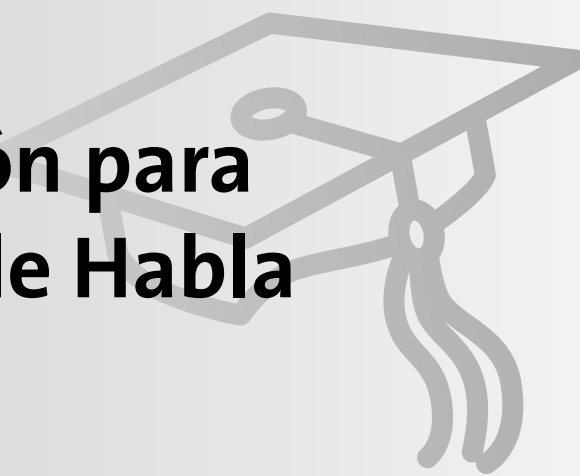
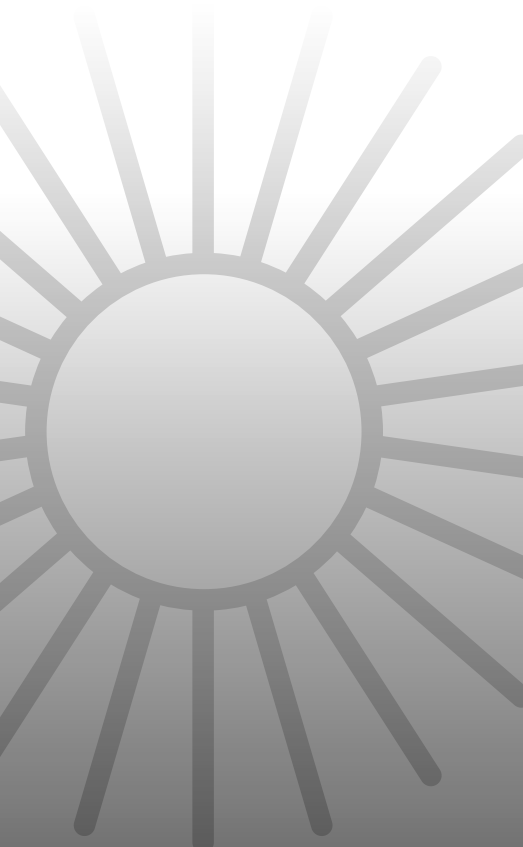


Información para Personas de Habla Hispana



58-71



Información Para Personas de Habla Hispana

REQUISITOS DE ADMISIÓN

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

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

- Cualquier graduado de la escuela secundaria (High School), O BIEN
- Cualquier persona que tenga el certificado de habilidad y competencia a nivel secundario de California (California High School Proficiency Certificate), O BIEN
- Cualquier persona que tenga 18 años o más y se pueda beneficiar de la educación ofrecida.

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

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

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

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

PROCEDIMIENTOS PARA LA ADMISIÓN

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

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

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

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

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

Estudiantes internacionales: Presentar una Solicitud de Inscripción para Estudiantes Internacionales, una I-20, y otros documentos que se requieran. Véase la sección "Estudiantes Internacionales" en la sección de Admisiones de este catálogo.

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

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

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

ESTUDIANTES INTERNACIONALES

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

1. Las fechas límite para presentar la solicitud son: para el semestre de otoño, las solicitudes deberán presentarse antes del 30 de abril. Para el semestre de primavera, las solicitudes deberán presentarse antes del 8 de noviembre. **Las fechas límite están sujetas a cambios.**
2. Los estudiantes F-1 deben pagar la inscripción correspondiente a estudiantes internacionales y los cargos de inscripción y servicios de salud. El Horario de Clases de Skyline contiene una lista actualizada de los cargos obligatorios.
3. Los estudiantes con la Visa F-1 deben realizar un programa completo de estudios (un mínimo de 12 unidades cada semestre de otoño y primavera). De acuerdo a las regulaciones SEVIS, el incumplimiento de este requisito resultará en que el estudiante pierda su condición de estudiante internacional.
4. Los estudiantes con la Visa F-1 pueden inscribirse a un máximo de seis semestres.
5. Requisitos de admisión para estudiantes con la Visa F-1:
 - a. Los solicitantes deben completar la Solicitud para Estudiantes Internacionales disponible en la página de Internet de Skyline: **www.SkylineCollege.edu/international**, o pueden obtener una solicitud en la Oficina de Admisión y Archivos.
 - b. Demostrar dominio del inglés al obtener un puntaje mínimo de 480 en el examen TOEFL si se hace el examen en papel, 157 si se hace por computadora o 54 por Internet. Skyline College no ofrece una I-20 por estudios del inglés como segunda lengua.

- c. Los solicitantes tendrán que haber completado el equivalente de los estudios de una escuela secundaria de los Estados Unidos. El estudiante debe presentar expedientes académicos oficiales. Los documentos en lengua extranjera deberán ir acompañados de una traducción certificada en inglés.
 - d. Presentar pruebas de responsabilidad financiera. Se requiere una certificación de los padres, propia o de un patrocinador. Los estados de cuenta oficiales de un banco deberá traducirse al inglés y aparecer en moneda estadounidense.
 - e. Los solicitantes deberán presentar originales o copias certificadas de las calificaciones escolares de los cursos universitarios que hayan completado. Las calificaciones escolares deberán ir acompañadas de una traducción certificada en inglés.
 - f. Los solicitantes con la Visa F-1 que hayan asistido a otras escuelas o colegios en los Estados Unidos podrán ser admitidos siempre y cuando cumplan los requisitos de admisión de Skyline College y sus papeles estén en regla con los Servicios de Inmigración y Ciudadanía de los Estados Unidos.
6. Los estudiantes con la Visa F-1 deberán cumplir los mismos requisitos académicos y las mismas normas y reglamentos del colegio que el resto de estudiantes.
 7. Los estudiantes con la Visa F-1 deberán demostrar que poseen un seguro médico y de hospitalización válido o pueden comprar un plan de seguro médico ofrecido por una compañía privada a través del Distrito de Colegios de la Comunidad del Condado de San Mateo a un costo de US\$740.00 por año aproximadamente. **Las tarifas del seguro están sujetas a cambios.**
 8. Los estudiantes con la Visa F-1 deberán cumplir las regulaciones del Código Federal de los Estados Unidos (U.S. Federal Code), El Departamento de Seguridad Nacional (Department of Homeland Security, DHS) y los Servicios de Ciudadanía e Inmigración (Citizenship and Immigration Services, CIS) relativas a los estudiantes con la Visa F-1.

