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PART 4 DIVIDER

# 44 INFORMACION PARA PERSONAS DE HABLA HISPANA

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## REQUISITOS PARA ADMISION

Individuos interesados en asistir a Skyline College deben ser aceptados antes de matricularse en cualquier clase. De acuerdo con nuestra abierta política de matriculación, todos que sean graduados de la escuela secundaria o preparatoria (High School) o que tengan 18 años o más, y se beneficien de la educación ofrecida, son posibles candidatos para asistir a Skyline College. Individuos que no sean graduados de la escuela secundaria o preparatoria (High School) o no tengan 18 años de edad, pueden también asistir a Skyline College si hayan pasado el examen de habilidad y competencia a nivel secundario (High School Proficiency Examination) o la prueba de desarrollo educacional general (GED test).

## PROCEDIMIENTO PARA ADMISION

Probables estudiantes deben completar la solicitud disponible en la red Internet: <http://skylinecollege.edu> o en el Horario de Clases (Class Schedule) o por escrito en papel provisto por la Oficina de Admisión y Archivos. Así que la solicitud haya sido sometida a la Oficina de Admisión y Archivos los próximos pasos serán:

**Alumnos nuevos:** A menos que exentos de requisitos de matriculación, deben completar los siguientes deberes:

- Marquen y tomen el examen de ubicación de Skyline College. Contacten la Oficina de Evaluación Académica al número (650) 738-4164, el Horario de Clases (Class Schedule) o la red Internet para verificación de fechas, horarios y locales de examen.
- Tomen los exámenes de inglés y matemáticas.
- Asistan a una orientación en el campus o busquen la orientación completa disponible en la red Internet.
- Veán a un consejero para una planificación de su programa de estudios académicos. Traigan sus históricos escolares (transcripts) para que sean revisados por sus consejeros.

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

**Alumnos transferidos:** Presenten sus históricos escolares para determinar la conclusión del requisito y/o requisitos de graduación.

## RESIDENCIA EN CALIFORNIA

No es necesario ser residente legal de California (como definido por el código educacional) para asistir a Skyline College. Alumnos que no hayan sido residentes de California por un periodo de un año entero antes del día de inauguración de un dado semestre para el cual estén pidiendo admisión, deben pagar los gastos de matrícula de no residentes de California además del precio de matrícula de los residentes de California.

## ASISTENCIA AL PRIMER DIA DE CLASE

Estudiantes que se matriculan en una clase pero no la asisten en el primer día pueden ser reemplazados por otros estudiantes. Es la responsabilidad del estudiante oficialmente retirarse siguiendo procedimientos establecidos y fechas límites publicadas en el Horario de Clases (Class Schedule). Los estudiantes deben informarse y verificar los plazos específicos para cursos cortos y cursos de verano.

## PLAN EDUCACIONAL

Estudiantes que se matriculan en Skyline College deben planear un programa de estudios que sea coherente con sus metas educacionales consultando a un consejero temprano en el proceso educacional individual para cada estudiante (Student Educational Program). El objetivo puede ser el de transferirse a una institución de cuatro años, community college o universidad. Dependiendo del programa que se sigue, los estudiantes que se transfieren, también pueden recibir un grado asociado en artes (Associate in Arts) o en ciencias (Associate in Science) de Skyline College. Estudiantes pueden calificarse a programas de campos profesionistas o ocupacionales después de haber cumplido un certificado o recibido un grado asociado en artes o ciencias. Si en el proceso de matrícula en Skyline College, los estudiantes encuentran que sea aconsejable cambiar su programa de estudios, ellos deben estar conscientes de que cualquier cambio pueda resultar en tiempo adicional necesario para satisfacer todos los requisitos del nuevo programa al cual se cambien. Los estudiantes son responsables por sus propios planes de programas de estudios académicos.

## CAMBIOS EN SU PROGRAMA

Antes del principio del semestre o de la sesión de verano y durante el periodo de matrícula tardía, solo se hacen cambios por computadora entrando en el sistema WEBSMART. Todos los cambios en el programa de estudios son de entera responsabilidad del estudiante. Éste, quien está matriculado en un curso, y para de asistir a las clases no será automáticamente quitado del curso y recibirá una nota punitiva en la clase. Es de responsabilidad del estudiante quitarse de la clase oficialmente según las instrucciones indicadas y plazos publicados en el Horario de Clases.

Los estudiantes de Skyline College deben chequear la información que corresponde a fechas límite con la Oficina de Admisión y Archivos sobre cursos cortos y cursos ofrecidos en el verano.

## EXAMENES DE UBICACION

Exámenes de ubicación son requeridos a todos los estudiantes quienes pretenden matricularse en Skyline College buscando un certificado vocacional o un grado AA o AS del colegio, quienes pretenden transferirse a una facultad o universidad de cuatro años o también a los que no están seguros de lo que van a hacer después de terminar sus cursos en Skyline College. Los exámenes de ubicación son preparados con el propósito de evaluar la habilidad y nivel de lectura, inglés y matemáticas que tiene cada estudiante. Los resultados de esos exámenes, además de otros criterios, son usados para determinar cuales son los cursos de matemáticas e inglés que los estudiantes deben tomar. Exámenes de ubicación en inglés, matemáticas e inglés para parlantes de otros idiomas son dados a todos los estudiantes ingresantes. Para cursar clases de inglés, matemáticas e inglés para parlantes de otros idiomas (ESOL) o cualquier clase que tiene como pre-requisito inglés o matemáticas, uno necesita tomar los exámenes de ubicación correspondientes. Exámenes de ubicación son también recomendados para la mayoría de los cursos de nivel universitario o para los requeridos para obtener un grado asociado A.A. (Associate in Arts) o A.S. (Associate in Science).

Ciertos estudiantes están eximidos de los exámenes de ubicación en inglés o matemáticas. Entre ellos están:

1. Los estudiantes que ya han tomado el examen de ubicación en Skyline College, College of San Mateo o Cañada College en los últimos dos años y sus resultados aún están disponibles.
2. Estudiantes que han tomado el examen de ubicación en los últimos dos años en un otro Community College de California.
3. Estudiantes que han completado cursos en inglés o matemáticas con un grado "C" o superior.
4. Estudiantes que han tomado y completado el examen de ubicación de la junta educacional de colegios (College Board Placement Test (AP)) en lengua o literatura inglesa con un grado 3,4 o 5 o aún el examen de ubicación de la junta educacional de colegios en matemáticas con un grado 3, 4 o 5. Para más información sobre exámenes de ubicación, llame la Oficina de Exámenes (Assessment Office) al número (650) 738-4164.

**Nota:** Cualquier estudiante que necesita ayuda para tomar el examen de ubicación a causa de limitaciones físicas, auditivas, visuales o de aprendizaje debe llamar al número (650) 738-4280 por lo menos una semana antes de la fecha del examen, así arreglos apropiados a cada caso pueden ser hechos.

## REQUISITOS DE RESIDENCIA PARA ADMISION

**Requisito Legal:** La ley del estado de California (Código de educación de California, Capítulo Uno, Artículo Uno, empezando con sección 68000-70902) requiere que cada estudiante matriculado o que está solicitando admisión en un Community College de California provea tal información y evidencia según la necesidad de determinar como el individuo se clasifica en cuanto a su residencia. La responsabilidad de la veracidad de la evidencia presentada para probar la condición de su residencia es enteramente del estudiante.

**Reglas de residencia:** Adultos con más de 19 años de edad pueden establecer residencia en California con los siguientes criterios:

1. Verificando su presencia física en California un año antes del inicio del semestre. La residencia es determinada por acciones e intenciones. El periodo de un año empieza cuando uno no solamente está presente en California pero también ha demostrado clara intención de hacerse residente permanente de California.
2. Presentar claramente la intención de hacer de California un lugar de residencia permanente por medio de:
  - Vivir en California por dos años consecutivos.
  - Poseer propiedad donde se reside o continuamente ocupar propiedad alquilada en California.
  - Registrarse para votar y votar en California
  - Obtener una licencia de California para práctica profesional
  - Mostrar una dirección de domicilio en California en los documentos de impuestos estatales y federales.
  - Tener un conyuge, hijos o otros parientes cercanos que sean residentes de California.
  - Pagar impuesto al estado de California como residente.
  - Poseer una licencia de conducir de California
  - Poseer placas de un vehículo motorizado y registro del mismo en California.
  - Mantener California como su estado legal de residencia en el formulario W-2 mientras están en las fuerzas armadas.
  - Establecer y mantener activas y abiertas cuentas bancarias en California
  - Entrar con 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 de ser residente de California son:
  - Cuando el individuo mantiene registro de voto en otro estado.
  - Cuando el individuo asiste a una institución en otro estado como residente de este otro estado.
  - Cuando se declara no ser residente de California por propósitos correspondientes a los impuestos.
  - Cuando se actualice una licencia de conducir y/o se registra un vehículo en un otro estado durante el tiempo en que se afirma tener la residencia de California

**Reglas de residencia – Menores de edad casados:** Un estudiante casado con menos de 18 años de edad debe 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 al menos uno de sus padres con quien vivió por último. El estudiante puede ser clasificado como residente si el padre o responsable con quien vivió por último haya sido un residente legal de California por más de un año inmediatamente anterior al semestre de admisión.

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

1. El estudiante que ha estado presente en California por más de un año antes del semestre de admisión y se ha sostenido independientemente por aquel tiempo y presenta los requisitos de residencia.
2. El estudiante que es un residente permanente pero no ciudadano estadounidense con más de 18 años y ha residido en California como residente permanente por más de un año antes del semestre de admisión.
3. El estudiante que es un residente permanente pero no ciudadano, menor de 18 años y ha residido con sus padres o responsables que han sido residentes permanentes por más de un año antes del semestre de admisión.
4. El estudiante que es empleado de tiempo completo de un distrito de escuelas públicas en una posición que requiere certificación.
5. El estudiante que es aprendiz como definido en sección 3077 del código de trabajo, y que se matricula en clases de aprendiz o clases relacionadas a su trabajo y/o entrenamiento de trabajo.
6. El estudiante que gana su dinero trabajando en la agricultura o en cualquier sector agrícola de California por al menos dos meses por año en cada uno de los dos años anteriores al semestre de admisión.
7. El estudiante que vivía con al menos uno de sus padres quien es un trabajador rural en la agricultura de California como especificado en la regla número seis (6) arriba y afirma declararlo como dependiente en la declaración de impuestos.
8. El estudiante menor de edad que está bajo los cuidados y la supervisión de un adulto, quien no sea uno de sus padres, por más de dos años antes del semestre de admisión. Caso tal adulto haya sido residente de California durante el año inmediatamente anterior a la fecha de admisión del estudiante a Skyline College.

**Excepciones:** Un estudiante tiene el derecho de ser clasificado como residente si las siguientes circunstancias se aplican:

1. Cuando un estudiante es menor de edad con frecuencia continua en Skyline College, cuyos padres hayan establecido residencia en California (por un año), y quien dejó el estado, debe ser clasificado como residente hasta que haya cumplido la edad de 18 años y entonces consiga su residencia por sus propios medios.
2. Cuando un estudiante que es activo en el servicio militar, basado en California, y que no haya sido asignado a California por razones académicas.
3. Cuando un estudiante con un dependiente, menor de edad, hijo o hija (natural, adoptado, hijastro o hijastra), o cónyuge de una persona activa en el servicio militar y basado en California, es clasificado como residente por el mínimo de tiempo necesario para volverse residente.
4. Cuando un estudiante trabaja tiempo completo, o es hijo/a, o cónyuge de una persona que trabaja tiempo completo en una institución educacional en cualquier agencia estatal de California puede ser considerado para la residencia de California hasta que el/ella haya residido en California por un mínimo de tiempo necesario para establecer residencia.

## DETERMINACION DE RESIDENCIA

Un estudiante clasificado como no residente tendrá que pagar el precio de la matrícula establecido por la Junta Directiva del Distrito de Community Colleges del Condado de San Mateo en el momento de su inscripción. Los no inmigrantes impedidos por el Acto 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,C,D, F, H-2, H-3, J y M a sus dependientes. Además cualquier estudiante que no pueda obtener un visa válido, está excluido de la posibilidad de recibir la residencia de California. Otros no inmigrantes están impedidos de establecer residencia en California solamente basado en su condición de extranjeros. Ellos pueden ser clasificados como residentes si satisfacen los requisitos de la ley estatal.

Información sobre el precio de matrícula para no residentes y reembolso de matrícula puede ser encontrada en la sección "Política de Precios de Matrícula/Reembolso" de este catálogo.

**Clasificación Incorrecta:** Estudiantes no residentes matriculados sin pago de matrícula a causa de información falsificada deben ser excluidos de las clases al recibir una notificación sobre el pago de matrícula pendiente. Notificación por escrito puede ser dada a cualquier momento. El estudiante será excluido de Skyline College en el semestre o sección de verano en el cual no haya pagado la matrícula y solo podrá regresar a Skyline College cuando haya pagado todo lo que debe.

Si un estudiante es erróneamente considerado no residente de California será reembolsado todo el dinero extra que haya pagado incorrectamente cuando pruebas de residencia de California sean presentadas dentro del periodo en que el pago haya sido hecho.

**Reclasificación:** Reclasificación a la categoría de residente debe ser requerida por el estudiante. Independencia financiera durante el presente año y los dos años anteriores será considerada en el momento en que el estudiante requiera reclasificación. Información sobre los requisitos necesarios para la reclasificación se encuentran en la oficina de admisión y archivos.

**Limitación de Reglas de Residencia:** Se previene al estudiante en cuanto a la explicación de las reglas sobre la determinación de la residencia. No es una explicación completa en lo que se refiere a lo que quiere decir totalmente. También para más información aclare sus dudas con la Oficina de Admisión y Archivos. El estudiante debe estar atento a los cambios posibles en los estatutos y reglas que pueden ocurrir entre el momento de la publicación de este catálogo y el inicio del semestre al cual están solicitando admisión.

## EXEMPCION DE MATRICULA PARA EL ESTUDIANTE NO RESIDENTE

Para el estudiante que quiere ser considerado para esta exención, un formulario de solicitud está disponible en la Oficina de Admisión y Archivos.

- A. Cualquier estudiante que no sea extranjero, no inmigrante bajo 8 U.S.C. 1101 (a) (15), será exento del pago de matrícula de no residente en cualquier Community College del Distrito si:

El estudiante cursó la escuela secundaria/preparatoria (High School) por tres o más años;

Se graduó de un High School de California o recibió equivalencia de tal graduación;

Se matriculó o está matriculado en un curso ofrecido por cualquier Community College en el Distrito, en cualquier semestre comenzando el primero de enero, o después de esta fecha.

- B. El estudiante que busca una exención bajo la subdivisión (A) completará un cuestionario prescrito por el Canciller del Distrito de Community Colleges del Condado de San Mateo y provisto por el mismo distrito, verificando si el/ella puede conseguir exención de la matrícula para no residentes si necesario, puede ser requerida documentación adicional a la información pedida en el cuestionario. Toda la información sobre el estudiante que no es pública será mantenida confidencial a menos que sea requerida por ley.

- C. Así que le sea permitido, el estudiante que no tiene el status de inmigrante legalizado y que busca extensión de la matrícula no residente bajo la subdivisión (A) en cuestionario descrito en (B) afirmará que el/ella ya ha llenado un formulario para regularizar su status de inmigrante.

- D. El estudiante que busca este tipo de exención de matrícula tiene la total y entera responsabilidad de proveer las evidencias según los requisitos de esta sección.

- E. Nada en este estatuto cambia los patrones de elegibilidad a ayuda financiera.

