . .	3
ENGL 165 Critical Thinking/Adv. Composition . . . . .	3

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

6 units of which must be literature courses:

ENGL 103 Applied English Skills for Cultural Production I . . . . .	3
ENGL 104 Applied English Skills for Cultural Production II . . . . .	3
ENGL 161 Creative Writing I . . . . .	3
ENGL 162 Creative Writing II . . . . .	3
ENGL 203 Applied English Skills for Cultural Production III . . . . .	3
ENGL 204 Applied English Skills for Cultural Production IV . . . . .	3
FILM 440 Film Study & Appreciation . . . . .	3
JOUR 120 Writing and Reporting for the Media . . . . .	3
JOUR 121 Adv. Writing & Reporting for the Media . . . . .	3
LIT. 101 Contemporary Literature . . . . .	3
LIT. 151 Shakespeare . . . . .	3
LIT./ECE. 191 Children's Literature . . . . .	3
LIT. 201 American Literature I . . . . .	3
LIT. 202 American Literature II . . . . .	3
LIT. 231 Survey of British Literature I . . . . .	3
LIT. 232 Survey of British Literature II . . . . .	3
LIT. 251 Women in Literature . . . . .	3
LIT. 265 Asian American Literature . . . . .	3
LIT. 266 Black Literature . . . . .	3
LIT. 267 Filipino American Literature . . . . .	3
LIT. 370 Readings in Lit. of the Latino in the US . . . . .	3

LIT. 416 Modern European Lit in Translation . . . . . 3  
 LIT. 432 Folklore . . . . . 3  
 TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 18  
 Plus General Education and other requirements  
 for the Associate degree (refer to Associate Degree  
 Requirements).

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

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

**ROTATION OF LITERATURE COURSES – DAY, EVENING AND ONLINE CLASSES**

(Listed below are the tentative Literature offerings for the upcoming semesters.)

**Fall 2013**

Evening	LIT. 101 Contemporary Literature
Online	LIT. 432 Folklore

**Spring 2014**

Evening	LIT. 191 Children’s Literature
Online	LIT. 265 Asian American Literature

**Fall 2014**

Day	LIT. 267 Filipino American Literature
Evening	TBA
Online	TBA

**Spring 2015**

Day	LIT. 266 Black Literature
Evening	LIT. 191 Children’s Literature
Online	TBA

(For information on class meeting days and times for Literature courses, consult the current Class Schedule.)

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Comprehend, analyze, synthesize, and discuss English texts for the purpose of furthering academic, personal, vocational and civic growth.
- Critically evaluate and modify own written language to enhance academic, personal, vocational, and civic communication.
- Listen effectively, and consistently produce comprehensible spoken English in a variety of academic, personal, vocational and civic situations.

*A Certificate of Achievement in Proficiency in American Culture and English (PACE) is currently being processed for state approval. See the English for Speakers of Other Languages course descriptions in the Course Descriptions section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

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

**FAMILY & CONSUMER SCIENCES**

The Family and Consumer Science Associate degree major is a cultural core program which provides transfer opportunities in five possible areas: clothing and textiles, child development and family relations, food and nutrition/food services, design and housing, and general family and consumer science.

A certificate in Family and Consumer Science endorses a foundation for paid employment in many entry-level jobs in the above mentioned fields. Advanced education, depending on the area of specialization, opens the door to jobs in industry, business, government, education, and private agencies.

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Demonstrate a broad based cross-cultural approach to nutrition and show how the pursuit of knowledge concerning nutrition and health is an ongoing issue.
  - Recognize the role of nutrients in the maintenance of life processes and the utilization of food by the body using basic concepts of nutrition and nutrient selection and the principles of nutrition as a unifying theme.
  - Analyze daily nutrition and cross-cultural food practices by emphasizing scientific data and it application to a variety of diet plans.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FAMILY & CONSUMER SCIENCES**

Required Core Courses	Units
FASH 113 Textiles . . . . .	3
FASH119 Clothing, Culture & Society . . . . .	3
ECE.212 Child, Family & Community . . . . .	3
FCS 310 Nutrition . . . . .	3
INTD 110 Environmental Design . . . . .	3

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

ART/MUS. 115 Music, Art & Ideas . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
COOP 670 Vocational Co-Op Education . . . . .	1-4
FASH 151 Fashion Merchandising . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
MUS. 100 Fundamentals of Music . . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 210 Child Development . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	21

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

**FAMILY & CONSUMER SCIENCES CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
IFASH 113 Textiles . . . . .	3
FASH119 Clothing, Culture & Society . . . . .	3
ECE.212 Child, Family & Community . . . . .	3
FCS 310 Nutrition . . . . .	3
INTD 110 Environmental Design . . . . .	3

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

ART/MUS. 115 Music, Art & Ideas . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
COOP 670 Vocational Co-Op Ed . . . . .	1-4
FASH 151 Fashion Merchandising . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
MUS. 100 Fundamentals of Music . . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC/SOCI 110 Courtship, Marriage, & Family . . . . .	3
PSYC 210 Child Development . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
TOTAL REQUIRED UNITS . . . . .	21

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

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

**FASHION MERCHANDISING**

Fashion promotion, visual merchandising, fashion coordination, retail buying, and store management are some of the fields for which this program prepares students. Since the fashion industry is one of the fastest growing segments of business in the Bay Area, internship and employment opportunities are readily available.

In addition to immediate employment opportunities, the Certificate and Associate in Science degree programs in Fashion Merchandising, General Merchandising, and Image Consulting provide a foundation for transfer and pursuit of a Bachelor's degree.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Summarize the roles the merchant team plays in the procurement and distribution of merchandise.
- Identify entry level positions, career opportunities and related duties in the fashion industry.
- Describe expectations, duties, and realistic challenges that industry professionals face.
- Recognize and identify design elements and trends from key eras of fashion history
- Demonstrate key concepts of fashion merchandising, retail buying, special events and promotions, visual merchandising, and image/fashion consulting.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FASHION MERCHANDISING**

Required Core Courses	Units
BUS. 115 Business Mathematics . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying . . . . .	3
FASH 100 Principles of Design . . . . .	3
FASH113 Textiles . . . . .	3
FASH/FCS119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 225 Apparel Analysis . . . . .	3
FASH 226 Visual Merchandising and Display . . . . .	3
FASH 228 Fashion Show Production . . . . .	3

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

ACTG 100 Accounting Procedures . . . . .	3
ART 214 Color . . . . .	3
ART 301 Design . . . . .	3
BUS. 100 Introduction to Business . . . . .	3



BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Entrepreneurship – Small Business Management . . . . .	3
BUS. 401 Business Communications . . . . .	3
BCM. 200 Introductions to MS Office Suite . . . . .	2
BCM. 201 Integration of MS Office Applications . . . . .	1
BCM. 301 Maximizing Your Employment Potential . . . . .	1.5
MGMT 100 Introduction to Business Management . . . . .	3
FASH/COOP 670 Vocational Cooperative Education . . . . .	1-3
INTD 110 Environmental Design . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**FASHION MERCHANDISING CERTIFICATE OF ACHIEVEMENT**

<b>Required Courses</b>	<b>Units</b>
FASH 100 Principles of Design . . . . .	3
FASH 151 Fashion Merchandising . . . . .	3
FASH 225 Apparel Analysis . . . . .	3
FASH 226 Visual Merchandising and Display . . . . .	3
FASH 228 Fashion Show Production . . . . .	3
BUS. 115 Business Mathematics . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18

For gainful employment information,  
see the program’s website:  
[SkylineCollege.edu/academics/degreescertificates.php?program=FASH-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=FASH-2CB)

**GEOGRAPHY**

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Analyze, synthesize, and apply core geographic principles, concepts, models, and phenomena.
  - Identify examples of human-environmental interaction and assess their past, present, and future impact.
  - Evaluate and apply geographic methods and associated theories used to analyze and advance geographic concepts.

**GEOLOGY**

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

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

**HEALTH SCIENCES**

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Identify factors influencing human health including factors related to public policy, socioeconomics, and the environment that contribute to health disparities and leading causes of morbidity and mortality.
  - Develop strategies for initiating and/or maintaining activities that promote health through individual behavior, civic/community engagement, and/or environmental stewardship
  - Perform the duties expected of specific roles in the health care workforce with proficiency commensurate with training.
  - Critically evaluate popular and scientific literature and other media for its significance and impact on individual and public health.

**HISTORY**

**Program Student Learning Outcomes:**

- Students completing this program will be able to:
- Demonstrate ability to understand, analyze and evaluate historical processes that affect the United States and other nations, such as nation building, social change, economic development, consolidation of power and geopolitical conflict.

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

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

## INTERDISCIPLINARY STUDIES

The Interdisciplinary Studies degree is designed for students who wish to pursue broad areas of knowledge in arts and sciences plus additional knowledge in an “Areas of Emphasis.” This degree is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer but wish to earn a degree in a particular area of study that interests them.

Option I enables students to complete the requirements for the Associates degree, while options II, III and IV enable students to complete the requirements for the Associates degree and transfer admission requirements to the California State University, University of California or independent colleges and universities.

**Important:** Completion of the CSU, UC or Independent University patterns does not guarantee admission to any of these institutions. Students are advised to consult with a counselor for further information.

**Note:** A minimum grade of C is required in all courses applied to any area of emphasis in this major.

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at their target transfer institution.

### Degree Requirements

1. Complete Residency, Scholarship, Basic Competency, Specific Area, and General Education requirements for the Skyline College Associate Degree
  - a. Meet the Basic Competency requirements in Writing/Reading, Mathematics/Quantitative Reasoning, and Information Literacy
  - b. Meet the Specific Area requirements in American History and Institutions, English, Physical Education and Ethnic and Cultural Diversity
  - c. Complete one of the following patterns of study listed as Options I-IV below

### Option I: Skyline College Pattern

This option is primarily for those students whose goal is to receive an Associate Degree but who do not have plans to transfer to a four year university. *This option replaces the former Liberal Arts degree.*

1. Complete the Skyline College General Education Requirements (18 units with a minimum of 3 units in each of the following sections – Natural Sciences, Humanities, Social Sciences, Language and Rationality Group A, Language and Rationality Group B, Personal Development.)
2. Eighteen (18) units must be in **one** of the following areas of emphasis.