Inscripción concurrente con la Visa F-1

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

ESTUDIANTES QUE SE TRANSFIEREN

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

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

REQUISITOS DE RESIDENCIA PARA ADMISIÓN

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

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

1. Verificando su presencia física en California durante un año antes del inicio del semestre. La residencia es determinada por intención y acción. El período de un año empieza cuando una persona no solamente está presente en California sino que también ha demostrado clara intención de llegar a ser residente permanente de California.
2. El intento de hacer de California un lugar de residencia permanente puede verificarse por:
 - Vivir en California por dos años consecutivos
 - Teniendo propiedad de residencia 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
 - Estableciendo y manteniendo activas cuentas bancarias en California
 - Entablando una petición de divorcio en California.
3. No estar envuelto en conducta inconsistente con la declaración de residencia de California. Algunos ejemplos de conducta inconsistente que invalidan la intención son:
- Mantener registro de voto en otro estado.
 - Asistir a una institución en otro estado como residente de este otro estado.
 - Declarar no ser residente de California para efectos de impuesto.
 - Renovar una licencia de conducir y/o registrando un vehículo en un otro estado durante el tiempo en que se afirma tener la residencia de California
 - Entablar una petición de divorcio en otro estado

Reglas de Residencia – Menores de Edad Casados:

Un estudiante casado con menos de 18 años de edad puede establecer residencia de la misma manera que un adulto.

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

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

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

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

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

DETERMINACIÓN DE RESIDENCIA

El estudiante clasificado como no residente tendrá que pagar la cuota en el momento de la inscripción, en una cantidad establecida por la Junta Directiva. Los no inmigrantes impedidos por la Ley de Inmigración y Nacionalidad (Immigration and Nationality Act) de establecer residencia en los Estados Unidos incluyen, pero no se limitan a los que tienen visas tipo B-1, B-2, C-1, C-1D, C-2, C-3, C-4, D-1, F-1, F-2, F-3, H-2A, H-2B, H-4, J-1, J-2, M-1, M-2, M-3, O-2, O-3, P-1, P-2, P-3, P-4, Q-1, Q-2, Q-3, S-5, S-6, TWOV, TN y TD y a sus dependientes. Un estudiante que no tenga una visa válida queda excluido de establecer residencia en California. Los no inmigrantes no están excluidos de establecer residencia solamente en base a su situación como extranjeros. Ellos pueden ser clasificados como residentes si satisfacen los requisitos de la ley estatal. La información sobre el precio de inscripción y reembolso puede ser encontrada en la sección "Política de Precios de Matrícula/Reembolso" de este catálogo.

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

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

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

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

EXCEPCIÓN DE CUOTA DE INSCRIPCIÓN PARA EL ESTUDIANTE NO RESIDENTE

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

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

MATRICULACIÓN

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

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

1. **Admisión:** Se recaba información de cada solicitante para indicarle los servicios más apropiados y para ayudarle en el proceso de matriculación. La solicitud puede llenarse por Internet en <https://websmart.smccd.edu>.
2. **Evaluación de capacitación y exámenes de ubicación:** Este proceso mide el conocimiento de inglés, inglés para personas de otra lengua (English for Speakers of Other Languages, ESOL), lectura, matemáticas y capacidad de aprendizaje y estudio. Los resultados de estos exámenes son uno de los criterios que se utilizan para guiar a los estudiantes y a sus consejeros al seleccionar los cursos y los servicios especializados de apoyo. El horario del Centro de Evaluaciones está disponible por Internet en www.SkylineCollege.edu/testing.
3. **Orientación:** Ofrece una visión general de los servicios, programas, expectativas académicas y los reglamentos del colegio así como de la vida estudiantil. La orientación puede hacerse en talleres a los que asisten los estudiantes en persona o por Internet en www.SkylineCollege.edu/orientation. Para información sobre los talleres en persona, llamar al (650) 738-4317.
4. **Consejería y planificación educacional:** contamos con la presencia de consejeros profesionales al servicio de los estudiantes para ayudarles a decidir sus metas académicas, determinar cuáles son los cursos obligatorios y recomendar servicios de apoyo especializados. El consejero y el estudiante crean un Plan Educacional del Estudiante (Student Educational Plan, SEP) que sirve de guía para el programa de estudio de cada estudiante. Traiga las calificaciones escolares de la escuela secundaria o del colegio para que su consejero las pueda examinar. Las citas con un consejero se pueden concertar llamando al (650) 738-4317. También disponemos de servicios de consejería por Internet en www.SkylineCollege.edu/counseling.
5. **Seguimiento del estudiante:** durante todo el semestre se evalúa el progreso académico de cada estudiante. Los estudiantes que están en período de prueba académica o de progreso, los estudiantes que cursan clases de conocimientos básicos y los estudiantes que no tienen clara su meta educativa tienen a su disposición servicios especiales.

LIMITACIONES EN EL NÚMERO DE UNIDADES

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

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

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

CAMBIOS EN LA INSCRIPCIÓN/RETIRO

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

ASISTENCIA AL PRIMER DIA DE CLASE

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

CUOTA DE LA COPIA DE LOS EXPEDIENTES ACADÉMICOS

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

GASTOS ADICIONALES

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

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

1. CONTABILIDAD, ARTE, NEGOCIOS, APLICACION DE COMPUTADORAS Y TECNOLOGIA DE OFICINAS, CIENCIAS DE LA COMPUTACION, DESARROLLO DE HABILIDADES, MATEMATICAS – de US\$3 a US\$25 en gastos de material se requieren para ciertos cursos.
2. TECNOLOGIA AUTOMOTORA – Aproximadamente US \$1,300 para herramientas en el primer semestre y US\$900 más para el resto de los semestres.
3. COSMETOLOGIA – Aproximadamente US\$1,800 a lo largo de todo el programa para uniformes y equipo.
Por favor, refiérase a la descripción de cursos en el Horario de Clases para información sobre gastos específicos.

POLÍTICA DE REEMBOLSO DE LA CUOTA DE INSCRIPCIÓN

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

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

CALIFICACIONES Y PROMEDIO

Hay dos sistemas de calificación en 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 división del colegio puede designar cursos en los que un estudiante es evaluado únicamente en base a Crédito/No Crédito. Cursos con esta opción 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:** Los estudiantes pueden 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 tal opción se ofrezca serán designados por el Decano de la División en consulta con miembros apropiados del profesorado de la división.

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

La utilización de cursos calificados con “Crédito/No Crédito” para satisfacer requisitos de carrera o de obtención de un certificado deben ser aprobados por el Decano de la División, en consulta con miembros apropiados del profesorado de la división. Un máximo de 12 unidades hacia el Título de Asociado o 6 unidades hacia la obtención de un certificado pueden ser aplicadas de cursos en los cuales el estudiante haya elegido la opción “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 es posible que se transfieran en lo que se refiere a estas reglas antes de hacer su selección.

Símbolos no Evaluativos

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

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

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

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

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

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

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

4. **W – Withdrawal (Ver Retiro 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 Normas Académicas”).