- F. Nada en los estatutos autoriza reembolso de matrícula no residente que haya sido pagada antes del primero de enero de 2002.

## ESTUDIANTES INTERNACIONALES

Skyline College tiene la autorización del gobierno federal para aceptar Estudiantes internacionales no inmigrantes. Este programa está dirigido a estudiantes que poseen o buscan obtener visas de estudiante F-1. Los solicitantes deben llenar de manera completa el formulario de solicitud para estudiantes internacionales disponible en la Oficina de Admisión y Archivos o en el sitio de la red: <http://skylinecollege.edu>. Se requiere de los solicitantes que sometan documentos adicionales que satisfagan los siguientes requisitos:

1. Prueba de conclusión del correspondiente a la educación secundaria (de high school) con grados satisfactorios equivalentes a "C" (con un promedio de 2.0 o superior).
2. Conclusión de TOEFL (Test of English as a Foreign Language) con un grado de un mínimo de 480 (si hecho en papel) o 157 (si hecho en computadora).

3. Demostración suficiente del comando de la lengua inglesa.
4. Demostración de habilidad de costear los gastos anuales (incluyendo su alojamiento personal) de aproximadamente US\$15,000 por año (vea el Horario de Clases para los precios actualizados de Skyline College).
5. Que demuestre pruebas de tener una póliza de seguro salud válida que cubra al menos US\$35,000. Solicitantes pueden optar por un plan de seguro salud ofrecido por el Distrito de Community Colleges del Condado de San Mateo de un costo de US\$500 por año.

Se exigirá de los estudiantes aceptados en el Programa de Estudiantes Internacionales que se matricule en un mínimo de 12 unidades cada semestre con un grado mínimo "C" (promedio de 2.0 para permanecer con un buen status académico).

Para más información, contacte el Programa de Estudiantes Internacionales y su coordinador al número (650) 738-4315.

## POLITICA DE REEMBOLSO DE MATRICULA

1. **Cursos que duran todo el semestre:** Estudiantes que abandonen oficialmente sus clases durante las dos primeras semanas de clase serán reembolsados o crédito de matrícula les será dado. Si un reembolso es requerido, US\$10 son cobrados (más US\$50 adicionales para la matrícula no residente).

**Nota:** Si un permiso de estacionamiento ha sido emitido, debe ser devuelto a la Oficina de Pagos antes de la fecha especificada en el Horario de Clases cada semestre antes de que el crédito o un reembolso sea procesado.

2. **Sesión de Verano o cursos de corta duración:** Los estudiantes serán elegibles a un reembolso o crédito de gastos de matrícula si ellos oficialmente se quitan de los cursos en la fecha o antes del primer 10% del periodo de instrucción de cada curso.
3. **Todos los cursos:** Los estudiantes que se quitan oficialmente de todos los cursos y requieren un reembolso serán sometidos a un gasto de US\$10. Honorarios adicionales de US\$50 serán cobrados de los estudiantes no residentes o estudiantes internacionales con visa F-1 solicitantes de reembolso. Los estudiantes que reciben ayuda financiera deben contactar la Oficina de ayuda Financiera en lo que tenga que ver con un posible pago de fondos federales antes del saque de dinero.
4. Honorarios serán cobrados solamente una vez por semestre o sesión de verano. Para estudiantes que pagan US\$10 de matrícula o menos y cancelan su matrícula o se quitan de todas sus clases antes del plazo, los honorarios de procesamiento igualarán los gastos de matrícula.
5. **Cursos de unidades variables:** Ningún gasto de matrícula o crédito está disponible para los estudiantes matriculados en los cursos de unidades variables que reciben menos unidades de crédito que el número de unidades por lo cual ellos están matriculados.

6. Los estudiantes que oficialmente se quitan de la clase o reducen sus programas después del décimo día de instrucción en clases semestrales, o después de 10% del periodo de instrucción en cursos de corta duración o clases de sesión de verano, no serán elegibles de reembolso. Si el saque del estudiante de la clase es iniciado por el profesor/a, el estudiante no debe recibir reembolso.

Excepciones a la política de reembolso pueden ser autorizadas a través de una petición al Comité de Revisión de Políticas y Patronos (Standards and Policies Review Committee) en caso de circunstancias extraordinarias y únicas que escapen al control del estudiante.

Los honorarios para el Cuerpo Estudiantil son totalmente reembolsables antes o el viernes de la cuarta semana de instrucción del semestre y antes o en la fecha que indique 30% del periodo de instrucción de cursos de corta duración. Para requerir crédito o reembolso de estos honorarios, por favor contacte la Oficina de Pagos.

**Atencion a la nota:**

1. El crédito permanece en las cuentas de los estudiantes por un máximo de 5 años.
2. Los estudiantes pueden elegir mantener un crédito en sus cuentas o contactar la Oficina de Pagos para que arreglen un reembolso. Reembolsos NO son emitidos automaticamente.
3. Honorarios pagados con cheques personales requerirán 30 días antes de que el reembolso sea procesado.
4. Para ser elegible a un reembolso o crédito, un estudiante debe oficialmente quitarse de un curso antes o en la fecha límite como publicado en el Horario de Clases. Si el saque del estudiante de la clase es iniciado por el profesor/a no debe resultar en reembolso o crédito.
5. Los archivos de los estudiantes son automaticamente mantenidos en Skyline College hasta que todas las deudas sean pagadas a los community colleges del distrito.

**GASTOS ADICIONALES**

Además de gastos de matrícula, 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. Excluyendo costo de transporte y mantenimiento, el total de gastos para un estudiante de tiempo completo no debe exceder US\$600 por semestre para residentes de California.

Algunos cursos requieren equipamiento especial o gastos de materiales a las expensas del estudiante:

1. CONTABILIDAD, ARTE, NEGOCIOS, APLICACION DE COMPUTADORAS Y TECNOLOGIA EN OFICINAS, CIENCIAS DE LA COMPUTACION, ABILIDADES DE DESARROLLO, MATEMATICAS – de US\$3 a US\$15 de gastos de material son requeridos para ciertos cursos.
2. TECNOLOGIA AUTOMOTORA- Aproximadamente US\$1,300 en costo de herramientas para el primer semestre con un gasto adicional de US\$900 para los otros semestres.
3. Aproximadamente US\$1,200 durante el programa para uniformes y equipo.

4. MATEMATICAS, CIENCIAS Y TECNOLOGIA, TERAPIA RESPIRATORIA, TECNOLOGIA SIRURGICA- Seguro contra mal práctica para clases de clínica. Por favor, refiérase a la descripción de cursos en el Horario de Clases para información sobre gastos específicos.

**ESTUDIANTES QUE SE TRANSFIEREN**

Estudiantes que se transfieren de otras community colleges, universidades o instituciones acreditadas tendrán sus historicos escolares evaluados por la Oficina de Admisión y Archivos. Un historico escolar oficial de cada colegio debe ser sometido para evaluación. Solo se dará crédito a cursos de “lower-division”. En el momento de la evaluación la Política de Patronos Académicos de Skyline College será aplicada (ver la sección de Patronos Académicos de este catálogo). Créditos de transferencia aceptados serán indicados en el reporte que traen las notas finales de los estudiantes y en el histórico escolar académico del estudiante.

Créditos de “upper-division” completados en una facultad de cuatro años o en una universidad no pueden ser aceptados o contados para el grado asociado (Associate Degree). Skyline College, como otras 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.

Acuerdos de Admisión y Transferencia están disponibles para ciertas universidades. Los estudiantes tienen garantizada la admisión en la universidad si hayan completado los cursos listados en el acuerdo. Información sobre acuerdos que varían de curso a curso y Acuerdos de Admisión y Transferencia deben de ser obtenidos por medio de un consejero o por el Centro de Carreras y Oportunidades de Transferencia.

**NOTAS Y PROMEDIOS**

Hay dos sistemas de notas en Skyline College:

1. **Notas por letras:** Notas de una escala de calificación deben ser calculadas con base en las equivalencias de promedios. La nota más alta debe recibir 4 puntos, y la nota más baja recibirá 0 puntos, usando solamente los siguientes símbolos evaluativos.

<b>Símbolo</b>	<b>Definición</b>	<b>Promedio</b>
A	Excelente	4
B	Bueno	3
C	Satisfactorio	2
D	Aprobación, Menos que satisfactoria	1
F	Reprobación	0

2. **Crédito/No Crédito:** Cada division del colegio puede designar cursos en los que un estudiante es evaluado solamente con base a Crédito/No Crédito. Estos cursos serán identificados en la sección de anuncios de cursos de este catálogo y serán usados los siguientes símbolos evaluativos:

Simbolo	Definición	Promedio
CR	Crédito (al menos satisfactorio C o mejor)	0
NC	No crédito (menos que satisfactorio o reprobación)	0

3. **Opciones de Crédito/ No Crédito:** Cada división del colegio debe designar cursos en los cuales los estudiantes puedan elegir ser calificados con una nota en forma de letra o “Crédito/ No Crédito”.

Los cursos que tienen opción de calificación permiten que los estudiantes exploren varios campos de estudios y amplíen sus conocimientos, particularmente afuera de sus carreras, sin poner en peligro sus promedios. Cursos en los cuales tales opciones existan serán designados por el decano de la división en consulta con miembros apropiados del profesorado de la misma división.

Los estudiantes que optan por “Crédito/No Crédito” deben someter un formulario apropiado a la Oficina de Admisión y Archivos dentro del primer 30% del semestre. Cambios no serán permitidos después de este periodo.

La utilización de cursos calificados con “Crédito/No Crédito” para satisfacer requisitos de carrera o de obtención de un certificado deben ser aprobados por el Decano en consulta con miembros apropiados del profesorado de la división. Un mínimo de 12 unidades hacia el grado Asociado o 6 unidades hacia la obtención de un certificado pueden ser aplicados a cursos en que el estudiantes haya elegido la forma de calificación “Crédito/No Crédito”.

Facultades de cuatro años y universidades varían grandemente en número de unidades de cursos que aceptan de “Crédito/No Crédito”. Los estudiantes deben consultar el catálogo de la facultad, colegio o universidad a cual deben transferirse en lo que se refiere a este tema.

**Simbolos no evaluativos**

1. **I – Incompleto:** Este símbolo es para ser usado en caso de trabajo académico incompleto por razones justificables, imprevisibles o de emergencia. Condiciones para la retirada del “Incompleto” deben ser fijadas por el profesor/a por escrito en archivo donde este indicado el grado a ser asignado en lugar del “Incompleto”. El estudiante recibirá una copia de este “Incompleto” por escrito y una otra copia estara archivada con el Decano/a de la Oficina de Admisión y Archivos.

La retirada de un “Incompleto” ocurrirá un año después de que haya sido pre-establecido. Procedimientos establecidos por el colegio deben ser utilizados para requerir una extensión de tiempo en casos de circunstancias fuera del común. Estudiantes que hayan recibido un “Incompleto” no deben matricularse en el mismo curso durante el periodo de tiempo en que el “Incompleto” este en efecto.

El “Incompleto” no será usado en la computación del promedio.

2. **IP – En progresion:** Este símbolo es para ser usado en el registro permanente del estudiante para confirmar matrícula y para indicar que la clase se extiende por más tiempo que el final del semestre. Por lo tanto el trabajo está en progresión y que la asignatura de unidad de crédito y nota será hecha cuando el curso esté completo.

El “I” no será usado en la computación del promedio.

3. **(RD – Report Delayed) – Reporte Atrasado.** Este símbolo es para ser usado por el Decano/a de Admisión y Archivos con el propósito de indicar que ha habido un atraso en el reporte de la nota que va más allá del control del estudiante. Debe ser reemplazado por un símbolo permanente a lo más pronto posible. “RD” no debe ser usado en el cálculo del promedio.

4. **W – Withdrawal** (Ver Retirada de Clases)

**PROMEDIO – (GPA)**

El promedio o (GPA) es determinado a través de la división matemática del número de puntos acumulados por las unidades tomadas (ver “Politica de Patrones Academicos”).

Calculando el grado de un estudiante aplicable a su graduación, los grados obtenidos de manera Crédito/No Crédito no serán computados.

**HONORES ACADEMICOS**

Una lista de estudiantes que han conseguido honores académicos es publicada al final de cada semestre. La lista contiene todos los nombres de estudiantes que han completado dos o más unidades cuyos grados hayan sido letras, durante el semestre en Cañada College, College of San Mateo y Skyline College con un promedio de 3.3 o superior.

Reconocimiento de la excelencia académica de los estudiantes será dada en la ceremonia de graduación con base en su promedio de acuerdo con la siguiente escala:

**REPORTES DE NOTAS FINALES**

Cada estudiante es responsable por su propio progreso académico. Reportes de notas finales no son enviados a los estudiantes pero pueden ser verificados en WEBSMART o SMART (Registro Automatizado de San Mateo por Teléfono) Fechas de la disponibilidad para semestres específicos serán publicadas en el Horario de Clases actual. Grados finales están disponibles en <http://skylinecollege.edu>. Clique en “Servicios de la Red INTERNET para Estudiantes”.

**HISTORICOS ESCOLARES**

Un historico escolar oficial que resume el completo registro de trabajo de clase de un estudiante realizado en Cañada College, College of San Mateo, y Skyline College será mandado directamente a facultades, empleadores y otras agencias si requerido por escrito por el estudiante interesado. Históricos escolares de High School y de otras instituciones educativas no serán enviados. No se cobran honorarios para las primeras dos copias del histórico escolar de Skyline College. Se cobran US\$5 por cada histórico adicional. Un servicio de emisión de históricos escolares de 24 horas está disponible por un precio extra. Para información adicional, contacte el Departamento de Históricos Escolares en la Oficina de Admisión y Archivos para más informaciones.

## POLITICA DE PATRONES ACADEMICOS

La política de patrones académicos de Skyline College y de los community colleges del distrito del Condado de San Mateo está basada en un promedio cumulativo de 2.0 (C), el patrón mínimo requerido para graduación o transferencia. Un promedio de menos de 2.0 es considerado deficiente.

El promedio es determinado por la división del número total de puntos obtenidos por las notas representadas por letras por las unidades de las clases tomadas.

La situación académica, incluyendo determinación de estado probatorio o destitución del colegio, está basada en el trabajo completado en los cursos tomados en Cañada College, College of San Mateo y Skyline College.

Además de los siguientes patrones académicos, requisitos para elegibilidad a programas especiales de apoyo financiero, atletismo, beneficios educacionales de veteranos (ver "Veteranos y sus Dependientes" en el Catálogo), pueden diferir. Los estudiantes deben consultar al coordinador de programas específicos para requisitos de elegibilidad.

## REGLAMENTOS DE ESTADO ACADEMICO

- A. Un estudiante está en período de prueba si:
1. presenta deficiencia en el promedio de calificaciones. Si obtiene menos de 2 puntos en todas las 12 unidades que tomó durante el semestre.
  2. presenta negligencia en el mantenimiento de buenas calificaciones. El estudiante que tenga más de la mitad de sus calificaciones con "W", "I", y "NC" en sus 12 unidades, será puesto en período de prueba.
- B. El estudiante puede ser puesto en período de prueba, bajo cualquiera de los casos precedentes, y también puede ser expulsado por dichas razones.
- C. El estudiante que haya obtenido un permiso temporal para estar ausente de Skyline College, no se verá afectado por estas reglas.
- D. El estudiante que estando en período de prueba, sume deficiencias adicionales, puede ser expulsado.
- E. Un estudiante que haya sido colocado en período de prueba, puede apelar la decisión ante el comité de normas académicas. Dicha decisión puede ser retirada, si el estudiante logra demostrar mejoría en sus deficiencias o inocencia respecto al bajo rendimiento.