### Option II: California State University Pattern

This option is primarily for those students whose goal is to receive an Associate Degree and transfer to a California State University campus. *This option replaces Option 1 of the former University Studies degree.*

1. Complete a minimum of 60 semester units that are CSU transferable with a cumulative GPA of 2.0 or better that meet the following:
  - a. Complete the CSU GE requirements (a minimum of 30 of the total 39 units required completed with a C or better grade to include Areas A1, A2, A3 and B4)

**or**

  - b. Complete the CSU version of the Intersegmental General Education Transfer Curriculum (IGETC) – a minimum of 37 units with a C or better grade in each course.
2. Eighteen (18) units must be in one of the following areas of emphasis.

### Option III: University of California Pattern

This option is primarily for those students whose goal is to receive an Associate Degree and transfer to a University of California campus. *This option replaces Option 2 of the former University Studies degree.*

1. Complete a minimum of 60 units transferable to the University of California with at least a 2.4 UC transferable grade point average (in order to meet UC minimum eligibility requirements) to include either 1 or 2 below with a minimum C or better grade in each course.
  - a. Complete the UC version of Intersegmental General Education Transfer Curriculum (IGETC) – a minimum of 34 units

**or**

  - b. Complete campus specific UC transfer admission requirements (in consultation with a counselor)
2. Eighteen (18) units must be in one of the following areas of emphasis.

#### Option IV: Independent University Pattern

This option is primarily for those students whose goal is to receive an Associate Degree and transfer to an independent college or university. *This option replaces Option 3 in the former University Studies degree.*

To meet the requirements for this pattern, students must complete a minimum of 60 units including the following:

1. Complete a minimum of 21 units applicable to the GE pattern of intended transfer institution

and

2. Eighteen (18) units must be in one of the following areas of emphasis.

## AREAS OF EMPHASIS FOR INTERDISCIPLINARY STUDIES MAJOR

### Arts & Humanities

This area of emphasis integrates the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will analyze and evaluate the ways in which people through the ages in different cultures have responded to themselves and the world around them in cultural and artistic creation.

#### Program Student Learning Outcomes:

Students completing this program will be able to:

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

#### Select a minimum of 18 units from the following:

ARBC 111, 112, 121, 122  
ART 101, 102, 105, 107\*, 115, 120, 130, 204, 221, 248, 301, 350\*, 351, 352, 354\*, 355\*, 405, 411  
ASL 111, 112  
CHIN 111, 112, DANC 110, 130, 140, 330, 350, 400  
ECE. 191\*  
ENGL 110, 161  
FASH 113, 119\*  
FILI 110, 111, 112  
FILM, 440  
HIST 100, 101, 104, 106, 108, 109, 201, 202, 203, 235, 240, 244, 248, 335\*, 420, 429\*, 430, 432, 435, 436, 453\*, 461, 462, 463, 464  
HUM 106\*, INTD 110\*,  
JAPN 111, 112

LIT 101, 111, 113, 116, 151, 191, 225, 251, 265, 266, 267, 370, 373, 416, 432  
MUS. 100, 110, 111, 115, 202, 204, 250, 275, 301, PHIL 100, 160, 175, 240, 280\*, 300, 312\*,  
PLSC 280\*, 335\*  
SOC 143, 341, 432\*  
SOSC 270\*, 275\*  
SPAN 110, 111, 112, 120, 130, 140\*, 161\*, 162\*, 220\*

**Note:** *The following pairs are the same course:*

ART 115 and MUS. 115  
FASH 119 HIST 335 and PLSC 335  
PHIL 280 and PLSC 280

### Health and Physical Education

#### (Option I: Skyline College Pattern Only)

The health, family and consumer science, physical education and psychology courses emphasize theoretical and practical knowledge for maintenance of physical and mental health. The physical education and intercollegiate athletic courses provide students with the opportunity to develop active and healthy life styles.

**Note:** *This area of emphasis may only be used with Option I: Skyline College Pattern.*

#### Select a minimum of 18 units as follows:

Choose at least 9 units from courses listed below:

ECE. 201  
FCS 310  
HSCI 100 130 665\*  
KINE 100\*  
P.E. 301\*  
PSYC 100, 200, 201, 390, 410

and

Choose at least 9 units from courses listed below:

COMB 301, 302, 401.1, 401.2, 401.3, 401.4, 404.1, 404.2, 404.3, 404.4  
DANC 121.1, 121.2, 121.3, 121.4, 130.1, 130.2, 130.3, 130.4, 140.1, 140.2, 140.3, 140.4, 152.1, 152.2, 152.3, 152.4, 161, 162, 163, 164, 165, 167, 168, 169, 330.1, 330.2, 330.3, 330.4, 350.1, 350.2, 350.3, 350.4, 400.1, 400.2, 400.3, 400.4, 665  
FITN 106, 112.1, 112.2, 112.3, 112.4, 116.1, 116.2, 116.3, 116.4, 166.1, 166.2, 166.3, 166.4, 201.1, 201.2, 201.3, 201.4, 301.1, 301.2, 301.3, 301.4, 304.1, 304.2, 304.3, 304.4, 305.1, 305.2, 305.3, 305.4, 332.1, 332.2, 332.3, 332.4, 334.1, 334.2, 334.3, 334.4, 335.1, 335.2, 335.3, 335.4, 400.1, 400.2, 400.3, 400.4  
INDV 101.1, 101.2, 101.3, 101.4, 121.1, 121.2, 121.3, 121.4, 126, 160.1, 160.2, 160.3, 160.4, 165.1, 165.2, 165.3, 165.4, 251.1, 251.2, 251.3, 251.4

TEAM 100, 111.1, 111.2, 111.3, 111.4, 112, 116, 117, 132.1, 132.2, 132.3, 132.4, 141.1, 141.2, 141.3, 141.4, 148.1, 148.2, 148.3, 148.4, 179, 190, 191, 192, 193, 195, 196, 198

VARs 100, 110, 150, 200, 310, 340, 350, 360

**Note:** The following pair is the same course:

ECE. 201 and PSYC 201

### Letters & Science

This area of emphasis integrates the study of the world around us by developing analytical skills needed to understand the physical world and the human beings who occupy it, including the artifacts they produce.

#### Program Student Learning Outcomes:

Students completing this program will be able to:

- Apply scientific concepts and principles to explain physical processes in the world.
- Demonstrate effective communication through written and oral forms, and through other forms as appropriate.

#### Select a minimum of 18 units as follows:

Choose at least 9 units from courses listed below:

ANTH 125

ASTR 100, 101

BIOL 101, 110, 111, 130, 140, 145, 150, 215, 230, 240, 250, 260,

BUS. 120, 123

CHEM 112, 210, 220, 234, 235, 237, 238, 410

GEOL 100, 105, 210, 220

MATH 130, 150, 153, 200, 201, 222, 241, 242, 251, 252, 253, 270, 275

OCEN 100, 101

PHYS 105, 210, 220, 250, 260, 270

PSYC 171

and

Choose at least 9 units from courses in this box<sup>1</sup>

ARBC 111\* 112 121 122

ASL 111, 112

CHIN 111, 112

ECE. 191\*

ENGL 110, 161,

FILI 110, 111, 112

FILM 440 (formerly Lit. 441)

HIST 100, 101, 104, 106, 109, 203, 248, 335\*, 420, 430, 432, 435, 453\*, 461, 462, 463, 464

HUM. 106\*JAPN 111, 112,

LIT. 101, 151, 191\*, 251, 265, 266, 267, 370, 432

PHIL 100, 160, 175, 240, 280\*, 300, 312\*,

PLSC 280\*, 335\*

SOCI 143, 341, 432\*

SPAN 110, 111, 112, 120, 130, 140, 161, 162, 220

**Note:** The following pairs are the same course:

ECE. 191 & LIT. 191

HIST 335 and PLSC 335

PHIL 280 and PLSC 280

## OR

Choose at least 9 units from courses in this box<sup>1</sup>

ADMJ 100

ANTH 110, 150, 155, 165, 180, 360

BUS. 100, 101\*, 200\*, 210\*

ECE. 201

ECON 100, 102, 310

GEOG 110, 150

HIST 104, 106, 203, 248, 300, 335\*, 429\*, 430, 432, 435, 436, 453\*

JOUR 110

PHIL 280\*

PLSC 115, 130, 150, 200, 210, 280\*, 315, 320, 330, 335\*

PSYC 100, 110\*, 200, 201, 268, 300, 301\*, 390, 410

SOCI 100, 105, 110, 141, 142, 201, 341\* SOSC 150, 270\*, 275\*

**Note:** The following pairs are the same course:

ECE. 201 and PSYC 201

HIST 335 and PLSC 335

PHIL 280 and PLSC 280

PSYC 110 and SOCI 110

<sup>1</sup> Students must choose at least 9 units from courses listed in either box above. Students may not combine courses from each box to create a total of 9 units.

**Organizational Structures**

This area of emphasis explores social organizations, such as businesses and governments, in terms of their structures, decision making processes and interactions.

**Select a minimum of 18 units as follows:**

*Choose at least 6 units from courses listed below:*

BUS. 120, 123  
MATH 130\*, 150, 153, 200, 201, 222, 241, 242, 251, 252, 253, 270, 275  
PSYC 171

**and**

*Choose at least 12 units from courses listed below:*

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

**Note:** *The following pairs are the same course:*

ECE. 201 and PSYC 201  
HIST 335 and PLSC 335  
PHIL 280 and PLSC 280  
PSYC 110 and SOCI 110

**Social and Behavioral Sciences**

This area of emphasis studies the systems and institutions human beings in various cultures develop to organize their lives in both individual and group settings.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Contrast the human systems and institutions used by different cultures to organize people in individual and group settings.
- Analyze contemporary ethical or social problems from the perspective of the social or behavioral sciences.