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

HONORES ACADÉMICOS

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

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

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

REPORTES DE CALIFICACIONES FINALES

Cada estudiante es responsable de su propio progreso académico. Los reportes de calificaciones finales no son enviados a los estudiantes pero están disponibles en WebSMART. **Se requieren todos los pagos para tener acceso a las notas.** La disponibilidad de las calificaciones finales para semestres específicos está publicada en el actual Horario de Clases. Las calificaciones finales están disponibles en

www.SkylineCollege.edu

Vaya a “WebSMART”

POLÍTICA DE NORMAS ACADÉMICAS

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

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

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

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

PERÍODO DE PRUEBA ACADÉMICA

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

1. Basado en un promedio bajo: Un estudiante que ha intentado tomar al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica cuando ha acumulado un promedio menor a 2.0 (C).
2. Basado en la falta de progreso satisfactorio: Un estudiante que se ha inscrito en un total de al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica cuando el porcentaje de todas las unidades registradas como W, I y NC 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 Normas Académicas y Revisión de Políticas, en conformidad con los procedimientos del Colegio, ser eliminado del período de prueba, si su condición fue el resultado de circunstancias no usuales más allá del control del estudiante.

ELIMINACIÓN DEL PERÍODO DE PRUEBA

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

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

EXPULSIÓN

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

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

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

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

POLÍTICA DE REANUDACIÓN ACADÉMICA

Hasta 36 unidades de cursos de semestre por debajo del nivel (D, F, 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. Debe haber transcurrido como mínimo un año 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 fue completado.

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

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

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

REPETICIÓN DE CURSOS

NO es necesario presentar una petición para repetir un curso si un estudiante ha obtenido una sola calificación menor al promedio (D, F, N/C). El estudiante puede inscribirse en WebSMART a menos que haya sido expulsado.

Se deberá presentar un Petición de Normas y Políticas por las razones que se describen a continuación al Decano de Servicios de Inscripción en la Oficina de Admisión y Archivos. Si se acepta la petición, el estudiante deberá presentar la petición firmada a la Oficina de Admisión y Archivos e inscribirse en persona. Si la petición no se deniega antes del primer día de clases, los estudiantes deberán seguir los procedimientos de inscripción tardía (es decir, deberán obtener un código de autorización de parte del instructor o un Formulario de Inscripción Incompleta) para poder inscribirse.

Razones Para Repetir

Debajo de cada razón para repetir, se indica en cursiva si la petición se aprobará o no.

1. El estudiante recibió una A, B, C o CR y quiere mejorar su calificación.
No, a menos que las razones #3, 4 o 5 sean pertinentes.
2. El estudiante recibió una D, F o NC después de repetir una clase una vez.
No, a menos que la razón #6 sea pertinente.
3. El curso es obligatorio como parte de una capacitación y como condición de un trabajo pagado o voluntario.
Sí: el estudiante puede repetir el curso las veces que quiera. El estudiante debe presentar un documento de su empleador indicando que el curso es parte obligatoria de la capacitación.
4. El contenido de la clase ha cambiado sustancialmente.
Sí, para los estudiantes con calificaciones estándar (A, B, C, CR) y bajas (D, F, N/C).
5. El curso más reciente fue hace más de cinco años.
Sí, para los estudiantes con calificaciones estándar (A, B, C, CR) y bajas (D, F, N/C).

6. Circunstancias atenuantes: accidente, enfermedad, prueba de que se está cuidando a otra persona, cambio de trabajo, fallecimiento de un familiar cercano, incapacidad documentada.

Sí, para los estudiantes con calificaciones bajas (D, F, N/C). Deberán presentarse documentos que prueben las circunstancias atenuantes relacionadas específicamente con las fechas del curso.

Antes de tratar de presentar una petición, es muy recomendable que el estudiante visite a un consejero (650-738-4317) y/o llame al Centro de Estudios (650-738-4144) para recibir tutoría que pueda ayudarle a completar con éxito la clase.

REGLAMENTOS DE ASISTENCIA

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

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

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

AUSENCIA TEMPORAL

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

NORMAS SOBRE ACOSO SEXUAL

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

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

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

PROGRAMA PARA ESTUDIANTES CON IMPEDIMENTOS

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

Programa de Tecnología de Asistencia

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

Como parte del Programa de Tecnología de Asistencia, los estudiantes con impedimentos de aprendizaje o físicos pueden solicitar y recibir sus libros de texto y materiales de clase en formatos alternativos (por ejemplo, texto electrónico, Braille o letra grande) de parte del Especialista en Medios de Comunicación Alternativos. Si desea más información, póngase en contacto con la Oficina del Programa de Tecnología de Asistencia, Edificio 2, Sala 2311, o llame al (650) 738-4497.

Programa de Aprendizaje de Habilidades Diferenciales

El Programa de Aprendizaje de Habilidades Diferenciales (DSKL) ofrece servicios a estudiantes que se sospecha pueden tener algún impedimento/ o sufran un impedimento documentado de aprendizaje. Los servicios incluyen, pero no están limitados a, revisión y evaluación de la documentación, asistencia con vivienda, desarrollo de la capacidad de abogar, revisión de los estilos de aprendizaje y las estrategias de estudio relacionadas y servicios de tutoría. Para mayor información, visite la Oficina de Aprendizaje de Habilidades, localizada en el Centro de Recursos de Aprendizaje, Edificio 2, Sala 2317, o llame al (650) 738-4125.

Programa sobre Capacidad para Trabajar III (WAIll)

La misión del Programa de Capacidad para Trabajar III es ayudar a personas con impedimentos a obtener y retener empleo competitivo. WAIll representa un programa de cooperación entre Skyline College y el Departamento de Rehabilitación de California (DOR). WAIll provee servicios a las personas con impedimentos que son clientes de DOR. Para más información y elegibilidad para el programa, comuníquese con la oficina del programa WAIll en el Centro

de Servicios para Estudiantes, Edificio 2, Sala 2321, o llame al (650) 738-4467.

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

PROGRAMAS Y SERVICIOS DE ASISTENCIA ESPECIALES (EOPS)

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

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

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

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

AYUDA FINANCIERA

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

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

- Ser ciudadano norteamericano o un no ciudadano que sea residente permanente, residente extranjero, refugiado o asilado. NOTA: El “Waiver” de la Junta de Gobierno puede exigir requisitos menos restrictivos de residencia para ciudadanos no-norteamericanos.
- Estar inscrito o llenar los requisitos para inscribirse en Skyline College
- Haber completado el proceso de matriculación de Skyline College.
- Estar inscrito en una carrera o un programa de certificado o un programa aceptable para ser transferido. Los programas cortos de certificado podrían no calificar para ayuda federal.
- Reunir los requisitos de Ayuda Financiera y progreso académico; estos requisitos no son los mismos que los del progreso académico del colegio.
- Tener necesidad financiera.
- No estar en deuda con el préstamo Federal para estudiantes o deber el reembolso una subvención federal.
- Tener un diploma de Secundaria, un GED (General Equivalency Diploma o Diploma de Equivalencia General), o un certificado de haber terminado, o pasar un examen de evaluación para determinar la capacidad de beneficiarse.
- Los estudiantes masculinos se deben registrar con Servicio Selectivo a menos que no se les requiera registrarse.
- No debe haber sido convicto de posesión o venta de drogas.

