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PART 4 DIVIDER

44 INFORMACION PARA PERSONAS DE HABLA HISPANA

REQUISITOS DE ADMISION

Las personas interesadas en asistir a Skyline College deben ser aceptadas antes de matricularse en cualquier clase. De acuerdo con nuestra abierta política de matriculación, cualquiera que sea graduado de la escuela secundaria (High School) o que tenga 18 años o más, y se pueda beneficiar de la educación ofrecida, es elegible para asistir al Skyline College. Las personas que no sean graduados de la escuela secundaria (High School) o que no tengan 18 años de edad, pueden también asistir al Skyline College si han pasado el examen de habilidad y competencia a nivel secundario (High School Proficiency Examination) o la prueba de desarrollo educacional general (GED test). Los estudiantes actuales de secundaria deberían ver la sección titulada "Estudiantes de Secundaria" ("High Schol Students") en esta página.

PROCEDIMIENTOS PARA ADMISION

Los posibles estudiantes tienen que completar una aplicación para admisión disponible en la red Internet: www.skylinecollege.edu o en el Horario de Clases (Class Schedule). Una vez que la solicitud haya sido introducida en la Oficina de Admisión y Archivos, el (los) próximo(s) paso(s) es(son):

Estudiantes Nuevos: A menos que estén exentos de los requisitos de matriculación, (para más información, ver Matriculación, página 14), deben completar los siguientes pasos:

- Tomar el examen de ubicación del Skyline College. Contactar la Oficina de Evaluación Académica al (650) 738-4164, o consultar el Horario de Clases (Class Schedule) o la red Internet para verificar fechas, horarios y lugares de exámenes.
- Asistir a una orientación o completar la orientación en la red Internet.
- Ver a un consejero para planificar su programa. Traer sus calificaciones escolares (transcripts) para que sean revisados por su consejero.

Veteranos: Introducir el formulario DD-214 en la Oficina de Admisión y Archivos para recibir beneficios educacionales.

Alumnos Transferidos: Presentar sus calificaciones escolares anteriores para determinar la finalización del prerrequisito y/o requisitos de graduación.

Alumnos con Impedimentos: Para información sobre facilidades, contactar la Oficina de Programas y Servicios para los Estudiantes con Impedimentos al (650) 738-4280.

RESIDENCIA EN CALIFORNIA

No es necesario ser residente legal de California (como se define en el código educacional) para asistir al Skyline College. Los estudiantes que no hayan sido residentes de California por un año completo antes del día de apertura de un semestre dado, deben pagar matrícula de no residentes además del monto de matrícula de los residentes de California. Para mayores detalles, vea los Requerimientos de Residencia en las páginas 16 y 17.

ESTUDIANTES INTERNACIONALES

El Skyline College está autorizado por la ley Federal para aceptar estudiantes internacionales no inmigrantes. Este programa está dirigido a estudiantes que tienen o buscan obtener visas de estudiante F-1. Los solicitantes tienen que completar la Aplicación para Estudiantes Internacionales disponible en la Oficina de Admisión y Archivos o en el sitio de la red: www.skylinecollege.edu. Se requiere que los solicitantes sometan documentos adicionales que satisfagan los siguientes requisitos:

- Haber completado la Educación Secundaria, o el equivalente, finalizada en una escuela de secundaria de Los Estados Unidos con grados satisfactorios equivalentes a "C" (con un promedio de 2.0) o superior.
- Tener los resultados del TOEFL (Test of English as a Foreign Language) con un puntaje mínimo de 480, en papel, o de 157 en computadora.
- Demostrar suficiencia en el comando de la lengua inglesa para beneficiarse de la instrucción del Skyline College.
- Demostrar capacidad para costear los gastos anuales (incluyendo su sostenimiento personal) de aproximadamente US\$18,000 por año (vea el Horario de Clases para los precios actualizados del Skyline College).
- Proveer prueba de tener un seguro médico de salud válido que cubra al menos US\$35,000. Los solicitantes pueden escoger un plan de seguro de salud ofrecido por una compañía privada a través del Distrito de Colegios de la Comunidad del Condado de San Mateo a un costo de US\$500 por año aproximadamente.

Se espera que los estudiantes aceptados en el Programa de Estudiantes Internacionales se matriculen y completen un mínimo de 12 unidades cada semestre con un mínimo de "C" (promedio de 2.0) para permanecer con una buena posición académica.

La información completa acerca del Programa de Estudiantes Internacionales esta disponible a través del Coordinador del Programa de Estudiantes Internacionales en el (650) 738-4315 o en el Internet en www.skylinecollege.edu.

ESTUDIANTES QUE SE TRANSFIEREN

A los estudiantes que se transfieren al Skyline College de otra universidad acreditada, les serán evaluadas sus calificaciones escolares, cuando se reciban en la Oficina de Admisión y Archivos. Se debe someter una calificación escolar oficial para su evaluación por cada universidad que haya asistido. Solo se dará crédito a cursos de "lower-division". Se aplicará la Política de Patrones Académicos del Skyline College al momento de la evaluación (ver la sección de Patrones Académicos de este catálogo). Los créditos transferidos y aceptados se indicarán en el reporte final de calificaciones del estudiante y en el historial académico del estudiante.

Los créditos de “upper-division” completados en una facultad de cuatro años o en una universidad no pueden ser aceptados o contados para el Grado Asociado (Associate Degree). El Skyline College, y 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 del Skyline College a una facultad de cuatro años o universidad.

Los acuerdos de Admisión y Transferencia están disponibles para ciertas universidades. Los estudiantes tienen garantizada la admisión en la universidad si han completado los cursos listados en el acuerdo. La información en relación a los acuerdos de curso a curso y los Acuerdos de Admisión y Transferencia se pueden obtener por medio de un consejero o por medio del Centro de Transferencia.

REQUISITOS DE RESIDENCIA PARA ADMISION

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

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

1. Verificando su presencia física en California un año antes del inicio del semestre. La residencia es determinada por acciones e intenciones. El período de un año empieza cuando una persona **no solamente está presente** en California sino que **también** ha demostrado clara intención de llegar a ser residente permanente de California.
2. Intento de hacer de California un lugar de residencia permanente ha sido verificado por:
 - Vivir en California por dos años consecutivos
 - Tener propiedad donde se reside o continuamente ocupar propiedad en California
 - Registrándose para votar y votar en California
 - Obteniendo una licencia de California para práctica profesional
 - Siendo miembro activo de un club social o de servicio
 - Mostrando una dirección de domicilio en California en los documentos de impuestos estatales y federales
 - Teniendo un cónyuge, hijos u otros parientes cercanos que sean residentes de California
 - Pagando impuestos al estado de California como residente
 - Teniendo una licencia de conducir de California
 - Teniendo placas y registro de un vehículo motorizado en California.
 - Manteniendo California como su estado legal de residencia en el Permiso Pagado y en el formulario W-2 mientras está en las fuerzas armadas

- Establecer y mantener activas cuentas bancarias en California
 - Entablar una petición de divorcio en California.
3. No estar envuelto en conducta inconsistente con la declaración de residencia de California. Algunos ejemplos de conducta inconsistente que invalidan la intención son:
 - Manteniendo registro de voto en otro estado.
 - Asistiendo a una institución en otro estado como residente de este otro estado.
 - Declarando no ser residente de California para efectos de impuesto.
 - Renovando una licencia de conducir y/o registrando un vehículo en un otro estado durante el tiempo en que se afirma tener la residencia de California
 - Entablar una petición de divorcio en otro estado

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

Reglas de Residencia – Menores Solteros: Un estudiante soltero con menos de 18 años de edad adquiere residencia de uno de los padres con quien vivió por último. El estudiante puede ser clasificado como residente si el padre con quien vivió por último ha sido 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 ese tiempo y presenta los requisitos de residencia.
2. El estudiante extranjero que es residente permanente mayor de 18 años y ha residido en California como residente permanente por más de un año antes del semestre de admisión.
3. El estudiante extranjero que es residente permanente menor de 18 años y ha residido con su(s) padre(s) quien(es) ha(n) sido residente(s) permanente(s) por más de un año antes del semestre de admisión.
4. El estudiante que es empleado tiempo completo de una escuela pública del distrito en una posición que requiere certificación.
5. El estudiante que es aprendiz, como definido en la sección 3077 del código de trabajo, y que se matricula en clases de aprendiz o clases relacionadas solamente.
6. El estudiante que gana su dinero básicamente teniendo empleo de trabajo agrícola en California por al menos dos meses por año en cada uno de los dos años anteriores al semestre de admisión.
7. El estudiante que vivió con padre(s) quien(es) es(son) trabajador(es) rural(es) como especificado en el número 6 arriba y lo declara como dependiente en los impuestos.
8. El estudiante menor de edad que ha estado bajo continuo cuidado y control de un(os) adulto(s), por más de dos años antes del semestre de admisión. El adulto tiene que haber sido residente de California durante el año más reciente.

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

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

DETERMINACION DE RESIDENCIA

El estudiante clasificado como no-residente tendrá que pagar la matrícula en el momento de la inscripción, en una cantidad establecida por la Junta Directiva. 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 y a sus dependientes. Además, un estudiante que no tenga una visa válida, está excluido de establecer residencia en California. Los otros no inmigrantes no están excluidos de establecer residencia solamente sobre la base de su situación como extranjeros. Ellos pueden ser clasificados como residentes si satisfacen los requisitos de la ley estatal. La información sobre el precio de matrícula y reembolso puede ser encontrada en la sección "Política de Precios de Matrícula/Reembolso" de este catálogo.

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

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

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

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

EXCEPCION DE MATRICULA PARA EL ESTUDIANTE NO RESIDENTE

Las formas para la excepción de matrícula están disponibles en la Oficina de Admisión y Archivos para los estudiantes que deseen ser considerados para esta excepción bajo la Ley Estatal AB540.

A. Cualquier estudiante que no sea inmigrante bajo 8 U.S.C. 1101 (a) (15), debe estar exento de pagar matrícula de no residente en cualquier Community College del Distrito si todas las siguientes condiciones existen:

Cursó la escuela secundaria por tres años o más;

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

Se inscribió o está inscrito en un curso ofrecido por cualquier community college en el distrito, en cualquier semestre comenzando el primero de enero del 2002, o después.