**Select a minimum of 18 units from the following:**

ADMJ 100  
ANTH 110, 150, 155, 165, 180, 360  
BUS. 100, 101\*, 200\*, 210\*  
ECE. 201  
ECON 100, 102, 310  
EDUC 200\*

GEOG 110, 150  
HIST 104, 106, 108, 201, 202, 203, 235, 240, 244, 248, 300, 310, 335\*, 430, 432, 435, 436, 453\*  
JOUR 110  
PHIL 280\*  
PLSC 115, 130, 150, 200, 210, 280\*, 301\*, 315, 320, 330, 335\*,  
PSYC 100, 110\*, 200, 201, 238\*, 268, 300, 301\*, 390, 410  
SOC 100, 105, 110\*, 141, 142, 143, 201\*, 341,  
SOSC, 150, 270\*, 275\*

**Note:** *The following pairs are the same course:*

ECE. 201 and PSYC 201  
HIST 335 and PLSC 335  
PHIL 280 and PLSC 280  
PSYC 110 and SOCI 110

**Social and Natural Sciences**

This area of emphasis integrates the study and application of scientific methodology from two perspectives, that of the social sciences which consider the human world in several aspects, and that of the natural sciences which consider the world in its physical and biological aspects.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Explain the major concepts, fundamental principles and basic theories of at least one area of science.
- Evaluate proposed solutions to contemporary social issues requiring scientific literacy.

**Select a minimum of 18 units as follows:**

*Choose at least 9 units from courses listed below:*

ANTH 125  
ASTR 100, 101  
BIO 101, 110, 111, 130, 140, 145, 150, 215, 230, 240, 250, 260, 365\*  
CHEM 112, 210, 220, 234, 237, 235, 238, 410\*  
ELEC 110\*  
GEOL 100, 105, 210, 220  
OCEN 100  
PHYS 105, 210, 220, 250, 260, 270

**and**

*Choose at least 9 units from courses listed below:*

ADMJ 100  
ANTH 110, 125, 150, 155, 165, 180, 360  
BUS. 100, 101\*, 200\*, 201, 210\*  
ECE. 201, 212, 214\*  
ECON 100, 102, 310, 392\*  
GEOG 110, 150  
HIST 108, 201, 202, 203, 235, 240, 244, 248, 300, 310, 420  
JOUR 110  
PHIL 280\*

PLSC 115, 130, 150, 200, 210, 280\*, 301\*, 315, 320, 330  
 PSYC 100, 110\*, 200, 201, 268, 300, 301\*, 390, 410  
 SOCI 100, 105, 110\*, 141, 142, 143, 201\*, 341  
 SOSOC 150, 270\*, 275\*

**Note:** *The following pairs are the same course:*

ECE. 201 and PSYC 201  
 PHIL 280 and PLSC 280  
 PSYC 110 and SOCI 110

#### TRANSFER NOTES

- All courses listed in the six areas of emphasis options are transferable to either the University of California (UC), the California State University (CSU), or both UC and CSU. Courses that are transferable **only to CSU** are marked with an asterisk (\*).
- All courses may be applied to the appropriate areas of the CSU General Education Breadth and/or the UC General Education (IGETC) patterns (See Transfer Planning section of this catalog).

## INTERNATIONAL STUDIES

Students completing this major will gain a global perspective on the histories, political structures, and cultures of all of the world's regions, as well as expertise in a specific region of their choice.

All students in this major will take a set of core courses that provide a common framework for an understanding of historical, economical, cultural and political relations. Each student will also choose one of four areas for specialization: Asia, Europe, Latin America, or the Philippines for more extensive study of the history, language, and arts of that area. This major provides the foundation to transfer into International Studies/Relations or majors with specific geo-political areas of emphasis and is valuable for students planning a career in education, business, law and many other areas where an understanding of diverse cultures is important.

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

Required Core Courses	Units
<b>Required core courses in Social Sciences</b>	
PLSC 130 International Relations . . . . .	3
<b>Plus 9 units from the following:</b>	
HIST 104 World Civilizations I . . . . .	3
HIST 106 World Civilizations II . . . . .	3
GEOG 110 Cultural Geography . . . . .	3
ECON 100 Macroeconomics . . . . .	3
ANTH 110 Cultural Anthropology . . . . .	3
<b>Required core courses in Language and Literature</b>	
LIT. 116 Introduction to World Literature . . . . .	3

### Plus 6 to 10 units from one of the following

ARBC 111, 112\* Elementary Arabic I, II  
 CHIN 111, 112\* Elementary Chinese I, II  
 FILI 111, 112\* Elementary Filipino I, II  
 FILI 110, 120\*\* Elementary/Adv. Filipino  
 SPAN 110, 120\*\* Elementary/Adv. Spanish  
*\*6 units, the equivalent of 1 semester of college-level foreign language*

*\*\*10 units, the equivalent of 1 year of college-level foreign language and also meets Languages other than English portion of IGETC*

### Plus a minimum of 6 units from two different departments in one of the following Area Studies:

#### African Diaspora

DANC 152 Cuban Roots of Salsa . . . . . 5-1  
 HIST 244 African American History . . . . . 3  
 HIST 444 Survey of Sub-Saharan African History . . . . . 3  
 LIT. 266 Black Literature . . . . . 3  
 PSYC 238 Arab Cultural Psychology . . . . . 3  
 PSYC 268 Black Psychology . . . . . 3  
 SOCI 143 Sociology of Migration and Immigration . . . . . 3

#### Asia

ART 105 Art of Asia and the Near East . . . . . 3  
 CHIN\* 111-130 . . . . . 3  
 ECON 310 Political Economy of Asia . . . . . 3  
 JAPN\* 111-115 . . . . . 3  
 HIST 430 Early Asian Civilizations . . . . . 3  
 HIST 432 Modern Asian Civilizations . . . . . 3  
 HIST 453 History of China . . . . . 3  
 HIST 463 Great Cities of the World: Florence,  
 Tokyo and Jerusalem . . . . . 3  
 HIST 464 Great Cities of the World: New York,  
 Beijing and Granada . . . . . 3  
 LIT. 265 Asian American Literature . . . . . 3  
 SOCI 341 Asian Cultures and Societies . . . . . 3

#### Europe

ART 101 History of Western Art I . . . . . 3  
 ART 102 History of Western Art II . . . . . 3  
 SPAN\* 110-140 . . . . . 3  
 HIST 100 History of Western Civilization I . . . . . 3  
 HIST 101 History of Western Civilization II . . . . . 3  
 HIST 109 Europe Since 1945 . . . . . 3  
 HIST 461 Great Cities of the World: Paris,  
 Madrid and Istanbul . . . . . 3  
 HIST 462 Great Cities of the World: London,  
 Cairo and Rome . . . . . 3  
 HIST 463 Great Cities of the World: Florence,  
 Tokyo and Jerusalem . . . . . 3

HIST 464 Great Cities of the World: New York,  
Beijing and Granada . . . . . 3  
PHIL 160 History of Western Philosophy:  
Ancient and Medieval . . . . . 3  
PHIL 175 History of Western Philosophy:  
16th – 18th Century . . . . . 3

**Latin America**

ART 120 Art of the Americas . . . . . 3  
SPAN\* 110-140 . . . . . 3  
HIST 420 Survey of Latin American History . . . . . 3  
HIST 429 History of Latinos in the United States . . . . . 3  
LIT. 370 Readings in Literature of the Latino  
in America . . . . . 3  
PLSC 320 Latin America in the International  
Political Economy . . . . . 3

**Middle East**

ARBC\* 111-122 . . . . . 3  
HIST/PLSC 335 History and Politics of the  
Middle East . . . . . 3  
HIST 461 Great Cities of the World: Paris,  
Madrid & Istanbul . . . . . 3  
HIST 462 Great Cities of the World: London,  
Cairo & Rome . . . . . 3  
HIST 463 Great Cities of the World: Florence,  
Tokyo & Jerusalem . . . . . 3  
PSYC 238 Arab Cultural Psychology . . . . . 3

**Philippines**

ECON 310 Political Economy of Asia . . . . . 3  
FILI\* 110-122 . . . . . 3  
HIST 435 History of the Philippines . . . . . 3  
HIST 436 Filipinos in America . . . . . 3  
LIT. 267 Filipino American Literature . . . . . 3  
SOC 142 Filipina/o Community Issues . . . . . 3

*\*Units in foreign languages used to meet area studies requirements must be in addition to units in foreign language used to meet core requirement.*

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 27-31  
Plus General Education and other requirements  
for the Associate degree (refer to Associate Degree  
Requirements).

**Recommended Electives**

In addition to the above, students in the major are urged to consider the following related courses as electives for the AA degree:

- ECON 102 Microeconomics
- GEOG 150 World Regional Geography
- MUS. 250 World Music
- PHIL 300 World Religions

Students are also urged to participate in Skyline’s Study Abroad program, which holds courses in London in the Fall semester, Paris in even Spring semesters, and Florence in odd Spring semesters. Study Abroad programs through other institutions may also be appropriate.

**JOURNALISM**

The Journalism program seeks to prepare students to enter the workforce in journalism and its related fields (such as public relations and advertising) and to offer job retraining to matriculated students making a career switch or needing to meet the changing technological demands of the field. The program also seeks to prepare students to transfer to four-year institutions as journalism majors and to train students to be media-literate members of the community.

Instruction is supplemented by hands-on experience working for the student newspaper, The Skyline View, a bi-weekly publication. Students also attend local and regional conferences and have opportunities to pursue internships and jobs in the field.