## REGLAMENTOS DE EXPULSION

- A. El estudiante que estando en período de prueba obtenga un promedio de calificaciones inferior a 1.75 en todas las unidades, o cuando el 50% de esas calificaciones sean "W", "I" o "NC", podrá ser expulsado de Skyline. Normalmente, dicho estudiante no podrá tomar clases de día o de noche por un plazo de un semestre, hasta que el Comité de Normas Académicas reexamine su caso.
- B. Si la expulsión se debe a circunstancias irregulares, el estudiante puede apelar por escrito al Comité de Normas Académicas, y mientras el Comité decide, podrá asistir a clases.

## POLIZA DE RENOVACION ACADEMICA

Si a lo largo de dos semestres y un verano, un estudiante ha obtenido calificaciones inferiores a un promedio de dos puntos, pero su trabajo actual refleja un progreso satisfactorio, las calificaciones previas pueden ser ignoradas si se llenan los siguientes requisitos:

1. Deben haber transcurrido más de tres años desde la terminación del semestre en que se recibieron esas bajas calificaciones.
2. Los estudiantes que quieran rectificar calificaciones bajas, deberán completar 9 unidades con un promedio de 3.5; o 15 unidades con un promedio de 3.0; o 21 unidades con un promedio de 2.5; o 24 unidades con un promedio de 2.0.
3. Un semestre o trimestre se define como las unidades intentadas durante un sólo término académico. Los términos académicos no necesitan ser consecutivos.
4. Para rectificar las calificaciones bajas, los estudios deben realizarse en el Skyline College.

La Política de Renovación Académica se utiliza solamente cuando el mejoramiento de las calificaciones es necesario para poder ser admitido a un determinado programa, para ser transferido a otra institución, para completar un programa, o para graduarse en Skyline.

La Oficina de Admisión y Archivos determinará si esto puede hacerse después de que la solicitud formal se haya hecho en dicha oficina. Cuando el trabajo académico se haya hecho, las nuevas calificaciones quedarán en los registros permanentes.

## REPETICION DE CURSOS

El estudiante que reciba una calificación de "D", "INC", o "F" en un colegio del Distrito del Condado de San Mateo, puede repetir el curso en Skyline, con el permiso escrito del consejero o del Vice Presidente. Una vez que el estudiante cumpla satisfactoriamente con el curso, deberá apelar al Director de Admisión y Archivos para que la nueva calificación sea computada en el promedio del estudiante.

Las unidades de un curso repetido se contarán solo una vez para obtener el título de Asociado en Artes, un certificado o para pasar a otro colegio.



El archivo permanente sera anotado de tal modo que todos los cursos intentados estén incluidos, asegurando una historia académica completa y veraz.

Se tomarán en cuenta cursos repetidos en colegios fuera del Distrito, si el alumno lo gestiona con el Director de Admisión y Archivos.

## CREDITO POR MEDIO DE EXAMENES

El crédito a estudiantes ya matriculados puede ser concedido en aquellos casos en que el alumno pueda probar a través de exámenes que su educación y experiencia es equivalente al curso ofrecido. El crédito obtenido por estos medios no llena los requisitos de residencia de 12 unidades para el título de Asociado en Artes de Skyline College. Los interesados en adquirir crédito por estos medios, deben consultar con su consejero.

## LIMITACIONES EN EL NUMERO DE UNIDADES

Excluyendo la clase de Educación Física, el número normal de unidades es de 15. Un alumno debe tomar un mínimo de 12 unidades para ser considerado alumno de tiempo completo. Los estudiantes no podrán tomar más de 18 unidades sin haber obtenido el permiso de su consejero. Se aconseja a los estudiantes que trabajan 20 horas o más por semana, no tomar más de 10 unidades. Las combinaciones de empleo y clases deben ser discutidas con el consejero.

## REGLAMENTOS DE ASISTENCIA

Al matricularse, cada estudiante contrae la responsabilidad de asistir a las clases y al laboratorio. Cuando el alumno no asiste a clases pone en peligro sus estudios, y el instructor puede despedirlo a su voluntad.

1. Si un alumno no asiste a clases un total de horas igual al total de horas ofrecidas en un período de dos semanas, puede ser despedido de la clase.
2. El estudiante que es despedido de una clase puede apelar ante el Comité de Imparcialidad, después del quinto día de haber sido expulsado de clase. Mientras el Comité resuelve, el estudiante podrá continuar yendo a clase, si tiene el consentimiento del profesor. El Comité comunicara su recomendación al profesor, quien será el que en última instancia tenga la decisión.

## AUSENCIA TEMPORAL DEL COLEGIO

No es necesario notificar al colegio en caso de enfermedad del alumno, si ésta no dura más de una semana. Luego de la primera semana de enfermedad, el estudiante deberá obtener un permiso especial del centro de salud.

Un permiso de emergencia, si bien no constituye una excusa para determinada ausencia del estudiante, debe ser pedido para que los profesores estén informados de la misma.

## AUSENCIA PERMANENTE DEL COLEGIO

El estudiante que debe ausentarse por un tiempo indeterminado deberá llenar una solicitud. Si el estudiante no pide la solicitud y se ausenta, recibirá calificaciones "F" en sus clases.

Generalmente, el estudiante podrá entregar la solicitud hasta el viernes de la undécima semana del primer semestre y hasta la décima semana del segundo semestre.

## CENTRO DE ENSEÑANZA

El Centro de Enseñanza ofrece un sistema para ayudar al estudiante a usar todo su potencial de aprendizaje. Ofrece asistencia individual en las áreas de escritura, lectura, matemáticas, programas audiovisuales y a desarrollar su habilidad en el estudio.

El Centro cuenta con varios programas. Estos incluyen el Laboratorio de Computadoras para uso de los profesores, empleados y estudiantes; el Programa de Desarrollo de Habilidades que ofrece asistencia y servicio especial a personas con problemas serios en lectura, ortografía, redacción; El Laboratorio de Inglés para todos aquellos que deseen asistencia en vocabulario, gramática, comprensión, escritura, etc.; el Laboratorio de Matemáticas que ofrece asistencia a quienes deseen mejorar sus habilidades en este campo, desde simples sumas hasta cálculos; y el Programa de Asistencia Tutorial que ofrece ayuda individual o de grupo, en clase o en el laboratorio. La asistencia es bilingüe.

El Centro también ofrece el servicio de programas audiovisuales con un equipo de televisores y aparatos para diapositivas, música, idiomas extranjeros, y gran material pregrabado para diferentes clases. Para mayor información, llamar al Centro: 738-4144.

## PROGRAMA DE ASISTENCIA EDUCACIONAL PARA ESTUDIANTES

El Programa de Asistencia Educativa (EOPS) está diseñado con el objeto de brindar asistencia a todos aquellos alumnos con impedimentos de idioma, sociales y económicos, y para facilitarles su participación plena en el campo educacional y/o vocacional. El Programa de Asistencia Educativa provee servicios de apoyo (ayuda financiera, orientación) directamente al alumno. Además, el programa está vinculado con otros servicios académicos dispuestos para fortalecer el éxito del alumno.

El Programa de Asistencia Educativa (EOPS) contribuye al desarrollo cultural del alumno, además de ofrecer orientación bilingüe y multicultural, así como un servicio de préstamos para obtener libros.

Para mayor información, consultar con la oficina EOPS en el edificio 2, aula 2212, o llamar al 738-4139.

## AYUDA FINANCIERA

El propósito del programa de ayuda financiera es el de que a nadie se le niegue la oportunidad de obtener una educación debido a falta de recursos económicos. A todo estudiante que lo requiera, se le recomienda hacer la solicitud de ayuda financiera, la cual será concedida en base a las necesidades del estudiante: ingresos de su familia, magnitud de sus bienes, número de hijos, gastos médicos, etc. Cada solicitud será evaluada individualmente, y consideradas todas las circunstancias particulares.

La oficina de Ayuda Financiera administra un programa de subvenciones, préstamos, y empleos que se dan conjuntamente o por separado. Además, asiste y alienta al estudiante en la solicitud de becas o subvenciones como California State Scholarships, College Opportunity Grants, Vocational Training Grants y otros beneficios.

La determinación de elegibilidad para ayuda financiera toma aproximadamente ocho semanas desde la fecha de solicitud. Los estudiantes deben estar al tanto de la fecha de prioridad anunciada por la Oficina de Ayuda Financiera a comienzos del año (enero), para así poder enviar la solicitud y recibir la ayuda máxima. Las solicitudes recibidas luego de esa fecha serán consideradas en la medida de la cantidad de fondos disponibles.

Para mayor información el estudiante debe visitar la Oficina de Ayuda Financiera en el edificio #2, cuarto 2234, o llamar al 738-4236.

## VETERANOS Y DEPENDIENTES DE VETERANOS

Skyline College está vinculado con la Administración de Veteranos para recibir estudiantes en muchos de sus programas. Quienes deseen asistir a Skyline, deberán notificar a la Oficina de Veteranos, edificio 2, cuarto 2225, para determinar su elegibilidad. Los beneficios que recibirá el veterano, dependerán del número de unidades que tome.

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

El estado de California ofrece programas para los hijos de los veteranos que fallecieron o se han lisiado por causas relacionadas al servicio militar. Deberán dirigir sus solicitudes al California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

Los Veteranos pueden recibir crédito colegial al presentar sus documentos (DD214) indicando que han salido del servicio militar honorablemente. Los veteranos que llenen los requisitos pueden recibir un total de 14 unidades adicionales si han completado ciertos entrenamientos especiales ofrecidos por las Fuerzas Armadas. Dicha prueba deberá ser presentada en la oficina de Admisión y Archivos, en donde será evaluada, y luego inscrita en los archivos.

Los estudiantes que han servido en el programa de Entrenamiento para Reservas de diez meses no podrán recibir crédito. Esta decisión fué tomada por el Concilio Americano de Educación en el mes de septiembre de 1968.

## SERVICIOS DE CONSEJERO ESPECIAL PARA ESTUDIANTES LISIADOS

Skyline College ofrece servicios a estudiantes con impedimentos físicos, visuales, o con problemas de dicción. Esos servicios los provee el Consejero Especial para lisiados.

Algunos de estos servicios son: estacionamiento especial para estudiantes lisiados que manejen su auto a Skyline, asistencia en movilización y orientación, libros en disco para estudiantes con incapacidad o limitaciones visuales, tutor para estudiantes con dificultades de aprendizaje, transporte para personas en sillas de rueda, etc.

Skyline College y el Programa de Servicios Especiales están interesados en proveer cualquier servicio que el estudiante necesite para participar mejor en sus estudios. Se puede llamar 738-4280.

## LA MUJER QUE SE REINTEGRA AL MUNDO ACADÉMICO

El colegio ofrece un programa especial para las mujeres que regresan al mundo académico después de haberse ausentado durante muchos años. El programa ofrece clases básicas de inglés, ciencias sociales y matemáticas, así como una clase de introducción al ambiente académico.

No tienen que haberse graduado de una escuela secundaria ni tienen que tomar exámen para matricularse. Este programa de un semestre ofrece una variedad de recursos educativos a la mujer que desea proseguir sus estudios formales.

Por más información, hable con cualquier consejero de Skyline College.

## NORMA SOBRE ACOSO SEXUAL

Es política de Skyline College prohibir la persecución u hostigamiento sexual en cualquier forma que ésta se produzca. Tal persecución, ya sea entre alumnos o entre personal y alumnos, se considera conducta intolerable que será inmediatamente investigada y se procederá en consecuencia.

Las personas que desean más información sobre esta política así como los que tengan quejas relacionadas con infracciones de esta naturaleza deberán dirigirse a la oficina del Vice Presidente de Asuntos Estudiantiles (738-4333).

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PART 5 DIVIDER

# 54 ASSOCIATE DEGREE REQUIREMENTS

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## 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 listed below. 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 during the last semester of attendance (refer to calendar for the college year for deadline).

## GRADUATION REQUIREMENTS STUDENT CATALOG RIGHTS

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

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

### A. RESIDENCE REQUIREMENT

A minimum of 12 units must be completed in residence at Skyline College.

### B. SCHOLARSHIP REQUIREMENT

A 2.0 grade point average is required in the following categories: 1) overall grade point average, 2) the 60 units submitted for the Associate degree (including incoming transfer coursework used to meet degree requirements), 3) coursework taken in the San Mateo County Community College District, and 4) units applied to a major. *Note: Some majors require a minimum C (or Credit) grade in each course.*

### C. MAJOR REQUIREMENT

A minimum of 18 units in a discipline or related disciplines as specified by the appropriate division. A grade point average of 2.0 in the major is required. Fifty percent of the units required for the major must be completed at Skyline College. Associate in Science degrees will be awarded in the fields of biological and physical sciences or occupational curriculum. For students planning to transfer to a four-year institution, fulfillment of lower division requirements for the institution of their choice will be considered a major in University Studies.

A student may earn more than one AA and/or AS degree from Skyline College. Although a course used for a prescribed graduation requirement or to meet general education requirements may count toward more than one degree, no course may count toward the major course requirements for more than one degree major.

### D. BASIC COMPETENCY REQUIREMENTS

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

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

1. READING
  - a. Eligibility for Reading 420 as determined by a Skyline College approved English placement test; or
  - b. Satisfactory completion of English 100 or English 105 or equivalent course; or
  - c. Satisfactory completion of English 400 or Reading 836 (formerly Reading 802) or English/Reading 846.
2. WRITING
  - a. Eligibility for English 100 or English 105 as determined by a Skyline College approved English placement test; or
  - b. Satisfactory completion of English 100 or English 105 or equivalent course; or
  - c. Satisfactory completion of English 400 or English 836 (formerly English 800) or English/Reading 846.

## 3. MATHEMATICS/QUANTITATIVE REASONING

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

**E. SPECIFIC AREA REQUIREMENTS**

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

*Note: Group B2 is specially designed for students who have satisfied the U.S. History requirement only at other institutions, including California community colleges or CSU's. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200; students who have received credit for PLSC 200 may not receive credit for PLSC 210 or PLSC 301.*

- a. U.S. History & U.S. Government:  
History 108, 201, 202, 235, 244, 248  
Political Science 210

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

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

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

- English 100, 105, 110, 161, 165, 400, 836, 846  
Film 440  
Journalism 120  
Literature 101, 111, 113, 225, 251, 265, 266, 267, 370, 373, 432  
Reading 420, 846  
Speech 100, 120, 150

*Note: English 846 and Reading 846 are the same course.*

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

- a. Graduates of community colleges, other colleges, or universities.
- b. Veterans with one or more years of service who have submitted a DD214.

- c. Persons who successfully petition the Dean of Physical Education/Athletics for a medical waiver or modification.

Waivers other than for the reasons stated herein should be sought through the regular procedures of the college for waiver of any graduation requirement via the Vice President of Student Services.

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

## Group a. General

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

## Group b. Area Studies

- Anthropology 165, 360  
Art 105, 120  
Business 226  
English 166  
History 104, 106, 244, 420, 430, 435  
Interior Design 120  
Literature 116, 166, 251, 265, 266, 267, 370, 373  
Music 240, 250  
Philosophy 300, 320  
Political Science 320, 330  
Psychology 268  
Spanish 161, 162  
Social Science 150

**F. GENERAL EDUCATION REQUIREMENTS**

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

- Developing critical and constructive thinking for problem solving and value discrimination.
- Understanding their relationship to their biological, physical, and cultural environment.
- Understanding the creative activity of others and participating to some extent in creative activity.
- Using basic mechanical, mathematical, and communication skills to solve everyday problems, understand ideas of others, and express ideas effectively.