B. El estudiante que busca una excepción bajo la subdivisión (A) debe completar un cuestionario recomendado por el Rector y proporcionado por el mismo distrito, verificando elegibilidad para esta excepción de la matrícula de no residente, y se le puede requerir que provea documentación en suma a la información requerida por el cuestionario como algo necesario para verificar la elegibilidad para una excepción. Toda la información no pública del estudiante deberá ser confidencial y no deberá ser revelada a menos que lo requiera la ley.

C. Cualquier estudiante que no tenga la posición de inmigrante legalizado y que busque excepción de la matrícula bajo la subdivisión (A) debe, en el cuestionario descrito en (B) afirmar que el/ella ya ha llenado una aplicación para legalizar su posición de inmigrante, o introducirá una aplicación tan pronto como el/ella sea elegible para hacerlo.

D. El estudiante que busca este tipo de excepción de matrícula tiene la responsabilidad de proveer evidencia según los requisitos de esta sección.

E. Nada en este estatuto cambia los patrones de elegibilidad de alguna forma de ayuda financiera para el estudiante.

F. Nada en los estatutos autoriza el reembolso de matrícula a no residentes que pagaron antes del primero de enero de 2002.

REQUERIMIENTOS DE ADMISION PARA ESTUDIANTES NUEVOS

Se requieren los siguientes pasos para todos los estudiantes que planean inscribirse en el Skyline College que están buscando un grado o un certificado vocacional del colegio, que están intentando transferirse a un college o universidad de cuatro años, o que están indecisos acerca de su meta educacional.

Exámenes de Ubicación

Los exámenes de ubicación son designados para medir habilidades en la lectura, Inglés y matemáticas. Los resultados de los exámenes, junto con otros criterios, se usan para determinar cursos de matemáticas e Inglés apropiados que el estudiante debe tomar. Los exámenes de ubicación en Inglés o Inglés para Personas de Otra Lengua (ESOL) y matemáticas se le dan a todos los estudiantes nuevos que se inscriben. Los exámenes de ubicación son requeridos para inscribirse en cualquier curso de Inglés, Inglés para Personas de Otra Lengua, y/o matemáticas y cualquier curso que tenga Inglés o matemáticas como pre-requisito. Los exámenes de ubicación se recomiendan también para estudiantes que buscan obtener un grado asociado y cursos a nivel universitario.

Ciertos estudiantes pueden haber completado este requerimiento de matriculación:

1. Los estudiantes que ya han tomado el examen de ubicación en el Skyline College, College de San Mateo o Cañada College en los últimos dos años y los resultados están disponibles.
2. Los estudiantes que han tomado el examen de ubicación en los últimos dos años en otro Community College de California y han tenido un consejero que revisó esta información de ubicación.
3. Los estudiantes que han completado cursos en Inglés o matemáticas con un grado "C" o superior y han tenido un consejero que revisó sus calificaciones.
4. Los estudiantes que han completado el Examen Avanzado de Ubicación del Consejo de Colegios ((AP)) en la Lengua Inglesa o Literatura Inglesa con un grado 3, 4 ó 5 o el Examen de Ubicación en Matemáticas de la Junta del Consejo de Colegios, con un grado 3, 4 ó 5.

Para más información sobre exámenes de ubicación, llame la Oficina de Exámenes (Assessment Office) al número (650) 738-4164.

Nota: Cualquier estudiante que necesite ayuda para tomar el examen de ubicación a causa de limitaciones físicas, auditivas, visuales o de aprendizaje, debe llamar al Programa de Estudiantes con Impedimentos y Servicios al (650) 738-4280 por lo menos una semana antes de la fecha del examen, para hacer arreglos apropiados.

Orientación

El propósito de la orientación es proveer información esencial acerca de los procedimientos de registro, las políticas del college, los servicios a los estudiantes, las expectativas académicas y la información acerca de cómo alcanzar los objetivos educacionales. Los estudiantes pueden escoger completar el programa de orientación en persona o por el Internet. Para mayor información acerca de los Programas de Orientación, vea el Horario de Clases o llame a la Oficina de Consejería al (650) 738-4317.

Selección de Clases/Consejería

Los estudiantes que han completado el Examen de Ubicación y el Programa de Orientación recibirán asistencia de un consejero para revisar los resultados de la evaluación, explorar los objetivos educacionales y seleccionar los cursos apropiados. A través del proceso de consejería, los estudiantes aprenderán acerca de los prerrequisitos de los cursos y acerca de los cursos que se requieren

para un certificado, un grado, para transferirse, o para cumplir con los objetivos de la carrera. Se les enseñará a los estudiantes cómo usar el Horario de Clases y el Catálogo del Colegio para planear los cursos. Las citas para Consejería se pueden hacer en el Centro de Servicios de Estudiantes Una-Parada, Edificio 2, o llamando al (650) 738-4317.

LIMITACIONES EN EL NUMERO DE UNIDADES

La combinación de horas de trabajo y horas de clases deben ser consideradas cuidadosamente cuando se complete el Plan Educacional del Estudiante. Ningún estudiante puede tomar más de 19 unidades en cada uno de los semestres de otoño y primavera o 10 unidades en la sesión de verano sin la aprobación especial de un consejero y el Decano de Consejería. Esta limitación de unidades incluye todos los cursos del día, de la noche, del programa de fin de semana, o de cualquier otro college o universidad.

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

La condición de la matriculación se define de la siguiente manera:

Tiempo-completo=12+ unidades; tres cuartos de tiempo =9-11 unidades; medio tiempo =6-8 unidades; y menos de medio-tiempo =.5-5.5 unidades.

PLAN EDUCACIONAL

Los estudiantes que se matriculan en el Skyline College deben planear con anticipación un programa de estudios que llene sus objetivos educacionales consultando a un consejero temprano en el proceso educacional para desarrollar un Plan Educacional del Estudiante individual (Student Educational Program). El objetivo puede ser el de transferirse a un colegio de la comunidad o universidad de cuatro años. Dependiendo del programa que se siga, los estudiantes que se transfieren, también pueden recibir un grado asociado en artes (Associate in Arts) o en ciencias (Associate in Science) del Skyline College. Los estudiantes pueden calificar para entrar a un campo ocupacional después de completar un Certificado o Asociado en Artes o Ciencias.

Si en el proceso de inscribirse en el Skyline College, los estudiantes encuentran conveniente cambiar su programa de estudios, deben consultar un consejero. Los estudiantes deben estar conscientes de que cualquier cambio puede resultar en tiempo adicional necesario para satisfacer todos los requisitos del nuevo programa. Los estudiantes tienen la última responsabilidad al planear sus programas.

CAMBIOS EN EL PROGRAMA/RETIRO

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

ASISTENCIA AL PRIMER DIA DE CLASE

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

CALIFICACIONES ESCOLARES

Las calificaciones escolares oficiales que resuman el registro completo de clases que un estudiante ha tomado en Cañada College, College de San Mateo, y Skyline College se mandarán directamente a colegios, empleadores y otras agencias si es requerido por escrito por el estudiante. Las calificaciones escolares de secundaria y otras instituciones educativas no serán enviadas. No hay cobro por las dos primeras calificaciones requeridas. Hay un cargo de US\$5 por cada calificación adicional requerida. Un Servicio Expreso, generalmente dentro de veinticuatro horas o menos, puede estar disponible por \$10 adicionales por calificación. Contacte el Departamento de Calificaciones en la Oficina de Admisiones y Archivos para información adicional.

GASTOS ADICIONALES

Los estudiantes deben comprar sus propios libros de texto y material escolar. Se ahorra considerablemente si se compran libros usados en la Librería de Skyline College. Para el costo aproximado de los libros, contacte la Librería al (650)738-4211 o visite la librería en el Internet en www.smccd.net/skylinebookstore.

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

1. CONTABILIDAD, ARTE, NEGOCIOS, APLICACION DE COMPUTADORAS Y TECNOLOGIA DE OFICINAS, CIENCIAS DE LA COMPUTACION, DESARROLLO DE HABILIDADES, MATEMATICAS – de US\$3 a US\$25 de gastos de material se requieren para ciertos cursos.

2. TECNOLOGIA AUTOMOTORA- Aproximadamente US\$1,300 de costo para el primer semestre con US\$900 más para el resto de los semestres.
3. COSMETOLOGIA – Aproximadamente US\$1,200 a lo largo de todo el programa para uniformes y equipo.
4. EMT, TERAPIA RESPIRATORIA, TECNOLOGIA QUIRURGICA- 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.

POLITICA DE REEMBOLSO DE MATRICULA

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

12. Cursos de Unidad Variable. No habrá reembolso o crédito de los gastos de matrícula o matrícula de estudiantes no-residentes/ internacionales a estudiantes inscritos en cursos de unidad variable que ganen menos unidades o créditos que el número por el cual ellos originalmente se registraron. Los estudiantes que ganen unidades adicionales se les cobrará en conformidad.
13. Las excepciones a la política de reembolso pueden ser autorizadas pidiéndolas al Comité de Revisión de Normas Académicas y Políticas en casos de únicas y extraordinarias circunstancias más allá del control del estudiante.

NOTAS Y PROMEDIOS

Hay dos sistemas de notas en el Skyline College:

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

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

2. **Crédito/No Crédito:** Cada division del college puede designar cursos en los que un estudiante es evaluado en base a Crédito/No Crédito. Estos cursos serán identificados en la sección de Anuncios de Cursos de este catálogo y usaran los siguientes símbolos evaluativos:

Símbolo	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 letra o "Crédito/No Crédito".

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

Los estudiantes que optan por "Crédito/No Crédito" deben someter el 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 la División del Decano, en consulta con miembros apropiados del profesorado de la división. Un máximo de 12 unidades hacia el Grado Asociado o 6 unidades hacia la obtención de un certificado pueden ser aplicadas de cursos en los cuales el estudiante haya elegido la opción "Crédito/No Crédito".

Las facultades de cuatro años y universidades varían grandemente en el número de cursos que aceptan unidades de "Crédito/No Crédito". Los estudiantes deben consultar el catálogo del colegio al cual se pueden transferir en lo que se refiere a estas regulaciones.