Para Solicitar Ayuda Financiera:

La mayoría de los recursos mencionados requieren que un estudiante complete y presente la Solicitud Gratis de Ayuda Federal para Estudiantes (FAFSA), ya sea llenando la solicitud en un formulario o la solicitud electrónica disponible en www.fafsa.ed.gov. Algunos formularios adicionales del colegio deben completarse para proveer información requerida antes de que la ayuda financiera sea concedida. Las solicitudes pueden ser presentadas en cualquier momento durante el año académico. Las fechas para solicitar únicamente los programas de Subvenciones de California son el dos de marzo o el dos de septiembre (para estudiantes de los community colleges solamente) antes del siguiente año académico. Las solicitudes de Becas no requieren que se complete el FAFSA. Los formularios para solicitar Becas a Skyline College se distribuyen en la primavera de

cada año. La fecha límite para las solicitudes es generalmente a finales de Febrero. Los estudiantes deben revisar regularmente el tablero de anuncios localizado en el exterior de la Oficina de Ayuda Financiera para anuncios sobre becas.

Premios y Desembolso de Ayuda Financiera:

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

Reembolso de Fondos Federales cuando el Estudiante se Retira:

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

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

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

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

VETERANOS Y DEPENDIENTES DE VETERANOS

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

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

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

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

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

Laboratorio de Habilidades Básicas: ofrece instrucción más práctica y multinteligente para lograr el dominio de los conocimientos básicos en lectura, escritura y matemáticas gracias a la tutoría intensiva individual y a cursos breves. El laboratorio ofrece cuatro cursos breves de gramática, sintaxis, edición y cómo aprender a utilizar más eficazmente la mezcla de inteligencias únicas que poseemos. Se ofrecen materiales manipulables y otros estilos innovadores para enseñar conceptos matemáticos en grupos pequeños o en talleres.

Laboratorio de Computadoras: Los estudiantes tienen a su disposición Computadoras Personales o Macs para trabajar en cualquier tarea académica al matricularse en LSKL 820 (Computer-Based Independent Study). Las computadoras pueden utilizarse para realizar trabajo de investigación, escribir ensayos, crear presentaciones y reportes y acceder a instrucción computarizada sobre una amplia gama de temas a través de servicios de apoyo por Internet como por ejemplo, Academic.com.

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

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

TRIO/STAARS (Servicios de Transferencia de Estudiantes, Logro Académico y Retención) provee soporte académico y de orientación intensivos para estudiantes que reúnan los criterios del programa (bajo ingreso, primera generación, o tener un impedimento, ya sea físico o de aprendizaje). La misión del programa de STAARS es ayudar a los estudiantes a cumplir sus objetivos educativos a través del éxito académico, graduación y transferencia a una universidad. Para hacer una solicitud, por favor llene un formulario en el Centro de Aprendizaje o por Internet en www.smccd.edu/accounts/skytlic/trio/index.htm.

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

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

PUENTE

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

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

Para más información, por favor comuníquese con la Coordinadora del Programa Puente Jacqueline Escobar al (650) 738-4305, Edificio 2, Sala 2230A.

LA MUJER EN TRANSICIÓN (WIT)

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



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Associate Degree Requirements

ASSOCIATE IN ARTS DEGREE ASSOCIATE IN SCIENCE DEGREE

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

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

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

Graduation from Skyline College with the Associate in Arts or Associate in Science degree requires the completion of at least 60 units, including requirements A through F 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).

INSTITUTIONAL STUDENT LEARNING OUTCOMES

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

1. **Aesthetic Judgment** – Analyze and critically evaluate within historical and social contexts the ideas, emotions, and values expressed in works of the human imagination, including literature, music, and the visual and performing arts.
2. **Citizenship** – Use knowledge acquired from coursework and campus resources to be ethically responsible, culturally proficient citizens, informed and involved in civic affairs locally, nationally, and globally.
3. **Critical Thinking** – Demonstrate critical thinking skills in problem solving across the disciplines and in daily life.
4. **Effective Communication** – Communicate and comprehend effectively.
5. **Information and Computer Technology Literacy** – Demonstrate skills central to information and computer technology literacy.
6. **Lifelong Wellness** – Demonstrate an understanding of lifelong wellness through physical fitness and/or personal development.

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.

TRANSFER OF CREDIT AND GRADUATION AND/OR CERTIFICATE PROGRAM REQUIREMENTS

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

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

- A. Students may transfer from one College within the District to another without penalty, although differences in curriculum offerings among the Colleges may exist.
- B. Individual courses students have taken at a particular College within the District that satisfy an area in the general education pattern, elective, statutory, and/or specific area requirements at one District College shall be accepted by the other District Colleges as satisfying those same requirements.
- C. Students who have completed an entire General Education pattern, electives, residency, competency, statutory and specific area requirements, at one District College shall be determined to have completely fulfilled all area requirements for graduation or certificate programs at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only those courses applicable toward their major for the Associate Degree or Certificate Program.
- D. District students who transfer to another College within the District shall receive full transfer credit for instruction completed in their major field but, in order to graduate, they shall be expected to meet the major-field graduation requirements established by the College to which they have transferred.
- E. Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation by the College in which they have taken the majority of their course work. Students who have completed the majority of their course work at a college outside the District must complete a minimum of 12 units and a minimum of 50% of the total units required for the major at one or more the District Colleges in order to be recommended for graduation with the Associate Degree or completion of a Certificate Program.

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

Any student pursuing an Associate Degree must declare a major field of study. The major is comprised of specific courses within a discipline or related discipline as specified by the appropriate division. Skyline offers both Associate in Arts and Associate in Science Degrees. Associate in Arts degrees are awarded in the fields of social science, humanities and other related curricula. Associate in Science degrees are awarded in the fields of biological or physical sciences and most occupational curricula.

A list of all Skyline Associate degree and Certificate programs, including the courses and units needed for each major, can be found in this catalog under "Associate Degree and Certificate Programs." A minimum of 18 units must be completed in a major. Some majors require the completion of more than 18 semester units.

In addition to completing the course and unit requirements for the major, a student must:

- Have an overall grade point average of 2.00 in the major. Some majors require a grade of "C" or better in each course.
- Complete a minimum of fifty percent (50%) of the units required for the major at Skyline College.