- Developing a code for personal and civic life as a responsible citizen in a democracy.
- Maintaining good mental and physical health and social adjustment.

### Requirements

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

*Note: Courses preceded by an asterisk (\*) have prerequisites.*

#### 1. NATURAL SCIENCES

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

##### Group a. Anthropology 125

Biology 130, 140, 145, 150, 365

Electronics 110

Geology 100, 105, \*180

Oceanography 100

##### Group b. Laboratory Courses

Biology 101, 110, 111, 215, \*230, \*240, 250, \*260,

Chemistry 112, \*210, \*220, \*234 & \*237, \*235 & \*238, \*410

Geology 210, \*220

Physics \*210, \*220, \*250, \*260, \*270

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

#### 2. HUMANITIES

American Sign Language 111, \*112, \*121, \*122

Arabic 111, \*112, \*121, \*122

Art 101, 102, 105, 107, 115, 120, 130, 201, 204, 207, 208, 214, 221, 231, 301, 350, 351, 354, 355, 405, 408, 411

Chinese 111, \*112

English \*110, \*161, \*162, 166

Family & Consumer Sciences 113, 119, 150

Fashion 113, 119, 150

Film 370, 375, 380, 440, 450

History 100, 101, 104, 106, 430, 435

Humanities 106, 115, 116, 117

Interior Design 110, 120, 310

Italian 111, \*112, \*121, \*122

Japanese 111, \*112, 115

Literature 101, 111, 113, 116, 166, 191, 225, 251, 265, 266, 267, 370, 373, 416, 432

Music 100, 110, 111, 115, 144, 202, 204, 240, 250, 275, 301, 350, 470, 475

Philosophy 100, 160, 175, 240, 300, 320

Social Science 140

Spanish 101, 103, 110, 111, \*112, \*120, \*121, \*122, \*130, \*140, \*161, \*162, 220

Speech 111

Tagalog 111, \*112, \*121, \*122

#### 3. SOCIAL SCIENCES

Administration of Justice 100

Anthropology 110, 125, 150, 155, 165, 180, 360

Business 100, 101, 200, 201, 210

Early Childhood Education 201, 214

Economics 100, \*102

Education 100

Family & Consumer Sciences 213, 392

Geography 110, 150

Health Science 150

History 108, 201, 202, 235, 240, 244, 248, 310, 420

Journalism 110

Political Science 115, 130, 150, 200, 210, 301, 315, 320, 330

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

Social Science 150

Sociology 100, 105, 110, 141

*Note: Early Childhood Education 201 and Psychology 201 are the same course. Early Childhood Education 214 and Family & Consumer Sciences 213 are the same course. Psychology 110 and Sociology 110 are the same course.*

#### 4. LANGUAGE AND RATIONALITY

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

##### Group a. English Composition

English \*100, \*105, \*110, \*161, \*165, 400, \*836, \*846

Journalism \*120

Reading \*846

*Note: English 846 and Reading 846 are the same course.*

##### Group b. Communication and Analytical Thinking

Accounting \*100, \*121, \*131

Business 103, \*115, \*120, \*123, 400, \*401

Computer Science 118, 155, \*156, \*190, \*250, \*252, \*284, \*286, \*355, \*356, \*357, \*378

English \*165

Mathematics \*110, \*111 & \*112, \*115, \*120, \*122, \*123, \*130, \*150, \*153, \*200, \*201, \*222, \*241, \*242, \*251, \*252, \*253, \*270, \*275

Philosophy 103, \*109, 200

Psychology \*171

Reading \*420, \*836

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

**5. PERSONAL DEVELOPMENT**

*Up to 3 units of course work in Section 5 may be applied towards completion of General Education Requirements, or students may select an additional 3 units of General Education from areas 1-4 above. Note: Students with a major in Liberal Arts must complete a minimum of 3 units in Personal Development to meet **major** requirements.*

Business 107, 109

Career and Life Planning 100, 111, 132, 135, 136, 137, 140,  
410, 650

Computer Applications & Office Technology 110

Family & Consumer Sciences 310, 313, 320, 392

Gerontology 101

Health Science 100, 130, 150

Library 100, 105, 106, 107, 108, 110

Physical Education

Combatives 101 to 405

Dance 101 to 450

Fitness 110 to 400

Individual 101 to 255

Physical Education 100, 130, 201, 202

Recreation Education 100, 150, 300

Team Sports 100 to 179

Varsity 100 to 380

Reading \*425

Student Government 115

*Note: Courses preceded by an asterisk (\*) have prerequisites.*

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

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

**CHANGES IN STATE REGULATIONS GOVERNING COMMUNITY COLLEGES**

The state of California has legislated a series of reforms designed to strengthen the community colleges. One of these reforms was a comprehensive review of standards for instruction in each course and classification of each course as applicable to the Associate degree. Classes that do not count as units for the Associate degree are shown 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 towards the Associate degree.)*

# 58 ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

## DEGREE AND CERTIFICATE PROGRAMS AT SKYLINE

Program	Degree	Certificate
Accounting	A.S.	•
Administration of Justice	A.A.	•
Allied Health Science	A.S.	
Pharmacy Technician		•
Art	A.A.	
Automotive Technology	A.S.	•
Automotive Technician	A.S.	
Japanese Automotive Technology	A.S.	•
Toyota Technical Education Network	A.S.	•
Biotechnology	A.S.	
Business		
Administrative Assistant	A.S.	•
Business Administration	A.S.	•
Business Information Systems	A.S.	•
Computer Information Specialist	A.S.	•
General Supervision		•
International Trade	A.S.	•
Global Business Practices		•
International Business		•
Import and Export		•
Legal Aspects of International Business		•
Legal Secretary	A.S.	•
Marketing	A.S.	•
Medical Transcriptionist	A.S.	•
Office Assistant	A.S.	•
Office Information Systems	A.S.	•
Retail Management	A.S.	•
Web Developer	A.S.	•
Cosmetology	A.S.	•
Cosmetician/Esthetician		•
Manicuring		•
Dance	A.A.	

Program	Degree	Certificate
Early Childhood Education	A.S.	•
Emergency Medical Technology		•
English	A.A.	
Family & Consumer Sciences	A.S.	•
Fashion Merchandising	A.S.	•
General Merchandising	A.S.	•
Image Consulting	A.S.	•
Liberal Arts	A.A.	
Mathematics	A.A.	
Music	A.A.	
Natural Science	A.S.	
Paralegal, Legal Assistant	A.A.	•
Physical Education	A.A.	
Psychology	A.A.	
Respiratory Therapy	A.S.	
Spanish	A.A.	
Speech	A.A.	
Surgical Technology	A.S.	•
Central Service Technology/ Sterile Processing		•
Telecommunications Technology	A.S.	•
Networking		•
PC Configuration & Repair		•
Wiring & Installation		•
University Studies	A.A.	



## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

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

## CERTIFICATE OF COMPLETION

A Certificate of Completion (generally 18 to 30 units) is awarded in certain occupational fields upon satisfactory completion (minimum 2.0 grade point average) of a specific course of study. Units earned in obtaining a certificate may be applied toward the 60 units required for an AA or AS degree and may also satisfy the major requirement. A minimum of 12 units must be taken at Skyline College. Certificate requirements for an individual student shall be listed in the Skyline College Catalog at the time studies begin. Those requirements may be followed throughout the student's course of study as long as they remain in continuous enrollment. For the purposes of this requirement, continuous enrollment is defined as matriculated 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 studies are resumed.

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

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

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

## ACCOUNTING

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

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

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

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

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

#### Plus a minimum of 12 units from the following:

ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 171 Federal Income Tax . . . . .	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree .	1.5
BUS. 100 Introduction to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Mathematical Analysis for Business. . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
ENGL 110 Composition, Literature, and Critical Thinking <b>or</b>	
ENGL 165 Critical Thinking & Advanced Compositions <b>or</b>	
PHIL 109 Critical Thinking and Writing . . . . .	3
ECON 100 Principles of Macroeconomics. . . . .	3
ECON 102 Principles of Microeconomics . . . . .	3
SPCH 100 Fundamentals of Speech <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Communicating Across Cultures . . . . .	3

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 22-22.5  
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

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

### ACCOUNTING CERTIFICATE

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

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

ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 171 Federal Income Tax . . . . .	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree .	1.5
BUS. 100 Introduction to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Mathematical Analysis for Business. . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
ENGL 110 Composition, Literature, and Critical Thinking <b>or</b>	
ENGL 165 Critical Thinking & Advanced Compositions <b>or</b>	
PHIL 109 Critical Thinking and Writing . . . . .	3
ECON 100 Principles of Macroeconomics. . . . .	3
ECON 102 Principles of Microeconomics . . . . .	3
SPCH 100 Fundamentals of Speech <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Communicating Across Cultures . . . . .	3
TOTAL REQUIRED UNITS. . . . .	22-22.5

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

**ACCOUNTING COMPUTER SPECIALIST CERTIFICATE**

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

**ADMINISTRATION OF JUSTICE**

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

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

<b>Required Core Courses</b>	<b>Units</b>
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

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

ADMJ 120 Criminal Investigation. . . . .	3
ADMJ 123 Concepts of Enforcement Principles . . . . .	3
ADMJ 125 Juvenile Procedures. . . . .	3
ADMJ 135 Narcotics & Special Investigations . . . . .	3
ADMJ 180 Criminal Identification . . . . .	3
ADMJ 205 Judicial Process in California. . . . .	3
ADMJ 665 Selected Topics in Admin. of Justice. . . . .	.5-2
LEGL 252 Princ. of Civil & Admin. Process . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**ADMINISTRATION OF JUSTICE CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
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

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

ADMJ 120 Criminal Investigation. . . . .	3
ADMJ 123 Concepts of Enforcement Principles . . . . .	3
ADMJ 125 Juvenile Procedures. . . . .	3
ADMJ 135 Narcotics & Special Investigations . . . . .	3
ADMJ 180 Criminal Identification . . . . .	3
ADMJ 205 Judicial Process in California. . . . .	3
ADMJ 665 Selected Topics in Admin. of Justice . . . . .	.5-2
LEGL 252 Principles of Civil & Admin. Process . . . . .	3
TOTAL REQUIRED UNITS. . . . .	24

**ALLIED HEALTH**

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

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

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

**Plus a selection of at least 8 units from the following:**

BIOL 110 Principles of Biology . . . . .	4
BIOL 130 Human Biology . . . . .	3
BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
CHEM 220 General Chemistry II . . . . .	5
FCS 310 Nutrition . . . . .	3

HSCI 420 EKG Technology . . . . .	3
HSCI 435 Pharmacy Technician Training . . . . .	11
HSCI 436 Pharmacy Technician Training – Clinical Externship . . . . .	1.5
PHYS 210 General Physics I . . . . .	4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	25-26
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**PHARMACY TECHNICIAN CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
HSCI 435 Pharmacy Technician Training . . . . .	11
HSCI 436 Pharmacy Technician Training – Clinical Externship . . . . .	1.5

**ART**

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

<b>Required Core Courses</b>	<b>Units</b>
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**Select 6 units from the following:**

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

**Select 4 to 6 units from the following:**

ART 201 Form & Composition I . . . . .	2-3
ART 204 Drawing I . . . . .	2-3
ART 301 Design I . . . . .	2-3

**Select 4 to 6 units from the following:**

ART 221 Painting I . . . . .	2-3
ART 351 Photography I . . . . .	2-3
ART 405 Sculpture I . . . . .	2-3
ART 411 Ceramics I . . . . .	2-3

**Plus a selection of 4 to 6 units in any other Art courses.**

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

**AUTOMOTIVE TECHNOLOGY**

The College’s Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) of the National Institute for Automotive Service Excellence (ASE). The program is conducted in a well-equipped facility with a large fleet of late model domestic and import vehicles. Automobile manufacturers provide substantial support for the program.

Students can pursue a certificate or degree in Automotive Technology or a specialty degree or certificate in Japanese Automotive Technology. A strong partnership with Toyota Motor Sales, U.S.A., Inc. provides many opportunities for students enrolled in these programs. The College also provides numerous

classes to update the knowledge and skills of practicing technicians.

**ADMISSION PROCEDURES AND REQUIREMENTS**

The high student demand for occupational/technical training in the automotive trade necessitates that Skyline College develop a selection procedure that will allow fair and equitable opportunity for all students seeking admission to this program. Preference will be given to students who are residents of the San Mateo County Community College District. Students applying from outside the District will only be accepted on a space-available basis. Applicants will be informed of the status of their applications within six weeks of the application deadline.

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

1. Completed Automotive Technology Program Application.
2. Completed Skyline College application.
3. Documented proof of prior experience. All statements must be substantiated by attached documents of verification (a transcript or letter from employer). Such documentation may come from one or more of the following:
  - a. One semester of AUTO 710 at Skyline College (or equivalent from another community college) with a grade of “B” or better. (Submit a copy of your final grade report with your application or a letter from your instructor.)
  - or**
  - b. One year of high school automotive training with a grade of “B” or better (verified by official transcript). Also, a letter of recommendation from an automotive instructor or Tech Prep Certificate of Credit would be important considerations.
  - or**
  - c. One year of ROP automotive training with a grade of “B” or better or equivalent training. (Certificate and letter from instructor must be submitted with application.)
  - or**
  - d. One year of full-time related work experience with accompanying letter of verification from employer specifying employment dates and duties.
4. All students must meet the math proficiency requirements in one of the following ways:
  - a. Satisfactory completion of the placement test by scoring on the Skyline Placement Test at a pre-algebra level. (Submit a copy of the Math Placement Test results with the application.)
  - or**
  - b. Completion of three units of MATH 811 or its 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 400, 836, 105, or 100 and READ 836 or 420, on the Skyline College English Placement Test or qualifying course work. (Submit a copy of your English Placement Test results or final grade report from your qualifying course work with the application.)
  - or**
  - b. Completion of ENGL 826 with a grade of "C" or better and READ 826 with a grade of "B" or better. (Submit a copy of your final grade report with the application.)
6. Applicants who attended high school in the preceding two years are required to have attained a grade point average of 2.0 or higher during the last two years of high school. (Submit a copy of your high school transcript with the application.)
7. Pre-enrollment interview with the Skyline College Automotive counselor.

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

Once the applicant has completed items 1 through 7 and met all criteria for admission to the program, he/she will receive the next available number on the admission waiting list to be admitted to the program as opportunities occur. The waiting list will be in effect for the semester in which the applicant is applying. Students who are not accepted may resubmit their application if they wish to be considered for admission to any subsequent semester. For further information on the Automotive Program, please call 738-4438.

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

Required Core Courses	Units
AUTO 713 Automotive Electricity & Electronics <b>or</b> . . . . .	15
AUTO 730 Japanese Basic Electrical <b>and</b> . . . . .	8
AUTO 748 Japanese Advanced Electrical . . . . .	7

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

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

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

**AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAMS**

**Automotive Electricity/Electronics**

AUTO 713 Automotive Electricity/Electronics. . . . .	15
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**Automotive Cooling/Heating & Air Conditioning**

AUTO 716 Automotive Cooling/Heating & Air Conditioning . .	5
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**Automotive Chassis Technology**

AUTO 721 Automotive Steering, Suspension & Brakes . . . .	15
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**Automotive Engines Technology**

AUTO 734 Automotive Engine Diagnosis & Repair. . . . .	15
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**Automotive Drive Train Technology**

AUTO 735 Auto Transmissions & Drive Trains Diagnosis & Repair . . . . .	15
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**Automotive Engine Performance Technology**

AUTO 751 Automotive Engine Performance. . . . .	15
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**Automotive Advanced Engine Performance Technology**

AUTO 752 Advanced Engine Performance . . . . .	15
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**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN AUTOMOTIVE TECHNICIAN**

Required Core Courses	Units
AUTO 758/858 Automotive Computer Controls. . . . .	3
AUTO 771/846 Automotive Electrical II . . . . .	2
AUTO 772/842 Clean Air Car I* . . . . .	3
AUTO 773/840 Automotive Electrical I . . . . .	3
AUTO 774/844 European Electronic Engine Controls . . . . .	3
AUTO 775/848 Oscilloscopes & Exhaust Gas Analyzers . . .	1.5

\*AUTO 772/842 can be waived if a current unlimited smog license is possessed.