Símbolos no Evaluativos

1. **I – Incompleto:** Este símbolo es para ser usado en caso de trabajo académico incompleto por razones imprevisibles, de emergencia y razones justificables. Las condiciones para remover "Incompleto" deben ser fijadas por el profesor/a por escrito en archivo donde esté indicado el grado a ser asignado si este se removiera. El estudiante recibirá una copia de este "Incompleto", y una copia se archivará con el Decano/a de la Oficina de Admisión y Archivos.

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

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

2. **IP – En Curso:** Este símbolo es para ser usado en el registro permanente del estudiante para confirmar su matriculación y para indicar que la clase se extiende por más tiempo de lo normal. Esto indica que el trabajo está "en curso" y que la asignatura de unidad de crédito y grado se le otorgará cuando el curso esté completo.

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

3. **RD – 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 lo más pronto posible.

El "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 dividiendo el número de puntos acumulados por el número total de unidades gradadas con letras (ver "Política de Patrones Académicos").

Al calcular el promedio de un estudiante para su grado, los grados obtenidos de manera Crédito/No Crédito no serán incluidos.

HONORES ACADEMICOS

Una lista del Decano de estudiantes que han conseguido honores académicos se publica al final de cada semestre. La lista contiene todos los nombres de estudiantes que han completado 12 unidades o más de cursos gradados con letras, durante el semestre en Cañada College, College de San Mateo y Skyline College con un promedio de 3.3 o superior.

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

Promedio	Reconocimiento
3.3	Honores
3.4	Altos Honores
4.0	Los Mas Altos Honores

REPORTES DE NOTAS FINALES

Cada estudiante es responsable de su propio progreso académico. Los reportes de notas finales no son enviados a los estudiantes pero están disponibles y se pueden ver en WebSMART. Se requieren todos los pagos para tener acceso a las notas. La disponibilidad de las notas finales para semestres específicos está publicada en el actual Horario de Clases. Las notas Finales están disponibles en www.skylinecollege.edu. Vaya a "Web Services for Students" "Servicios de la Red INTERNET para Estudiantes".

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 acumulativo de 2.0 (C), el puntaje mínimo requerido para graduación o transferencia. Un promedio de menos de 2.0 es considerado deficiente.

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

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

Además de los siguientes patrones académicos, los requisitos de elegibilidad para programas especiales de apoyo financiero, atletismo, Beneficios Educativos para Veteranos (ver "Veteranos y sus Dependientes" en el Catálogo), se pueden diferir. Los estudiantes deben consultar con la oficina específica para requisitos de elegibilidad en programas que se le apliquen.

PERIODO DE PRUEBA

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

1. **Período de Prueba Académica basado en el promedio:** Un estudiante que ha intentado tomar al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica si ha acumulado un promedio por debajo de 2.0 (C).

2. **Período de prueba académica basado en el fracaso para mantener un progreso satisfactorio:** Un estudiante que se ha inscrito en un total de al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica cuando el porcentaje de todas las unidades por cuyas entradas de W, I y NC que se han registrado alcanzan o exceden el 50%. (Ver el Calendario para la fecha límite de retirarse).

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

Un estudiante en período de prueba, puede pedir al Comité de Patrones Académicos y Revisión de Políticas, en conformidad con los procedimientos del College, ser removido del período de prueba, si su condición fue el resultado de circunstancias inusuales más allá del control del estudiante.

ELIMINACION DEL PERIODO DE PRUEBA

A un estudiante en período de prueba académica en base a su promedio, se le remueve el periodo de prueba cuando su puntaje acumulativo es de 2.0 (C) o mas alto.

Un estudiante en período de prueba académica en base al fracaso de mantener un progreso satisfactorio, se remueve del período de prueba cuando el porcentaje de unidades en esta categoría ya no es 50 por ciento o mas.

REGLAMENTOS DE EXPULSION

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

- A. El promedio acumulativo del estudiante es menor de 1.75 en todas las unidades tomadas.
- B. El total de unidades acumuladas en las cuales el estudiante se ha inscrito, cuyas calificaciones de W, I, y NC se han registrado o exceden el 50 por ciento.

Normalmente, un estudiante expulsado debe permanecer fuera de las clases de día o de noche por un semestre antes de pedirle reintegración al Comité de Patrones Académicos y Revisión de Políticas.

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

POLITICA DE REANUDACION ACADEMICA

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

1. Deben haber transcurrido más de tres años desde que se completó el curso que va a ser mitigado.
2. Un estudiante que busca mitigación debe haber completado:

Unidades	Promedio
9	3.5
15	3.0
21	2.5
24	2.0

desde que el curso que será mitigado se completó.

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

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

Cuando un curso académico es mitigado de calcularse en el promedio, las calificaciones académicas permanentes del estudiante serán anotados apropiadamente de manera que se asegure que todas las entradas son legibles proveyendo una historia académica cierta y completa. Aunque el curso ha sido mitigado de calcularse para el promedio, los cursos y las calificaciones verdaderos permanecerán en las calificaciones finales.

REPETICION DE CURSOS

A. REPETIR POR CREDITO

El Consejo de Administración de los Community Colleges del Distrito, del Condado de San Mateo ha adoptado una política (Reglas y Regulaciones Distritales, Sección 6.12) la cual le permite a un estudiante repetir ciertos cursos por crédito por un máximo de tres veces (un total de cuatro inscripciones en la clase). Estos cursos requieren incrementos en los niveles de desarrollo del estudiante o proveer un contenido de clases significativamente diferente cada subsiguiente semestre. Tales cursos serán designados como “se pueden repetir por crédito” en la descripción del curso. Los cursos que no están designados así no se pueden repetir bajo esta política.

A un estudiante se le permitirá que repita los cursos indefinidamente donde lo necesite, para reunir los requisitos de entrenamiento legalmente obligatorios como condición para continuar empleo pagado o voluntario. La calificación recibida cada vez debe ser incluida para efectos de calcular el promedio del estudiante. Los estudiantes que deseen repetir cursos deben presentar la documentación de que la repetición del curso es necesaria para completar los requisitos de entrenamientos legalmente obligatorios

Más información sobre esta política, está disponible en la Oficina de Admisiones y Archivos.

B. ALIVIO DE GRADOS

Un estudiante que ha recibido un grado por debajo del promedio de D, F o NC en un curso de crédito tomado en el Cañada College, el College de San Mateo, y/o el Skyline College puede repetir el curso para efectos de alivio de grados. Normalmente, un estudiante puede repetir un curso de crédito solo una vez. Bajo circunstancias inusuales, un estudiante puede pedir permiso al Decano de Servicios de Matriculación para repetir un curso más de una vez.

Una vez que el curso repetido se ha completado satisfactoriamente, solo la calificación obtenida en el curso repetido se usará en el cálculo del promedio. En ningún caso el valor de la unidad del curso repetido se contara más de una vez. Las calificaciones académicas permanentes del estudiante se anotarán para asegurar que todas las entradas son legibles y que se mantiene una historia académica cierta y completa. Aunque el curso ha sido aliviado de calcularse para el promedio, los cursos y las calificaciones verdaderos permanecerán en las calificaciones finales.

Hasta donde sea posible, la preferencia para inscripción en un curso de crédito se le dará a los estudiantes que no han tomado el curso previamente. Las excepciones a esta política pueden ser hechas por el Decano de Servicios de Matriculación. La repetición de un curso que envuelva trabajo completado en una institución que no es del Distrito puede ser aceptada con una aplicación de la Oficina de Admisiones y Archivos.

C. CIRCUNSTANCIAS ESPECIALES

Bajo circunstancias especiales justificadas educacionalmente, puede ser permitida la repetición de cursos de créditos diferentes a esos por cuyo trabajo por debajo del nivel se ha registrado. El estudiante debe obtener permiso previo del Decano de Servicios de Matriculación antes de que tal repetición de curso sea autorizada. Los cursos repetidos bajo esta estipulación estarán sujetos a los mismos términos y condiciones especificados en “Alivio de Grados”, sección B arriba. Los grados ganados por cursos repetidos bajo esta estipulación, no serán considerados para calcular el promedio del estudiante, y en ningún caso el valor de la unidad del curso repetido será contado más de una vez.

CREDITO POR MEDIO DE EXAMENES (CBE)

A un estudiante actualmente matriculado y con buen rendimiento se le puede permitir obtener crédito por cursos si ellos están especialmente calificados a través de entrenamientos o instrucción previos y pueden demostrar tales calificaciones completando exitosamente un examen aprobado por la facultad de la division apropiada. El crédito no se permitirá para un curso por el cual el crédito ha sido previamente otorgado en un curso mas avanzado en la misma secuencia. El Crédito por medio de Exámenes no puede ser usado para mejorar un grado que ya se ha recibido por un curso. Un máximo de 12 unidades hacia un grado de asociado o 6 unidades hacia un certificado pueden ser otorgadas por crédito ganado a través del Crédito por medio de Exámenes. Las calificaciones académicas del estudiante serán claramente anotadas para reflejar que el crédito se ganó por medio de exámenes. Un estudiante puede completar los procedimientos de un curso a través de Crédito por medio de Exámenes solamente una vez.

Un estudiante que aspire a la opción del Crédito por medio de Exámenes debe obtener una forma de Crédito por medio de Exámenes en la Oficina de Admisiones y Archivos. La Oficina de Admisiones y Archivos aprueba la elegibilidad. El estudiante debe entonces someter la forma aprobada a la division que ofrece el curso. Si el curso está disponible usando la opción del Crédito por medio de Exámenes, un miembro de la facultad hará los arreglos para que el(los) examen(es) sean administrados y gradados. Los créditos ganados en Skyline a través de Crédito por medio de Exámenes no pueden ser usados para llenar los requisitos de la cantidad de unidades para efectos de matriculación, o para programas tales como ayuda financiera, elegibilidad en atletismo, beneficios para veteranos, o para requerimientos de residencia para la graduación. El Crédito por medio de Exámenes será usado para el cálculo del promedio del estudiante y para determinar la asignación de becas.

REGLAMENTOS DE ASISTENCIA

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

Cuando las ausencias repetidas ponen en duda la probabilidad del éxito del estudiante, el profesor puede sacar a ese estudiante del curso.