Additional Associate Degrees and Certificates

A student may earn multiple Associate Degrees and Certificates from Skyline College. Each additional degree or certificate will be posted to the student's academic record and the student will receive diplomas for each degree earned. For additional degrees, any course used to meet the prescribed graduation requirement may count toward more than one degree. Courses used for one major may be used to meet requirements for additional majors. Courses used to meet the general education, competency and specific area requirements for the first degree may be used to fulfill these requirements for additional degrees, provided that the student has maintained "continuous enrollment" (See Associate Degree

Requirements, Student Catalog Rights). If a break in enrollment has occurred, a student must comply with the competency, general education, specific area and major requirements in effect at the time the student resumes attendance or those in effect in subsequent years of the student's enrollment. For additional certificates, courses may be used more than once to meet major requirements.

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, English 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, English 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.*
 - 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, 836, 846
English for Speakers of Other Languages 400
Film 440
Journalism 120
Literature 101, 111, 113, 151, 225, 251, 265, 266, 267, 370, 373, 432
Reading 420
Speech 100, 120, 140, 150
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, 201

Group b. Area Studies

- Anthropology 110, 125, 150, 155, 165, 180, 360
- Art 105, 120
- Business 226
- English 104, 166
- History 104, 106, 244, 420, 430, 432, 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
- Social Science 150
- Sociology 142, 341
- Spanish 161, 162

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

- Astronomy 100
- 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, *121, *122
- English 104, *110, *161, *162, 166
- Family & Consumer Sciences 113, 119, 150
- Fashion 113, 119, 150
- Filipino 110, *111, *112, *121, *122
- Film 370, 375, 380, 440, 450
- History 100, 101, 104, 106, 109, 203, 430, 432, 435, 461, 462, 463, 464,
- Humanities 106, 115, 116, 117
- Interior Design 110, 120, 310
- Italian 111, *112, *121, *122
- Japanese 111, *112, 115
- Literature *101, *111, *113, *116, *151, 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, 300, 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, 142, 201, 341

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

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 104, *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, 140, 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, 520

Career and Life Planning 100, 111, 132, 135, 136, 137, 139, 140, 410, 650

Computer Applications & Office Technology 110

Counseling 100, 104, 105, 106, 107, 108

Family & Consumer Sciences 310, 313, 320, 392

Gerontology 101

Health Science 100, 130, 150

Library 100, 110

Physical Education

Adaptive Physical Education 348, 349, 356, 357

Combatives 101 to 405

Dance 101 to 450

Fitness 106 to 400

Individual 101 to 255

Physical Education 105, *211, *212, *213, *214, 270, 301

Team Sports 100 to 179

Varsity 100 to 380

Reading *425

Recreation Education 100

Student Government 115

Note: Courses preceded by an asterisk () have pre-requisites.*

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 noted in the college catalog following the course description. A course that does not count as units will have the following statement at the end of the course description: *(Units do not count toward the Associate Degree.)*

Associate Degree and 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.	
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.	•
Medical Billing and Coding		•
Medical Office Assistant		•
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.	•
International Studies	A.A.	
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.

CERTIFICATES

A Certificate of Achievement (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. A Certificate of Completion (fewer than 18 units) is awarded upon successful completion of designated courses in a specific occupational field. Units earned to meet certificate requirements may be applied toward the 60 units required for an AA or AS degree and may also satisfy the major requirement for an Associate's Degree. A minimum of 12 units must be taken at Skyline College. Certificate requirements for an individual student shall be those listed in the Skyline College Catalog at the time the student's studies begin. Those requirements may be followed throughout the student's course of study as long as the student remains in continuous enrollment. For the purposes of this requirement, continuous enrollment is defined as enrollment in at least one semester each calendar year. If a break in attendance occurs before the certificate is earned, the certificate requirements shall become those listed in the College Catalog which is current at the time the student's studies are resumed.

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

Graduation Requirements for AA or AS Degree in Career Programs

	Units
American History & Institutions	6
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. 205 Business Ethics	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 Composition 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. 205 Business Ethics	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

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

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 Justice5-2
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 Justice	5-2
LEGL 252 Principles of Civil & Admin. Process	3
TOTAL REQUIRED UNITS.	27

ALLIED HEALTH SCIENCE

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****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 107 Art of Our Times	3
ART 120 Art of the Americas	3

Select 4 to 6 units from the following:

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

Select 4 to 6 units from the following:

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

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

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

AUTOMOTIVE TECHNOLOGY

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

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

ADMISSION PROCEDURES AND REQUIREMENTS

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

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

1. Completed Automotive Technology Program Application.
2. Completed Skyline College application.
3. Documented proof of prior experience. All statements must be substantiated by attached documents of verification (a transcript or letter from employer). Such documentation may come from one or more of the following:
 - a. One semester of AUTO 710 at Skyline College (or equivalent from another community college) with a grade of "B" or better. (Submit a copy of your final grade report with your application or a letter from your instructor.)
or
 - b. One year of high school automotive training with a grade of "B" or better (verified by official transcript). Also, a letter of recommendation from an automotive instructor or Tech Prep Certificate of Credit would be important considerations.
or
 - c. One year of ROP automotive training with a grade of "B" or better or equivalent training. (Certificate and letter from instructor must be submitted with application.)
or
 - d. One year of full-time related work experience with accompanying letter of verification from employer specifying employment dates and duties.
4. All students must meet the math proficiency requirements in one of the following ways:
 - a. Satisfactory completion of the placement test by scoring on the Skyline Placement Test at a pre-algebra level. (Submit a copy of the Math Placement Test results with the application.)
or
 - b. Completion of three units of MATH 811 or 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 728 Toyota 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
Automotive Cooling/Heating & Air Conditioning	
AUTO 716 Automotive Cooling/Heating & Air Conditioning	5
Automotive Chassis Technology	
AUTO 721 Automotive Steering, Suspension & Brakes	15
Automotive Engines Technology	
AUTO 734 Automotive Engine Diagnosis & Repair. . .	15

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 793/893 Engine Performance	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 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 754/854 High Performance Engines I	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 786/860 Automotive Air Conditioning I	2.5
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 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	9

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. 401 Business Communications	3
CAOT 212 Word Processing I: WordPerfect or CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: Word Perfect 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 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I . . .	1.5
SPCH 120 Interpersonal Communication	3

Plus a minimum of 8 units from the following:

ACTG 100 Accounting Procedures	1.5-3
ACTG 103 Ten Key Skills	0.5
ACTG 194 Introduction to QuickBooks	1
BUS. 101 Human Relations at Work	3
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math	1.5-3
BUS. 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 212 Word Processing I: WordPerfect or CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: Word Perfect 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 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. 200 Intro to International Business	3
BUS. 205 Business Ethics	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. 248 Asian Management Systems	3
BUS. 279 Import/Export Management.	1.5
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions.	1.5
BUS. 293 Internet Marketing Strategies.	1.5
BUS. 352 Introduction to Insurance	1
BUS. 353 Property & Liability Insurance Principles . . .	3
BUS. 401 Business Communications	3
BUS. 411 Introduction to Technical Communication I .	3
BUS. 520 North San Mateo County Leadership Forum	1.5
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. 100 Real Estate Principles.	3
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. 200 Intro to International Business	3
BUS. 205 Business Ethics	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. 248 Asian Management Systems	3
BUS. 279 Import/Export Management.	1.5
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions.	1.5
BUS. 293 Internet Marketing Strategies.	1.5
BUS. 352 Introduction to Insurance	1
BUS. 353 Property & Liability Insurance Principles . . .	3
BUS. 401 Business Communications	3
BUS. 411 Introduction to Technical Communication I .	3
BUS. 520 North San Mateo County Leadership Forum	1.5
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. 100 Real Estate Principles	3
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 Int. 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. 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
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	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. 205 Business Ethics	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. 248 Asian Management Systems	3
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions.	1.5
BUS. 293 Internet Marketing Strategies.	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. 205 Business Ethics	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. 248 Asian Management Systems	3
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions.	1.5
BUS. 293 Internet Marketing Strategies.	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. 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. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions	1.5
BUS. 293 Internet Marketing Strategies	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. 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. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions	1.5
BUS. 293 Internet Marketing Strategies	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. 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. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions	1.5
BUS. 293 Internet Marketing Strategies	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. 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. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions	1.5
BUS. 293 Internet Marketing Strategies	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. 200 Introduction to International Business	3
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions	1.5
BUS. 293 Internet Marketing Strategies	1.5
BUS. 294 Introduction to Selling	1.5

Plus 7.5 units from the following:

BUS. 100 Introduction to Business	3
BUS. 101 Human Relations at Work	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 120 Mathematical Analysis for Business	3
BUS. 123 Statistics	3
BUS. 150 Small Business Management	3
BUS. 183 Building High Performing Teams	1.5
BUS. 190 Retailing, E-Commerce & Buying	3
BUS. 205 Business Ethics	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. 279 Import/Export Management	1.5

BUS. 670 Business Work Experience – Internship in Marketing	1-3
FASH 151 Fashion Merchandising	3
TOTAL REQUIRED UNITS IN MAJOR AREA	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

MARKETING CERTIFICATE

Required Courses	Units
BUS. 200 Introduction to International Business	3
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
BUS. 292 Introduction to Marketing Promotions	1.5
BUS. 293 Internet Marketing Strategies	1.5
BUS. 294 Introduction to Selling	1.5

Plus a minimum of 7.5 units from the following:

BUS. 100 Introduction to Business	3
BUS. 101 Human Relations at Work	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 120 Mathematical Analysis for Business	3
BUS. 123 Statistics	3
BUS. 150 Small Business Management	3
BUS. 153 Planning a Business Start-Up	2-3
BUS. 181 Personal Power and Leadership	1.5
BUS. 183 Building High Performing Teams	1.5
BUS. 190 Retailing, E-Commerce & Buying	3
BUS. 205 Business Ethics	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. 279 Import/Export Management	1.5
BUS. 670 Business Work Experience – Internship in Marketing	1-3
FASH 151 Fashion Merchandising	3
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
BUS. 101 Human Relations at Work	3
BIOL 250 Human Anatomy	4
BUS. 485 Medical Terminology.	3
BUS. 486 Medical Transcription	4
BUS. 670 Business Work Experience 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 6 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 231 Database Applications II	2
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
BUS. 101 Human Relations at Work	3
BIOL 250 Human Anatomy	4
BUS. 485 Medical Terminology.	3
BUS. 486 Medical Transcription	4
BUS. 670 Business Work Experience 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 6 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 231 Database Applications II	2
CAOT 301 Maximizing Your Employment Potential	1
CAOT 400 Internet I	1.5
TOTAL REQUIRED UNITS.	24

MEDICAL OFFICE ASSISTANT CERTIFICATE

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

Required Courses	Units
BUS. 400 Business English.	3
BUS. 485 Medical Terminology.	3
BUS. 476 Introduction to Medical	
Office Management	3
BUS. 486 Medical Transcription	2
CAOT 200 Introduction to MS Office Suite.	2
TOTAL REQUIRED UNITS.	13

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

- ACTG 103 Ten-Key Skills
- BUS. 101 Human Relations at Work
- CAOT 101 Computer Keyboarding Skill Building
- CAOT 104 Introduction to Computers with Windows I
- CAOT 212 Word Processing I: WordPerfect **or**
- CAOT 214 Word Processing I: Word

MEDICAL BILLING AND CODING CERTIFICATE

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

Plus a minimum of 2 units from the following:

ACTG 103 Ten-Key Skills	0.5
BIOL 130 Human Biology	3
BIOL 250 Human Anatomy	4
BUS. 401 Business Communications	3

CAOT 101 Computer Keyboarding Skill Building . . .	1.5-3
CAOT 104 Introduction to Computers with Windows I	1.5
CAOT 200 Introduction to MS Office Suite.	2
CAOT 201 Integration of MS Office Applications	1
CAOT 214/212 Word Processing I: Word/WordPerfect . . .	1
CAOT 215/213 Word Processing II: Word/WordPerfect . . .	2
CAOT 225 Spreadsheets I: Excel	1
CAOT 226 Spreadsheets II: Excel.	2
CAOT 230 Database Applications I: Access	1
CAOT 231 Database Applications II: Access	2
CAOT 400 Internet I	1
TOTAL REQUIRED UNITS	17

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 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 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
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 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 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

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. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5

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. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5

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/COMP 412 Flash I	1.5

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/COMP 413 Flash II	1.5
CAOT 415 Website Design and Management	2
CAOT 420 JavaScript or	
COMP 423 JavaScript	1.5
CAOT 421 XML or	
COMP 424 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	18.5
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/COMP 412 Flash I	1.5

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/COMP 413 Flash II	1.5
CAOT 415 Website Design and Management	2
CAOT 420 JavaScript or	
COMP 423 JavaScript	1.5
CAOT 421 XML or	
COMP 424 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	18.5

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 665 Selected Topics in Cosmetology
- 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	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 665 Selected Topics in Cosmetology
- 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

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

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 161 Tango Argentino5-1
DANC 162 Tango Milonga5-1
DANC 163 Tango Buenos Aires5-1
DANC 167 Swing Dance I5-1
DANC 168 Swing Dance II5-1
DANC 169 Swing Dance III5-1
DANC 350 Cardio Dance	1
DANC 440 Princ. of Dance Company/ Arts Program Management5-2
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
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
ECE. 366 Practicum in Early Childhood Education	3