**Plus a selection of 22.5 units from the following:**

AUTO 785/885 Automotive Hazardous Materials . . . . .	1.5
AUTO 769/822 Head & Valve Services . . . . .	2.5
AUTO 779/823 Block Services. . . . .	2.5
AUTO 777/832 Automatic Transmissions I . . . . .	3
AUTO 787/887 Automatic Transmissions II . . . . .	3
AUTO 778/878 Manual Transmissions I . . . . .	2
AUTO 781/881 Electrical III . . . . .	3
AUTO 765/865 Ignition Systems I. . . . .	1.5
AUTO 764/864 Emissions Control Systems I . . . . .	1.5
AUTO 794/894 Carbureted Fuel Systems . . . . .	1.5
AUTO 793/893 Engine Performance . . . . .	3
AUTO 790/850 Automotive Brakes I . . . . .	2.5
AUTO 761/861 Automotive Brakes II. . . . .	1.5
AUTO 792/853 Automotive Chassis I . . . . .	3
AUTO 791/852 Automotive Chassis II . . . . .	2
AUTO 756/856 Chrysler Electronic Engine Controls . . . . .	3
AUTO 757/857 Ford Electronic Engine Controls . . . . .	3
AUTO 759/859 GM Electronic Engine Controls . . . . .	3
AUTO 762/862 Toyota/Mazda Electronic Engine Controls . . .	3
AUTO 786/860 Automotive Air Conditioning I. . . . .	2.5
AUTO 709 Automotive Service Orientation . . . . .	2
AUTO 798/898 Alternative Fuels I. . . . .	1.5
AUTO 799/899 Alternative Fuels II . . . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	38

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

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

<b>Required Core Courses</b>	<b>Units</b>
AUTO 713 Automotive Electricity & Electronics <b>or</b> . . . . .	15
AUTO 730 Japanese Basic Electrical and . . . . .	8
AUTO 748 Japanese Advanced Electrical . . . . .	7

**Plus a selection of 25 units from the following:**

AUTO 743 Pre-Delivery Service . . . . .	5
AUTO 745 Japanese Brakes & Chassis . . . . .	11
AUTO 747 Japanese Air Conditioning . . . . .	4
AUTO 749 Japanese Engine Performance . . . . .	14.5
AUTO 796 Japanese Engines. . . . .	6.5
AUTO 797 Japanese Transmissions . . . . .	8.5
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>40</b>

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

**JAPANESE AUTOMOTIVE CERTIFICATE PROGRAMS**

**Japanese Engine and Drive Train Technology**

AUTO 796 Japanese Engines. . . . .	6.5
AUTO 797 Japanese Transmissions. . . . .	8.5

**Japanese Brake, Chassis and Air Conditioning Technology**

AUTO 745 Japanese Brakes & Chassis . . . . .	11
AUTO 747 Japanese Air Conditioning . . . . .	4

**Japanese Electrical Technology**

AUTO 730 Japanese Basic Electrical . . . . .	8
AUTO 748 Japanese Advanced Electrical . . . . .	7

**Japanese Engine Performance Technology**

AUTO 749 Japanese Engine Performance . . . . .	14.5
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**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TOYOTA TECHNICAL EDUCATION NETWORK**

**Required Core Courses Units**

AUTO 713 Automotive Electricity & Electronics <b>or</b> . . . . .	15
AUTO 730 Japanese Basic Electrical <b>and</b> . . . . .	8
AUTO 728 Toyota Advanced Electrical . . . . .	7

**Plus a selection of 25 units from the following:**

AUTO 706 Toyota Engines . . . . .	6.5
AUTO 707 Toyota Transmissions . . . . .	8.5
AUTO 725 Toyota Brakes & Chassis . . . . .	11
AUTO 727 Toyota Air Conditioning . . . . .	4
AUTO 729 Toyota Engine Performance . . . . .	14.5
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>40</b>

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

**TOYOTA TECHNICAL EDUCATION NETWORK CERTIFICATE PROGRAMS**

**Toyota Engine and Drive Train Technology**

AUTO 706 Toyota Engines . . . . .	6.5
AUTO 707 Toyota Transmissions . . . . .	8.5

**Toyota Brake, Chassis and Air Conditioning Technology**

AUTO 725 Toyota Brakes & Chassis . . . . .	11
AUTO 727 Toyota Air Conditioning . . . . .	4

**Toyota Electrical Technology**

AUTO 730 Japanese Basic Electrical . . . . .	8
AUTO 728 Toyota Advanced Electrical . . . . .	7

**Toyota Engine Performance Technology**

AUTO 729 Toyota Engine Performance. . . . .	14.5
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**BIOTECHNOLOGY**

The Biotechnology Industry is experiencing an increasing need for trained technicians. Numerous opportunities for employment are available to graduates of programs like Skyline's. Students receive hands-on training in biology and chemistry and master a variety of skills essential to the field of biotechnology.

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

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

<b>Required Core Courses</b>	<b>Units</b>
BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
BIOL 240 General Microbiology . . . . .	4
CHEM 234 Organic Chemistry I . . . . .	3
CHEM 235 Organic Chemistry II . . . . .	3
CHEM 237 Organic Chemistry Lab I . . . . .	2
CHEM 238 Organic Chemistry Lab I . . . . .	2
<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).

**BUSINESS**

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ADMINISTRATIVE ASSISTANT**

Administrative Assistant, Executive Secretary, Secretary, and Professional Secretary are the career goals of students who enroll in this program. Students acquire basic skills in keyboarding, oral and written communications, filing, and business procedures and practices. The most popular computer applications packages are used to train students in word processing, spreadsheets, and desktop publishing. Internet topics such as e-mail, searching, and HTML are included.

Students complete this program by developing skills in organizational management, decision making, and human relations and are prepared to compete as professionals in the business world.

**Required Core Courses**

	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 400 Internet I . . . . .	1.5
SPCH 120 Interpersonal Communication . . . . .	3

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

ACTG 100 Accounting Procedures . . . . .	1.5-3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
<b>TOTAL REQUIRED UNITS IN MAJOR AREA.</b> . . . . .	<b>22.5</b>

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

**ADMINISTRATIVE ASSISTANT CERTIFICATE**

**Required Courses**

	<b>Units</b>
BUS. 400 Business English. . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 400 Internet I . . . . .	1.5
SPCH 120 Interpersonal Communication . . . . .	3

**Plus a minimum of 5 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>22.5</b>

**ASSOCIATE IN SCIENCE DEGREE WITH MAJOR IN BUSINESS ADMINISTRATION**

The Business Administration Associate degree or certificate provides the foundation for students planning to transfer to a four-year college or university and includes core requirements in accounting, economics, and information systems.

**Required Core Courses**

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

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

BUS. 101 Human Relations at Work . . . . .	3
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 150 Small Business Management. . . . .	3
BUS. 153 Planning a Business Startup. . . . .	2
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 200 Intro to International Business. . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5

BUS. 240 International Logistics & Transportation	1.5
BUS. 241 Doing Business in Asia	1.5
BUS. 242 Doing Business in Europe	1.5
BUS. 243 Legal Environment of International Business	1.5
BUS. 244 Doing Business in Latin America	1.5
BUS. 245 Intro to Customs Brokerage	1.5
BUS. 279 Import/Export Management	1.5
BUS. 401 Business Communications	3
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
CAOT 301 Maximizing Your Employment Potential	1
PSYC 300 Social Psychology	3
R.E. 665 Selected Real Estate Topics	.5-1.5
SPCH 100 Fundamentals of Speech <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Communicating Across Cultures	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b>	<b>30-33</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**BUSINESS ADMINISTRATION CERTIFICATE**

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

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

BUS. 101 Human Relations at Work	3
BUS. 111 Crash Course to Success in Online Learning	1
BUS. 150 Small Business Management	3
BUS. 153 Planning a Business Startup	2
BUS. 180 Fundamentals of Marketing	3
BUS. 200 Intro to International Business	3
BUS. 221 Intercultural Business Communication	1.5
BUS. 225 Foundations of Global E-Commerce	1.5
BUS. 226 Global Business Negotiation	1.5
BUS. 227 Global Business Contracts	1.5
BUS. 230 Intro to International Marketing	1.5
BUS. 240 International Logistics & Transportation	1.5
BUS. 241 Doing Business in Asia	1.5
BUS. 242 Doing Business in Europe	1.5
BUS. 243 Legal Environment of International Business	1.5
BUS. 244 Doing Business in Latin America	1.5

BUS. 245 Intro to Customs Brokerage	1.5
BUS. 279 Import/Export Management	1.5
BUS. 401 Business Communications	3
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
CAOT 301 Maximizing Your Employment Potential	1
PSYC 300 Social Psychology	3
R.E. 665 Selected Real Estate Topics	.5-1.5
SPCH 100 Fundamentals of Speech <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Communicating Across Cultures	3
<b>TOTAL REQUIRED UNITS</b>	<b>27-30</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BUSINESS INFORMATION SYSTEMS**

The Business Information Systems Program combines marketable computer skills with economics, statistics, accounting, and business practices. This program is designed for the person who will assume the leadership for information systems in a small-to-medium sized business and will provide support to system and workstations users.

Required Core Courses	Units
ACTG 121 Financial Accounting	3
BUS. 103 Intro to Business Information Systems	3
BUS. 401 Business Communications	3
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
COMP 155 Computer Programming Visual BASIC	3
Electives from Group A	6
Electives from Group B	3

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

ACTG 131 Managerial Accounting <b>or</b>	
ECON 102 Princ. of Microeconomics	3
BUS. 100 Introduction to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics	3
BUS. 101 Human Relations at Work	3
BUS. 120 Math Analysis for Business	3
BUS. 123 Statistics	3
BUS. 150 Small Business Management	3

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

CAOT 105 Intro to Computers with Windows II	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word	2
CAOT 301 Maximizing Your Employment Potential	1
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I	1.5

CAOT 404 HTML & Web Authoring Applications II	1.5
CAOT 430 PHP/MYSQL I	1
CAOT 431 PHP/MYSQL II	1
CAOT 432 PHP/MYSQL III	1
CAOT 480 Network Fundamentals (LAN)	3
CAOT 490 Technical Overview of the Internet	3
COMP 156 Intermediate Programming in Visual BASIC <b>or</b>	
COMP 190 Intro to Programming in C	3
COOP 670 Vocational Co-op Ed	1
TCOM 100 Survey of Telecommunications	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b>	<b>27</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**BUSINESS INFORMATION SYSTEMS CERTIFICATE**

Required Courses	Units
ACTG 121 Financial Accounting	3
BUS. 103 Intro to Business Information Systems	3
BUS. 401 Business Communications	3
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
COMP 155 Computer Programming Visual BASIC	3
Electives from Group A	6
Electives from Group B	3

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

ACTG 131 Managerial Accounting <b>or</b>	
ECON 102 Princ. of Microeconomics	3
BUS. 100 Introduction to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics	3
BUS. 101 Human Relations at Work	3
BUS. 120 Math Analysis for Business	3
BUS. 123 Statistics	3
BUS. 150 Small Business Management	3

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

CAOT 105 Intro to Computers with Windows II	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word	2
CAOT 301 Maximizing Your Employment Potential	1
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
CAOT 430 PHP/MYSQL I	1
CAOT 431 PHP/MYSQL II	1
CAOT 432 PHP/MYSQL III	1
CAOT 480 Network Fundamentals (LAN)	3
CAOT 490 Technical Overview of the Internet	3
COMP 156 Intermediate Programming in Visual BASIC <b>or</b>	
COMP 190 Intro to Programming in C	3

COOP 670 Vocational Co-op Ed	1
TCOM 100 Survey of Telecommunications	3
<b>TOTAL REQUIRED UNITS</b>	<b>27</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN COMPUTER INFORMATION SPECIALIST**

This program is designed for the student seeking a career that requires exceptional computer skills. Career opportunities range from data entry operators to computer information specialists. The program gives students experience with the most popular computer software application packages, covers the basics of the Internet, and includes a comprehensive review of English for today's business environment.

This career is excellent for a detailed-oriented person with good keyboarding skills and an interest in computer software applications.

Required Core Courses	Units
BUS. 400 Business English	3
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 201 Integration of MS Office Applications	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word	1
CAOT 222 Business Presentations I	1
CAOT 225 Spreadsheets I	1
CAOT 230 Database Applications I	1
CAOT 400 Internet I	1.5

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

ACTG 103 Ten Key Skills	0.5
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math	1.5-3
BUS. 401 Business Communications	3
BUS. 670 Business Work Experience	1
CAOT 101 Computer Keyboarding Skill Building	1.5
CAOT 105 Intro to Computers with Windows II	1
CAOT 200 Introduction to MS Office Suite	2
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word	2
CAOT 221 Desktop Publishing: Microsoft Publisher	1.5
CAOT 226 Spreadsheets II	2
CAOT 231 Database Applications II	2
CAOT 301 Maximizing Your Employment Potential	1
CAOT 403 HTML & Web Authoring Applications I	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
CAOT 430 PHP/MYSQL I	1
CAOT 431 PHP/MYSQL II	1
CAOT 432 PHP/MYSQL III	1
CAOT 480 Network Fundamentals (LAN)	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b>	<b>18</b>

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



**COMPUTER INFORMATION SPECIALIST CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 400 Business English . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 230 Database Applications I. . . . .	1
CAOT 400 Internet I . . . . .	1.5

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

ACTG 103 Ten Key Skills . . . . .	0.5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
CAOT 226 Spreadsheets II . . . . .	2
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 430 PHP/MYSQL I. . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III. . . . .	1
CAOT 480 Network Fundamentals (LAN . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

**GENERAL SUPERVISION CERTIFICATE**

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

<b>Required Courses</b>	<b>Units</b>
BUS. 100 Intro to Business <b>or</b> BUS. 200 Intro to International Business . . . . .	3
BUS. 101 Human Relations at Work. . . . .	3
BUS. 103 Intro to Business Information Systems <b>or</b> . . . . .	3
CAOT 104 Intro to Computers with Windows I. . . . .	1.5
BUS. 201 Business Law. . . . .	3
BUS. 401 Business Communications. . . . .	3
SPCH 150 Communicating Across Cultures. . . . .	3

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

ACTG 100 Accounting Procedures. . . . .	1.5-3
ACTG 194 Intro to QuickBooks Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting. . . . .	1.5
BUS. 107 Dealing with Difficult People. . . . .	1
BUS. 115 Business Math . . . . .	1.5-3
BUS. 150 Small Business Management . . . . .	3
BUS. 180 Fundamentals of Marketing . . . . .	3
BUS. 181 Personal Power & Leadership . . . . .	1.5
BUS. 183 Building High Performing Teams . . . . .	1.5
BUS. 230 Intro to International Marketing . . . . .	1.5
BUS. 279 Import/Export Management. . . . .	1.5
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II. . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
BUS. 670 Business Work Experience <b>or</b> . . . . .	1-2
COOP 670 Vocational Cooperative Education. . . . .	1-2
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>22.5-24</b>

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

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

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

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

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications . . . . .	3
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5

BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 401 Business Communication . . . . .	3
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**INTERNATIONAL TRADE CERTIFICATE**

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

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

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications . . . . .	3
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 226 Global Business Negotiation . . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 401 Business Communication . . . . .	3
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	18

**INTERNATIONAL BUSINESS CERTIFICATE**

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

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

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3

BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning. . . . .	1
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications. . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	12

**IMPORT & EXPORT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business. . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5

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

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning. . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications . . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	12

**LEGAL ASPECTS OF INTERNATIONAL BUSINESS CERTIFICATE**

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

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

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning. . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications. . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe. . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 279 Import & Export Management. . . . .	1.5
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	12

**GLOBAL BUSINESS PRACTICES CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business. . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe. . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5

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

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 111 Crash Course to Success in Online Learning. . . . .	1
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications. . . . .	3
BUS. 210 International Finance. . . . .	1.5
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 240 International Logistics and Transportation . . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	12

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN LEGAL SECRETARY**

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.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
BUS. 443 Law Office Procedures <b>or</b>	
LEGL 443 Law Office Procedures . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
LEGL 245 Legal Operations . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3

**Plus a minimum of 9 units from the following:**

ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Suite . . . . .	2
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 430 PHP/MYSQL I. . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III. . . . .	1
LEGL 250 Legal Research. . . . .	3

LEGL 305 Judicial Process in California . . . . .	3
SPCH 120 Interpersonal Communications . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**LEGAL SECRETARY CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
BUS. 443 Law Office Procedures <b>or</b> LEGL 443 Law Office Procedures . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
LEGL 245 Legal Operations . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3

**Plus a minimum of 9 units from the following:**

ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Suite . . . . .	2
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential. . . . .	1
CAOT 400 Internet I. . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 430 PHP/MYSQL I. . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III. . . . .	1
LEGL 250 Legal Research. . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
SPCH 120 Interpersonal Communications . . . . .	3
TOTAL REQUIRED UNITS. . . . .	24

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

The Marketing Program provides basic skills for employment in a people-oriented environment. Program offerings emphasize the humanistic side of business with classes focusing on interpersonal communication, presentation techniques, marketing and promotion, customer analysis, and interactive business skills.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications . . . . .	3
SPCH 100 Fundamentals of Speech . . . . .	3

**Plus one course from the following:**

BUS. 123 Statistics. . . . .	3
MATH 200 Probability & Statistics. . . . .	4

**Plus one course from the following:**

BUS. 200 Introduction to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 230 Introduction to International Marketing . . . . .	1.5

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

ACTG 100 Accounting Procedures . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 150 Small Business Management. . . . .	3
BUS. 153 Planning a Business Startup. . . . .	2
BUS. 181 Personal Power & Leadership . . . . .	1.5
BUS. 182 Techniques of Promotion. . . . .	3
BUS. 183 Building High Performing Teams. . . . .	1.5
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Business Work Experience <b>or</b> . . . . .	1-3
COOP 670 Vocational Cooperative Education . . . . .	1-4
FASH 152 Visual Merchandising . . . . .	3
R.E. 665 Selected Real Estate Topics. . . . .	5-1.5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22.5-25
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**MARKETING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 187 Marketing Communications. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3

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

BUS. 200 Introduction to International Business . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 230 Introduction to International Marketing . . . . .	1.5

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

ACTG 100 Accounting Procedures . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 150 Small Business Management. . . . .	3
BUS. 153 Planning a Business Startup. . . . .	2
BUS. 181 Personal Power & Leadership . . . . .	1.5
BUS. 182 Techniques of Promotion. . . . .	3
BUS. 183 Building High Performing Teams. . . . .	1.5
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Business Work Experience <b>or</b> . . . . .	1-3
COOP 670 Vocational Cooperative Education . . . . .	1-4
FASH 152 Visual Merchandising . . . . .	3
R.E. 665 Selected Real Estate Topics. . . . .	.5-1.5
TOTAL REQUIRED UNITS . . . . .	18

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

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

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

<b>Required Core Courses</b>	<b>Units</b>
BIOL 250 Human Anatomy . . . . .	4
BUS. 485 Medical Terminology. . . . .	3
BUS. 486 Medical Transcription . . . . .	4
BUS. 670 Business Work Experience <b>or</b>	
BUS. 487 Medical Transcription Internship . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2

**Plus a minimum of 9 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BIOL 130 Human Biology . . . . .	3
BIOL 260 Introduction to Physiology. . . . .	5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3
BUS. 401 Business Communications . . . . .	3

CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Applications. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 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**

<b>Required Courses</b>	<b>Units</b>
BIOL 250 Human Anatomy . . . . .	4
BUS. 485 Medical Terminology. . . . .	3
BUS. 486 Medical Transcription . . . . .	4
BUS. 670 Business Work Experience <b>or</b>	
BUS. 487 Medical Transcription Internship . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2

**Plus a minimum of 9 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BIOL 130 Human Biology . . . . .	3
BIOL 260 Introduction to Physiology. . . . .	5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Applications. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 400 Internet I . . . . .	1.5
TOTAL REQUIRED UNITS. . . . .	24

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

Interested in an office career as a clerk, receptionist, or administrative support assistant? The Office Assistant program can provide you with the necessary tools. Students acquire computer application skills, strengthen written and oral communications skills, learn office procedures and practices as well as Internet topics such as searching, e-mail, and HTML.

This program emphasizes keyboarding, word processing, and popular business software applications. Students learn to prepare letters, memos, reports, and presentations for use in today's business office.

<b>Required Core Courses</b>	<b>Units</b>
ACTG 103 Ten Key Skills . . . . .	0.5
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 400 Internet I . . . . .	1.5

**Plus a minimum of 10 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**OFFICE ASSISTANT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 103 Ten Key Skills . . . . .	0.5
BUS. 400 Business English. . . . .	3
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 400 Internet I . . . . .	1.5

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

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 105 Intro to Computers with Windows II . . . . .	1

CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
TOTAL REQUIRED UNITS. . . . .	18

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN OFFICE INFORMATION SYSTEMS**

The Office Information Systems Program focuses on the software and system user. Individuals learn the office environment software most commonly used and transfer that knowledge to office leadership positions, selection of appropriate software for the company and training of coworkers on the software and systems.

<b>Required Core Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 400 Internet I . . . . .	1.5
Electives from Group A. . . . .	6
Electives from Group B. . . . .	6

**Group A – Select a minimum of 6 units from the following:**

ACTG 131 Managerial Accounting or	
ECON 102 Princ. of Microeconomics . . . . .	3
BUS. 100 Intro to Business or	
ECON 100 Princ. of Macroeconomics. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 150 Small Business Management. . . . .	3
CAOT 301 Maximizing Your Employment Potential . . . . .	1

**Group B – Select a minimum of 6 units from the following:**

COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 156 Intermediate Programming In Visual BASIC. . . . .	3

COMP 190 Intro to Programming in C. . . . .	3
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
COOP 670 Vocational Co-Op Ed . . . . .	4
TCOM 100 Survey of Telecommunications . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	32.5

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

**OFFICE INFORMATION SYSTEMS CERTIFICATE**

Required Courses	Units
ACTG 100 Accounting Procedures <b>or</b>	
ACTG 121 Financial Accounting . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 400 Internet I . . . . .	1.5
Electives from Group A. . . . .	6
Electives from Group B. . . . .	6

**Group A – Select a minimum of 6 units from the following:**

ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 150 Small Business Management. . . . .	3
CAOT 301 Maximizing Your Employment Potential . . . . .	1
ECON 100 Princ. of Macroeconomics. . . . .	3
ECON 102 Princ. of Microeconomics . . . . .	3

**Group B – Select a minimum of 6 units from the following:**

CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 156 Intermediate Programming in Visual BASIC. . . . .	3
COMP 190 Intro to Programming in C. . . . .	3
COOP 670 Vocational Co-Op Ed . . . . .	4
TCOM 100 Survey of Telecommunications . . . . .	3
TOTAL REQUIRED UNITS . . . . .	32.5

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

Developed in cooperation with the Western Association of Food Chains, the certificate and degree program in Retail management gives students core courses in preparation for management and supervisory positions with excellent prospects for employment.

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

**Group A – Foundations Courses**

BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	3
BUS. 401 Business Communications <b>or</b>	
ENGL 100 Composition <b>or</b> . . . . .	3
ENGL 105 Intensive Composition . . . . .	4
SPCH 120 Interpersonal Communications. . . . .	3

**Group B – Intermediate Courses**

ACTG 100 Accounting Procedures <b>or</b>	
ACTG 121 Financial Accounting . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3

**Group C – Advanced Courses**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
*MGMT 215 Management of Human Resources . . . . .	3

**\*Note:** MGMT 215 is not offered at Skyline College. It is offered at CSM and Cañada College, where students in this program can complete the course.

TOTAL REQUIRED UNITS IN MAJOR AREA. . . . . 27-28

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

**RETAIL MANAGEMENT CERTIFICATE**

**Required Courses** **Units**

**Group A – Foundations Courses**

BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	3
BUS. 401 Business Communications <b>or</b>	
ENGL 100 Composition <b>or</b> . . . . .	3
ENGL 105 Intensive Composition . . . . .	4
SPCH 120 Interpersonal Communications. . . . .	3

**Group B or Intermediate Courses**

ACTG 100 Accounting Procedures <b>or</b>	
ACTG 121 Financial Accounting . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3

**Group C – Advanced Courses**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
*MGMT 215 Management of Human Resources . . . . .	3

**\*Note:** MGMT 215 is not offered at Skyline College. It is offered at CSM and Cañada College, where students in this program can complete the course.

TOTAL REQUIRED UNITS . . . . . 27-28

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN WEB DEVELOPER**

Interested in the exciting and dynamic field of Web development? If so, our Web Developer major is for you. This program is designed to prepare students for a stimulating career as a Web Developer, Web Designer, or Web Master. The courses in this program provide students with a foundation in Web creation and design.

Upon completion of the program, students may chose to practice as a professional in a variety of areas such as web development, web design, or web maintenance, or they may choose to continue with advanced or specialized training.

<b>Required Core Courses</b>	<b>Units</b>
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 408 Digital Audio & Video. . . . .	2
CAOT 410 Photoshop Basics . . . . .	1
CAOT 411 Photoshop for the Web. . . . .	1
CAOT 412 Flash I . . . . .	1
CAOT 415 Web Design and Management . . . . .	2

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

ART 214 Color. . . . .	2-3
ART 301 Design. . . . .	2-3
ART 376 Digital Imaging I . . . . .	2
ART 377 Digital Imaging II. . . . .	3
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 320 Graphic Design for Computer Users . . . . .	1.5
CAOT 405 HTML & Web Authoring Applications III. . . . .	1.0
CAOT 413 Flash II. . . . .	1.5
CAOT 420 JavaScript. . . . .	1.5
CAOT 421 XML . . . . .	1.5
CAOT 422 CGI/Perl . . . . .	1.5
CAOT 425 Web Design Principles. . . . .	1.5
CAOT 427 Collaboration & Web Production I . . . . .	1.5
CAOT 430 PHP/MYSQL I . . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III . . . . .	1
CAOT 480 Network Fundamentals, LAN . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>18</b>

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

**WEB DEVELOPER CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 408 Digital Audio & Video. . . . .	2
CAOT 410 Photoshop Basics . . . . .	1
CAOT 411 Photoshop for the Web. . . . .	1
CAOT 412 Flash I . . . . .	1
CAOT 415 Web Design and Management . . . . .	2

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

ART 214 Color. . . . .	2-3
ART 301 Design. . . . .	2-3
ART 376 Digital Imaging I . . . . .	2
ART 377 Digital Imaging II. . . . .	3
CAOT 221 Desktop Publishing: Microsoft Publisher . . . . .	1.5
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Maximizing Your Employment Potential . . . . .	1
CAOT 320 Graphic Design for Computer Users . . . . .	1.5
CAOT 405 HTML & Web Authoring Applications III. . . . .	1.0
CAOT 413 Flash II. . . . .	1.5
CAOT 420 JavaScript. . . . .	1.5
CAOT 421 XML . . . . .	1.5
CAOT 422 CGI/Perl . . . . .	1.5
CAOT 425 Web Design Principles. . . . .	1.5
CAOT 427 Collaboration & Web Production I . . . . .	1.5
CAOT 430 PHP/MYSQL I . . . . .	1
CAOT 431 PHP/MYSQL II . . . . .	1
CAOT 432 PHP/MYSQL III . . . . .	1
CAOT 480 Network Fundamentals (LAN . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

**COSMETOLOGY**

This program prepares students for licensing as a Cosmetologist, Esthetician, and Manicurist. The Cosmetology program involves 1600 hours of comprehensive training in beauty services. The Esthetician program focuses on training in skin care treatment and techniques. The Manicurist program provides training in various services related to nails.

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

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



**ADMISSIONS PROCEDURES AND REQUIREMENTS**

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

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

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

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

Required Core Courses	Units
COSM 700 Cosmetology Concepts & Practice I . . . . .	8
COSM 710 Cosmetology Concepts & Practice II. . . . .	6
COSM 720 Cosmetology Concepts & Practice III . . . . .	6
COSM 730 Cosmetology Concepts & Practice IV . . . . .	8
COSM 740 Cosmetology Concepts & Practice V . . . . .	8-12

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

COSM 690 Special Projects	
COSM 750 Cosmetology Brush-up	
COSM 782 Advanced Cosmetology Concepts	
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	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 a.m. to 5:00 p.m., Monday through Friday. New students are admitted at the beginning of the semester and at mid-semester. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

Suggested High School preparation: Art, Chemistry, Business courses, General Science, and Speech.