Ausencia significa no-asistencia por cualquier motivo. Es prerrogativa del profesor determinar cuando las ausencias son excesivas. Una guía usada por muchos profesores para determinar cuando las ausencias se consideran excesivas, es cuando el estudiante ha estado ausente dos veces el número de horas completas que tiene esa clase durante una semana, o un valor prorrateado designado que está relacionado con cursos mas cortos que el largo del semestre, o con programas prácticos intensivos. Esto es estrictamente una guía y variará con cada profesor dependiendo del

tema de la materia del curso o laboratorio. El profesor solamente sacará al estudiante del curso si las ausencias, en su opinión, han puesto el éxito del estudiante en peligro.

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

AUSENCIA TEMPORAL

Los estudiantes que estarán ausentes por más de una semana deberían notificar a sus profesores.

AUSENCIA PROLONGADA/ AUSENCIA PERMANENTE DEL COLEGIO

La Política del Colegio permite el otorgamiento de ausencias a estudiantes que encuentran necesario salirse de todos los cursos por razones que envuelven circunstancias extenuantes. Para propósitos de esta política, solamente casos de un accidente verificado, una enfermedad u otra circunstancia extraordinaria, mas allá del control del estudiante, serán considerados.

1. Una solicitud para una Ausencia Oficial puede llenarse en cualquier momento durante el semestre. Las circunstancias que garantizan la ausencia deben ser verificadas y/o documentadas, donde se aplique.
2. Después que el 75% del semestre ha pasado, todas las solicitudes para una Ausencia Oficial, junto con todos los documentos que la soportan, deben ser revisadas por el Comité de Regulaciones Académicas y Políticas para determinar su elegibilidad. Los estudiantes serán notificados dentro de siete días de la decisión del Comité.
3. Los estudiantes que han completado un curso corto o han completado unidades en un curso de unidad variable antes de la fecha efectiva de la Ausencia se les otorgarán esas unidades y serán responsables por los cargos que se le apliquen.
4. Los cursos por los cuales el estudiante recibe un "W" como resultado de recibir una Ausencia Oficial no se incluirán en el cálculo del progreso académico.

Las peticiones para una Ausencia Oficial no están garantizadas automáticamente y deben ser registradas, junto con la documentación que la apoya, para evitar la posibilidad de recibir penalidad en las calificaciones.

NORMAS SOBRE ACOSO SEXUAL

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

Los estudiantes o el personal que deseen más información en relación a esta política o que estén reclamando agravio de supuestas violaciones de esta política deberían contactar al Vice Presidente de Asuntos Estudiantiles, Edificio 1, Cuarto 1315, (650)738-4333.

En suma a, y concurrentemente con el registro o el agravio por escrito, un estudiante tiene derecho a registrar una queja o cargos con otra agencia del gobierno apropiada tales como la Comisión de Oportunidades de Igual Empleo, la Oficina de Derechos Civiles, el Departamento de Empleo Justo y Vivienda, la Oficina del Rector de los Community Colleges de California, el Estado o la Corte Federal.

PROGRAMA PARA ESTUDIANTES CON IMPEDIMENTOS

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

Programa de Aprendizaje de Habilidades Diferenciales

El Programa de Aprendizaje de Habilidades Diferenciales (DSKL) ofrece servicios a estudiantes con impedimentos sospechosos y documentados de aprendizaje/impedimentos relacionados al aprendizaje. Los servicios incluyen, pero no están limitados a, revisión de la evaluación y la documentación, asistencia con vivienda, desarrollo de la capacidad de abogar, revisión de los estilos de aprendizaje y las estrategias de estudio relacionadas, y servicios de tutoría. Para mayor información, pase por la Oficina de Aprendizaje de Habilidades, localizada en el Centro de Recursos de Aprendizaje, Edificio 5, Cuarto 5104, o llame al (650) 738-4125.

Programa sobre Capacidad para Trabajar III

El Cometido del Programa de Capacidad para Trabajar III es asistir personas con impedimentos a obtener y retener empleo competitivo. WAI es un programa cooperativo entre el Skyline College y el Departamento de Rehabilitación de California (DOR). WAIII sirve a las personas con impedimentos que son clientes de DOR. Para mas información y elegibilidad para el programa, contacte la oficina del programa WAI en el Centro de Servicios para Estudiantes, Edificio 2, Cuarto 2210, o llame al (650) 738-4467.

El Skyline College y esos programas están comprometidos a proveer servicios que realcen la experiencia educacional de la población de estudiantes con impedimentos. Para una descripción más detallada de Programa para Estudiantes con Impedimentos, pase por la Oficina de Programas y Servicios, Edificio 2, Cuarto 2208. El número de teléfono es (650) 738-4280; TDD (650) 738-4329.

PROGRAMAS Y SERVICIOS DE ASISTENCIA ESPECIALES (EOPS)

El Programa de Amplia Oportunidad y Servicios (EOPS) está diseñado para aumentar el acceso, la retención y finalización de los objetivos educacionales por estudiantes que son de bajos ingresos y están en desventaja educacional. Los estudiantes de EOPS tienen el potencial de tener éxito en el colegio, pero no han sido capaces de darse cuenta de su potencial por barreras económicas y/o educacionales.

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

EOPS esta comprometido a ayudar a los estudiantes a tener acceso a los recursos necesarios para tener éxito en el recinto y trabajar cooperativamente con otros programas y servicios que hay en el recinto cuyos objetivos están acrecentando el logro escolar y la excelencia académica. EOPS además patrocina actividades y talleres que proveen enriquecimiento cultural y promueve el crecimiento personal.

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

AYUDA FINANCIERA

El Skyline College está dedicado al concepto de que a ningún individuo se le debería negar de una educación solamente por razones financieras. El propósito de la ayuda financiera es de proveer acceso y recursos a esos estudiantes que necesitan asistencia financiera para cumplir con los costos básicos de ir al college. Todos los estudiantes que aplican para ser admitidos en el college están estimulados a aplicar por ayuda financiera.

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

- Ser ciudadano americano o un no-ciudadano elegible (residente permanente, residente extranjero, refugiado, asilado). **NOTA:** El Consejo de Postergar del Gobernador puede tener menos requerimientos restrictivos de residencia para ciudadanos no-americanos.
- Estar inscrito o elegible para inscribirse en el Skyline College
- Haber completado el proceso de matriculación del Skyline College. Estar inscrito en una carrera o un programa con certificado o un programa elegible para transferir. Programas cortos con certificado pueden no calificar para ayuda federal.
- Reunir los requerimientos de Ayuda Financiera y progreso académico; estos requerimientos no son los mismos requerimientos que el progreso académico del college.
- Tener necesidad financiera.
- No estar en falta con el préstamo Federal para estudiantes o deber un repago en una subvención federal.
- Tener un diploma de Secundaria, un GED (General Equivalency Diploma o Diploma de Equivalencia General), o un certificado de haber terminado, o pasar un examen de evaluación para determinar una capacidad para beneficiarse.
- Los estudiantes masculinos se deben registrar con Servicio Selectivo a menos que no se les requiera registrarse.
- No debe haber sido convicto de posesión o venta de drogas.

Más información acerca de todos los programas y tipos de recursos disponibles se puede encontrar en el Manual de Ayuda Financiera del Estudiante en www.skylinecollege.edu bajo Ayuda Financiera.

PARA APLICAR PARA AYUDA FINANCIERA:

La mayoría de los recursos mencionados requieren que un estudiante complete e introduzca la Aplicación Gratis de Ayuda Federal para Estudiantes (FAFSA), ya sea completando una aplicación en papel o una aplicación electrónica disponible en www.fafsa.ed.gov. Algunas formas adicionales del college se deben completar para proveer información requerida antes de que la ayuda financiera sea concedida. Las aplicaciones pueden ser introducidas en cualquier momento durante el año académico. Las únicas fechas para aplicar los programas de Subvenciones de California son el 2 de Marzo o el 2 de Septiembre (para estudiantes de los community colleges solamente) antes del siguiente año

académico. Las aplicaciones para Becas no requieren que se complete el FAFSA. Las aplicaciones para Becas del Skyline College se distribuyen en la primavera de cada año. La fecha límite para las aplicaciones es generalmente a finales de Febrero. Los estudiantes deben revisar regularmente el tablero de anuncios para Becas afuera de la Oficina de Ayuda Financiera para anuncios sobre becas.

PREMIOS Y DESEMBOLSO DE AYUDA FINANCIERA:

Cuando se completa un archivo de ayuda financiera, el archivo será revisado dentro de tres semanas a partir del recibo de todos los documentos requeridos. Los estudiantes serán notificados de su elegibilidad para ayuda financiera y la cantidad de fondos que estarán disponibles en una carta enviada por la Oficina de Ayuda Financiera. Los estudiantes nuevos deben atender una Orientación para Ayuda Financiera antes de recibir los fondos. Para los estudiantes que continúan, los cheques se les enviarán por correo aproximadamente dos semanas después de la notificación de una asignación. Los estudiantes que busquen y obtengan empleo en el recinto del colegio deben trabajar para ganar los fondos provistos y serán pagados mensualmente. Los estudiantes que deseen un préstamo deben completar papeles adicionales para aplicar por el préstamo.

REGRESO DE FONDOS FEDERALES CUANDO EL ESTUDIANTE SE RETIRA:

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

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

Se les cobrará a los estudiantes por cualquier financiamiento que se requiera que pague. La asignación debe ser pagada inmediatamente o el estudiante puede ser reportado al Departamento de Educación de los Estados Unidos por un sobrepago de una asignación.

Para información más detallada acerca de Ayuda Financiera, los estudiantes deben visitar la Oficina de Ayuda Financiera en el Edificio 2, Centro de Servicios al Estudiante, visite la página de Internet del Skyline College, o llame al (65 738-4236).

VETERANOS Y DEPENDIENTES DE VETERANOS

El Skyline College está listado con la Administración de Veteranos y está calificado para recibir estudiantes en muchos de sus programas. Los estudiantes interesados en asistir a Skyline bajo el programa de veteranos deben contactar al Asistente de Asuntos de los Veteranos en la Oficina de Admisiones y Archivos para iniciar sus derechos para beneficios de educación. El monto de beneficios recibido por cada veterano variará de acuerdo a la siguiente escala de unidades tomadas:

12 unidades – beneficios completos

9 unidades – tres cuartos de beneficios

6 unidades – la mitad de los beneficios

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

Los Veteranos pueden además recibir crédito colegial al presentar sus documentos (DD214) indicando que han salido del servicio militar honorablemente y sirvieron activamente por un año o más. Los veteranos que llenen los requisitos pueden recibir un total de 6 unidades de crédito y pueden calificar para hasta 14 unidades adicionales si han completado ciertos entrenamientos especiales ofrecidos por las Fuerzas Armadas. Dicha prueba debe ser presentada en la oficina de Admisión y Archivos, en donde será evaluada, y cualquier crédito ganado se pondrá en el expediente del estudiante. Estas unidades no se pueden contar hacia las unidades requeridas para recibir los beneficios.