Plus a selection of at least 9 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. 273 Supporting Young Bilingual Learners	1
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. 335 Handling Behavior.	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
ECE. 366 Practicum in Early Childhood Education . . .	3
Plus a selection of at least 3 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. 273 Supporting Young Bilingual Learners	1
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. 335 Handling Behavior.	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 B.	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
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 104 Applied English Skills for Cultural Production	1-3
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. 151 Shakespeare	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, EVENING AND ONLINE CLASSES

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

Fall 2007

Day	LIT. 370 Readings in Literature of the Latino in the United States
Evening	LIT. 111 Short Story

Spring 2008

Day	LIT. 151 Shakespeare LIT. 166 Women on Writing
Evening	LIT. 113 Introduction to the Novel LIT. 191 Children's Literature
Online	LIT. 432 Folklore

Fall 2008

Day	LIT. 267 Filipino American Literature
Evening	LIT. 266 Black Literature
Online	LIT. 251 Women in Literature

Spring 2009

Day	LIT. 265 Asian American Literature LIT. 166 Women on Writing
Evening	LIT. 416 Modern European Literature in Translation LIT. 191 Children's Literature
Online	LIT. 116 Introduction to World Literature

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

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 nutri-
tion/food services, design and housing, and general fam-
ily and consumer science.

A certificate in Family and Consumer Science endor-
ses 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 117 Creating a Personal Image	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 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	27
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 117 Creating a Personal Image	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	27

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/FCS 113 Textiles	3
FASH/FCS 117 Creating a Personal Image	3
FASH/FCS 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	30
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/FCS 113 Textiles	3
FASH/FCS 117 Creating a Personal Image	3
FASH/FCS 119 Clothing, Culture & Society	3
FASH 151 Fashion Merchandising	3
FASH 152 Visual Merchandising	3
FASH 153 Apparel & Home Fashion Analysis	3
FASH 156 Fashion Shows & Special Events	3
FASH 670 Vocational Co-Op Education	1

Plus a selection of 5 units from the following:

ACTG 100 Accounting Procedures	1.5-3
ART 214 Color	2-3
ART 301 Design	2-3
ART 338 Advertising Art	2
BUS. 100 Intro to Business	3
BUS. 101 Human Relations at Work	3
BUS. 115 Business Math	1.5-3
BUS. 150 Small Business Management	3
BUS. 201 Business Law	3
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 200 Intro to MS Office Suite	2
FASH 160 Business of Image Consulting	2
INTD 110 Environmental Design	
(suggested for students interested in display)	3
PSYC 100 General Psychology	3
SPCH 120 Interpersonal Communication	3
TOTAL REQUIRED UNITS	30

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. 190 Retailing, E-Commerce & Buying	3
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5

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/FCS 117 Creating a Personal Image	3
FASH/FCS119 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. 190 Retailing, E-Commerce & Buying	3
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
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/FCS 117 Creating a Personal Image	3
FASH/FCS 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/FCS 113 Textiles	3
FASH/FCS 117 Creating a Personal Image	3
FASH/FCS 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. 190 Retailing, E-Commerce & Buying	3
BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
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	30

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

IMAGE CONSULTING CERTIFICATE

Required Courses	Units
ART 301 Design.	3
FASH/FCS 113 Textiles	3
FASH/FCS 117 Creating a Personal Image	3
FASH/FCS 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
ART 214 Color.	2-3
BUS. 150 Small Business Management	3
BUS. 190 Retailing, E-Commerce & Buying	3

BUS. 290 Introduction to Marketing Strategy	1.5
BUS. 291 Marketing Tactics	1.5
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.	30

INTERNATIONAL STUDIES

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

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

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN INTERNATIONAL STUDIES

Required Core Courses Units

Required core courses in Social Sciences

PLSC 130 International Relations	3
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Plus 9 units from the following:

HIST 104 World Civilizations I	3
HIST 106 World Civilizations II	3
GEOG 110 Cultural Geography	3
ECON 100 Macroeconomics.	3
ANTH 110 Cultural Anthropology	3

Required core courses in Language and Literature

LIT.116 Introduction to World Literature.	3
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Plus 6 to 10 units from one of the following:

ARBC 111, 112 * Elementary Arabic I, II
CHIN 111, 112* Elementary Chinese I, II
ITAL 111, 112* Elementary Italian I, II
JAPN 111, 112* Elementary Japanese I, II
SPAN 110, 120** Elementary/Adv. Spanish
FILI (TAGA) 111, 112* Elementary Filipino I, II
* 6 units, the equivalent of 1 semester of college-level foreign language
** 10 units, the equivalent of 1 year of college-level foreign language and also meets Languages other than English portion of IGETC

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

Asia

ART 105 Art of Asia and the Near East.	3
CHIN* 111-122	3
ECON 310 Political Economy of Asia	3
JAPN* 111-115	3
HIST 430 Early Asian Civilizations	3
HIST 432 Modern Asian Civilizations	3
HIST 463 Great Cities of the World: Florence, Tokyo and Jerusalem.	3
HIST 464 Great Cities of the World: New York, Beijing and Granada	3
LIT. 265 Asian American Literature	3
PHIL 320 Asian Philosophy.	3
SOCI 341 Asian Cultures and Societies	3

Europe

ART 101 History of Western Art I	3
ART 102 History of Western Art II	3
SPAN* 110-140	3
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
HIST 109 Europe Since 1945	3
HIST 461 Great Cities of the World: Paris, Madrid and Istanbul	3
HIST 462 Great Cities of the World: London, Cairo and Rome.	3
HIST 463 Great Cities of the World: Florence, Tokyo and Jerusalem.	3
HIST 464 Great Cities of the World: New York, Beijing and Granada	3
LIT. 113 Introduction to the Novel	3
PHIL 160 History of Western Philosophy: Ancient and Medieval	3
PHIL 175 History of Western Philosophy: 16th – 18th Century	3

Latin America

ART 120 Art of the Americas.	3
SPAN* 110-140	3
HIST 420 Survey of Latin American History	3
MUS. 240 Music of the Americas.	3
LIT. 370 Readings in Literature of the Latino in America	3
LIT. 373 Latin American Literature in Translation	3
PLSC 320 Latin America in the International Political Economy	3

Philippines

ECON 310 Political Economy of Asia	3
FILI (TAGA)* 110-122	3
HIST 435 History of the Philippines	3
LIT. 267 Filipino American Literature.	3
MUS. 420 Traditional Kulintang Music	2
SOCI 142 Filipina/o Community Issues	3

* Units in foreign languages used to meet area studies requirements must be **in addition** to units in foreign language used to meet core requirement.