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

**COSMETOLOGY CERTIFICATE**

Required Courses	
COSM 700 Cosmetology Concepts & Practice I . . . . .	8
COSM 710 Cosmetology Concepts & Practice II. . . . .	6

COSM 720 Cosmetology Concepts & Practice III . . . . .	6
COSM 730 Cosmetology Concepts & Practice IV . . . . .	8
COSM 740 Cosmetology Concepts & Practice V . . . . .	8-12

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

COSM 690 Special Projects	
COSM 750 Cosmetology Brush-up	
COSM 782 Advanced Cosmetology Concepts	
TOTAL REQUIRED UNITS . . . . .	40

**MANICURING CERTIFICATE**

The program is open to both men and women. Upon completion of the 400-hour program, students are eligible for the manicuring certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

**Course required for the Manicuring Certificate: Units**

COSM 754 Manicuring . . . . .	10
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**COSMETICIAN/ESTHETICIAN CERTIFICATE**

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

**Course required for the Cosmetician/Esthetician Certificate:**

COSM 775 Cosmetician/Esthetician . . . . .	16
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**DANCE**

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

Required Core Courses	Units
DANC 110 Modern Dance . . . . .	1
DANC 130 Jazz Dance . . . . .	1
DANC 140 Ballet. . . . .	1
DANC 330 Creative Dance . . . . .	1
DANC 390 Dance Composition/Theory/Choreography . . . . .	3
DANC 400 Dance Production . . . . .	2
BIOL 250 Human Anatomy . . . . .	4
MUS. 100 Fundamentals of Music. . . . .	3

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

ART 201 Form & Composition I . . . . .	2-3
ART 202 Form & Composition II . . . . .	2-3
BIOL 260 Introduction to Physiology. . . . .	5
DANC 101 Beginning Dance. . . . .	.5-1
DANC 105 Dance & Wellness . . . . .	.5-1
DANC 350 Aerobic Dance. . . . .	1
DANC 440 Princ. of Dance Company/ Arts Program Management. . . . .	.5-2
DANC 450 Intermediate/Adv. Dance Production . . . . .	.5-1
DANC 665 Dance in Cultural Context. . . . .	1-3*

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

FITN 332 Stretching & Flexibility . . . . .	1
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P.E. 100 Intro to Physical Education . . . . . 2  
 TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 22  
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## EARLY CHILDHOOD EDUCATION

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

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

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

Required Core Courses	Units
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development. . . . .	3
ECE. 210 Early Childhood Education Princ . . . . .	3
ECE. 211 Early Childhood Education Curriculum. . . . .	3
ECE. 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community. . . . .	3

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

ECE. 214 Child-Parent Relations <b>or</b>	
FCS 213 Child-Parent Relations . . . . .	3
ECE. 240 ECE Administration: Business/Legal . . . . .	3
ECE. 241 ECE Administration: Human Relations . . . . .	3
ECE. 242 Adult Supervision in ECE/CD Classrooms . . . . .	2
ECE. 260 Children with Special Needs . . . . .	3
ECE. 262 Introduction to Family Support:	
Building Respectful Partnerships. . . . .	3
ECE. 264 The Life Cycle of the Family . . . . .	3
ECE. 270 Intro to Infant/Toddler Child Care. . . . .	3
ECE. 272 Cultural Diversity in Early Childhood Education . . .	3
ECE. 275 Children's Language & Literacy Development . . . .	3
ECE. 311 Children's Nutrition <b>or</b>	
FCS 311 Children's Nutrition . . . . .	1

ECE. 366 Practicum in Early Childhood Education . . . . . 3  
 ECE. 665 Selected Topic in Early Childhood Education . . . 1-4  
 ECE. 670 Cooperative Education in ECE . . . . . 1-4  
 MINIMUM TOTAL REQUIRED UNITS IN MAJOR AREA . . . 24  
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

### EARLY CHILDHOOD EDUCATION CERTIFICATE

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

Required Core Courses	Units
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development. . . . .	3
ECE. 210 Early Childhood Education Princ . . . . .	3
ECE. 211 Early Childhood Education Curriculum. . . . .	3
ECE. 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community. . . . .	3

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

ECE. 214 Child-Parent Relations <b>or</b>	
FCS 213 Child-Parent Relations . . . . .	3
ECE. 240 ECE Administration: Business/Legal . . . . .	3
ECE. 241 ECE Administration: Human Relations . . . . .	3
ECE. 242 Adult Supervision in ECE/CD Classrooms . . . . .	2
ECE. 260 Children with Special Needs . . . . .	3
ECE. 262 Introduction to Family Support:	
Building Respectful Partnerships. . . . .	3
ECE. 264 The Life Cycle of the Family . . . . .	3
ECE. 270 Intro to Infant/Toddler Child Care. . . . .	3
ECE. 272 Cultural Diversity in Early Childhood Education . . .	3
ECE. 275 Children's Language & Literacy Development . . . .	3
ECE. 311 Children's Nutrition <b>or</b>	
FCS 311 Children's Nutrition . . . . .	1
ECE. 366 Practicum in Early Childhood Education . . . . .	3
ECE. 665 Selected Topic in Early Childhood Education . . .	1-4
ECE. 670 Cooperative Education in ECE . . . . .	1-4
MINIMUM TOTAL REQUIRED UNITS . . . . .	18

## EMERGENCY MEDICAL TECHNOLOGY

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

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

### EMERGENCY MEDICAL TECHNOLOGY CERTIFICATE

Required Course	Units
EMC. 410 Emergency Medical Technician I . . . . .	7

## ENGLISH

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

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

Required Core Courses	Units
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Select a minimum of 6 units from the following:

ENGL 100 Composition . . . . .	3
ENGL 105 Intensive Composition . . . . .	4
ENGL 110 Composition, Literature & Critical Thinking . . . . .	3
ENGL 165 Critical Thinking/Adv. Composition . . . . .	3

Plus a selection of 12 units from the following,

6 units of which must be literature courses:

ENGL 161 Creative Writing I . . . . .	3
ENGL 162 Creative Writing II . . . . .	3
ENGL/LIT. 166 Women on Writing . . . . .	5
FILM 440 Film Study & Appreciation . . . . .	3
JOUR 120 Newswriting . . . . .	3
LIT. 101 Contemporary Literature . . . . .	3
LIT. 111 Short Story . . . . .	3
LIT. 113 Intro to the Novel . . . . .	3
LIT. 116 Introduction to World Literature . . . . .	3
LIT 191 Children's Literature . . . . .	3
LIT. 225 Mirrors of Today: Contemp. Poetry . . . . .	3
LIT. 251 Women in Literature . . . . .	3
LIT. 265 Asian American Literature . . . . .	3
LIT. 266 Black Literature . . . . .	3
LIT. 267 Filipino American Literature . . . . .	3
LIT. 370 Readings in Lit. of the Latino in the US . . . . .	3
LIT. 373 Latin American Lit in Translation . . . . .	3
LIT. 416 Modern European Lit in Translation . . . . .	3

LIT. 432 Folklore . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18

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

### ROTATION OF LITERATURE COURSES – DAY AND EVENING CLASSES

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

#### Fall 2004

Day LIT. 373 Latin American Literature in Translation

#### Spring 2005

Day LIT. 267 Filipino American Literature

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

## FAMILY & CONSUMER SCIENCES

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

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

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

Required Core Courses	Units
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FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3
FCS 213 Child-Parent Relations or	
ECE. 214 Child-Parent Relations . . . . .	3
FCS 310 Nutrition . . . . .	3
INTD 110 Environmental Design . . . . .	3

Plus a selection of 6 units from the following:

ART/MUS. 115 Music, Art & Ideas . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management . . . . .	3
COOP 670 Vocational Co-Op Education . . . . .	1-4
ECE./FCS 311 Children's Nutrition . . . . .	1
FASH 151 Fashion Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
INTD 110 Environmental Design . . . . .	3
INTD 120 Designing Interiors for Multicultural Populations. . . . .	3
MUS. 100 Fundamentals of Music . . . . .	3
PSYC 100 General Psychology . . . . .	3
PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3

PSYC 210 Child Development. . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**FAMILY & CONSUMER SCIENCES CERTIFICATE**

Required Courses	Units
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3
FCS 213 Child-Parent Relations <b>or</b> ECE. 214 Child-Parent Relations . . . . .	3
FCS 310 Nutrition . . . . .	3
INTD. 110 Environmental Design . . . . .	3

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

ART/MUS. 115 Music, Art & Ideas. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management. . . . .	3
COOP 670 Vocational Co-Op Ed. . . . .	1-4
ECE./FCS 311 Children's Nutrition. . . . .	1
FASH 151 Fashion Merchandising. . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
HSCI 100 General Health Education . . . . .	3
MUS. 100 Fundamentals of Music. . . . .	3
PSYC 100 General Psychology. . . . .	3
PSYC/SOCI 110 Courtship, Marriage, & Family . . . . .	3
PSYC 210 Child Development. . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
TOTAL REQUIRED UNITS. . . . .	30

**FASHION MERCHANDISING**

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

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

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

Required Core Courses	Units
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH 113 Textiles . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3

FASH 156 Fashion Shows & Special Events . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

**Plus a selection of 5 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ART 214 Color . . . . .	2-3
ART 301 Design. . . . .	2-3
ART 338 Advertising Art . . . . .	2
BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Mathematics. . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 160 Business of Image Consulting. . . . .	2
FASH 670 Vocational Co-Op Education. . . . .	1-4
INTD 110 Environmental Design . . . . .	3
PSYC 100 General Psychology. . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**FASHION MERCHANDISING CERTIFICATE**

Required Courses	Units
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH 113 Textiles . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 156 Fashion Shows & Special Events . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

**Plus a selection of 5 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ART 214 Color . . . . .	2-3
ART 301 Design. . . . .	2-3
ART 338 Advertising Art . . . . .	2
BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 160 Business of Image Consulting. . . . .	2
INTD 110 Environmental Design (suggested for students interested in display) . . . . .	3
PSYC 100 General Psychology. . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
TOTAL REQUIRED UNITS. . . . .	27

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

<b>Required Core Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	1.5
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH 113 Textiles . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 670 Vocational Co-Op Ed . . . . .	1

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

ACTG 100 Accounting Procedures . . . . .	1.5
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
ART 214 Color . . . . .	2-3
ART 301 Design. . . . .	2-3
BUS. 100 Intro to Business. . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
COOP 670 Vocational Co-Op Education . . . . .	1-4
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
INTD 110 Environmental Design . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA.</b> . . . .	<b>26.5</b>

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

**GENERAL MERCHANDISING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	1.5
BUS. 101 Human Relations. . . . .	3
BUS. 115 Business Mathematics. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH 113 Textiles . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

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

ACTG 100 Accounting Procedures . . . . .	1.5
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
ART 214 Color . . . . .	2-3
ART 301 Design. . . . .	2-3
BUS. 100 Intro to Business. . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 150 Small Business Management. . . . .	3

BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
COOP 670 Vocational Co-Op Education . . . . .	1-4
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
INTD 110 Environmental Design . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>26.5</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN IMAGE CONSULTING**

<b>Required Core Courses</b>	<b>Units</b>
ART 301 Design . . . . .	3
FASH 113 Textiles . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 160 Business of Image Consulting. . . . .	2
FASH 670 Vocational Co-Op Ed . . . . .	1
SPCH 100 Fundamentals of Speech <b>or</b> SPCH 120 Interpersonal Communication. . . . .	3

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

ACTG 100 Accounting Procedures . . . . .	1.5-3
BUS. 150 Small Business Management. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 156 Fashion Shows & Special Events . . . . .	3
PSYC 100 General Psychology. . . . .	3
<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).

**IMAGE CONSULTING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ART 214 Color . . . . .	2-3
ART 301 Design . . . . .	3
FASH 113 Textiles . . . . .	3
FASH 119 Clothing, Culture, & Society . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 160 Business of Image Consulting. . . . .	2
FASH 670 Vocational Co-Op Education . . . . .	1
SPCH 100 Fundamentals of Speech <b>or</b> SPCH 120 Interpersonal Communications. . . . .	3

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

ACTG 100 Accounting Procedures . . . . .	1.5-3
BUS. 150 Small Business Management. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3

CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH 156 Fashion Shows & Special Events . . . . .	3
PSYC 100 General Psychology. . . . .	3
TOTAL REQUIRED UNITS. . . . .	27

## LIBERAL ARTS

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

#### Requirements:

Completion of three additional units in each of the General Education Associate Degree Requirement Areas:

Area	Units
F1. Natural Sciences . . . . .	3
F2. Humanities . . . . .	3
F3. Social Sciences . . . . .	3
F4a. English Composition . . . . .	3
F4b. Communication & Analytical Thinking . . . . .	3
F5. Personal Development . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18

(Exclusive of any units taken in satisfaction of any other Associate degree requirements.)

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

## MATHEMATICS

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

#### Required Core Courses

#### Select 18 units from the following:

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 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
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24

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

## MUSIC

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

#### Required Core Courses

MUS. 100 Fundamentals of Music. . . . .	3
MUS. 301 Piano I . . . . .	2
MUS. 110 Theory Seminar <b>and</b> . . . . .	3
MUS. 111 Theory Workshop <b>or</b> . . . . .	2
MUS. 401-404 Voice I-IV . . . . .	8

#### Select 6 units from the following:

MUS. 115 Music, Art & Ideas. . . . .	3
MUS. 202 Music Appreciation. . . . .	3
MUS. 240 Music of the Americas . . . . .	3
MUS. 250 World Music. . . . .	3

#### Select 4 units from the following:

MUS. 302, 303, 304 Piano II, III, IV . . . . .	1-2
MUS. 377, 378, 379, 380 Guitar I, II, III, IV . . . . .	2
MUS. 401, 402, 403, 404 Voice I, II, III, IV . . . . .	2

*Note: If MUS. 401-404 were completed as part of the core units, no courses are required in this area.*

#### Select 4 units from the following:

MUS. 290 Intro to MIDI Music. . . . .	2-3
MUS. 350 The Art of Rock, Rhythm & Blues I . . . . .	3
MUS. 351 The Art of Rock, Rhythm & Blues II . . . . .	3
MUS. 383 Guitar Ensemble I. . . . .	2
MUS. 430 Concert Band . . . . .	1-2-3
MUS. 450 Jazz Band . . . . .	1-2-3
MUS. 470 College Choir . . . . .	2-3

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 23-24  
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**Note:** See your counselor for assistance with regard to transfer requirements.

## NATURAL SCIENCE

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

#### Required Core Courses

#### Select 18-24 units from the following:

BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
BIOL 260 Intro to Physiology . . . . .	5
CHEM 210 General Chemistry I. . . . .	5
CHEM 220 General Chemistry II . . . . .	5
CHEM 234/237 Organic Chemistry/Lab I. . . . .	5
CHEM 235/238 Organic Chemistry/Lab II . . . . .	5
COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 250 Programming Methods I: C++ . . . . .	3
COMP 284 Programming Methods I: Java. . . . .	3
GEOL 210 General Geology . . . . .	4
GEOL 220 Historical Geology . . . . .	4

PHYS 210 General Physics I . . . . .	4
PHYS 220 General Physics II . . . . .	4
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
PHYS 270 Physics with Calculus III. . . . .	4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18-24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## PARALEGAL, LEGAL ASSISTANT

The Paralegal, Legal Assistant Associate degree and Paralegal, Legal Assistant certificate programs prepare students for careers as paralegals, legal assistants, and legal support service workers in a variety of settings.

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PARALEGAL, LEGAL ASSISTANT

Required Core Courses	Units
BUS. 201 Business Law . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research. . . . .	3
LEGL 252 Princ of Civil/Admin. Process . . . . .	3

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

BUS. 401 Business Communications . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
COOP 670 Vocational Co-Op Ed. . . . .	1-4
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 266 Probate, Estates & Trusts . . . . .	3
LEGL 304 Concepts of Criminal Law . . . . .	3
LEGL 305 Judicial Process in Calif. . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-3
LEGL 690 Special Projects . . . . .	1-3
LSCI 105 Online Research . . . . .	3
LSCI 106 Online Research I . . . . .	1
LSCI 107 Online Research II . . . . .	1
LSCI 108 Online Research III . . . . .	1
PHIL 103 Critical Thinking <b>or</b> PHIL 109 Critical Thinking and Writing . . . . .	3
PLSC 301 Calif. State and Local Government <b>or</b> PLSC 200 National, State and Local Government . . . . .	3
R.E. 100 Real Estate. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27

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

## PARALEGAL, LEGAL ASSISTANT CERTIFICATE

Required Courses	Units
BUS. 201 Business Law . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research. . . . .	3
LEGL 252 Princ. of Civil & Admin. Process . . . . .	3

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

BUS. 401 Business Communications . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
COOP 670 Vocational Co-Op Ed . . . . .	1-4
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 266 Probate, Estates & Trusts . . . . .	3
LEGL 304 Concepts of Criminal Law . . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-3
LEGL 690 Special Projects . . . . .	1-3
LSCI 105 Online Research . . . . .	3
LSCI 106 Online Research I . . . . .	1
LSCI 107 Online Research II . . . . .	1
LSCI 108 Online Research III . . . . .	1
PHIL 103 Critical Thinking <b>or</b> PHIL 109 Critical Thinking and Writing . . . . .	3
PLSC 200 National, State and Local Government <b>or</b> PLSC 301 Calif. State and Local Government . . . . .	3
R.E. 100 Real Estate Principles. . . . .	3
TOTAL REQUIRED UNITS. . . . .	27

## PHYSICAL EDUCATION

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PHYSICAL EDUCATION

The Physical Education major may be used as the basis for careers in teaching, coaching, athletic training, exercise science/fitness, athletic and sports management.