Los estudiantes en el programa de seis meses de Entrenamiento para Reservistas, no califican para recibir este crédito. Esto está de acuerdo con la recomendación del Concilio Americano de Educación del mes de Septiembre de 1968.

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

CENTRO DE ENSEÑANZA (TLC)

El Centro de Enseñanza provee ayuda académica para todos los programas y niveles a través de laboratorios instruccionales, cursos, talleres, y tutoría individual y en pequeños grupos. Los cursos de aprendizaje y habilidades proveen ayuda para el éxito académico a todos los niveles. La asistencia intensiva se provee para todos los estudiantes nuevos que toman cursos de lectura, escritura, ESOL, y matemáticas. El TLC tiene 100 computadores para el uso de los estudiantes; los estudiantes deben cumplir con las políticas del Skyline para el uso de computadores mientras trabajan en TLC. Todos los estudiantes pueden ir a academic.com, un programa instruccional interactivo asistido por computador.

El LC está localizado en el primer piso del Edificio 5, Biblioteca/Recursos de Aprendizaje. Para información general, llame al (650) 738-4144 o visite nuestra página de Internet www.smccd.net/accounts/skytlic/index.htm.

El Laboratorio de Escritura y Lectura (WRL) ofrece a los estudiantes asistencia a cualquier curso del Skyline con visitas informales con tareas de lectura y escritura. Para los estudiantes que quieren asistir en más de una visita ocasional, el WRL ofrece tres cursos: Ingles 650 (Un Suplemento de Ingles para Estudiantes de TRIO), Ingles 665 (Suplemento de Ingles para Estudiantes No-Nativos), e Ingles 853 (Composición Asistida por el Computador). Los estudiantes se pueden inscribir en esos cursos en cualquier momento hasta dos semanas antes del final del semestre para ayuda extra con tareas de lectura y escritura. Estos cursos ofrecen tutoría en entrada libre, auto regulada, formato de unidad variable (0.5-3.0 unidades). El WRL además ofrece tutoría en el Internet, un orden de materiales auto regulados para permitir al estudiante reforzar sus habilidades en relación a la escritura, y una serie de talleres de lectura y escritura enseñadas por los profesores del Skyline.

El Programa de Asistencia en Matemáticas (MAP) ofrece tutoría informal para ayudar a los estudiantes a mejorar sus habilidades y confianza en matemáticas a cualquier nivel, desde aritmética básica hasta Cálculo. El MAP además ofrece tres cursos: Matemáticas 111 (Álgebra Elemental I), Matemáticas 112 (Álgebra Elemental II), y Matemáticas 650 (Suplemento para Matemáticas); el MAP además ofrece una sección intensiva de Matemáticas 650 para los estudiantes de TRIO. Además, el MAP ofrece talleres que enseñan los profesores del Skyline en una variedad de tópicos relacionados con matemáticas.

Laboratorio de Computación: Computadoras Personales y Macintosh están disponibles para trabajar en cualquier tarea académica. El laboratorio de computación también ofrece asistencia con tutoría informal en habilidades académicas de computación básicas con horario libre. Además, el Centro de Aprendizaje le permite a los estudiantes tener acceso a la instrucción asistida en una variedad de temas académicos.

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

TRIO/STAARS (Servicios de Transferencia de Estudiantes, Logro Académico y Retención) provee soporte académico y de consejería intensivos para estudiantes que llenen los criterios del programa (bajo ingreso, primera generación, o tener un impedimento, ya sea físico o de aprendizaje). La misión del programa de STAARS es ayudar a los estudiantes a llenar sus objetivos educacionales a través del éxito académico, graduación, y transferencia. Para aplicar, por favor llene una aplicación en el Centro de Aprendizaje o a través del Internet en www.smccd.net/accounts/skytlic/index.htm.

PUENTE

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

Los cursos del Programa Puente comienzan en el semestre de otoño y se reanudan en el Semestre de Primavera. En el otoño, se le aconseja fuertemente a los estudiantes de Puente matricularse simultáneamente en Ingles 846 AP (Combinación de Lectura y Escritura) y Carrera 650 AP (Seminario sobre Puente), desde que su currículum está relacionado. En la primavera, los estudiantes continuarán con Ingles 100 AP (Composición)

Para más información, por favor contacte la Coordinadora del Programa Puente Jacqueline Escobar al (650) 738-4305, Edificio 2, Cuarto 2230B.

LA MUJER EN TRANCISION (WIT)

El Programa para la Mujer en Transición (WIT) está designado para ayudar a la mujer a hacer la transición de nuevo al ambiente académico. Si usted es una estudiante que regresa y tiene unos pocos cursos, una estudiante del colegio de primera generación, o tratando de ser autosuficiente y aprender nuevas habilidades, el Programa WIT le puede asistir. Nuestro objetivo es estimular a las mujeres a expandir sus horizontes y alcanzar sus objetivos intelectuales, profesionales y personales. Es nuestra filosofía que primordial para el éxito de la estudiante, es un apoyo académico global y un sistema de ayuda social que se extienda desde la pre-orientación hasta la graduación. Al final, el Programa WIT combina los rigores de un programa académico con una red de apoyo integrada que ayuda a las mujeres a persistir y triunfar. Esto incluye tutoría para la pre-matriculación, cursos para planear la carrera y la vida, seminario sobre la Mujer en Transición, y cursos esenciales WIT en Ingles y Matemáticas, además de la información sobre trabajo de clase transferible y colocación en trabajos. Para más información por favor contacte a Rosemary Bell, la Coordinadora de WIT al (650) 738-4213 o por correo electrónico a bellro@smccd.net. Visite nuestra página de Internet www.smccd.net/accounts/skyline/ss-ca/wit/witwel.html.

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PART 5 DIVIDER

58 ASSOCIATE DEGREE REQUIREMENTS

ASSOCIATE IN ARTS DEGREE ASSOCIATE IN SCIENCE DEGREE

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

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

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

Graduation from Skyline College with the Associate in Arts or Associate in Science degree requires the completion of at least 60 units, including requirements A through F 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 must be completed 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 both an AA and an AS degree from Skyline College. A student may not earn more than one AA and one AS degree. A student who has earned or is applying for an AA or an AS degree may apply for more than one major under that degree. Each major will be posted to the student's academic record. Any course used to meet prescribed graduation or general education requirements may count toward more than one degree; however, a course may not be used more than once to meet major course requirements. An additional major would require alternate/additional courses.

D. BASIC COMPETENCY REQUIREMENTS

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

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

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

c. Satisfactory completion of English 836 (formerly English 800), English/Reading 846, or English for Speakers of Other Languages 400.

3. MATHEMATICS/QUANTITATIVE REASONING

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

E. SPECIFIC AREA REQUIREMENTS

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

a. U.S. History & U.S. Government:

History 108, 201, 202, 235, 244
Political Science 210

b1. State & Local Government:

History 240, 310
Political Science 301

b2. U.S. Government/State & Local Government:

Political Science 200

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

English 100, 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, 203, 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, 203, 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, *836, *846
English for Speakers of Other Languages *400
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
 Counseling 100
 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, *211, *212, *213, *214
 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.)*

62 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.	
Entry Level Biotechnology Manufacturing		•
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.	•
Journalism	A.A.	•
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 Communication	A.A.	
Surgical Technology	A.S.	•
Central Service Technology/ Sterile Processing		•
Telecommunications & Network		
Information Technology	A.S.	•
Network Engineering	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

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

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

ACCOUNTING

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

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

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ACCOUNTING

Required Core Courses	Units
ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting	3
ACTG 194 QuickBooks Pro or	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 172 Business Income Taxes	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree .	1.5
BUS. 100 Introduction to Business	3
BUS. 103 Intro to Business Information Systems	3
BUS. 120 Mathematical Analysis for Business	3
BUS. 123 Statistics	3
BUS. 150 Small Business Management	3
BUS. 201 Business Law	3
BUS. 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 or	
ENGL 165 Critical Thinking & Advanced Compositions or	
PHIL 109 Critical Thinking and Writing	3
ECON 100 Principles of Macroeconomics	3
ECON 102 Principles of Microeconomics	3
SPCH 100 Public Speaking or	
SPCH 120 Interpersonal Communication or	
SPCH 150 Intercultural Communication	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

Required Courses	Units
ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting	3
ACTG 194 QuickBooks Pro or	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 172 Business Income Taxes	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree .	1.5
BUS. 100 Introduction to Business	3
BUS. 103 Intro to Business Information Systems	3
BUS. 120 Mathematical Analysis for Business.	3
BUS. 123 Statistics	3
BUS. 150 Small Business Management.	3
BUS. 201 Business Law	3
BUS. 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 or	
ENGL 165 Critical Thinking & Advanced Compositions or	
PHIL 109 Critical Thinking and Writing	3
ECON 100 Principles of Macroeconomics	3
ECON 102 Principles of Microeconomics	3
SPCH 100 Public Speaking or	
SPCH 120 Interpersonal Communication or	
SPCH 150 Intercultural Communication	3
TOTAL REQUIRED UNITS.	22-22.5

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

ACCOUNTING COMPUTER SPECIALIST CERTIFICATE

Required Courses	Units
ACTG 100 Accounting Procedures	3
ACTG 103 Ten-Key Skills	0.5
ACTG 194 Quick Books Pro or	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

Required Core Courses	Units
ADMJ 100 Intro to Administration of Justice	3
ADMJ 102 Principles & Procedures of Justice	3
ADMJ 104 Concepts of Criminal Law	3

ADMJ 106 Legal Aspects of Evidence.	3
ADMJ 108 Community Relations.	3
ADMJ 110 Police Report Writing.	3

Plus a selection of 9 units from the following:

ADMJ 120 Criminal Investigation.	3
ADMJ 123 Concepts of Enforcement Principles	3
ADMJ 125 Juvenile Procedures.	3
ADMJ 135 Narcotics & Special Investigations	3
ADMJ 180 Criminal Identification	3
ADMJ 205 Judicial Process in California	3
ADMJ 665 Selected Topics in Admin. of Justice.5-2
LEGL 252 Princ. of Civil & Admin. Process	3
TOTAL REQUIRED UNITS IN MAJOR AREA	27

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

ADMINISTRATION OF JUSTICE CERTIFICATE

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

Plus a selection of 9 units from the following:

ADMJ 120 Criminal Investigation.	3
ADMJ 123 Concepts of Enforcement Principles	3
ADMJ 125 Juvenile Procedures.	3
ADMJ 135 Narcotics & Special Investigations	3
ADMJ 180 Criminal Identification	3
ADMJ 205 Judicial Process in California	3
ADMJ 665 Selected Topics in Admin. of Justice5-2
LEGL 252 Principles of Civil & Admin. Process	3
TOTAL REQUIRED UNITS.	27

ALLIED HEALTH

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ALLIED HEALTH SCIENCE

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

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

BIOL 110 Principles of Biology	4
BIOL 130 Human Biology	3
BIOL 215 Organismal Biology: Core I	5
BIOL 230 Intro to Cell Biology: Core II	5
CHEM 220 General Chemistry II	5
FCS 310 Nutrition	3
HSCI 420 EKG Technology	3
HSCI 435 Pharmacy Technician Training	11
HSCI 436 Pharmacy Technician Training – Clinical Externship	1.5
PHYS 210 General Physics I	4
TOTAL REQUIRED UNITS IN MAJOR AREA	20-21

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

PHARMACY TECHNICIAN CERTIFICATE

Required Courses	Units
HSCI 435 Pharmacy Technician Training	11
HSCI 436 Pharmacy Technician Training – Clinical Externship	1.5
TOTAL REQUIRED UNITS	12.5

ART

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ART

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

AUTOMOTIVE TECHNOLOGY

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

Students can pursue a certificate or degree in Automotive Technology or a specialty degree or certificate in Japanese Automotive Technology. A strong partnership with Toyota Motor Sales, U.S.A., Inc. provides many opportunities for students enrolled in these programs. The College also provides numerous classes to update the knowledge and skills of practicing technicians.

ADMISSION PROCEDURES AND REQUIREMENTS

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

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

1. Completed Automotive Technology Program Application.
2. Completed Skyline College application.
3. Documented proof of prior experience. All statements must be substantiated by attached documents of verification (a transcript or letter from employer). Such documentation may come from one or more of the following:
 - a. One semester of AUTO 710 at Skyline College (or equivalent from another community college) with a grade of “B” or better. (Submit a copy of your final grade report with your application or a letter from your instructor.)
 - or**
 - b. One year of high school automotive training with a grade of “B” or better (verified by official transcript). Also, a letter of recommendation from an automotive instructor or Tech Prep Certificate of Credit would be important considerations.
 - or**
 - c. One year of ROP automotive training with a grade of “B” or better or equivalent training. (Certificate and letter from instructor must be submitted with application.)
 - or**
 - d. One year of full-time related work experience with accompanying letter of verification from employer specifying employment dates and duties.

4. All students must meet the math proficiency requirements in one of the following ways:
 - a. Satisfactory completion of the placement test by scoring on the Skyline Placement Test at a pre-algebra level. (Submit a copy of the Math Placement Test results with the application.)
 - or**
 - b. Completion of three units of MATH 811 or MATH 805/806, or equivalent with a grade of "C" or better. (Submit a copy of the college transcript with the application.)
5. All students and must meet the English proficiency requirement by:
 - a. Eligibility for ENGL 836, 100, 105 or ESOL 400 and READ 836 or 420, on the Skyline College English Placement Test or qualifying course work. (Submit a copy of your English Placement Test results or final grade report from your qualifying course work with the application.)
 - or**
 - b. Completion of ENGL 826 with a grade of "C" or better and READ 826 with a grade of "B" or better. (Submit a copy of your final grade report with the application.)
6. Applicants who attended high school in the preceding two years are required to have attained a grade point average of 2.0 or higher during the last two years of high school. (Submit a copy of your high school transcript with the application.)
7. Pre-enrollment interview with the Skyline College Automotive counselor.

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

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN AUTOMOTIVE TECHNOLOGY

Required Core Courses	Units
AUTO 713 Automotive Electricity & Electronics or	15
AUTO 730 Japanese Basic Electrical and	8
AUTO 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

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

Required Core Courses	Units
AUTO 713 Automotive Electricity & Electronics or	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 Service5
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
TOTAL REQUIRED UNITS IN MAJOR AREA	40
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 or	15
AUTO 730 Japanese Basic Electrical and	8
AUTO 728 Toyota Advanced Electrical	7

Plus a selection of 25 units from the following:

AUTO 706 Toyota Engines	6.5
AUTO 707 Toyota Transmissions	8.5
AUTO 725 Toyota Brakes & Chassis	11
AUTO 727 Toyota Air Conditioning	4

AUTO 729 Toyota Engine Performance	14.5
TOTAL REQUIRED UNITS IN MAJOR AREA	40
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

TOYOTA TECHNICAL EDUCATION NETWORK CERTIFICATE PROGRAMS

Toyota Engine and Drive Train Technology

AUTO 706 Toyota Engines	6.5
AUTO 707 Toyota Transmissions	8.5

Toyota Brake, Chassis and Air Conditioning Technology

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

Toyota Electrical Technology

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

Toyota Engine Performance Technology

AUTO 729 Toyota Engine Performance.	14.5
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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

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

ENTRY LEVEL BIOTECHNOLOGY MANUFACTURING CERTIFICATE

Required Course	Units
BIOL 415 Introduction to Biotechnology Manufacturing	7

BUSINESS

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ADMINISTRATIVE ASSISTANT

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

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

Required Core Courses	Units
BUS. 400 Business English	3
BUS. 401 Business Communications	3
CAOT 214 Word Processing I: Word	1
CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I	1.5
SPCH 120 Interpersonal Communication	3

Plus a minimum of 5 units from the following:

ACTG 100 Accounting Procedures	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. 411 Introduction to Technical Communication I	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 404 HTML & Web Authoring Applications II	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA	24

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

ADMINISTRATIVE ASSISTANT CERTIFICATE

Required Courses	Units
BUS. 400 Business English	3
BUS. 401 Business Communications	3
CAOT 214 Word Processing I: Word	1
CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I	1.5
SPCH 120 Interpersonal Communication	3

Plus a minimum of 5 units from the following:

ACTG 100 Accounting Procedures	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. 411 Introduction to Technical Communication I	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 404 HTML & Web Authoring Applications II	1.5
TOTAL REQUIRED UNITS	24

ASSOCIATE IN SCIENCE DEGREE WITH MAJOR IN BUSINESS ADMINISTRATION

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

Required Core 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 or	3
MATH 241 Applied Calculus I or	
MATH 251 Calculus with Analytic Geometry II	5
BUS. 123 Statistics or	3
MATH 200 Probability & Statistics	4
BUS. 201 Business Law	3
ECON 100 Princ. of Macroeconomics	3
ECON 102 Princ. of Microeconomics	3

Plus a minimum of 6 units from the following:

ACTG 172 Business Income Taxes	3
BUS. 101 Human Relations at Work	3
BUS. 111 Crash Course to Success in Online Learning	1
BUS. 150 Small Business Management.	3
BUS. 153 Planning a Business Startup	2-3
BUS. 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
BUS. 411 Introduction to Technical Communication I	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 Public Speaking or	
SPCH 120 Interpersonal Communication or	
SPCH 150 Intercultural Communication	3
TOTAL REQUIRED UNITS IN MAJOR AREA	30-33

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 or	3
MATH 241 Applied Calculus I or	
MATH 251 Calculus with Analytic Geometry II	5
BUS. 123 Statistics or	3
MATH 200 Probability & Statistics	4
BUS. 201 Business Law	3
ECON 100 Princ. of Macroeconomics	3
ECON 102 Princ. of Microeconomics	3

Plus a minimum of 3 units from the following:

ACTG 172 Business Income Taxes	3
BUS. 101 Human Relations at Work	3
BUS. 111 Crash Course to Success in Online Learning	1
BUS. 150 Small Business Management.	3
BUS. 153 Planning a Business Startup	2-3
BUS. 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
BUS. 411 Introduction to Technical Communication I	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 Public Speaking or	
SPCH 120 Interpersonal Communication or	
SPCH 150 Intercultural Communication.	3
TOTAL REQUIRED UNITS	27-30

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 or	
ECON 102 Princ. of Microeconomics	3
BUS. 100 Introduction to Business or	
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
BUS. 411 Introduction to Technical Communication I	3

Group B – Select 3 units from the following:

CAOT 105 Intro to Computers with Windows II	1
CAOT 212 Word Processing I: WordPerfect or	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or	
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 or	
COMP 190 Intro to Programming in C	3
COOP 670 Vocational Co-op Ed	1
TCOM 100 Survey of Telecommunications	3
TOTAL REQUIRED UNITS IN MAJOR AREA	27

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 or	
ECON 102 Princ. of Microeconomics	3
BUS. 100 Introduction to Business or	
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
BUS. 411 Introduction to Technical Communication I	3

Group B – Select 3 units from the following:

CAOT 105 Intro to Computers with Windows II	1
CAOT 212 Word Processing I: WordPerfect or	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or	
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 or	
COMP 190 Intro to Programming in C	3
COOP 670 Vocational Co-op Ed	1
TCOM 100 Survey of Telecommunications	3
TOTAL REQUIRED UNITS	27

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 or	
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. 411 Introduction to Technical Communication I	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 or	
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
TOTAL REQUIRED UNITS IN MAJOR AREA	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

COMPUTER INFORMATION SPECIALIST CERTIFICATE

Required 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 or	
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. 411 Introduction to Technical Communication I	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 or	
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
TOTAL REQUIRED UNITS	18

GENERAL SUPERVISION CERTIFICATE

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

Required Courses	Units
BUS. 100 Intro to Business or	
BUS. 200 Intro to International Business	3
BUS. 101 Human Relations at Work	3
BUS. 103 Intro to Business Information Systems or	3
CAOT 104 Intro to Computers with Windows I	1.5
BUS. 201 Business Law	3
BUS. 401 Business Communications	3
SPCH 150 Intercultural Communication	3

Plus a section of 6 units from the following:

ACTG 100 Accounting Procedures	1.5-3
ACTG 194 Intro to QuickBooks Pro or	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 or	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or	
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 or	1-2
COOP 670 Vocational Cooperative Education	1-2
TOTAL REQUIRED UNITS	22.5-24

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.