TOTAL REQUIRED UNITS IN MAJOR AREA. 27-31
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

Recommended Electives

In addition to the above, students in the major are urged to consider the following related courses as electives for the AA degree:

- ECON 102 Microeconomics
- GEOG 150 World Regional Geography
- MUS. 250 World Music
- PHIL 300 World Religions

Students are also urged to participate in Skyline's Study Abroad program, which holds courses in London in the Fall semester, Paris in even Spring semesters, and Florence in odd Spring semesters. Study Abroad programs through other institutions may also be appropriate.

JOURNALISM

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

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

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

Note: A grade of C or better is required in each of the core Journalism courses for both the Associate Degree and the Certificate.

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN JOURNALISM

Required Core 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 301 Online Newspaper Staff.	3
JOUR 670 Journalism Work Experience	1-4
JOUR 680 Newspaper Editing Skills5
JOUR 690 Special Projects in Journalism	1-3
LSCI 100 Introduction to Information Research.	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 301 Online Newspaper Staff.	3
JOUR 670 Journalism Work Experience	1-4
JOUR 680 Newspaper Editing Skills5
JOUR 690 Special Projects in Journalism	1-3
LSCI 100 Introduction to Information Research.	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
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
MUS. 100 Fundamentals of Music	3
MUS. 301 Piano I	2
MUS. 110 Music Theory I and	3
MUS. 111 Musicianship I 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	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. 420 Traditional Kulintang Music	2
MUS. 430 Concert Band	0.5-3
MUS. 450 Jazz Band.	1-3
MUS. 470 Concert Choir	2-3
TOTAL REQUIRED UNITS IN MAJOR AREA	24-26

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

GEOL 210 General Geology	4
PHYS 210 General Physics I	4
PHYS 220 General Physics II	4
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
PHYS 270 Physics with Calculus III	4
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
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
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. 270 Introduction to Human Performance	2

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

- ADAP 348/349/356/357 Adaptive Physical Education
- COMB 301/302/401/404/405 Self Defense
- DANC 110/130/140/330/350 Dance/Aerobics
- FITN 106/110/112/116/160/201/202/205/210
Conditioning/Fitness/
Strength Training
- FITN 301/303//304/305/332/334/335 Stretch/Yoga/
Cardiovascular Development
- INDV 101/105/121/125/126/160/165/167/168/169/182/251/
253/255
Individual Sports
- P.E. 105 The Student-Athlete Experience
- P.E. 203/211/212/213/214/301 Sports Medicine
- TEAM 100/111/112/115/116/117/125/132/141/145/146/
148/149/150/171/173/175/176/179/190/191/192/193/
194/195 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
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	21
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. **A minimum grade of C is required in all coursework.** An Associate Degree is required to take the Respiratory Care Practitioner Exam administered by the California Respiratory Care Board. To determine specific General Education requirements, applicants are encouraged to contact the Counseling Department.

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

1. High school graduation or equivalent.
2. Presently enrolled in or completed with a grade of C or better:
 - a. Algebra equivalent to MATH 110 or 112.
 - b. Chemistry equivalent to CHEM 192 or 410.
 - c. Human Anatomy equivalent to BIOL 250.

(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 Achievement 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 140 Small Group Communication	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 24
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 80 hours of clinical practice in a hospital setting.

CENTRAL SERVICE TECHNOLOGY CERTIFICATE

Required Course	Units
SURG 445 Introduction to Central Service Technology	5

**CENTRAL SERVICE TECHNOLOGY WITH CLINICAL
PRACTICE CERTIFICATE**

Required Courses	Units
SURG 445 Introduction to Central Service Technology	5
SURG 446 Clinical Practice for Central Service Technology	1
TOTAL REQUIRED UNITS.	6

**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/COMP 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/COMP 481 Network Systems Administration . .	3
TCOM 482 Introduction to Routers.	3
TCOM 483 Network Switches-Concepts and Applications	3
TCOM/COMP 484 Advanced Routing Concepts and Applications	3
TCOM 485 Troubleshooting the Internet.	3
TCOM/COMP 486 Network Security	3
TCOM/COMP 487 Advanced 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/COMP 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/COMP 481 Network Systems Administration	3
TCOM 482 Introduction to Routers.	3
TCOM 483 Network Switches-Concepts and Applications	3
TCOM/COMP 484 Advanced Routing Concepts and Applications	3
TCOM 485 Troubleshooting the Internetwork.	3
TCOM/COMP 486 Network Security	3
TCOM/COMP 487 Advanced 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

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/COMP 451 PC Configuration and Repair.	6
TCOM 480 Network Fundamentals (LAN)	3
TCOM/COMP 481 Network Systems Administration	3
TCOM 482 Introduction to Routers	3
TCOM 483 Network Switches – Concepts and Applications	3
TCOM/COMP 484 Advanced Routing Concepts and Applications	3
TCOM 485 Troubleshooting the Internetwork	3
TCOM/COMP 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
TCOM/COMP 487 Advanced Network Security.	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

Required Courses	Units
ELEC 110 Fundamentals of Electronics	3
TCOM/COMP 451 PC Configuration and Repair.	6
TCOM 480 Network Fundamentals (LAN)	3
TCOM/COMP 481 Network Systems Administration	3
TCOM 482 Introduction to Routers	3
TCOM 483 Network Switches – Concepts and Applications	3
TCOM/COMP 484 Advanced Routing Concepts and Applications	3
TCOM 485 Troubleshooting the Internetwork	3
TCOM/COMP 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
TCOM/COMP 487 Advanced Network Security.	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/COMP 451 PC Configuration and Repair	6
TCOM 480 Network Fundamentals (LAN).	3
TCOM/COMP 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/COMP 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:

- A. 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**
- B. Complete the CSU version of the Intersegmental General Education Transfer Curriculum (IGETC) – a minimum of 37 units with a C or better grade in each course.
- C. Remaining units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division major preparation and/or electives.

Option 2: University of California Pattern

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

- A. Complete the UC version of the Intersegmental General Education Transfer Curriculum (IGETC) – a minimum of 34 units, **or**
- B. Complete campus specific UC transfer admission requirements (in consultation with a counselor).
- C. Remaining units should be chosen in consultation with a counselor to fulfill Associate degree competency and specific area requirements and lower-division major preparation and/or electives.

Option 3: Independent University Pattern

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

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

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

Other Educational Opportunities

SAN MATEO COUNTY COMMUNITY COLLEGES

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. In addition to offering comprehensive general education, vocational, transfer and remedial programs, Cañada College and College of San Mateo offer a number of special programs not available at Skyline. Following is a list of these programs:

CAÑADA COLLEGE

Programs

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

Athletics

Men's Golf
Women's Golf

CAÑADA COLLEGE

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

COLLEGE OF SAN MATEO

Programs

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

Athletics

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

COLLEGE OF SAN MATEO

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