Students intending to earn a Bachelor's degree in physical education/kinesiology should consult early with counselors and current catalogs of the college/university to which they plan to transfer. Specific requirements vary; however institutions usually require that students complete a core of basic sciences and physical education courses as well as general education requirements prior to transfer.

Required Core Courses	Units
BIOL 130 Human Biology . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
FCS 310 Nutrition . . . . .	3
PSYC 100 General Psychology. . . . .	3
P.E. 100 Nature & Scope of Physical Education. . . . .	2

**Plus a minimum of 3 units from 3 different subject areas from the following:**

- COMB 301/302/401/404/405 Self Defense
- DANC 101/110/130/140/330/350 Dance/Aerobics
- FITN 110/116/160/201/202/205/210 Conditioning/Fitness/  
Strength Training
- FITN 301/303//304/305/332/334/335 Stretch/Yoga/  
Cardiovascular Development
- INDV 101/105/121/125/160/165/167/251/253/255  
Individual Sports
- P.E. 201/202/203 Sports Medicine
- TEAM 100/111/115/125/132/141/145/146/148/149/  
150/171/173/175/176/179 Team Sports
- TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 18
- Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**PSYCHOLOGY**

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

- Required Core Courses. . . . . Units
- BUS. 103 Intro to Business Information Systems . . . . . 3
- 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 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 . . . . . 24
- Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**RESPIRATORY THERAPY**

Respiratory Therapy is a two-year program that prepares students to administer respiratory care and life support to patients with breathing disorder and cardiopulmonary abnormalities. Most therapists participate in three phases of patient care: diagnosis, treatment, and patient management.

**ADMISSION PROCEDURES AND REQUIREMENTS**

Students are admitted into the program once a year only, in the Fall semester. Special Respiratory Therapy application forms are available from the Science/Math/Technology Division Office and on the College website. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately 25 students are admitted to the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Respiratory Therapy Program, please call 738-4382.

Full-time registration is required, and all courses must be taken in sequence. Credit may be given for previous coursework. Minimum grade of C is required in all coursework. An Associate Degree is required to take the Respiratory Care Practitioner Exam administered by the California Respiratory Care Board. To determine specific General Education requirements, applicants are encouraged to contact the Counseling Department.

Admission to the Respiratory Therapy Program requires the following minimum entrance requirements:

1. High school graduation or equivalent.
2. Presently enrolled in or completed with a grade of C or better:
  - a. Algebra equivalent to MATH 110 or 112.
  - b. Chemistry equivalent to CHEM 192 or 410.
  - c. Human Anatomy equivalent to BIOL 250.  
**(Note:** Human Anatomy may be taken in the summer session preceding the program.)
3. English: Eligibility for Skyline College ENGL 836 or equivalent.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RESPIRATORY THERAPY**

<b>Required Core Courses</b>	<b>Units</b>
RPTH 400 Patient & Health Care Concerns. . . . .	2
RPTH 410 Intro to Patient Care & Respiratory Assessment Techniques . . . . .	3
RPTH 420 Application of Cardiopulmonary Anatomy & Physiology. . . . .	3
RPTH 430 Intro to Respiratory Therapeutics. . . . .	6
RPTH 438 Clinical Clerkship I . . . . .	1
RPTH 445 Respiratory Diseases I . . . . .	2
RPTH 448 Clinical Clerkship II . . . . .	2
RPTH 450 Respiratory Diseases II. . . . .	3
RPTH 458 Clinical Clerkship III . . . . .	6
RPTH 460 Respiratory Critical Care . . . . .	4
RPTH 475 Hemodynamic Monitoring/ Selected Topics in Respiratory Care . . . . .	2
RPTH 480 Pulmonary Function Testing. . . . .	1.5
RPTH 484 Medical Terminology for Respiratory Therapy. . . . .	2
RPTH 485 Clinical Medicine Seminar . . . . .	2
RPTH 488 Clinical Clerkship IV. . . . .	6
RPTH 490 Neonatal/Pediatric/ Rehabilitative Respiratory Care . . . . .	3



RPTH 495 Respiratory Care Board Exam Prep/Review . . . . . 2  
 TOTAL REQUIRED UNITS IN MAJOR AREA. . . . . 50.5  
 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 completion for those graduates having a prior Associate or above degree.

## SPANISH

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

Required Core Courses	Units
SPAN 110 Elementary Spanish <b>or</b> . . . . .	5
SPAN 111/112 Elementary Spanish I, II. . . . .	6
SPAN 120 Advanced Elementary Spanish <b>or</b> . . . . .	5
SPAN 121/122 Advanced Elementary Spanish I, II <b>or</b> . . . . .	6
SPAN 220 Spanish for Spanish Speakers I . . . . .	5
SPAN 130 Intermediate Spanish . . . . .	3
SPAN 140 Advanced Intermediate Spanish. . . . .	3
SPAN 161 Readings in Spanish American Lit. I . . . . .	3
SPAN 162 Readings in Spanish American Lit. II . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22-24

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

## SPEECH

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

Required Core Courses	Units
SPCH 100 Fundamentals of Speech. . . . .	3
SPCH 111 Oral Interpretation of Literature. . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
SPCH 127 Argumentation . . . . .	3
SPCH 130 Voice & Articulation . . . . .	3
SPCH 150 Communicating Across Cultures . . . . .	3
Plus a selection of 3 units from the following:	
ENGL 110 Composition, Literature & Critical Thinking . . . . .	3
ENGL 165 Critical Thinking/Adv. Composition. . . . .	3
PHIL 200 Intro to Logic. . . . .	3
SPCH 128 Forensics. . . . .	5-1
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	21

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

## SURGICAL TECHNOLOGY

Surgical Technologists are employed in hospitals, surgery centers, and physician’s offices to deliver patient care before, during and after surgery. Skyline’s program combines academic and clinical instruction that includes learning to prepare surgical instruments, passing them to the surgeon, and handling specialized equipment. Graduates are eligible to take the national certification exam for Certified Surgical Technologist (CST). The Surgical Technology Program at Skyline College is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP).

### ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program once a year only, in the fall semester. Special Surgical Technology application forms are available from the Science/Mathematics/Technology Division Office and the College website. Applications are submitted in the spring for entrance into the fall semester class. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately twenty students are admitted into the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Surgical Technology Program, please call 738-4221 or 738 4470.

Admission to the Surgical Technology Program requires the following minimum entrance requirements:

- High school diploma or GED
- MATH 110 or equivalent
- BIOL 250 or equivalent
- Successful completion of a physical examination, including verification of all screenings and immunizations pertinent to health care personnel.

Communication in the operating room is of extreme importance. It is recommended that applicants be eligible for English 836.

All courses must be taken in sequence. Credit may be given for previous coursework. A minimum grade of “C” is required in all Surgical Technology courses and prerequisites.

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

Required Core Courses . . . . .	Units
SURG 440 Basic Sciences for Surgical Technology. . . . .	6
SURG 441 Surgical Patient Care Concepts . . . . .	10
SURG 442 Surgical Specialties . . . . .	6
SURG 443 Clinical Practice for Surgical Technology . . . . .	8
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

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

## CENTRAL SERVICE TECHNOLOGY/ STERILE PROCESSING

Two certificates are available in Central Service Technology. One certificate recognizes the completion of the classroom and laboratory experience, the other certificate includes 192 hours of clinical practice in a hospital setting.

### CENTRAL SERVICE TECHNOLOGY CERTIFICATE

Required Course	Units
SURG 445 Introduction to Central Service Technology . . . . .	4

### CENTRAL SERVICE TECHNOLOGY WITH CLINICAL PRACTICE CERTIFICATE

Required Courses	Units
SURG 445 Introduction to Central Service Technology . . . . .	4
SURG 446 Clinical Practice for Central Service Technology . . . . .	3

## TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY

The Telecommunications and Network Information Technology programs are activity based, hands-on programs designed with direct employment skills and knowledge as their foundation. The programs of this department are centered on the current technologies of the Telecommunications, Networking and Wireless industry and are designed to serve students entering the field as well as those who are seeking to upgrade their skills in specific areas. Instruction focuses on both theory and practical application. The opportunity exists for students to receive endorsements in specific skill areas as they pursue their Associate Degree. Upon completion of the program, students are prepared for a variety of positions in industry. Some students are able to find employment after completing a portion of the program and continue their education while gaining valuable work experience. Students may receive Certificate and Skill Endorsements independent of their Associate Degree studies.

**Note:** A grade of C or better is required in all courses applied to the Associate Degree majors, the Certificates, and the Skill Endorsements.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TELECOMMUNICATIONS AND WIRELESS TECHNOLOGY

Required Core Courses	Units
TCOM 100 Telecommunications, Networking and Wireless Technologies. . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunications and Networking . . . . .	6
TCOM 415 Wireless and Mobile Communications Fundamentals. . . . .	3
TCOM 420 Signal Transmission and Radio Frequency (R.F.) Fundamentals . . . . .	6

TCOM 440 Transport Networks and the Fundamentals of Digital Communications . . . . .	6
TCOM 445 Wireless and Mobile Communications Systems and Applications . . . . .	3

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

TCOM 451 PC Configuration and Repair . . . . .	6
TCOM 460 Fiber Optics Technology . . . . .	3
TCOM 465 Wireless Local Area Networks. . . . .	3
TCOM 480 Network Fundamentals (LAN. . . . .	3
TCOM 481 Network Systems Administration. . . . .	3
TCOM 482 Introduction to Routers . . . . .	3
TCOM 483 Network Switches-Concepts and Applications . .	3
TCOM 484 Advanced Routing Concepts and Applications . .	3
TCOM 485 Troubleshooting the Internetwork . . . . .	3
TCOM 486 Network Security . . . . .	3
TCOM 490 Technical Overview of the Internet. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	36
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### TELECOMMUNICATIONS AND WIRELESS TECHNOLOGY CERTIFICATE

Required Courses	Units
TCOM 100 Telecommunications, Networking and Wireless Technologies. . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunications and Networking . . . . .	6
TCOM 415 Wireless and Mobile Communications Fundamentals. . . . .	3
TCOM 420 Signal Transmission and Radio Frequency (R.F.) Fundamentals. . . . .	6
TCOM 440 Transport Networks and the Fundamentals of Digital Communications . . . . .	6
TCOM 445 Wireless and Mobile Communications Systems and Applications. . . . .	3

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

TCOM 451 PC Configuration and Repair . . . . .	6
TCOM 460 Fiber Optics Technology . . . . .	3
TCOM 465 Wireless Local Area Networks. . . . .	3
TCOM 480 Network Fundamentals (LAN) . . . . .	3
TCOM 481 Network Systems Administration. . . . .	3
TCOM 482 Introduction to Routers . . . . .	3
TCOM 483 Network Switches-Concepts and Applications . .	3
TCOM 484 Advanced Routing Concepts and Applications . .	3
TCOM 485 Troubleshooting the Internetwork . . . . .	3
TCOM 486 Network Security . . . . .	3
TCOM 490 Technical Overview of the Internet. . . . .	3
TOTAL REQUIRED UNITS. . . . .	36

## TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY SKILL ENDORSEMENTS

These endorsements provide an opportunity for short-term study. They are verification that students have achieved a specific level of competency in a selected area of entry-level employment. Students may achieve these endorsements on their own or while they are completing their studies for degrees or certificates.

### SKILL ENDORSEMENT IN BASIC NETWORKING

Required Courses	Units
TCOM 451 PC Configuration and Repair . . . . .	6
TCOM 480 Network Fundamentals (LAN) . . . . .	3
TCOM 481 Network Systems Administration. . . . .	3
TOTAL REQUIRED UNITS . . . . .	12

### SKILL ENDORSEMENT IN PC CONFIGURATION AND REPAIR

Required Courses	Units
TCOM 405 Electrical Fundamentals for Telecommunications <b>or</b> . . . . .	6
ELEC 110 Fundamentals of Electronics . . . . .	3
<b>and</b>	
TCOM 451 PC Configuration and Repair . . . . .	6
TOTAL REQUIRED UNITS . . . . .	9-12

### SKILL ENDORSEMENT IN WIRING AND INSTALLATION

Required Courses	Units
TCOM 405 Electrical Fundamentals for Telecommunications . . . . .	6
TCOM 410 Wiring and Installation for Telecommunications and Networking . . . . .	6
TCOM 460 Fiber Optics Technology . . . . .	3
TOTAL REQUIRED UNITS . . . . .	15

## UNIVERSITY STUDIES

The University Studies major recognizes with an Associate degree the acquisition of lower division general education and other requirements for transfer to four-year colleges and universities.

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

The Associate in Arts in University Studies degree is designed for students planning to transfer to the California State University, University of California, or independent colleges. The degree enables students to complete necessary transfer admission requirements in combination with Skyline College Associate degree requirements. The University Studies degree has three options:

#### Option 1: California State University Pattern

To meet the requirements for this pattern students must complete a total of 60 semester units (56 semester units must be CSU transferable) to include either A or B below with a minimum C or better grade in each course:

- A. Complete the California State University General Education Certification program (a minimum of 39 semester units), or
- B. Complete the CSU version of the Intersegmental General Education Transfer Curriculum (IGETC) – a minimum of 37 units.
- C. Remaining units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division major preparation and/or electives.

#### Option 2: University of California Pattern

To meet the requirements for this pattern students must complete a minimum of 60 units transferable to the University of California with at least a 2.4 UC transferable grade point average (in order to meet UC minimum eligibility requirements) to include either A or B below with a minimum C or better grade in each course:

- A. Complete the UC version of the 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).
- C. Remaining units should be chosen in consultation with a counselor to fulfill Associate degree competency and specific area requirements and lower-division major preparation and/or electives.

#### Option 3: Independent University Pattern

Complete a minimum of 60 semester units, which must include all Associate degree competency, specific area and general education requirements as well as a minimum of 21 units applicable to the general education pattern of the transfer institution.

**Note:** Students may also complete either the CSU or UC version of the Intersegmental General Education Transfer Curriculum if accepted by the independent college they are transferring to (consult with a counselor).

**Important:** Completion of the CSU, UC or Independent University Patterns does not guarantee admission to specific campuses and majors (consult with a counselor for further information).

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## OTHER EDUCATIONAL OPPORTUNITIES AT 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

Drama/Theater Arts  
Engineering  
Fashion Design  
Human Services  
Interior Design  
Medical Assisting  
Multimedia  
Radiologic Technology

#### Athletics

Men's Tennis  
Women's Tennis

### CAÑADA OFF-CAMPUS CENTERS

#### OICW/Menlo Park Learning Center

1200 O'Brien Drive  
Menlo Park, CA 94025  
(650) 325-6936/(650) 306-3201

### CAÑADA COLLEGE

4200 Farm Hill Boulevard  
Redwood City, CA 94061  
(650) 306-3100

### COLLEGE OF SAN MATEO

#### Programs

Alcohol & Other Drug Studies  
Astronomy  
Building Inspection  
Dental Assisting  
Drafting  
Electronics  
Engineering  
Fire Technology  
Floristry  
Graphics  
Horticulture  
Human Services  
Multimedia  
Nursing  
Real Estate  
Welding Technology

#### Athletics

Men's Cross Country  
Men's Football  
Men's Swimming  
Men's Track  
Women's Basketball  
Women's Cross Country  
Women's Softball  
Women's Swimming  
Women's Tennis  
Women's Track  
Women's Water Polo

### COLLEGE OF SAN MATEO

1700 West Hillsdale Boulevard  
San Mateo, CA 94402  
(650) 574-6161