The degree and certificate programs prepare the student for such careers as newspaper and magazine reporting, writing, and editing; technical writing; copyediting; advertising; and public relations.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Define how convergence has impacted journalism, particularly print journalism, and identify ways to adapt practices and content to that impact.
- Effectively communicate information through a variety of platforms, including the Internet and mobile computing.
- Write publishable articles.

**Note:** A grade of C or better is required in all Journalism courses for both the Associate Degree and the Certificate.

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

<b>Required Core Courses</b>	<b>Units</b>
JOUR 110 Mass Media and Society . . . . .	3
JOUR 120 Writing and Reporting for the Media . . . . .	3
JOUR 320 Beginning Newspaper Staff . . . . .	3
JOUR 330 Intermediate Newspaper Staff . . . . .	3

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

ART 351 Black & White Photography I . . . . .	3
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel . . . . .	2
BCM. 230 Database Applications I: Access . . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2

BCM. 408 Multimedia Project. . . . .	3
BCM. 410 Photoshop Essentials . . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3
JOUR 121 Advanced Writing and Reporting for the Media . . . . .	3
JOUR 340 Intermediate Advanced Newspaper Staff . . . . .	3
JOUR 350 Advanced Newspaper Staff . . . . .	3
JOUR 690 Individual Study in Journalism. . . . .	1-3
ENGL 161 Creative Writing I . . . . .	3
FILM 380 Basic Video Production . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### JOURNALISM CERTIFICATE OF ACHIEVEMENT

Required Courses	Units
JOUR 110 Mass Media and Society . . . . .	3
JOUR 120 Writing and Reporting for the Media. . . . .	3
JOUR 320 Beginning Newspaper Staff . . . . .	3
JOUR 330 Intermediate Newspaper Staff . . . . .	3

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

ART 351 Black & White Photography I . . . . .	3
BCM. 225 Spreadsheets I: Excel . . . . .	1
BCM. 226 Spreadsheets II: Excel. . . . .	2
BCM. 230 Database Applications I: Access. . . . .	1
BCM. 231 Database Applications II: Access . . . . .	2
BCM. 408 Multimedia Project. . . . .	3
BCM. 410 Photoshop Essentials . . . . .	1.5
BCM. 416 Adobe InDesign Essentials . . . . .	3
JOUR 121 Advanced Writing and Reporting for the Media . . . . .	3
JOUR 340 Intermediate Advanced Newspaper Staff . . . . .	3
JOUR 350 Advanced Newspaper Staff . . . . .	3
JOUR 690 Individual Study in Journalism. . . . .	1-3
ENGL 161 Creative Writing I . . . . .	3
FILM 380 Basic Video Production . . . . .	3
TOTAL REQUIRED UNITS . . . . .	24

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

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

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

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

## KINESIOLOGY

### ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY FOR TRANSFER

The Associate in Arts in Kinesiology for Transfer degree (AA-T) prepares students for careers in fitness and health-related fields. Course topics include basic human anatomy and physiology, the field of kinesiology and its sub-disciplines, socio-cultural and historical influences and impacts of kinesiology, athletic injury care, and nutrition. Courses offered are transferable as lower division coursework toward a bachelor's degree in Kinesiology. Upon completion of the degree, students will have a solid foundation of knowledge upon which to build in their selected sub-discipline of Kinesiology.

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

**A grade of "C" or better, or "Pass" if the course is taken on a Pass/No Pass basis, is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.**

#### Program Student Learning Outcomes:

Students completing this program will be able to:

#### ADAP

- Demonstrate increased muscular strength and endurance, or in the presence of a degenerative disease process, demonstrate either maintained or slowed degradation of muscular strength and endurance in areas where given the "normal" course of the disease, decreased muscle strength and endurance would be expected.

#### COMB

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of combative activities.



- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.

### DANC

- Provide a more authentic and individualized interpretation of a given dance form through a demonstration of appropriate levels of technique that incorporate cultural elements\* of this dance form (\*e.g. Costume, history, vocabulary, rhythm and music).
- Create and develop unique movement sequences, and collaboratively organize that material into a dance.
- Critically evaluate and objectively discuss dance as a performance art

### FITN

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes as day.
- Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/cardiovascular fitness/muscular endurance/muscular strength.

### INDV

- Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/cardiovascular fitness/muscular endurance/muscular strength related to performance.
- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.
- Demonstrate and apply the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of individual activities.

### PE/KINE

- Identify risk factors for heart disease and stroke, and apply general fitness/wellness principles to minimize risk.
- Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances.
- Identify career and/or educational options in physical education, and formulate an action plan to successfully pursue and attain those options.

- Demonstrate an understanding of the historical, social and psychological aspects of activity and sport in the context of society.

### TEAM

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of team activities.
- Develop individual and team offensive/defensive programs applicable to specific goals, evaluate various techniques for effectiveness, demonstrate skills at an advanced level and apply concepts into practice.

### VARS

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

### Required Core Courses

### Units

Complete the following courses (15 units – See below):

#### Group A (12 units):

KINE 100 Intro to Kinesiology . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
BIOL 260 Human Physiology. . . . .	5

#### Group B (3 units): Movement Based Courses

Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units: **Combatives, Dance, Fitness, Individual Sports and Team Sports.**

#### Combatives

COMB 301 Wrestling, Beginning . . . . .	1
COMB 302 Wrestling, Intermediate. . . . .	1
COMB 401.1-401.4 Self Defense I-IV . . . . .	1
COMB 404.1-404.4 Shotokan Karate I-IV . . . . .	1

#### Dance

DANC 121.1-121.4 Modern Dance I-IV. . . . .	1
DANC 130.1-130.4 Jazz Dance I-IV . . . . .	1
DANC 140.1-140.4 Ballet I-IV . . . . .	1
DANC 152.1-152.4 Cuban Roots of Salsa I-IV . . . . .	1
DANC 161 Tango Argentino . . . . .	1
DANC 162 Tango Milonga . . . . .	1
DANC 163 Tango Buenos Aires . . . . .	1
DANC 164 Tango de la Confiteria . . . . .	1
DANC 165 Tango Performance Improvisation . . . . .	1

DANC 166 Tango de la Guardia Vieja . . . . .	1
DANC 167 Swing Dance I . . . . .	1
DANC 168 Swing Dance II . . . . .	1
DANC 169 Swing Dance III . . . . .	1
DANC 350.1-350.4 Cardio Dance I-IV . . . . .	1

### Fitness

FITN 116.1-116.4 Body Conditioning I-IV . . . . .	1
FITN 201.1-201.4 Weight Training I-IV . . . . .	1
FITN 314.1-314.4 Backpacking for Fitness I-IV . . . . .	1
FITN 334.1-334.4 Yoga I-IV . . . . .	1
FITN 335.1-335.4 Pilates I-IV . . . . .	1

### Individual Sports

INDV 101.1-101.4 Archery I-IV . . . . .	1
INDV 121.1-121.4 Badminton I-IV . . . . .	1
INDV 126 Coed Badminton . . . . .	1
INDV 160.1-160.4 Golf I-IV . . . . .	1
INDV 165.1-165.4 Golf: Short Game I-IV . . . . .	1
INDV 251.1-251.4 Tennis I-IV . . . . .	1

### Team Sports

TEAM 111.1-111.4 Basketball I-IV . . . . .	1
TEAM 132.1-132.4 Flag Football I-IV . . . . .	1
TEAM 141.1-141.4 Soccer I-IV . . . . .	1
TEAM 148.1-148.4 Indoor Soccer I-IV . . . . .	1

### Required Electives (8 units):

#### List A (select two): 7-9 units

MATH 200 Elementary Probability and Statistics . . . . .	4
BIOL 130 Human Biology . . . . .	3
CHEM 410 Chemistry for Health Sciences <b>or</b> . . . . .	4
CHEM 210 General Chemistry I . . . . .	5
PHYS 210 General Physics I . . . . .	4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22-24

Plus CSU General Education or IGETC for CSU requirements. Up to a total of 15 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective courses as needed to reach a total of 60 units.

## LEARNING CENTER

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Increase awareness of strengths and challenges in academic work.
- Seek assistance from various and appropriate services on campus.
- Increase personal development in areas such as self-monitoring, time management, persistence, and academic proficiency.

## LIBRARY

### Program Student Learning Outcomes:

Students completing this program will be able to:

- **Topic choice/focus:** Articulate a focused research question, topic, or information need.
- **Search tool selection:** Identify a variety of types and formats of information sources and select appropriate search tools to find the needed information.
- **Search strategy:** Develop and execute an effective research strategy using a wide range of search tools, accurately interpret results, and find authoritative information pertinent to the topic.
- **Information source evaluation:** Evaluate the relevance, quality, authoritativeness, and credibility of information retrieved.
- **Information source documentation:** Access, cite, and use information ethically and legally.

## MASSAGE THERAPY

### MASSAGE THERAPY CERTIFICATE PROGRAM

The Massage Therapy Program is a two-semester program providing, at minimum, the 500 hours required for students to be eligible for certification with the California Massage Therapy Council (CAMTC). Visit the California Massage Therapy Council (CAMTC) website for more information at <https://www.camtc.org/>.

Skyline College's Massage Therapy Program is approved by:

#### California Massage Therapy Council

One Capitol Mall, Suite 320  
Sacramento, CA 95814  
Telephone: (916) 669-5336  
Website: <https://www.camtc.org/>

Skyline College's Massage Therapy is an assigned program by:

#### National Certification Board for Therapeutic Massage and Bodywork (NCBTMB)

1901 South Meyers Road, Suite 240  
Oakbrook Terrace, IL 60181  
Telephone: (800) 296-0064  
Website: <https://www.ncbtmb.org>

Students must receive a grade of “C” or better in all required coursework to receive a Skyline College Certificate of Achievement.