Required Core Courses	Units
BUS. 200 Intro to International Business	3
BUS. 210 International Finance	1.5
BUS. 221 Intercultural Business Communication	1.5
BUS. 230 Intro to International Marketing	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

Required Courses	Units
BUS. 200 Intro to International Business	3
BUS. 210 International Finance	1.5
BUS. 221 Intercultural Business Communication	1.5
BUS. 230 Intro to International Marketing	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

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

Plus a selection of 3 units from the following:

BUS. 100 Intro to Business	3
BUS. 101 Human Relations at Work	3
BUS. 103 Business Information Systems	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 111 Crash Course to Success in Online Learning	1
BUS. 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

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

Plus a selection of 3 units from the following:

BUS. 100 Intro to Business	3
BUS. 101 Human Relations at Work	3
BUS. 103 Business Information Systems.	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 111 Crash Course to Success in Online Learning.	1
BUS. 120 Math Analysis for Business	3
BUS. 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

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

Plus a selection of 3 units from the following:

BUS. 100 Intro to Business	3
BUS. 101 Human Relations at Work	3
BUS. 103 Business Information Systems.	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 111 Crash Course to Success in Online Learning.	1
BUS. 120 Math Analysis for Business	3
BUS. 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

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

Required Core Courses	Units
BUS. 401 Business Communications	3
BUS. 443 Law Office Procedures or	
LEGL 443 Law Office Procedures	3
CAOT 212 Word Processing I: WordPerfect or	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or	
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

Required Courses	Units
BUS. 401 Business Communications	3
BUS. 443 Law Office Procedures or	
LEGL 443 Law Office Procedures	3
CAOT 212 Word Processing I: WordPerfect or	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or	
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.

Required Core Courses	Units
BUS. 180 Fundamentals of Marketing.	3
BUS. 187 Marketing Communications	3
SPCH 100 Public Speaking	3

Plus one course from the following:

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

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	2-3
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 or	1-3
COOP 670 Vocational Cooperative Education	1-4
FASH 152 Visual Merchandising	3
R.E. 665 Selected Real Estate Topics	0.5-1.5
TOTAL REQUIRED UNITS IN MAJOR AREA.	21-22
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

MARKETING CERTIFICATE

Required Courses	Units
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 9 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	2-3
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 or	1-3
COOP 670 Vocational Cooperative Education	1-4
FASH 152 Visual Merchandising	3
R.E. 665 Selected Real Estate Topics.	0.5-1.5
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.

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

Required Courses	Units
BIOL 250 Human Anatomy	4
BUS. 485 Medical Terminology	3
BUS. 486 Medical Transcription	4
BUS. 670 Business Work Experience or	
BUS. 487 Medical Transcription Internship	1
CAOT 212 Word Processing I: WordPerfect or	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or	
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, email, and HTML.

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

Required Core Courses	Units
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 or 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. 411 Introduction to Technical Communication I	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 or 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

Required Courses	Units
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 or 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. 411 Introduction to Technical Communication I	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 or 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.

Required Core Courses	Units
BUS. 103 Intro to Business Information Systems	3
BUS. 401 Business Communications	3
CAOT 104 Introduction to Computers with Windows I	1.5
CAOT 201 Integration of MS Office Applications	1
CAOT 214 Word Processing I: Word	1
CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
CAOT 400 Internet I	1.5

CAOT 403 HTML & Web Authoring Applications I 1.5
 CAOT 404 HTML & Web Authoring Applications II 1.5
 Electives from Group A 6
 Electives from Group B 6

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

ACTG 121 Financial Accounting 3
 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
 BUS. 411 Introduction to Technical Communication I 3
 CAOT 301 Maximizing Your Employment Potential. 1

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

CAOT 105 Intro to Computers with Windows II 1
 CAOT 221 Desktop Publishing: Microsoft Publisher. 1.5
 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 IN MAJOR AREA. 34
 Plus General Education and other requirements for the Associate Degree (refer to Associate Degree Requirements).

OFFICE INFORMATION SYSTEMS CERTIFICATE

Required Courses	Units
BUS. 103 Intro to Business Information Systems	3
BUS. 401 Business Communications	3
CAOT 104 Introduction to Computers with Windows I.	1.5
CAOT 201 Integration of MS Office Applications	1
CAOT 214 Word Processing I: Word	1
CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II.	2
CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
Electives from Group A	6
Electives from Group B	6

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

ACTG 121 Financial Accounting 3
 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
 BUS. 411 Introduction to Technical Communication I 3
 CAOT 301 Maximizing Your Employment Potential. 1

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

CAOT 105 Intro to Computers with Windows II 1
 CAOT 221 Desktop Publishing: Microsoft Publisher. 1.5
 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 34

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 **or**
 ENGL 100 Composition **or** 3
 ENGL 105 Intensive Composition 4
 SPCH 120 Interpersonal Communications. 3

Group B – Intermediate Courses

ACTG 100 Accounting Procedures **or**
 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 or	
ENGL 100 Composition or	3
ENGL 105 Intensive Composition	4
SPCH 120 Interpersonal Communications.	3
Group B or Intermediate Courses	
ACTG 100 Accounting Procedures or	
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.

Required Core Courses	Units
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I.	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
CAOT 405 HTML & Web Authoring Applications III.	1
CAOT 408 Digital Audio & Video	2
CAOT 410 Photoshop Basics	1
CAOT 411 Photoshop for the Web.	1
CAOT 412 Flash I	1

Plus a minimum of 7.5 units from the following:

ART 214 Color.	2-3
ART 301 Design.	2-3
ART 376 Digital Imaging I	2
ART 377 Digital Imaging II.	3
BUS. 411 Introduction to Technical Communication I	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 413 Flash II.	1.5
CAOT 415 Website Design and Management	2
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
TOTAL REQUIRED UNITS IN MAJOR AREA	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

WEB DEVELOPER CERTIFICATE

Required Courses	Units
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I.	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
CAOT 405 HTML & Web Authoring Applications III.	1
CAOT 408 Digital Audio & Video	2
CAOT 410 Photoshop Basics	1
CAOT 411 Photoshop for the Web.	1
CAOT 412 Flash I	1

Plus a minimum of 7.5 units from the following:

ART 214 Color.	2-3
ART 301 Design.	2-3
ART 376 Digital Imaging I	2
ART 377 Digital Imaging II.	3
BUS. 411 Introduction to Technical Communication I	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 413 Flash II.	1.5
CAOT 415 Website Design and Management	2
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
TOTAL REQUIRED UNITS	18

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 am to 5:00 pm, Monday through Friday. New students are admitted at the beginning of the semester and at mid-semester. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

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

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

COSMETOLOGY CERTIFICATE

Required Courses

COSM 700 Cosmetology Concepts & Practice I	8
COSM 710 Cosmetology Concepts & Practice II	6
COSM 720 Cosmetology Concepts & Practice III	6
COSM 730 Cosmetology Concepts & Practice IV	8
COSM 740 Cosmetology Concepts & Practice V	8-12

Additional units may be completed in the following:

COSM 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 105 Dance & Wellness5-1
DANC 350 Aerobic Dance.	1
DANC 440 Princ. of Dance Company/ Arts Program Management.5-2
DANC 450 Intermediate/Adv. Dance Production5-1
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
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 preschool aged children and/or are currently working with preschool aged children. The child from birth to school age is the primary focus. Current research and practical applications are combined in order to assist students in planning their most effective role with children. Children's growth, developmentally appropriate practice, cultural diversity, family support and professional development within the ECE field are major components of the program. In order to meet the varied needs of ECE students, courses are offered mornings, afternoons, evenings and weekends. The program makes every effort to schedule classes to meet the diversity of students' needs and to encourage students to plan ahead in order to complete specific program requirements.

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN EARLY CHILDHOOD EDUCATION

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

Required Core Courses Units

ECE. 201 Child Development or PSYC 201 Child Development.	3
ECE. 210 Early Childhood Education Princ	3
ECE. 211 Early Childhood Education Curriculum.	3
ECE. 212 Child, Family & Community or FCS 212 Child, Family & Community.	3

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

ECE. 214 Child-Parent Relations or FCS 213 Child-Parent Relations	3
ECE. 223 Infant/Toddler Development	3
ECE. 225 Infant/Toddler Environments	3
ECE. 240 ECE Administration: Business/Legal	3
ECE. 241 ECE Administration: Human Relations	3
ECE. 242 Adult Supervision in ECE/CD Classrooms	2
ECE. 260 Children with Special Needs	3
ECE. 262 Introduction to Family Support: Building Respectful Partnerships.	3
ECE. 264 The Life Cycle of the Family	3
ECE. 270 Intro to Infant/Toddler Child Care.	3
ECE. 272 Cultural Diversity in Early Childhood Education	3
ECE. 275 Children's Language & Literacy Development	3
ECE. 311 Children's Nutrition or FCS 311 Children's Nutrition	1

ECE. 333 Observational Skills	3
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 Courses	Units
ECE. 201 Child Development or	
PSYC 201 Child Development.	3
ECE. 210 Early Childhood Education Princ	3
ECE. 211 Early Childhood Education Curriculum	3
ECE. 212 Child, Family & Community or	
FCS 212 Child, Family & Community	3
Plus a selection of at least 6 units from the following:	
ECE. 214 Child-Parent Relations or	
FCS 213 Child-Parent Relations	3
ECE. 223 Infant/Toddler Development	3
ECE. 225 Infant/Toddler Environments	3
ECE. 240 ECE Administration: Business/Legal	3
ECE. 241 ECE Administration: Human Relations	3
ECE. 242 Adult Supervision in ECE/CD Classrooms	2
ECE. 260 Children with Special Needs	3
ECE. 262 Introduction to Family Support:	
Building Respectful Partnerships.	3
ECE. 264 The Life Cycle of the Family	3
ECE. 270 Intro to Infant/Toddler Child Care.	3
ECE. 272 Cultural Diversity in Early Childhood Education . . .	3
ECE. 275 Children's Language & Literacy Development	3
ECE. 311 Children's Nutrition or	
FCS 311 Children's Nutrition	1
ECE. 333 Observational Skills	3
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 2005