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Qualify for Certified Massage Therapist status with the California Massage Therapy Council (and, if CAMTC has not been renewed, still meet 2012 standards for certification).
- Demonstrate essential skills for safe, ethical, and effective practice of massage therapy.
- Identify career, volunteer, and continuing education options in the field of Massage Therapy and plan actions toward achieving career, volunteer, and education goals.

**ADMISSION PROCEDURES AND REQUIREMENTS**

Admission to the Massage Therapy Certificate program is by special application only. Students are admitted into the program once a year in the Fall semester. Massage Therapy Certificate Program applications and supporting documents (FAQ and resource sheet) are available online through the Wellness page on the College website. Applications are not considered for acceptance until all documents have been completed, received, and accepted by faculty at the address listed on the application. All required elements must be submitted before final (permanent) program entrance is granted. Applications are accepted throughout the year until positions are filled. Additional qualified applicants will be placed on a waitlist.

Admission to the Massage Therapy Program requires the following:

1. Completed Skyline College application/enrollment processes
2. Completed Massage Therapy Program special application, including submission of transcripts indicating completion of EMC 425 or equivalent, or a copy of a valid Healthcare Provider CPR card listing the applicant’s name and certification expiration date (online CPR training is not accepted); and proof of freedom from tuberculosis as established in the 6 months prior to application (negative ppd test result or positive ppd result plus physician’s statement guaranteeing clear chest x-ray).
3. Completion of and acceptance of results from an online background check (specific check required: background check ordering information is provided when special application is submitted).

It is recommended that students are eligible for ENGL 846 or ESOL 400, or equivalent. If a candidate has been convicted of a crime, he or she should contact the California Massage Therapy Council regarding eligibility for certification.

**MASSAGE THERAPY CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
WELL 701 - Massage Therapy I . . . . .	12
WELL 702 - Massage Therapy II. . . . .	12
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>24</b>

For gainful employment information, see the program’s website:  
[SkylineCollege.edu/academics/degreescertificates.php?program=MASSAGET-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=MASSAGET-2CB)

**MATHEMATICS**

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Analyze multiple representations of quantitative information, including graphical, formulaic, numerical and verbal.
- Demonstrate problem-solving skills. Interpret the meaning of numerical answers.
- Use methods of logic to support a claim using data, formulas and mathematical reasoning.

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

Required Core Courses	Units
<b>Select 18 units from the following:</b>	
MATH 251 Calculus w/Analyt. Geometry I. . . . .	5
MATH 252 Calculus w/Analyt. Geometry II . . . . .	5
MATH 253 Calculus w/Analyt. Geometry III. . . . .	5
MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations . . . . .	3

**Plus 3 units in Computer Programming:**

COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 156 Intermediate Programming in Visual BASIC. . . . .	3
COMP 250 Programming Methods I: C++ . . . . .	3
COMP 252 Programming Methods II: C++ . . . . .	3
COMP 284 Programming Methods I: JAVA. . . . .	3
COMP 286 Programming Methods II: JAVA . . . . .	3

**Plus at least 3 units from the following:**

MATH 200 Elementary Probability and Statistics . . . . .	4
MATH 201 Quantitative Reasoning . . . . .	3
MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations . . . . .	3
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .</b>	<b>24</b>

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

## ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER

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

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

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

Required Core Courses	Units
MATH 251 Calculus with Analytic Geometry I . . . . .	5
MATH 252 Calculus with Analytic Geometry II . . . . .	5
MATH 253 Calculus with Analytic Geometry III . . . . .	5

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

MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations . . . . .	3

### List B: Select one additional course from the following:

MATH 200 Elementary Probability and Statistics . . . . .	4
MATH 270 Linear Algebra (if not used in List A) . . . . .	3
MATH 275 Ordinary Differential Equations (if not used in List A) . . . . .	3
PHYS 250 Physics with Calculus I . . . . .	4
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	21-22

Plus CSU General Education or IGETC for CSU requirements. Up to a total of 9 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective courses as needed to reach a total of 60 units.

## MUSIC

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate basic technical fluency, artistic growth, and personal enrichment in musical performance on a given instrument and/or voice in a solo and/or ensemble context along with an introductory keyboard proficiency.
- Demonstrate an understanding of common elements and underlying structures of Western music through written composition and analysis as well as sight-reading and dictation.
- Demonstrate an acquaintance with a range of music cultures through an awareness of the scope, variety, structure, and form of the works in these cultures, a basic understanding of their historical and social contexts of these cultures, and the ability to respond critically to musical works in these cultures by articulating an informed personal reaction.

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

Required Core Courses	Units
MUS. 100 Fundamentals of Music . . . . .	3
MUS. 105 Music Theory I . . . . .	3
MUS. 106 Music Theory II . . . . .	3
MUS. 111 Musicianship I . . . . .	1
MUS. 112 Musicianship II . . . . .	1
MUS. 301 Piano I . . . . .	2

### Select 3 units from the following:

MUS. 115 Music, Art & Ideas . . . . .	3
MUS. 202 Music Appreciation . . . . .	3
MUS. 204 Music History . . . . .	3

### Select 3 units from the following:

MUS. 250 World Music . . . . .	3
MUS. 275 History of Jazz . . . . .	3
MUS. 276 Hip Hop: Culture and Politics . . . . .	3
MUS. 286 Business of Independent Music . . . . .	3
MUS. 290 Introduction to MIDI Music . . . . .	2-3

### Select 4 units from the following:

MUS. 302, 303, 304 Piano II, III, IV . . . . .	2
MUS. 355, 356, 357, 358 Violin/Viola I, II, III, IV . . . . .	2
MUS. 377, 378, 379, 380 Guitar I, II, III, IV . . . . .	2
MUS. 401, 402, 403, 404 Voice I, II, III, IV . . . . .	2

### Select 4 units from the following:

MUS. 287.1, 287.2, 287.3, 287.4 Urban Music Ensemble I, II, III, IV . . . . .	1
MUS. 381.1, 381.2, 381.3, 381.4 Guitar Ensemble I, II, III, IV . . . . .	1

MUS. 410.1, 410.2, 410.3, 410.4 Voice for the Musical Theater Production . . . . .	2
MUS. 430.1, 430.2, 430.3, 430.4 Concert Band I, II, III, IV . . . . .	1
MUS. 450.1, 450.2, 450.3, 450.4 Jazz Band I, II, III, IV . . . . .	1
MUS. 470.1, 470.2 470.3, 470.4 Concert Choir I, II, III, IV. . . . .	1
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>27</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**Note:** See your counselor for assistance with regard to transfer requirements.

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

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

## NATURAL SCIENCE

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

#### Program Student Learning Outcomes:

Students completing this program will be able to:

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

Required Core Courses	Units
<b>Select 18-24 units from the following:</b>	
BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
BIOL 260 Human Physiology. . . . .	5
CHEM 210 General Chemistry I. . . . .	5
CHEM 220 General Chemistry II . . . . .	5
CHEM 234/237 Organic Chemistry/Lab I . . . . .	5
CHEM 235/238 Organic Chemistry/Lab II. . . . .	5
COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 250 Programming Methods I: C++ . . . . .	3

COMP 284 Programming Methods I: Java . . . . .	3
GEOL 210 General Geology. . . . .	4
PHYS 210 General Physics I . . . . .	4
PHYS 220 General Physics II . . . . .	4
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
PHYS 270 Physics with Calculus III . . . . .	4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>18-24</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## PARALEGAL, LEGAL ASSISTANT

The Paralegal, Legal Assistant Associate degree and Paralegal, Legal Assistant certificate programs prepare students for careers as paralegals, legal assistants, and legal support service workers in a variety of settings.

#### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate a foundational knowledge of U.S. law, legal systems, ethical considerations, and/or professional procedures.
- Effectively conduct legal research.
- Proficiently perform legal writing.
- Critically analyze legal arguments.

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PARALEGAL, LEGAL ASSISTANT

Required Core Courses	Units
BUS. 201 Business Law . . . . .	3
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research. . . . .	3
LEGL 252 Princ of Civil/Admin. Process. . . . .	3

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

BUS. 401 Business Communications . . . . .	3
BUS./LEGL 445 Law Office Management. . . . .	3
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
COOP 670 Vocational Co-Op Ed. . . . .	1-4
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 304 Concepts of Criminal Law . . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-3
LEGL 671 Paralegal Internship I . . . . .	4
LEGL 690 Special Projects . . . . .	1-3
PHIL 103 Critical Thinking <b>or</b>	
PHIL 109 Critical Thinking and Writing . . . . .	3

PLSC 301 Calif. State and Local Government <b>or</b> PLSC 200 National, State and Local Government . . .	3
R.E. 100 Real Estate . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	27

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

### PARALEGAL, LEGAL ASSISTANT CERTIFICATE OF ACHIEVEMENT

Required Courses	Units
BUS. 201 Business Law . . . . .	3
BCM. 214 Word Processing I: Word . . . . .	1
BCM. 215 Word Processing II: Word . . . . .	2
LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research . . . . .	3
LEGL 252 Princ. of Civil & Admin. Process . . . . .	3

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

BUS. 401 Business Communications . . . . .	3
BUS./LEGL 445 Law Office Management . . . . .	3
BCM. 104 Intro to Computers with Windows I . . . . .	1.5
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 304 Concepts of Criminal Law . . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-3
LEGL 671 Paralegal Internship I . . . . .	4
LEGL 690 Special Projects . . . . .	1-3
PHIL 103 Critical Thinking <b>or</b> PHIL 109 Critical Thinking and Writing . . . . .	3
PLSC 200 National, State and Local Government <b>or</b> PLSC 301 Calif. State and Local Government . . . . .	3
R.E. 100 Real Estate Principles . . . . .	3
TOTAL REQUIRED UNITS . . . . .	27

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

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

## PHILOSOPHY

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate familiarity with the history of philosophical thought and contemporary currents in the discipline.
- Assess influential claims and theories in the philosophical tradition using rigorous methods of critical thinking and logic.
- Compose a reasoned essay that responds to a philosophical problem or that applies philosophical theory to a contemporary issue.

## PHYSICAL EDUCATION

### Program Student Learning Outcomes:

Students completing this program will be able to:

#### ADAP

- Demonstrate increased muscular strength and endurance, or in the presence of a degenerative disease process, demonstrate either maintained or slowed degradation of muscular strength and endurance in areas where given the "normal" course of the disease, decreased muscle strength and endurance would be expected.

#### COMB

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of combative activities.
- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.

#### DANC

- Provide a more authentic and individualized interpretation of a given dance form through a demonstration of appropriate levels of technique that incorporate cultural elements\* of this dance form (\*e.g. Costume, history, vocabulary, rhythm and music).
- Create and develop unique movement sequences, and collaboratively organize that material into a dance.
- Critically evaluate and objectively discuss dance as a performance art

#### FITN

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes as day.
- Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/cardiovascular fitness/muscular endurance/muscular strength.

#### INDV

- Identify and assess their current fitness level; alter or modify specific wellness or fitness practices in order to improve body composition/flexibility/cardiovascular fitness/muscular endurance/muscular strength related to performance.

- Recognize the importance of, and practice, participating in regular moderate physical activity for at least 30 minutes a day.
- Demonstrate and apply the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of individual activities.

#### PE/KINE

- Identify risk factors for heart disease and stroke, and apply general fitness/wellness principles to minimize risk.
- Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances.
- Identify career and/or educational options in physical education, and formulate an action plan to successfully pursue and attain those options.
- Demonstrate an understanding of the historical, social and psychological aspects of activity and sport in the context of society.

#### TEAM

- Demonstrate improvement in areas of fitness as measured by the division Physical Education Evaluation Program (PEEP).
- Demonstrate the fundamental skills, knowledge, etiquette and vocabulary used in the practice and performance of team activities.
- Develop individual and team offensive/defensive programs applicable to specific goals, evaluate various techniques for effectiveness, demonstrate skills at an advanced level and apply concepts into practice.

#### VARS

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

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PHYSICAL EDUCATION

The Physical Education major may be used as the basis for careers in teaching, coaching, athletic training, exercise science/fitness, athletic and sports management.

Students intending to earn a Bachelor's degree in physical education/kinesiology should consult early with counselors and current catalogs of the college/university to which they plan to transfer. Specific requirements vary; however institutions usually require that students complete a core of basic sciences and physical education courses as well as general education requirements prior to transfer.

<b>Required Core Courses</b>	<b>Units</b>
BIOL 130 Human Biology . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
FCS 310 Nutrition. . . . .	3
PSYC 100 General Psychology . . . . .	3
KINE 100 Introduction to Kinesiology	

**Plus a minimum of 3 units from 3 different subject areas from the following:**

ADAP 358/359 Adaptive Physical Education	
COMB 301/302/401.1/401.2/401.3/401.4/404.1/404.2/ 404.3/404.4 Self Defense	
DANC 121.1/121.2/121.3/121.4/130.1/130.2/130.3/130.4/ 140.1/140.2/140.3/140.4/330.1/330.2/330.3/330.4/ 350.1/350.2/350.3/350.4 Dance/Aerobics	
FITN 106/107//160//182/199/ Conditioning/Fitness/ Strength Training	
FITN 106/107/112.1/112.2/112.3/112.4/116.1/116.2/116.3/ 116.4/166.1/166.2/166.3/166.4/199.1/199.2/199.3/199.4/ 201.1/201.2/201.3/201.4/219.1/219.2/219.3/219.4/301.1/ 301.2/301.3/301.4/304.1/304.2/304.3/304.4/305.1/ 305.2/305.3/305.4/308.1/308.2/308.3/308.4/314.1/314. 2/314.3/314.4/332.1/332.2/332.3/332.4/334.1/334.2/ 334.3/334.4/335.1/335.2/335.3/335.4 Stretch/Yoga/ Cardiovascular Development	
INDV 101.1/101.2/101.3/101.4/121.1/121.2/121.3/121.4/ 126/160.1/160.2/160.3/160.4/165.1/165.2/165.3/165.4/ 251.1/251.2/251.3/251.4 Individual Sports	
P.E. 105 The Student-Athlete Experience	
P.E. 152 Theory of Sport and Fitness Management	
P.E. 301 Personal Training	
TEAM 100/111.1/111.2/111.3/111.4/112/116/117/132.1/ 132.2/132.3/132.4/141.1/141.2/141.3/141.4/148.1/148.2/ 148.3/148.4/179/190/191/192/193/195/196/198 Team Sports	

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

## PHYSICS/ASTRONOMY

### Program Student Learning Outcomes:

Students completing this program will be able to:

#### PHYSICS

- Draw on both conceptual understanding and (as appropriate to course level) mathematical techniques to find exact solutions to real-world physical phenomena.
- Understand the scientific method and principle laws of physics, to sufficiently apply them in their future careers.
- (as applicable) Conduct lab experiments to measure the physical behavior of the real world, and correctly interpret the conceptual and statistical implications of the experimental data.

#### ASTRONOMY

- Understand the theories of formation and evolution for the universe, galaxies, solar systems and planetary bodies.
- Understand the scientific method that leads to these theories and critically evaluate scientific information presented to the lay public.
- (as applicable) Gather, analyze and interpret astronomical data obtained from naked eye and telescopic observation .

### ASSOCIATE DEGREE IN SCIENCE IN PHYSICS FOR TRANSFER

An Associate of Science in Physics for Transfer degree (AS-T) from Skyline College prepares students for transfer to a baccalaureate institution to obtain a degree in Physics or a closely related discipline. The program is designed to teach students analytical skills, mathematical techniques and knowledge of physics in both the theoretical and experimental domains, as appropriate to prepare students for subsequent upper division course work in the same or similar arenas. The theoretical foundation is laid for mechanics, oscillations and waves, thermodynamics, electricity and magnetism, optics and modern physics. In laboratory, students are introduced to various measurement techniques and instruments including computerized data collection, and learn to model data and interpret it statistically to produce appropriate conclusions about the natural world. The program will produce students well prepared to transfer to the California State University system to undertake a study of upper division theoretical and/or experimental course work in Physics.

The Associate of Science in Physics for Transfer degree (AS-T) is intended for students who plan to complete a bachelor's degree in Physics or a closely related discipline at a CSU campus. Students completing this degree are

guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending the transfer to a particular university of college that is not part of the CSU system. Students should consult with a Skyline College counselor for further information on university admissions and transfer requirements.

**Note:** *Students should consult a Skyline College counselor for further information on university admissions and transfer requirements.*

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

Required Courses	Units
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
PHYS 270 Physics with Calculus III . . . . .	4
MATH 251 Calculus with Analytical Geometry I . . . . .	5
MATH 252 Calculus with Analytical Geometry II . . . . .	5
MATH 253 Calculus with Analytical Geometry III . . . . .	5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27

Plus CSU General Education or IGETC for CSU requirements. Up to, but no more than 6 units may be double-counted for general education and major. In practice, this means only one major course may be counted; all required major courses are 4 or 5 units, therefore any two courses would exceed the 6 unit limit. As always, consult with a counselor to develop an optimum plan. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective course as need to reach a total of 60 units.

## POLITICAL SCIENCE

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate an understanding of comparative political systems, especially as they relate to cultural components and socio-economic environments.
- Understand and analyze the key approaches to the study of the relationship between nations as it pertains to their military, economic and diplomatic relations.
- Critically evaluate and be familiar with the nature and process of theorizing in political science and be able to distinguish and categorize different types of methodology and theory utilized in the study of political science.



- Demonstrate an understanding of the principles and values that constitute the underpinnings of the American political institutions as they have evolved throughout history.

## PSYCHOLOGY

The Psychology major seeks to expose students to the core principles and practices in the field of Psychology and provides students with an understanding and appreciation of the human mind and behavior. Both the general Psychology degree and the Associate in Arts Degree in Psychology for Transfer meet the needs of students interested in transferring to a four-year college or university in the major of Psychology or a related field, and those interested in learning the principles of psychology as a means of integrating this knowledge into their chosen major and/or profession.

### Program Student Learning Outcomes:

Students completing this program will be able to:

- When students have completed the psychology program, they should be able to explain behavior using learning theory.
- When students have completed the psychology program, they should know that both nature and nurture are important in determining behavior.
- When students have completed the psychology program, they should have the attitude that behavior change is possible.

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

Required Core Courses	Units
PHIL 103 Critical Thinking or	
PHIL 109 Critical Thinking and Writing or	
PHIL 200 Intro to Logic. . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC 105 Experimental Psychology . . . . .	3
PSYC/ECE. 201 Child Development . . . . .	3
PSYC 410 Abnormal Psychology. . . . .	3

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

PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 171 Quantitative Reasoning in Psychology. . . . .	3
PSYC 200 Developmental Psychology . . . . .	3
PSYC 238 Arab Cultural Psychology. . . . .	3
PSYC 268 Black Psychology. . . . .	3
PSYC 300 Social Psychology . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
PSYC 390 Psychology of Consciousness. . . . .	3
PSYC 665 Special Topics in Psychology . . . . .	.5-2
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	21
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER

The Skyline College Associate in Arts Degree in Psychology for Transfer is designed to facilitate successful transfer to baccalaureate psychology degree programs at a CSU. This degree provides students with the lower division breadth and depth in the field of psychology.