Day	LIT. 370 Readings in Literature of the Latino in the U.S.
Evening	LIT. 166 Women on Writing LIT. 251 Women in Literature

Spring 2006

Day	LIT. 265 Asian American Literature
Evening	LIT. 116 Introduction to World 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
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	24

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 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 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.	24

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	3
<i>(suggested for students interested in display)</i>	<i>3</i>

PSYC 100 General Psychology	3
SPCH 120 Interpersonal Communication	3
TOTAL REQUIRED UNITS	27

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN GENERAL MERCHANDISING

Required Core Courses	Units
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
TOTAL REQUIRED UNITS IN MAJOR AREA.	26.5

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

GENERAL MERCHANDISING CERTIFICATE

Required Courses	Units
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
TOTAL REQUIRED UNITS	26.5

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN IMAGE CONSULTING

Required Core Courses	Units
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 Public Speaking or	
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
TOTAL REQUIRED UNITS IN MAJOR AREA	27

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

IMAGE CONSULTING CERTIFICATE

Required Courses	Units
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 Public Speaking or	
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
TOTAL REQUIRED UNITS	29-30

JOURNALISM

The Journalism program seeks to prepare students to enter the workforce in journalism and its related fields (such as public relations and advertising) and to offer job retraining to matriculated students making a career switch or needing to meet the changing technological demands of the field. The program also seeks to prepare students to transfer to four-year institutions as journalism majors and to train students to be media-literate members of the community.

Instruction is supplemented by hands-on experience working for the student newspaper, The Skyline View, a bi-weekly publication. Students also attend local and regional conferences and have opportunities to pursue internships and jobs in the field.

The degree and certificate programs prepare the student for such careers as newspaper and magazine reporting, writing, and editing; technical writing; copyediting; advertising; and public relations.

Note: A grade of C or better is required in each of the core Journalism courses.

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN JOURNALISM

Required Core Courses

JOUR 110 Mass Media and Society	3
JOUR 120 Newswriting	3
JOUR 300 Newspaper Staff	6*

**taken twice for a total of 6 units*

Plus a minimum of 12 units from the following:

ART 301 Design	2-3
ART 338 Advertising Art.	2
ART 351 Photography I.	2-3
CAOT 214 Word Processing I: Word or	1
CAOT 215 Word Processing II: Word	2
CAOT 221 Desktop Publishing: Microsoft Publisher.	1.5
CAOT 320 Graphic Design for Computer Users.	1.5
ENGL 161 Creative Writing I.	3
JOUR 670 Journalism Work Experience	1-4
JOUR 690 Special Projects in Journalism	1-3
LSCI 100 Introduction to Information Research	1
LSCI 106 Online Research I	1
LSCI 107 Online Research II.	1

LSCI 108 Online Research III 1
 TOTAL REQUIRED UNITS IN MAJOR AREA 24
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

JOURNALISM CERTIFICATE

Required Courses	Units
JOUR 110 Mass Media and Society	3
JOUR 120 Newswriting	3
JOUR 300 Newspaper Staff	6*

*taken twice for a total of 6 units

Plus a minimum of 12 units from the following:

ART 301 Design	2-3
ART 338 Advertising Art	2
ART 351 Photography I	2-3
CAOT 214 Word Processing I: Word or	1
CAOT 215 Word Processing II: Word	2
CAOT 221 Desktop Publishing: Microsoft Publisher	1.5
CAOT 320 Graphic Design for Computer Users	1.5
ENGL 161 Creative Writing I	3
JOUR 670 Journalism Work Experience	1-4
JOUR 690 Special Projects in Journalism	1-3
LSCI 100 Introduction to Information Research	1
LSCI 106 Online Research I	1
LSCI 107 Online Research II	1
LSCI 108 Online Research III	1
TOTAL REQUIRED UNITS	24

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	Units
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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	Units
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MUS. 100 Fundamentals of Music	3
MUS. 301 Piano I	2
MUS. 110 Theory Seminar and	3
MUS. 111 Theory Workshop or	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	0.5-3
MUS. 450 Jazz Band	1-3
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 **Units**

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
GEOLOG 210 General Geology	4
GEOLOG 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 or CAOT 214 Word Processing I: Word	1

CAOT 213 Word Processing II: WordPerfect or 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 or PHIL 109 Critical Thinking and Writing	3
PLSC 301 Calif. State and Local Government or 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 or CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or 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 or	
PHIL 109 Critical Thinking and Writing	3
PLSC 200 National, State and Local Government or	
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 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 101/105/121/125/160/165/167/168/251/253/255 Individual Sports	
P.E. 201/202/203/211/212/213/214 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 Psychology5-2
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 (650) 738-4457.

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

Required Core Courses	Units
RPTH 400 Patient & Health Care Concerns	2
RPTH 410 Intro to Patient Care & Respiratory Assessment Techniques	3
RPTH 420 Application of Cardiopulmonary Anatomy & Physiology	3
RPTH 430 Intro to Respiratory Therapeutics	6
RPTH 438 Clinical Clerkship I	1
RPTH 445 Respiratory Diseases I	2
RPTH 448 Clinical Clerkship II	2
RPTH 450 Respiratory Diseases II	3
RPTH 458 Clinical Clerkship III	6
RPTH 460 Respiratory Critical Care	4
RPTH 475 Hemodynamic Monitoring/ Selected Topics in Respiratory Care	2
RPTH 480 Diagnostic Testing and Outpatient Respiratory Care	2
RPTH 484 Medical Terminology for Respiratory Therapy	2
RPTH 485 Clinical Medicine Seminar	2
RPTH 488 Clinical Clerkship IV	6
RPTH 490 Neonatal and Pediatric Respiratory Care	1.5
RPTH 495 Respiratory Care Board Exam Prep/Review	2
TOTAL REQUIRED UNITS IN MAJOR AREA	49.5

Plus Chemistry, Human Anatomy, Human Physiology, Microbiology and General Education/other requirements for the Associate degree (refer to Associate Degree Requirements).

The College also offers a certificate of 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 or	5
SPAN 111/112 Elementary Spanish I, II	6
SPAN 120 Advanced Elementary Spanish or	5
SPAN 121/122 Advanced Elementary Spanish I, II or	6
SPAN 220 Spanish for Spanish Speakers I	5
SPAN 130 Intermediate Spanish	3

SPAN 140 Advanced Intermediate Spanish	3
SPAN 161 Readings in Spanish American Lit. I	3
SPAN 162 Readings in Spanish American Lit. II	3
TOTAL REQUIRED UNITS IN MAJOR AREA	22-24

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

SPEECH COMMUNICATION

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN SPEECH COMMUNICATION

Required Core Courses	Units
SPCH 100 Public Speaking	3
SPCH 111 Oral Interpretation of Literature	3
SPCH 120 Interpersonal Communication	3
SPCH 127 Argumentation	3
SPCH 130 Voice & Articulation	3
SPCH 150 Intercultural Communication	3

Plus a selection of 3 units from the following:

ENGL 110 Composition, Literature & Critical Thinking	3
ENGL 165 Critical Thinking/Adv. Composition	3
PHIL 200 Intro to Logic	3
SPCH 128 Forensics	0.5-1
TOTAL REQUIRED UNITS IN MAJOR AREA	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
TOTAL REQUIRED UNITS	7

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN NETWORK ENGINEERING

(Pending State Chancellor's Office approval.)

The Network Engineering Program prepares graduates to enter the workforce as a PC Support Specialist, entry level Networks System Administrator, and its related fields. A Certificate of Completion and Associate of Science Degree are available. The program's focus is on direct employment skills and knowledge as a foundation in small to medium scale network infrastructure. Students will design, implement, manage and troubleshoot current industry equipment in real world scenario. The Certificate of Completion and Degree are focused on developing entry-level careers and updating existing careers.

Note: A grade of C or better is required in all Telecommunications and Network Information Technology courses.

Required Core Courses	Units
ELEC 110 Fundamentals of Electronics	3
TCOM 451 PC Configuration and Repair	6
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

Plus a minimum of 3 units from the following:

TCOM 100 Telecommunications, Networking and Wireless Technologies.	3
TCOM 405 Electrical Fundamentals for Telecommunications.	6
TCOM 410 Wiring and Installation for Telecommunication & Networking	6
TCOM 415 Wireless and Mobile Communications Fundamentals	3
TCOM 465 Wireless Local Area Networks	3
TOTAL REQUIRED UNITS IN MAJOR AREA.	33

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

NETWORK ENGINEERING CERTIFICATE

(Pending State Chancellor's Office approval.)

Required Courses	Units
ELEC 110 Fundamentals of Electronics	3
TCOM 451 PC Configuration and Repair	6
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

Plus a minimum of 3 units from the following:

TCOM 100 Telecommunications, Networking and Wireless Technologies.	3
TCOM 405 Electrical Fundamentals for Telecommunications.	6
TCOM 410 Wiring and Installation for Telecommunication & Networking	6
TCOM 415 Wireless and Mobile Communications Fundamentals	3
TCOM 465 Wireless Local Area Networks	3
TOTAL REQUIRED UNITS	33

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 or	6
ELEC 110 Fundamentals of Electronics	3
and	
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 minimum of 60 semester units (60 semester units must be CSU transferable with a 2.0 gpa) to include either A or B below:

- Complete the California State University General Education Certification program (a minimum of 30 of the total 39 units required completed with C or better grades to include Areas A1, A2, A3 and B4), **or**
- Complete the CSU version of the Intersegmental General Education Transfer Curriculum (IGETC) – a minimum of 37 units with a C or better grade in each course.
- 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:

- Complete the UC version of the Intersegmental General Education Transfer Curriculum (IGETC) – a minimum of 34 units, **or**
- Complete campus specific UC transfer admission requirements (in consultation with a counselor).
- 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).

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

UNIVERSITY CENTER

Bachelor and graduate degree programs in partnership with Bay Area universities.
(650) 306-3399

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 Football
Men's Swimming
Men's Track
Women's Basketball
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