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

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

**A grade of "C" or better, or "Pass" if the course is taken on a Pass/No Pass basis, is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.**

Required Core Courses	Units
PSYC 100 General Psychology . . . . .	3
PSYC 105 Experimental Psychology . . . . .	3
PSYC 171 Quantitative Reasoning in Psychology or . . .	3
MATH 200 Elementary Probability and Statistics . . . .	4

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

BIOL 110 Principles of Biology or . . . . .	4
BIOL 130 Human Biology . . . . .	3

#### List B: Select one course from the following:

PSYC 200 Developmental Psychology . . . . .	3
PSYC 201 Child Development . . . . .	3

#### List C: Select one course from the following:

PSYC 110 Courtship, Marriage, & Family . . . . .	3
PSYC 268 Black Psychology . . . . .	3
PSYC 300 Social Psychology. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18-20

Plus CSU General Education or IGETC for CSU requirements. Major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

Plus additional CSU transferable elective courses as needed to reach a total of 60 units.

## REAL ESTATE

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Demonstrate a broad understanding of California real estate laws and regulations in order to effectively perform the duties associated with a real estate salesperson position.
- Describe the various ways of acquiring title of real property and interpret the laws governing contracts in general, including agency.
- Evaluate various types of ownership and financing techniques common to residential real estate.

## RESPIRATORY THERAPY

Respiratory Therapy is a two-year program that prepares students to administer respiratory care and life support to patients with breathing disorder and cardiopulmonary abnormalities. Most therapists participate in three phases of patient care: diagnosis, treatment, and patient management.

### Licensure/Certification Eligibility Requirements:

Respiratory Therapy education program accredited by the Committee on Accreditation for Respiratory Care, associate degree or greater from a regional accreditation agency, Certified Respiratory Therapy (CRT) credential, and board approved law and ethics course. Visit the Respiratory Care Board of California website for more information <http://www.rcb.ca.gov/>.

Skyline College's Respiratory Therapy Program is accredited by:

#### Committee on Accreditation for Respiratory Therapy (CoARC)

1248 Harwood Road  
Bedford, TX 76021-4244  
Telephone: (817) 283-2835  
Fax: (817) 354-8519  
Fax to Email: (817) 510-1063

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Obtain an Associates of Science degree or certificate of completion.
- Obtain the CRT credential.
- Obtain gainful employment as licensed Respiratory Therapists.
- Demonstrate competency in the cognitive, psychomotor, and affective domains when providing respiratory care.

## ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program once a year only, in the Fall semester. Special Respiratory Therapy application forms are available from the Science/Math/Technology Division Office and on the College website. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately 25 students are admitted to the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Respiratory Therapy Program, please call (650) 738-4457.

Prior to starting classes, students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, a social security referenced background check, and a drug test.

Full-time registration is required, and all courses must be taken in sequence. Credit may be given for previous coursework. **A minimum grade of C is required in all coursework.** An Associate Degree is required to take the Respiratory Care Practitioner Exam administered by the California Respiratory Care Board. To determine specific General Education requirements, applicants are encouraged to contact the Counseling Department.

Admission to the Respiratory Therapy Program requires the following minimum entrance requirements:

1. High school graduation or equivalent.
2. Presently enrolled in or completed with a grade of C or better:
  - a. Algebra equivalent to MATH 110 or 112.
  - b. Chemistry equivalent to CHEM 192 or 410.
  - c. Human Anatomy equivalent to BIOL 250.
  - d. Medical Terminology equivalent to HSCI 484 or BUS. 485.

**(Note:** Human Anatomy may be taken in the summer session preceding the program.)
3. English: Eligibility for Skyline College ENGL 836 or equivalent.

## ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RESPIRATORY THERAPY

Required Core Courses	Units
RPTH 400 Patient & Health Care Concerns . . . . .	1.5
RPTH 410 Intro to Patient Care & Respiratory Assessment Techniques . . . . .	3
RPTH 415 Respiratory Pharmacology. . . . .	1.5
RPTH 420 Application of Cardiopulmonary Anatomy & Physiology . . . . .	3
RPTH 430 Intro to Respiratory Therapeutics. . . . .	6
RPTH 438 Clinical Clerkship I . . . . .	1
RPTH 445 Respiratory Diseases I . . . . .	2

RPTH 448 Clinical Clerkship II. . . . . 2  
 RPTH 450 Respiratory Diseases II. . . . . 3  
 RPTH 458 Clinical Clerkship III . . . . . 6  
 RPTH 460 Respiratory Critical Care . . . . . 3  
 RPTH 475 Hemodynamic Monitoring/  
 Selected Topics in Respiratory Care . . . . . 2  
 RPTH 480 Diagnostic Testing and Outpatient  
 Respiratory Care. . . . . 2  
 RPTH 485 Clinical Medicine Seminar . . . . . 2  
 RPTH 488 Clinical Clerkship IV . . . . . 6  
 RPTH 490 Neonatal and Pediatric Respiratory Care . 2.5  
 RPTH 495 Respiratory Care Board Exam Prep/Review 2  
**TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 48.5**  
 Plus Chemistry, Human Anatomy, Human Physiology,  
 Microbiology and General Education/other requirements  
 for the Associate degree (refer to Associate Degree  
 Requirements).

The College also offers a Certificate of Achievement for those graduates having a prior Associate or above degree.

## SOCIOLOGY

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Evaluate the impact of culture, social class, gender, race/ethnicity and age on people’s life chances, practices and attitudes.
- Have increased critical thinking skills that will enable them to analyze, evaluate and make decisions concerning complex contemporary social issues.
- Integrate the cultural, linguistic, political, religious and economic contributions of several racial and ethnic groups that make up American and global cultures and societies.
- Summarize the interrelationships among the traditional cultural, economic, political and social forces in Asia and discuss how each culture’s worldview impacts past and present globalization patterns.
- Analyze contemporary and historical conditions, which lead to migration by applying sociological, biological, anthropological, economic, political and geographical perspectives.
- Understand the critical role social factors play in determining the health of individuals, groups, and the larger society.

## SPANISH

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Identify and describe language structure and functions of the main components of the linguistic system of the four basic skills: reading, writing, speaking and listening comprehension.
- Summarize, translate and interpret the main grammatical structures in language to offer various explanations and understandings of why and how people communicate.
- Distinguish different forms of dialects and discourse to be interpreted and translated into the target language and into the dominant language - English.
- Critically consider, analyze, and research special issues in sociolinguistics, bilingualism and multiculturalism.
- Apply cultural and grammatical theories, principles, and concepts to address real life problems and situations in the foreign language acquisition and cognition field.
- Exhibit strong and effective written and oral communication skills.
- Identify career and educational options in the field of foreign language acquisition, and then formulate appropriate action plans toward achieving goals and objectives.
- Recognize the importance of, and practice exposure to different native-speakers of the target language for further socio-cultural and linguistic development.
- Bring back into the community and apply the skills, abilities, and knowledge acquired in the SKYFLA Program for the improvement of others and themselves, and to further the objectives of translation, interpretation and communication in different foreign languages in society.

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

Required Core Courses	Units
SPAN 110 Elementary Spanish <b>or</b> . . . . .	5
SPAN 111/112 Elementary Spanish I, II . . . . .	6
SPAN 120 Advanced Elementary Spanish <b>or</b> . . . . .	5
SPAN 220 Spanish for Spanish Speakers I . . . . .	5
SPAN 130 Intermediate Spanish . . . . .	3
SPAN 140 Advanced Intermediate Spanish . . . . .	3
SPAN 161 Readings in Spanish American Lit. I . . . . .	3
SPAN 162 Readings in Spanish American Lit. II . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>22-24</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

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

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

## SURGICAL TECHNOLOGY

Surgical Technologists are employed in hospitals, surgery centers, and physician's offices to deliver patient care before, during and after surgery. Skyline's program combines academic and clinical instruction that includes learning to prepare surgical instruments, passing them to the surgeon, and handling specialized equipment. Graduates are eligible to take the national certification exam for Certified Surgical Technologist (CST). The Surgical Technology Program at Skyline College is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP).

**Certification Eligibility Requirements:** Surgical Technology Program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Skyline's program was accredited due to commendations of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting to CAAHEP. For more information, visit [www.arcstsa.org](http://www.arcstsa.org).

Skyline College's Surgical Technology Program is accredited by:

**Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

1361 Park Street  
Clearwater, FL 33756  
Telephone: (727) 210-2350  
Fax: (727) 210-2354  
Email: [mail@caahep.org](mailto:mail@caahep.org)

**Program Student Learning Outcomes:**

Students completing this program will be able to:

- Demonstrate knowledge of surgical technology equal to an entry-level surgical technologist.
- Demonstrate competence in clinical skills equal to an entry-level surgical technologist.
- Demonstrate behavior appropriate for an entry-level surgical technologist.

## ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program only once each year. The program will typically start in summer session and complete at the end of the following spring semester. Admission to the Surgical Technology Program is by special application only. Special application forms are available from the Science/Math/Technology Division Office and the College website. See application for submission dates. Applicants who have previously applied, and wish to reapply, must submit new application materials. Selection of students is based on criteria approved by the Skyline College Administration and consistent with State regulations. For further information on the Surgical Technology Program, please call 738-4221 or 738-4470.

Admission to the Surgical Technology Program requires the following minimum entrance requirements:

- High school diploma or GED
- Algebra equivalent to MATH 110 or MATH 112
- Human Anatomy equivalent to BIOL 250
- Medical Terminology equivalent to HSCI 484 or BUS. 485

Communication in the operating room is of extreme importance. It is recommended that applicants be eligible for ENGL 846. Prior to starting classes, students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, a social security referenced background check, and drug test. All courses must be taken in sequence. Credit may be given for previous coursework. **A minimum grade of "C" is required in all Surgical Technology courses and prerequisites.**

## ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN SURGICAL TECHNOLOGY

Required Core Courses	Units
SURG 440 Basic Sciences for Surgical Technology . . .	6
SURG 441 Surgical Patient Care Concepts . . . . .	10
SURG 442 Surgical Specialties . . . . .	6
SURG 443 Clinical Practice for Surgical Technology . .	8
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## SURGICAL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Required Courses	Units
SURG 440 Basic Sciences for Surgical Technology . . .	6
SURG 441 Surgical Patient Care Concepts . . . . .	10
SURG 442 Surgical Specialties . . . . .	6
SURG 443 Clinical Practice for Surgical Technology . .	8
TOTAL REQUIRED UNITS . . . . .	30

For gainful employment information, see the program's website: [SkylineCollege.edu/academics/degreescertificates.php?program=SURGTECH-2CB](http://SkylineCollege.edu/academics/degreescertificates.php?program=SURGTECH-2CB)

## CENTRAL SERVICE TECHNOLOGY/STERILE PROCESSING

The Central Services Technology Program prepares graduates for employment in hospitals, outpatient surgery centers and private industry. Central Service Technicians, also known as Sterile Processing Technicians, process and distribute sterilized equipment and other supplies throughout the medical facility.

**Certification Eligibility Requirements:** Central Service Technician Program using the Core Curriculum of the International Association of Hospital Central Service Materials Management and which requires 400 hours of clinical practice. For more information, visit [www.iahcsmm.org](http://www.iahcsmm.org).

Central Service Technology has certification but does not have an accreditation body.

### International Association of Healthcare Central Service Material Management (IAHCSMM)

213 West Institute Place, Suite 307  
Chicago, IL 60610  
Telephone: (800) 962-8274  
Fax: (312) 440-9474

### ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program only once each year. The program will typically start in fall session and complete at the end of the following spring semester. Admission to the Central Service Technology Program is by special application only. Special application forms are available from the Science, Math, Technology Division Office and the College website. See application for submission dates. Applicants who have previously applied, and wish to reapply, must submit new application materials. Selection of students is based on criteria approved by the Skyline College Administration and consistent with State regulations.

Communication in the health care setting is an important component. It is recommended that applicants be eligible for ENGL 846. Prior to starting classes, students admitted to the program are required to complete a satisfactory physical examination, immunization documentation verifying freedom of communicable disease, a social security referenced background check, and drug test. All courses must be taken in sequence. A minimum grade of "C" is required in all Central Service Technology courses.

For further information on the Central Service Technology Program, please call 738-4221 or 738-4470.

## CENTRAL SERVICE TECHNOLOGY WITH CLINICAL PRACTICE CAREER CERTIFICATE

Required Courses	Units
SURG 445 Introduction to Central Service Technology . . . . .	6.5
SURG 446 Clinical Practice for Central Service Technology . . . . .	3
SURG 448 Clinical Lab Practicum for Central Service Technology . . . . .	2
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>11.5</b>

## TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY

The Telecommunications and Network Information Technology programs are activity based, hands-on programs designed with direct employment skills and knowledge as their foundation. The programs of this department are centered on the current technologies of the Telecommunications, Networking and Wireless industry and are designed to serve students entering the field as well as those who are seeking to upgrade their skills in specific areas. Instruction focuses on both theory and practical application. The opportunity exists for students to receive endorsements in specific skill areas as they pursue their Associate Degree. Upon completion of the program, students are prepared for a variety of positions in industry. Some students are able to find employment after completing a portion of the program and continue their education while gaining valuable work experience. Students may receive Certificate and Skill Endorsements independent of their Associate Degree studies.

**Note: A grade of C or better is required in all courses applied to the Associate Degree major, the Certificate, and the Skill Endorsements.**

### Program Student Learning Outcomes:

- Students completing this program will be able to:
- Develop the skills and knowledge required for entry level positions within the networking technology field and related fields.
  - Expand their skills and knowledge for possible advancement within their field for those currently employed in the industry.
  - Obtain IT industry-recognized certifications.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN NETWORK ENGINEERING**

The Network Engineering Program prepares graduates to enter the workforce as a PC Support Specialist, entry level Networks System Administrator, and its related fields. A Certificate of Achievement and Associate in Science Degree are available. The program's focus is on direct employment skills and knowledge as a foundation in small to medium scale network infrastructure. Students will design, implement, manage and troubleshoot current industry equipment in real world scenarios. The Certificate of Achievement and Degree are focused on developing entry-level careers and updating existing careers.

**Note: A grade of C or better is required in all Telecommunications and Network Information Technology courses.**

Required Core Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	4
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM/BCM. 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM/COMP 482 Introduction to Routers . . . . .	3
TCOM/COMP 483 Network Switches – Concepts and Applications . . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3
TCOM/COMP 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3

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

TCOM 100 Telecommunications, Networking and Wireless Technologies . . . . .	3
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking . . . . .	3
TCOM 460 Fiber Optics Technology . . . . .	3
TCOM 465 Wireless Local Area Networks . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	36
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**NETWORK ENGINEERING CERTIFICATE OF ACHIEVEMENT**

Required Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	4
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM/BCM. 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TCOM/COMP 482 Introduction to Routers . . . . .	3
TCOM/COMP 483 Network Switches – Concepts and Applications . . . . .	3
TCOM/COMP 484 Advanced Routing Concepts and Applications . . . . .	3

TCOM/COMP 485 Troubleshooting the Internetwork . . . . .	3
TCOM/COMP 486 Network Security . . . . .	3

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

TCOM 100 Telecommunications, Networking and Wireless Technologies . . . . .	3
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking . . . . .	3
TCOM 460 Fiber Optics Technology . . . . .	3
TCOM 465 Wireless Local Area Networks . . . . .	3
TOTAL REQUIRED UNITS . . . . .	36

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

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

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY SKILL ENDORSEMENTS**

These endorsements provide an opportunity for short-term study. They are verification that students have achieved a specific level of competency in a selected area of entry-level employment. Students may achieve these endorsements on their own or while they are completing their studies for degrees or certificates.

**CAREER CERTIFICATE IN BASIC NETWORKING**

Required Courses	Units
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking . . . . .	3
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TCOM/CAOT 480 Network Fundamentals (LAN) . . . . .	3
TCOM/COMP 481 Network Systems Administration . . . . .	3
TOTAL REQUIRED UNITS . . . . .	15

**CAREER CERTIFICATE IN PC CONFIGURATION AND REPAIR**

Required Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	4
and	
TCOM/COMP 451 PC Configuration and Repair . . . . .	6
TOTAL REQUIRED UNITS . . . . .	10

**CAREER CERTIFICATE IN WIRING AND INSTALLATION**

Required Courses	Units
ELEC 110 Fundamentals of Electronics . . . . .	4
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking . . . . .	3
TCOM 460 Fiber Optics Technology . . . . .	3
TOTAL REQUIRED UNITS . . . . .	10

## UNIVERSITY TRANSFER

*Certificates of Achievement in University Transfer are currently being processed for state approval. See the California State University General Education and Intersegmental General Education Transfer Curriculum information in the Transfer Planning section of this catalog. Please check the web site to see current course offerings, and for updates on state approval of degrees:*

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

- Apply cultural and grammatical theories, principles, and concepts to address real life problems and situations in the foreign language acquisition and cognition field.
- Bring back into the community and apply the skills, abilities, and knowledge acquired in the SKYFLA Program for the improvement of others and themselves, and to further the objectives of translation, interpretation and communication in different foreign languages in society.

## WELLNESS

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Students completing the Skyline Massage Therapy Certificate Program will qualify for Certified Massage Therapist status with the California Massage Therapy Council (and, if CAMTC has not been renewed, still meet 2012 standards for certification).
- Students completing the Skyline Massage Therapy Certificate Program will demonstrate essential skills for safe, ethical, and effective practice of massage therapy.
- Students completing WELL courses such as Introduction to “Wholistic” Health will demonstrate familiarity with a variety of alternative and complementary healing modalities and be able to evaluate their appropriateness for further study, client referral, or personal use.
- Students completing the Skyline College Massage Therapy Program will identify career, volunteer, and continuing education options in the field of Massage Therapy and plan actions toward achieving career, volunteer, and education goals.

## WORLD LANGUAGES

### Program Student Learning Outcomes:

Students completing this program will be able to:

- Identify and describe language structure and functions exhibiting strong ability in the main components of the linguistic system of the four basic skills: reading, writing, speaking and listening comprehension.
- Summarize, translate and interpret the main grammatical structures in language to offer various explanations and understandings of why and how people communicate.
- Critically consider, analyze, and research special issues in sociolinguistics, bilingualism and multiculturalism.

# Other Educational Opportunities

## SAN MATEO COUNTY COMMUNITY COLLEGES

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. In addition to offering comprehensive general education, vocational, transfer and remedial programs, Cañada College and College of San Mateo offer a number of special programs not available at Skyline. Following is a list of these programs:

### CAÑADA COLLEGE

#### Programs

3D Animation & Video Game Art  
 Chemical Laboratory Technology  
 Drama/Theater Arts  
 Earth Science  
 Engineering  
 Fashion Design  
 Graphic Design  
 Human Services  
 Interior Design  
 Medical Assisting  
 Multimedia  
 Nursing  
 Radiologic Technology

#### Athletics

Women's Golf

### CAÑADA COLLEGE

4200 Farm Hill Boulevard  
 Redwood City, CA 94061  
 (650) 306-3100

### COLLEGE OF SAN MATEO

#### Programs

Alcohol & Other Drug Studies  
 Architecture  
 Astronomy  
 Building Inspection  
 Dental Assisting  
 Digital Media  
 Drafting  
 Electronics  
 Engineering  
 Fire Technology  
 Nursing  
 Real Estate

#### Athletics

Men's Cross Country  
 Men's Football  
 Men's Swimming  
 Men's Track  
 Women's Cross Country  
 Women's Softball  
 Women's Swimming  
 Women's Track  
 Women's Water Polo

### COLLEGE OF SAN MATEO

1700 West Hillsdale Boulevard  
 San Mateo, CA 94402  
 (650) 574-6161